

Borough Council of
**King's Lynn &
West Norfolk**



Environment and Community Panel

Agenda

Tuesday, 5th October, 2021
at 4.30 pm

in the

**Assembly Room, Town Hall, Saturday
Market Place, King's Lynn also available to
view on [WestNorfolkBC on You Tube](#)**



King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX
Telephone: 01553 616200

Friday 24th September 2021

Dear Member

Environment and Community Panel

You are invited to attend a meeting of the above-mentioned Panel which will be held on **Tuesday, 5th October, 2021 at 4.30 pm** in the **Assembly Room, Town Hall, Saturday Market Place, King's Lynn PE30 5DQ** to discuss the business shown below.

Yours sincerely

Chief Executive

AGENDA

1. Appointment of Vice Chair for the meeting

2. Apologies for absence

To receive any apologies for absence.

3. Minutes (Pages 5 - 10)

To approve the minutes of the previous meeting.

4. Declarations of interest

Please indicate if there are any interests which should be declared. A declaration of an interest should indicate the nature of the interest (if not already declared on the Register of Interests) and the agenda item to which it relates. If a disclosable pecuniary interest is declared, the Member should withdraw from the room whilst the matter is discussed.

Those declarations apply to all Members present, whether the Member is part of the meeting, attending to speak as a local Member on an item or simply observing the meeting from the public seating area.

5. Urgent Business

To consider any business which, by reason of special circumstances, the Chair proposed to accept as urgent under Section 100(b)(4)(b) of the Local Government Act, 1972.

6. Members Present Pursuant to Standing Order 34

Members wishing to speak pursuant to Standing Order 34 should inform the Chair of their intention to do so and what items they wish to be heard before a decision on that item is taken.

7. Chair's Correspondence

If any.

8. River Lane 3G Pitch Development - Cabinet report (30 minutes) (Pages 11 - 19)

To consider the report and make any appropriate recommendations to Cabinet.

9. Commercial Team Service Plan Cabinet Report (30 minutes) (Pages 20 - 53)

To consider the report and make any appropriate recommendations to Cabinet.

10. Report of the Urban Wildlife Informal Working Group (30 minutes) (Pages 54 - 56)

11. Portfolio Holder Question and Answer Session (15 minutes)

Any questions should be submitted to the Democratic Services Officer in advance of the meeting.

12. Nomination to Outside Bodies (5 minutes) (Pages 57 - 58)

13. Work Programme and Forward Decision List (Pages 59 - 66)

14. Date of the next meeting

To note that the next meeting of the Environment and Community Panel is scheduled to take place on Tuesday 9th November 2021.

To:

Environment and Community Panel: C Bower (Vice-Chair), A Bubb, A Bullen, S Collop, M de Whalley, I Devereux, J Kirk, J Lowe, C Sampson (Chair), S Squire and M Wilkinson

Portfolio Holders:

Councillor Sandell – Portfolio Holder for People and Communities
Councillor Kunes – Portfolio Holder for Environment

Officers

Martin Chisholm – Assistant Director
Tommy Goode – Alive West Norfolk
Vicki Hopps – Environmental Health Manager
Honor Howell – Assistant to the Chief Executive

By invitation

Members of the Urban Wildlife Informal Working Group

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

ENVIRONMENT AND COMMUNITY PANEL

Minutes from the Meeting of the Environment and Community Panel held on Tuesday, 31st August, 2021 at 4.30 pm in the Assembly Room, Town Hall, Saturday Market Place, King's Lynn PE30 5DQ

PRESENT: Councillors C Sampson (Chair), C Bower, A Bubb, A Bullen, S Collop, M de Whalley, I Devereux, J Kirk, S Patel (substitute for J Lowe) and M Wilkinson

PORTFOLIO HOLDERS:

Councillor R Blunt – Portfolio Holder for Regeneration and Development
Councillor P Kunes – Portfolio Holder for Environment

PRESENT UNDER STANDING ORDER 34: Councillor Morley

BY INVITATION FOR EC21: Councillor E Nockolds and Fiona Matchett from West Norfolk Community Transport

OFFICERS:

David Ousby – Assistant Director
Dave Robson – Environmental Health Manager
Ged Greaves – Senior Policy and Performance Officer

EC15: APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Squire, Kemp and Lowe.

EC16: MINUTES

[Click here to view the recording of this item on You Tube.](#)

Although not present at the meeting, Councillor Kemp had asked that the minute EC9 be amended to reflect her nomination to the Norfolk Health and Overview Scrutiny Committee. The Chair confirmed that this was an accidental omission from the minutes and would be added.

RESOLVED: Subject to the addition of the above the Minutes from the previous meeting were agreed as a correct record and signed by the Chair.

EC17: DECLARATIONS OF INTEREST

There were no declarations of interest.

EC18: **URGENT BUSINESS**

[Click here to view the recording of this item on You Tube.](#)

The Chair explained that he had an item of Urgent Business which related to Climate Change and the reason why it was urgent was because that it was pertinent to the Climate Change Strategy and Action Plan which was being considered at the meeting.

The Panel agreed that the item could be considered as urgent business.

The Chair invited Councillor Kunes, Portfolio Holder for the Environment to address the Panel. Councillor Kunes explained that the Council had just released a press release indicating that the Council would be declaring a climate change emergency. This would be considered by Full Council at their meeting on 9th September 2021 as it had been submitted as a Notice of Motion. Councillor Kunes read out the Notice of Motion as submitted to Council as follows:

‘This Council has recognised the scientific and moral need to act decisively on ‘climate change’ for sometime and has introduced a portfolio, policy and measures to significantly reduce its impact on its carbon emissions and the environment, with an intent to support these going forward with a specific budget. It is now the right time with this Council focussed activity well underway for us to now declare a ‘climate emergency’ to magnify the global message of the need for action to local residents, businesses and partners in West Norfolk and signal our strong commitment to help them make positive changes.’

EC19: **MEMBERS PRESENT PURSUANT TO STANDING ORDER 34**

Councillors Morley and Nockolds.

EC20: **CHAIR'S CORRESPONDENCE**

[Click here to view the recording of this item on You Tube.](#)

The Chair informed the panel that their recommendations on the Balloon and Lanterns Policy would be considered by Cabinet at their meeting on 15th September 2021.

EC21: **WEST NORFOLK COMMUNITY TRANSPORT UPDATE**

[Click here to view the recording of this item on You Tube.](#)

The Chair welcomed Fiona Matchett from West Norfolk Community Transport to the meeting who provided the Panel with information on the work of the organisation as attached.

The Chair thanked Fiona Matchett for her presentation and invited questions and comments from the Panel, as summarised below.

Councillor Nockolds as the Borough Council's representative on West Norfolk Community Transport commended the organisation and the services they provided.

Members of the Panel that had used the service, or knew someone who had used the service made comments that the service was very helpful and reliable and thanked West Norfolk Community Transport for the work they carried out in West Norfolk.

In response to Councillor Bullen regarding media targeting, Fiona Matchett explained that they were looking at target area and promoting the service.

Councillor Blunt asked if Members could assist with promoting the service and Fiona Matchett explained that she was looking to promote the service through Parishes and Parish Magazines, and Councillors who were able to promote the service in their area were encouraged to contact Fiona Matchett for promotional material.

The Chair encouraged Members to promote the service within their communities.

Councillor Nockolds made reference to shop mobility, which was also a very important service and was promoted on the visit West Norfolk website.

RESOLVED: The update was noted.

EC22: **CLIMATE CHANGE STRATEGY AND ACTION PLAN**

[Click here to view the recording of this item on You Tube.](#)

The Environmental Health Manager and Senior Policy and Performance Officer presented the Cabinet report which set out the Council's approach to the reduction of the district carbon emissions to net zero as detailed in the Strategy and Action Plan. The Panel was advised that the Borough Council would bring forward its carbon footprint net zero target from 2050 to 2035.

The Environmental Health Manager made reference to the background papers which had also been circulated to Members in advance of the meeting. He also explained that work was ongoing to ascertain if it

would be possible to bring forward the carbon footprint net zero target by 2030.

The Senior Policy and Performance Officer informed the Panel that once the work on the action plan and strategy was underway work could be carried out to look at metrics and key performance indicators that could be introduced to monitor performance. The Panel could also request periodic updates.

The Chair thanked the Environmental Health Manager for his presentation and invited questions and comments from Members, as summarised below.

Councillor de Whalley made reference to the Cabinet recommendations and proposed that 'subject to a full public consultation' should be added. This was seconded by Councillor Bullen. Councillor de Whalley commented that he welcomed the Notice of Motion on the climate change emergency.

The Panel considered Councillor de Whalley's proposed amendment to the recommendation.

The Portfolio Holder for Environment, Councillor Kunes commented that any public consultation would delay the process and require considerable resources.

The Vice Chair, Councillor Bower commented that there were lots of schemes ongoing in the Borough to address climate change and the declaration of a climate change emergency now meant that the pace of actions would be upped.

The Chair, Councillor Sampson felt that Councillors considered the views of residents and fed them back to officers as appropriate, so a public consultation was unnecessary.

The Portfolio Holder for Environment, Councillor Kunes clarified that the action plan and strategy was for the Council, not for the wider Borough, so it may be that a public consultation would happen later on. He also commented that the Council were looking at ways to engaging the public, including public exhibitions.

Councillor Devereux made reference to the consultation responses which had been circulated to Members in advance of the meeting and felt that these covered a lot of queries.

The Environmental Health Manager explained that public consultation at this stage would delay the process and would require additional resources.

Councillor Bullen commented that communication was key throughout the whole process.

On being put to the vote, Councillor de Whalley's amendment to the recommendation was lost.

Councillor Morley addressed the Panel under Standing Order 34 and made reference to finances, budgets and funding applications and the 2030 target. Councillor Bubb, the Chair of the Climate Change Informal Working Group informed Councillor Morley that they were holding their next meeting on 28th September and Councillor Morley could attend the meeting and discuss his issues there if required.

RESOLVED: That the Environment and Community Panel support the recommendations to Cabinet as set out below:

1. That the Climate Change Strategy and Action Plan be adopted.
2. That the Borough Council's carbon footprint net zero date be brought forward to 2035.

EC23: **URBAN WILDLIFE INFORMAL WORKING GROUP UPDATE**

[Click here to view the recording of this item on You Tube.](#)

The Chair of the Urban Wildlife Informal Working Group, Councillor Bullen, provided the Panel with an update on their work so far. A copy of the information provided to the Panel is attached.

Councillor Bullen explained that the Informal Working Group had also held a meeting with the Portfolio Holder for Environment.

RESOLVED: The update was noted and the Informal Working Group's final report would be presented to the Environment and Community Panel on 5th October 2021.

EC24: **PORTFOLIO HOLDER Q&A SESSION**

[Click here to view the recording of this item on You Tube.](#)

It was confirmed that no questions had been submitted in advance of the meeting for Portfolio Holders to respond to.

Members of the Panel were reminded that this was a standing item on the Agenda should they have any questions they would like to submit in the future.

EC25: **WORK PROGRAMME AND FORWARD DECISION LIST**

[Click here to view the recording of this item on You Tube.](#)

RESOLVED: The Panel's Work Programme was noted.

EC26: **DATE OF THE NEXT MEETING**

The next meeting of the Environment and Community Panel was scheduled to take place on Tuesday 5th October 2021 at 4.30pm in the Assembly Room at the Town Hall.

