

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



Corporate Performance Panel

Agenda

**Wednesday, 21st July, 2021
at 4.30 pm**

in the

**Assembly Room
Town Hall
Saturday Market Place
King's Lynn**



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

Corporate Performance Panel

You are invited to attend a meeting of the above-mentioned Panel which will be held on **Wednesday, 21st July, 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. Apologies

2. Minutes (Pages 6 - 10)

To approve the minutes from the Corporate Performance Panel held on 2 June 2021.

3. 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.

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

4. Urgent Business Under Standing Order 7

To consider any business which, by reason of special circumstances, the Chairman proposed to accept as urgent under Section 100(b)(4)(b) of the

Local Government Act 1972.

5. Members Present Pursuant to Standing Order 34

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

6. Chair's Correspondence (if any)

7. Call-in (if any)

8. Report of the Informal Working Group on the Freedom of the Borough
(Pages 11 - 17)

9. Corporate Performance Monitoring Update - Interim Report (Pages 18 - 23)

10. Cabinet Report: Members Enquiries Inbox (Pages 24 - 28)

11. Cabinet Report Appointment of Monitoring Officer (Pages 29 - 33)

12. Cabinet Report - Proposed Councillor Community Grant Scheme (Pages 34 - 42)

13. Cabinet report - Interim meeting arrangements - to follow

14. Request from Councillor Nash (Page 43)

To give consideration to the request from Councillor Nash.

15. Cabinet Forward Decisions List (Pages 44 - 46)

16. Work Programme (Pages 47 - 52)

To note the Panel's Work Programme.

17. Date of Next Meeting

To note that the date of the next meeting of the Audit Committee will take place on 1 September 2021 at 4.30 pm in the Assembly Room, Town Hall, Saturday Market Place, King's Lynn.

To:

Corporate Performance Panel: B Ayres, J Collop, I Devereux (Vice-Chair), C Hudson, J Kirk, C Manning, J Moriarty (Chair), C Morley, S Nash, S Patel, C Rose and D Tyler

Portfolio Holder: Councillor S Dark

Management Team Representatives:

Becky Box, Assistant Director, Central Services
Lorraine Gore, Chief Executive – item 12

Appropriate Officers: The following officers are invited to attend in respect of the Agenda item shown against their name

S Winter item 8
H Howell items 9, 10, 11 1

Executive Directors

Press

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

CORPORATE PERFORMANCE PANEL

Minutes from the Meeting of the Corporate Performance Panel held on Wednesday, 2nd June, 2021 at 4.30 pm in the Assembly Room, Town Hall, Saturday Market Place, King's Lynn PE30 5DQ

PRESENT: J Moriarty (Chair)

Councillors B Ayres, F Bone, I Devereux, C Hudson, J Kirk, C Manning, C Morley, S Nash, S Patel, C Rose and D Tyler

CP1

APPOINTMENT OF VICE-CHAIR FOR THE MUNICIPAL YEAR

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

Councillor Moriarty sought nominations for the position of Vice Chair of the Panel. Councillor Manning, seconded by Councillor D Tyler proposed Councillor Devereux.

Councillor Bone, seconded by Councillor Morley proposed Councillor Hudson.

On the vote being taken Councillor Devereux was appointed.

RESOLVED: That Councillor Devereux be appointed Vice Chair of the Panel for the Municipal Year.

CP2

APOLOGIES

An apology for absence was received from Councillor J Collop.

CP3

MINUTES

RESOLVED: The Minutes of the meeting held on 31 March 2021 were agreed as a correct record and signed by the Chair.

CP4

DECLARATIONS OF INTEREST

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Councillors Devereux and Kirk declared a non pecuniary interest as members of Snettisham beach sailing club.

Councillor Rose declared a non pecuniary interest as the current Council appointed member of Hunstanton Sailing Club.

CP5

URGENT BUSINESS UNDER STANDING ORDER 7

None

CP6

MEMBERS PRESENT PURSUANT TO STANDING ORDER 34

Councillor Holmes attended for the Corporate Monitoring and KLIC item.

Councillor de Whalley attended for the KLIC item.

CP7

CHAIRMAN'S CORRESPONDENCE (IF ANY)

None

CP8

NOMINATION TO OUTSIDE BODY - HUNSTANTON SAILING CLUB

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The Panel was invited to nominate a representative to participate in the outside bodies and partnership which fell within the Corporate Performance Panel's remit; Hunstanton Sailing Club Development Sub Committee

Councillor D Tyler nominated Councillor Rose as an Observer to Hunstanton Sailing Club, this was seconded by Councillor Patel.

RECOMMENDED: That Councillor Rose be appointed as an observer to Hunstanton Sailing Club Development Sub-Committee.

RESOLVED: That the reporting arrangements as shown in the report be noted.

CP9

CORPORATE PERFORMANCE MONITORING UPDATE - FULL YEAR

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

The Assistant to the Chief Executive presented the full year corporate performance update. The council's performance management framework had historically included performance monitoring and reporting of performance and presented to the Corporate Performance Panel.

A Covid-19 Recovery Strategy was agreed by Council on 8 October 2020. The report provided an update on the corporate performance monitoring indicators for the Recovery Strategy for the 2020/21 year.

It was reported that Indicators had been included to monitor key council services and impacts on borough wide issues. These indicators were

linked to the Covid-19 Recovery Strategy and were grouped under the Corporate Business Plan's priorities. Forecasting and target setting were very challenging given uncertainties relating to Covid-19 and its consequences for the community and economy. Comparative data had been included where available along with an indication of trend

The Corporate Performance Panel monitored all indicators to provide a corporate overview of performance. Environment and Community and Regeneration and Development Panels may request the monitoring of appropriate performance indicators to be included within their respective work programmes.

Members were reminded that the council's response to Covid-19 continued throughout 2020/21 and was ramped up in response to national measures and preparations for the vaccination programme. Resources were refocused from recovery to concentrate on response activities and indicators that were heavily influenced by external factors were anticipated to deteriorate over quarters 3 and 4 of 2020/21 and into 2021/22 subject to the lifting of national restrictions and the related impact of national and local economic recovery.

The Assistant to the Chief Executive gave a commentary explanation on each indicator which was showing as red. In response to points raised relating to KPIs on the delivery of services, enhancing of governance and ensuring the council's financial sustainability, reminded members that the corporate performance plan was written in 2020 was before the pandemic which changed the approach to the KPIs. It was decided to monitor indicators which gave the impact of covid on the council and its services.

The Chair reported that a request had been submitted by Councillor Morley to look at KPIs for CPP in the future. It was pointed out that the historical data would be required in order to compare year on year, therefore changes would need to be a hybrid of old and new.

Under standing order 34 Councillor Holmes drew attention to the fact that although a number of the indicators were showing as red, a number of these were good news, and not indicators of failure. He encouraged the comparison of trends for 2021/22 against the last "normal" year.

The Assistant to the Chief Executive explained that for services such as Lily the council was ahead of the curve as it had served the council well during the pandemic with large numbers of calls made to vulnerable people. She explained that as cabinet priorities were due to be reviewed. These would be brought to Panel for input.

The Chair suggested that whilst the indicators would be brought quarterly, the red indicators be brought back to the Panel in July for further monitoring. This was agreed.

RESOLVED: 1) That the council's performance indicators for 2020/21 be noted and continue to be reported to the Corporate Performance Panel via periodic updates.

2) That the red indicated performance indicators be brought to the July Panel for further monitoring.

