

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



Cabinet

Agenda

Tuesday, 27th June, 2023
at 6.00 pm

in the
Council Chamber
Town Hall
Saturday Market Place
King's Lynn

Also available to view on Zoom and available for the public to view on [WestNorfolkBC on You Tube](#)



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

CABINET AGENDA

DATE: CABINET - TUESDAY, 27TH JUNE, 2023

**VENUE: COUNCIL CHAMBER, TOWN HALL, SATURDAY
MARKET PLACE, KING'S LYNN PE30 5DQ**

TIME: 6.00 pm

**As required by Regulations 5 (4) and (5) of The Local Authorities
(Executive Arrangements) (Meetings and Access to Information)
(England) Regulations 2012 - no items will be considered in private.**

1. MINUTES (Pages 5 - 12)

The Minutes of the Meeting held on 18 April 2023 are not able to be approved as the membership of the current Cabinet is different from the pre. The Minutes may be noted.

2. APOLOGIES

To receive apologies for absence.

3. URGENT BUSINESS

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

4. DECLARATIONS OF INTEREST (Page 13)

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 an item or simply

observing the meeting from the public seating area.

5. CHAIR'S CORRESPONDENCE

To receive any Chair's correspondence.

6. MEMBERS PRESENT UNDER STANDING ORDER 34

To note the names of any Councillors who wish to address the meeting under Standing Order 34.

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

7. CALLED IN MATTERS

To report on any Cabinet Decisions called in.

8. FORWARD DECISIONS (Pages 14 - 18)

A copy of the Forward Decisions List is attached

9. MATTERS REFERRED TO CABINET FROM OTHER BODIES

To receive any comments and recommendations from other Council bodies which meet after the dispatch of this agenda.

10. LOCAL AUTHORITY HOUSING FUND ALLOCATIONS POLICY (Pages 19 - 41)

11. CORPORATE BUSINESS PLAN MONITORING (OCT 22 - MARCH 23) (Pages 42 - 62)

12. SCHEME OF DELEGATION (Pages 63 - 96)

13. CABINET APPOINTMENTS TO OUTSIDE BODIES (Pages 97 - 100)

14. APPOINTMENT TO COUNCIL BODIES (Pages 101 - 103)

To: Members of the Cabinet
Councillors B Anota, Beales, M de Whalley, A Kemp, J Moriarty (Vice-Chair),
C Morley, T Parish (Chair), Ring and S Squire

For Further information, please contact:
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Borough Council of King's Lynn & West Norfolk
King's Court, Chapel Street
King's Lynn PE30 1EX

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK**CABINET**

**Minutes from the Meeting of the Cabinet held on Tuesday, 18th April, 2023
at 3.30 pm in the Council Chamber, Town Hall, Saturday Market Place,
King's Lynn PE30 5DQ**

PRESENT: Councillor S Dark (Chair)
Councillors R Blunt, C Joyce, A Kemp, G Middleton and S Sandell

Apologies for absence were received from Councillors A Dickinson, H Humphrey,
P Kunes and A Lawrence

CAB148 MINUTES

RESOLVED: The Minutes of the Meeting held on 7 March 2023 were agreed as a correct record and signed by the Chair.

CAB149 URGENT BUSINESS

None.

CAB150 DECLARATIONS OF INTEREST

None.

CAB151 CHAIR'S CORRESPONDENCE

None.

CAB152 MEMBERS PRESENT UNDER STANDING ORDER 34

Councillors A Kemp and C Joyce (remotely) attended under Standing Order 34.

CAB153 CALLED IN MATTERS

The delegated decision on Shared Prosperity Funding for King's Lynn Bid Ltd 'The Place' Project" was considered by the Corporate Performance Panel on 5 April 2023. The Panel upheld the call-in and resolved that the Officer Delegated Decision be re-taken with a different Portfolio Holder named as the consultee.

CAB154 FORWARD DECISIONS

The Forward Decisions List was noted.

CAB155 **MATTERS REFERRED TO CABINET FROM OTHER BODIES**

- Environment and Community Panel – 4 April 2023 – Car Parking Operations
- Corporate Performance Panel – 5 April 2023 – Local Government Association – Corporate Peer Challenge
- Corporate Performance Panel – 5 April 2023 – Members' ICT
- Corporate Performance Panel – 5 April 2023 – Towns Fund Local Assurance Framework
- Regeneration and Development Panel – 11 April 2023 – Southgates Area Masterplan Delivery Plan
- Regeneration and Development Panel – 11 April 2023 – Land and Property Nar Ouse Report and NHS ICB

Cabinet considered the recommendations from the Panels during each Agenda item as appropriate.

CAB156 **TOWNS FUND LOCAL ASSURANCE FRAMEWORK**

The Monitoring officer presented the report which reminded members that a government requirement of the Borough Council, in its role as Accountable Body for the King's Lynn Town Deal, was to ensure there was an appropriate local assurance process in place to oversee the delivery of approved projects in line with the approved Business Cases. The report sought approval to update the Local Assurance Framework to reflect the latest government guidance for the implementation phase of the Town Deal for King's Lynn.

Councillor Blunt asked how the Member Major Projects Board fitted into the programme. The Monitoring officer explained that Scrutiny Panels could call anything into their agendas, but the Board received the project highlight delivery reports. Councillor Blunt also asked if the government requirements for reporting were now covered in the new arrangements. The Monitoring Officer confirmed that in accordance with current guidelines it was covered.

Councillor Dark in summing up drew attention to the fact that the Corporate Performance Panel was content with the arrangements.

RESOLVED: That the updated King's Lynn Town Deal Local Assurance Framework (appendix 1 to the report) be approved.

Reason for Decision: To ensure that the governance arrangements around the delivery of the Town Fund are fit for purpose.

CAB157 REFRESH OF MEMBERS ICT

The Assistant Director Resources presented the report which outlined a proposal to provide Members with an ICT solution following the 2023 Elections. It examined the pros and cons of the Ipad and laptops.

It set out the current provision of Members ICT equipment and presented the results of a questionnaire that was sent to all Elected Members during February 2023. A slight majority of members indicated that they preferred a laptop over ipad. The report also showed that the majority of members did not use the council issued mobile phone. The report proposed that members be given the option of an ipad or laptop post election. It was also suggested that a data sim card could be issued if broadband availability was an issue.

Cabinet noted that the Corporate Performance Panel had considered the report and supported the recommendations.

Councillor Blunt sought clarification if the sim card could be used for the laptop. It was confirmed this could work in the same way as a sim card on a phone. He also asked if remoting in by IT could be carried out for laptops when there were problems. This was confirmed.

Councillor Middleton commented that with ongoing member support if training sessions would have to be doubled up, he referred to the Thinkpad solution used by County Council members. It was confirmed that Ipad training would be carried out first, followed by laptop training for those that chose that option.

RESOLVED: 1) That each Elected Member be provided with either an iPad tablet or laptop after the 2023 elections

2) That a 4G sim card can be provided in cases of poor connectivity, access to Microsoft Portal and where required a sim card to replace the current Council supplied mobile phone

3) That if a 4G iPad or laptop sim card is provided the cost of this will be deducted from the Members ICT allowance

Reason for Decision

To ensure that Members have access to ICT with a secure and efficient solution that reflects up to date technical advancements and good practice

CAB158 CORPORATE PEER CHALLENGE - NOTICE OF MOTION 16/22

The Chief Executive presented a report in accordance with Notice of Motion (16/22) presented to Council on 1 December 2022. It was

resolved that the Motion be referred to Cabinet for consideration and decision.

Under standing order 34 Councillor Joyce referred to the previous Peer Review which drew attention to the Cabinet Scrutiny's role and Terms of Reference. He felt a Peer Review had some positives.

Under standing order 34 Councillor Kemp felt it was needed to review where there was capacity for improvement and where more resources were required and how partner working was working.

Councillor Blunt asked what would come from the Review post the process. The Chief Executive reported that there would be feedback and a report from them. An action plan would be prepared.

The Chair commented that the scrutiny of decisions was currently undertaken by the Corporate Performance Panel and Audit reviewed financial decisions.

Cabinet noted that the Corporate Performance Panel had considered the report and supported the recommendations.

RESOLVED: 1) That a Corporate Peer Challenge be undertaken as set out in the report and the LGA scoping document.

2) That the Chief Executive in consultation with the Leader be delegated to agree the final details with the LGA to facilitate the delivery of the Corporate Peer Challenge

Reason for Decision

To respond to the Motion to Council on 1 December 2022

CAB159 SOUTHGATES AREA MASTERPLAN DELIVERY PLAN

Assistant Director D Hall presented the report which proposed the next stages of the Southgates Area Masterplan Development Brief which had been prepared following extensive site analysis and public consultation, for the historic King's Lynn Southgates area. The masterplan set out the vision and design principles for the development of this strategic regeneration area. The Development Brief was accompanied by a financial viability and Delivery Strategy.

The report recommended next steps to develop and progress the project with key partner Norfolk County Council, to enable to the future regeneration and development of the area.

Cabinet considered the amended recommendations put forward by the Regeneration and Development Panel.

Cabinet amended recommendation 5 as set out in bold below.

Under standing order 34 Councillor Joyce commented that the South Gates should be avoided for heavy traffic and potentially cars, but he had difficulty with the fact that a public subsidy was required for houses to be built for sale. The bus route to Harding Way could be solved. He wasn't sure about the reason to move the Nar Ouse Way.

Under standing order 34 Councillor Kemp expressed concern about the level of funding being added to the schemes which was not enough, she questioned the moving of Nar Ouse Way, she drew attention to the traffic delays and questioned how the traffic could be moved from the Southgates before the work was done as it would cause chaos. She felt that more traffic lights would add to congestion. She drew attention to the fact that West Lynn pathway and Ferry were not included in the proposals.

Councillor Blunt considered it was not a supplementary planning document, but the masterplan for the scheme. He considered that there was much more work to do before it reached that stage. This was confirmed and explained that it would be a material planning consideration to be taken into account.

Councillor Middleton referred to the comments made by members but reminded members that proposals were brought forward by professionals for Councillors to consider. He drew attention to the objections to connectivity plan to encourage better flow of traffic, walking and cycling and improving air quality. He encouraged that the entrance to the town be improved for King's Lynn

Councillor Blunt also drew attention to the consultation carried out on the proposed project and the fact that there were challenging issues for this, but the most challenging situation was taken as it would have the biggest impact.

Councillor Dark drew attention to the long term work which had been ongoing on the proposals and land acquisitions in the area which had been taking place for a long period of time. He concurred with the points raised about the South Gates and the danger of damage. He drew attention to the public consultation responses which tied in with the proposals being put forward.

In discussing the recommendations from the Regeneration and Development Panel it was noted that it was necessary to go through the process of going through the Panel anyway. It was therefore agreed to include a comment in recommendation 5 to include the Panel/s as appropriate. The Chief Executive reminded members that it would be up to the Chair of the Panel to decide if items were to be submitted to them.

RECOMMENDED: 1) Approve the final Southgates Masterplan Development Brief Document and the preferred option as set out in Appendix 1 to the report.

- 2) That further feasibility and options testing for the development and delivery of the sites in the Southgates area be approved.
- 3) That delegated authority be granted to Assistant Director for Property and Projects in consultation with Portfolio Holder for Property, Portfolio Holder for Regeneration & Portfolio for Finance, to agree BCKLWN land contribution to Norfolk County Council's King's Lynn – Sustainable Transport and Regeneration Scheme (STARS) project.
- 4) That Regeneration and Economic Development officers be instructed to progress with seeking further external funding that may be required to deliver the scheme.
- 5) That a further report be brought back to Cabinet **and Panels as appropriate**, to update on the outcome of the next steps detailed in sections 4 & 5 of the report and to consider the final arrangements for overall scheme delivery in early 2024.

Reason for Decision

To guide the future regeneration of this gateway site to King's Lynn's town centre in line with the aims and objectives of the Heritage Action Zone, the Town Investment Plan and the corporate business plan objective to 'promote the borough as a vibrant place in which to live, to do business and as a leading visitor and cultural destination.

CAB160 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: That under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act.

CAB161 ASSET MANAGEMENT - LAND AND PROPERTY - NAR OUSE REPORT AND NHS ICB

Assistant Director, M Henry presented the report which reminded members that the Nar Ouse Regeneration Area had been a long-standing policy initiative of the Borough Council. Most recent Cabinet Reports had sought approvals for the delivery of Phase 1 of speculative commercial premises and the construction of the secondary road infrastructure required to service the overall development site.

The report set out the proposed terms for a disposal of land at the Nar Ouse Business Park, now that the secondary road infrastructure works were underway. The disposal was for the purposes of a new health facility.

Under standing order 34 Councillor Joyce spoke in support of the proposals and encouraged some wording in the agreement to ensure it was returned at the current selling price if a Doctors surgery was not build. The Assistant Director confirmed a provision was in the contract.

Under standing order 34 Councillor Kemp addressed Cabinet welcoming the progress made on this which she and Councillor Joyce had been campaigning for with the NHS for some years. She expressed the hope that a diabetic clinic could also be held in the building.

Cabinet welcomed the recommendations which was planned to start building soon. The Chair thanked Officers for their work to bring this sale to fruition, and Councillors Joyce and Kemp alongside others for their work on lobbying for this development.

Cabinet noted that the Regeneration and Development Panel had considered the report and supported the recommendations.

RESOLVED: 1) That the proposed disposal of land, for the proposed use, on the outline terms set out within the report be approved.

2) That delegated authority be granted to the Council's Assistant Director Property & Projects, in consultation with the Executive Director – Place, and the Portfolio Holder for Property, to finalise the detailed disposal terms.

Reason for Decision

The Nar Ouse Business Park will contribute significantly to the Council's regeneration ambitions for King's Lynn and West Norfolk. The proposed disposal of land for the purposes of a new health facility will not only provide a capital receipt for the Council, but will help facilitate the improvement and enhancement of the wider social infrastructure for King's Lynn and West Norfolk.

CAB162 PARKING OPERATIONS - BACK OFFICE OPERATIONS

Assistant Director – M Chisholm presented a report seeking authorisation to accept a variation to the existing Delegation Agreement between Norfolk County Council (NCC) and the Borough Council of King's Lynn and West Norfolk (BCKLWN) in respect of additional works the Council would undertake under those delegated powers

Cabinet discussed the service generally and the staffing requirements to deliver the level of service. The proposals were supported.

Cabinet considered and agreed with the amendment to the recommendation as put forward by the Environment and Community Panel, as highlighted in bold below.

RESOLVED: 1) That the extension of the delegation of civil parking enforcement functions from Norfolk County Council in relation to on-street car parking as set out in the report, subject to paragraph 2 below be accepted.

2) That authority be delegated to the Chief Executive, Executive Director – Development Services and Assistant Director – Operations and Commercial in consultation with [section 151 Officer **and Portfolio Holder for Finance** where finance issues to resolve] and the Portfolio Holder for Corporate Services to agree the terms of the extension of the Delegation Agreement originally entered with Norfolk County Council dated 9th January 2012, as amended.

Reason for Decision

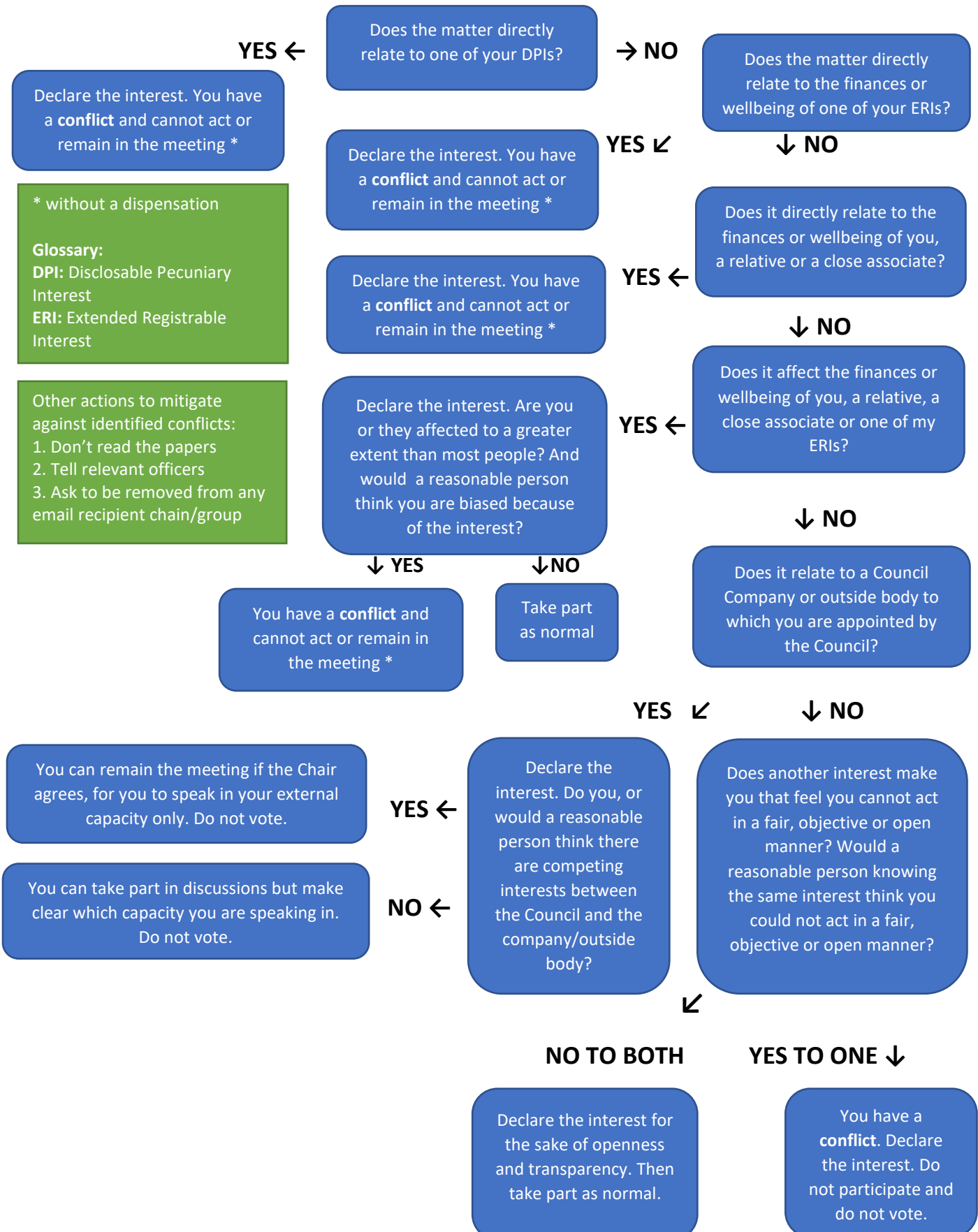
To enable Officers to conclude discussions with NCC relating to the provision of parking services, specifically the 'back-office notice processing' and resident permit administration elements of those services.