The meeting closed at 5.35 pm

REPORT TO CABINET

Open		Would any decisions proposed :			
Any especially affected Wards	Mandatory/	Be entirely within Cabinet's powers to decide		<u>YES/NO</u>	
	Discretionary /	Need to be recommendations to Council		<u>YES/NO</u>	
	<u>Operational</u>	Is it a Key Decision		<u>YES/NO</u>	
Lead Member: E-mail: cllr.sam.sandell@west-norfolk.gov.uk		Other Cabinet Members consulted: Cllr Brian Long			
		Other Members consulted: Cllr Elizabeth Nockolds			
Lead Officer: Honor Howell E-mail: honor.howell@west-norfolk.gov.uk Direct Dial:01553 616550		Other Officers consulted: Neil Gromett Managing Director – AWN Tommy Goode – AWN Lorraine Gore – Chief Executive Debbie Gates – Executive Director			
Financial Implications <u>YES/NO</u>	Policy/ Personnel Implications <u>YES/NO</u>	Statutory Implications <u>YES/NO</u>	Equal Impact Assessment <u>YES/NO</u> If YES: Pre-screening/ Full Assessment	Risk Management Implications <u>YES/NO</u>	Environmental Considerations <u>YES/NO</u>

Date of meeting: 16 November 2021

RIVER LANE 3G DEVELOPMENT

Summary

Sport England and the Football Association have identified insufficient artificial football pitches in west Norfolk, the only one being located at Lynnsport. The existing 3G pitch has 92% utilisation Monday to Thursday 5pm to 9pm, therefore is operating at near capacity. It is proposed to develop an additional 3G pitch on the River Lane playing fields to provide extra 3G football capacity in an area already designated for use as football pitches, enabling the local community to benefit from additional football facilities utilising the existing Dutton pavilion for changing facilities.

The River Lane playing fields are registered under Fields in Trust. Fields in Trust have indicated their approval for a 3G pitch, recognising the benefits it will bring to the local area and the health benefits that exercise can bring but a the formal Fields in Trust Request for Change process will need to be followed for formal confirmation. The playing fields area will still very much be open for community use.

An additional 3G pitch is estimated to cost £730k + VAT for the pitch, floodlights and fencing. The FA and the Football Foundation will support the project and pending a funding application the Football Foundation will contribute approximately 82% of the cost due to the area of deprivation in which the proposed site lies. To enable the project to go ahead, partnership funding from the borough council would be required at £263k. A return to the borough council is anticipated to be £35k per annum for 10 years.

Recommendation

That the borough council grant Alive West Norfolk a contribution of £263,000 to the overall cost of the new 3G pitch at River Lane playing fields subject to planning permission being received.

Reason for Decision

There is a need for an additional 3G pitch to be developed at Lynnsport in order to meet demand of the affiliated game.

Additional local demand for 3G provision is being generated by the growth of the Women and Girls football with participation increasing within the traditional affiliated female game. Walking football is also seeing a rapid participation growth.

Football is also a strong tool to improve community cohesion and improve local issues such as anti-social behaviour. A new 3G pitch would enable recreational football programmes to be delivered which could improve community cohesion and social engagement.

1 Background

- 1.1 The existing 3G at Lynnsport attracts approximate 54,130 users per year with 33 specific football sessions, 13 football clubs, 2 football organisation and 3 football leagues. Lynnsport has a significant number of users of the multi-surface pitch but would prefer to use the 3G which is not possible due to it operating at near capacity, especially in the evenings. The 3G has utilisation of 40% at off-peak time and 75% at peak times (5-10pm Monday to Friday). This rises to 92% utilisation for Monday to Thursday 5-9pm.
- 1.2 Week-days, daytime use is predominantly by the local college sports department based at Lynnsport, Kings Lynn Town Football Club and the local schools. Utilisation is based on availability from 9am to 10pm.
- 1.3 In 2011 the borough council commissioned consultants to undertake a review of sports facility provision in the borough. At that time, the report produced stated that west Norfolk's provision for artificial pitches was amongst the worst in the region.
- 1.4 The report outlined the Football Association's (FA) standard of 1 3G pitch per 25,000 residents and that west Norfolk would require a further 5 pitches to meet the FA's standard. Given the population growth in the area during the last 10 years since the report was produced, it is almost certain that these figures are now understated.
- 1.5 In 2020 a further report King's Lynn and West Norfolk Local Football Facilities Plan was published continuing to highlight the poor provision of 3G's for West Norfolk and identifying King's Lynn and specifically Lynnsport as priority projects for development given the local demand.

2. Healthy Communities

- 2.1 'Helping to improve the health and wellbeing of our communities' is a corporate priority. The COVID-19 pandemic has further highlighted the health inequalities faced by communities in areas of deprivation and the project will help to address this.
- 2.2 The Index of Multiple Deprivation (IMD) in west Norfolk provides an indication to the deprivation levels of neighbourhoods based on income, education, employment, health, crime, housing and the living environment. King's Lynn has a number of wards which are within the top 10% of most deprived wards nationally. 15% of children in west Norfolk live in low-income families.
- 2.3 The Sport England Active Lives Survey measures overall engagement with Sport and Physical Activity. It measures the number of people aged 16 and over who take part in sport and physical activity. In the division where Lynnsport is situated 22% of adults are inactive (take less than 30 mins exercise a week) and 67% of adults are overweight or obese (source: *Norfolk Insight*)
- 2.4 Nationally, the government strategy 'Sporting Future – A New Strategy for an Active Nation' seeks to address the flat-lining of levels of sport participation and high levels of activity in this country. Through this, the government is redefining what success in sport means, with a new focus on five key outcomes: physical wellbeing, mental wellbeing, individual development, social and community development and economic development. In future, funding decisions will be made on the basis of the outcomes that sport and physical activity can deliver.
- 2.5 As we recover from the pandemic, it will be more important than ever to be more inclusive and relevant. Many people and communities feel excluded, often unconsciously. If this occurs at local, grassroots level our residents feel excluded and sport participants do not represent the diverse population, leading to social isolation.
- 2.6 Improving our sports facilities will act as an enabler to increase sports participation in one of the more deprived areas of our borough.
- 2.7 Local children will be able to access the 3G at discounted rates at off-peak times, school holidays and we will work with local schools and the College of West Anglia to target hard to reach groups in the North Lynn community and raise aspirations through workforce and skills development in sports coaching.

3 Options Considered

- 3.1 The Norfolk FA are actively engaged with the borough council supporting the development of a second 3G pitch in King's Lynn. Lynnsport is the FA's preferred site. Norfolk FA are confident that delivery of a new 3G pitch will increase levels of physical activity,

improve the levels of mental health and wellbeing as well as improving community cohesion in this area. Norfolk FA will actively support a funding application from the council to Football Foundation to support the financing of the proposed development.

3 Policy Implications

3.1 There are no policy implications. The proposal will meet the corporate priority 'Help to improve the health and wellbeing of our communities'.

4 Financial Implications

4.1 Cost of the scheme

4.1.1 For 2020-21 the council had a favourable variance on maintenance spend of c.£218k for Alive West Norfolk. A portion of this saving could be used towards the cost of the new 3G pitch. The pitch will be a council asset.

4.1.2 The development of a 3G pitch at Lynnsport will cost £730 + VAT and £30k in professional fees. £100k from 2020-21 underspend and unsupported borrowing of £150k over 10 years will cost £13k in interest. Total project cost is £909k.

4.1.3 AWN have requested the borough council provide partnership funding towards the cost of the new pitch of £263k. This will be repaid over 10 years at £35k per annum. This will repay the initial outlay as well as providing a sinking fund of approximately £200k to replace the surface at the end of the life expectancy which is estimated to be 10-12 years.

4.2 Estimated Income

4.2.1 The estimated income from the new 3G is detailed below:

YEAR	INCOME
Year1	£75,000
Year2	£80,000
Year3	£85,000

4.2.2 There is likely to be approximately a £10k pa reduction in use on the multi-use pitch with football bookings potentially transferring to the new 3G.

4.2.3 Estimated annual running costs assuming LED lighting

AREA	COST
Floodlights	£5,480
Pitch Maintenance	£7,700
Equipment/Service	£1,700
Staffing	£1,040
Sinking Fund	£25k

TOTAL	£40,920
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5 Personnel Implications

- 5.1 The operation of the new 3G will be absorbed into existing duties by staff at Lynnsport. A cost for staffing has been included in the financial assessment.
- 5.2 The Alive Football Department will move to be based at the Dutton Pavilion providing a stronger presence in the area to help reduce anti-social behaviour and help with a more active programme for River Lane sports fields.

6 Environmental Considerations

- 6.1 The proposed location of the new 3G pitch is on playing fields designated for use as football pitches near the Dutton Pavilion, accessed via River Lane. The playing fields are registered with Fields In Trust who have indicated their approval to the building of the 3G pitch in this location although their formal process for change must be followed with council consent.
- 6.2 In mitigation, in another area of Lynnsport, approximately 3.8 hectares of wasteland has been turned into green space for use by the local communities as part of the housing developments along Greenpark Avenue which more than covers the 3G development of approximately 0.8 hectares. All other activities such as walking, dog walking, recreational use of fields will be able to go ahead as normal.
- 6.3 The River Lane sports pitches regularly flood in winter months due to poor drainage and water board gates causing adjacent rivers/dykes to disperse onto the fields making the pitches unplayable. In recent years most football provision has now moved to Kings Way with only one youth football team and some league fixtures now played. The development an all weather 3G pitch would provide reliability to the playing surface on offer and attract teams and clubs back to the facility making River Lane an active place for recreation.
- 6.4 Due to the decline in use of River Lane we have seen higher levels of anti-social behaviour with c.£30k in vandalism of the Dutton Pavilion on 2020-21 and regular nuisance complaints and needles/drug use. Better utilisation by the community and greater presence of staff would help deter this behaviour and support people in taking up a more active way of life.

7 Statutory Considerations

- 7.1 River Lane Sports Pitches are currently protected from develop under a Deed of Dedication with Fields in Trust. The Development Manager at Fields in Trust has indicated a 3G development would be an acceptable project as it complies with the fields use for recreational activity but with council consent, we need to go through their formal process to request the development.

8 Equality Impact Assessment (EIA)

(Pre screening report template attached)

9 Risk Management Implications

- 9.1 River Lane is protected from development via a Deed of Dedication with Fields in Trust. With council consent a formal Request for Development process will need to be followed with Fields in Trust.
- 9.2 The Football Foundation will appoint Robinson Low Francis for professional duties in surveying the site and construction who are experts in the field of 3G developments.
- 9.3 Alive West Norfolk have worked closely with Norfolk FA, the Football Foundation, The College of West Anglia and local user groups such as Kings Lynn Town Football Club to identify the need for the facility and likely uptake on completion.