CP10 **COMMITTEE WORK PROGRAMME & FORWARD DECISION LIST**

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The Cabinet forward plan was noted.

the Panel wished to consider the forthcoming item updating the corporate plan, and Councillor Morley's request to consider: Human Resources, Organisational Structure and available finance options to meet Corporate Plan be taken into account.

Corporate Performance Panel work programme – the report on red indicators to be submitted to July.

Reports were being prepared on interim meeting arrangements and members enquiries for July.

Under standing order 34, Councillor Holmes asked whether the Panel would need to look at any climate change indicators that arose from the Environment and Community Panel work on the process. Councillor Morley also referred to the need to have KPIs for climate change. The Chair undertook to speak to Councillor Sampson on the matter.

CP11 **DATE OF NEXT MEETING**

21 July 2021 at a time to be confirmed

CP12 **EXCLUSION OF PRESS AND PUBLIC**

Exclusion of the press and public was proposed and seconded, and on being put to the vote, was carried.

RESOLVED: That under Section 100(A) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A to the Act.

CP13 **EXEMPT - KLIC SETTLEMENT AGREEMENT AND REPAYMENT PLAN**

The Assistant Director, Property and Projects, provided the Panel with an update on the KLIC Repayment Plan, he confirmed that payments had been made in accordance with the agreement. He responded to questions from the Panel.

In response to a request from the Panel, the Assistant Director undertook to speak to NWES to see if any of the information on their repayment plan could be taken in public.

RESOLVED: The update was noted and the Assistant Director be requested to contact NWES to see if any of the financial information may be discussed by the Panel in public.

The meeting closed at 5.26 pm

POLICY REVIEW AND DEVELOPMENT PANEL REPORT

REPORT TO:	Corporate Performance Panel		
DATE:	21 July 2021		
TITLE:	Report of the Informal Working Group – Honorary Freedom of the Borough		
TYPE OF REPORT:	Policy Development		
PORTFOLIO(S):	Leader		
REPORT AUTHOR:	Samantha Winter		
OPEN/EXEMPT	OPEN	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	Yes

REPORT OF THE INFORMAL WORKING GROUP – HONORARY FREEDOM OF THE BOROUGH

SUMMARY:
The original criteria for the award of the Freedom of Borough were approved by Council in September 2002. They are attached as an appendix.
Following the submission of a notice of motion 8/19 to Council on 28 November 2019 by Councillor Rust, (attached as an Appendix) which was referred to the Corporate Performance Panel for consideration an informal working group was set up to look at the Motion along with the existing criteria in order to review.
ISSUES FOR THE PANEL TO CONSIDER:
The Corporate Performance Panel are invited to consider the criteria set out at 1 to 7 below and identify any other criteria for consideration prior to forward the report to Cabinet for approval.
RECOMMENDATIONS:
The Corporate Performance Panel to recommend to Cabinet the criteria for consideration set out at 1 to 7 below.
REASONS FOR RECOMMENDATIONS:
To enable the Borough Council to consider future Honorary Freedom of the Borough nominations in accordance with the criteria set out at 1 to 7 above.

1. Introduction

At its meeting on 2 September 2020, the Corporate Performance Panel resolved that a non-political informal working group be set up, the membership of which to be:

Councillors B Ayres (Vice Chair), S Dark (Chair), Mrs A Dickinson, C Hudson and S Nash.

The informal working group met on 8 October 2020 and they acknowledged that the award of the Freedom of the Borough should be an exceptional event, bearing in mind the number of different awards for service and work that were available across the organisation.

The Working Group in looking at the existing criteria agreed that the existing guidelines for the award of the Freedom of the Borough were generally sound with the exception of the criteria regarding ex councillors being able to be awarded it until 10 years post service as this was considered unfair to retiring councillors who would be less able to be nominated than any other citizen of the Borough. It was therefore recommended to delete this element. The Group also felt that the additional inclusive elements suggested in Councillor Rust's Notice of Motion be included in part 4.

Although the Standards Board did not currently have this in its terms of reference, it was felt that this would be an appropriate proportional body to consider applications in the first instance. A point was also raised by a member that the award should not be political.

It was also agreed that the detail of the award should be included on the Council's website along with other awards which could be nominated to.

Therefore, it was agreed that the following criteria should be used:

1. Making the award should be an exceptional event.
2. Organisations as well as individuals should be eligible.
3. Recipients should be persons who, or organisations which, have given outstanding service to the Borough, they may include: Artistic and cultural endeavours; business, growth and prosperity; charitable work; improvement to built and natural environment; religious and spiritual life; sports activities; civic service; community cohesion; racial diversity; or any other service considered to be an asset to the Borough.
4. Persons nominating may do so at any time and should do so in writing giving reasons and providing 5 referees to testify to the nominee's worthiness, two of whom at least should be currently resident citizens of the Borough.
5. Nominations received should be business 'exempt' from publicity and considered first by the Standards Board and comments from individual Council members should be invited and reported to it.

NB: If this process is agreed by Council, the functions remitted to that Board be updated accordingly at the next opportunity.

6. Anyone granted the Honorary Freedom of the Borough should take formal precedence after the Mayor and Deputy Mayor on civic occasions; and
7. Anyone granted the Honorary Freedom of the Borough should receive a badge (similar to an Honorary Alderman's) and an illuminated scroll.

AGREED: 1) The Democratic Services Manager revise the current criteria as set out below, and circulate to the informal working group for agreement prior to the next meeting (this was done remotely):

- Include: Artistic and cultural endeavours; business, growth and prosperity; charitable work; improvement to built and natural environment; religious and spiritual life; sports activities' civic service' community cohesion; racial diversity; or any other service considered to be an asset to the Borough.
- Delete 11: Any former council member will remain ineligible for nomination for 10 years after they cease to be a councillor, be deleted from the current criteria.

2) Guidance notes be published on the Borough Council's website informing the public how to nominate a person for the award.

3) Nominations received to be assessed by the Borough Council's Standards Committee who would make a recommendation to Cabinet.

2. Proposal

The Corporate Performance Panel are invited to consider the criteria set out at 1 to 7.

3. Issues for the Panel to Consider

The Corporate Performance Panel are invited to consider the criteria set out at 1 to 7 above and identify any other criteria for consideration prior to the report being presented to Cabinet for approval.

4. Corporate Priorities

Not applicable.

5. Financial Implications

None.

6. Any other Implications/Risks

None.

7. Equal Opportunity Considerations

The equality of applications/awards would have to be considered each time.

8. Environmental Considerations

None.

9. Conclusion

To enable the Borough Council to grant future Honorary Freedom of the Borough in accordance with the criteria set out at 1 to 7 above.

10. Background Papers

Minutes of the Corporate Performance Panel 2 September 2020.
Minutes of the Informal Working Group 8 October 2020.

Appendix

"Sept 2002 - Criteria

CAB110: **HONORARY FREEDOM OF THE BOROUGH.**

The report invited Cabinet to consider the draft guidelines from the Standards Board in order to make recommendations to Council on suggested criteria for the award of Freedom of the Borough Status. In discussing the criteria, it was suggested that another should be added preventing any Councillor from being nominated with 10 years of ceasing being a councillor.

RECOMMENDED: That Council be recommended to agree to formalise the advice of the Standards Board, reached at its May and June meetings, in these terms.