The meeting closed at 4.50 pm

DECLARING AN INTEREST AND MANAGING ANY CONFLICTS FLOWCHART



START



Declare the interest. You have a **conflict** and cannot act or remain in the meeting *

* without a dispensation
Glossary:
DPI: Disclosable Pecuniary Interest
ERI: Extended Registrable Interest

Other actions to mitigate against identified conflicts:
1. Don't read the papers
2. Tell relevant officers
3. Ask to be removed from any email recipient chain/group

You have a **conflict** and cannot act or remain in the meeting *

Take part as normal

You can remain the meeting if the Chair agrees, for you to speak in your external capacity only. Do not vote.

You can take part in discussions but make clear which capacity you are speaking in. Do not vote.

Declare the interest. Do you, or would a reasonable person think there are competing interests between the Council and the company/outside body?

Does another interest make you that feel you cannot act in a fair, objective or open manner? Would a reasonable person knowing the same interest think you could not act in a fair, objective or open manner?

Declare the interest for the sake of openness and transparency. Then take part as normal.

You have a **conflict**. Declare the interest. Do not participate and do not vote.

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
27 June 2023	LAHF Allocations Policy	Non	Cabinet	People & Communities Asst Dir D Hall		Public
	Corporate Business Plan Monitoring Report (October 2022-March 2023)	Non	Cabinet	Leader		Public
	Appointment to Council Bodies	Non	Cabinet	Leader Chief Executive		Public
	Appointments to Outside Bodies	Non	Cabinet	Leader Chief Executive		Public
	Scheme of Delegation	Non	Council	Leader Chief Executive		Public

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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
1 August 2023	West Winch Collaboration Agreement	Non	Cabinet	Development and Regeneration Exec Dir – G Hall		Public
	Assets of Community Value	Non	Council	Leader Monitoring Officer		Public
	Alive West Norfolk Fees and Charges	Non	Cabinet	People and Communities Alive West Norfolk		Public
	Staff Pay Award 2023/24	Key	Council	Leader Asst Dir – B Box		Public
	Members Allowances	Key	Council	Leader Monitoring Officer		Public
	Officer Major Project Board Terms of Reference	Non	Cabinet	Leader Asst Dir – A Baker		Public

	Revenue Outturn 2022/23	Key	Council	Finance Asst Dir – Resources		Public
	Capital Outturn 2022/23	Key	Council	Finance Asst Dir – Resources		Public
	Council Tax Support – Draft Scheme for 2024/25	Key	Cabinet	Finance Asst Dir – Resources		Public
	Asset Management Land and Property – Nar Ouse Regeneration Area – Land Sale	Key	Cabinet	Property Asst Dir – M Henry		Private- Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
15	Councillor Community Grants 22/23 Review	Non	Cabinet	Leader Asst Dir – A Baker		Public
	Continuation of the Borough Council as part of the CNC Building Control Partnership	Non	Cabinet	Regeneration and Development Asst Dir S Ashworth		Public
	Appointment of representatives to inquorate parishes	Non	Council	Leader Chief Executive		Public
	Southend Road Hunstanton	Key	Cabinet	Development and Regeneration Asst Dir – D Ousby		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
26 September 2023	Overnight Campervan parking in Hunstanton	Non	Cabinet	Leader Asst Director – M Chisholm		Public
	5 Year Mart Agreement	Non	Cabinet	Business Culture & Heritage Exec Dir – G Hall		Private - Contains exempt Information under para 3 – information

						relating to the business affairs of any person (including the authority)
	King's Lynn Town Football Club	Non	Cabinet	Property Asst Dir – M Henry		Private- Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Lynnsport One	Key	Council	Regeneration & Development Asst Dir Companies & Housing Delivery – D Ousby		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
31 October 2023						
	Corporate Business Plan	Key	Cabinet	Leader Chief Executive		Public
	People and Skills	Non	Cabinet	Business 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
5 December 2023						

	Council Tax Support Scheme – Final Scheme 2024/25	Key	Council	Finance Asst Director – Resources		Public
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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
15 January 2024						
17	West Norfolk Shared Prosperity Funding update	Key	Cabinet	Asst Director – D Hall		Part Public Part 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
6 February 2024						
	St George's Guildhall RIBA Stage 3 and project scope	Key	Cabinet	Business Culture and Heritage		Public
	Capital Programme	Key	Council	Finance Asst Director – Resources		Public
	Budget 2024/25	Key	Council	Finance Asst Director – 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
5 March 2024						

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
23 April 2024						

Items to be scheduled

	Notice of Motion 7-21 – Councillor Kemp – Equalities	Non	Council	Leader Asst Dir B Box		Public
	Procurement Strategy	Non	Cabinet	Finance Asst Dir – D Ousby		Public
	Review of Planning Scheme of Delegation (summer 23)	Non	Council	Development and Regeneration Asst Dir – S Ashworth		Public
	Redundancy Policy	Non	Council	Leader Exec Dir – D Gates		Public
	Custom and Self Build Site – Stoke Ferry	Non	Cabinet	Regeneration and Development Assistant Director - D Hall		Public

REPORT TO CABINET

Open		Would any decisions proposed :			
Any especially affected Wards	Discretionary	Be entirely within Cabinet's powers to decide		Yes	
		Need to be recommendations to Council		no	
		Is it a Key Decision		Yes	
Lead Member: Cllr Alex Kemp E-mail: <i>cllr.alex.kemp@west-norfolk.gov.uk</i>			Other Cabinet Members consulted:		
			Other Members consulted:		
Lead Officer: Nikki Patton E-mail: <i>Nikki.patton@west-norfolk.gov.uk</i> Direct Dial: 01553616726			Other Officers consulted: Alexa Baker, Assistant Director for Legal & Licensing (Monitoring Officer)		
Financial Implications No	Policy/ Personnel Implications YES	Statutory Implications YES	Equal Impact Assessment YES Full Assessment	Risk Management Implications No	Environmental Considerations Yes

Date of meeting: 27th June 2023

LOCAL AUTHORITY HOUSING FUND – LETTINGS

<p>Summary</p> <p>This report provides information on the allocation of properties delivered via the Local Authority Housing Fund, a programme established by the Department for Levelling Up, Housing and Communities (DLUHC) to support Local Authorities to acquire homes to accommodate households with housing needs who have arrived in the UK via Ukrainian and Afghan resettlement and relocation schemes.</p> <p>On the 8th February 2023 Cabinet resolved to accept the grant funding offered by DLUHC and agreed to the principles of allocation properties delivered under the fund, to deliver 14 homes for Ukrainian households and 2 larger properties for Afghan households. It was proposed to Cabinet that a further report on the allocation of the properties would be presented separately.</p> <p>The purpose of the report is to seek endorsement of the approach set out in this report on the allocation of properties delivered via LAHF and to update the Cabinet on this area as agreed at Cabinet on the 8th February 2023. The report also provides a brief update in relation to the decision from West Norfolk Housing Company to work with the Council to deliver the properties via the fund and recent announcements from government of additional LAHF funding.</p> <p>Recommendation</p> <p>That Cabinet endorse the approach set out in this report on the allocation of properties delivered via Local Authority Housing Fund</p>

Reason for Decision

To ensure that properties delivered via the Local Authority Housing Fund to deliver affordable housing in the borough will be allocated in accordance with the criteria of the fund and to those in the greatest housing need in a timely way.

1 Background

- 1.1 The Department for Levelling Up, Housing and Communities announced the Local Authority Housing Fund in December 2022. The funding is designed to support selected local authorities to obtain and refurbish (where necessary) property in order to provide sustainable housing for those unable to secure their own accommodation who are here under the following schemes:
- Afghan Citizen Resettlement Scheme (ACRS),
 - Afghan Relocations and Assistance Policy (ARAP),
 - Ukraine Family Scheme,
 - Homes for Ukraine and the
 - Ukraine Extension Scheme
- 1.2 The fund will ensure these schemes that offer sanctuary to those fleeing conflict provide sufficient longer-term accommodation to those they support and support areas with housing pressures which have welcomed substantial numbers of Ukrainian refugees so that these areas are not disadvantaged by increased pressures from these arrivals on the existing housing and homelessness systems particularly as sponsorship/family placements/bridging accommodation arrangements come to an end.
- 1.3 The fund will also enable effective resettlement and economic integration of the eligible households and deliver accommodation which can be used to support wider local authority housing and homelessness responsibilities to UK nationals after usage by these households.
- 1.4 Cabinet resolved on 8th February 2023 to accept £1,719,141 of grant funding allocated by DLUHC to deliver 16 affordable homes via West Norfolk Housing Company .14 homes for Ukrainian Households who have arrived via one of the schemes set out in paragraph 1.1 above and who are homeless and to deliver 4+ bed homes to be allocated to households on the Afghan schemes by 30th November 2023.
- 1.5 The Council subsequently entered into a Memorandum of Understanding with DLUHC on 13th March 2023 to accept funding. The first tranche of £515,742 has been received with the remainder due to be received before the end of July 2023.

- 1.6 The properties will be delivered in partnership with West Norfolk Housing Company, the Council's wholly owned Registered Provider of Social Housing. West Norfolk Housing Company will provide match funding up to the affordable housing value of the homes. This may be through debt financing from the Council.
- 1.7 Financial modelling to date suggests that depending on the type and location of homes acquired, which will depend on availability, there may be a modest need for additional funding on top of the grant funding and match funding from West Norfolk Housing Company. It is anticipated that this additional funding would be provided through S106 affordable housing contributions held by the Council.
- 1.8 Allocation of properties**
The fund prospectus does not prescribe how the properties should be allocated and states that it is for Local Authorities to determine how to deliver and manage the fund. The accommodation delivered via the fund must increase the housing available to those outlined in para 1.1 above.
- 1.9 In addition to the eligibility criteria above, the local authority should make reasonable endeavors to prioritise households based on who is most in need when matching eligible households with properties. Beyond this, local authorities may use any lawful route that allows them to deliver this fund to cater for the needs of their area. They may wish to use the same assessment and prioritisation process as for mainstream social housing stock.
- 1.10 Some examples of options (as set out in the funding prospectus) for matching eligible households to properties include:
- Using, amending or putting in place a Local Lettings Policy to allow homes to be allocated by local authorities, or nominated to housing associations, to eligible applicants of a particular description. This is allowed under the Housing Act 1996 (section 166A(6)(b))
 - Letting accommodation through a local authority owned housing company.
- 1.11 Housing authorities are required by the Housing Act 1996 s166A (as amended by the Homelessness Act (1996) and the Localism Act (2011)) to have an allocation scheme for determining the priorities and defining the procedures to be followed in allocating affordable housing accommodation.

- 1.12 Households eligible for homes provided through the scheme are those on the schemes listed in paragraph 1.1 who are homeless, at risk of homelessness or who live in unsuitable temporary accommodation (including bridging accommodation). In order to meet the funding eligibility criteria and ensure homes are allocated to those in greatest housing need it is proposed that the homes are allocated in accordance with the existing Allocations Policy and via a Lettings Plan (**Appendix A**). As per the existing Allocations Policy any letting plan must receive approval from West Norfolk Homechoice Panel. The panel consists of representatives from the Borough Council and Housing Associations partners.
- 1.13 The provision of a Lettings Plan is contained within the Allocations Policy. Under the Housing Act 1996 (section 166A(6)(b)) a Lettings Policy allows homes to be allocated by local authorities, or nominated to housing associations, to eligible applicants of a particular description.
- 1.14 The Councils Allocation Policy sets who can access the housing register and how affordable accommodation is allocated in the Borough. The proposed Lettings Plan for both groups Ukrainian and Afghanistan properties will be directly let rather than advertised via Homechoice the Councils Choice Based Lettings (CBL) scheme.
- 1.15 For the 14 homes to be allocated to Ukrainian households priority will be determined in the normal way ie using reasonable preference grounds as set out in the Councils Allocation Policy and in accordance with Housing Act 1996. All households who meet the criteria set out in para 1.1 above, will be required to join the Councils Housing Register. Households will then be prioritised based on their banding and relevant date on the housing register in line with normal allocations.
- 1.16 For Afghanistan households all eligible households will be identified in partnership with Norfolk County Council's Person's From Abroad Team who will liaise directly with the Home Office to identify households in Bridging Accommodation. Prospective nominees will still be required to apply to the Housing Register and supply all relevant documentation

2 Tenancy

- 2.1 Homes delivered through the LAHF fund will be affordable housing. There is no definitive scheme end date, the government have asked Local Authorities to assess this at a local level. It is proposed that an initial review will be undertaken after 2 years. What is important to understand is that the housing remains affordable in perpetuity and becomes part of the wider social housing stock once no longer required

by the eligible households. The properties will be delivered via West Norfolk Housing Company in partnership with Broadland Housing Association. In the main tenancies will be granted by BHA, with the exception of when swaps occur (see below para 3.4). Tenancies could be either assured (lifetime) tenancies or fixed term tenancies.

- 2.2 Eligible Ukrainian households have been granted 3-year visas and have limited leave to remain. They have full recourse to public funds and are eligible for housing assistance for the duration of their visas. However, if their visa is not renewed at the end of the 3 years, they may fall out of eligibility and lose the Right to Rent. Therefore, landlords may offer fixed term tenancies to these households to reflect their immigration status.
- 2.3 This approach applies to all households with limited leave to remain nominated through the housing register, regardless of whether the nomination is linked to the Local Authority Housing Fund.
- 2.4 For the two 4bed plus properties delivered specifically for larger Afghanistan households the migration status is different. Eligible Afghan households have indefinite leave to remain in the UK. Therefore, they will be offered the same type of tenancy that the relevant landlord would offer to any other tenants in line with their tenancy policy at the time.
- 2.5 **Property Swaps-** Due to the fluidity of housing need and the timescales involved in purchasing the properties, a situation could arise where an eligible household is homeless, but a suitable property is not available through the LAHF scheme at that time. In this instance the Council may seek to meet their need through the existing social housing stock via a direct let. A property funded through the LAHF scheme would then be identified to be let as general needs accommodation in accordance with the standard Social Housing Allocations Policy to ensure the existing stock is replaced and funding numbers complied with. This approach ensures an agile response to meeting housing need in situations where the properties secured via LAHF do not meet the need at the time.
- 2.6 **Relets-**Where a property funded through the LAHF scheme becomes vacant during the duration of this lettings plan, allocations will be made in accordance with this lettings plan. If no eligible households are identified, the property will be let in accordance with the normal provisions of the Social Housing Allocations Policy to meet wider local general housing and homelessness needs and responsibilities.
- 2.7 **Other Funding opportunities-** At the Cabinet on the 8th February 2023 members asked to be updated on any opportunities to obtain additional funding to deliver more properties via the LAHF. In March 2023 Government announced an additional £250million to the fund. To date there is no further information at this stage. We are awaiting further guidance from Government.

2.8 West Norfolk Housing Company Update – Cabinet agreed the following on 8th Feb 23;

- 1. Council agrees that, subject to agreement from West Norfolk Housing Company, the properties will be acquired by West Norfolk Housing Company, funded by the grant, debt financing and/or other available funding*
- 2. The Council requests that West Norfolk Housing Company works with the Council to deliver the properties through the fund.*

West Norfolk Housing Company Board received a report on the LAHF at a meeting on the 22nd March 2023. The Board accepted the request to work with the Council to deliver and acquire the properties delivered under the LAHF and enter into a legal agreement with the Council to accept the grant funding.

3. Options Considered

The options were considered in the previous Cabinet report dated 8th February 2023. The allocation principles were accepted and it was agreed that the properties would be delivered as affordable housing via West Norfolk Housing Company. There are no other options to consider.

4. Policy Implications

Households eligible for homes provided through the scheme are those on the schemes listed in paragraph 1.1 as established by DLUHC, who are homeless, at risk of homelessness or who live in unsuitable temporary accommodation (including bridging accommodation). The Council's existing Allocations policy makes provision for Lettings Plans.

5. Financial Implications

Financial implications of the grant funding were set out in the previous Cabinet report dated 8th February 2023. There are no additional financial implications.

6. Personnel Implications

None

7. Environmental Considerations

None

8. Statutory Considerations

The fund will provide accommodation which will assist the Council to meet its statutory homelessness duties. The Lettings Plan will ensure the properties are allocated to those in greatest housing need and in accordance with the eligibility criteria set out in the LAHF prospectus.

9. Equality Impact Assessment (EIA)

Pre-screening report attached. Full EIA to follow.

10. Risk Management Implications

The Council has accepted the grant funding and terms of conditions set out by DLUHC. The potential risks and implications associated with the grant were set out in the 8th Feb 23 Cabinet report. The risk of not endorsing the Lettings Plan impacts on the Councils ability to have an approach in place that means we can respond to housing needs of households under these schemes now in a timely way. The risks remain as set out in the last Cabinet report however we've made some good progress and a mitigation factor that remains is that the homes can be delivered through the Councils developments.

