

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



# **Corporate Performance Panel**

## **Agenda**

**Thursday, 4th January, 2024  
at 5.00 pm**

in the

**Council Chamber  
Town Hall  
Saturday Market Place  
King's Lynn**

Available to view on  
<https://www.youtube.com/user/WestNorfolkBC>



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

19 December 2023

Dear Member

**Corporate Performance Panel**

You are invited to attend a meeting of the above-mentioned Panel which will be held on **Thursday, 4th January, 2024 at 5.00 pm** in the **Remote Meeting on Zoom and available for the public to view on WestNorfolkBC on You Tube - Zoom and You Tube** to discuss the business shown below.

Yours sincerely

Chief Executive

**AGENDA**

**1. Apologies**

**2. Minutes (Pages 5 - 15)**

To approve the minutes from the Corporate Performance Panel held on 13 November 2023.

**3. Declarations of Interest (Page 16)**

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

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

**4. Urgent Business Under Standing Order 7**

To consider any business which, by reason of special circumstances, the

Chairman proposed to accept as urgent under Section 100(b)(4)(b) of the Local Government Act 1972.

**5. Members Present Pursuant to Standing Order 34**

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

**6. Chair's Correspondence (if any)**

**7. Call-In (if any)**

**8. Climate Change and Norfolk Climate Change Partnership Annual Report**  
(Pages 17 - 21)

The Environment and Community Panel will be invited to attend for this item.

**9. Cabinet Report: Changes to Council Tax Premiums for Second and Long Term Empty Properties** (Pages 22 - 30)

The Environment and Community Panel and the Regeneration and Development Panel have been invited to attend for this item.

**10. Cabinet Report: Council Companies Funding** (Pages 31 - 52)

The Environment and Community Panel and Regeneration and Development Panel have been invited to attend for this item.

**11. Cabinet Report: Polling District Review** (Pages 53 - 84)

**12. Cabinet Report: Appointment of Honorary Aldermen** (Pages 85 - 87)

**13. Cabinet Report Whistleblowing Policy** (Pages 88 - 103)

**14. Councillor Request - 2021 Taxi Testing Contract** (Page 104)

**15. Portfolio Holders Question and Answer Session**

Members are invited to submit any questions in advance of the meeting.

**16. Cabinet Forward Decisions List** (Pages 105 - 109)

**17. Shareholder Committee Forward Plan** (Pages 110 - 113)

**18. Panel Work Programme 2023/2024** (Pages 114 - 125)

To note the Panel's Work Programme for 2023/2024.

**19. Date of Next Meeting**

To note that the date of the next meeting of the Corporate Performance Panel will take place on 26 February 2024 at 4.30 pm in the Council Chamber, Town Hall, King's Lynn.

**20. Exclusion of Press and Public**

To consider passing the following resolution:

“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 3 and 5 of Part 1 of Schedule 12A to the Act”.

**21. EXEMPT ITEM: Cabinet Report: Council Companies Funding - Appendices (Pages 126 - 299)**

To:

**Corporate Performance Panel:** Councillors J Bhondi, R Blunt, Mrs J Collingham, S Dark (Chair), P Devulapalli, A Dickinson, B Jones, S Lintern, B Long, S Nash, J Osborne, C Rose, A Ryves, D Sayers and Mrs V Spikings

**Portfolio Holders:**

Councillor T Parish, Leader

Councillor A Beales, Business

Councillor M de Whalley, Climate Change and Biodiversity

Councillor C Morley, Finance

Councillor J Rust, People and Communities

Councillor S Squire, Environment and Coastal

**Officers:**

James Arrandale, Principal Lawyer

Alexa Baker, Monitoring Officer

Becky Box, Assistant Director, Central Services

Lorraine Gore, Chief Executive

Honor Howell, Assistant to the Chief Executive

David Ousby, Assistant Director

Jo Stanton, Revenues and Benefits Manager

Sam Winter, Democratic Services Manager

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

**CORPORATE PERFORMANCE PANEL**

**Minutes from the Meeting of the Corporate Performance Panel held on Monday, 13th November, 2023 at 4.30 pm in the Remote Meeting on Zoom and available for the public to view on WestNorfolkBC on You Tube - Zoom and You Tube**

**PRESENT:** Councillor S Dark (Chair)  
Councillors R Blunt (*left the meeting at 6.51 pm*), R Colwell (substitute for Councillor D Sayers), P Devulapalli (*left the meeting at 6.52 pm*), B Jones, S Lintern (*left the meeting at 6.50 pm*), B Long, S Nash, J Osborne (Vice Chair) and C Rose

**Portfolio Holders:**

Councillor M de Whalley, Climate Change and Biodiversity  
Councillor T Parish, Leader  
Councillor S Squire, Environment and Coastal

**Under Standing Order 34:**

Councillor A Dickinson (Zoom)  
Councillor C Joyce (Zoom)  
Councillor J Moriarty

**Officers:**

Alexa Baker, Monitoring Officer  
Becky Box, Assistant Director, Central Services/Management Team Representative  
Martin Chisholm, Assistant Director, Commercial and Operations  
Lorraine Gore, Chief Executive  
Jo Stanton, Revenues and Benefits Manager  
Wendy Vincent, Democratic Services Officer

**By Invitation:**

Adam Worley, Coastal Catchment Manager, Anglian Water Authority  
Andrew Raine, Environment Manager, Environment Agency

CP71 **APOLOGIES**

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

Apologies for absence were received from Councillors C Morley, D Sayers and Mrs V Spikings.

CP72 **MINUTES**

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

The minute of the meeting of the Corporate Performance Panel held on 16 October 2023 were agreed as a correct record and signed by the Chair.

CP73 **DECLARATIONS OF INTEREST**

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

Councillors B Long and S Dark declared a non-pecuniary interest as a Norfolk County Councillor appointee to the Police and Crime Panel which was scrutinising the budget and the crime plan.

Councillor Rose declared an interest as a member of the Police and Crime Sub Panel.

CP74 **URGENT BUSINESS UNDER STANDING ORDER 7**

There was no urgent business.

CP75 **MEMBERS PRESENT PURSUANT TO STANDING ORDER 34**

Councillors A Dickinson (Zoom), C Joyce (Zoom) and J Moriarty (in person) were present under Standing Order 34.

CP76 **CHAIR'S CORRESPONDENCE (IF ANY)**

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

The Chair advised that he had received correspondence from the Portfolio Holder for Finance regarding Item 9: Cabinet Report – Council Tax Support Scheme: Final Scheme and would refer to the content under the Agenda item.

The correspondence had been copied to all Members of the Corporate Performance Panel.

CP77 **CALL-IN (IF ANY)**

There were no call-ins.

CP78 **WATER QUALITY AT HEACHAM AND HUNSTANTON: NEXT STEPS**

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

The Assistant Director, Commercial and Operations introduced the item and provided background information as to why the presentation had been requested by the Panel.

The Panel received a presentation from Adam Worley, Coastal Catchment Manager, Anglian Water Authority and Andrew Raine, Environment Manager, Environment Agency (copy attached to Agenda).

The Chair, Councillor Dark thanked officers for a detailed presentation and invited the Portfolio Holder, Environment and Coastal, Councillor Squire and Portfolio Holder, Biodiversity and Climate Change to address the Panel.

The Portfolio Holder, Environment and Coastal advised that she was the Local Government Association Member Champion for Coastal Water Quality and had regular meetings with Councils around the country who were also experiencing similar issues regarding water quality and added that it was a complicated picture of what affected the water quality. The Portfolio Holder explained that at a recent conference it had been noted that 7% of water pollution came from storm overflows and added that if anyone would like further information to contact her. The Portfolio Holder added that arrangements were in place where to write to Ministers regarding coastal issues.

The Portfolio Holder for Biodiversity and Climate Change advised that he had nothing further to add.

Adam Worley, Andrew Raine and the Assistant Director, Commercial and Operations responded to questions and comments in relation to:

- Birds being the biggest cause of pollution.
- Practical measures to control the gull population.
- Human pollution and steps that could be taken to reduce levels.
- Measures that could be taken to discourage people leaving food in bins for gulls to feed from.
- Impact on pollution from the bird population (had always been present).
- Number of samples taken at each site.
- West Lynn – sewage discharging into the Wash and impact on coastal areas.
- Steps taken to reduce pollution at West Lynn and outlined the reasons why this work had been stalled.
- How West Norfolk compared with the rest of Norfolk and coastal areas including Lincolnshire and the UK.
- Why there was a higher level of bird pollution in West Norfolk that anywhere else in the UK.
- Blue Flag 2015/2016 and why the Borough Council did not apply for the status due to the rules changing. An annual assessment was made which could affect the score.