10 Declarations of Interest / Dispensations Granted

- 10.1 None

11 Background Papers

- 11.1 Project Initiation Document Alive Lynnsport River Lane 3G Development version 5 8th July 2021
- 11.2 3G Feasibility Report September 2020
- 11.3 King's Lynn and West Norfolk Local Football Facility Plan March 2020
- 11.5 King's Lynn and West Norfolk Sports Facilities Strategy 2011
- 11.6 King's Lynn and West Norfolk Strategy for Playing Pitches and Outdoor Sports Facilities 2002

Pre-Screening Equality Impact Assessment

Borough Council of
King's Lynn & West Norfolk



Name of policy/service/function	3G Pitch Development at River Lane Lynnsport				
Is this a new or existing policy/service/function?	New				
<p>Brief summary/description of the main aims of the policy/service/function being screened.</p> <p>Please state if this policy/service is rigidly constrained by statutory obligations</p>	<p>New 3G Playing Pitch Development on River Lane Sports Pitches at Lynnsport. River Lane is protected under Fields in Trust for recreational use.</p>				
Question	Answer				
<p>1. Is there any reason to believe that the policy/service/function could have a specific impact on people from one or more of the following groups according to their different protected characteristic, for example, because they have particular needs, experiences, issues or priorities or in terms of ability to access the service?</p> <p>Please tick the relevant box for each group.</p> <p>NB. Equality neutral means no negative impact on any group.</p>		Positive	Negative	Neutral	Unsure
Age		✓			
Disability		✓			
Gender		✓			
Gender Re-assignment		✓			
Marriage/civil partnership		✓			
Pregnancy & maternity				✓	
Race		✓			
Religion or belief		✓			
Sexual orientation		✓			
Other (eg low income)		✓			

REPORT TO CABINET

Open/Exempt		Would any decisions proposed :		
Any especially affected Wards	Mandatory/	Be entirely within Cabinet's powers to decide	YES	
	Discretionary /	Need to be recommendations to Council	NO	
	Operational	Is it a Key Decision	NO	
Lead Member: Cllr Paul Kunes E-mail: cllr.paul.kines@west-norfolk.gov.uk		Other Cabinet Members consulted: Cllr Dark		
		Other Members consulted: Cllr Sampson		
Lead Officer: Vicki Hopps E-mail: Vicki.hopps@west-norfolk.gov.uk Direct Dial:01553 616307		Other Officers consulted: Commercial Team; Stuart Ashworth		
Financial Implications NO	Policy/Personnel Implications YES	Statutory Implications YES	Equal Impact Assessment YES If YES: Pre-screening	Risk Management Implications YES
If not for publication, the paragraph(s) of Schedule 12A of the 1972 Local Government Act considered to justify that is (are) paragraph(s)				

Date of meeting:

TITLE: COMMERCIAL TEAM SERVICE PLAN

Summary

Food authorities are required by the Food Standards Agency to set out a scheme for the planning and delivery of food law enforcement. It is expected that this scheme will take the form of a formally adopted service plan.

Recommendation

The Council approves the Commercial Team Service Plan.

Reason for Decision

The Council has the responsibility to ensure food businesses within the Borough maintain satisfactory standards of hygiene thus reducing the likelihood of food borne disease.

By not adopting the service plan the authority may be classed as a failing authority in the view of the Food Standards Agency.

Background

Food authorities are required by the Food Standards Agency to set out a scheme for the planning and delivery of food law enforcement. It is expected that this scheme will take the form of a formally adopted service plan.

The Commercial Team Service Plan (the Plan) encompasses all the services provided by the Commercial Team, namely:

- Food Safety and Hygiene;
- Health and Safety Enforcement;
- Licensing;
- Corporate Health and Safety;
- Public Health (including infectious diseases);
- Port Health.

The Plan has an important role in ensuring that national priorities and standards are addressed and delivered locally. It also provides a focus on key delivery issues and has an essential link with financial planning. The purpose of the service plan is to set objectives for the future and identify major issues that cross boundary services. In addition it presents the opportunity to manage performance and make performance comparisons.

The Food Standard Agency recognises that food authorities use various approaches to enforcement work depending on the prevailing circumstances, level of risk, political and stakeholder desire and other external influences.

The Plan sets out how the Team intends to meet its obligations in relation to food safety, health and safety and licensing and highlights the range of intervention methods and approaches utilised in order to ensure the safety and integrity of businesses within the Borough. These include education and business support through to enforcement and regulation.

Previously the service plan has been approved by the portfolio holder (cabinet member), however it is now expected that the plan should be approved by the “appropriate member forum”, in other words the cabinet, to ensure local transparency and accountability.

The Plan will be reviewed and revised periodically and used as a mechanism for keeping members informed of local activities undertaken by the Commercial Team .

Options Considered

None

Policy Implications

The Plan is a policy document that should be adopted by cabinet.

Financial Implications

None

Personnel Implications

None

Statutory Considerations

The Council has a duty to carry out its functions under food safety legislation and to comply with the obligations set out in the Food Standards Agency Framework Agreement. Having a formally approved service plan in place demonstrates that the Council is meeting its obligations

Equality Impact Assessment (EIA)

(Pre screening report template attached)

Risk Management Implications

The Council has the responsibility to ensure food businesses within the Borough maintain satisfactory standards of hygiene thus reducing the likelihood of food borne disease.

By not adopting the Plan the authority may be classed as a failing authority in the view of the Food Standards Agency.

Declarations of Interest / Dispensations Granted

None

Background Papers

(Definition : Unpublished work relied on to a material extent in preparing the report that disclose facts or matters on which the report or an important part of the report is based. A copy of all background papers must be supplied to Democratic Services with the report for publishing with the agenda)



Pre-Screening Equality Impact Assessment

Name of policy/service/function	Food Safety				
Is this a new or existing policy/ service/function?	Existing				
Brief summary/description of the main aims of the policy/service/function being screened. Please state if this policy/service rigidly constrained by statutory obligations	Food authorities are required by the Food Standards Agency to set out a scheme for the planning and delivery of food law enforcement. It is expected that this scheme will take the form of a formally adopted service plan.				
Question	Answer				
<p>1. Is there any reason to believe that the policy/service/function could have a specific impact on people from one or more of the following groups according to their different protected characteristic, for example, because they have particular needs, experiences, issues or priorities or in terms of ability to access the service?</p> <p>Please tick the relevant box for each group.</p> <p>NB. Equality neutral means no negative impact on any group.</p>		Positive	Negative	Neutral	Unsure
	Age			x	
	Disability			x	
	Gender			x	
	Gender Re-assignment			x	
	Marriage/civil partnership			x	
	Pregnancy & maternity			x	
	Race			x	
	Religion or belief			x	
	Sexual orientation			x	
	Other (eg low income)			x	
Question	Answer	Comments			
2. Is the proposed policy/service likely to affect relations between certain equality communities or to damage relations between the equality communities and the Council, for example because it is seen as favouring a particular community or denying opportunities to another?	No	Applies equally to all food businesses			
3. Could this policy/service be perceived as impacting on communities differently?	No				
4. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?	No				
<p>5. Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions? If yes, please agree actions with a member of the Corporate Equalities Working Group and list agreed actions in the comments section</p>	No	Actions:			
		Actions agreed by EWG member:			
Assessment completed by: Name	Vicki Hopps				
Job title Environmental Health Manager	Date 13/08/2021				

Please Note: If there are any positive or negative impacts identified in question 1, or there any 'yes' responses to questions 2 – 4 a full impact assessment will be required.

Borough Council of
King's Lynn &
West Norfolk



Commercial Team Service Plan (Food, Health and Safety and Licensing) 2021-2024

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Reviewed June 2021

This Service Plan:

- Sets out the key activities that the service area delivers;
- Sets out the key tasks for the service area and the resources allocated to carry out those tasks;
- Identifies the main risks and challenges to the delivery of the service;
- Provides a high-level action plan for the service.

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1. Introduction

The Commercial Team Service Plan is an expression of the Council's continuing commitment to the provision of Food Safety, Health and Safety, Licensing and other related services.

Normally relevant parts of this plan would be compiled in accordance with the guidance issued by the Food Standards Agency (FSA), including the information required by the Framework Agreement on Local Authority Food Law Enforcement and guidance issued by the Health and Safety Executive (HSE) under the Health and Safety Executive National Local Authority Enforcement Code.

2. Description of Services

Specific functions undertaken by this service area:

The EH Commercial team provides a range of regulatory services to the business community and the general public as follows:

- **Food Safety.** Sustaining and improving the standards of safety and quality of food manufactured, prepared and supplied in King's Lynn and West Norfolk.
- **Port Health/Exports.** Ship sanitation inspections, inspections of shellfish exports and validation and certification of Export Health Certificates.
- **Health and Safety.** Ensuring that risks in the workplace for both workers and the public are properly and proportionally managed.
- **Infectious Diseases.** Investigating incidents of infectious diseases to control spread and identify causes.
- **Private Water Supplies.** Assessing risk and sampling water to ensure that supplies do not pose a threat to health.
- **Health Promotion and Education.** Providing training for food handlers, running campaigns on food safety and hygiene amongst others.
- **Animal Welfare Licensing.** Maintaining the standards of animal welfare in premises such as breeding and boarding establishments, pet shops and riding establishments.
- **Premises Licensing.** Ensuring that the licensing objectives enshrined on the Council's statements of licensing policy are fulfilled.
- **Licensing of Hackney Carriages and Private Hire Vehicles.** Protecting public safety through regulating vehicles, drivers and operators.
- **Licensing of sex shops,** sex cinema and sexual entertainment venues, gambling activities and other miscellaneous activities.
- Our business customers rely on the EH Commercial Team to maintain a level regulatory playing field in the markets they operate so that non-compliant businesses do not gain a competitive advantage. They expect us to be consistent and fair, providing advice and guidance when it is needed, using enforcement tools when appropriate.

- The public expect us to ensure that they are protected and increasingly that they have access to information that allows them to make educated choices including about the businesses they engage with.
- **Corporate Health and Safety.** Provision of advice to the Council and its officers on all aspects of Health and Safety, including the development of corporate Health and Safety policies and related Action Plans.

3. Links to the Corporate Business Plan

The EH Commercial Team service area supports the stated organisational vision of The Corporate Business plan for the Borough which is that, West Norfolk is a place where businesses and people can flourish; where communities are active and healthy; where residents and visitors can access fulfilling cultural, leisure and sporting activities; and where a good quality of life and environment are available to all.

Links to other strategies

- All officers are expected to act in accordance with the Council's enforcement policy, which puts the national 'Regulators' Code' at the centre of the Council's approach to regulating businesses and with that, an explicit commitment to carry out regulatory activities in a way that supports businesses to comply and grow.
- The service also has a major current role in the implementation of the Norfolk Covid—19 Outbreak Management Plan.

