

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



Environment and Community Panel

Agenda

Tuesday, 20th June, 2023
at 4.30 pm

in the

**Council Chamber, Town Hall 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**

8th June 2023

Dear Member

Environment and Community Panel

You are invited to attend a meeting of the above-mentioned Panel which will be held on **Tuesday, 20th June, 2023 at 4.30 pm** in the Council Chamber, **Town Hall, Saturday Market Place, King's Lynn** to discuss the business shown below.

Yours sincerely

Chief Executive

AGENDA

1. Appointment of Vice Chair for the Municipal Year

2. Apologies for absence

To receive any apologies for absence.

3. Minutes (Pages 4 - 9)

To approve the minutes of the previous meeting.

4. Declarations of interest (Page 10)

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

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

5. Urgent Business

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

6. Members Present Pursuant to Standing Order 34

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

7. Chair's Correspondence

If any.

**8. Cabinet Report - Local Authority Housing Fund Allocations Policy
(Pages 11 - 34)**

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

9. Appointments to Task Groups and Informal Working Groups (Page 35)

10. Nominations to Outside Bodies (Pages 36 - 38)

11. Portfolio Holder Question and Answer Session

Please notify the Democratic Services Officer of any questions in advance of the meeting.

12. Work Programme and Forward Decision List (Pages 39 - 46)

13. Date of the next meeting

To note that the next meeting of the Environment and Community Panel is scheduled to take place on **18th July 2023, time to be confirmed.**

To:

Environment and Community Panel: Councillors Barclay, Bartrum, J Bhondi, Bland, A Bullen, S Collop (Chair), Devulapalli, H Humphrey, P Kunes, J Ratcliffe, S Sandell and Ware

Relevant Portfolio Holders

Officers:

Martin Chisholm – Assistant Director

Nikki Patton – Housing Strategy Manager

Karl Patterson – Senior Housing Development Officer

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

ENVIRONMENT AND COMMUNITY PANEL

Minutes from the Meeting of the Environment and Community Panel held on Tuesday, 4th April, 2023 at 4.30 pm in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn PE30 5DQ

PRESENT: Councillors C Sampson (Chair), C Bower, A Bubb, A Bullen, S Collop, M de Whalley, I Devereux, G Hipperson and T Parish.

MEMBERS PRESENT UNDER STANDING ORDER 34: Councillors C Manning, C Morley and J Moriarty.

MEMBERS OF THE CORPORATE PERFORMANCE PANEL FOR ITEM EC83: Councillor C Rose.

MEMBERS OF THE CLIMATE CHANGE INFORMAL WORKING GROUP FOR ITEM EC79: Councillor Holmes.

PORTFOLIO HOLDER: Councillor A Dickinson, Portfolio Holder for Finance.

OFFICERS:

Ged Greaves – Corporate Performance Manager
Martin Chisholm – Assistant Director.

BY INVITATION: Paul Bland, Borough Council's representative on King's Lynn Football Club.

EC72: APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Kirk, Wilkinson and Kunes.

EC72: APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Kirk, Wilkinson and Kunes.

EC73: MINUTES

RESOLVED: The Minutes from the previous meeting were agreed as a correct record and signed by the Chair.

EC74: DECLARATIONS OF INTEREST

Councillor Manning declared an interest in EC78: Update from the Borough Council's Representative on King's Lynn Football Club as Director of Linnets in the Community.

EC75: **URGENT BUSINESS**

There was none.

EC76: **MEMBERS PRESENT PURSUANT TO STANDING ORDER 34**

Councillors Manning, Moriarty and Morley.

EC77: **CHAIR'S CORRESPONDENCE**

There was none.

EC78: **UPDATE FROM THE BOROUGH COUNCIL'S REPRESENTATIVE ON KING'S LYNN FOOTBALL CLUB**

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

Paul Bland, the Borough Council's representative on King's Lynn Football Club was present at the meeting and provided an update on the Club highlighting the following:

- There were still some more games to play, but there was a chance that the Team could get promoted.
- The recent resignation of the Manager was currently in the hands of the clubs Legal Department.
- A National League Trust U11's cup had been run over two days. Over 25 Primary Schools in the area had taken part. South Wootton had had success regionally and were now onto the north and south national league regional finals.
- The award of a Norfolk Community Foundation Grant had meant that a coffee morning could take place every Friday between January and March with over 100 local people attending.
- Soccer schools were ongoing over Easter and Mini Kickers for 3 to 5 year olds would be trialed.
- Women's only work outs were being run twice a week in partnership with Alive Lynnsport.
- Easter activities had been arranged.
- Girls only football was proving really successful and plans were in place for academy pathways.
- Walking football had been successful in Ely and it was hoped that this could be brought into King's Lynn.
- The ladies team were starting to climb the league.