- Data for concentric ring points.
- Storm overflow – frequency and duration of sampling
- Volume of discharge needed to be identified.
- Spill data to be published at the end of the bathing water season and end of each year.
- Results of sampling used to determine what had gone wrong and gave examples of 28 failed samples in 2022/2023 and advised that of the 28, 2 had occurred during a 72 hour storm period.
- Heacham overload did not affect the network and was dealt with on site by using a balancing tank and then transported to King's Lynn works to be processed.
- Action Plan for design quality at Heacham.
- Heacham – capacity to service the current population both residential and commercial. There were no AWA plans to undertake any growth work and the current population of 54,000 did not trigger any additional work.
- At the peak of tourist season, levels exceeded at certain times. Response given that regular sampling was undertaken and that AWA was committed to using the tanker process to eliminate any human elements.
- What had caused the presence of E-coli.

The Assistant Director, Commercial and Operations explained that with regard to discouraging people to leaving food in bins for birds to feed from, Great Yarmouth had undertaken some work on this and that the Borough Council would look to do something similar as part of the signage for Hunstanton.

Andrew Raine from the Environment Agency undertook to circulate the information regarding the data rings to the Panel.

Following comments on the bathing water at Heacham, Andrew Raine advised that the Environment Agency was committed to tackling the quality of the bathing water at Heacham to make a difference.

Following a question relating to Ecoli (page 44) and why two samples were taken on the same day, A Raine explained that it was normal practice to undertake one per day but would provide a response as to why two samples were taken on the same day.

Councillor Nash referred to the safer rivers and seas service app and undertook to email the link to the Panel.

The Chair, Councillor Dark thanked officers on the work undertaken to date to identify the cause. The Chair commented that outside the bird issue were marginal gains to be had and asked if signage could help regarding location of dog poo bins, drain covers and any low cost measures that could be considered.



The Chair, Councillor Dark also outlined the issues experienced with the bird population in his garden and asked if there was any work being done to address the bird population. In response, Andrew Raine explained that there was no remit to undertake work in relation to birds but was happy to be part of any discussions.

Under Standing Order 34, Councillor Parish made a number of observations that there was a large population of birds and ducks the village of Heacham. Councillor Parish commented on the water quality in Heacham. Councillor Parish advised that he had received two complaints regarding sewage discharge from a caravan site and sewage in a garden in Mariners Way, Heacham. Councillor Parish added that there was also pollution in the sea as events happened from time to time. In conclusion, Councillor Parish commented that with regard to the capacity at Heacham Treatment Works there was still disbelief when various planning applications were considered.

Councillor Parish commented that in Heacham attempts had been made to try and establish dog poo bins in visible places near and on the beach and was pleased to learn that there was work ongoing to address the issue.

Under Standing Order 34, Councillor Dickinson addressed the Panel and stated that as one of the Ward Councillors for Hunstanton had noticed comments on social media expressing concern on the quality of bathing water in Hunstanton. With regard to dog waste data, Councillor Dickinson asked how significant was the information and added that up until 5 years ago at Old Hunstanton waste bins had been placed on the beach by the Le Strange but had disappeared pre-Covid and had not been put back.

In response, the Assistant Director, Commercial Services explained that dog bins would be installed at both Heacham and Hunstanton next season. The Panel was informed that 184 waste bins were available in the resort and undertook to discuss the provision of waste bins at Old Hunstanton with the Le Strange Estate.

Andrew Raine, Environment Agency responded to questions from the Portfolio Holder Climate Change and Biodiversity in relation to algae.

The Chair, Councillor Dark drew the Panel's attention to the recommendation to note the update report. The Chair invited the Panel to consider if they wished to receive a further report in April/May 2024.

Councillor Long commented that a further report to the Panel would be beneficial if there was something different to report.

Councillor Blunt asked if it would be more relevant to be referred to the Environment and Community Panel.

**RESOLVED:** That the update report be noted and a discussion be held with the Chair of the Environment and Community Panel to place on forward work programme.

CP79

**CABINET REPORT: COUNCIL TAX SUPPORT SCHEME - FINAL SCHEME**

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

In presenting the report, the Revenues and Benefits Manager explained that the Council operated a scheme to help working age people on low incomes with the cost of their council tax by reducing their council tax bill. This was known as the Council Tax Support (CTS) Scheme. There were national regulations for a CTS Scheme for customers who had reached pension age, but the Council were free to decide the rules for its own CTS schemes for working age people in our area, taking into account certain government requirements. It was highlighted that the report only referred to the Council's own CTS Scheme for working age group.

The Revenues and Benefits Manager advised that the report followed on from the Corporate Performance Panel (CPP) report of 24 July 2023 outlining the options for a draft CTS Scheme to go to public consultation and recommending Option 1. It was noted that at its meeting on 1 August 2023 Cabinet agreed that Option 1 was their preferred scheme to consult on and a public consultation ran from 21 August 2023 to 1 October 2023. Members were advised that the results were summarised at section 3 and Appendix C.

The Revenues and Benefits Manager explained that the final CTS scheme for 2024/2025 must now be agreed by January 2024 ready for implementation on 1 April 2024.

The Revenues and Benefits Manager drew attention to the four options set out in the report.

The Panel's attention was drawn to section 3 – Consultation and the Revenues and Benefits Manager explained that in response to feedback from the 2023/2024 scheme consultation, the survey questions had been refreshed and reworded to make them clearer and to attempt to promote more engagement and responses. The updated questions are shown in Appendix C. The consultation was widely publicised with press and radio coverage and promotions on social media. Members were also advised that the consultation also included an online calculator so people could check if they would be eligible to claim CTS, or if their CTS would increase under the Council's proposals. The Panel was reminded that the consultation went live on 11 September 2023 and six people had used the service. The public consultation ran for six weeks from 21 August 2023 to 1 October 2023 and the consultation webpage received 2,345 hits and 41 surveys were

completed, a 64% increase compared to the 25 responses received in 2023/2024.

The Revenues and Benefits Manager explained that the consultation response from Norfolk County Council was included in the CPP and Cabinet reports for the draft CTS scheme. Norfolk Police's and Crime Commissioner had not responded.

It was noted that the CTS caseload had reduced over the past year and was having less of a financial impact than was estimated in the Financial Plan. This means there is sufficient scope to cover the additional cost of a more generous scheme without having to specifically raise council tax or spend less on other services.

The financial implications were outlined as set out in the report.

The Chair, Councillor Dark thanked the Revenues and Benefits Manager for the report and invited questions and comments from the Panel, a summary of which is set out below.

Councillor Long drew the Panel's attention to section 3.5 results of the consultation and added that 37% agreed with the proposal and 51% disagreed and asked why the recommendation was to go ahead with Option 1 and outlined the reasons why he could not support the proposal.

Councillor Blunt asked why did the Council undertake the consultation exercise when the Council's proposal was to ignore the results of the consultation. In response, the Revenues and Benefits Manager explained that the consultation was part of the Regulations which required the Council to undertake the consultation exercise. The Panel was advised that as part of the consultation views were sought from Norfolk County Council (NCC) and the Police and that to date a response had been received from NCC but no response had been received from the Police.

The Chair, Councillor Dark asked for details of the NCC response. The Revenues and Benefits Manager explained that NCC supported a scheme across Norfolk for 75% support model.

The Vice Chair, Councillor Osborne outlined the reasons and referred to national policy as to why he supported option 1 to assist households as set out in the recommendation and urged the Panel to support option 1.

Councillor Rose gave an overview of the current consultation being undertaken by the Police and Crime Commissioner in Downham Market on a proposed increase on Band D properties in 2024/2025 which ended on 24 November and undertook to forward the information to the Revenues and Benefits Manager.

Councillor Devulapalli commented that she supported the Council Tax Scheme but also agreed with the points made regarding the democratic deficit from the consultation and asked if the Council had considered how this may be changed going forward to look at the actual benefits. Councillor Devulapalli added that there was nothing worse than undertaking consultation and not taking notice of the results.