4. Resources

Financial

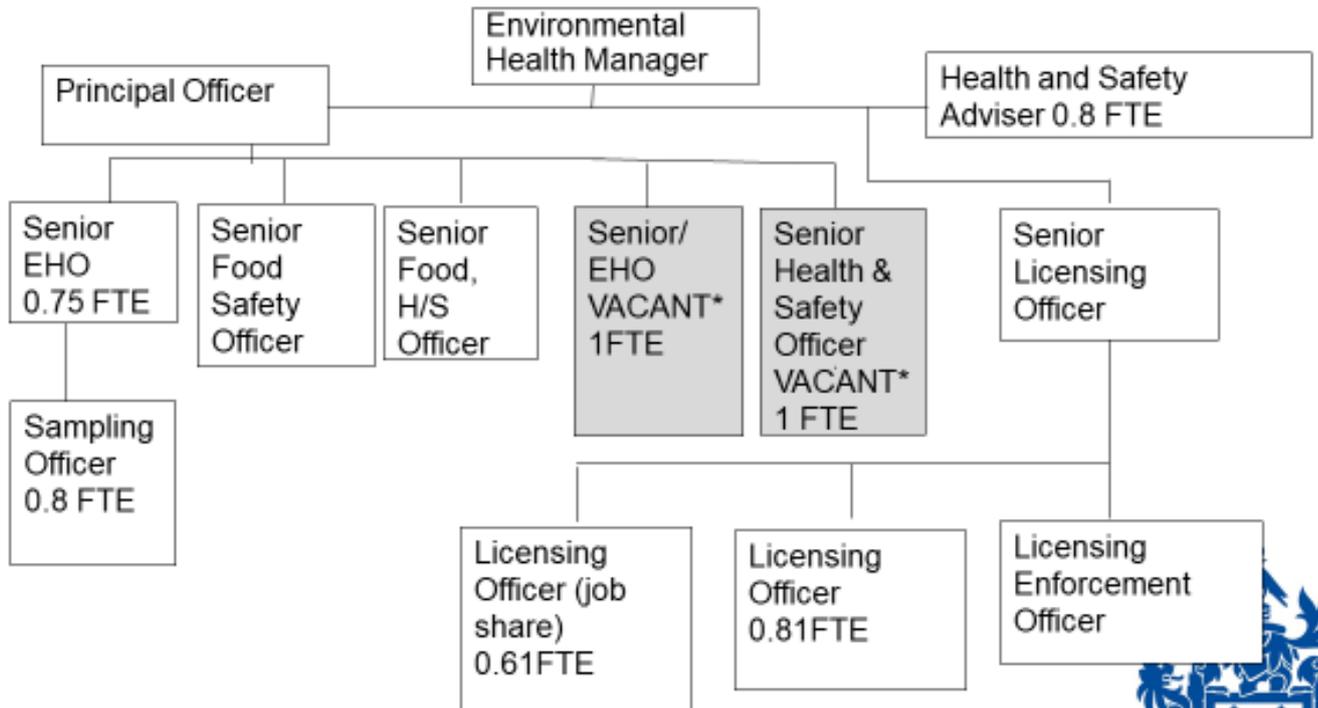
For 2021/22 the EH Commercial service has an internal budget of approximately:

		2018/19		2019/20		2020/21		2021/22
		Revised Budget	Actuals	Revised Budget	Actuals	Revised Budget	Actuals	Original Budget
FOOD HYGIENE	Gross Expenditure	552,520	544,812	469,230	484,142	488,140	476,474	565,110
	Gross Income	(32,030)	(34,300)	(41,960)	(17,656)	(8,600)	(19,667)	(24,000)
	NET COST	520,490	510,512	427,270	466,486	479,540	456,807	541,110
LICENSING	Gross Expenditure	289,380	254,685	252,680	258,410	228,660	232,910	255,610
	Gross Income	(263,610)	(256,499)	(273,270)	(275,797)	(202,090)	(216,866)	(277,290)
	NET COST	25,770	(1,813)	(20,590)	(17,387)	26,570	16,044	(21,680)
<u>TOTAL COST OF SERVICE</u>		546,260	508,699	406,680	449,099	506,110	472,852	519,430

Staffing

For 2021 the EH Commercial service establishment is shown in the structure chart below:

Food, Health & Safety and Licensing

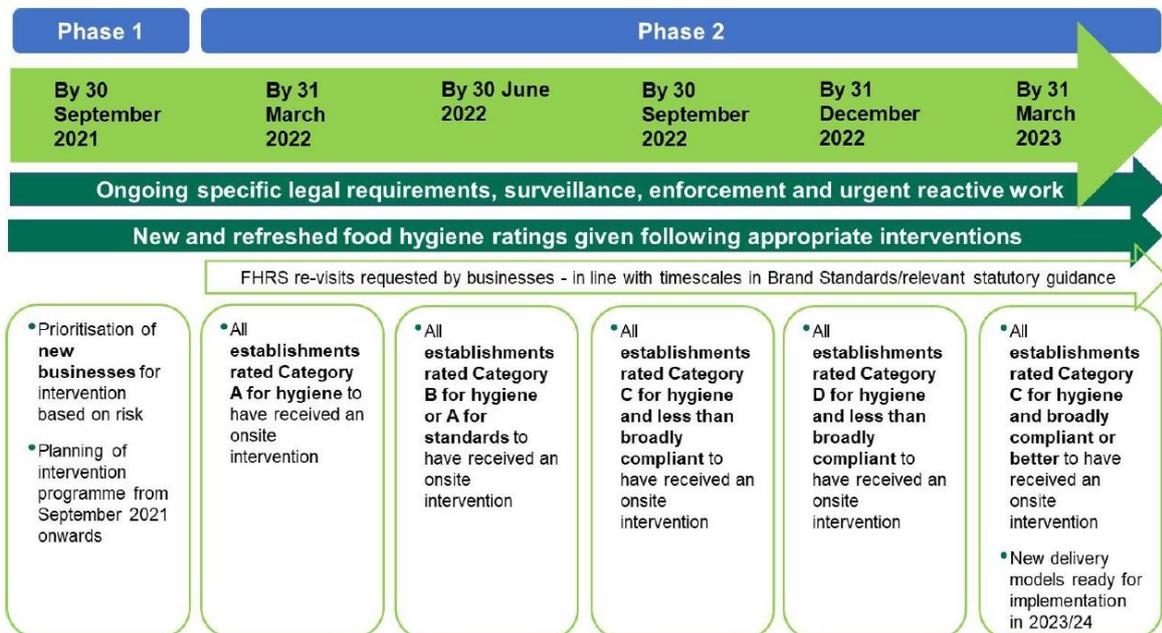


* Recruitment in progress



5. Service Delivery

At the time of writing, the EH Commercial service is still constrained by the impact of the covid-19 pandemic and not operating 'normally'. The service is still recovering from the impact of the pandemic which will possible carry on throughout the next few years. The FSA has published a recovery plan for local authorities to achieve certain milestones by specific dates. This is the minimum expected and the Council is committed to achieving ahead of the specified dates. A full outline of the recovery plan published by the FSA is outlined below:



The main descriptions below are of the service resourced by the Council's core funding and the additional work being undertaken in response to the pandemic.

i. Food Safety

a. Inspection of food businesses

The Council is committed to carrying out inspections that exceeds the requirement of the recovery plan. Once Phase 2 of the plan is complete the Council is committed to carrying out inspections at a frequency which is not less than that determined by the Food Law Code of Practice. There are around 2000 food businesses registered at the time this plan was written, there are up to 800 routine food safety interventions scheduled each year. An estimated full-time equivalent staffing allocation to food law related matters is 4.8FTE on the current establishment. The main activity for qualified officers will always be in carrying out all high risk and approved premises

inspections due as part of the inspection programme, in addition to Export Health Certificates for shellfish, fishery products and high-risk foods of non-animal origin.

Total Open Food Premises

Category Description	Total Premises
Primary Producers	25
Manufacturers & Packers	105
Importers/Exporters	2
Distributors/Transporters	46
Supermarket/Hypermarket	29
Small Retailers	252
Retailers - Others	84
Restaurant/Cafe/Canteen	269
Hotel/Guest House	92
Pub/Club	193
Take-away	116
Caring Premises	176
School/College	114
Mobile Food Unit	113
Restaurants & Caterers - Other	310
	1926
Reg Authority ONLY/Exc from Scheme	2
Premises Not Yet Trading	10

b. Food complaints and complaints about food premises

The Council investigates complaints it receives relating to food where it is the enforcement authority and will liaise with Home, Primary and Originating Authorities as appropriate. The Food Safety service aims to make a first response to this type of complaint within three working days.

The Council can elect not to deal with certain foreign body complaints that do not pose a threat to public health and manufacturers/suppliers cannot guarantee the absence of the foreign bodies. Examples include:

- Fruit flies and green flies in fruit and vegetables
- Grubs in tinned vegetables
- Small stones and soil in fruit and vegetables
- Struvite crystals in canned fish
- Sugar crystals in sweet and chocolates
- Codworm in white fish
- Bakery char in bakery products
- Carbonised grease in bakery products
- Lead shot in game

c. Advice to businesses

Officers are committed to building positive working relationships with food business operators (FBOs) and work with them to help them comply with the law and to improve food safety standards. Both new and existing businesses are encouraged to contact the service for advice and are obliged by law to register and tell us when significant changes are made.

d. Food Hygiene Rating System (FHRS)

The FHRS is a system operated by all English local authorities and continues to create a positive environment where, due to the public nature of the ratings (published on the FSA website at: <https://www.food.gov.uk/business-industry/hygieneratings>), there is a desire on the part of businesses to achieve a good rating. Businesses are able to request a rescore visit at any time after a rating is given following an inspection and a fee is charged for this. There is no limit to the number of rescoring a business can request. Rescore visits will be carried out within 3 months following payment of the fee.

e. Food inspection and sampling

Food samples are taken either in response to complaints or as part of the Council's proactive surveillance procedures for ensuring that food produced and/or sold in the district is safe to eat. The Council also participates in a regional sampling programme, coordinated from the Eastern Region Coordinated Food Sampling Liaison Group. The national sampling programme comes from Public Health England. Both programmes provide intelligence that can help identify the focus of food safety visits.

f. Export Certificates

Receipt and validation of Export Health Certificate (EHC) applications, information/evidence. Verification visits to food businesses exporting fish and fishery products, High Risk Foods of Non-Animal Origin and exports to third countries.

g. Shellfish Monitoring

Monitoring and sampling of bi-valve mollusc production areas and coastal waters. Monthly sampling for micro bacterial contamination and algal toxins in the winter months and bi-monthly sampling in the summer months for algal toxins.

ii. Health and Safety

Section 18(4) of the Health and Safety at Work etc. Act 1974 places a duty on Local Authorities to make 'adequate arrangements for the enforcement' of health and safety and the council has responsibility for the regulation of health and safety in the following types of businesses:

Total Open H&S Premises

Category Description	Total Premises
Retail Shop (HSW)	758
Wholesale/Fuel Depot (HSW)	97
Offices (HSW)	233
Catering Premises (HSW)	628
Hotel/Short-stay Accom	140
Leisure/Cultural (HSW)	530
Consumer Services (HSW)	345
Residential Care	79
Other Premises (HSW)	43
TOTAL	2853

There are approximately 3000 recorded businesses in the Council's district that fall in these categories, but it is known that there are many more not recorded. 0.8FTE is

allocated to health and safety work along with 0.20 FTE of the EHMs time which is described below.

a. Proactive Health and Safety interventions

HSE guidance (LAC67/2) gives local authorities the following overarching principle regarding planning regulatory interventions:

LAs should use the full range of interventions available to influence behaviours and the management of risk.

The National Local Authority Enforcement Code (the Code) advises that LAs should achieve targeting interventions on those activities that give rise to the most serious risks or where the hazards are least well controlled and do this by:

- Having risk-based intervention plans focussed on tackling specific risks;
- Considering the risks that they need to address and using the whole range of interventions to target these specific risks;
- Reserving unannounced proactive inspection only for the activities and sectors published by HSE or where intelligence suggests risks are not being effectively managed; and
- Using national and local intelligence to inform priorities.

LAC 67/2 states proactive inspection should only be used:

- a) For high risk premises/ activities within the specific LA enforced sectors published by HSE; or
- b) Where intelligence shows that risks are not being effectively managed.