The Chair thanked Paul Bland for the update and invited questions and comments from the Panel, as summarised below.

Councillor Bullen reminded those present that there were also Football Clubs in Heacham and Downham Market. He also expressed concern about the unrest at the ground and antisocial behaviour on match days.

Paul Bland explained that although he was not involved in security issues he was aware that body cameras had recently been purchased which would hopefully act as a deterrent and could be used to provide evidence.

Councillor de Whalley was pleased to see a focus on football in the community and girl's football. Paul Bland explained that girl's football had really been popular, especially after England's success in the World Cup. In response to a further question from Councillor de Whalley, it was explained that a recent inspection of the Stand had meant that repairs were required.

In response to a question from Councillor de Whalley, Paul Bland explained that the facilities available in schools varied.

Councillor Morley addressed the Panel under Standing Order 34 and asked if the ground catered for those with additional needs. Paul Bland explained that a local Estate Agents covered the cost of entry to the grounds for an individual and their carer and accessible facilities were available.

RESOLVED: The update was noted.

EC79: **REQUEST FROM THE CLIMATE CHANGE INFORMAL WORKING GROUP - PANEL TO CONSIDER THE ADVANTAGES AND DISADVANTAGES OF BEING PART OF THE NORFOLK CLIMATE CHANGE PARTNERSHIP AND THE CONSEQUENCES OF WITHDRAWAL**

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

The Corporate Performance Manager presented the report which had been prepared following a request from the Climate Change Informal Working Group.

He provided background on the Partnership, current issues and work that had recently taken place to prioritise and refocus activities.

The Chair thanked the Corporate Performance Manager for his report and invited questions and comments from the Panel, as summarised below.

Councillor Devereux stated that the Council should remain a Member of the Partnership and felt that it was a strength to have access to information and work together with other organisations for the common goal. He felt that the Partnership had been fundamental to the progress and success so far and was forum for identifying complex problems at a strategic level. He asked the Corporate Performance Manager if he thought it would be detrimental to the Council if they left

the Partnership and the Corporate Performance Manager commented that he felt it would be a retrograde step to withdraw.

Councillor Bubb, Chair of the Climate Change Informal Working Group explained that the Working Group had requested that this report be brought to the Panel for consideration as there did not seem to be much action coming from the Partnership, however he did think that things were now starting to move on. He explained that the Informal Working Group had requested that all Councillors be kept updated on the work of the Partnership via the Members Bulletin going forward.

Councillor de Whalley asked how access to funding could be accelerated for the Partnership. The Corporate Performance Manager explained that the Partnership now had the resources available to appoint a Partnership Manager who would be looking at grant funding opportunities and would be an invest to save post. He stated that the collaborative approach to working and applying for funding would be an advantage.

Councillor Bullen commented that it was vital that the Council remained in the Partnership and asked if lessons had been learnt from other Partnerships. The Corporate Performance Manager explained that practice across the Country had been looked at and there was ongoing dialogue with Suffolk Climate Change Partnership who were well established and had been running for over ten years.

Councillor Morley addressed the Panel under Standing Order 34, commenting that it was vital that the Council remain in the Partnership. He commented that the Strategic Plans and Actions referred to annual reporting, which he could not find. The Corporate Performance Manager agreed to check, but believed that reporting had taken place through the Portfolio Holder's Report to Council. The Corporate Performance Manager informed Members that a Climate Change Briefing session had been scheduled as part of the Members Induction Programme post Election.

Councillor Hipperson asked if the Partnership were looking at the consequences of any decisions they took and the Corporate Performance Manager explained that the Partnership's recent work had include refocussing efforts and priorities and there were also Working Groups that could follow through on issues If required.

Councillor Bubb reminded those present that the Informal Working Group had made a request for update reports to be included in the Members Bulletin. He also suggested that an annual update be scheduled into the Environment and Community Panel's Work Programme. The Corporate Performance Manager highlighted that annual reports had already been scheduled into the Corporate Performance Panel's Work Programme and it was suggested that Members of the Environment and Community Panel could attend those meetings to avoid duplication.