The Chair, Councillor Dark stated that he was conflicted about the report and highlighted that the previous Administration had looked at other Council's schemes and had increased the support from 75% to 84% which was a move forward to support those people who needed it. The Chair added that he was conscious that not all the schemes were the same and explained that his personal view was around the impact on others such as NCC and the Police.

The Chair commented on the consultation which had been undertaken and asked if the reasons were available as to why people disagreed with the proposal. The Chair added that a lot of work had been undertaken this year prior to the consultation and articles had been published in the press.

The Chair referred to the email received from Councillor Morley, Portfolio Holder for Finance which had been copied to all Members of the Panel.

The content of the email received from Councillor Morley is set out below.

"However, I would like to add an aspect, not included in this factual report, regarding the consultation process. We changed the format of the questions this year to make it easier to follow and widely promoted the scheme.

This resulted in 41 surveys being completed, which, in itself, is a small number but represents a 64% increase over the previous year. Nevertheless, the web site had 2,345 hits and I hypothesise, that with only 41 completed surveys, nearly all people who looked at the scheme were content for it to go ahead as recommended.

I would also wish to draw the Panel's attention to Para. 3.7 explaining that, as for Universal Credit beneficiaries, a large number of working age people are eligible for CTSS. This surely says something about health, jobs and wages in West Norfolk and the need for support in these difficult times.

Paragraph 4.7 explains that, as we have more Band D equivalent properties in the tax base, the scheme can be accommodated within the current Financial Plan.

All in all, I trust your Panel will recognise that this move to offer 100% support to working age people is needed, perhaps more than any period since, in my view, 1945, and support a positive recommendation.”

The Chair stated that he could not support Councillor Morley’s hypothesis that anyone who looked at a consultation but does not respond to it should automatically be considered in favour of the recommendation as the Council do not do it elsewhere.

The Chair outlined the other issues to consider, for example, the proposal to look at a King’s Lynn Town Council and if that was established that would there be a precept. The Chair added that personally he looked at option 1 and commented that he would go against or abstain as the proposal went against the responses received from the consultation. The proposal would be debated at Cabinet and Full Council. In conclusion, the Chair, Councillor Dark stated that he would abstain as he was not comfortable with the proposal.

Councillor Nash outlined the reasons why he could not support the proposal for option 1. Councillor Nash commented that his personal view was that there was a lot of working people struggling and paying the full amount. The Council was already generous giving an 84% allowance as opposed to the 75% proposed by the County Council. Councillor Nash added that there was a 100% scheme available to those where there was a need so there was an opportunity to seek assistance.

In response to a question from Councillor Long if 100% discount was given were bills issued, the Revenues and Benefits Manager explained that a bill was still sent out for people to check and confirm if the information held by the Council was correct or required amendment.

Under Standing Order 34, Councillor Joyce addressed the Panel and outlined the reasons why in his opinion that help should be given to those who required assistance.

The Leader, Councillor Parish referred to the questions set out in the consultation exercise and the replies received. The Leader added that consultation had been undertaken with other interested parties including NCC and the Police listen to recording and the Council made efforts to provide provision in dire circumstances which would impact on the Borough Council.

**RESOLVED:** That the Corporate Performance Panel noted the consultation responses and decided to recommend to Cabinet and Council that the changes detailed Option 1 are adopted as the final CTS Scheme for 2024/2025 (**Votes: 3 For, 1 Against, 4 Abstentions**).

**The Panel adjourned at 6.51 pm and reconvened at 6.59 pm.**

CP80 **CONSTITUTION INFORMAL WORKING GROUP**

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

The Chair, Councillor Dark stated that he assume the Panel had read the report and that discussions would be held with Group Leaders to determine the membership.

**RESOLVED:** The Corporate Performance Panel recommended to establish an informal working group to be known as the Constitution Informal Working Group with the terms of reference as attached to this paper at Appendix A.

CP81 **FOR INFORMATION ONLY: ANNUAL EMPLOYMENT MONITORING REPORT**

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

The Chair, Councillor Dark advised that the report was for information only and that the Assistant Director, Central Services was present if there were any questions.

The Assistant Director, Central Services responded to questions in relation to:

- Retention and recruitment.
- Employees with disabilities.
- Applications for promotion.
- Vacancies on an internal basis only.
- Advertisement for internal and external vacancies.
- Employees leaving the Council's employment and recording reasons for leaving.

The Assistant Director, Central Services explained that in future years the number of internal and external vacancies could be collated separately.

CP82 **PORTFOLIO HOLDER QUESTION AND ANSWER SESSION**

There were no Portfolio Holder Questions.

CP83 **CABINET FORWARD DECISIONS**

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

The Cabinet Forward Decisions List was noted.

The following item was identified:

- Council Tax Second Homes – 14 January 2024.
- Procurement Strategy – item to be scheduled.

The Chair, Councillor Dark invited the Panel to email him with any items for consideration.

CP84 **SHAREHOLDER COMMITTEE FORWARD PLAN**

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

The Chair, Councillor Dark invited the Panel to email him with any items for consideration.

The Panel commented that the responses from West Norfolk Housing and West Norfolk Property regarding Section 21 notices and the impact on businesses. It was suggested that a discussion be held with the Chair of the Environment and Community Panel to ascertain which Panel should consider the item.

CP85 **PANEL WORK PROGRAMME 2023/2024**

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

The Panel noted the work programme.

Councillor Rose advised that the Police and Crime Commissioner would be available to give a presentation to the Panel in 2024. The Chair invited Councillor Rose to ask the Police and Crime Commissioner to contact Democratic Services with details.

The Chair, Councillor Dark invited the Panel to email him with any items for consideration.

CP86 **DATE OF NEXT MEETING**

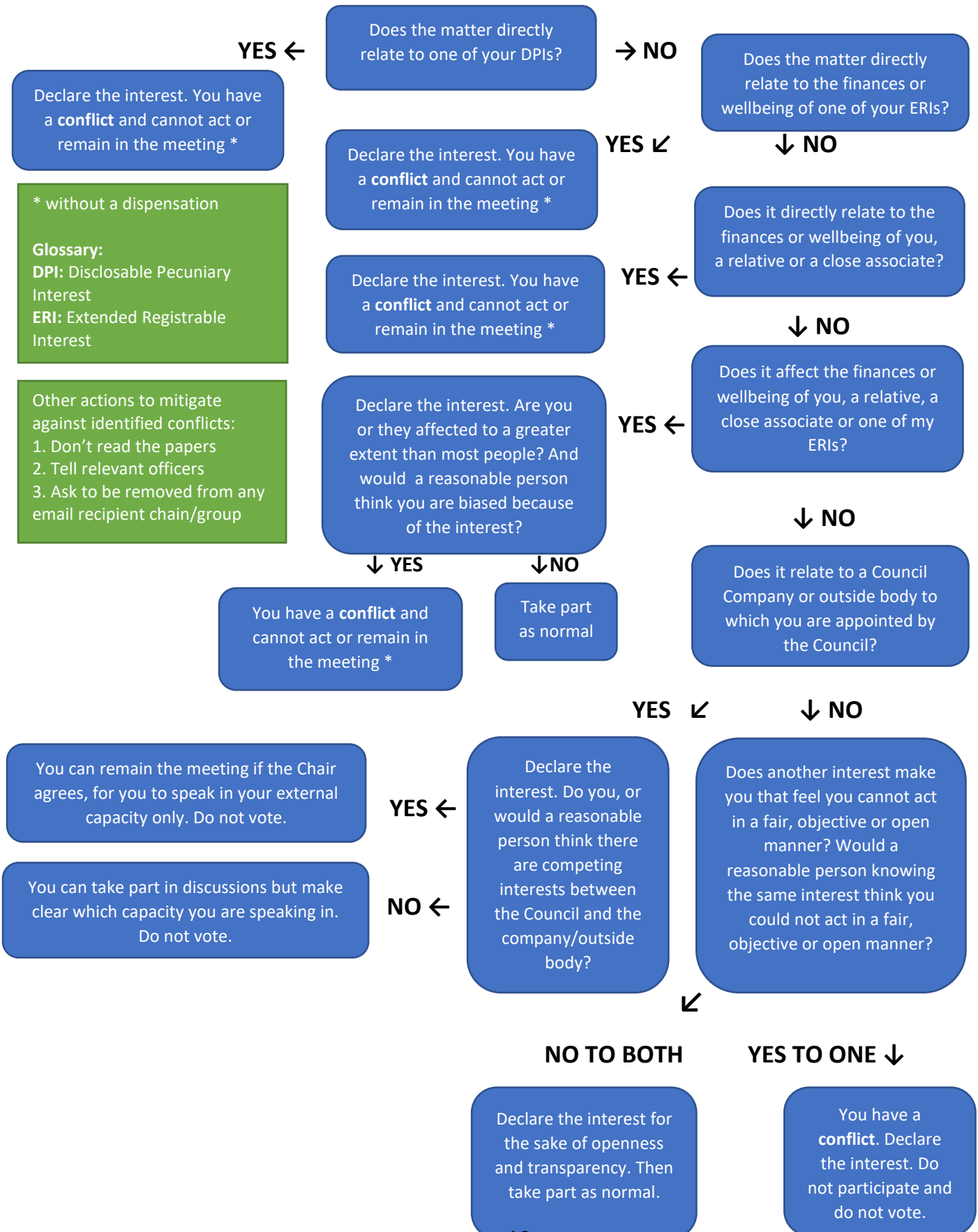
The next meeting of the Corporate Performance Panel will take place on 4 January 2024 at 4.30 pm in the Council Chamber, Town Hall, King's