There are 12 activities/issues identified by the HSE where proactive inspections are specifically allowed:

1. Legionella infection.
2. Explosion caused by leaking LPG.
3. E.coli/ Cryptosporidium infection.
4. Fatalities/injuries resulting from being struck by vehicles.
5. Fatalities/injuries resulting from falls from height/ amputation and crushing.
6. Industrial diseases (occupational deafness/cancer/ respiratory diseases).
7. Falls from height.
8. Manual Handling at high volume warehousing/distribution.
9. Unstable loads at high volume warehousing/distribution.
10. Crowd management & injuries/fatalities to the public at large scale public gatherings
11. Carbon monoxide poisoning at commercial catering premises using solid fuel cooking equipment
12. Violence at work at premises with vulnerable working conditions
13. Fires and explosions caused by the initiation of explosives such as fireworks
14. Musculoskeletal disorders in care homes

The focus of pro-active health and safety work is currently on-hold and only reactive work within health and safety is being carried out.

b. Accident Investigations

The law requires employers to report certain types of work-related accidents, diseases or dangerous occurrences. The Health and Safety Officer will investigate the most serious of these incidents to establish if health and safety law has been broken and also with the aim of preventing similar accidents from occurring and taking any appropriate enforcement action. LAs will, in accordance with their duty under Section 18 of the Health and Safety at Work etc Act 1974, allocate sufficient time and resources to investigate accidents, dangerous occurrences and causes of occupational ill health.

c. Complaints

Complaints from the public and employees concerning unsafe practices, poor working environment, excessive working hours and poor facilities e.g. toilet provision, are investigated. We have a range of legal powers to ensure the necessary improvements are made although it is our stated aim to work, wherever possible, with all parties concerned to achieve these objectives without having to take formal action.

d. Advice to Businesses

Officers are committed to building positive working relationships with business proprietors and work with them to help them comply with the law and to improve health and safety standards. Increasingly officers will point businesses at web-based resources, particularly those produced by the HSE and information is both held on and signposted from the Council website. Both new and existing businesses are encouraged to contact the service for advice.

e. Safety Advisory Group

The Safety Advisory Group (SAG) provides a forum where the Council and other agencies may develop a co-ordinated approach to crowd and spectator safety.

f. Smoke free

The EH Commercial team enforces the smoke free legislation which since July 2007 has made it illegal for workplaces and indoor public places to permit smoking. Advice is given to businesses and complaints relating to this law are investigated.

g. Registration of skin piercing

Businesses that carry out skin piercing activities, including acupuncture, tattooing, cosmetic piercing, semi-permanent skin-colouring or electrolysis, are required to register both people and premises with the local authority. The Health and Safety Officer ensures that those operating registered businesses understand what they need to do to prevent the transmission of blood borne diseases. The Council has published Byelaws covering these matters.

iii. Infectious Diseases

The Food Safety team carries out the statutory responsibilities of the authority with regards to infectious diseases. This includes but is not solely in relation to food borne illness so whilst the service will investigate outbreaks of Salmonella and E. coli for example, it will also follow up incidents of Legionella and Hepatitis. The duties include working with Public Health England (PHE) to identify sources of disease, reducing the risk of transmission, gathering data, liaising with people suffering from infectious diseases and when necessary taking formal legal action to prevent the spread of disease.

Investigation and control of major outbreaks is undertaken in conjunction with the Consultants in Communicable Disease Control at PHE. Investigation, the establishment of an Outbreak Control Team and control measures are all implemented in accordance with the agreed Joint Communicable Disease Incident/ Outbreak Management Plans.

iv. Private Water Supplies

The Water Industry Act requires a local authority to keep itself informed about the wholesomeness and sufficiency of every private water supply within its area. This is achieved through statutory duties which include; risk assessments, investigations, authorisations and monitoring (sampling and analysis). Regulations also make provisions for local authorities to charge fees to the relevant person(s) for conducting these duties. If through these duties the councils deem a private water supply to be unwholesome and/or insufficient then it has the power to serve notices on the supply in order to mitigate against these.

There are 85 private water supplies in the district:

Large Supplies (10m^3 /day or serve 50 people) or two or more dwellings where the water is used for a commercial premises	42
Small Supplies ($< 10\text{m}^3$ /day or serve < 50 people) to two or more dwellings (Domestic only)	7
Single dwellings water supplied to a single domestic dwelling	36
Private Distribution Systems	1

v. Port Health

The International Health Regulations provide for the global issuance of ship sanitation control/ exemption certificates. Ship Sanitation Certificates are designed to prevent international vessels from causing a public health risk and cover all areas of ship borne public health risks including vector control, potable and ballast water and food safety controls.

Ship Sanitation Certificates are issued by officers from the Food Team following an inspection of the ship and are valid for six months. Ship Sanitation Certificates can only be issued at ports which have been authorised to do so. If the ship inspection is satisfactory a Ship Sanitary Exemption Certificate will be issued. If Public Health risks are found on board ship officers will issue a Ship Sanitation Control Certificate and require that the problems are remedied within a certain timescale.

This is a chargeable service with the fee being set nationally by the Association of Port Health Authorities. The current fees are below and based on the tonnage of the vessel:

Gross tonnage:

Up to 1,000:	£105.00
1,001 - 3,000:	£140.00
3,001 - 10,000:	£210.00
10,001 - 20,000:	£270.00
20,001 - 30,000:	£345.00
Over 30,000:	£405.00

In 2020/21 there were 12 ship sanitation visits carried out compared to 9 the previous financial year.

vi. Health Promotion and Education

Dependant on the availability of resources, there are a variety of health promotion and Health education activities undertaken by the EH Commercial service as follows:

- FSA campaigns
Campaigns sponsored by the FSA to promote food safety including Food Safety week are participated in as appropriate.
- Use of social media
The Food and Safety service uses Twitter to promote the Food Hygiene Rating System in particular including by publicising businesses achieving a 5 rating as well as supporting the health promotions of other organisations around food safety and healthy lifestyles.

vii. Licensing

The service is responsible for the administration and enforcement of a number of licensing regimes as follows:

- Alcohol and Entertainment Establishments
- Gambling Establishments and Lotteries
- Temporary Events Notices
- Personal Licences
- Taxi and Private Hire
- Charity Collections
- Sex Establishments
- Caravan, Park Homes and Camping sites
- Animal welfare including
- Animal Boarding Establishments
- Dangerous Wild Animals
- Dog Breeders
- Pet Shops
- Riding Establishments
- Zoos.

The majority of licenses are administered by the Licensing Officers with enforcement carried out by the Licensing Enforcement Officer.

Licensing fees are charged on a cost recovery basis for most areas, apart from licences under the Gambling Act and Licensing Act.

viii. Covid-19 response

The EH Commercial team has taken a lead role for the Council in working with the Director of Public Health and other partners in Norfolk to implement the covid-19 Outbreak Control Plan and subsequent Outbreak Management Plan.

Representatives of the team have attended the Health Protection Board, set up in response to the pandemic. The Norfolk groups have acted to coordinate the response across Norfolk in implementing regulations created to deal with covid-19 through the Public Health (Control of Disease) Act 1984 and the Coronavirus Act 2020.

- The majority of work has been to provide advice and guidance to businesses and the wider public on the changing regulatory controls as well as having an enforcement role.

ix. Corporate Health and Safety

Coronavirus has dominated the work of Corporate Health and Safety since March 2020 and has provided challenges in dealing with new work areas or managing how to undertake work in new safe ways.

- Accidents/Incidents

The number of accidents reported during the period of April 2019-March 2020 totalled 30, of which 8 were required be reported to the Health and Safety Executive (HSE) under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR). This resulted in 93 FTE lost days.

The reportable accidents included three slips on wet or icy surfaces, three industrial diseases of which two were Hand Arm Vibration (HAVs) related and one work aggravated Tendonitis. One injury was due to being hit by a moving object and there was a fall in a stairwell. The other non RIDDOR accidents included cuts to arms and legs, mainly from employees from public open space. Slips and trips and also some injuries from dogs mostly made up the other reports.

From April 2020, there were 11 accidents reported; none were RIDDOR reportable. These accidents have mainly concerned cuts and grazes from work activities, however another animal injury was also reported. This has resulted in 21 FTE lost days (up to 30.11.20)

Table below to show number of accidents reported through the Accident/Incident Form Process

Dates	RIDDOR	Non RIDDOR
1.4.20 - 31.12.20	0	11
1.4.19 - 31.3.20	8	22
1.4.18 -31.3.19	1	39

- Service Requests

There were 527 requests in 2020/21 compared with 196 for the previous year. The increase being attributable to advice or issues relating to coronavirus. The coronavirus requests were varied and ranged from information about PPE to guidance on legislation or how to undertake an activity safely.

Health and Safety documentary checks on companies going through the Procurement process also increased due to the Care and Repair Framework process. Additional checks were also made into contractors coronavirus plans.

x. General

a. Enforcement Policy

The Council has adopted a corporate wide enforcement policy. All officers are expected to act in accordance with this policy. The policy is freely available for inspection by the public and local businesses and is posted on the Council's website. The policy puts the Regulators Code at the centre of the Council's approach to regulating businesses and with that, an explicit commitment to carry out regulatory activities in a way that supports businesses to comply and grow.

b. Home authority and primary authority principles

The EH Commercial service of the council supports the Home Authority Principle and will provide advice to businesses where they act as the Home or Originating Authority. Officers have regard to information that they receive from any liaison with Home/Oriinating Authorities and where advice has been received, the relevant Authority will be kept informed of actions taken by this Council.

The Council acknowledges the primary authority system and appropriate adjustments are made to the way in which interventions are made when businesses have entered an arrangement with a local authority as a primary authority.

c. Liaison with other organisations and partnership working.

Officers represent the Councils at the following meetings:

- Norfolk Food Liaison Group
- Norfolk and Suffolk Health and Safety Liaison Group
- Food Standards Agency Food Leads Regional Meetings
- Food Standards Agency Food Hygiene Rating System User group
- Norfolk Event Safety Advisory Group
- Norfolk Head of Regulatory Services
- Norfolk EH Leads
- Norfolk Social Distancing Delivery Group

These Groups offer the opportunity to share information, organise low-cost training for our food and safety officers, help to ensure consistent enforcement and provide an opportunity to influence the development of activity across the County. They also enable our professional officers to have access to regional and national food safety and health and safety information.

6. Performance and Review

The current performance of the Service is measured and monitored via the Council's performance management system.

The key indicators for the service are under review.

Monitoring arrangements are in place to assist in the quality assessment of the work being carried out by the team including as follows:

- Regular team meetings
- Individual performance review
- Regular FHRs consistency training exercises with the FSA

Service Standards

The EH Commercial Team has adopted the following service standards:

Food hygiene

- Provide a summary inspection report at the time of inspection clearly indicating required and recommended actions.
- Respond to requests for advice and information about food safety within 5 days for requests that do not have a public health impact.
- Respond to complaints of poor hygiene and unsatisfactory food within 3 days.

Health and safety enforcement

- Respond to complaints of poor health and safety within 3 days.
- Respond to requests for advice and information about health and safety within 3 days.

Infectious diseases - control

- Respond to reports of any notifiable infection where the risk to public health is immediate and significant, including outbreaks, within the same working day.
- Respond to reports of less serious notifiable infections within 3 days.