11. Declarations of Interest / Dispensations Granted

Duncan Hall - Director of West Norfolk Housing Company
Lorraine Gore – Company Secretary for West Norfolk Housing Company

12. Background Papers

Appendix A Lettings Plan
Link to Councils Allocation Policy

Appendix 1 - Pre-Screening Equality Impact Assessment

Borough Council of
King's Lynn & West Norfolk



Name of policy/service/function	Delivery of homes through Local Authority Housing Fund				
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>Delivery of 16 homes using grant allocation from Local Authority Housing Fund to provide accommodation for eligible Ukrainian and Afghan households in line with eligibility criteria set by fund.</p> <p>The homes will help the council respond to increased pressures as a result of these arrivals and will be used to meet the wider housing needs of the borough in the longer-term</p> <p>Delivery of homes must be in accordance with the prospectus for the fund (see appendix 2)</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				Y	
Disability				Y	
Gender				Y	
Gender Re-assignment				Y	
Marriage/civil partnership				Y	
Pregnancy & maternity				Y	
Race	Y				
Religion or belief				Y	
Sexual orientation				Y	
Other (eg low income)	Y				

Question	Answer	Comments
<p>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?</p>	Yes	The delivery of homes through the fund could be seen as favouring eligible households from Ukraine and Afghanistan over established local communities.
<p>3. Could this policy/service be perceived as impacting on communities differently?</p>	Yes	Perception that this could negatively impact on established communities although not the case as homes would be delivered as affordable housing without the funding
<p>4. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?</p>	Yes	Aims to tackle disadvantage faced by Ukrainian and Afghan households that have arrived in UK via resettlement schemes. Households may be at disadvantage when accessing housing due to difficulties in obtaining references and guarantors
<p>5. Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions?</p> <p>If yes, please agree actions with a member of the Corporate Equalities Working Group and list agreed actions in the comments section</p>	No	<p>Actions: N/A</p>
		<p>Actions agreed by EWG member:</p> <p>.....</p>
<p>If 'yes' to questions 2 - 4 a full impact assessment will be required unless comments are provided to explain why this is not felt necessary:</p> <p>Agreed that full impact assessment is required.</p> <p>Decision agreed by EWG member: <i>B. Box</i></p>		
<p>Assessment completed by:</p> <p>Name</p>	<p>Nikki Patton</p>	
<p>Job title</p>	<p>Housing Strategy Manager</p>	
<p>Date</p>	<p>25/1/23</p>	

Appendix 2 – Local Authority Housing Fund Prospectus

Appendix A Draft Local Letting Plan – Local Authority Housing Fund Scheme

The Borough Council has been allocated grant funding by central government through the Local Authority Housing Fund to acquire 16 affordable homes to provide more sustainable accommodation for Ukrainian and Afghan households that have arrived via certain government approved resettlement schemes and are in housing need. This local letting plan sets out how these homes will be allocated in accordance with funding requirements.

Background

The Local Authority Housing Fund aims to ensure that resettlement schemes that offer sanctuary to those fleeing conflict or persecution provide sufficient longer-term accommodation to those they support. It also aims to support areas with housing pressures which have welcomed substantial numbers of Ukrainian refugees so that these areas are not disadvantaged by increased pressures from these arrivals on the existing housing and homelessness systems particularly as sponsorship/family placements/bridging accommodation arrangements come to an end.

The fund will also enable effective resettlement and economic integration of the eligible households and deliver accommodation which can be used to support wider local authority housing and homelessness responsibilities to UK nationals after usage by these households.

Proposals

All 16 homes will be let prior to the end of March 2024.

Homes for Ukrainian Households

Funding has been allocated to acquire 14 homes to meet housing need from eligible Ukrainian Households.

Eligibility

Eligible Households for these properties will meet the following criteria

- Households will have an active housing application through the Council's Housing Register (West Norfolk Homechoice)
- Households will have entered the UK via one of the following schemes
 - Ukraine Family Visa Scheme,
 - Homes for Ukraine and the
 - Ukraine Extension Scheme
- Households will be either homeless, at risk of homelessness or live in unsuitable accommodation

Lettings

Due to the limited eligibility for properties, allocations will be via direct lets rather than advertising via Choice Based Lettings

Properties will be matched to households whose household size and make up match the house type of the property (see pages 10 and 11 of the Council's Social Housing Allocation's Policy).

Eligible Households will then be prioritised based on their banding and relevant date on the housing register in line with normal allocations.

Property Swaps

Where an eligible household is homeless, but a suitable property is not available through the scheme at that time, the Council may seek to meet their need through the existing social housing stock via a direct let.

In this case, a property funded through the LAHF scheme will be identified to be let as general needs accommodation in accordance with the standard Social Housing Allocations Policy.

Type of tenancies

Eligible Ukrainian households are granted 3-year visas and have limited leave to remain. They have full recourse to public funds and are eligible for housing assistance for the duration of their visas. However, if their visa is not renewed at the end of the 3 years, they may fall out of eligibility and lose the Right to Rent.

Therefore, partner landlords may offer fixed term tenancies to these households to reflect their immigration status. This approach will apply to all households with limited leave to remain nominated through the housing register, regardless of whether the nomination is linked to the Local Authority Housing Fund.

Homes for Afghan Households

Funding has been allocated to acquire 2 homes for eligible Afghan households. These properties are required to have at least 4 bedrooms due to the average size of eligible Afghan households

Eligibility

Eligible households for these properties will meet the following criteria

- Households will have entered the UK via one of the following schemes
 - Afghan Citizen Resettlement Scheme (ACRS),
 - Afghan Relocations and Assistance Policy (ARAP)
- Households will be currently accommodated in Home Office Bridging Accommodation

Lettings

Allocations will be via direct lets rather than advertising in the normal manner. Eligible Households will be identified in partnership with Norfolk County Council's People From Abroad Team who will liaise with the Home Office.

Prospective nominees will be required to apply to the Housing Register and supply all relevant documentation.

Type of tenancies

Eligible Afghan households are granted indefinite leave to remain in the UK. Therefore, they will be offered the same type of tenancy that the relevant landlord would offer to any other tenants in line with their tenancy policy at the time.

Relets

Where a property funded through the LAHF scheme becomes vacant during the duration of this lettings plan, allocations will be made in accordance with this lettings plan. If no eligible households are identified, the property will be let in accordance with the normal provisions of the Social Housing Allocations Policy

This will apply to the relet of any properties funded via the scheme rather than relets of homes from existing stock that are used to meet the need of eligible households.

Review Arrangements

This lettings plan will be reviewed after 2 years. At this point the level of housing need within the eligible households in the borough will be assessed and the letting plan may be extended for a further 12 months with further reviews on an annual basis



Equality Impact Assessments

Full Impact Assessment Form

1. What is the service area(s) and who is the lead officer?

Service Area – Strategic Housing/Housing Needs
Assistant Director – Duncan Hall
Lead Officer – Nikki Patton
Assisted by – Karl Patterson

2. What change are you proposing?

The creation of a Local Lettings Plan to enable the allocation of 16 new affordable homes, funded via the Local Authority Housing Fund to eligible households from Ukraine and Afghanistan is accordance with funding requirements.

Cabinet previously approved the decision to accept the funding on 8th February 2023 and agreed to the principle of allocating the homes to eligible Ukrainian and Afghan households. The previous cabinet report was also accompanied by a full EIA

These homes will provide longer-term sustainable accommodation for households from Ukraine and Afghanistan who have arrived in the UK via resettlement schemes and are now at risk of homelessness or are currently housed in unsuitable accommodation.

The homes will assist the council to respond to increased pressures from these arrivals on the existing housing and homelessness systems particularly as sponsorship/family placements/bridging accommodation arrangements come to an end. The homes will also add to the borough's affordable housing stock and will be used to meet wider housing needs in the longer term.

The lettings plan will prioritise eligible Ukrainian households based on their banding and relevant date on the housing register in line with normal allocations.

Eligible Afghan households will be identified for 2 larger homes in partnership with Norfolk County Council's Person's From Abroad Team who will liaise directly with the Home Office to identify households in Bridging Accommodation. Prospective nominees will still be required to apply to the Housing Register and supply all relevant documentation.

3. How will this change help the council achieve its corporate business plan objectives (and therefore your Directorate/service objectives)?

The Lettings Plan is necessary to enable the Council to deliver new affordable housing in accordance with the funding criteria associated with the homes. The delivery of new affordable housing will help to achieve the following Corporate Business Plan Objectives.

Continue to deliver all statutory services to an appropriate standard within available resources, whilst also responding to the priorities set out in the Corporate Business Plan.

- The homes will accommodate those at risk of homelessness thereby assisting the Council to meet its statutory homelessness duties

Assist our residents to maximise their opportunities by accessing the support and services they are entitled to

- The homes will enable those who have already arrived in the UK having fled war torn countries to access longer-term sustainable and appropriate accommodation.
- The November 2022 Corporate Business Plan Monitoring Report highlighted the need to address future demand pressures arising from households from Ukraine seeking accommodation following an initial period with families or hosts and these homes will assist with this.

4. What is your evidence of need for change?

- Following the decision by cabinet on 8th February 2023 to accept funding through the Local Authority Housing Fund, a Local Lettings Plan is necessary to enable allocation of the properties acquired in accordance with the funding requirements. Without a lettings plan, we are unable to fulfil the funding requirements and deliver the additional affordable homes.
- Since March 2022, over 135,000 Ukrainian refugees have arrived in the UK via the Homes for Ukraine and Family schemes. 193 Ukrainians have arrived in the borough through the Homes for Ukraine Scheme. Many of these households remain with sponsors/hosts and will require alternative more sustainable housing options. The expectation is that many of these households will have their housing needs met through the private rented sector. However, many of these households will face barriers to entering the private rented sector due to requirements for references, credit checks and guarantors that they may be unable to provide due to their recent arrival in the UK. Therefore, a proportion are likely to require housing assistance from the Council. This modest number of additional affordable homes will help to accommodate those in the highest need. The number of arrivals through the Family Scheme is unknown.
- Without the new affordable homes, the housing needs of these households would have to be met in other ways. This is likely to be through the existing affordable housing stock. This would increase pressures on the existing stock and disadvantage existing communities.
- There are around 9,200 people across the UK currently living in Home Office bridging accommodation who are being resettled via the Afghan Relocations and Assistance Policy and the Afghan Citizens Resettlement Scheme
- The accommodation delivered via the fund must increase the housing available to eligible households. In addition to the eligibility criteria above, the fund prospectus states that local authorities should make reasonable endeavours to prioritise households based on who is most in need when matching eligible households with properties.
- The provision of a Lettings Plan is contained within the Allocations Policy. Under the Housing Act 1996 (section 166A(6)(b)) a Lettings Policy allows homes to be allocated by local authorities, or nominated to housing associations, to eligible applicants of a particular description.

5. How will this change deliver improved value for money and/or release efficiency savings?

- The properties will enable sustainable accommodation to be offered to eligible households at risk of homelessness or currently in unsuitable accommodation. These needs would otherwise have to be met by the existing housing stock. Pressures on the existing housing stock may mean that without these homes, households would have to be placed in inappropriate and relatively expensive temporary accommodation such as bed and breakfast.
- The homes will add to the long-term stock of affordable housing in the borough
- The homes cannot be allocated in accordance with the funding requirements without a lettings plan being agreed

6. What geographical area does this proposal cover?

- Homes are expected to be acquired within the 3 towns, King's Lynn, Downham Market and Hunstanton in order to provide access to services such as schools, GPs, transport links etc
- The exact location of the homes is currently unknown. This will be informed by consultation with the Persons From Abroad team but will also depend on property availability and price
- There are no cross-boundary implications

7. What is the impact of your proposal?

- 16 new affordable homes funded through the Local Authority Housing Fund will be allocated in accordance with the funding requirements.
- 16 eligible households at risk of homelessness or housed in unsuitable accommodation, who will require housing assistance from the council, will be housed in longer-term sustainable accommodation
- The lettings plan will be reviewed after 2 years. The housing will remain affordable in perpetuity and becomes part of the wider social housing stock once no longer required by the eligible households.

In considering our proposals we have been mindful of our legal responsibilities, as set out in the Equality Act 2010, which seeks to protect the rights of individuals and advance equality of opportunity for all. This particular funding is targeted at specific potentially disadvantaged groups in our local community, and it has therefore been necessary to consider how we fulfil our role with regards equalities, as a community leader and as service provider in west Norfolk.

The Equality Act places a requirement on all Local Authorities to comply with the Public Sector Equality Duty (PSED) in the exercise of their functions, to have due regard for the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the act
- Advance equality of opportunity between people who share a protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic and those who do not

Having 'due regard' means giving consideration to:

- Removing or minimising disadvantages suffered by people due to their protected characteristics
- Taking steps to meet the needs of people from protected groups where these are different from the needs of other people
- Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low

There is a risk that this proposal could impact on the relationships between residents who share a protected characteristic and those who do not. However, the proposals have due regard to minimising disadvantage and taking steps to meet the needs of people from protected groups due to the specific circumstances of those who will benefit from them. The risk is greater if the specific purpose and limitations of the funding are not clearly explained and communicated. Therefore, steps to mitigate potential negative impacts are critical.

8. What data have you used to support your assessment of the impact of your proposal?

The Funding was allocated by central government to local authorities based on a formula taking into account the number of Ukrainian arrivals per 1000 population and the level of housing pressure.

Over 135,000 Ukrainians have arrived in the UK via the Homes for Ukraine and Family Schemes.

193 Ukrainians have arrived in the borough through the Homes for Ukraine Scheme.

Around 9,200 Afghans are currently in Home Office bridging accommodation such as hotels (Source – Local Authority Housing Fund Prospectus). None of these are currently in the borough.

9. What consultation has been undertaken/will need to be undertaken with stakeholders/ groups directly or indirectly impacted by the proposals and how do you intend to use this information to inform the decision?

The Local Lettings Plan has been informed by consultation with the Persons from Abroad team at NCC and Broadland Housing who will be the landlord for the properties in the main.

Ward members will be notified if homes are acquired in their areas via member briefings.

Wider services such as Police and other statutory services will be made aware of the scheme at a strategic level via the Persons From Abroad Strategic Meetings

As per the existing Allocations Policy any letting plan must receive approval from West Norfolk Homechoice Panel. The panel consists of representatives from the Borough Council and Housing Associations partners.

10. Are there any implications for other service areas?

Implications of the scheme on other services will be minimal except for the following teams

- New homes will help to relieve pressures on the Housing Needs service area.
- Under the proposed Lettings Plan, properties will be directly let rather than advertised via Homechoice, the Councils Choice Based Lettings (CBL) scheme. This may increase perception that the Council's Allocations Policy is unfair. This may impact on the Housing Needs team and CIC in terms of enquiries.
- Communications team are aware of the scheme and will be kept up to date with any developments to enable proactive communications
- Potential positive impact for Lily service due to increase in accommodation options for some of the Ukrainian households that they support.

11. What impact (either positive or negative) will this change have on different groups of the population?

It should be noted that the Council will have the responsibility for addressing these housing needs with or without the additional funding. Accessing the additional funding therefore enables existing funding to address other housing pressures within the wider community

- Positive impact based on Race/Nationality – The new homes will increase access to sustainable housing for eligible Ukrainian and Afghan households at risk of homelessness.
- These households are disadvantaged by barriers to accessing private rented accommodation due to requirements for references, credit checks and guarantors that they may be unable to provide due to their recent arrival in the UK.
- If perceptions that these households are gaining favourable treatment ahead of existing communities are allowed to develop, this may lead to increased community tensions. It is possible that this could result in hate crimes against Ukrainian and Afghan households.
- The allocation of the new homes to eligible households from Ukraine and Afghanistan is a requirement of the grant funding which will be used to acquire the homes.
- Without the new affordable homes, the housing needs of these households would have to be met in other ways. This is likely to be through the existing affordable housing stock. This would increase pressures on the existing stock and disadvantage existing communities.
- Longer term, the additional housing will become available to support the wider community, increasing the stock of affordable housing in the borough, supporting local families on low income.
- This policy will not impact significantly on the general local housing market
- The policy will not negatively impact on local services as these households are already within the community

12. What actions could be taken to mitigate the adverse impacts identified in question 11? Please clearly state if any actions cannot be mitigated.

Effective Communications regarding the scheme to highlight benefits to the wider population of additional affordable housing stock and dispel perceptions of negative effect on existing communities could help to minimise any increase in community tensions.

The communications team will play a key role and does this by supporting the dissemination of positive stories about how new communities are settling in. For example, how they are supporting themselves, getting jobs, contributing to society. Continuing to highlight the plight that these communities may face in the countries from which they have come can help to foster a sense of community spirit and duty towards new communities. In the case of the LAHF, the communications team is not seeking to publicise the scheme, only to be prepared to answer questions about it as they arise

The Communications team will also monitor social media to gather intelligence on public perceptions

13. How will you monitor the impact of this change?

The Strategic Housing Team will complete monitoring returns bimonthly for DLUHC. These can also be used to monitor the impact internally; this is likely to include

- Number of families housed, including which resettlement programme they belong to;
- Number of individuals housed, including which resettlement programme they belong to.

Where a property funded through the LAHF scheme becomes vacant during the duration of this lettings plan, allocations will be made in accordance with the lettings plan. If no eligible households are identified, the property will be let in accordance with the normal provisions of the Social Housing Allocations Policy to meet wider local general housing and homelessness needs and responsibilities. The outcome of any such re-lets will be monitored.

A full review of the Lettings Plan will be undertaken after 2 years.

14. Other Staff Involved in Assessment (including Corporate Equality Group Representatives), and comments from Equality Work Group Reps

Consultation has been undertaken with representatives from the Corporate Equality Working Group to support the development of this full impact assessment, as required by Council procedures. The views of group members are incorporated in this final version of the assessment.