**The meeting closed at 7.22 pm**

**DECLARING AN INTEREST AND MANAGING ANY CONFLICTS FLOWCHART**



**START**





**POLICY REVIEW AND DEVELOPMENT PANEL REPORT**

REPORT TO:	Corporate Performance Panel		
DATE:	4 January 2024		
TITLE:	Annual update – Norfolk Climate Change Partnership		
TYPE OF REPORT:	Monitoring		
PORTFOLIO(S):	Climate change and Biodiversity		
REPORT AUTHOR:	Ged Greaves, Climate Change Manager		
OPEN/EXEMPT	Open	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	No

**REPORT SUMMARY/COVER PAGE**

<b>PURPOSE OF REPORT/SUMMARY:</b>
An annual update on the council's participation with Norfolk Climate Change Partnership was provided to the Panel on 4 January 2023. This report provides an update on activities over the last 12 months.
<b>KEY ISSUES:</b>
<ul style="list-style-type: none"> <li>• The partnership structure has evolved and includes a reconstituted portfolio holders group, a strategy group, an operational meeting and an advisory panel.</li> <li>• The partnership continues to be co-chaired by BCKLWN's chief executive.</li> <li>• A full time partnership manager has been recruited.</li> <li>• The partnership was successful in a bid for UK Innovate funding for the Norfolk Net Zero Communities project.</li> <li>• Partnership website continues to be hosted by BCKLWN.</li> <li>• Portfolio holder updates to Council include information regarding partnership meetings.</li> </ul>
<b>OPTIONS CONSIDERED:</b>
Not applicable as this is a monitoring report.
<b>RECOMMENDATIONS:</b>
The Panel is asked to review the annual update.
<b>REASONS FOR RECOMMENDATIONS:</b>
Members should use the information within the annual update to review progress with the partnership.

## 1. Introduction

1.1 On 4 January 2023, the Chief Executive and Corporate Performance Manager verbally updated the Panel on progress with Norfolk Climate Change Partnership. The Panel agreed to receive an annual update on progress.

## 2. Annual update

2.1 Over the last 12 months the partnership has progressed in the following ways:

2.2 Following the May 2023 elections the portfolio holders group has been re-constituted under the chair of Norfolk County Council. The portfolio holders group has an updated terms of reference and reviewed the priorities agreed under the previous political administrations.

2.3 The partnership structure has evolved and includes a strategic officer group, an operation delivery group and an advisory panel. This is summarised in the diagram at Appendix A.

2.4 The partnership continues to be co-chaired by BCKLWN's chief executive and the chief executive of North Norfolk District Council. The co-chairs championed the establishment of the partnership manager role and its resourcing, for an initial 12 months, from the Business Rates Pool and contributions from local authorities.

2.5 A full time partnership manager commenced in July 2023 and is hosted by North Norfolk District Council. The purpose of the role is to develop and maintain a comprehensive climate change policy programme which delivers the three strategic outcomes of the partnership. These are:

- Develop a sustainable energy plan to decarbonise energy supply for Norfolk and improve distribution of energy to citizens and businesses
- Reduce and conserve energy demand on the system through retrofitting of buildings through behaviour change, enabling fabric first and heating
- Enable greener sustainable transport solutions through statutory powers, promoting behaviour change and investing in appropriate infrastructure

2.6 The partnership was successful in a bid for UK Innovate funding for the Norfolk Net Zero Communities project. On behalf of the partnership, Great Yarmouth Borough Council lead the development of the successful bid and are the accountable body. Information about the countywide project has been reported to Environment and Community Panel in August and November 2023.

2.7 BCKLWN established the partnership's website during its term as secretariat. The site continues to be hosted by BCKLWN with information updates managed by the Partnership Manager. The site includes information about members, meetings, projects such as the Norfolk Net Zero Communities, terms of reference and key documents such as an annual report. The website can be found at: <https://www.norfolkclimatechange.co.uk/>

2.8 Portfolio holder updates to Council include information regarding partnership meetings.

2.9 The topics covered in partnership meetings over the last 12 months included:

- Transport related initiatives
- Electric vehicle charging funding and infrastructure
- Climate change risk assessment

- Carbon literacy training
- Partnership governance
- Norfolk Net Zero Communities project (also known as Fast Followers)
- Carbon offsetting in the Broads
- Norfolk County Council's climate strategy
- Climate Action Fund – the National Lottery Community Fund
- Partnership's forward work programme
- 1 million trees for Norfolk action plan
- Norfolk Green Skills Programme
- Regional Climate Change Forum updates
- Sustainable Energy Plan for Norfolk
- 2021 carbon emissions

2.10 The Partnership Manager is attending the meeting via Zoom.

### **3. Corporate priorities**

The Council's new corporate strategy includes a priority to "Protect our environment" and seeks "To create a cleaner, greener and better protected West Norfolk by considering environmental issues in all we do and by encouraging residents and businesses to do the same".

### **4. Financial implications**

District/borough level local authority members of the partnership each contributed £2,500 towards the initial cost of the Norfolk Climate Change Partnership Manager. This was funded via the corporate climate change reserve.

### **5. Any other implications/risks**

None.

### **6. Equal opportunity considerations**

None.

### **7. Environmental considerations**

The Norfolk Climate Change Partnership is an important element of the Council's place leadership work in progressing climate change action and the climate change strategy.

### **8. Consultation**

Chief Executive and portfolio holder.

### **9. Conclusion**

The Panel is asked to review the update and receive a further annual update in 2025.