Private Hire and Hackney Carriages

- Investigate complaints/reports and take appropriate action including the requirement for Members of the Licensing & Appeals Panel to consider whether licence holders remain 'fit and proper' persons to hold a licence.

- Monitor vehicle compliance through reports from approved testing stations.
- Investigate vehicle accidents ensuring all licensed vehicles are safe and suitable for use.
- Complaints will be investigated within 3 days of receipt of them.

7. Challenges to Service Delivery

- Covid-19. The continuing constraints on service delivery and the businesses regulated by the service have created a significant backlog of work across all categories.
- Brexit. Risks remain around our shellfish industry. The EU exit had a huge impact upon the local sector, mainly due to increased costs of exporting. Some have adapted to the new rules, some have diversified away from export completely. The EU exit meant increased regulatory burdens, and the Food Team have been required to support the sector in understanding the complex web of requirements. Additional species of shellfish have been required to be classified, with others likely to follow, marine bio-toxin monitoring has increased significantly under a new risk assessment, all incurring an additional regulatory and budgetary burden for the coming years. Much of the environmental legislation and the food law currently enforced by local authorities is predominantly based on European regulations, transition arrangements mean that there is little initial change but at some point, it will require reproducing domestically. Government may take this opportunity to change public health and environmental regulation.
- The FSA have reviewed the way in which competency is assessed and demonstrated. This will impact heavily on the management capacity of the service and may result in additional costs.
- Continuing to adapt to changing customer expectations and service delivery models arising from changes to the way we work both through choice and necessity.
- Food Exports. From the 1st January 2021, exporters of certain food products are required to provide an export health certificate (EHC) to accompany the consignment when exporting to the EU and NI. The EHC is an official document that confirms that the export meets the health requirements of the destination country.

Food Officers are responsible for the inspection, validation, and certification of exports of:

- Shellfish
- Fishery Products
- High Risk Products of Non-Animal Origin
- Products going to China, USA and Australasia

Since January 2021 there has been a significant increase in the amount of EHCs that have been issued. During the main cockling season, it is

anticipated that around 8 consignments per week are expected to be exported to the EU, all of which will require an EHC. This will have a significant impact on the resource within the Food Team as outlined in the service activity in Appendix 1.

This service is cost recovery where the exporter pays a fee to cover the cost of the service provision.



Dog Breeding. Since the introduction of the Animal Welfare Regulations in 2018 there has been an increase in the number of premises requiring licenses under the regulations. During 2020 the number of unlicensed breeders operating throughout the Borough increased significantly due to the cost of puppies more than doubling. For example, pre-lockdown a Labrador puppy would cost in the region of £750, now the cost has risen to more than £2000. Because of this dog owners are now breeding their dogs, where once they would not consider it. Most of these breeders are not licensed. Where unlicensed breeders are notified to the authority the Licensing Team informs the 'selling site' who then removes the adverts. In April and May 2021, 71 adverts were removed from such selling sites. The Licensing Team then follow up the adverts and contact the sellers to advise them of the requirement to be licensed. This has and will continue to impact on the workload of the team where they is currently a 1FTE dealing with animal welfare licences. This service is cost recovery where the licence holders pay a fee to cover the cost of the service provision.

8. Service Action Plan 2021/24

21/22 Quarter 1.

- Develop strategies for clearing work backlogs post covid lockdown including for, food safety and health and safety. Adopting whatever guidance is forthcoming from government agencies and follow the FSA recovery plan and any further updates
- Respond to consultation on Department for Transport (DFT) for Statutory Standards for taxi and private hire vehicles (PHV) licensing authorities.

21/22 Quarter 2.

- Recruit to vacant HS Officer post.
- Ensure that the Corporate Enforcement Policy is reviewed.
- Respond to changes in the revised Food Law Code of Practice, particularly in relation to the Competency Framework for Food Officers including assessing the cost of this change (officer time and training costs).

21/22 Quarter 3.

- Recruit to Level 6 Environmental Health Apprentice posts.
- Respond to changes in the revised Food Law Code of Practice, particularly in relation to the Competency Framework for Food Officers including assessing the cost of this change (officer time and training costs).
- Recruit to S/EHO post in Food Safety.

21/22 Quarter 4

- Review of Gambling Act Policy.
- Review of Taxi Conditions.
- Review Commercial Team Risk Assessments.

Ongoing

- Work with Norfolk Public Health and other Norfolk partners to implement the covid-19 Outbreak Management Plan.
- Work with Norfolk partners to implement new regulations as Covid lockdown is lifted, supporting businesses and communities.
- Undertake a food premises intervention programme in accordance with the requirement of the FSA Code of practices, however this may be adapted to resolve the current national backlog, to protect the public.
- Continue to engage with the Food Standard Agency on promotion of food safety initiatives and the promotion of the Food Hygiene Rating System.
- Participate in local and national food sampling programmes, where resources allow.

- Undertake an intervention programme in accordance with the requirements of HSE guidance LAC67/2 or its successor and the National Local Authority Enforcement Code to protect both people in the workplace and the public.
- Continue to engage with the HSE and other Norfolk local authorities on promotion of health and safety initiatives and interventions.
- Continue to improve support for small and medium sized businesses in the district in conjunction with other council services, external regulatory services and the New Anglia LEP.

DRAFT

Appendix 1: Food Service Activity in Detail

Activity Type	Service Demand 2021/22	Estimate time in hours for Inspection (including travel~1hour)	Estimate time in hours for follow up action e.g. letters, notices, revisit	FTE Equivalent 44 wks at 37 hrs/wk (1628 hrs)
Total Number of food premises	1672			
Programmed Inspections				
Category A premises	3 (*2)	4hrs	4hrs	0.03
Category B premises	84	3hrs	3hrs	0.31
Category C premises	220	3hrs	2hrs	0.68
Category D premises	485	2hrs	1hrs	0.89
Category E premises	497	1hrs	0.5hrs	0.46
Unrated premises	103	2hrs	1hrs	0.15
Food related complaints	~150	2.5hrs	1hrs	0.32
Fishing Boat Approvals	46	3hrs	3hrs	0.17
Manufacturers	36	7hrs	18hrs	0.55
Infectious Disease notifications	~270	1hr	1hr	0.33
Shellfish sampling	24(*2)	3hr	1hrs	0.12
Port Health Sampling	12	1	0.5	0.01
Sampling - Local Programme	13	2	0.5	0.02

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Sampling - National Programme	12	3	0.5	0.26
EC 853 and 854/2004 premises	16	2	0.5	0.02
Other service requests/information	75	2hrs	1hr	0.14 (tot – 4.46)
Level 2 Training	6(*2)	8hrs	2hrs	0.07
Officer training		30	5	0.02
Private Water Supplies	62	3hrs	3hrs	0.23
Large Scale Events	2 (at least)	Pre-event 60 During event 90	30	0.22
Ship Sanitation Certificates	12	3	2	0.04
Export Certificates* (£66.50 per certificate)	161	0	0.25	0.02
Shellfish/Fishery Products/ HRFNAO EHC * (£66.50 per certificate + £58.50ph (one hour charge))	312	3	1	0.77
Covid response #	432	1	1	0.53
TOTAL FTE required				6.36
TOTAL FTE available				4.8

*Estimated income £49,706.50

#2020/21 figures - Expected decline in numbers 2021/22, unable to predict.

Appendix 2: Licensing – service activity 2020-2021

Environmental Health - Licensing

Month	Taxi / PH				LA2003	Licensing Act 2003				Gambling Act 2005				Animal Welfare Licensing		
	Apps	IVA	SR	Hear	TEN's	Apps	IVA	SR	Hear	Apps	IVA	SR	Hear	Apps	IVA	SR
April 2020	27	11	11	0	3	8	7	7	0	0	0	0	0	5	8	8
May 2020	32	5	5	0	4	7	10	10	0	0	2	2	0	0	12	12
June 2020	31	11	11	0	0	18	26	26	0	0	0	0	0	8	8	3
July 2020	20	11	11	0	8	19	13	13	0	0	0	0	0	3	13	6
August 2020	29	8	8	0	16	12	10	10	1	0	1	1	0	3	6	4
September 2020	37	10	8	1	9	20	27	23	0	0	0	0	0	1	6	1
October 2020	49	20	20	0	10	14	8	26	0	0	0	0	0	15	15	16
November 2020	29	10	10	0	5	16	17	17	1	10	1	1	0	8	17	17
December 2020	10	4	4	0	5	17	21	21	0	4	1	1	0	6	4	4
January 2021	26	0	9	0	3	5	0	6	0	0	0	0	0	5	2	9
February 2021	21	0	2	0	3	8	0	5	1	1	0	0	0	10	19	9
March 2021	33	0	3	0	2	7	0	8	0	0	0	0	0	10	21	4
Total																
Quarter Ending	Taxi / PH				TEN's	Licensing Act 2003				Gambling Act 2005				Animal Welfare Licensing		
	Apps	IVA	SR	Hear		Apps	IVA	SR	Hear	Apps	IVA	SR	Hear	Apps	IVA	SR
June 2020	90	27	27	0	7	33	43	43	0	0	2	2	0	13	28	23
September 2020	86	29	27	1	24	51	50	46	1	0	1	1	0	7	25	11
December 2020	88	34	34	0	20	47	46	59	1	14	2	2	0	29	36	37
March 2021	80	0	14	0	8	20	0	19	1	1	0	0	0	25	42	22
Totals:	344	90	102	1	59	151	139	167	3	15	5	5	0	74	131	93
537 59 460 25 298																