Becky Box (on behalf of Equality Working Group)

Assessment Completed By: Nikki Patton

Job Title: Housing Strategy Manager

Date: 8/6/2023

REPORT TO CABINET

Open		Would any decisions proposed :			
Any especially affected Wards	Mandatory	Be entirely within Cabinet's powers to decide		YES	
		Need to be recommendations to Council		NO	
		Is it a Key Decision		NO	
Lead Member: Cllr Terry Parish E-mail: cldr.terry.parish@west-norfolk.gov.uk		Other Cabinet Members consulted: All Cabinet members			
		Other Members consulted: Corporate Performance Panel			
Lead Officer: Honor Howell E-mail: honor.howell@west-norfolk.gov.uk Direct Dial:01553 616550		Other Officers consulted: Management Team			
Financial Implications NO	Policy/ Personnel Implications NO	Statutory Implications NO	Equal Impact Assessment NO If YES: Pre-screening/ Full Assessment	Risk Management Implications NO	Environmental Considerations NO

Date of meeting: 27 June 2023

Corporate Business Plan Monitoring Report 1 October 2022 – 31 March 2023

Summary

This monitoring report is to update Cabinet on progress against the Council's Corporate Business Plan. This report contains information on progress made against the key actions up to the end of March 2023.

There are 48 actions in place to monitor performance against the Council's Corporate Business Plan. The report indicates that 23 of the actions finished on track, 16 actions were slightly behind, 1 action was on hold and 8 actions have been completed.

Additional performance information is available in the 2022/23 corporate performance monitoring report, reviewed at the Corporate Performance Panel on 21 June 2023. The report comprises of a suite of indicators agreed by portfolio holders and management team as the key performance measures to monitor the delivery of council services and impacts on borough wide issues. All indicators are linked to the Corporate Business Plan priorities.

Recommendation

1. That Cabinet considers and comments on the final position on delivery against the Corporate Business Plan.

Reason for Decision

To consider progress with the delivery of the Corporate Business Plan for the period 1 October 2022 – 31 March 2023.

1. Background

- 1.1 The Council's 2019-2023 Corporate Business Plan was reviewed and approved by Council on 2 December 2021, it set out the broad framework for the remaining period of the administrative term 2021-2023.
- 1.2 The priority areas are:
- Focusing on delivery
 - Delivering growth in the economy and the provision of local housing
 - Protecting and enhancing the environment including tackling climate change
 - Improving social mobility and inclusion
 - Creating and maintaining good quality places that make a positive difference to people's lives
 - Helping to improve the health and wellbeing of our communities
- 1.3 These priorities are further defined in 12 objectives and 48 key actions that are reflected in directorate plans, service plans and individual targets set during staff appraisals. These actions define what the council will do to achieve the high-level aspirations set out within the Corporate Business Plan.
- 1.4 2022-2023 has been a challenging year nationally with the rising cost of living impacting on many residents and businesses. The council has implemented a range of measures to support those facing financial difficulty and has set up an internal working group of officers from across the authority to lead on this work.
- 1.5 The cost of living crisis has impacted on service delivery, most notably on the housing department, who have seen a large increase in people presenting as homeless to whom the council has a duty to provide emergency accommodation and support. This has led to an increase in the cost of emergency Bed and Breakfast accommodation, up 575% on 2021-2022.
- 1.6 The pressure on services is reflective of the national picture, further exacerbated by difficulties in recruiting to some professional roles across the authority. This, in turn, impacts existing staff who may have an increased workload as a result.

2. Monitoring Report

- 2.1 The monitoring report focused on each of the corporate priorities individually, providing management team and members with an overview on how many actions were on track, slightly behind, significantly behind, on hold or completed.
- 2.2 Assistant Directors are responsible for providing the latest update on progress as well as rating each of the key actions they are responsible for up to 31 March 2023. An overall summary is provided at the end of the report, which over the coming year when additional data is available, will track the movement of the key actions currently in place to support the delivery of the Corporate Business Plan.
- 2.3 In terms of the activities covered by the corporate business plan, the Council performed well, although some aspects are experiencing delays often as a result of externally influenced factors. The monitoring report at Appendix A

indicates that 23 of the actions finished on track, 16 actions were slightly behind, 1 action is on hold and 8 actions were completed.

- 2.4 A number of actions which proved challenging related to activities, programmes and projects, where inflation levels and supply chain challenges created very significant levels of risk and uncertainty for our capacity to deliver as planned within available resources, a challenge common to all councils.
- 2.5 Within this monitoring period, three actions were completed:
- Prepared revenue and capital estimates and report to Panel/Cabinet in February 2023 as part of the budget and council tax setting process 2023/24.
 - Developed a business case for projects / programmes that were part of the Heads of Terms agreement from DLUHC
 - Supported the production of and publishing of key strategic documents in conjunction with Norfolk County Council that identified needs, gaps in services and strategies to address them. The areas covered included;
 - Older Persons Housing Needs assessment
 - Norfolk Homelessness Prevention Strategy 2021-2025
 - Support In Safe Accommodation Strategy for Norfolk 2021-2024
- 2.6 Notable aspects of delivery include:
- 2.6.1 A review of the Capital Programme resulted in significant changes to the financials reported. However, there is still appetite to further develop the processes for reporting against capital projects with a view to effectively support reporting to the Member Major Projects Board. This work will continue to progress into the next financial year.
- 2.6.2 Communications supporting the delivery of a diverse range of actions within the plan have been progressed, ranging from information to support residents with cost of living issues, the 'KLIC and Connect' event held to provide advice to local businesses, promotion of apprenticeships and long service awards, the Mayor's business awards, Events programme, 'Food for Thought' events, Council Tax support fund and a range of health and wellbeing initiatives (no and low cost school holiday activities, Defibrillator scheme, the Wellness on Wheels Bus and cold weather support/advice.
- 2.6.3 Recruitment for the new Executive Director (Place) role was successful and Oliver Judges commenced in February 2023. Progress is continuing with recruitment to additional posts for Planning and Legal Services, in the context of a very challenging market for these professional areas. Recent recruitment processes have attracted candidates for a number of potentially difficult to recruit roles. We are continuing to develop progression schemes, linked to formal professional qualifications/apprenticeships in a number of areas to assist with the recruitment and retention of appropriate skills and experienced staff. The Level 5 Management programme which commenced in May 2022 is very near to completion and a second level 5 programme commenced in January 2023. In addition, a new Level 7 Management programme commenced in April 2023. The level 3 management course with CWA is also nearing completion. Wider training provision has now returned to pre-pandemic levels and a range of training courses have been planned for 2023/24.

2.6.4 Town Deal business cases were all submitted in 2022, and all six projects are now in delivery phase or approaching. Design teams, professional services consultants and surveys are all being procured. The Town Deal Board will have an oversight role of the delivery of these projects over the next three years.

2.6.5 The Clean Neighbourhoods Enforcement Officers have made significant contributions to the area improvement works in North End through enhanced monitoring with evidence being handed to CSNN for enforcement. Excellent relationships with the Public Open Space staff have resulted in evidence being secured and shared on both rural and urban domestic fly tipping. Data handling and analysis outcomes have been shared with Norfolk Waste Partnership.

3 Options Considered

3.1 None.

4 Policy Implications

4.1 The Corporate Business Plan sets the council's policy framework and as such is the council's primary policy document. All other documents and plans will need to take account of this policy framework when they are being prepared or refreshed. The Corporate Business Plan for 2023-2027 is now in development and will come to Cabinet in Autumn 2023.

5 Financial Implications

5.1 There are no direct financial implications of this plan as its implementation is through the existing services, programmes and budget provisions already in place.

6 Personnel Implications

6.1 None.

7 Environmental Considerations

7.1 The corporate business plan includes a specific priority focused on protecting and enhancing the environment including tackling climate change. This will be progressed through the delivery of the council's climate change strategy and action plan and through related plans such as the emerging Local Plan.

8 Statutory Considerations

8.1 None.

9 Equality Impact Assessment (EIA)

9.1 None to report.

10 Risk Management Implications

10.1 Progress with corporate business plan actions provides an input for risk management and may identify emerging risks and evidence improvement/

deterioration in risk scores and the delivery of mitigation measures. This will need to be factored into updates of the corporate, directorate and project risk registers.

11 Declarations of Interest / Dispensations Granted

11.1 None.

12 Background Papers

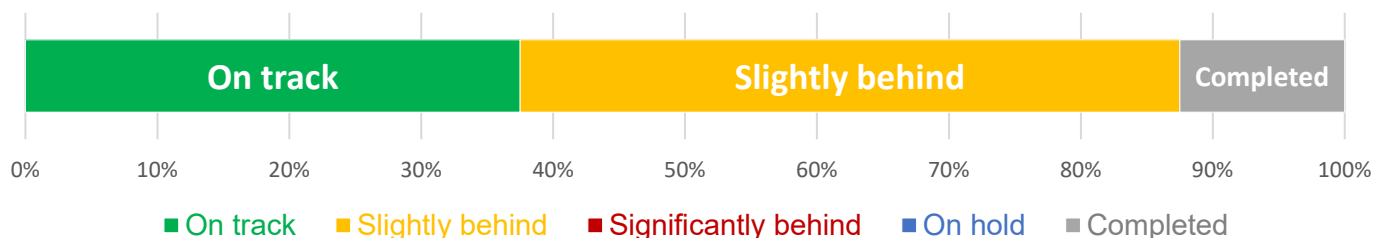
12.1 None.

2022/23 Corporate Business Plan Monitoring Report

1 October 2022 – 31 March 2023

Focusing on delivery

Current position breakdown of key actions



1.1 Set a Medium-Term Financial Strategy to fund council services by a prudent mix of investment, services and tax income, while maintaining adequate reserves	RAG rating
<ul style="list-style-type: none"> Monitor performance against revenue and capital budgets on a monthly basis to Management Team and Members Report variances and corrective action in a timely manner to Management Team and Members Provide treasury functions for the delivery of the financial plan and advise and support on new projects and initiatives. Prepare revenue and capital estimates and report to Panel/Cabinet in February 2023 as part of the budget and council tax setting process 2023/24. 	A
	G
	A
	Completed
Progress update provided by Assistant Director	
<p>The outturn report for 2021/22 was presented to Cabinet in August 2022 and a draft Statement of Accounts published on the Council's website on 1 August 2022. Monitoring reports for 2022/2023 continue to be produced with consultation with Portfolio Holder for Finance, then published to all Members and presented to Audit Committee for comment. Redesign and development of the monitoring report has taken shape throughout this period with positive feedback and engagement from Management Team, Portfolio Holder for Finance and Audit Committee. Period 10 monitoring report is due to be published shortly. However, the finance team are now preparing for year end closedown and preparation of the year end outturn report and financial statements which are to be published by 31 May 2023 alongside workloads around budget setting, it means that monthly reporting has not been achievable in this period.</p> <p>A review of the Capital Programme has resulted in significant changes in the financials being reported. However, there is still appetite to further develop the processes for reporting against capital projects with a view to effectively support reporting to Member Major Projects Board. This work will continue to progress into next financial year.</p> <p>Work has concluded on the Medium Term Financial Plan with the budget and associated reports being approved by Council in February 2023. There are some outstanding actions to be delivered early in the new year to support delivery of the Financial Plan over the medium term. This will need planning alongside the closedown work outlined above. There is also external audit due to be carried out at the same time. Work will then begin on formulating the preparations for the budget setting process for 2024/25.</p>	M Drewery

Rating definition

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2022/23 Corporate Business Plan Monitoring Report

1 October 2022 – 31 March 2023

<p>Resources - All services continue to be delivered. However, Government initiatives continue to impact on workload due to unrealistic timescales which services are doing their best to accommodate. This is particularly relevant in Revenues and Benefits when the team have been working on annual billing. ICT have had some success in recruitment but still have technical skills gaps in the team so will continue to manage resources to minimise impact on service delivery. External audit of the financial statements remains significantly behind schedule with the audit of the financial statements for 2019/20 still outstanding. External auditors have advised they are scheduled to complete this April/May 2023. This is having a knock on impact/delay in commencing the audit of the financial statements for both 2020/21 and 2021/22 which in turn, will affect other work priorities and deadlines in the coming months/year. The timetable for the audit of the financial statements is set by the external auditors.</p>	M Drewery
<p>Central Services - Staff continue to support the effective delivery of statutory services, either directly or indirectly by the provision of appropriate support to services delivering statutory functions. Democratic Services have supported an increased number of Member meetings during the last six months and Electoral Registration, Democratic Services and Communications are all undertaking duties in preparation for the forthcoming borough elections.</p> <p>Recruitment for the new Executive Director (Place) role was successful with the new postholder commencing in February 2023. Progress is being made with recruitment to additional posts for Planning and Legal Services, in the context of a very challenging market for these professional areas. Recent recruitment processes have attracted candidates for a number of potentially difficult to recruit roles. We are continuing to develop progression schemes, linked to formal professional qualifications/apprenticeships in a number of areas to assist with the recruitment and retention of appropriate skills and experienced staff. The Level 5 Management programme which commenced in May 2022 is very near to completion and a second level 5 programme commenced in January 2023. In addition, a new Level 7 Management programme will commence in April 2023. The level 3 management course with CWA is also nearing completion. Wider training provision has now returned to pre-pandemic levels and a range of training courses have been planned for 2023/24.</p> <p>The Electoral Registration and Communications teams are working hard to promote the new requirements with regards to Voter ID ahead of the 2023 Borough elections and the CIC has supported this process by running drop-in sessions for members of the public in King's Lynn, Hunstanton and Downham Market. The Civics and Communications teams are also supporting workstreams linked to the forthcoming coronation of His Majesty King Charles III.</p>	B Box
<p>Planning and Environment - Due to the volumes of planning applications that continue to be received and the current backlog, we are around 3 weeks behind on the validation of planning applications. Whilst figures for determining planning applications are well above national targets, there remains a heavy reliance on extensions of time (EOT's), so applications are taking longer than is preferable to determine. We have recently appointed extra trainee planners to try to address these issues, although it should be noted the market for suitably qualified staff in both planning policy and planning control is extremely challenging. We have recently managed to appoint a principal planner - planning control, arboricultural officer, ecologist and a principal conservation officer. Environmental health, air quality, contaminated land and other associated work remains on track.</p>	S Ashworth

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2022/23 Corporate Business Plan Monitoring Report

1 October 2022 – 31 March 2023

<p>Property and Projects - A vacant commercial unit was adapted and refurbished to facilitate the delivery of a community shop at the Southgates roundabout. The Council is working with a service provider to operate this facility from Spring 2023.</p> <p>Officers are working with representatives of the Gaywood Community Centre and the local Ward Member, to regularise the group's use of the adjacent park land for periodic car boot sales that help to support community activities within the centre. On-going dialogue continues in respect of the future ownership of the centre itself, and this will be considered further during 2023/24. During the year the team successfully completed the transfer of the Hunstanton Community Centre to Hunstanton Town Council.</p> <p>Works have been completed on replacing the roof at the Princess Theatre. The contractor and the theatre tenants worked well with officers to ensure that the works were undertaken within budget and with no adverse impact upon the important Pantomime season, a key trading activity for the theatre which helps to support its on-going viability. Officers are working with local Borough and Parish Councillors, the local Internal Drainage Board and adjacent landowners to resolve localised flooding issues that are affecting the Upwell Community car park.</p> <p>Staffing issues have been stabilised within the department and new members of the team have settled in well and making a significant contribution to the delivery of services. The Higher Level Apprentice approach is also proving successful, with one team member completing their property degree and achieving a "First" and are well on course to achieving full professional membership of the Royal Institution of Chartered Surveyors (RICS) through the Assessment of Professional Competence (APC) process. The team continues to support the delivery of the Corporate Business Plan, statutory and non-statutory services by providing professional property services, generating revenue and capital receipts from the council's commercial and wider property portfolio.</p>	<p>M Henry</p>
<p>Legal, Governance and Licensing – The Legal Services team remains in a period of transition and embedding into the organisation. The external contract with eastlaw will be terminating at the end of April 2023, with the services they were providing being met in-house going forwards. A Principal Lawyer (DMO) and a Property Lawyer have been recruited, along with a paralegal to support the team. The recruitment for a commercial lawyer was not successful, reflecting national trends. There is increased demand on the legal team as a result of a number of major projects entering delivery phase and this is being supported by the commissioning of external legal support.</p> <p>In this period, a new Corporate Governance team has been created, drawing together the personnel and functions already being covered by the team managed by the Assistant to the Chief Executive. The new team will be responsible for matters such as corporate performance, the corporate business plan, information governance, climate change, supporting the Shareholder Committee, corporate complaints, corporate policies and compliance. The DPA/FOI functions have now been brought back in-house from eastlaw, with a dedicated Information Governance Officer recruited to support this part of the service. There will be a period of transition and embedding into the organisation for this newly created team.</p> <p>The Licensing team is continuing to provide an effective service, ensuring that complaints/queries from Ward Members and members of the public are followed up and that there is appropriate engagement with the trades.</p>	<p>A Baker</p>

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2022/23 Corporate Business Plan Monitoring Report 1 October 2022 – 31 March 2023

<p>Operations and Commercial - Public Open Space have experienced difficulty recruiting and retaining staff, seasonal staff in particular which causes service pressure on delivering necessary outcomes. Service requirements are achieved at a basic level with resources aligned to meet these outcomes. Car Parks are also having problems with recruiting Civil Enforcement Officers due to the low pay for the type of work involved. However, since the 2022 cost of living increase the number of applicants for grounds and parking staff has increased as has the quality of applicants leading to an improvement in recruitment and reduction in vacancies. This is something we continue to monitor.</p>	M Chisholm
<p>Regeneration, Housing and Place - Housing pressures have become more acute over the period. The supply of Private Rented Sector Homes (PRS) has reduced and the price of it has increased limiting the ability of the council to support households into sustainable settled housing options in this sector. There have also been a number of issues affecting the supply of existing social homes for rent through Freebridge Community Housing. Both these issues affecting supply have led to households threatened with homelessness staying longer in temporary accommodation. In turn this has led to the need for the council to have no alternative than to use inappropriate types of temporary accommodation i.e. Bed and Breakfast. Risks remain associated with wider workforce issues that impact on consultants capacity to undertake work on behalf of the council.</p>	D Hall
<p>Health Wellbeing and Public Protection – Recruitment continues to present significant challenges in the Food Safety and Health & Safety team with a continued reliance on contractors to deliver services. Work is ongoing to address this issue in the medium to long term. The delivery of the Household Support Fund and the Homes for Ukraine scheme continue to be delivered by the Lily/Carelina team, this work continues to be resource intensive.</p>	M Whitmore