1. The public announcement of reviving the tradition should be through a press conference;
2. Any award approved during this municipal year should be made formally at the Annual Meeting of Council on May 15th 2003 and arrangements on subsequent occasions thereafter judged on each occasion;
3. Making the award should be an exceptional event;
4. Organisations as well as individuals should be eligible;
5. Recipients should be persons who, or organisations which, have given outstanding service to the Borough
6. Persons nominating may do so at any time and should do so in writing giving reasons and providing 5 referees to testify to the nominee's worthiness, two of whom at least should be currently resident citizens of the Borough;
7. Nominations received should be business 'exempt' from publicity and considered first by the Standards Board and comments from individual Council members should be invited and reported to it;
8. If this process is agreed by Council, the functions remitted to that Board be updated accordingly at the next opportunity; (*NB The make up of the Standards Committee was changed in June 2012, and now no longer has this element in its terms of reference so goes to Cabinet.*)
9. Anyone granted the Honorary Freedom of the Borough should take formal precedence after the Mayor and Deputy Mayor on civic occasions; and
10. Anyone granted the Honorary Freedom of the Borough should receive a badge (similar to an Honorary Alderman's) and an illuminated scroll.

11. Any former council member will remain ineligible for nomination for 10 years after they cease to be a councillor.”

Appendix

Motion to Council 8-19 from Councillor Rust

Our council resurrected the Freedom of the Borough award in 2003 after a long period of absence. The criteria for the nomination of the award only state that the nominee must have given outstanding service to the borough. The leader of the council has previously stated that "they" have set the bar high. Based on those who have been awarded the freedom compared to those who have been nominated and not granted it, that bar could be deemed to have been set at a measure invisible to most and arbitrary at best. This motion sets to change that and instead, provide clearer guidelines on what could be considered to fulfil the criteria.

This council is asked to adopt the following criteria when awarding this honour.

The conferment of the Honorary Freedom of the Borough is a mark of distinction upon the person or persons whom the council wishes to honour. The freedom itself carries no privilege and is purely an honour, reflecting the eminence of the person on whom it is conferred or as recognition of significant and/or valuable services rendered to the borough by that person. It is normally an honour bestowed on those of note who have lived or worked in the borough and who are proud to be a part of the history of that borough through that freedom. It should not be awarded to serving councillors.

What criteria should be used to award this status?

The principle is that these awards should be made on merit, defined as:

- Achievement
- Exceptional Service

Awards should not be given merely for a job well done or because someone has reached a particular level. They should be awarded because an individual has gone over and above what is expected or what has previously been seen as the standard, being seen to have demonstrated "Service Above Self" and to stand above others in what has been achieved before.

To be considered for the award a nominee should meet at least two of the following criteria:

1. Delivered in a way that has brought distinction to borough life and enhanced the reputation of the borough in the area or activity concerned
2. Contributed in a way to improve the lives of those less able to help themselves
3. Demonstrated innovation and entrepreneurship which is delivering discernible benefits to the area or activity concerned.

For candidates to be considered they must be able to demonstrate a strong and continuing connection with, and commitment to, the borough or to have made a major contribution to national life and, in doing so, have enhanced the reputation of the borough.

People from all walks of life and all sections of society who have made a difference to the community and the borough are eligible to be nominated, provided that, at the time of nomination, they are living in the borough.

It could be include the following

- Artistic and cultural endeavours

- Business, economic growth and prosperity
- Charitable work
- Improvement to built and natural environment
- Religious and spiritual life
- Sports activities
- Civic service

Nominations for persons or organisations to be granted the Freedom of the Borough may be made by any resident of the borough who are on the electoral roll. Each nomination must be supported by at least 5 referees to testify to the nominee's worthiness, two of whom at least should be currently resident citizens of the Borough.

A form shall be drafted which enables the nominating person to set out clearly the necessary details for the award and should include the following

Nominees details – information about the person being nominated . Surname, forename, nickname, Title Address, Telephone Number, Email address

The recommendation – the details of how the nominees has made a significant contribution in their area of activity – giving as much detail as possible

What role they have excelled in?

How have they demonstrated service worthy of recognition?

How has the nominee contribution impacted on their particular field, locality, group or the community at large?

Over what time period did the nominee make their contribution or major commitment?

What makes this person stand out from others doing similar work?

Background Info

Full details of post(s) held by nominee, paid or voluntary, which support or are relevant to your nomination. Start and end dates, or if they're still involved.

Letters of support – one letter of support may be submitted. Confidentiality must be maintained and details of the nomination must not be discussed with any others persons or with the nominee.

Details of the person making the nomination

Surname

Forename

Address

Telephone Number

Email address

Relationship to nominee

Signature

Date

Confidentiality statement

POLICY REVIEW AND DEVELOPMENT PANEL REPORT

REPORT TO:	Corporate Performance Panel		
DATE:	21 July 2021		
TITLE:	Corporate performance monitoring update – Interim report		
TYPE OF REPORT:	Monitoring		
PORTFOLIO(S):	Performance		
REPORT AUTHOR:	Honor Howell		
OPEN/EXEMPT	Open	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	No

REPORT SUMMARY/COVER PAGE

PURPOSE OF REPORT/SUMMARY: At the Corporate Performance Panel meeting held on 2 June 2021, the panel requested an interim report focusing on the performance indicators where performance was worse than the previous year as at the 31 March 2021.
KEY ISSUES: These indicators are linked to the Covid-19 Recovery Strategy and are grouped under the Corporate Business Plan's priorities. The Corporate Performance Panel monitors all indicators to provide a corporate overview of performance. Members will be aware that the council's response to Covid-19 continued throughout 2020/21 and was ramped up in response to national measures and preparations for the vaccination programme. Resources were refocused from recovery to concentrate on response activities and indicators that are heavily influenced by external factors were anticipated to deteriorate over quarters 3 and 4 of 2020/21 and into 2021/22 subject to the lifting of national restrictions and the related impact of national and local economic recovery.
OPTIONS CONSIDERED: Not applicable as this is a monitoring report.
RECOMMENDATIONS: The Panel is asked to review and note the report.
REASONS FOR RECOMMENDATIONS: Members should use the information within the report to review progress on the agreed indicators and satisfy themselves that performance is at an acceptable level.

1. Introduction

- 1.1 The council monitors a range of indicators from across directorates as a form of corporate assurance, to demonstrate efforts to continuously improve services and to track progress with the Covid-19 Recovery Strategy.
- 1.2 Processes are put in place to produce the required information by relevant services, and the information is then collated and analysed centrally by the Performance team.
- 1.3 The collated information is used to produce an overarching report which is presented to the Corporate Performance Panel and is made available to all councillors for information on the council's intranet known as Insite.