RESOLVED: 1. The Panel felt that the BCKLWN should remain an active member of the Norfolk Climate Change Partnership.
 2. Updates to be provided in the Members Bulletin as appropriate.
 3. A request would be made to the Chair of the Corporate Performance Panel to invite Members of the Environment and Community Panel to attend the meeting that would present the annual update report.

EC80: **WORK PROGRAMME AND FORWARD DECISION LIST**

RESOLVED: The Panel's Work Programme and Cabinet Forward Decisions List was noted.

EC81: **DATE OF THE NEXT MEETING**

The next meeting of the Environment and Community Panel was scheduled to take place on 6th June 2023 at 4.30pm.

EC82: **EXCLUSION OF PRESS AND PUBLIC**

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

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 item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 1, 2 or 3 of Part 1 of Schedule 12A to the Act

EC83: **EXEMPT - CABINET REPORT - CAR PARKING OPERATIONS**

The Assistant Director presented the Cabinet report as included in the Agenda and highlighted the proposed changes to an existing delegation.

The Chair thanked the Assistant Director for the report and invited questions and comments from Members relating to the transaction fee, processing arrangements, economies of scale and risks.

Councillor Moriarty proposed an amendment to the recommendation requesting that the Portfolio Holder for Finance be consulted in addition to the Portfolio Holder for Corporate Services. The amendment was seconded by Councillor Morley and agreed by the Panel. The Portfolio Holder for Finance informed the Panel that she had been consulted on the proposals.

RESOLVED: That the Environment and Community Panel support the recommendations to Cabinet as set out below, with the amendment highlighted in bold.

That Cabinet:

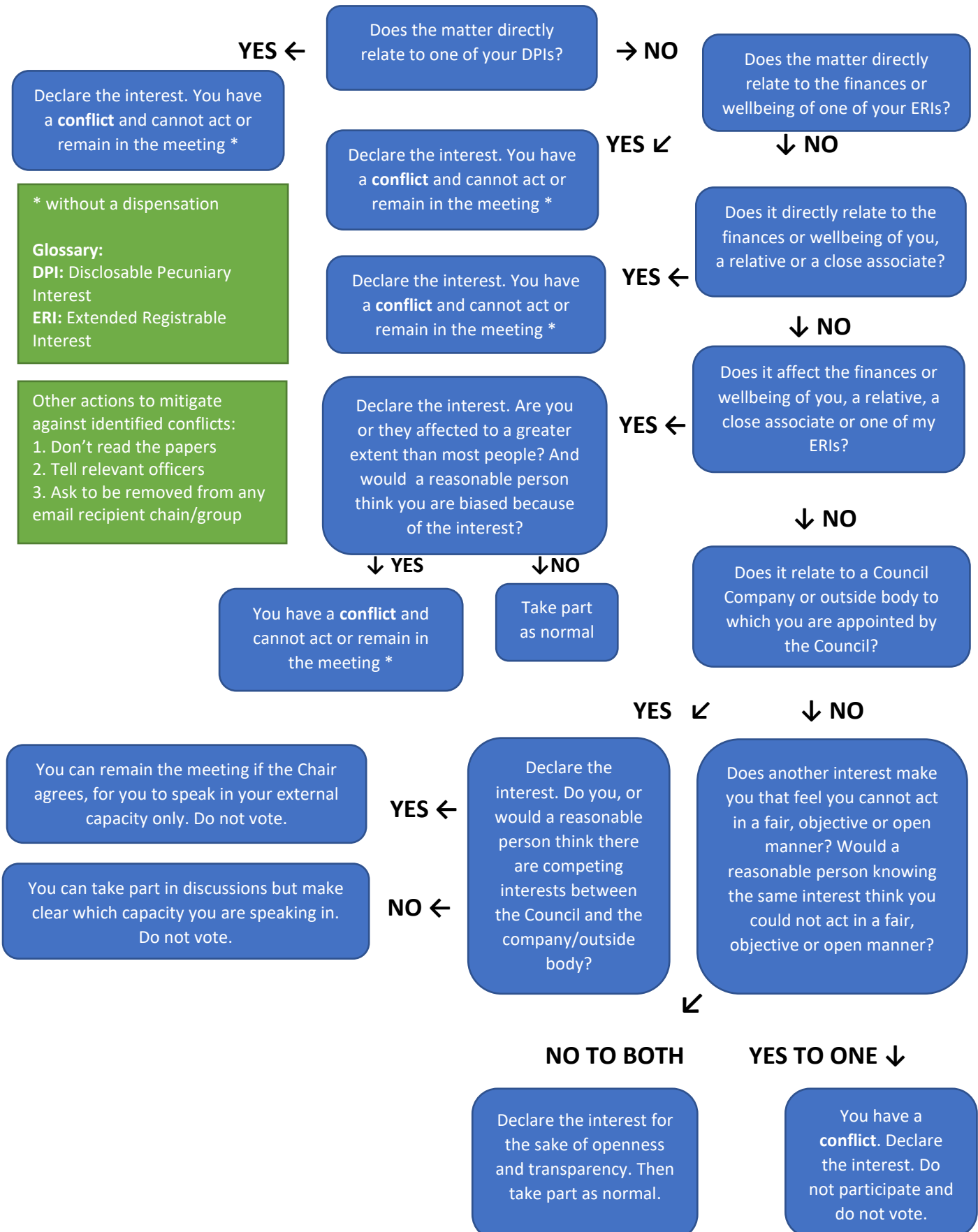
1. Accept the extension of the delegation of civil parking enforcement functions from Norfolk County Council in relation to on-street car parking as set out in the report, subject to paragraph 2 below.
2. Authority is delegated to the Chief Executive, Executive Director – Development Services and Assistant Director – Operations and Commercial in consultation with the Section 151 Officer where finance issues to resolve and the Portfolio Holder for Corporate Services **and Finance Portfolio Holder** to agree the terms of the extension of the Delegation Agreement originally entered with Norfolk County Council dated 9th January 2012, as amended.