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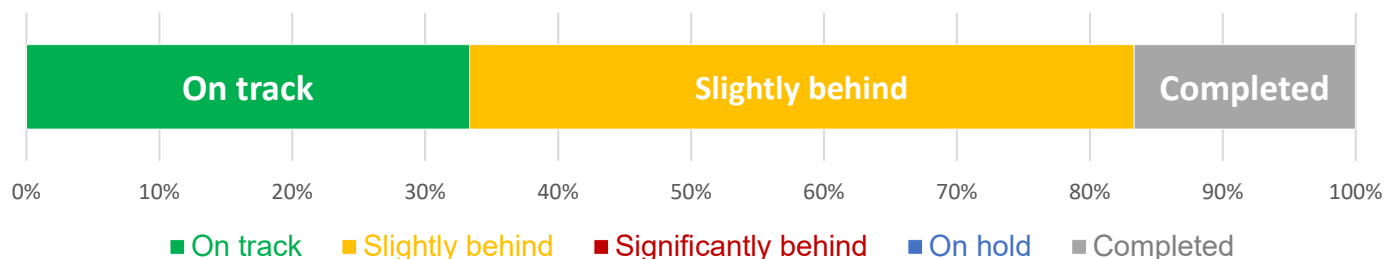
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2022/23 Corporate Business Plan Monitoring Report

1 October 2022 – 31 March 2023

Delivering growth in the economy and the provision of local housing

Current position breakdown of key actions



2.1 Develop our town centres and the rural offering; recognised as great places to live, visit and invest into	RAG rating
<ul style="list-style-type: none"> Implement the Town Investment Plan 	G
<ul style="list-style-type: none"> Develop a business case for projects / programmes that were part of the Heads of Terms agreement from DLUHC 	Completed
<ul style="list-style-type: none"> Develop further the West Norfolk Holiday guide in the context of the on-going changes to accessing information digitally 	Completed
<ul style="list-style-type: none"> Deliver the Council's directly managed commercial programmes 	A
<ul style="list-style-type: none"> Deliver the Council's directly managed house building programmes 	A
<ul style="list-style-type: none"> Develop and manage the portfolio of PRS properties managed by West Norfolk Property Limited 	G
<ul style="list-style-type: none"> Develop affordable homes to be managed by West Norfolk Housing Company Limited 	G
<ul style="list-style-type: none"> Achieve community benefits through market engagement with Local Suppliers, SMEs & VCSEs - in support of the local economy; and measure the monetary value of social value provided by contractors (through the 2021-2025 Procurement Strategy) 	A
Progress update provided by Assistant Directors	
<p>Town Deal business cases were all submitted in 2022, and all six projects are now in delivery phase or approaching. Design teams, professional services consultants and surveys are all being procured. The Town Deal Board will have an oversight role of the delivery of these projects over the next three years.</p> <p>Development of the speculative commercial development units (Phase 1) at the Nar Ouse Regeneration Area Enterprise Zone is progressing well, with the Phase 1 units (2 office and 2 light industrial) being completed in November/December 2022. Handover of the units by the contractor has been delayed owing to issues with street naming and utility connections however, this issue is being dealt with and the units will be available for occupation soon. Dialogue with interested parties is on-going. Construction work for Phase 2 (4 light industrial units) has been tendered, and results will be presented to Cabinet for a decision. Several expressions of interest expressed for the Phase 1 units and Heads of Terms issued.</p>	<p>D Hall</p> <p>M Henry</p>

Rating definition

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2022/23 Corporate Business Plan Monitoring Report

1 October 2022 – 31 March 2023

<p>The Tender process for the road infrastructure works at the Nar Ouse Regeneration Area Enterprise Zone Tender has been completed and the contract awarded through the Eastern Highways Alliance Framework Contract. The road infrastructure works commenced August/September 2022 and are programmed to be completed during October 2023. These infrastructure works will open up a significant tract of commercial development land that will be available for purchase, or lease, by private sector businesses/developers/investors and potentially facilitate significant investment in the local area. One sale has been provisionally agreed, subject to Cabinet approval, and discussions and negotiations are on-going with other interested parties. The demolition and de-risking works at the former Sommerfeld & Thomas warehouse site is nearing completion.</p>	M Henry
<p>Schemes on site are progressing well despite considerable challenges with material price increases and sub-contractor availability.</p>	D Ousby
<p>Properties developed for the wholly owned companies West Norfolk Property Limited and West Norfolk Housing Company Limited delivered to programme.</p>	D Ousby
<p>The 2021-25 procurement strategy has been delayed awaiting the publication of the new Public Contract Regulations (expected 2024). Recent spend analysis shows volume of work with local SMEs has increased and contract with VCSEs delivering homelessness services continuing.</p>	D Ousby

2.2 Deliver the Local Plan	RAG rating
<ul style="list-style-type: none"> • Ensure the close relationship between Local Plan, Corporate Business Plan and other corporate work 	A
<ul style="list-style-type: none"> • Engage with internal departments in Local Plan Review consultation 	A
<ul style="list-style-type: none"> • Assist towns and parishes to prepare their own neighbourhood plans 	G
<ul style="list-style-type: none"> • Take forward strategic transport policies for the Borough 	A
Progress update provided by Assistant Director	
<p>Whilst the Local Plan is technically in accordance with the amended timetable as set out in the Local Development Scheme (LDS), it is behind where we envisaged to be at this stage. The Local Plan Examination Hearings commenced in December 2022 but were postponed in January 2023, as the joint Inspectors required further evidence on specified issues/topics. Officers are currently working towards the deadline of 28 April 2023 to provide the information, which will mean that the Local Plan is put back as hearings will not resume until around Autumn 2023. There remains a vacancy in the policy team for a Senior Planner, which is proving difficult to fill. At present a consultancy planner is helping carry out some of the required work.</p>	S Ashworth
<p>The Towns Fund Active and Clean Connectivity Programme is on track, aiming to improve affordability, convenience, reliability and sustainability of travel options to and from places of work and places of interest (especially shops and amenities) and reducing congestion within the town.</p>	D Ousby

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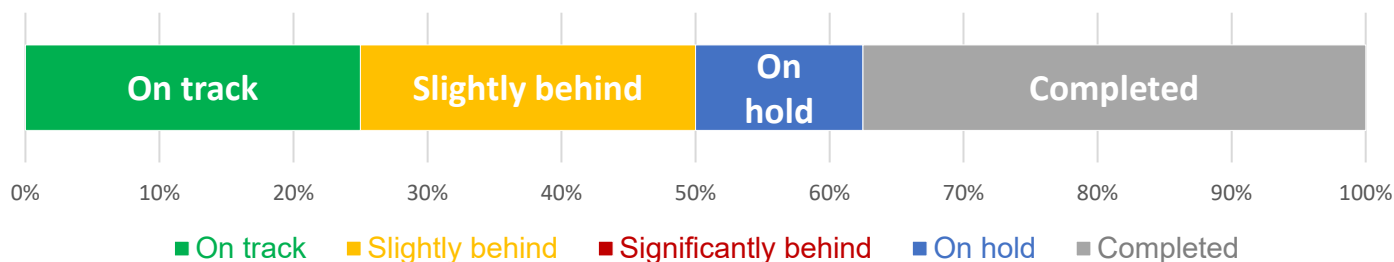
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2022/23 Corporate Business Plan Monitoring Report

1 October 2022 – 31 March 2023

Protecting and enhancing the environment including tackling climate change

Current position breakdown of key actions



3.1 Deliver on our commitment to be carbon neutral by 2035 by implementing the council's carbon reduction strategy and encourage our partners, communities and local businesses to reduce their environmental impact.	RAG rating
• Declare a Climate Emergency	Completed
• Adopt the Climate Change Strategy and Action Plan	Completed
• Increase the number of trees in the district	A
• Increase walking, cycling and sustainable transport	A
• Work in partnership with the Chamber of Commerce to co-ordinate Expo22	Completed
• Continue to provide an active role within the Norfolk Climate Change Partnership	G
• Implement a communications programme to promote the council's activities to address climate change and encourage mitigation and adaptation by residents and businesses	G
• Show leadership by assessing the environmental impact of council procurement (through the 2021-2025 Procurement Strategy)	On hold
Progress update provided by Assistant Directors	
Of the 79 agreed actions in place to progress the Climate Change Strategy and Action Plan, currently 21 of the actions have been completed, 3 are on track, 41 actions are in progress, 2 actions are stalled and 12 actions are awaiting start. The Refit2 project, utilising a £3.8 million Government grant to help de-carbonise heat generation in council buildings, is nearing practical completion. The work with BP Pulse on the installation of 26 Fast EV charging points and to agree contracts to replace the 4 Rapid EV charging points at Hunstanton and King's Lynn is ongoing. As at March 2023, 269 households had expressed an interest in the Solar Together scheme. Installations will increase over spring 2023 and towards scheme completion in summer 2023.	A Baker
As with many tree planting schemes across England, the heat and dry weather during the summer 2022 has adversely affected a number of the newly planted trees at King's Reach causing a far greater number to fail than would have normally been expected. Following an inspection, 1,000 trees have been replanted and further failures will be replaced as part of the ongoing tree management process and contract management discussions. The installation of CCTV has been completed.	M Chisholm

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2022/23 Corporate Business Plan Monitoring Report 1 October 2022 – 31 March 2023

<p>The Active and Clean Connectivity Programme is progressing and on target to deliver the outputs and outcomes within the Towns Fund envelope through improvements to the Local Cycling and Walking Infrastructure, two new Active Travel Hubs, and the delivery of Active Travel Plans with key employers in the town.</p>	D Ousby
<p>The Environment and Community Panel agreed with recommendations to continue with the membership of the Norfolk Climate Change Partnership. The Partnership agreed to a new and jointly funded Partnership Manager who will be recruited in the next few months. A partnership bid to Innovate UK's Fast Followers fund has been successful and the £300k award will fund a 2 year programme of activity and the recruitment of a Net Zero Officer. Both posts should be advertised simultaneously; North Norfolk District Council hosting the Partnership Manager (and partnership secretariat) whilst Great Yarmouth Borough Council will host the Net Zero Officer.</p>	A Baker
<p>We have continued to undertake a range of communications activities to support the Council's climate change agenda, ranging from promoting new electric vehicle charging points, re-cycling of Christmas trees and batteries to using #LoveWestNorfolk day to celebrate and promote the beautiful west Norfolk environment. There has also been promotion of Solar Together and the Beat your Bills roadshows and social media has been used to highlight fly tipping incidents as environmental crimes, resulting in a number of fixed penalty notices being issued. Activities undertaken to date are consistent with progress towards the overall Climate Change Action Plan.</p>	B Box
<p>An updated Procurement Strategy is on hold pending the updated National Procurement Policy Statement by central government.</p>	D Ousby

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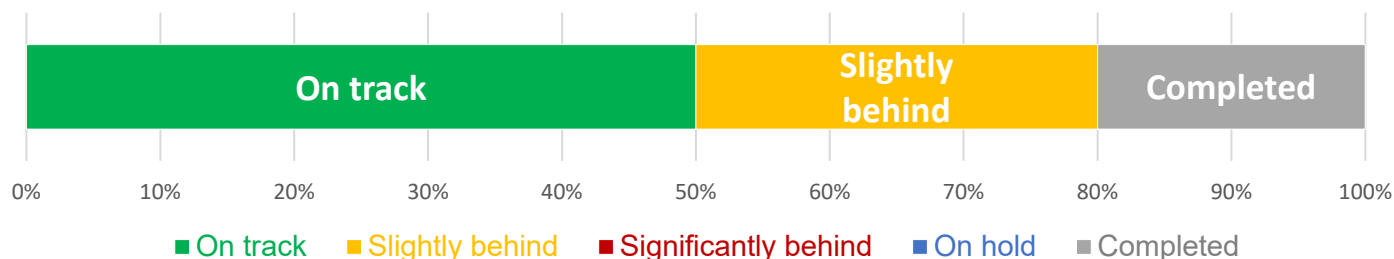
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2022/23 Corporate Business Plan Monitoring Report

1 October 2022 – 31 March 2023

Improving social mobility and inclusion

Current position breakdown of key actions



4.1 Assist our residents to maximise their opportunities by accessing the support and services they are entitled to.	RAG rating
<ul style="list-style-type: none"> Review the Homelessness and Rough Sleepers Strategy following the implementation of 'Everyone In' initiative and the introduction of a number of new accommodation and support services funded by central government through the Next Steps Accommodation Programme and the Rough sleeper Initiative. 	G
<ul style="list-style-type: none"> Support the production of and publish key strategic documents in conjunction with Norfolk County Council that identify needs, gaps in services and strategies to address them. Strategic work is underway with Norfolk County Council in the following areas; <ul style="list-style-type: none"> Older Persons Housing Needs assessment Norfolk Homelessness Prevention Strategy 2021-2025 Support In Safe Accommodation Strategy for Norfolk 2021-2024 	Completed
<ul style="list-style-type: none"> Deliver a Council Tax Support scheme for working age people in the borough that supports those most in need. 	Completed
<ul style="list-style-type: none"> Improve the digital offer for our residents and service users and consider ways of addressing digital exclusion. 	A
<ul style="list-style-type: none"> To help tackle loneliness and social isolation in adults of all ages. 	G
Progress update provided by Assistant Directors	
<p>There will be activities undertaken in 2023 in preparation for the launch of a new Homelessness and Rough sleeping strategy in 2024. A Housing Needs Assessment borough wide will be commissioned in 2023 and will inform the strategy. New opportunities / initiatives have arisen including the Local Authority Housing Fund – supporting the provision of new social housing for households under Ukraine and Afghan re-settlement schemes.</p>	D Hall
<p>The revised Council Tax Support Scheme 2022/2023 was approved by Council on 25th January 2022 and implemented from 1 April 2022. Work has now concluded on setting out options/proposals for the scheme in 2023/24 which has been through consultation and was approved by Council on 26th January 2023. The scheme for 2023/24 will take effect from 1 April 2023.</p>	M Drewery

Rating definition

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2022/23 Corporate Business Plan Monitoring Report

1 October 2022 – 31 March 2023

Links are being developed with the project team responsible for the Youth and Retraining Pledge to raise aspirations and work-related skills in young people in west Norfolk.

During the 2022/23 academic year we have been pleased to provide placements to students from the College of West Anglia who are undertaking business administration and public service related courses. Placements were provided in a range of services including CSNN, Audit and Housing Standards. We intend to build on the experience gained during the 2022/23 year to provide further placements in future years. We are also developing links with the College and local secondary schools with regards to the provision of careers and recruitment related activities (such as developing interviewing skills).

B Box

Rating definition

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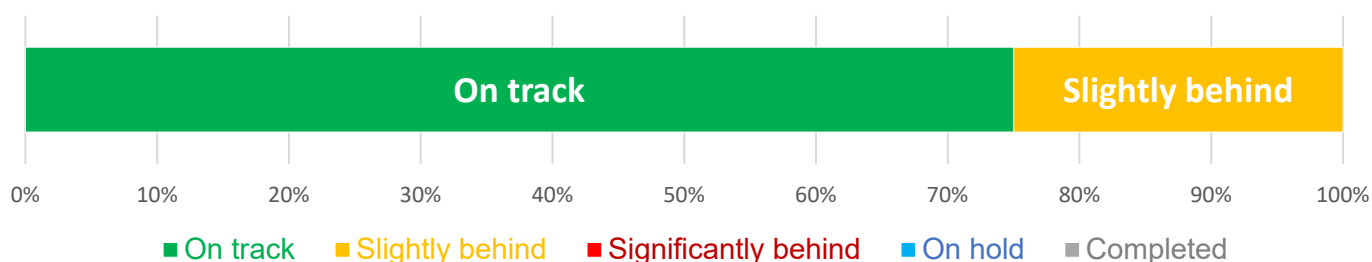
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2022/23 Corporate Business Plan Monitoring Report

1 October 2022 – 31 March 2023

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

Current position breakdown of key actions



5.1 Target littering and fly-tipping	RAG rating
<ul style="list-style-type: none"> Work with partners across the county and regionally to deliver the SCRAP fly-tipping campaign 	G
Progress update provided by Assistant Director	
<p>A second Clean Neighbourhoods Enforcement Officer (CNEO) is in post and is undertaking a range of investigations which has led to informal outcomes as well as the issuing of Fixed Penalty Notices. The two CNEO's have made significant contributions to the area improvement works in North End through enhanced monitoring with evidence being handed to CSNN for enforcement. Excellent relationships with the Public Open Space staff have resulted in evidence being secured and shared on both rural and urban domestic fly tipping. Data handling and analysis outcomes have been shared with Norfolk Waste Partnership.</p>	M Chisholm

5.2 Maintain standards for open and green spaces	RAG rating
<ul style="list-style-type: none"> Engage with the public to enhance the involvement and interest of local residents with regards to areas of Public Open Space Engage with and assist in developing and supporting existing voluntary and community group's including Parish Councils. Continue to develop and improve visual image on key routes into west Norfolk 	G
	G
	A
Progress update provided by Assistant Director	
<p>Public engagement continues through the development and delivery of In Bloom, winning gold in three categories this year. The Walks, Tower Gardens, Esplanade Gardens, Boston Square and Mintlyn Crematorium all maintained Green Flag Status. We are currently in the process of recruiting a replacement Arboriculture Officer.</p> <p>Currently developing methodology for improvements of litter picking on key routes with opportunities to improve appearance and biodiversity in a small number of key locations.</p>	M Chisholm