50

51

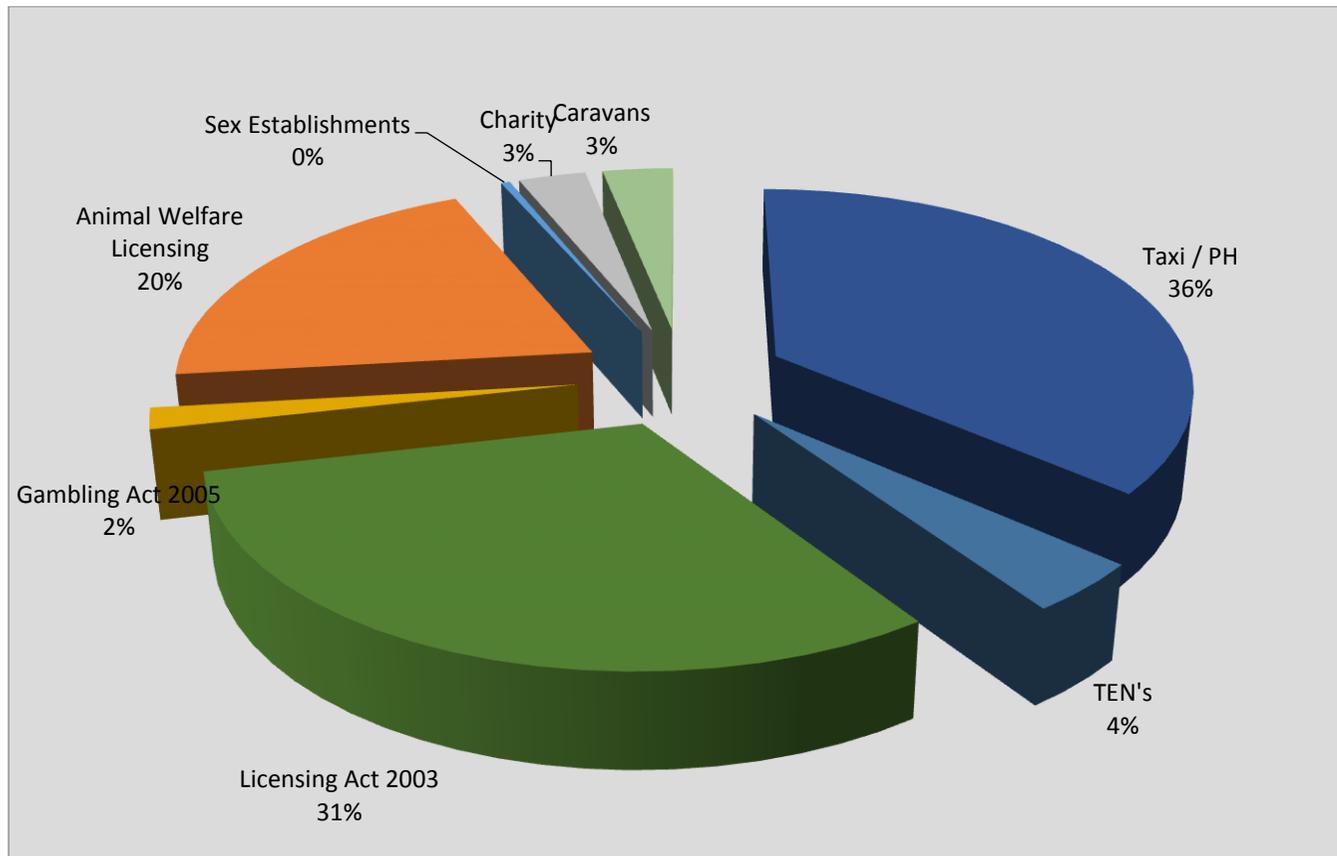
Sex Establishments				Charity			Caravans		
Apps	IVA	SR	Hear	Apps	IVA	SR	Apps	IVA	SR
0	0	0	0	3	0	0	0	1	1
0	1	1	0	1	0	0	0	5	5
0	1	1	0	6	0	0	0	3	3
0	0	0	0	0	0	0	1	4	4
0	0	0	0	1	0	0	1	0	2
0	0	0	0	4	0	0	0	0	1
0	0	0	0	5	0	0	0	4	4
1	0	0	0	6	1	1	0	1	1
0	0	0	0	5	0	0	0	1	1
0	0	0	0	3	0	0	2	0	0
0	0	0	0	4	0	0	1	0	1
0	0	1	0	5	0	0	0	0	0
Sex Establishments				Charity			Caravans		
Apps	IVA	SR	Hear	Apps	IVA	SR	Apps	IVA	SR
0	2	2	0	10	0	0	0	9	9
0	0	0	0	5	0	0	2	4	7
1	0	0	0	16	1	1	0	6	6
0	0	1	0	12	0	0	3	0	1
1	2	3	0	43	1	1	5	19	23

6

45

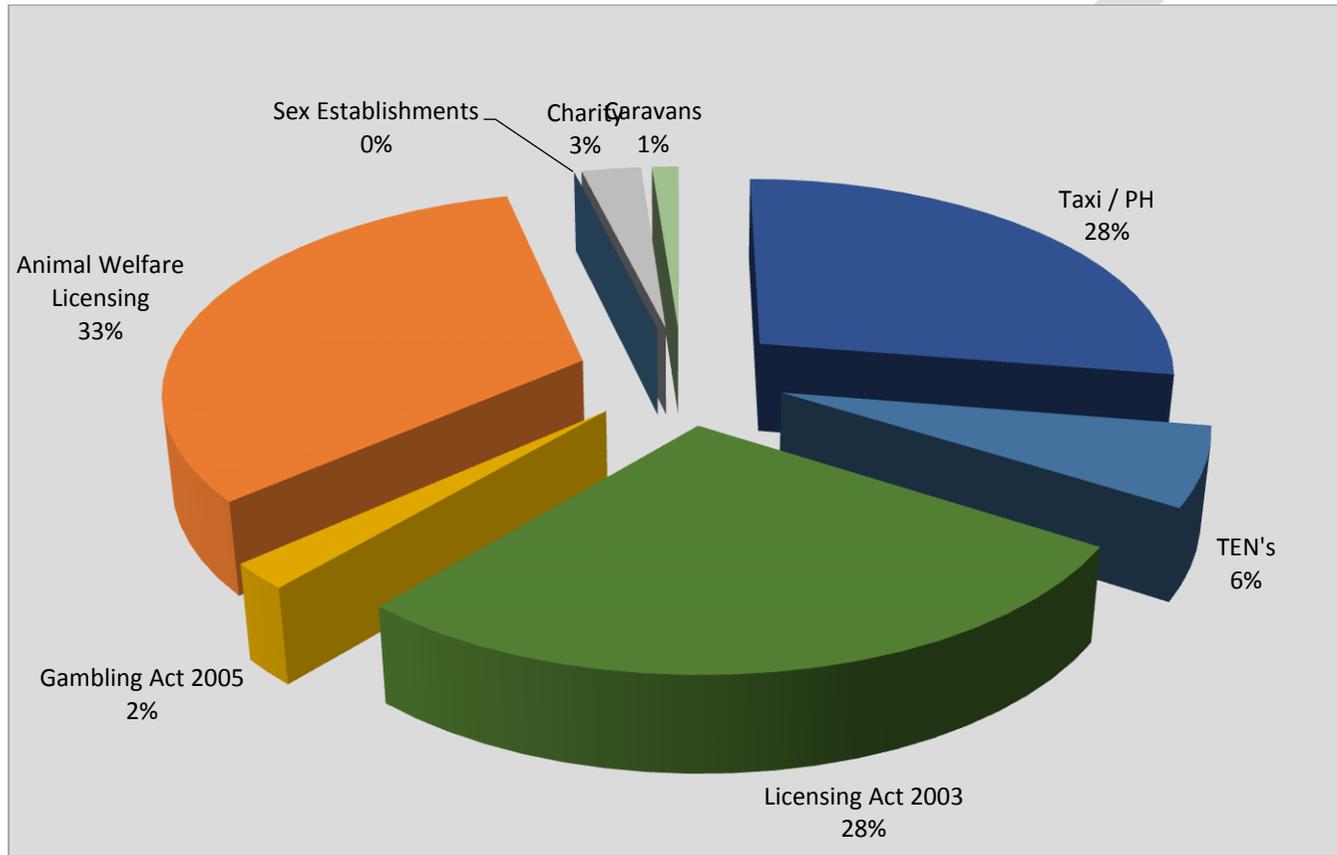
47

% of work over the last financial year 2020/2021



52

% of work up to end of May 2021



53

MAM FT, AP FT, LCH 22 JFR 31.75 44 weeks x 127.75 = 5621. 1764.75 shortfall. Equates to 1.08 FTE post

POLICY REVIEW AND DEVELOPMENT PANEL REPORT

REPORT TO:	Environment and Community Panel		
DATE:	5 th October 2021		
TITLE:	Report from the Urban Wildlife Informal Working Group		
TYPE OF REPORT:	IWG Report		
PORTFOLIO(S):	Environment		
REPORT AUTHOR:	Rebecca Parker, Democratic Services Officer		
OPEN/EXEMPT	OPEN	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	Yes – if the Panel decide to make recommendations to Cabinet

REPORT SUMMARY/COVER PAGE

PURPOSE OF REPORT/SUMMARY:
At its meeting on 9 th June 2021 the Environment and Community Panel established an Informal Working Group to look at Urban Wildlife. This report presents the findings from the Group for the Panel to consider and make recommendations to Cabinet as appropriate.
KEY ISSUES:
The purpose of the Group was to look at how the Borough Council of King’s Lynn and West Norfolk could encourage and support urban wildlife for the benefits of residents and wildlife.
OPTIONS CONSIDERED:
The Environment and Community Panel can decide whether or not to forward on the recommendations from the Informal Working Group to Cabinet for consideration.
RECOMMENDATIONS:
The Urban Wildlife Informal Working Group recommend the following: <ol style="list-style-type: none"> 1. Encourage the use of bird boxes, bat boxes, bee highways and hedgehog highways in new and existing Borough Council properties. 2. The Council to investigate providing wildflower seeds for redundant allotments and community orchards/gardens. 3. The Council to encourage bird feeding stations and nest boxes in schools. 4. Support of a ‘Nest Box Trail’ in King’s Lynn. 5. Produce literature advising how residents can help support their urban wildlife and promoting the nest box trail in King’s Lynn. 6. Engage with local groups to participate in urban wildlife and the creation of bee highways. 7. Encourage Councillors to promote Urban Wildlife in their Wards and Parishes
REASONS FOR RECOMMENDATIONS:
To promote urban wildlife in the Borough of King’s Lynn and West Norfolk.

REPORT DETAIL

1. Introduction

At its meeting on 9th June 2021, following a presentation from Councillor Bullen, the Environment and Community Panel established an Urban Wildlife Informal Working Group.

2. Membership

Members of the Group are Councillors Bullen (Chair), Bower, Hipperson, Kirk and Squire.

3. Meetings

The Informal Working Group held meetings on 30th June, 13th July, 28th July and 27th August 2021.

At their meeting on 27th August the Informal Working Group held a discussion with the Portfolio Holder for Environment to discuss their proposed recommendations to the Environment and Community Panel.

The Informal Working Group also presented an interim update to the Environment and Community Panel at its meeting on 31st August 2021.

4. Summary of discussions.

Items discussed at the Informal Working Group are available for Members to view on Mod Gov. Details are provided below on the discussions on the recommendations.

5. Further work of the Informal Working Group

Although the Informal Working Group have concluded their work, they ask that the Environment and Community Panel give consideration to keeping the Group established.

The Informal Working Group would like to continue to work with the Cabinet to implement any recommendations taken forward.

5. Recommendations

The Informal Working Group ask that the Environment and Community Panel recommend the following to Cabinet.

1. Encourage the use of bird boxes, bat boxes and hedgehog highways in new and existing Borough Council properties.

To investigate the possibility of adopting a policy of giving the option of installing swift and bat boxes, bee bricks and hedgehog highways in new developments. The Group acknowledge that it would be difficult to insist that this was included in new developments, but feel that people should be given the option of having them provided. The Group also encourage installation of items to promote Urban Wildlife in existing Council facilities where appropriate.

2. The Council to investigate providing wildflower seeds for redundant allotments and community orchards/gardens.

The Group would like the Council to give consideration to planting wildflower seeds in redundant areas such as unused allotments and community areas. They ask that the

Council use pollinators and flowers that benefit wildlife where possible. Parishes could also be encouraged to plant redundant areas.

3. The Council to encourage bird feeding stations and nest boxes in schools.

This could involve the Men's Shed who have indicated that they would be interested in assisting with the provision of nest boxes for schools.

4. Support of a 'Nest Box Trail' in King's Lynn.

This is an initiative by Julian Moulton and his idea is to locate a variety of nest boxes throughout King's Lynn with a map and guide. Boxes could be located at playgrounds, public spaces and various buildings. This could be publicised by having a stand at town centre events.

5. Produce literature advising how residents can help support their urban wildlife and promoting the nest box trail in King's Lynn.