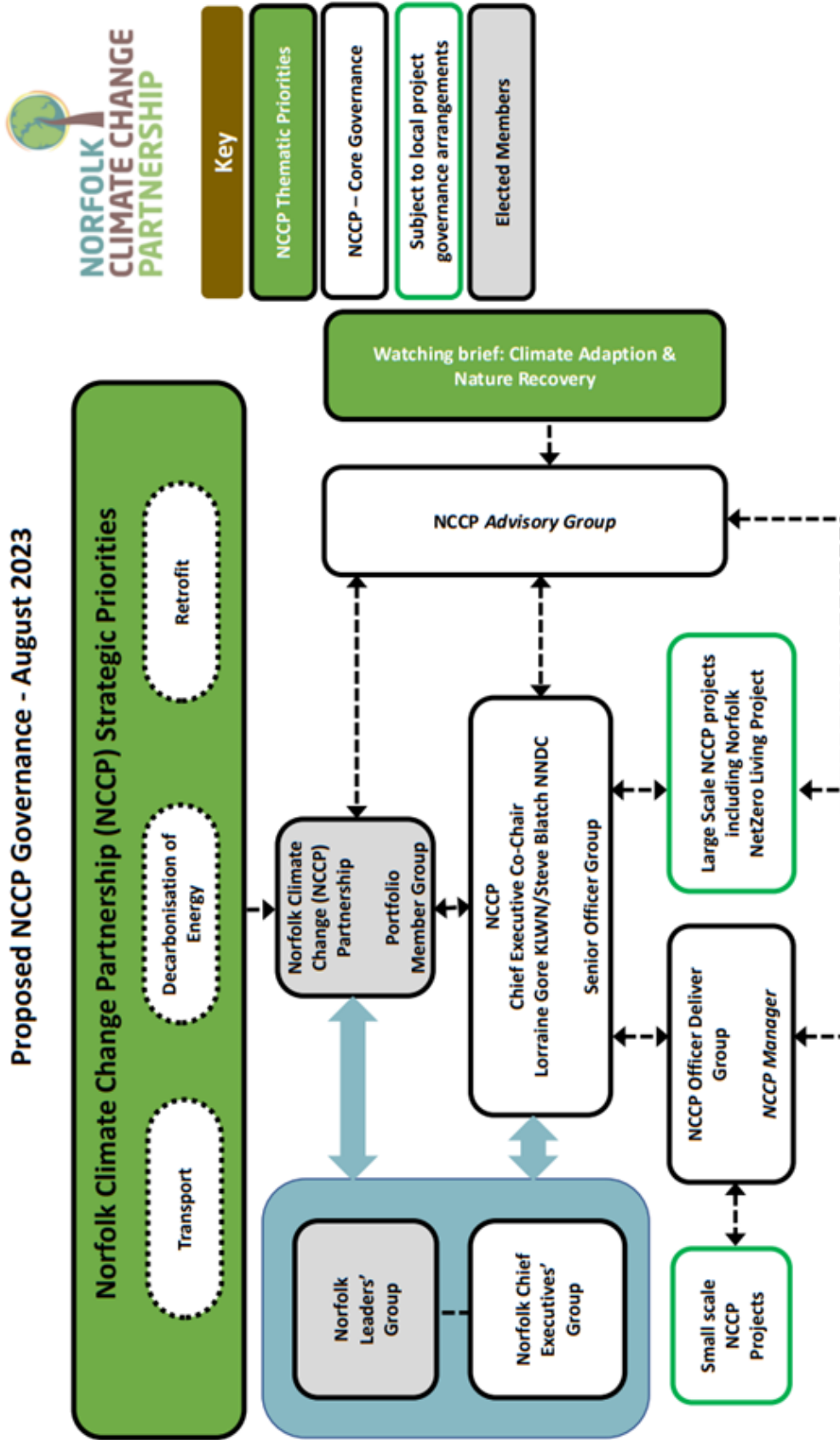
### **10. Background papers**

- Corporate Strategy

- <https://www.norfolkclimatechange.co.uk/>

## **Appendix A – Revised Norfolk Climate Change Partnership structure**

Proposed NCCP Governance - August 2023



**POLICY REVIEW AND DEVELOPMENT PANEL REPORT**

REPORT TO:	Corporate Performance Panel		
DATE:	4 January 2024		
TITLE:	<b>Council Tax Premiums for Long Term Empty Properties and Second Homes</b>		
TYPE OF REPORT:	Policy Development		
PORTFOLIO(S):	Finance – Councillor Chris Morley		
REPORT AUTHOR:	Jo Stanton, Revenues and Benefits Manager		
OPEN/EXEMPT	Open	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	Yes

**REPORT SUMMARY/COVER PAGE**

<p><b>PURPOSE OF REPORT/SUMMARY:</b></p> <p>The Levelling Up and Regeneration Act 2023 (the Act) introduces powers for billing authorities to charge the existing 100% premium for long term empty properties after one year, rather than the current period of two years, and to charge an additional council tax premium of up to 100% for second homes.</p> <p>This report details the implications of making these changes and recommends options for Members to consider.</p>
<p><b>KEY ISSUES:</b></p> <p><b>Long Term Empty Properties</b></p> <p>For council tax purposes an empty property is defined as one which is unfurnished and no-one’s main home. A long-term empty property is one which has been empty for more than six months after any property exemptions have ended.</p> <p>We currently charge a 100% premium once a long-term property has been empty for two years. Section 79 of the Act now allows us to charge the premium after one year from 1 April 2024. All other time limits and premiums remain the same. This would mean a further 555 properties become liable for the 100% premium. More details are in section 3.</p> <p><b>Second Homes</b></p> <p>For council tax purposes a second home is defined as a one which is furnished but which is no-one’s main home.</p> <p>The council tax regulations state the default reduction for a second home is 50% but since 2004 we have been able to reduce this discount. Since 2016, taxpayers have been paying the full council tax charge for a second home in the borough.</p> <p>Section 80 of the Act now allows us to charge a premium of up to 100% for second homes from 1 April 2025, meaning taxpayers will pay double the standard council tax charge for a second home. There are 3,200 second homes in the borough and charging an additional 100% premium on these properties will raise an extra £6.5m a year in council tax. More details are in section 4.</p>

**OPTIONS CONSIDERED:**

Members can decide whether to introduce the long-term empty premium of 100% after one year rather than two, and whether to charge the additional premium for second homes and at what level, up to 100%.

We must give 12 months' notice before charging the second homes premium, so the decisions to charge the long-term empty premium from 1 April 2024 and the second homes premium from 1 April 2025 must be made by 31 March 2024.

Full Council makes the final decision and recommendations from the Panel will go to the Cabinet meeting of 15 January 2024 and the full Council meeting of 31 January 2024.

**RECOMMENDATIONS:**

The Panel notes the options available for the premiums and agrees to recommend to Cabinet to recommend to Council that:

- The long-term empty premium is charged once a long-term property has been empty for one year rather than two years,
- The second home premium is introduced from 1 April 2025 at the maximum level of 100% to generate the most additional income,
- We work with other Norfolk authorities and Norfolk County Council to ensure the maximum possible amount of the additional second homes income is returned to those boroughs most affected by second home ownership, and
- Authority is delegated to the Revenues and Benefits Manager, in consultation with the s151 Officer and Council Leader, to agree the technical guidelines for any exceptions to the premiums imposed by central government.

**REASONS FOR RECOMMENDATIONS:**

To decide whether the provisions within sections 79 and 80 of the Levelling Up and Regeneration Act 2023 regarding additional premiums should be implemented.

## **REPORT DETAIL**

### **1. Introduction**

- 1.1. Section 79 of the Levelling Up and Regeneration Act 2023 allows billing authorities to apply the existing 100% premium for long term empty properties after a property has been empty for one year rather than the current time of two years. This change can be made from 1 April 2024.
- 1.2. Section 80 of the Levelling Up and Regeneration Act 2023 allow billing authorities to charge an additional premium of up to 100% on any property in the council tax list which is substantially furnished and where there is no resident (i.e., second homes, referred to in the Act as 'dwellings occupied periodically'). We must give at least 12 months' notice of this change so it can only be charged from 1 April 2025.

### **2. Proposal**

2.1. The Panel is asked to recommend to Cabinet and Council that:

- The long-term empty premium is charged once a property has been empty for one year rather than two years,
- The second home premium is introduced from 1 April 2025 at the maximum 100% level,
- We work with other Norfolk authorities and Norfolk County Council to ensure the maximum possible amount of the additional second homes income is returned to those boroughs most affected by second home ownership, and
- Authority is delegated to the Revenues and Benefits Manager, in consultation with the s151 Officer and Council Leader, to agree the technical guidelines for any exceptions to the premiums imposed by central government.

### **3. Long Term Empty Property Premium**

- 3.1. For council tax purposes an empty property is defined as one which is unfurnished and no-one's main home. A long-term empty property is one which has been empty for more than six months after any property exemptions have ended.
- 3.2. From 2019 we have been able to charge an additional premium for long term empty properties based on the length of time they have remained empty. The current premiums are shown below:

<b>Time empty</b>	<b>Premium</b>	<b>Total Council Tax Charge</b>	<b>Current number of properties</b>
Empty between two and five years	100%	200%	230
Empty between five and ten years	200%	300%	77
Empty over ten years	300%	400%	42
<b>Total</b>			<b>349</b>

- 3.3. The date used for working out when the premium starts exclude any time when a property is exempt, for example whilst awaiting probate, because the owner is in care or for another reason.
- 3.4. The Act now allows us to charge the existing 100% premium for a long-term empty property after one year rather than the current two years. Provided the premium is agreed by full Council by 31 March 2024 it can be charged from 1 April 2024.
- 3.5. Charging the premium for properties empty for a shorter period of time means a further 555 properties are liable to pay the premium, making a total of 904



properties. This increases the council's taxbase by an extra 370 band D equivalent properties raising an additional £0.78m in council tax, shared between the preceptors in proportion to their share of the council tax bill:

<b>Preceptor</b>	<b>Share</b>	<b>Amount (m)</b>
Norfolk County Council	75.3%	£0.59
Police and Crime Commissioner	14.3%	£0.11
BCKLWN	6.8%	£0.05
Parishes	3.5%	£0.03
<b>Total</b>	<b>100.0%</b>	<b>£0.78</b>

3.6. The intention of the premium is to encourage empty properties back into use as owners sell or let their properties to avoid the additional charge. This will be the case for some but not all long-term empty properties so any financial benefits from the additional premium are estimates of the maximum amount that can be raised and are not included in our taxbase for 2024/2025.