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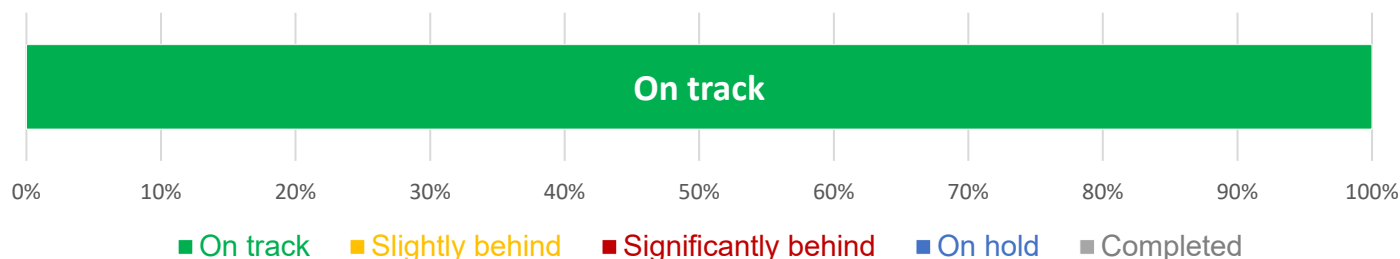
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2022/23 Corporate Business Plan Monitoring Report

1 October 2022 – 31 March 2023

Helping to improve the health and wellbeing of our communities

Current position breakdown of key actions



6.1 Improve and develop the quality of local sport and leisure facilities	RAG rating
<ul style="list-style-type: none"> Work with partners on local projects to improve health and physical activity levels 	G
<ul style="list-style-type: none"> Support the development of health & well-being schemes to encourage activity. 	G
<ul style="list-style-type: none"> Consider Playstreet initiatives and specific health programmes for targeted groups. 	G
<ul style="list-style-type: none"> Work with NHS and Active Norfolk on a borough/county wide approach to exercise referral as well as implement a Cancer Rehab programme delivered from the new Wellbeing Centre at QEH. 	G
Progress update provided by Assistant Director	
<p>The Health and Wellbeing Partnership is functioning well and has set priorities for the next three years. The partnership has facilitated funding to a number of organisations to deliver projects focussed on weight management, alcohol reduction and mental health support. Many of these projects include access to physical activity.</p> <p>Current schemes/initiatives:</p> <ul style="list-style-type: none"> Active Now has now launched in partnership with NHS and Active Norfolk with £12k funding to support subsidised exercise referral opportunities. QEH Cancer Care Team have agreed to extend the Cancer Physical Activity Assessment Programme for another year widening the scope and increasing funding to £19.5k The Health and Wellbeing Partnership have provided £50k in COVID Recovery funding to support free community physical activity programmes. These programmes include: <ul style="list-style-type: none"> Jolly Joggers – North Lynn Discovery Centre (supported by Freebridge Housing), South Lynn Community Centre, Fairstead Community Centre Buggy Walks – Downham Memorial Fields, Hunstanton Promenade, North Lynn Discovery Centre Social Soccer – The Walks, Downham Memorial Fields MUGA, Hunstanton Rec Ground MUGA Community Fitness Classes – Sedgeford Village Hall, Fairstead Community Centre, Wattlington Village Hall Multi-sport Mashup – Wareham Village Hall, South Lynn Community Centre, North Lynn 	M Whitmore

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Significantly behind - Serious slippages in timescales but despite intended corrective action some or all of the outputs may not be achieved by the original completion date.

2022/23 Corporate Business Plan Monitoring Report 1 October 2022 – 31 March 2023

<ul style="list-style-type: none"> Discovery Centre (starting soon) <ul style="list-style-type: none"> ○ Stay and Play – Fairstead Community Centre ○ Women’s Only Workouts – Fairstead Community Centre, Watlington Village Hall ○ Play Street – North Lynn, South Lynn, Fairstead – starting May 2023 ○ Park Lives – The Walks, Hunstanton Rec Ground, Downham Memorial Fields – starting May 23 • NCC Early Childhood Community Fund has provided £5k towards Happy Tiny People – a parent and toddler walking activity pack. • Holiday Activities have been provided for local residents either free or heavily subsidised with holiday activities and food programme funding of £120k and council funding of £90k. We are working with Downham Market Academy and Glebe House School as facility partners to deliver these projects. • We have secured £3k in Sport England Together Funding to deliver a youth multi-sport programme in North Lynn in partnership with CREA. • QEH memberships continued with 595 membership subsidised by QEH for their staff • All to Play For supporting men’s mental health through football continues, originally funded by the council this has been sustained and continues to grow in partnership with the 856 Foundation, MIND and the Wellbeing Service • Our Community Development and Insight Officer (funded by Adrian Flux), the 856 Foundation and Anglia Ruskin University are working on workplace wellbeing and a Cancerless project with the Purfleet Trust. • QEH Pain Management Clinic, QEH Diabetic Team, NHS Health Check Service and NHS Wellbeing Surgery Coordinator are all referral partners for the AWN Wellness Referral Scheme. 	
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6.2 Reduce crime and anti-social behaviour	RAG rating
<ul style="list-style-type: none"> • Work with partners to tackle anti-social behaviour, fear of crime and to deal with neighbourhood nuisance/public health issues 	G
<ul style="list-style-type: none"> • Provide technical knowledge and expertise to help develop proposals which benefit the town economically whilst conforming with current codes of practice on good design for noise control and ensuring opportunities for Crime and ASB are designed out. 	G
Progress update provided by Assistant Director	
The team are continuing to manage caseloads effectively and support partner agencies through a number of working groups, notably the Help Hub and Operational Partnership team.	M Whitmore

Rating definition

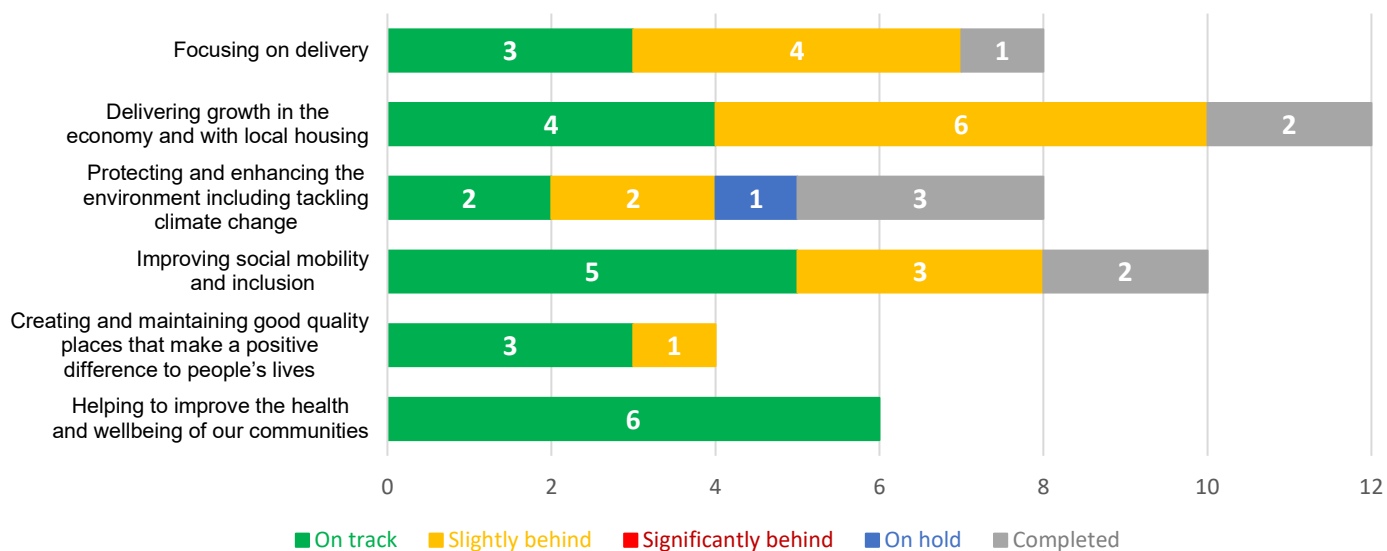
Slightly behind - Minor slippages in timescales but corrective action is anticipated to achieve the agreed completion date.

Significantly behind - Serious slippages in timescales but despite intended corrective action some or all of the outputs may not be achieved by the original completion date.

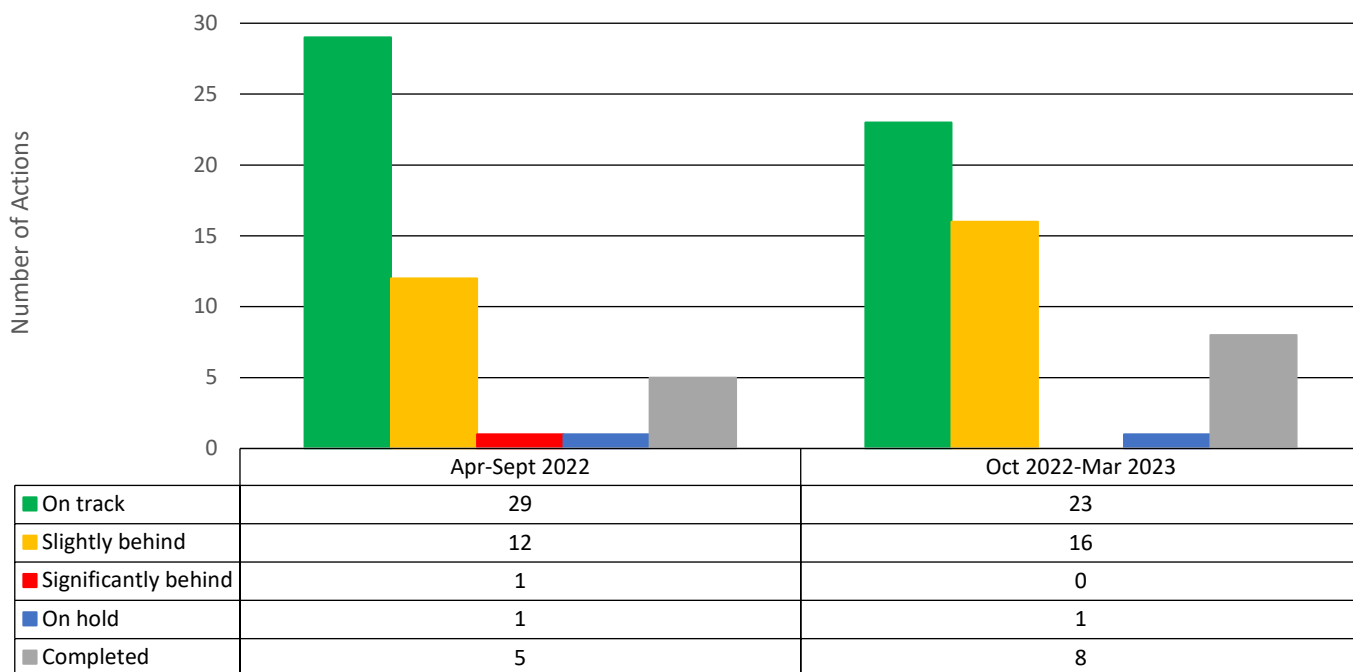
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Overall position breakdown of key actions



Breakdown of key actions



Rating definition

Slightly behind - Minor slippages in timescales but corrective action is anticipated to achieve the agreed completion date.

Significantly behind - Serious slippages in timescales but despite intended corrective action some or all of the outputs may not be achieved by the original completion date.

REPORT TO CABINET

Open		Would any decisions proposed :			
Any especially affected Wards	Mandatory/	Be entirely within Cabinet's powers to decide		NO	
	Discretionary /	Need to be recommendations to Council		YES	
	Operational	Is it a Key Decision		NO	
Lead Member: Cllr Terry Parish E-mail: <i>cllr.terry.parish@west-norfolk.gov.uk</i>		Other Cabinet Members consulted:			
		Other Members consulted:			
Lead Officer: Sam Winter E-mail: <i>sam.winter@west-norfolk.gov.uk</i> Direct Dial:		Other Officers consulted: Chief Executive, Monitoring Officer, MT and SLT			
Financial Implications NO	Policy/ Personnel Implications NO	Statutory Implications YES	Equal Impact Assessment NO	Risk Management Implications NO	Environmental Considerations NO

Date of meeting: 27 June 2023

AMENDMENTS TO THE SCHEME OF DELEGATION

Summary

Following the recent Borough elections and appointment of a new Leader and subsequently changes to the list of portfolio responsibilities, amendments are required to the Scheme of Delegation so the two documents align. The recommendations also suggest that if areas of responsibility should change between Cabinet Members, those changes to the Scheme of Delegation be made by the Monitoring Officer.

Recommendation

- 1) That Cabinet note the list of portfolio responsibilities.
- 2) That the amended Scheme of Delegation be approved as a change to the Constitution by Council.
- 3) That delegated authority be granted to the Monitoring Officer to amend the scheme of delegation should changes be made to the areas of responsibility of Cabinet Members.

Reason for Decision

To ensure the scheme of delegation is in line with the portfolio areas of responsibility.

1 Background

Following the May 2023 Borough Council Elections a new Leader has been appointed and he has amended the list of Cabinet responsibilities, this requires the scheme of delegation to amended accordingly. The list of Portfolio responsibilities is attached for information and noting.

It proposed that should the areas of responsibility of Cabinet members be amended the Monitoring Officer be given delegated authority to amend the Scheme of Delegation accordingly.

2 Options Considered

The Scheme of delegation must accord with those areas of responsibility.

3 Policy Implications

None

4 Financial Implications

None

5 Personnel Implications

None

6 Environmental Considerations

None

7 Statutory Considerations

A scheme of Delegation must be in place to permit decisions to be taken by individual Cabinet members and officers.

8 Equality Impact Assessment (EIA)

(Pre screening report template attached)

None

9 Risk Management Implications

The Scheme of Delegation must accord with the portfolio list.

10 Declarations of Interest / Dispensations Granted

None

11 Background Papers

Previous scheme and portfolio list



SCHEME OF DELEGATION

June 2023

BOROUGH COUNCIL OF KING’S LYNN AND WEST NORFOLK

SCHEME OF DELEGATION

The attached represents the Scheme of Delegation across the Council. It is shown in tabular form with the first 3 columns showing the Council body, its functions and its consultation requirements and the last two columns showing the delegations to officers in respect of those functions and the limits on those delegations. Throughout the following abbreviations are used:-

- C = Consultation
- WM = A Ward Member in the Ward affected
- PH = Portfolio Holder
- CE = Chief Executive
- MO = Monitoring Officer
- CFO = Chief Financial Officer
- ED = Relevant Executive Director
- LAC = Licensing and Appeals Committee/Board

PORTFOLIO HOLDER DELEGATIONS

The following Scheme sets out the areas delegated to Portfolio Holders to make decisions and complies with the Council’s Financial Regulations. Key Decisions are not delegated to Portfolio Holders and must be considered in Cabinet. Key Decisions are defined as:-

an executive decision which is likely –

- (a) to result in the local authority incurring expenditure which is, or the making of savings which are, significant having regard to the Council’s budget for the service or function to which the decision relates; or
- (b) to be significant in terms of its effect on communities living or working in the area comprising two or more wards and electoral divisions in the Council’s areas

where significant under a) above is £500,000 or more and significant under b) above is one third of the resident population in a ward.

Decisions involving transfers between budget are limited to £250,000 for individual Portfolio Holders, and additional resources from reserves are permissible for any Portfolio Holder up to a maximum of £50,000 per portfolio in any financial year.

Where a reserve exists for a specific purpose (eg renewal or repair reserve), the Director - Resources may withdraw funds from that reserve, PROVIDED THAT the withdrawal is to finance an item or items of expenditure related to the reasons for the existence of the reserve, up to a value of £100,000 per annum. Any necessary withdrawal that exceeds this amount additionally requires the approval of the relevant Portfolio Holder.

Decisions where more than one Portfolio Holder is required to make a decision must go to Cabinet. For the avoidance of doubt each Portfolio Holder has complete freedom to utilise his or her budget without further recourse to the Leader provided it is not a key decision and subject to the restrictions mentioned above.

It is the responsibility of each Portfolio Holder in consultation with the relevant Executive Director to ensure that every decision is made with the full knowledge of a Democratic Services Officer who shall ensure each decision is properly recorded, reasons given and reference made to the report to the Member concerned.

It is also the responsibility of the Portfolio Holder, in consultation with the relevant Executive Director in making decisions to abide by the Council’s Financial Regulations, the law and other policy and procedure documents of the Authority as appropriate.

The Portfolio Holder may make decisions in all the areas set out below subject to the conditions and consultations and onward limits on delegation except where the matter under consideration is in excess of £250,000 or beyond the budget of the Portfolio Holder or has a significant effect on two or more wards in the Borough or where the decision to be reached requires the decision of an additional Portfolio Holder.

General Powers

The exercise of delegated powers is to the person to whom it is expressly delegated under this Scheme.

An officer who is authorised to exercise a delegated power under this scheme may authorise other officers to exercise that power on their behalf. Such authorisation shall be made in writing setting out:

- a. The name(s) of the officers who may exercise a power
- b. The power which may be exercised
- c. Any limitations on the exercise of that power

A copy of every authorisation should be passed to the Monitoring Officer before the officer who is authorised exercises any power

Contracts

An Executive Director may authorise and execute on behalf of the Council a contract for works services or goods provided:

- a. the value of the contract does not exceed £100,000.00 or any limit prescribed at any time by contract standing orders
- b. the contract is not part of a series of agreements for the provision of the same or substantially the same works, goods or services
- c. the Executive Director retains a copy of every contract that they make

OFFICER DECISIONS

It is the responsibility of the officer in making decisions to abide by the Council's Financial Regulations and other policy and procedure documents of the Authority as appropriate.

A delegation of a role when a number of officers hold the job description will mean that for the purposes of the scheme, the power is delegated to all of those officers.