2. Performance indicators where performance was worse than the previous year as at the 31 March 2021

2.1 Priority 1 – Focus on delivery

- i) % of Council Tax collected against target

End of Year 2019/20	End of Year 2020/21
98%	97%

April 2020/21	May 2020/21	April 2021/22	May 2021/22
9%	19%	10%	19%

2.2 Priority 2 – Delivering growth in the economy and with local housing

- i) Job seekers allowance claimant rate

End of Year 2019/20	End of Year 2020/21
278	441

April 2020/21	May 2020/21	April 2021/22	May 2021/22
489	525	369	282

- ii) No in employment claiming Universal Credit

End of Year 2019/20	End of Year 2020/21
1,888	4,380

April 2020/21	May 2020/21	April 2021/22	May 2021/22
2,881	3,578	4,453	To follow

- iii) % of rent arrears on industrial units

End of Year 2019/20	End of Year 2020/21
5.50%	17.78%

April 2020/21	May 2020/21	April 2021/22	May 2021/22
10.78%	11.25%	17.69%	17.57%

- iv) % of rent arrears on retail/general units

End of Year 2019/20	End of Year 2020/21
6.28%	32.87%

April 2020/21	May 2020/21	April 2021/22	May 2021/22
8.95%	16.58%	36.33%	34.39%

- v) Number of new homes delivered

End of Year 2019/20	End of Year 2020/21
591	340

April 2020/21	May 2020/21	April 2021/22	May 2021/22
14	8	43	30

vi) % of decisions on applications for non-major development that have been overturned at appeal, measured against total number of non-major applications determined

End of Year 2019/20	End of Year 2020/21
0.61%	0.69%

April 2020/21	May 2020/21	April 2021/22	May 2021/22
0.71%	0.59%	0.60%	0.67%

2.3 Priority 3 – Protecting and enhancing the environment including tackling climate change

i) Total tonnage of waste recycled and composted

End of Year 2019/20	End of Year 2020/21
28,034	27,056

April 2020/21	May 2020/21	April 2021/22	May 2021/22
2,607	2,494	2,279	2,223

ii) Total tonnage of commercial waste

End of Year 2019/20	End of Year 2020/21
1876.65	1710.89

April 2020/21	May 2020/21	April 2021/22	May 2021/22
133.04	160.36	119.60	125.60

2.4 Priority 4 – Improving social mobility and inclusion

i) No of households with a homelessness declaration – Quarterly monitoring only

End of Year 2019/20	End of Year 2020/21
477	552

April 2020/21	May 2020/21	April 2021/22	May 2021/22
Data only available on a quarterly basis			

ii) No of households accepted as homeless with a need to be rehoused (Full housing duty) – Quarterly monitoring only

End of Year 2019/20	End of Year 2020/21
34	43

April 2020/21	May 2020/21	April 2021/22	May 2021/22
Data only available on a quarterly basis			

iii) No of social housing lettings – Quarterly monitoring only

End of Year 2019/20	End of Year 2020/21
510	375

April 2020/21	May 2020/21	April 2021/22	May 2021/22
Data only available on a quarterly basis			

2.5 Priority 5 – Creating and maintaining good quality places that make a positive difference to people's lives

i) Number of crime incidents within the Borough

End of Year 2019/20	End of Year 2020/21
8,410	9,373

April 2020/21	May 2020/21	April 2021/22	May 2021/22
605	712	874	

ii) Number of anti-social behaviour incidents within the Borough

End of Year 2019/20	End of Year 2020/21
2,229	2,332

April 2020/21	May 2020/21	April 2021/22	May 2021/22
351	343	133	

iii) King's Lynn car park revenue (excluding season tickets)

End of Year 2019/20	End of Year 2020/21
£2,864,048	£1,208,865

April 2020/21	May 2020/21	April 2021/22	May 2021/22
£12,592	£19,528	£140,060	£183,853

iv) Heacham, Hunstanton, Burnham Market car park revenue (excluding season tickets)

End of Year 2019/20	End of Year 2020/21
£1,036,754	£989,857

April 2020/21	May 2020/21	April 2021/22	May 2021/22
£362	£69,319	£87,927	£136,464

v) King's Lynn long stay car parking tickets purchased

End of Year 2019/20	End of Year 2020/21
124,890	54,563

April 2020/21	May 2020/21	April 2021/22	May 2021/22
438	932	6,606	9,610

vi) King's Lynn short stay car parking tickets purchased

End of Year 2019/20	End of Year 2020/21
854,658	497,086

April 2020/21	May 2020/21	April 2021/22	May 2021/22
6,413	9,528	56,383	73,489

2.6 Priority 6 – Helping to improve the health and wellbeing of our communities

i) Number of referrals to Lily

End of Year 2019/20	End of Year 2020/21
352	2,212

April 2020/21	May 2020/21	April 2021/22	May 2021/22
632	543	54	33

ii) Number of unique website visitors for Lily

End of Year 2019/20	End of Year 2020/21
36,018	32,530

April 2020/21	May 2020/21	April 2021/22	May 2021/22
3,579	2,708	2,853	2,511

3. Issues for the panel to consider

3.1 At the Panel's meeting on 2 June 2021, the end of year performance figures for 2020/21 were considered. It was agreed that an interim update on the "red" flagged indicators would be reported to the Panel's July meeting.

- 3.2 An update on the Q1 2021/22 figures will be brought to the Panel's meeting on 1 September 2021.

4. Corporate priorities

Performance indicators are developed to monitor key activities which directly relate to the achievement of the council's Covid-19 Recovery Strategy and Corporate Business Plan 2020 to 2024.

5. Financial implications

None.

6. Any other implications/risks

None.

7. Equal opportunity considerations

None.

8. Environmental considerations

The Corporate Business Plan 2020 to 2024 includes a priority of "Protecting and enhancing the environment including tackling climate change". The revised indicator suite incorporates measures that relate to the council's carbon footprint such as the council's energy usage and broader environmental issues via measures of waste collection, recycling and composting.

9. Consultation

Management Team, senior officers and portfolio holders.

11. Conclusion

The panel is asked to review and note the indicators set out in section 2 of the report.

12. Background papers

- Corporate Business Plan 2020 to 2024
- Covid-19 Recovery Strategy

REPORT TO CABINET

Open/Exempt		Would any decisions proposed :		
Any especially affected Wards	Mandatory/	Be entirely within Cabinet's powers to decide		YES/NO
	Discretionary /	Need to be recommendations to Council		YES/NO
	Operational	Is it a Key Decision		YES/NO
Lead Member: Cllr Stuart Dark (Leader) E-mail: cllr.stuart.dark@west-norfolk.gov.uk		Other Cabinet Members consulted:		
		Other Members consulted: All members		
Lead Officer: Lorraine Gore E-mail: lorraine.gore@west-norfolk.gov.uk Direct Dial: 01553 616345		Other Officers consulted: Monitoring Officer Management Team Assistant Directors		
Financial Implications YES/NO	Policy/Personnel Implications YES/NO	Statutory Implications YES/NO	Equal Impact Assessment YES/NO If YES: Pre-screening/ Full Assessment	Risk Management Implications YES/NO
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: 3rd August 2021

TITLE – MEMBERS ENQUIRIES EMAIL INBOX

Summary

In August 2020, due to resource constraints caused by the response to the COVID-19 pandemic, the council introduced the Members Inbox to coordinate responses to enquiries from Members. Its purpose was to free up senior officer time to focus on their covid response work, ensuring that Members still received timely responses to their queries. The new process was agreed by all group leaders and their deputies and was an informal change and not reflected in the Council's Constitution. The agreement and goodwill of Members using the service was essential for the service to run effectively.

Recommendation

Following consultation with Members and Officers, agreement is sought from Cabinet to amend the council's constitution to retain the Members Inbox as a permanent measure to respond to general Member enquiries to enable them to carry out their roles within their constituencies.

Reason for Decision

To continue to provide a forum for Members to ask questions and receive responses in a timely manner.

1. Background

- 1.1 The Members Enquiries Inbox was introduced in August 2020, during the first wave of the COVID-19 pandemic. The arrangement was put into place with the agreement of the Leader of the Council and Opposition Leaders and their Deputies to help alleviate the numbers of questions addressed to officers by members, given that officers capacity was significantly reduced due to the response to COVID-19. Officers reported that they found it difficult to carry out the research necessary to respond to Members in a timely manner. Members were finding this increasingly frustrating.
- 1.2 Cabinet will recall that it was clearly stated that any enquiries relating to political or policy matters still needed to be directed to the Leader or Portfolio Holder or a request made that the enquiry be bought before one of the Policy Review and Development Panels. Members Enquiries did not extend to debating responses provided because the Member did not agree with it.