#### 4. Second Home Premium

4.1. For council tax purposes a second home is defined as a one which is furnished but which is no-one's main home.

4.2. There are two classes of second home in the council tax regulations. Class A second homes are those with an occupancy restriction, usually due to a seasonal flooding risk. These account for fewer than 5% of all second homes. They cannot be lived in all year round so could not be used as someone's main home and for this reason they are excluded from these changes.

4.3. Class B second homes do not have an occupancy restriction and will be subject to the additional premium.

4.4. The regulations state the default reduction for a second home is 50% but from 2004 we have been able to reduce this discount. We changed the discount to 10% from 2004, 5% from 2013 and abolished it from 2016. Taxpayers now pay the full council tax charge for a Class B second home in the borough. They also pay the full charge for a Class A second home for the days when there is no occupancy restriction and are exempt from council tax for the days when an occupancy restriction applies.

4.5. The Act allows us to charge an additional premium of up to 100% for second homes, i.e., properties which are furnished and no-one's main home. This means they pay double the standard council tax charge.

4.6. There are 3,200 second homes in the borough which could be charged the additional premium. These include:

- Properties let as holiday accommodation on a commercial basis which are only available for let for fewer than 140 days (20 weeks) a year,
- Properties let as holiday accommodation on a commercial basis, are available for let for more than 140 days (20 weeks) a year but are not actually let for at least 70 days a year<sup>1</sup>,
- Properties which are private second homes and are never let out commercially, and

<sup>1</sup> From April 2023 the government has updated the rules for second homes. To be shown in the business rates list a property must be available for let for at least 140 days a year, and actually let on a commercial basis for at least 70 days in the previous year. If it does not meet this criteria, it will be included in the council tax list.

- Furnished rental properties when they are vacant between tenants.

4.7. We are not currently able to record which category a property falls into, so a breakdown is not available, but the majority will fall into the first three categories. This will be investigated further if the premium is agreed as it will require a software change from our suppliers.

4.8. The premium does not apply to any self-catering holiday accommodation shown in the business rates list, and there are a small number of second homes in the council tax list which would not be liable for the premium<sup>2</sup>. Class A second homes will also not be charged the premium. The government may also make regulations excluding certain categories of second homes from the premium, although this is likely to be in January 2024 at the earliest. It is likely any exclusion will be a statutory requirement so will not need further Member approval.

4.9. The second home premium can only start on 1 April of a financial year, and we must make the initial decision at least 12 months in advance. Provided the premium is agreed by full Council by 31 March 2024 it can be charged from **1 April 2025**. It can then be varied or revoked providing the decision is made before the start of the next financial year.

4.10. There are 3,200 second homes in the borough's council tax list, representing 4.2% of the total number of council tax properties. 85% are in the northern parishes, 10% are in the central area and 5% are in the southern parishes. A full breakdown is included at Appendix A.

4.11. The parishes with the highest percentages of second homes in October 2023 are:

- Burnham Overy 48.3%
- Holme Next The Sea 41.9%
- Thornham 41.3%
- Brancaster 40.6%
- Old Hunstanton 35.6%

4.12. Charging a premium of 100% on second homes will increase the taxbase by 3,078 band D properties and will raise an **additional £6.5m in council tax** (based on 2023/2024 charges).

4.13. This would be shared between the Preceptors, including the parish and town councils, in proportion to their share of the council tax bill. £4.90m of the additional income would go to Norfolk County Council, and the individual parishes will also benefit where they have significant numbers of second homes. The shares are:

Preceptor	Share	Amount (m)
Norfolk County Council	75.3%	£4.90
Police and Crime Commissioner	14.3%	£0.93
BCKLWN	6.8%	£0.44
Parishes	3.5%	£0.23
<b>Total</b>	<b>100.0%</b>	<b>£6.50</b>

4.14. The premium will raise a significant amount of extra income however the majority of this will go to Norfolk County Council (75.3%) and the Police and Crime

<sup>2</sup> Second homes owners still receive the regulatory 50% discount if they have another job-related dwelling as they are in the Armed Forces or Clergy.

Commissioner (14.3%), and we will only keep our share of 6.8% - approximately £0.44m. 3.5% goes to the Parish and Town Councils.

4.15. Members will need to determine how this extra income is used and prioritised to support delivery of the new Corporate Strategy and the council's long term financial sustainability. We will also work with other Norfolk authorities and Norfolk County Council to ensure the maximum possible amount of the additional second homes income is returned to those boroughs most affected by second home ownership.

## **5. Corporate Priorities**

5.1. Making these changes supports the Corporate Priorities - Support our Communities and Efficient and Effective Delivery of Our Services.

## **6. Risks and Opportunities**

6.1. There is a risk that taxpayers may try and claim a property is now their main home rather than their second home to avoid paying the premiums. We already have procedures in place for this scenario and will look to strengthen these before any changes come into effect.

6.2. Different charges and policies in neighbouring districts may cause movement into or out of the borough depending on which authority has the most affordable scheme. .

6.3. However, taxpayers may choose to sell their properties instead of paying the premium, bringing more housing stock into the local area and which may make properties in areas of high second home ownership more affordable.

## **7. Equal Opportunity Considerations**

7.1. None

## **8. Consultation**

8.1. There is no statutory requirement for us to consult before bringing in these changes.

8.2. Members can approve the second home premium and then consult during 2024/2025 on the use and distribution of the additional income, ahead of the charge being implemented in April 2025.

## **9. Recommendations**

9.1. The Panel agrees to recommend the 100% premium for long term empty properties is charged for properties a year after they become empty, rather than two years.

9.2. The Panel agrees to recommend charging the additional second home premium for Class B second homes from 1 April 2025 at the highest amount of 100% to maximise income to the council.

9.3. The Panel supports working with other Norfolk authorities and Norfolk County Council to ensure the maximum possible amount of the additional second homes income is returned to those boroughs most affected by second home ownership.

## **10. Background Papers**

10.1. None

## Appendix A – Second Homes by Parish

Council Tax Figures - 2 October 2023 (including Job Related discounts)		Actual Number of Domestic Properties	Number of Domestic Properties classed as Second Homes Top 5	% Second Homes Top 5
Taxbase Report		Line 1	Line 11	
King's Lynn	PAR001	19,189	104	0.5%
Bawsey	PAR011	123	0	0.0%
Castle Acre	PAR012	487	33	6.8%
Castle Rising	PAR013	113	0	0.0%
Clenchwarton	PAR014	1,016	1	0.1%
Congham	PAR015	121	4	3.3%
Gayton	PAR016	765	11	1.4%
Grimston	PAR017	954	18	1.9%
Leziate	PAR018	267	2	0.7%
Great Massingham	PAR019	485	31	6.4%
Little Massingham	PAR020	50	2	4.0%
Middleton	PAR021	685	9	1.3%
Pentney	PAR022	304	18	5.9%
Roydon	PAR023	154	1	0.6%
North Runcton	PAR024	264	4	1.5%
Terrington St Clement	PAR025	1,968	12	0.6%
Terrington St John	PAR026	407	2	0.5%
Tilney All Saints	PAR027	268	5	1.9%
Tilney St Lawrence	PAR028	741	3	0.4%
Walpole	PAR029	817	4	0.5%
Walpole Cross Keys	PAR030	241	0	0.0%
Walpole Highway	PAR031	348	3	0.9%
Walsoken	PAR032	727	6	0.8%
East Walton	PAR033	37	1	2.7%
West Walton	PAR034	802	7	0.9%
Westacre	PAR035	97	4	4.1%
Wiggenhall St Germans	PAR036	627	2	0.3%
East Winch	PAR037	387	5	1.3%
West Winch	PAR039	1,270	7	0.6%
North Wootton	PAR040	1,015	1	0.1%
South Wootton	PAR041	1,841	9	0.5%
Barton Bendish	PAR101	104	5	4.8%
Boughton	PAR102	114	2	1.8%
Crimplesham	PAR103	121	3	2.5%
Denver	PAR104	432	4	0.9%
Dereham (West)	PAR105	202	3	1.5%
Downham Market	PAR106	5,555	29	0.5%
Downham West	PAR107	143	1	0.7%
Emneth	PAR108	1,248	7	0.6%
Feltwell	PAR109	1,355	7	0.5%