In the absence of the Chief Executive any powers failing to be exercised by her may be exercised by any Executive Director.

Any delegation of power delegated to any Executive Director can be exercised by the Chief Executive.

Portfolio Holder	Functions	Portfolio Holder Consultations	Officer Delegation	Limits on Delegation
1. Corporate/ Strategic Issues, Resources THE LEADER	1.1 Review of Corporate Policy, the Corporate Plan having first been recommended by Cabinet and approved by Council	CE/CFO/MO Requires rec to Council for any change.	Chief Executive / Monitoring Officer/Executive Directors / CFO Ensure Executive decisions are taken in accordance with the law and financial and policy guidelines.	
	1.2 Cross Cutting/Cross Remit issues and overarching responsibility for Cabinet portfolios	CE & ED & Portfolio holders	Chief Executive and Executive Directors Day to day management of the process	
	1.3 Democratic Processes	MO	Chief Executive and Executive Directors Day to day management of the Council's democratic processes. Timetable of Meetings.	
	1.4 Legal	CE and MO	Chief Executive / Monitoring Officer Sign and serve any notice, order or document or act as proper officer under Section 234 of the Local Government Act 1972 where no other officer is currently appointed. To affix and attest the common seal of the Council where the common seal is required pursuant to any decision of the Council. To take any measures necessary to recover possession of land/property owned or leased by the Council, including encampments (whether or not on Council owned land). Authorise the postponement of charges made on Council property. Day to Day management of assigning budget resources to all legal matters. Day to day management of legal services.	

	1.5 Communication	ED	Chief Executive and Executive Directors Day to day management of communications on behalf of the Council, in accordance with Council Policy.	
	1.6 Civics	CE, Civics Officer Mayor or Deputy Mayor	Chief Executive To determine applications to use the Council's coat of arms. Chief Executive and Executive Directors Day to management of the office of the Mayor and Deputy Mayor and civic ceremony.	
	1.7 Equal Opportunities (not as the employer)		Chief Executive and Executive Directors Day to day management.	
	1.8 Health and Safety as an employer		Chief Executive Day to day responsibility for the Council's Health and Safety function.	
	1.9 Public and Civil Emergencies	Civil Emergency Liaison and CE Leader, Deputy Leader, MO	Chief Executive and Executive Directors To exercise any power to protect the interests and well-being of the inhabitants of the Borough in cases of emergency. Chief Executive and Executive Directors Day to day management of the Civil Emergency Plan.	<i>C – Cabinet as soon as reasonably practical</i>
	1.10 Business Continuity	ED	Chief Executive and Executive Directors Day to day management of the process.	
	1.11 Policies relating to Employment, Personnel, salaries, Pensions, Training and equalities (as an employer)	ED	Chief Executive and Executive Directors Implementation of service re-organisations and re-structuring within budget. Approval for the funding of training courses for both full and part time study for all employees. Updating the Performance Management Scheme. Chief Executive Changes to posts for senior staff (Executive	C ED C ED on

			Directors).	Settlement agreements.
	1.12 Performance Management	ED	Chief Executive and Executive Directors Implementation of performance management reviews and production of performance management information.	
	1.13 GDPR, Freedom of Information and Data Protection	MO	Monitoring Officer Respond to requests for information under the GDPR, Freedom of Information and Environmental Information legislation, requests under Data Protection legislation. Maintain Publication Scheme. Maintain Council's Data Protection registration. Authorise the use, loan or reproduction of the Councils archive material. Day to day oversight and management of policies and procedures relating to information governance	
	1.14 Developing and managing external strategic relationships		Chief Executive and Executive Directors Day to day management of the process	
	1.15 Shared services, Partnerships and Joint Working arrangements		Chief Executive and Executive Directors Day to day management of the process	
	1.16 Liaison with Downham and Hunstanton Town Councils		Chief Executive and Executive Directors Day to day management of the process	
	1.17 Skills		Chief Executive and Executive Directors Day to day management of the process	
	1.18 Safeguarding		Chief Executive and Executive Directors Day to day management of the process	

Portfolio Holder	Functions	Portfolio Holder Consultations	Officer Delegations	Limits on Delegation
71	2.1 Regeneration strategy, policy and implementation	ED	Chief Executive and Executive Directors Day to day management of Regeneration Projects. Submission of bids for and Management of Regeneration projects. Chief Executive and Executive Directors Authorisation to retain professional expertise as required.	C PH.
	2.2 Delivery of corporate and capital schemes	ED	Chief Executive and Executive Directors Oversight, day to day management and implementation of corporate and capital schemes.	C PH
	2.3 Local Plan, planning and Land Use Policy		Chief Executive and Executive Directors Minor consequential amendments to planning policy in accordance with national and regional policy changes. Issuing of Local Plan guidance and information. Implementation of major strategic allocations Day to day management of the Planning service. Monitoring Officer Finalising planning obligations.	C - ED
	2.4 Transport policies		Chief Executive and Executive Directors Responding to consultations on traffic regulation orders.	
	2.5 Planning Enforcement		Chief Executive and Executive Directors Day to day management of the Planning Enforcement operation.	
	2.6 Building Control		CNC – Executive Directors The exercise of all local authority functions under the Building Act 1984, the Housing Acts and	

			Public Health Acts so far as they relate to the function of the Council as a Building Control Authority. Act as appointing officer under the Party Wall Act 1996. Building Control enforcement and exercise the right of entry to land and premises.	
	2.7 Street naming and numbering	WM	Chief Executive and Executive Directors Management of Street numbering and naming.	
	2.8 Commons		Chief Executive and Executive Directors Management and operation	
	2.9 Compulsory Purchase Orders and Enforced Sale Procedures		Chief Executive and Executive Directors Implementation of Compulsory Purchase Orders, having first been approved by Council, and Enforced Sale Procedures	
	2.10 Land Charges		Chief Executive and Executive Directors Maintain the Register of Local Land Charges and Land Terrier.	
	2.11 Derelict Land and Buildings		Chief Executive and Executive Directors Day to day management.	
	2.12 CIL		Chief Executive and Executive Directors Day to Day management.	
	2.13 Planning and Delivery of Custom and Self Build Strategy		Chief Executive and Executive Directors Day to day management	

Portfolio Holder	Functions	Portfolio Holder Consultations	Officer Delegation	Limits on Delegation
3 Business (excl Tourism)				
	3.1 Major funding and Major Project schemes		3.2.1 Chief Executive and Executive Directors Oversight, day to day management and implementation major funding and Major Project schemes	
	3.2 Economic Development	ED	Chief Executive and Executive Directors Day to day management	C PH
	3.3 King's Lynn BID		Chief Executive and Executive Directors Day to day management	
	3.4 Business Partnerships		Chief Executive and Executive Directors Day to day management	
	3.5 Council Companies		Chief Executive and Executive Directors Day to day management	
	3.6 Residential and commercial investment, development and promotion		Chief Executive and Executive Directors Day to day management	

Portfolio Holder	Functions	Portfolio Holder Consultations	Officer Delegation	Limits on Delegation
4 Tourism Events and Marketing	4.1 Museums Heritage & Culture	ED	Chief Executive and Executive Directors Day to day management of museum premises owned by the Council, including Stories of Lynn.	
	4.2 Promotion and Marketing of the Borough	ED	Chief Executive and Executive Directors Day to day promotion and marketing of the Borough.	
	4.3 Tourism	ED	Chief Executive and Executive Directors Day to day management of tourism premises owned or operated by the Council Day to day management of Heritage premises in the Council's ownership. Chief Executive and Executive Directors Day to day management of the tourism issues including management. Arranging or overseeing exhibitions, conferences and tourism as appropriate.	
	4.4 Arts policies and strategies	ED	Chief Executive and Executive Directors Day to day operation of the policies.	
	4.5 Determination of Applications for Circuses on Council property.		Chief Executive and Executive Directors Determination of applications to hold circuses on council land.	
	4.6 Sports facilities, venues (Client)	ED	Through ALIVE West Norfolk - Executive Directors Management and Maintenance of the fabric of all leisure and sports buildings.	
	4.7 Arts/Theatre/ Entertainment facilities, venues (client)	ED	Through ALIVE West Norfolk - Executive Directors Management and Maintenance of the fabric of all	

			arts and entertainment.	
	4.8 Town Centre Management		Chief Executive and Executive Directors Oversight and day to day management of town centres.	
	4.9 Christmas Lighting		Chief Executive and Executive Directors Provision of Christmas lighting across the Borough.	
	4.10 Events in King's Lynn and Markets and Fairs		Chief Executive and Executive Directors Day to day administration of events in King's Lynn and Markets and Fairs in the Borough.	
	4.11 Resort and Seafront Management	WM, ED	Chief Executive and Executive Directors Day to day management of resorts and seafront.	

Portfolio Holder	Functions	Portfolio Holder Consultations	Officer Delegation	Limits on Delegation
Finance	<p>5.1 All policies and Strategies relating to the council's finances having first been recommended by Cabinet and approved Council including (but not limited to):</p> <p>Budget Treasury Management of assets Statement of Accounts Capital Strategy Fees and charges</p>	CE/CFO/MO Requires rec to Council for any change.	<p>Chief Executive / Executive Directors CFO / Monitoring Officer – Ensure Executive decisions are taken in accordance with the law and financial and policy guidelines.</p> <p>Chief Executive and Executive Directors / CFO Day to day management. Write Off irrecoverable debts Administration of banking arrangements Manage insurance for the Council, its property and employees Exchequer services including raising and repayment of loans. Approval and publication of Statement of Accounts Authorisation of virements and budget transfers Authorise urgent payments Day to day management of fees and charges</p>	
	5.2 Procurement and Financial and Contract Standing Orders	ED	<p>Chief Executive and Executive Directors / CFO Day to day management and enforcement of the Council's Procurement Strategy and updates to the Financial and Contract standing orders..</p>	
	5.3 Audit, Fraud and Risk Management and Insurances	External Audit, Internal Audit, MO as necessary	<p>Chief Executive and Executive Directors / CFO Responsibilities under S.151 and S114 (Chief Financial Officer). Enforcement of Financial Regulations Day to day management of the Internal Audit function</p>	

			and process. Manage insurance for the Council, its property and employees. Chief Executive and Executive Directors Day to day management of the Corporate Risk Register. Service Level Risks.	
	5.4 Efficiencies, savings , income generation, external funding and Business Rate Growth		Chief Executive and Executive Directors & CFO Day to day management	
	5.5 Financial implications for the Council	ED	Chief Executive and Executive Directors & CFO	
	5.6 ICT and the web site	ED	Chief Executive and Executive Directors Day to day management of the service.	
	5.7 Delivery Models		Chief Executive and Executive Directors & CFO	
	5.8 Housing benefit, welfare benefits and advice	ED	Chief Executive and Executive Directors and CFO Administration of housing benefit and Council Tax benefit and discretionary housing payments. Collect, administer, demand and recover Council Tax and National Non Domestic Rate precepts and any other Tax or Charge levied by the Council. Collection of rents.	
	5.9 Financial Support and grants		Chief Executive and Executive Directors and CFO Day to day administration	
	5.10 West Norfolk Wins Lottery		Chief Executive and Executive Directors and CFO Day to day administration of Lottery	

Portfolio Holder	Functions	Portfolio Holder Consultations	Officer Delegations	Limits on delegation
6 Climate Change and Biodiversity	6.1 Climate Change Policies	ED	Chief Executive and Executive Directors Day to day management. Chief Executive and Executive Directors Day to day management and development of policy	
	6.2 Energy strategy and issues	ED	Chief Executive and Executive Directors Monitoring of energy efficiency measures to Council buildings.	
	6.3 Biodiversity, Local character		Chief Executive and Executive Directors Day to day management.	
	6.4 Policies relating to air quality		Chief Executive and Executive Directors Day to day management.	
	6.5 Active Travel (including cycling and the Ferry)		Chief Executive and Executive Directors Day to day management and development of policy.	

Portfolio Holder	Functions	Portfolio Holder Consultations	Officer Delegations	Limits on delegation
7 Environment and Coastal	7.1 Policies and strategies relating to: Environmental Strategy, contaminated land	ED	Chief Executive and Executive Directors Day to day management.	
	7.2 Coastal Issues, Shoreline Management and flood water and management including water quality/usage.		Chief Executive and Executive Directors Day to day management.	
	7.3 All aspects of Recycling and refuse collection including waste minimisation and composting, Fly tipping and Waste Management Enforcement		Chief Executive and Executive Directors Day to day management.	
	7.4 Food		Chief Executive and Executive Directors Day to day management of the food related services.	
	7.5 Licensing Policies		Chief Executive and Executive Directors Day to day implementation of the Licensing Policies, undertake consultations, engage with relevant stakeholders and decisions on hackney carriage fares and designated ranks.	
	7.6 To carry out the Council's functions as a Port Health Authority		Chief Executive and Executive Directors To carry out the day to day functions of the Port Health Authority.	

	7.7 Infectious Diseases		Chief Executive and Executive Directors Day to day management	
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Portfolio Holder	Functions	Portfolio Holder Consultations	Officer Delegations	Limits on Delegation
8 People and Communities	8.1 Housing Strategies and Associated Policies		Chief Executive and Executive Directors Day to day delivery of housing and homeless strategies and policies including administration of the Council's Housing policies.	
	8.2 Housing Register		Chief Executive and Executive Directors Management of Housing Register in accordance with policy and nominations of households to Registered Providers.	
	8.3 Homelessness		Chief Executive and Executive Directors Exercise of homelessness functions.	
	8.4 Housing Standards in the Private Sector		Chief Executive and Executive Directors Day to day delivery of housing standards role including housing enforcement and compliance functions.	
	8.5 Houses in Multiple Occupation (HMO)		Chief Executive and Executive Directors Grant, renew and revoke all licences and issues under the relevant housing legislation.	

	8.6 Loans and grants for housing	CFO	Chief Executive and Executive Directors Approval/refusal/withdrawal and authorisation of renovation grant scheme payments.	
	8.7 Home Improvement Agency, Care and Repair and associated operations and Careline		Chief Executive and Executive Directors Day to day management of the Home Improvement Agency, Care and Repair and associated operations and Careline.	
	8.8 Residential Caravan Site Licensing		Chief Executive and Executive Directors To grant, transfer or revoke licenses and exercise of duties in relation to residential caravans.	
	8.9 Social Inclusion		Chief Executive and Executive Directors Day to day management.	
	8.10 Gypsy, Roma and Travellers	WM	Chief Executive and Executive Directors Exercise of function. Dealing with unauthorised encampments.	
	8.11 Health improvement and promotion including public health and community care and Lily		Chief Executive and Executive Directors Day to day management.	
	8.12 Local Health Partnerships		Chief Executive and Executive Directors	
	8.13 Community Safety/Neighbourhood nuisance service including control of noise, odour, light, dust, smoke and other pollutants, Public Health. Land drainage and sewerage issues.		Chief Executive and Executive Directors General day to day management of the community safety service and compliance with any legislative provisions relating to crime, disorder and nuisance. Investigations, authorisations and interventions relating to anti-social behaviour including service of notices, warrants and any other statutory enforcement.	

	Planning and Licensing consultations regarding the above. enforcement. Building Act 1984 and Housing Acts as relevant to environmental health			
	8.14 Community Transport		Chief Executive and Executive Directors Day to day management.	
	8.15 Council Information Centre		Chief Executive and Executive Directors Day to day management.	

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Portfolio Holder	Functions	Portfolio Holder Consultations	Officer Delegations	Limits on Delegation
9 Property and Corporate Services	9.1 Policy relating to and Management and maintenance of the Industrial Estates	PH and PH for Finance where transaction over £100,000	Chief Executive and Executive Directors Day to day management and maintenance of Council Industrial Estates interests together with the ability to authorise all related transactions at market rent/value. Subject to: <ul style="list-style-type: none"> • Acquisition or disposal of freehold land up to £499,999. • Acquisition or disposal of leasehold land up to an annual rental value of £499,999.* • Discharge or relaxation of freehold or leasehold covenants. 	

			<ul style="list-style-type: none"> • Determine all applications for the assignment of lease agreements**. • To approve or refuse applications to the Council as Landlord for any approval or consent. • Authorise non-Housing Act tenancies and licences. <p>Authorise the applications to release or relax restrictive covenants attached to houses formally owned by the Council.</p>	
	9.2 Policy relating to Management and maintenance of council owned property assets (not Industrial Estates)(including but not limited to King's Court, Town Hall, the Depot, crematorium and cemeteries	PH and PH for Finance where transaction over £100,000 PH where property is in another portfolio holder's functional area	<p>Chief Executive and Executive Directors Management of Council property interests together with the ability to authorise all related property transactions at market rent/value. Subject to:</p> <ul style="list-style-type: none"> • Acquisition or disposal of freehold land up to £499,999. • Acquisition or disposal of leasehold land up to an annual rental value of £499,999* • Discharge or relaxation of freehold or leasehold covenants. • Determine all applications for the assignment of lease agreements**. • To approve or refuse applications to the Council as Landlord for any approval or consent • Authorise non-Housing Act tenancies and licences. <p>Authorise the applications to release or relax restrictive covenants attached to houses formally owned by the Council.</p>	<p>C ED, PH * Financial limit not applicable to industrial estates where an unlimited rental is allowed. ** except where residential element.</p> <p>C ED</p> <p>C ED, PH, WM</p> <p>C ED, PH</p>
	9.3 Management of Ancient Corporate		<p>Chief Executive and Executive Directors Day to day management of the ancient</p>	

	Estates		corporate estates.	
	8.4 Asset Register	Property Services Manager	Chief Executive and Executive Directors Day to day financial management of the Asset Register, and matters arising therefrom.	
	9.5 Community Centres	WM	Through ALIVE West Norfolk- Executive Directors Management and Maintenance of the fabric of the buildings. Chief Executive and Executive Directors Operational Management of miscellaneous community centres.	
	9.6 Public conveniences	WM	Chief Executive and Executive Directors Management and maintenance of the Council's public conveniences.	
	9.7 Leisure, and Green Spaces policies and strategies	ED	Chief Executive and Executive Directors Day to day operation of the policies.	
84	9.8 Parks, Gardens and amenity areas including play areas and allotments	WM, ED	Chief Executive and Executive Directors Day to day management of such facilities including exclusion of persons as necessary.	
	9.9 Street Scene, public cleansing street lighting and bus shelters		Chief Executive and Executive Directors Day to day management.	
	9.10 Asset Register	Property Services Manager / CFO	Chief Executive and Executive Directors Day to day management of the Asset Register, and matters arising therefrom.	
	9.11 Community Asset Register		Chief Executive and Executive Directors Retention of the Community Asset Register.	