2. Options Considered

- 2.1 The table below outlines the volume of emails received by members into the Inbox between Sept 2020 – May 2021.

Table 1

Month	Number	Month	Number
September 2020	128	February 2021	209
October 2020	95	March 2021	189
November 2020	115	April 2021	128
December 2020	138	May 2021	76
January 2021	166	Total	1,244

Average 138 emails a month or 6 per working day

- 2.2 With the agreement of all group leaders and their deputies, the Members Enquiries procedure has been extended until the end of September 2021.
- 2.3 A review of the service has taken place to consider the options for the most effective and efficient method of responding to Members questions after the current date expires. Any change to the process as laid out in the Member/Officer protocol will need to be bought to Cabinet and full council for agreement before it can be implemented.
- 2.4 In the initial communication to Members in respect of the Members Enquiries inbox, it was reiterated to all Members that:
 1. Emails to the Member Enquiries Inbox will be acknowledged within 2 working days and a response provided within 10 working days

2. An enquiry relating to an ongoing planning application in a Members own Ward should be sent to the allocated case officer and they should receive a response within 5 working days
 3. Requests under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004 should be directed to FreedomofInformation.KingsLynn@north-norfolk.gov.uk
 4. Queries relating to council meetings, assistance with accessing Zoom meetings or information on the democratic process should be sent directly to Democratic Services
 5. Any questions relating to a political or policy matter should be directed to the Leader and/or Portfolio Holder
- 2.5 The inbox is managed by the Assistant to the Chief Executive, assisted by the Chief Executive and Leader PA and the Policy and Performance team. The inbox is monitored hourly and cover is provided for annual leave and sickness.
- 2.6 To gather opinions from both Members and Officers on their perception of the service and its effectiveness, a consultation exercise has been taken. The questions they were asked to provide feedback are detailed below:
 1. Have you used the Members Enquiries inbox since its launch in August 2020?
 2. If you have used the service, how satisfied were you with the service you received?
 3. Were you satisfied with the response time to your enquiry?
 4. If a response took longer than expected, were you kept updated of its progress?
 5. Do you have any suggestions of how the service may be improved?
 6. Please provide any other comments you think are relevant.

A summary of the results of the consultation are shown in Appendix A.

- 2.7 Approximately 25% of members responded to the consultation. The views of members were overall very positive with two negative comments, included at Appendix A.
- 2.8 The responses from officers were supportive of the process and they felt that a central system for logging enquiries was useful. This excludes planning enquiries where the guidance is to contact the planning officer in respect of an ongoing application.

3. Recommendation

- 3.1 It is recommended to Cabinet that the Constitution is changed to permanently retain the Members Enquiries Inbox. This will enable responses to questions to be collated and responded to in a timely manner in consultation with the appropriate officers.

- 3.2 Following member feedback, statistics on response times will start to be logged and reported on.

4. Policy Implications

- 4.1 The decision will require a change to the Member/Officer protocol. This is to be agreed by Cabinet/Council. The updated Member/Officer protocol is attached at Appendix B.

5. Financial Implications

- 5.1 There are no financial implications.

6. Personnel Implications

- 6.1 There are no personnel implications

7. Statutory Considerations

Equality Impact Assessment (EIA)

Pre-screening attached.

8. Risk Management Implications

- 8.1 There are no risk management implications.

9. Environmental Considerations

- 9.1 There are no environmental considerations

10. Declarations of Interest / Dispensations Granted

- 10.1 None

Background Papers

Email communications to Members/Officers



Pre-Screening Equality Impact Assessment

Name of policy/service/function	Members Enquiries Inbox				
Is this a new or existing policy/ service/function?	New / Existing (delete as appropriate)				
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	Requesting Members direct all questions to the Members Enquiry Inbox instead of emailing individual officers. This will centralise the process allowing statistics on response rates and questions asked to be recorded				
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 favoring a particular community or denying opportunities to another?	Yes / No	Does not impact on customers			
3. Could this policy/service be perceived as impacting on communities differently?	Yes / No				
4. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?	Yes / No				
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	Yes / No	Actions:			
		Actions agreed by EWG member:			
Assessment completed by: Name	Honor Howell				
Job title: Assistant to the Chief Executive	Date 17 June 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.

REPORT TO CABINET

Open/Exempt		Would any decisions proposed :		
Any especially affected Wards	Mandatory/	Be entirely within Cabinet's powers to decide		YES/NO
	Discretionary / Operational	Need to be recommendations to Council		YES/NO
		Is it a Key Decision		YES/NO
Lead Member: Cllr Stuart Dark (Leader) E-mail: cllr.stuart.dark@west-norfolk.gov.uk		Other Cabinet Members consulted: Cabinet		
		Other Members consulted: All members		
Lead Officer: Lorraine Gore E-mail: lorraine.gore@west-norfolk.gov.uk Direct Dial: 01553 616345		Other Officers consulted: Management Team Assistant Directors		
Financial Implications YES/NO	Policy/Personnel Implications YES/NO	Statutory Implications YES/NO	Equal Impact Assessment YES/NO If YES: Pre-screening/ Full Assessment	Risk Management Implications YES/NO
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: 3rd August 2021

TITLE – APPOINTMENT OF A FULL TIME MONITORING OFFICER**Summary**

The Local Government and Housing Act 1989 requires the council to appoint a Monitoring Officer to be responsible for specified statutory functions. The Monitoring Officer cannot be the councils Head of Paid Service or its Chief Finance (Section 151) Officer.

The council has a Service Level Agreement with its legal services provider, Eastlaw, to provide the Monitoring Officer function for two days a week. This arrangement is due to expire at the end of September 2021. Unless the council renegotiates this agreement, the Monitoring Officer service will reduce to one day a week.

The borough council is increasing involved in large, innovative and complex projects which require legal support, advice and due diligence as well as other work such as Code of Conduct investigations and support for Parish Councils.

The workload of the Monitoring Officer has increased significantly over the last 18 months and has reached a level that is unmanageable under the existing arrangements and more resource is required to undertake this role.

Recommendation

That Cabinet agree that the borough council create a post and proceed with the recruitment and appointment of a full time Monitoring Officer to be employed solely by the council.

Reason for Decision

To ensure the council is able to carry out its statutory functions and has the resource to provide the relevant advice, guidance and legal opinion on the many functions it carries out.