Fincham	PAR110	252	2	0.8%
Fordham	PAR111	32	0	0.0%
Hilgay	PAR112	627	6	1.0%
Hockwold	PAR113	596	10	1.7%
Marham	PAR114	1,081	3	0.3%
Marshland St James	PAR115	612	2	0.3%
Methwold	PAR116	787	7	0.9%
Nordelph	PAR117	205	2	1.0%
Northwold	PAR118	567	13	2.3%
Outwell	PAR119	1,052	7	0.7%
Runcton Holme	PAR120	305	2	0.7%
Ryston	PAR121	49	0	0.0%
Shouldham	PAR122	294	5	1.7%
Shouldham Thorpe	PAR123	74	2	2.7%
Southery	PAR124	620	2	0.3%
Stoke Ferry	PAR125	540	8	1.5%
Stow Bardolph	PAR126	576	7	1.2%
Stradsett	PAR127	31	2	6.5%
Tottenhill	PAR128	105	2	1.9%
Upwell	PAR129	1,332	13	1.0%
Watlington	PAR130	1,163	11	0.9%
Welney	PAR131	268	5	1.9%
Wereham	PAR132	329	1	0.3%
Wiggenhall St Mary Magdalen	PAR133	327	1	0.3%
Wimbotsham	PAR134	330	1	0.3%
Wormegay	PAR135	174	5	2.9%
Wretton	PAR136	186	1	0.5%
Amner	PAR201	31	0	0.0%
Bagthorpe (with Barmer)	PAR202	29	1	3.4%
Barwick	PAR203	24	3	12.5%
Bircham	PAR204	259	36	13.9%
Brancaster	PAR205	778	316	40.6%
Burnham Market	PAR206	683	197	28.8%
Burnham Norton	PAR207	69	22	31.9%
Burnham Overy	PAR208	240	116	48.3%
Burnham Thorpe	PAR209	102	25	24.5%
Choseley	PAR210	13	4	30.8%
Creake (North)	PAR211	224	46	20.5%
Creake (South)	PAR212	348	80	23.0%
Dersingham	PAR213	2,435	57	2.3%
Docking	PAR214	702	126	17.9%
Flitcham	PAR215	99	4	4.0%
Fring	PAR216	44	10	22.7%
Harpley	PAR217	176	14	8.0%
Heacham	PAR218	2,754	300	10.9%
Hillington	PAR219	149	3	2.0%
Holme-next-Sea	PAR220	222	93	41.9%
Houghton	PAR221	42	3	7.1%
Hunstanton	PAR222	3,160	521	16.5%

Old Hunstanton	PAR223	354	126	35.6%
Ingoldisthorpe	PAR224	420	15	3.6%
Ringstead	PAR225	185	45	24.3%
East Rudham	PAR226	297	31	10.4%
West Rudham	PAR227	120	12	10.0%
Sandringham	PAR228	215	9	4.2%
Sedgeford	PAR229	311	53	17.0%
Sherborne	PAR230	27	1	3.7%
Snettisham	PAR231	1,612	180	11.2%
Stanhoe	PAR232	141	43	30.5%
Syderstone	PAR233	278	43	15.5%
Thornham	PAR234	375	155	41.3%
Titchwell	PAR235	59	20	33.9%
		<b>75,335</b>	<b>3,200</b>	<b>4.2%</b>

**REPORT TO CABINET**

<b>Open (exempt appendices)</b>		Would any decisions proposed :			
<b>Any especially affected Wards</b>	Discretionary /	Be entirely within Cabinet's powers to decide		YES/NO	
		Need to be recommendations to Council		YES/NO	
		Is it a Key Decision		YES/NO	
Lead Member: Cllr Beales E-mail: <i>cllr.alistair.beales@west-norfolk.gov.uk</i>		Other Cabinet Members consulted: Leader, Deputy Leader, Finance Portfolio Holder			
		Other Members consulted: Cabinet			
Lead Officer: David Ousby E-mail: <i>david.ousby@west-norfolk.gov.uk</i> Direct Dial:01553 616505		Other Officers consulted: Executive Directors, Chief Executive, Monitoring Officer, S151 Officer			
Financial Implications YES/NO	Policy/ Personnel Implications YES/NO	Statutory Implications YES/NO	Equal Impact Assessment YES/NO If YES: Pre-screening/ Full Assessment	Risk Management Implications YES/NO	Environmental Considerations YES/NO
If not for publication, the paragraph(s) of Schedule 12A of the 1972 Local Government Act considered to justify that is (are) paragraph(s) 3 and 5					

Date of meeting: 15<sup>th</sup> January 2024

**COUNCIL COMPANY FUNDING – WEST NORFOLK PROPERTY LIMITED (WNPL) AND WEST NORFOLK HOUSING COMPANY LIMITED (WNHC)**

**Summary**

This paper needs to resolve the current position as follows:

1. Properties leased from the Council to the companies need to be offered for transfer (sale) into the companies freehold (subject to Company Board agreement);
2. New and clear funding criteria needs to be in place to support the transfer and to meet governance requirements

**Recommendation**

**Cabinet Resolves:**

1. To note the contents of the Report setting out (i) the advice of Grant Thornton, PS Tax, Link Group Treasury Services and Ensor Accountants relating to the structure options for financial support to WNPL and WNHC (the Companies), and (ii) the Council's current analysis as regards the best options;
2. To offer a Drawdown facility to the Companies (comprising a mix of loan facilities and repayable grant agreements, and which may include debt-equity arrangements and/or the extension of current lease arrangements), with an overall lending cap of £50 million;
3. To give delegated authority to the Executive Director (Place), in consultation with the Portfolio Holder for Business, the Section 151 Officer

and the Monitoring Officer, to agree the final terms of the Drawdown facility with the Companies.

**Recommendations to Full Council:**

4. To give delegated authority to the Section 151 Officer in consultation with the Portfolio Holder for Business to amend the Capital Strategy for 2023-2024 to reflect the approved Drawdown facility to the Companies.

**Reason for Decision**

1. To deliver on Council Corporate Objectives:
  - Promote growth and prosperity to benefit West Norfolk;
  - Protect our environment;
  - Efficient and effective delivery of our services; and,
  - Support our communities.
2. To deliver affordable and private rented housing for acquisition by the council's wholly owned housing companies to support the delivery of council corporate objectives.



## **1. Executive Summary**

This paper brings together the advice the council has received from legal, financial and tax advisors on the funding of the council housing companies. It sets out:

1. The total amount of borrowing available that the council can provide to support the housing companies, and the details of the funding agreements between the council and the companies.
2. the financing arrangements for West Norfolk Housing Company Limited (WNHC), which expired in March 2023, to allow that company to continue to purchase properties, both from the councils Major Housing Programme (MHP) and elsewhere.
3. the options available to the council to allow West Norfolk Property Limited (WNPL) to manage the private rented (PRS) properties in its portfolio, and the future pipeline of properties being delivered through the councils Major Housing Programme (MHP), through a hybrid debt plus equity financing and lease extension provision

The report and its recommendations have been reviewed by external consultants Grant Thornton. Their findings have been incorporated in this report to Cabinet.

## **2. Background**

### **2.1. West Norfolk Property Limited (WNPL)**

WNPL was incorporated in April 2018 and was set up to acquire properties from the Borough Council of King's Lynn and West Norfolk (the Council), to let for private rent to residents of the Borough. In January 2019, Cabinet approved the business plan for WNPL, including the principle of retaining for private rent 20% of the homes developed by the Council on sites of more than 50 dwellings through the Development Management Agreement with Lovell Partnerships Limited. Delegated authority was also given to agree the financing arrangements for the freehold transfer of the properties from the Council to WNPL.