The meeting closed at 6.04 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

YES ←

Does the matter directly relate to one of your DPIs?

→ NO

Does the matter directly relate to the finances or wellbeing of one of your ERIs?

↓ NO

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

YES ↙

Does it directly relate to the finances or wellbeing of you, a relative or a close associate?

↓ NO

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

YES ←

Does it affect the finances or wellbeing of you, a relative, a close associate or one of my ERIs?

↓ NO

Declare the interest. Are you or they affected to a greater extent than most people? And would a reasonable person think you are biased because of the interest?

YES ←

↓ YES

↓ NO

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

Take part as normal

Does it relate to a Council Company or outside body to which you are appointed by the Council?

YES ↙

↓ NO

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

YES ←

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?

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

NO ←

↙

NO TO BOTH

YES TO ONE ↓

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.

Agenda Item 8

POLICY REVIEW AND DEVELOPMENT PANEL REPORT

REPORT TO:	Environment and Community Panel		
DATE:	20 th June 2023		
TITLE:	Local Authority Housing Fund – Lettings		
TYPE OF REPORT:	Cabinet Report		
PORTFOLIO(S):	People and Communities – Councillor Kemp		
REPORT AUTHOR:	Nikki Patton		
OPEN/EXEMPT	Open	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	Yes

REPORT SUMMARY/COVER PAGE

PURPOSE OF REPORT/SUMMARY:
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 8 th 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.
KEY ISSUES:
Members are directed to the attached Cabinet report for full details of the key issues.
OPTIONS CONSIDERED:
Members are directed to the attached Cabinet report for full details of the options.
RECOMMENDATIONS:
The Panel are requested to consider the report and make any appropriate recommendations to Cabinet.
REASONS FOR RECOMMENDATIONS:
To scrutinise recommendations being made for an executive decision.

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

Summary

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.

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.

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.

Recommendation

That Cabinet endorse the approach set out in this report on the allocation of properties delivered via Local Authority Housing Fund

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

POLICY REVIEW AND DEVELOPMENT PANEL REPORT

REPORT TO:	Environment and Community Panel		
DATE:	20 th June 2023		
TITLE:	Membership of Task Groups and Informal Working Groups 2023/2024		
TYPE OF REPORT:	Operational		
REPORT AUTHOR:	Rebecca Parker, Democratic Services Officer		
OPEN/EXEMPT	Open	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	No