1. Background

- 1.1 The borough council currently has a part-time Monitoring Officer (MO) as part of our Service Level Agreement (SLA) with Eastlaw.
- 1.2 The original SLA allowed for the provision of MO services for half a day a week. However, this was not sufficient to fulfil the needs of the council and in January 2020 the council increased this to 2 full days and paid a further fee to Eastlaw for the increased cost to allow them to backfill the other work covered by the MO.
- 1.3 The Local Government and Housing Act 1989 requires the council to appoint an MO to be responsible for specified statutory functions. The MO cannot be the council's Head of Paid Service or its Chief Finance (Section 151) Officer.
- 1.4 It is the duty of the MO to prepare a report to full council or the Executive in relation to non-executive and executive functions respectively where they are of the opinion that any proposal, decision or omission by the council has given rise to, or is likely to or would give rise to a contravention of any enactment or rule of law, or to maladministration. The MO also has responsibility pursuant to sections 27-34 of the Localism Act 2011 to administer the ethical regime for members of the council and all parish councillors in the council's district, as well as acting for the MO for all such parish councils.
- 1.5 In addition to the above, the MO, as one of the three statutory officers has a general role in ensuring and advising on the lawfulness of the council's actions.
- 1.6 The Borough Council of King's Lynn and West Norfolk is a large district council, covering 550 square miles with a population of 150,000 residents. It has over 54 borough councillors and over 100 parishes.
 - 1.6.1 The borough council delivers many complex and innovative projects and it is clear that the 2 days provided by the MO under the SLA is not sufficient to carry out the important role of providing advice and due diligence to meet its requirements. The volume of work has increased significantly over the last 18 months and the demands placed on the existing MO are currently unmanageable.
 - 1.6.2 The statutory role carried out by the MO is essential to safeguard the borough council by carrying out effective due diligence, providing

advice and guidance, attendance at meetings as well as managing Code of Conduct issues for the borough, town and parish councils. If, due to the sheer volume of work, this cannot be fulfilled in a timely way, the council is vulnerable to service complaints as well as legal challenges, placing the council at increased risk.

2. Options Considered

- 2.1 The council is currently reviewing the provision of its legal services and this work is ongoing. Regardless of the outcome of the review, it is clear that a council of this size and position requires a dedicated MO to enable it to fulfil all its statutory functions and to manage the workload, which is not expected to reduce in the medium to long term. A full time MO would be employed by the borough council and could focus solely on the needs of the council.
- 2.2 A review of the provision of legal services is also being undertaken and a further separate report will be presented to Cabinet later in the year.

3. Recommendation

- 3.1 That Cabinet approve the request that the council requires a full time MO and agree to the council creating an additional post, develop a job description and proceed to a full recruitment process via an external advert.

4. Policy Implications

- 4.1 There are no policy implications.

5. Financial Implications

- 5.1 A full job description and personal specification for the role will be completed and will proceed to the councils Job Evaluation Panel to be graded. This will be a senior role, reporting directly to the Chief Executive and will be at a senior grade due to the skills and responsibilities required and to attract candidates of the calibre and skills required.
- 5.2 There will be additional in year costs of the appointment for 2021/22 due to this being an additional post. The overall costs will be included within the legal services review.
- 5.3 The appointment of a dedicated MO will result in the requirement to renegotiate the terms of the SLA with Eastlaw with a corresponding reduction in the cost of the SLA. The existing arrangement for the extra days provided by the MO are due to end on 30 September 2021.

6. Personnel Implications

- 6.1 The proposals outlined in this report represent an increase in the Council's permanent establishment by the creation of a new Monitoring Officer post.
- 6.2 The job description for the post will be subject to evaluation via the Council's job evaluation process. The post is a statutory role reporting directly to the Chief Executive and due to the nature of the position is expected to be evaluated at a level broadly equivalent to an Assistant Director.
- 6.3 This post will be subject to an external recruitment process. Due to the position being a statutory role the appointment will be made by the Appointments Panel.
- 6.4 As a new stand-alone role, there are no requirements for formal consultation with existing staff or Trade Union. Management Team and Assistant Directors have been consulted on the proposal so that they are aware of the introduction of the role and how this will fit into the Council's existing staffing structure.

7. Statutory Considerations

- 7.1 The Local Government and Housing Act 1989 requires the council to appoint an MO to be responsible for specified statutory functions.

8. Equality Impact Assessment (EIA)

Pre-screening attached.

8. Risk Management Implications

- 8.1 The MO has key responsibilities within a local authority. If the council is not able to fulfil those responsibilities within the timescales required, this may leave the council vulnerable with the associated risk of legal challenge.

9. Environmental Considerations

- 9.1 There are no environmental considerations.

10. Declarations of Interest / Dispensations Granted

- 10.1 None

Background Papers



Pre-Screening Equality Impact Assessment

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

REPORT TO CABINET

Open/Exempt		Would any decisions proposed :		
Any especially affected Wards	Mandatory/	Be entirely within Cabinet's powers to decide	YES/NO	
	Discretionary /	Need to be recommendations to Council	YES/NO	
	Operational	Is it a Key Decision	YES/NO	
Lead Member: Cllr Stuart Dark (Leader) E-mail: cllr.stuart.dark@west-norfolk.gov.uk		Other Cabinet Members consulted: Cabinet Other Members consulted: CPP		
Lead Officer: Lorraine Gore E-mail: lorraine.gore@west-norfolk.gov.uk Direct Dial: 01553 616345		Other Officers consulted: Management Team Assistant to the CEO		
Financial Implications YES/NO	Policy/Personnel Implications YES/NO	Statutory Implications YES/NO	Equal Impact Assessment YES/NO If YES: Pre-screening/ Full Assessment	Risk Management Implications YES/NO
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: 3rd August 2021

TITLE – PROPOSED COUNCILLOR COMMUNITY GRANT SCHEME

Summary

The borough council is proposing to introduce a Councillor Community Grant Scheme with the aim of funding community projects and initiatives that will deliver better outcomes for residents in their Ward as well as contributing to the achievement of the Council's Corporate Business Plan priorities. Each ward councillor will be given a budget of £1,000p.a. to assist their constituents with funding for projects which meet the criteria for the scheme.

Recommendation

That Cabinet agree to introduce the Councillor Community Grant Scheme and set aside the budget required for the scheme.

Reason for Decision

To give councillors the means of providing financial support to local communities, with projects and initiatives that meet the proposed criteria and provides clear and demonstrable benefits to the people and environment of their local communities.

1. Background

- 1.1 Many local councils provide their ward members with funding towards improving community facilities, activities, the environment and the health and well-being of their communities. This report sets out the objective of introducing a scheme for the Borough Council of King's Lynn and West Norfolk to help support members give practical financial assistance to schemes in their constituencies which will benefit the community as well as contribute to the councils overall vision and corporate business plan.
- 1.2 One of the positive outcomes from the Covid-19 pandemic has been the way it has brought communities together with people providing help and assistance to others. Small groups have formed and are active in their communities providing vital support to those who need it. As a council, we want to harness this excellent work and provide ongoing support to these community groups to continue with this work.
- 1.3 Voluntary and Community organisations vary enormously both in terms of their size and structures and how they support local communities. Whilst many rely on significant grant funding to deliver key support, for some more grass root organisations a small amount of funding such as £100 towards a new cooker for a lunch club can make a big difference. Some of these groups are not eligible for most funding because they are not charities or constituted organisations.
- 1.3. Elected members are often well placed to identify local needs and are in touch with grass root organisations operating in their ward. Making funding available to each Councillor in order to support this organisation is proposed. Those members who are county councillors will be familiar with similar schemes through the county council.
- 1.4 Attached at Appendix A is a proposed scheme. If agreed, it is recommended that this is run as a pilot over 2 years (starting in October 2021) in order to assess the impact and value for money. To make it as easy as possible for grassroots organisations to apply it would be supported by a simple on-line application form focussing on the purpose of the organisation and what they need funding for. Any funding awarded would be paid into a bank account in the name of the group or to an organisation who agrees to accept the funding and pass it to the group. Where this is not possible, it can be paid to an individual where it can be shown the individual is acting on behalf of the local community, for example through a letter of endorsement from a local organisation.
- 1.5 If each member is given £1,000 for their ward then £55,000 would be available across all wards to facilitate community schemes. A full budget of £1,000 will be made available for the 2021/2022 financial year.
- 1.6 Prior to the launch of the scheme, a training session will be offered to all councillors. The training will set out member roles and

responsibilities, including issues to consider when awarding funding, transparency, data protection and signposting to other funding support options.