This could include links to local organisations who are interested in promoting Urban Wildlife along with links to useful websites, details of the best types of plants to encourage urban wildlife and helpful hints and tips to support urban wildlife in their own gardens.

6. Engage with local groups to participate in urban wildlife.

Organisations such as Men's Shed, In Bloom and schools could be engaged to promote urban wildlife. Stands at events could promote the nest box trail and provide literature as mentioned in recommendation 5 above.

Linking with recommendation 3 above, schools could be encouraged to become involved by promoting what they have done for urban wildlife, with the possibility of a competition.

The Informal Working Group have also been approached by NVN (Nature Volunteer Network) who have offered to collect wild bird seed for bee highways in the Borough. They are careful only to collect 10-20% of the seed on any given wild plant. This is an example of a local organisation who wants to contribute and also a demonstration of the cooperation the Borough can encourage and develop between outside bodies interested in local wildlife.

7. Encourage Councillors to promote Urban Wildlife in their Wards and Parishes where appropriate.

This could include promoting the benefits of Urban Wildlife and signposting to relevant organisations. Councillors could suggest ideas to their Parishes such as bulk buying wild bird seed, which would bring the cost down to residents, and then could be sold at cost by Parish Councils. Councillors could also provide detail of good work in their Wards which could be circulated to other Councillors via the Members Bulletin and then cascaded down to Parish Councils as appropriate.

POLICY REVIEW AND DEVELOPMENT PANEL REPORT

REPORT TO:	Environment and Community Panel		
DATE:	5 th October 2021		
TITLE:	Nominations to Outside Bodies and Partnerships		
TYPE OF REPORT:	Operational		
REPORT AUTHOR:	Rebecca Parker		
OPEN/EXEMPT	OPEN	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	NO

REPORT SUMMARY/COVER PAGE

PURPOSE OF REPORT/SUMMARY:
<p>Councillor Bubb has resigned as a substitute Member from two Outside Bodies which fall within the Environment and Community Panel's remit. This report asks for a replacement Member to serve as a substitute Member on the following Outside Bodies:</p> <ul style="list-style-type: none"> • Norfolk County Council – Norfolk Countywide Community Safety Partnership Scrutiny Sub-Panel – substitute Member • Norfolk Health Overview and Scrutiny Committee – substitute Member
RECOMMENDATIONS:
<ol style="list-style-type: none"> 1. That nominations be made by the Panel. 2. That Council be requested to approve the nominations made by the Panel
REASONS FOR RECOMMENDATIONS:
To ensure continued involvement in the community by the Council.

1.0 BACKGROUND

- 1.1 Cabinet and Council confirmed a number of appointments to Outside Bodies on 8th July 2021, including confirming appointments to Outside Bodies which fall within the Environment and Community Panels remit.

2.0 INSURANCE COVER FOR BOROUGH COUNCILLORS

2.1 The Council's insurance will indemnify any employee or member arising from their service on the board or participation in the capacity of governor, officer, trustee, director, committee member or other official of any not-for profit entity other than the insured.

Provided always that:

- a) The service or participation by the employee or member is specifically requested by or under the specific direction of the insured.
- b) The insured is legally entitled to approve the service or participation and to indemnify the employee or member in respect of it.
- c) Any payment will only be made by the insurer for an amount in excess of any indemnification or insurance coverage provided by the not-for-profit entity or afforded from any other source and to which the employee or member is entitled.

- 2.2 When a member is appointed to serve on an outside body, they should also ensure that as well as completing the Register of Financial and Other Interest form, they should complete the annual “Related Party Transactions form”, with the details of those bodies on which they serve.

3.0 FEEDBACK FROM MEMBERS ON OUTSIDE BODIES

- 3.1 The Panels should be able to request reports from Councillors serving on outside bodies which fall within their remit. By programming the reports over the Panel’s annual timetable of meetings, it would be possible for members both to assess the usefulness of making appointments to bodies and be informed of any relevant matters.

4.0 APPOINTMENT OF REPRESENTATIVES

- 4.1 Following the resignation of Councillor Bubb this Panel is invited to nominate a representative as a substitute Member to participate in the outside bodies below. The nominations will need to be approved by Full Council

- **Norfolk County Council – Norfolk Countywide Community Safety Partnership Scrutiny Sub-Panel – 1 representative & substitute**
Frequency of meetings: quarterly – usually on a Monday
Venue: Norfolk County Council
Time: 9.30am
Current representatives are Councillor Kemp and vacant (sub)

- **Norfolk Health Overview and Scrutiny Committee – 1 representative & substitute**
Frequency of meetings: 7 times a year
Venue: Norfolk County Council
Time: 10.00am
Note: Members must be a Member of an Overview and Scrutiny Committee.
Preferably not be board members or governors of a local health service organisation or a member of the Health and Wellbeing Board in order to limit conflicts of interest.
Current representatives are Councillor Kemp and vacant (sub)

5.0 FINANCIAL IMPLICATIONS

- 5.1 Mileage and subsistence allowances for Councillor attending meetings.

6.0 ACCESS TO INFORMATION

Current lists of member representation

ENVIRONMENT AND COMMUNITY PANEL WORK PROGRAMME 2021/2022

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER/ ATTENDEE	OBJECTIVES AND DESIRED OUTCOMES
9th June 2021	Appointments to Task Groups and Informal Working Groups	Operational	Democratic Services Officer	
	Urban Wildlife		Alan Gomm	To consider a request from Councillor Bullen
	Update on Housing Standards		Mark Whitmore and Sean Quinn	Requested by the Panel at their meeting in July 20
	Climate Change Strategy and Action Plan	Policy Development	Henry Saunders and Dave Robson	
	Appointments to Outside Bodies	Operational	Democratic Services Officer	
13th July 2021	MEETING CANCELLED			
31st August 2021	Portfolio Holder Q&A Session (if required)			
	Urban Wildlife Informal Working Group	Report from Informal Working Group		
	West Norfolk Community Transport	Outside Body Update		
	Climate Change Strategy and Action Plan	Cabinet Report	Dave Robson	To consider the report and make any appropriate recommendations to Cabinet
5th October 2021	Portfolio Holder Q&A Session (if required)			

	Commercial Team Service Plan	Cabinet Report	Vicki Hopps	To consider the report and make any appropriate recommendations to Cabinet.
	Alive Lynnsport – River Lane 3G Pitch Development	Cabinet Report	Honor Howell	To consider the report and make any appropriate recommendations to Cabinet
	Report from the Urban Wildlife Informal Working Group	IWG Report	IWG Members	To consider the recommendations from the Group
9th November 2021	Portfolio Holder Q&A Session (if required)			
	Environment Agency Projects Update – Flood Risk Management Plan, Chalk Streams and Future of the Fens	Update requested by the Panel	Representatives from the Environment Agency	
	Prevent and Channel		Norfolk County Council	To receive an update.
	Gambling Act – Statement of Principles	Cabinet Report	Marie Malt	To consider the report and make any appropriate recommendations to Cabinet
	Homelessness and Rough Sleeper Strategy Action Plan Review	Review	Duncan Hall & Nikki Patton	To consider the Action Plan
	Enforcement Policy on Fly Tipping and Public Nuisance	Cabinet Report		To consider the report and make any appropriate recommendations to Cabinet
4th January 2022	Portfolio Holder Q&A Session (if required)			

	Antisocial Behaviour Update	Update requested by the Panel at their meeting in June	John Greenhalgh	To receive an update.
	Hackney Carriage and Private hire Licensing Procedures and Conditions Review	Cabinet Report	Marie Malt	To consider the review and make any appropriate recommendations to Cabinet.
	Alive West Norfolk Update		Neil Gromett	To receive an update.
	eXXpedition presentation – a not for profit organisation researching ocean plastics and plastics pollution.	Information – which was discussed at Single Use Plastics IWG, but considered that the Panel would be interested in the presentation	Cllr Squire – Ambassador of eXXpedition	To receive information.
15th February 2022	Portfolio Holder Q&A Session (if required)			
22nd March 2022	Portfolio Holder Q&A Session (if required)			

To be scheduled

- Contaminated Land Strategy Review
- Gayton Road Cemetery
- Presentation from the IDB on their role and function
- Peat Bogs and CO2 emissions

- Anti Littering Campaign
- Together for Rivers Campaign
- Wild East Nature Recovery Programme
- The Docks
- Update on Youth West Partnership – last update was in Jan 21 – next update requested for Jan 22

FORWARD DECISIONS LIST

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
21 September 2021						
	Revenue Outturn 2020/2021	Key	Cabinet	Leader Asst Dir - M Drewery		Public
	Capital Programme and Resources 2020-2025 Outturn	Key	Cabinet	Finance Asst Dir - M Drewery		Public
	Re-Fit - Street Lighting	Non	Cabinet	Environment Asst Dir – S Ashworth		Public
23	Climate Change Strategy & Action Plan	Key	Council	Environment Asst Dir – S Ashworth		Public
	Norfolk Strategic Flood Risk Strategy	Key	Cabinet	Environment G Hall – Director		Public
	Appointment to Alive West Norfolk Board Vacancy	Non	Cabinet	Leader Chief Executive		Public

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
16 November 2021	Gambling Act – Statement of Principles	Non	Council	Environment Assistant Director – S Ashworth		Public
	Enforcement Policy on Fly Tipping and Public Nuisance	Non	Council	Environment Assistant Directors – S Ashworth and J Greenhalgh		Public

	Lynnsport One	Key	Council	Project Delivery Asst Dir Companies & Housing Delivery – D Ousby		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Review of Corporate Business Plan	Key	Council	Leader Chief Executive		Public
	Commercial Team Service Plan	Non	Cabinet	Environment Asst Dir – S Ashworth		Public
64	Review of Legal Services	Key	Council	Chief Executive		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Pay Award 2021-22	Non	Cabinet	Leader Exec Dir – D Gates		Public
	Update to the Major Project Board terms of reference	Non	Cabinet	Leader Asst Dir Property & Projects – M Henry		Public
	CIL Report- application for grant for 3G and Coaching Academy	Non	Cabinet	Regeneration & Development Asst Dir S Ashworth		Public
	Lynnsport - 3G Pitch and coaching academy	Non	Cabinet	People & Communities Asst Dir – N Gromett		Public
	Balloon and Lantern Policy	Non	Cabinet	Corporate Services and Environment Asst – M Chisholm		Public
	Council's Insurance Tender	Key	Cabinet	Finance Asst Dir – M Drewery		Private - Contains exempt Information under

						para 3 – information relating to the business affairs of any person (including the authority)
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Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
11 January 2022						
05	Hackney Carriage and Private Hire Licensing Procedures and Conditions Review	Non	Council	Environment Assistant Director – S Ashworth		Public
	Review of Governance of Council Companies	Non	Cabinet	Leader Chief Executive		Public
	Guildhall Future Governance Options	Non	Council	Business, Culture and Heritage – G Middleton Asst Director – D Hall		Public

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
8 February 2022						
	Budget	Key	Council	Leader S151 Officer Asst Dir Resources		Public
	Capital Programme	Key	Council	Leader S151 Officer Asst Dir Resources		Public

	Treasury Management Strategy	Key	Council	Leader S151 Officer Asst Dir Resources		Public
	Capital Strategy	Key	Council	Leader S151 Officer Asst Dir Resources		Public

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
15 March 2022						