REPORT SUMMARY/COVER PAGE

PURPOSE OF REPORT/SUMMARY:
<p>This report invites the Environment and Community Panel to arrange for the appointment of Members to serve on the Informal Working Groups and Task Groups, which have previously been established by the Panel, for the municipal year 2023/2024.</p> <p>The Panel has established the following groups:</p> <ul style="list-style-type: none"> - Homelessness and Housing Delivery Task Group - Single Use Plastics Informal Working Group - Climate Change Informal Working Group - Urban Wildlife Informal Working Group <p>The Panel has also established the following Informal Working Group, jointly with the Regeneration and Development Panel:</p> <ul style="list-style-type: none"> - Tourism Informal Working Group
RECOMMENDATIONS:
<ol style="list-style-type: none"> 1. That the Homelessness and Housing Delivery Task Group continues to operate and the Democratic Services Officer be instructed to seek Membership of the Task Group from the Group Leaders for the 2023/2024 municipal year. 2. Membership of the Informal Working Groups be confirmed by the Panel. 3. That Members wishing to serve on the Tourism Informal Working Group be notified to the Chair of the Regeneration and Development Panel and the two Panel Chairs liaise accordingly.

For information – 2022/2023 Membership of Groups is below

Homelessness and Housing Delivery Task Group: Councillors L Bambridge, C Bower, T Bubb, S Collop, J Rust and C Morley.

Single Use Plastics Informal Working Group: Councillors Parish, de Whalley, Bower and Bubb.

Urban Wildlife Informal Working Group: Councillors Bower, Bullen, Hipperson, Kirk and Squire.

Climate Change Informal Working Group: Councillors Holmes, Bubb, Rust, Kirk, de Whalley, Spikings and Hipperson.

Tourism Informal Working Group: Councillors Beal, Bone, Bower, Sampson, Collingham, Moriarty, Gidney and Jones.

POLICY REVIEW AND DEVELOPMENT PANEL REPORT

REPORT TO:	Environment and Community Panel		
DATE:	20 th June 2023		
TITLE:	Nominations to Outside Bodies and Partnerships		
TYPE OF REPORT:	Operational		
PORTFOLIO(S):	Leader		
REPORT AUTHOR:	Rebecca Parker		
OPEN/EXEMPT	OPEN	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	NO

REPORT SUMMARY/COVER PAGE

PURPOSE OF REPORT/SUMMARY:
The Panel is invited to nominate representatives to participate in the outside bodies and partnerships which fall within the Environment and Community Panel’s remit as set out in the report.
RECOMMENDATIONS:
<ol style="list-style-type: none"> 1. That nominations be made by the Panel. 2. That the reporting arrangements be noted, as shown in the report. 3. That Council be requested to approve the nominations made by the Panel
REASONS FOR RECOMMENDATIONS:
To ensure continued involvement in the community by the Council.

1.0 BACKGROUND

- 1.1 The Cabinet at its meeting on 27th June 2023 will confirm a number of Cabinet appointments to outside bodies and partnerships. Further appointments will be made by the Council on 13th July 2023 in the following categories:
- Scrutiny and regulatory roles
 - Parish level representation, parished and unparished areas
 - General appointments

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 of member in respect of it.

- c) Any payment will only be made by the insurer for an amount in excess of any indemnification or insurance coverage provided by the not-for-profit entity or afforded from any other source and to which the employee or member is entitled.
- 2.2 When a member is appointed to serve on an outside body, they should also ensure that as well as completing the Register of Financial and Other Interest form, they should complete the annual "Related Party Transactions form", with the details of those bodies on which they serve.

3.0 FEEDBACK FROM MEMBERS ON OUTSIDE BODIES

- 3.1 The Panels should be able to request reports from Councillors serving on outside bodies which fall within their remit. This will make it possible for members both to assess the usefulness of making appointments to bodies and be informed of any relevant matters.

4.0 APPOINTMENT OF REPRESENTATIVES

- 4.1 This Panel is invited to nominate representative(s) to participate in the outside bodies and partnerships listed below which fall within the Panel's remit. For information, details of the representatives for 2022/2023 are listed below.
- 4.2 Any Members wanting to continue in their roles, or any Councillors who are interested in putting themselves forward for nomination are encouraged to contact the Chair in advance of the meeting.