2. Options Considered

- 2.1 The council also operates a Financial Assistance Grant Scheme for organisations to apply for funding. However, the Councillor Community Grant Scheme is designed for councillors to be able to assist their constituents directly and have influence on where the money is spent within their area.
- 2.2 The council distributes grants through its Financial Assistance Grant Scheme as well as the CIL funding application scheme which is designed to deliver infrastructure to benefit residents, businesses and visitors to west Norfolk. This scheme is designed to assist communities at a grass roots level, through a simplified process, in liaison and consultation with the borough councillor.

3. Recommendation

- 3.1 That Cabinet agree to create a Councillor Community Grant Scheme which to support local projects and activities that will have a positive impact in their area.

4. Policy Implications

- 4.1 A draft policy can be found in Appendix A.

5. Financial Implications

- 5.1 A grant of £1,000 for all councillors will give a maximum annual cost of £55,000. This is being funded from an underspend in the Financial Assistance Grants.
- 5.2 There will be a resource requirement to allocate the payments to the applicants, but the application will be decided by the individual councillor, in accordance with the criteria set out in the scheme policy.

6. Personnel Implications

- 6.1 There are no personnel implications.

7. Statutory Considerations

- 7.1 There are no statutory considerations.

8. Equality Impact Assessment (EIA)

Pre-screening attached.

- 8.1 The funding could be used to fund activities that support groups with protected characteristics and therefore support the council's equalities objectives

8. Risk Management Implications

- 8.1 There is a small risk that funding could be allocated to projects not set out in the criteria, however, members would make declarations about the use of funding, which would be in the public domain ensuring awards are transparent. The amount of funding available ensures there is no significant financial risk. Members are required to adhere to their code of conduct and training would help minimise the risk.

9. Environmental Considerations

- 9.1 The funding could be used to fund grassroots activities that have a positive environmental impact.

10. Declarations of Interest / Dispensations Granted

- 10.1 None

Background Papers

None



Pre-Screening Equality Impact Assessment

Name of policy/service/function					
Is this a new or existing policy/ service/function?	New / Existing (delete as appropriate)				
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	Proceed to advertise for a recruit a full time Monitoring Officer for the Borough Council				
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 favoring a particular community or denying opportunities to another?	Yes / No	Each ward will be given the same amount of funding and awards will be made according to the criteria as set out in the policy document.			
3. Could this policy/service be perceived as impacting on communities differently?	Yes / No	All communities in west Norfolk have serving borough councillors. Some have more than one, due to their size but the funding allocated to each councillor reflects this.			
4. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?	Yes / No				
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	Yes / No	Actions: Actions agreed by EWG member: 			
Assessment completed by: Name	Honor Howell				
Job title: Assistant to the Chief Executive	Date 5 July 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.

Councillor Community Grant Scheme – Policy Document

Every Borough Council of King's Lynn and West Norfolk District Councillor will be given a grant budget of £1,000 to award for projects or services that will offer community benefits in their own ward area.

The council is committed to promoting equality and diversity and welcomes applications from all sectors of the community, regardless of race, gender, disability, sexual orientation, age, status, religion, or belief.

Basic rules of the scheme

- Projects must benefit the community in the councillor's ward area.
- The minimum grant is £100 and the maximum £1,000 for each councillor.
- A councillor can fund up to 100 per cent of the total cost of a project.
- The project must be completed within 12 months of the grant award decision.
- All the budget should be allocated by the end of the financial year. Any unallocated budgets at the will return to the council's general reserves.
- Councillors should make their decisions whether to award a grant within eight weeks of receiving an application

Eligibility

Local unconstituted groups or organisations whose primary purpose is to benefit the residents of their community.

Who is not eligible?

- Other local authorities/public sector bodies
- Individuals not part of a community group
- Profit-based businesses
- Political and lobbying groups
- Nationwide organisations

What we will fund

Applications should focus on projects that deliver a clear and demonstrative benefit to the people of west Norfolk, specifically in the ward area of the district councillor considering the request. The Borough council accepts no liability or responsibility for any of the projects funded by this grant scheme, now or in the future and should not involve officer time or any ongoing costs such as maintenance.

Appropriate projects could include, but are not limited to:

- Replacement equipment or improvements to community centres/halls
- A community newsletter
- Improvements to community facilities (for example accessibility improvements)
- The purchase of equipment for community use
- One off hire costs
- One-off repairs
- Major repairs such as repairing a section of roof or major boiler repairs (but not routine servicing) to community buildings.

What we will not fund

- Retrospective funding for work/projects already commenced
- Statutory activities that are either the council or another public sector organisation responsibility
- Recurring revenue costs (salaries, rent, maintenance)
- Projects that benefit private businesses
- Political activities, lobbying or campaigning
- Projects that, in the assessment of the borough council show actual unlawful discrimination within the terms of the Equality Act 2010

Applications will not be considered during the period of purdah up to borough and county elections.

Application and Award Process

Organisations can apply using the council's online form available from our website. Applicants should read the guidance notes on our website before completing an application. Once submitted, it will be passed to the appropriate borough councillor the district councillor will then carry out an evaluation of the application to confirm eligibility, their decision, any additional grant conditions and noting any declarable interests. The councillor may contact the applicant to complete their evaluation. Once the councillor submits their completed evaluation an officer will either:

- Send a grant award offer to the applicant that will include our standard (and any additional) conditions
- Inform the applicant that they were unsuccessful
- The applicant must sign and return the grant award offer, confirming they will meet all our conditions and the bank details for their organisation.
- On receipt of the signed grant offer the council will release the grant payment.
- The council will only make payments by BACs to accounts in the name of the applying organisation/individual representing the community group

Standard Conditions

The following Standard Conditions will be attached to each grant offer:

- The organisation will only spend the grant on the project listed in their application and must do so within 12 months of the award date or they will return the funding
- The organisation will return a proportionate amount of the grant if the project costs less than expected or they receive additional funding towards the project
- The funding is non-transferrable and must be spent on the project/costs listed in the application
- The group/organisation will comply with all relevant regulations, objectives, and delivery of its core activities
- The organisation agrees to have regard to the need to safeguard and promote the welfare of children, young people, and vulnerable adults
- The organisation will consult with the ward member before making significant changes to the project/work covered by the grant
- The organisation will acknowledge the council's support in any press, publicity, or promotion of the project (consulting our communications team beforehand)

APPENDIX A

- The organisation acknowledges the council accepts no responsibility or liability for this project or the facilities it provides now or in the future

Monitoring of the Grants

Ward councillors will have an annual budget of £1,000 and will be expected to monitor each grant awarded to ensure spending is appropriate and will be required to produce sufficient evidence to show that the grant has been spent appropriately, including providing receipts, invoices or evidence of the grant spend. If the awarded project has not started by the grant expiry date (12 months from the award date), the organisation must repay the grant in full to the council.

Request to add an item to a Policy Review and Development Panel, or King's Lynn Area Consultative Committee Work Programme

Name: Cllr. Simon Nash

Item for consideration:

Unreasonable Complainants Policy

Suggested Panel to take the item to:

Corporate Performance Panel

Why do you think the issue warrants consideration by the Panel ?

The policy is currently unlawful

Have you raised the issue with officers/the relevant organisation in the past?