Body	Functions	Consultations	Officer Delegations	Limits on delegation
10 Council	<p>10.1 The Constitution.</p> <p>10.2 Adopting the Council's Policy Framework and determining matters involving a change or deviation from approved policy.</p> <p>10.3 Approving the Council's position relating to local government boundaries, electoral divisions or number of Council Members.</p> <p>10.4 By-law creating and management and promotion or making of local Acts.</p> <p>10.5 Determining matters referred to Council by other bodies.</p> <p>10.6 Appointments (staff and Members)</p> <p>10.7 Determining the Council's Executive Arrangements.</p> <p>10.8 Appointment of Honorary Aldermen or bestowing Freedom of the Borough.</p>		<p>Chief Executive</p> <p>To act as Head of Paid Service under and for the purposes of section 4 of the Local Government and Housing Act 1989 and lead the senior management team</p> <p>To act as Electoral Registration Officer and Returning Officer for all elections, Parish Polls and Referendums and to take such action as is necessary to carry out those duties.</p> <p>D Gates, Executive Director</p> <p>To act as Deputy Electoral Registration Officer and Deputy Returning Officer</p> <p>Chief Executive</p> <p>To act as the Proper Officer for the Council, as defined by Section 270 (3) Local Government Act 1972</p> <p>To exercise any power to protect the interests and well being of the inhabitants of the Borough and the Council where it is considered necessary and desirable, in consultation with the Leader of the Council and the relevant Portfolio Holder and subject to notification of the relevant decision</p>	<p>C –Cabinet as soon as reasonably practical and report to Council at next meeting</p>

			<p>making body</p> <p>Staff Restructuring within budget including staff redundancies</p> <p>Day to day management of the Council's democratic processes. Member Substitutions at meetings</p> <p>Following resignation from a Council body, substitution of Members from same political group onto the Body for the remainder of the year.</p> <p>Replacement/substitution of members on Outside Bodies.</p> <p>Executive Directors Day to day management of personnel function within the Council, including development of appropriate protocols in accordance with policy across the Council, including pay award negotiation, performance related pay, honoraria (as advised by Service managers or Management Team in the case of service head or above), leave arrangements, recruitment arrangements, disciplinary arrangements including suspension of service/compromise/termination arrangements,</p>	<p>Consultation with the Leader and Cabinet Member for Personnel.</p> <p>-Subject to notification from Group Leader or individual member</p> <p>-Subject to notification from Group Leader and agreement of CE.</p>
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			<p>retirement arrangements, implementation of job evaluation.</p> <p>Variation and termination of employment contracts, extension of service following retirement age, suspension, confirmation of employment following completion of probationary period.</p> <p>Power to appoint staff</p> <p>Appointment of Temporary employees for up to 12 months (PG6-13)</p> <p>Authorisation of payment of loans, pay in lieu, allowances, compensation and grants etc to staff and waiver of such repayments or payments due in appropriate cases in accordance with policy</p> <p>Designation and associated work related to casual/essential user car allowances/ loans/hiring.</p> <p>Development of necessary protocols in accordance with overall legislation/policy</p>	
	10.9 Statutory Functions		<p>Monitoring Officer</p> <p>To maintain and update a list of statutory provisions under which the Council acting through any Executive Director may exercise powers devolved to the Council</p> <p>Authorise, a prosecution, rights of entry, the</p>	

			<p>commencement, defence or settlement of any legal proceedings brought by or against the Council, except in the case of Health and Safety at work prosecutions taken under the act or regulations made under the Act when the power to issue legal proceedings is given to the Health and Safety Inspectors be authorised under the relevant Health and Safety legislation.</p> <p>To act as Monitoring Officer (Local Government & Housing Act 1989), Registrar of Local Land Charges, Authorised Officer (under the Regulation of Investigatory Powers Act 2000), Parish Trustee. To Act as Money Laundering Officer (Proceeds of Crime Act 1995)</p> <p>Sign and serve any notice, order or document or act as proper officer Local Government legislation where no other officer is currently appointed.</p> <p>To affix and attest the common seal of the Council where the common seal is required pursuant to any decision of the Council.</p> <p>Assistant Director Resources To act as Chief Financial Officer under S.114 of the Local Government Finance Act 1988 and S.151 of the Local Government Act 1972</p> <p>Chief Executive</p>	
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			<p>Authorised Officer under the Regulation of Investigatory Powers Act</p> <p>To exercise the delegated powers of any Executive Director where they are absent for any reason or the post is vacant.</p> <p>Officers identified in the Council's Scheme of Delegation are permitted to authorise other officers to exercise delegated function, unless specifically (whether by statute or otherwise) prohibited from doing so.</p>	<p>*excluding any action involving the commencement of civil or criminal proceedings (delegated to LSM)</p>
	Health and Safety where not as the employer		<p>Chief Executive and Executive Directors</p> <p>Approval of Health and Safety Inspectors under the relevant legislation.</p> <p>Day to day responsibility of the Health and Safety process where not as the employer including the signature and service of all notices under the relevant legislation.</p>	

Body	Functions	Consultations	Officer Delegations	Limits on Delegation
11 Cabinet	<p>Individual delegations set out as per Portfolios above.</p> <p>11.1 Make recommendations to Council on corporate strategic and service policies and the detailed implementation of those policies</p> <p>11.2 Delivery of Services within the approved policy and budgetary framework and reviewing the operational framework functions and resources within it. Virement of funds in accordance with Financial Regulations</p> <p>11.3 Monitoring of the Councils Resources, make recommendations to Council on the overall Budget, Council Tax, and carry out any consultation required.</p> <p>11.4 To exercise any Executive function duty, action or power which is</p>	<p>Delegations to individual portfolio holders apply equally to the Cabinet as a whole</p> <p>Report to Council</p> <p>Rec to Council</p>	Delegations as set out in portfolio groups	

	<p>not delegated to any other Council Body in order to protect the Council's interests.</p> <p>11.5 Appoint representatives to Outside Bodies where they are Executive appointments.</p> <p>11.6 Refer any matter to Council for consideration.</p> <p>11.7 Commission Research into any matter or hold an enquiry into a particular issue or issues relating to the Borough or the Council at their discretion.</p>			
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			<p>(iii) convicted of an offence involving dishonesty or drugs; Applications which disclose that the applicant has been convicted of an offence under the provisions of the Town Police Clauses Act 1847 or the Local Government (Miscellaneous Provisions) Act 1976;</p> <p>(iv) Applications which disclose that the applicant has been convicted of an offence relating to the driving or ownership of a motor vehicle and has more than six penalty points on his/her licence;</p> <p>(v) Applications which disclose that the applicant has committed a breach of, or failed to comply with, the terms of an existing or previous hackney carriage or private hire licence.</p> <p>To approve applications for hackney carriage and private hire drivers licences that fall within any of the categories set out in paragraphs (i) to (v) of the preceding paragraph if in the opinion of the Executive Director – G Hall, any offence by the applicant is so minor or irrelevant as to have no proper bearing on the determination of the application.</p>	
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		Consultation with Chr & V Chr and post decision to L&A Board for info	Road Traffic legislation - to “suspend or revoke a Hackney Carriage or Private Hire driver’s licence with immediate effect where the Licensing Authority are of the opinion that the interests of public safety require such course of action 21.3.13 L&AB	
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Body	Functions	Consultations	Officer Delegations	Limits on delegation
<p>14 Appointments Board/Investigating and Disciplinary Committee</p>	<p>14.1 Full Board to appoint Chief Executive 14.2 Panels of Board to appoint Chief Officers 14.3 Panels of Board appoint Independent and Parish Council members of the Standards Committee* 14.4 Panels of the Board appoint members to the Independent Allowances Panel 14.5 To consider complaints against statutory officers.</p>	<p>Cabinet Cabinet & CE *Chair/Vice-Chair of Standards Committee</p>		

Body	Functions	Consultations	Officer Delegations	Limits on delegation
14 Standards Committee	14.1 Promote high standards of conduct within the Council 14.2 Monitor the implementation and operation of the Codes of Conduct for Members, officers and towns & parishes and confidential reporting codes, including development of protocols 14.3 As a whole or in a Panel of the Committee to determine complaints made regarding breaches of the Code of Conduct	MO	Monitoring Officer On behalf of the Committee to administer the local assessment of complaints and carry out investigations on complaints made under the Code of Conduct. To provide advice to Members and Towns & Parishes including Clerks and Members on aspects of the Code	

Open		Would any decisions proposed :		
Any especially affected Wards	Operational	(a) Be entirely within cabinet's powers to decide YES		
		(b) Need to be recommendations to Council NO		
		(c) Be partly for recommendations to Council and partly within Cabinets powers – NO		
Lead Member: Leader of the Council		Other Cabinet Members consulted:		
		Other Members consulted:		
Lead Officer: Samantha Winter E-mail: sam.winter@west-norfolk.gov.uk Direct Dial:01553 616327		Other Officers consulted:		
Financial Implications NO	Policy/Personnel Implications NO	Statutory Implications (incl S.17) NO	Equalities Impact Assessment req'd NO	Risk Management Implications NO

Date of meeting: 27th June 2023

APPOINTMENTS TO OUTSIDE BODIES AND PARTNERSHIPS

Summary

The report seeks approval for nominations for Executive appointments to serve on outside bodies and partnerships for 2023/2024.

Recommendation

- 1) That the Cabinet appoints representatives to serve in an Executive capacity on the outside bodies and partnerships requiring appointment in the Appendix attached.**
- 2) That the reporting arrangements be noted, as shown in section 3 of the report.**
- 3) To note that all other appointments to Outside Bodies and Internal Drainage Boards will be made at the Council meeting on 13th July 2023.**

Reason for decision

To ensure continued involvement in the community by the Council.

1.0 BACKGROUND

1.1 The Council is invited to nominate representatives to serve on a number of outside bodies and partnerships with which the Council has a range of types of relationships.

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 Arrangements for reporting back by Members serving on Outside Bodies are approved every year at Council as follows:

3.2 Each of the relevant scrutiny 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.

3.3 Cabinet Members serving on outside bodies will report via their Cabinet Members' reports to Council.

3.4 All are welcome to use the Members' Bulletin to report on the work of any such organisation.

4.0 APPOINTMENT OF REPRESENTATIVES

4.1 **Executive Roles** – The attached Appendix lists those bodies to which Cabinet is invited to appoint representatives to. Appointments that fall within this category are corporate in nature and fall within the portfolio responsibilities of members of the Cabinet. Alternatively, a Cabinet Member may nominate a substitute Councillor indicating a willingness to serve on a particular body. For information, the Appendix lists any additional representatives which will be appointed subsequently in the Scrutiny, Parish and General categories. These do not require any action from Cabinet and will be appointed by Council on 13th July 2023.

4.2 **Scrutiny and Regulatory Roles** - Nominations for representatives to serve on Scrutiny bodies are being sought from the appropriate scrutiny panels at their meetings in June and then approved by Full Council in July.

4.3 **Parish Level Representation, Parished and Unparished Areas** - Local representatives may be appointed onto specific local bodies within or related to their ward. On occasions, a body may not specifically require the Council's representative to be a Borough Councillor, in which case a community representative may be

nominated by Council. Appointments will be made at Council on 13th July 2023.

- 4.4 **General Appointments** - Appointments which are of general interest to the Borough as a whole will be made at Council on 13th July 2023.

5.0 FINANCIAL IMPLICATIONS

- 5.1 Mileage and subsistence allowances for Councillors attending meetings.

- 5.2 All appointments can be made within the existing budget.

6.0 ACCESS TO INFORMATION

Current lists of Member representation
ACSeS report on liabilities of Outside Bodies.

APPENDIX 1

LIST OF OUTSIDE BODIES REQUIRING CABINET APPROVAL

Outside Body	Number of Cabinet Representatives to be appointed	2022/2023 representative
Action for Children	1	Bambridge
Active Norfolk	1	Sandell
Alive Management Board of Directors	3	Nockolds, Middleton
Alive West Norfolk Board	2	Nockolds, Middleton,
CNC Building Control Joint Committee	1	Blunt
College of West Anglia Board	1	Dark
Community Action Norfolk	1	Sandell
Community Alcohol Partnership	1	Relevant Portfolio Holder
FCH and Borough Council Strategic Forum	3	Dark, Sandell and L Gore
Health and Wellbeing Board and Integrated Care Partnership	1 + sub	Sandell and Nockolds (sub)
Hunstanton Advisory Group	3 (2 Ward Members)	Middleton, Beal and Bower
King's Lynn Business Improvement District Board	1	Middleton
King's Lynn Festival Board	1	Nockolds
King's Lynn Health and Wellbeing Board	1	Relevant Portfolio Holder
King's Lynn Town Deal Board	3	
Local Government Association	1	Dark
Norfolk Arts Forum Executive	1	Nockolds
Norfolk Climate Change Partnership	1	Relevant Portfolio Holder
Norfolk Coast Partnership Management Group	1 + sub	Dark and Long (sub)
Norfolk Joint Museums and Archaeology Committee	1	Nockolds
Norfolk Parking Partnership Joint Committee	1 + sub	Humphrey and Kunes (sub)
Norfolk Policy and Crime Panel	2	D Tyler and Dark (deputy)
Norfolk Rail Policy Group	1	Sampson
Norfolk Records Committee	1	Nockolds
Norfolk Waste Partnership	1	Kunes and Long (sub)
North Lynn Discovery Centre Board	2	Middleton and Gore
PATROL	1	Humphrey
The Wash and North Norfolk Coast Marine Partnership	1	Devereux
	3	Blunt, Middleton, Gore
West Norfolk Chamber of Commerce Council	1	Middleton
West Norfolk Housing Company Ltd	3	Sandell, Blunt,
West Norfolk Property Ltd	2	Blunt, Lawrence
West Norfolk Shared Prosperity Fund Partnership Board	2	Dark and Middleton
West Norfolk Tourism Executive Forum	2	Nockolds and Middleton

REPORT TO CABINET

Open		Would any decisions proposed :			
Any especially affected Wards	Operational	(a) Be entirely within cabinet's powers to decide YES			
		(b) Need to be recommendations to Council		NO	
		(c) Is it a Key Decision		NO	
Lead Member: Cllr E-mail: cllr. @west-norfolk.gov.uk		Other Cabinet Members consulted:			
		Other Members consulted:			
Lead Officer: Sam Winter E-mail: sam.winter@west-norfolk.gov.uk Direct Dial: 01553 616327		Other Officers consulted: Chief Executive, Monitoring Officer			
Financial Implications NO	Policy/Personnel Implications NO	Statutory Implications YES	EIA required NO	Risk Management Implications NO	Environmental Considerations No

Date of meeting: 20 June 2023

2023/24 APPOINTMENT OF MEMBERS TO SERVE ON CABINET COMMITTEES

Summary

The report invites the Cabinet to agree to arrange for the appointment of members to serve on the CIL Spending Panel, Members Major Projects Board, Local Plan Task Group; Biodiversity Task Group, and Shareholder Committee and agree the membership of Joint Safety and Welfare Committee and Joint Employee Committee for 2023/24.

Task Group numbers have been agreed as:

5 – 2 Ind, 2 Con and 1 Lab

7 – 3 Ind, 3 Con and 1 Lab

9 – 4 Ind, 3 Con and 2 Lab

Recommendations

- 1) That officers be instructed to seek membership from Group Leaders for the Cabinet Committees and Task Groups for 2023/24.
- 2) That the Membership of the Joint Safety and Welfare Committee and Joint Employee Committee for 2023/24 be appointed at the meeting.
- 3) That in accordance with Standing Order 29.4, if any of the Task Groups are not appointed having regard to Political Balance that the Leaders of each Political Group be asked to agree that this rule be disapplied.

Reason for Decision

To allow the business of the Council to continue into 2023/24.

1 CIL Spending Panel

Established in 2020, the membership should be as follows:
5 Members - 2 Con, 2 Ind and 1 Lab – Chaired by Development and Regeneration Portfolio Holder.

2 Members Major Projects Board

The membership of the Members Major Projects Board is 7 members – 4 Cabinet members, specified in the Board’s Terms of Reference as the Leader, Deputy Leader, Portfolio Holder for Development and Regeneration and Portfolio Holder for Finance and 3 representatives from other groups (2 Con, 1 Lab).

3 Local Plan Task Group

The membership of the Local Plan Task Group (9 Members - 4 Ind, 3 Con, 2 Lab). To be Chaired by the Development and Regeneration portfolio holder.

4 Bio Diversity Task Group

The 5 Member Bio Diversity Task Group (5 Members - 2 Independent Partnership, 2 Conservative and 1 Labour)

5 Shareholder Committee – Committee of Cabinet

Cabinet is invited to appoint 3 Cabinet members not serving on any Council Company.

6 Joint Safety and Welfare Committee

Cabinet is invited to agree its representation of 3 Members for 2023/24.

7 Joint Employee Committee

Cabinet is invited to agree its representation of 5 Members for 2023/24.

8 POLICY IMPLICATIONS

None

9 FINANCIAL IMPLICATIONS

None

10 STATUTORY CONSIDERATION

It is a statutory requirement to have a Joint Safety Committee.

11 **RISK MANAGEMENT**

None

12 **ACCESS TO INFORMATION**

Previous reports and Minutes