- **Borough Council/College of West Anglia Liaison Board – 1 representative**
Frequency of meetings: once every six months.
Venue: Alternates between the College and the Council or remotely.
Current representative is Councillor Lowe
- **King's Lynn and West Norfolk Area Museums Committee – 3 representatives**
Frequency of meetings: Quarterly
Venue: Alternates between Council Offices and King's Lynn Museum or remotely.
Time: Usually 2pm
Current representatives are Councillors de Whalley, Kemp and Bubb
- **King's Lynn Football Club Board (observer) – 1 representative**
Venue: Football Club
Current representative is Paul Bland
- **Norfolk County Council – Norfolk Countywide Community Safety Partnership Scrutiny Sub-Panel – 1 representative & substitute**
Frequency of meetings: quarterly – usually on a Monday
Venue: Norfolk County Council
Time: 9.30am
Current representatives are Councillor Kemp and Hudson (sub)
- **Norfolk Health Overview and Scrutiny Committee – 1 representative & substitute**
Frequency of meetings: 7 times a year
Venue: Norfolk County Council
Time: 10.00am
Note: Members must be a Member of an Overview and Scrutiny Committee. Preferably not be board members or governors of a local health service organisation or a member of the Health and Wellbeing Board in order to limit conflicts of interest.
Current representatives are Councillor Kemp and de Whalley (sub)

- **West Norfolk Community Transport Project – 1 representative**
Frequency of meetings: Quarterly – usually on a Monday
Venue: North Lynn
Time: 5.30pm
Current representative is Elizabeth Nockolds

5.0 FINANCIAL IMPLICATIONS

- 5.1 Mileage and subsistence allowances for Councillor attending meetings.

6.0 ACCESS TO INFORMATION

Current lists of member representation

ENVIRONMENT AND COMMUNITY PANEL WORK PROGRAMME 2023/2024

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER/ ATTENDEE	OBJECTIVES AND DESIRED OUTCOMES
20th June 2023	Portfolio Holder Q&A Session			Questions to be submitted in advance of the meeting
	Appointments to Task Groups and Informal Working Groups	Operational	Democratic Services Officer	To appoint Members to Task Groups and Informal Working Groups established by the Panel
	Nominations to outside Bodies	Operational	Democratic Services Officer	To ensure continued representation on the Outside Bodies
	Appointment of Vice Chair for the Municipal Year	Operational		
	Cabinet Report – Local Authority Housing Fund Allocations Policy	Cabinet Report		To consider the report and make any appropriate recommendations to Cabinet
18th July 2023	Portfolio Holder Q&A Session			Questions to be submitted in advance of the meeting
	Cabinet Report – Alive West Norfolk Fees and Charges	Cabinet Report		To consider the report and make any appropriate recommendations to Cabinet
	Cabinet Report – Assets of Community Value	Cabinet Report		To consider the report and make any appropriate recommendations to Cabinet
	Review of the Councillor Community Grant Scheme	Cabinet Report	Honor Howell	To consider the report and make any appropriate recommendations to

				Cabinet
29th August 2023	Portfolio Holder Q&A Session			Questions to be submitted in advance of the meeting
3rd October 2023	Portfolio Holder Q&A Session			Questions to be submitted in advance of the meeting
14th November 2023	Portfolio Holder Q&A Session			Questions to be submitted in advance of the meeting
3rd January 2023	Portfolio Holder Q&A Session			Questions to be submitted in advance of the meeting
	West Norfolk Shared Prosperity Funding Update	Update	Nicola Cooper	
27th February 2023	Portfolio Holder Q&A Session			Questions to be submitted in advance of the meeting
9th April 2024	Portfolio Holder Q&A Session			Questions to be submitted in advance of the meeting

41

To be scheduled

- Gayton Road Cemetery – to come back once alternative locations had been identified.
- Peat Bogs and CO2 emissions
- Together for Rivers Campaign
- Wild East Nature Recovery Programme
- Seals and Flying Rings – update from Friends of Horsey Seals
- Alive West Norfolk Full Year Update – June/July 2023
- Wash Barrier Proposal
- Anglian Water and Water Extraction
- Opportunities for Young People – Employment and Aspiration

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
43	Scheme of Delegation	Non	Council	Leader Chief Executive		Public

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
1 August 2023	West Winch Collaboration Agreement	Non	Cabinet	Development and Regeneration Exec Dir – G Hall		Public
	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)
	Southend Road Hunstanton	Key	Cabinet	Development and Regeneration Asst Dir – D Ousby		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
44	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)
	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

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)

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

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

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						

	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
45	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
	Lynnsport One (summer 23)	Key	Council	Regeneration & Development Asst Dir Companies & Housing Delivery – D Ousby		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