The policy is currently the subject of a complaint. The Monitoring Officer has been made aware.

How can the Council influence the issue/what control do we have?

The policy is a Council Policy.

Any other information you would like to add to your request:

The policy was not reported to Cabinet from the Corporate Performance Panel (CPP) meeting of 21st October 2019 in accordance with the wishes of the CPP.

**Please send completed form to
democratic.services@west-norfolk.gov.uk**

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
3 August 2021						
	Provision of Monitoring Officer	Key	Cabinet	Leader Chief Executive		Public
	Members Enquiries arrangements	Non	Council	Leader Chief Executive		Public
	Parkway	Key	Council	Project Delivery Asst Dir Companies and Housing Delivery – D Ousby		Public
	Interim Meeting Arrangements	Non	Cabinet	Leader Chief Executive		Public
	Allocation of members budget for ward issues.	Non	Cabinet	Leader Exec Dir – L Gore		Public
14	Staffing for Communications	Non	Cabinet	Leader Exec Dir – D Gates		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
24 August 2021 - Special Meeting						
	Town Fund Submission	Key	Cabinet	Regeneration & Development Asst Dir Housing & Place – D Hall		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)

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 45						
	Pay Award 2021-22	Non	Cabinet	Leader Exec Dir – D Gates		Public
	Review of Corporate Business Plan	Key	Council	Leader Chief Executive		Public
	Update to the Major Project Board terms of reference	Non	Cabinet	Leader Asst Dir Property & Projects – M Henry		Public
	Balloon and Lantern Policy	Non	Cabinet	Corporate Services and Environment Asst – M Chisholm		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)
	Revenue Outturn 2020/2021	Key	Cabinet	Leader Asst Dir - M Drewery		Public
	Capital Programme and Resources 2020-2025 Outturn	Key	Cabinet	Leader Asst Dir - M Drewery		Public

Date of	Report title	Key or	Decision Maker	Cabinet Member and Lead	List of	Public or Private
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meeting		Non Key Decision		Officer	Background Papers	Meeting
16 November 2021	Gambling Act – Statement of Principles	Non	Council	Environment Assistant Director – S Ashworth		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
11 January 2022						

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
94	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						

CORPORATE PERFORMANCE PANEL WORK PROGRAMME 2021/2022

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER	OBJECTIVES AND DESIRED OUTCOMES
2 June 2021	Appointment of Vice-Chair			To appoint a Vice-Chair for the Municipal Year 2021/2022.
2 June 2021	Call-in (if any)			
2 June 2021	Nominations to Outside Bodies and Partnerships – Hunstanton Sailing Club	Appointment to Outside Body		To appoint a representative.
2 June 2021	Cabinet Forward Decisions List			
2 June 2021	Panel Work Programme			
2 June 2021	Exempt: KLIC Settlement Agreement and Repayment Plan	Quarterly Update	M Henry	Agreed on 2 September 2020 the Panel would receive quarterly updates.
2 June 2021	Corporate Performance Monitoring Update Full Year		H Howell	

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER	OBJECTIVES AND DESIRED OUTCOMES
21 July 2021	Call-in (if any)			
21 July 2021	Corporate Performance Monitoring Update – Interim Report		H Howell	
21 July 2021	Freedom of the Borough		S Winter	To consider the recommendations of the IWG following the NoM from Cllr Rust.
21 July 2021	Interim Meetings arrangements	Cabinet report	H Howell	
21 July 2021	Provision of Monitoring Officer	Cabinet report	H Howell	
21 July 2021	Allocations of Members budget	Cabinet report	L Gore	
21 July 2021	Members Enquiries Arrangements	Cabinet report	H Howell	
21 July 2021	Cabinet Forward Decisions List			
21 July 2021	Panel Work Programme			
1 September 2021	Call-in (if any)			
1 September 2021	Cabinet Forward Decisions List			
1 September 2021	Post Evaluation: H & M	Post Evaluation	M Henry	
1 September 2021	<u>Exempt</u> : KLIC Settlement Agreement and Repayment Plan	Quarterly Update	M Henry	Agreed on 2 September 2020 the Panel would receive quarterly updates.
1 September 2021	<u>Exempt Report</u> : Hunstanton	Annual Update	Councillor C	The Panel to receive a report from the

	Sailing Club (Prior to receiving the update, the Panel to determine if the item should be discussed as an exempt report)		Rose	Borough Council's Representative (Councillor C Rose).
1 September 2021	Water and Trade Waste, Hunstanton Promenade (Request from Councillor P Beal)	Cllr referral	M Henry	To give consideration to the issue raised by Councillor Beal.
1 September 2021	Persistent Complainants Policy (referral from Cllr Nash)	Cllr Referral	H Howell	To review the policy
1 September 2021	Procurement Update	Update	D Ousby	
DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER	OBJECTIVES AND DESIRED OUTCOMES
20 October 2021	Call-in (if any)			
20 October 2021	Formal Complaints against the Borough Council 1 April 2020 – 31 March 2021 The number of compliments received also to be reported.	Annual	Assistant to the Chief Executive	For information only.
20 October 2021	Cabinet Forward Decisions List			
20 October 2021	Panel Work Programme			
20 October 2021	Employment Monitoring Figures – Annual Report	Annual	B Box	For information only

20 October 2021	Procurement Strategy Update	Policy Review	D Ousby	
8 December 2021	Call-in (if any)			
8 December 2021	Annual Communications Update	Annual Update	S Clifton, A Howell, J Hillard	
8 December 2021	Persistent and Vexatious Customers		H Howell	
8 December 2021	Cabinet Forward Decisions List			
8 December 2021	Panel Work Programme			
DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER	OBJECTIVES AND DESIRED OUTCOMES
8 December 2021	Request from Councillor A Ryves - A summary of the issue the performance of the council owned businesses, West Norfolk property, West Norfolk housing and Alive West Norfolk, and any other 100% owned or partially owned business which operate independently of the Council	Update	L Gore	
19 January 2022	Call-in (if any)			
19 January 2022	Cabinet Forward Decisions List			

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19 January 2022	Panel Work Programme			
19 January 2022	Exempt: KLIC Settlement Agreement and Repayment Plan	Quarterly Update	M Henry	Agreed on 2 September 2020 the Panel would receive quarterly updates.
3 March 2022	Call-in (if any)			
3 March 2022	Presentation on Improving Attainment in West Norfolk	Annual Update	B Box	To provide an update on the Improving Attainment in West Norfolk.
3 March 2022	EXEMPT: KLIC Settlement Agreement and Repayment Plan	Update	M Henry	To receive a quarterly update report.
DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER	OBJECTIVES AND DESIRED OUTCOMES
13 April 2022	Call-in (if any)			
13 April 2022	Cabinet Forward Decisions List			
13 April 2022	Panel Work Programme			
13 April 2022	Waste Contract - Performance Review	Contract Review	M Chisholm/B Brandford	To review the progress of the contract which has been running 1 year.

Forthcoming items to be programmed

- Request from Councillor P Beal: Hunstanton TIC
- Annual Sickness Monitoring Report
- Cabinet Report: Update to the Major Project Board Terms of reference (currently on Forward Decisions List for 2021)

- Guidance in respect of Council Tax Support Scheme ahead of when it is presented to Council for approval – M Drewery
- Planning Sifting (last presented to CPP 22 July 2020).
- Scrutiny - to look at the compulsory statutory guidance and practice elsewhere.

Post Evaluation Review of Projects

- Cinema, Corn Exchange