The details of the financing arrangements were not resolved prior to the first stock being transferred to WNPL. To facilitate the transfer of properties into the company, in September 2020 a lease agreement for the term of 4 years based on 70% of gross rent until such time as the loan agreement was agreed between the council and the company. The first PRS properties were leased to WNPL in November 2020, with a total of 27 PRS properties joining the portfolio from November 2020 to April 2021.

Managing agents (Touchstone) and legal services (Howes Percival) for the company were procured in 2021, and a Service Level Agreement (SLA) between the council and the company was also agreed.

Between June 2022 and June 2023, a further 47 PRS properties from the council's Nora 4 (Nar Valley Park) development were leased to the company. One of the original 27 properties was transferred at open market value to West Norfolk Housing Company in 2023 to provide accommodation funded

through the Local Authority Housing Fund. The number of properties in the portfolio is currently 74 dwellings. This is planned to increase to 139 dwellings, with 46 being delivered on Florence Fields (Parkway) with a further 19 on Lynnsport 1.

Item	Number of units	OMV (A)	Build costs	Proposed Loan value (B)	LTV (B/A)
Existing portfolio	74	£15.8m	£12.3m	£14.1m	89%
Parkway (20% PRS)	46	£8.8m	£7.9m	£7.9m	90%
Lynnsport 1	19	£4.5m	£4.0m	£4.1m	92%
<b>Total</b>	<b>139</b>	<b>£29.1m</b>	<b>£25.9m</b>	<b>£24.2m</b>	

Table 1 – WNPL portfolio information

The performance of the portfolio is reported through a KPI dashboard, which summarises key metrics including rent collected, voids, bad debts and management and maintenance costs. The gross to net revenue ratio is around 16.5%. In addition to the management and maintenance costs, the company is charged for services provided by the council through the SLA (approx. £54k per annum).

## 2.2. West Norfolk Housing Company (WNHC)

WNHC was incorporated in 2016 and set up to increase capacity in the social housing sector to deliver new affordable housing in the Borough and to provide a vehicle to help meet the Council's priorities particularly in relation to accommodation for homeless households. It was registered as a not-for-profit Registered Provider of Social Housing in 2018.

The Company has acquired 47 affordable homes to date (35 rent and 12 shared ownership). The Company also leases 7 flats from the council at 37 Broad Street which are used to help meet the Council's statutory homelessness duties to provide temporary accommodation.

The company's properties are managed and maintained by Broadland Housing Association under a mix of leases and management contracts.

To date, the principal way in which the Company has acquired new affordable homes has been through debt finance provided by the Council with loans of £3.2m currently outstanding. The company's £10m loan facility with the Council expired in March 2023. The increase in the Bank of England Base Rate had meant that the interest rate of 4.5% above the Bank of England base rate, with the interest rate for each drawdown fixed at the time of each drawdown, was no longer financially viable for the company when acquiring new stock.

This has meant that the Company has had to make alternative temporary arrangements to acquire units on the NORA 4 developments including agreeing to defer payment on several units.

The company is due to acquire an additional 73 homes from the Council up until 2026-27. The estimated value of these homes is circa £7.9m

The Company acquires S106 affordable housing units based on the capitalised income from the properties minus costs such as management and maintenance. This is typically around 50% of open market value. This is the standard methodology for valuing S106 units in the affordable housing market and reflects that the homes are secured as affordable housing in perpetuity.

The price offered by West Norfolk Housing Company is benchmarked against other affordable housing transactions and data held by the council.

The Company may be able to obtain grant funding from Homes England to deliver additional affordable housing both on the Council's developments and elsewhere. This funding would only be available where the affordable housing is not a requirement of planning policy. Discussions with Homes England regarding access to grant funding are ongoing.

### **3. Prudential Borrowing – The Prudential Code**

Section 2 of The Local Authorities (Capital Finance and Accounting) (England) Regulations 2003 requires Local Authorities to have regard to the Prudential Code when complying with the duty under section 3 of the Local Government Act 2003 – the duty to keep under review how much it can afford to borrow.

The finance team in the council has reviewed the current Capital Programme and advised that the “maximum” borrowing limit for external debt for the council is £64.5m. Referred to as the Operational Boundary, in CIPFA guidance, this is the limit for external borrowing, with the exception that headroom for a further £5m exists in the “Authorised Limit”, but that is intended for very short-term borrowing such as overdrafts for cashflow purposes.

As outlined in the Council Budget and MTFs (Medium Term Financial Strategy) currently the council has £10m of external debt finance taken out in 2007 through Barclays Bank at a fixed rate of 3.81% which is fixed for 70 years and due to expire in 2077.

Therefore, the Council effectively has £54.5m of potential external debt financing available before it meets its Prudential Borrowing ‘ceiling’ as determined in accordance with statute and guidance by the s.151 statutory officer.

The council is budgeted to have £3.497m for capital expenditure in earmarked reserves as at 31 March 2024 and so will look to balance any capital requirement using a mix of reserves and borrowing from external markets to support the capital programme requirement. This means that it is possible that not all of the ‘drawdown facility’ will be required from external finance. This balance will be managed in accordance with the Treasury Management

Strategy and in liaising with the s151 officer (AD Resources) to ensure that this is held within acceptable limits.

The S151 officer, as statutory officer, has advised that the maximum prudential lending facility for Housing Companies is £50m. For illustration, this could be made up as follows:

- West Norfolk Housing Company (WNHC) - £14m
- West Norfolk Property Limited (WNPL) - £36m

This would leave £8m capital available for other requirements (for example, enterprise zone infrastructure and other capital programme development costs).

### **3.1. Advice on Loans to Companies – Lending Criteria**

External advice has been taken regarding the lending criteria that the Council should use when acting as lender to companies. This advice was used as the basis for the lending criteria set out below, which has been further refined following advice from consultants Grant Thornton.

The preferred approach would be for the companies to acquire the freehold interest in their respective properties outright, as per the business plans. This is possible for WNHC, but is difficult for WNPL, principally due to the current interest rates.

### **3.2. Basis for a Loan Facility**

The council is advised that the principles governing the basis for determining the interest that should be charged by the council to the companies are the EU Reference Base Rate, and the Subsidy Control (Gross Cash Amount and Gross Cash Equivalent) Regulations 2022).

- 1) EU Reference Base Rate. This is based on an initial reference rate as set under European Commission legislation. Additionally, where a company has limited or no credit history, the interest rate should be increased by 400 base points and where the loan exceeds 1 year, a further 2 base points should be added to reflect the additional administration required. This results in an interest charge to the company of 9.11% made up as follows (at 30 September 2023):
  - State aid reference rate – 5.09%
  - Limited credit history – 4.00%
  - Loan beyond 1 year – 0.02%
- 2) The Subsidy Control (Gross Cash Amount and Gross Cash Equivalent) Regulations 2022. These regulations set out the requirements for determining an interest rate on a loan that might reasonably have been expected to be available on the market. It sets a base rate according

to the length of the loan and then looks at the creditworthiness of a company as rated between satisfactory to strong. There are 3 levels of satisfactory to consider based on the level of risk of loss in the event of a default on the loan. Applying this results in an interest charge to the company of 6.5% which is made up as follows:

- Length of Loan @ 25 years – 3.1%
- Creditworthiness as satisfactory with loss in the event of default as more than 60% or not known – 3.4%

When considering the above options, it has been recommended that the Subsidy Control Regulations are preferable to the EU Reference Base Rate as the Competition Markets Authority would not regard the latter as a determinative in their decisions on this issue. However, it should be noted that the Subsidy Control Regulations were written when the Bank of England (BoE) interest rate was set at 3% and there is no mechanism in the legislation to track against BoE base rate which is now 5.25%. It is also noted that the length of loan only goes up to 25 years and the calculated loan rate of 6.5% provides less than 1% margin against the PWLB loan rate of 5.63% which does not allow sufficient risk margin for the council (see section 3.6 for the council's proposal to build a risk reserve).

Taking all of the above into consideration, the following sets out the recommendation for a suitable basis for a loan facility to the companies which would be to use the higher of the following:

- The loan rate as set out in the Subsidy Control (Gross Cash Amount and Gross Cash Equivalent) Regulations 2022 (currently maximum of 6.5%); or
- PWLB rate plus 2% (currently 7.63%)

This would mean that the council is covering its position in applying the Subsidy Control Regulations but also allowing for a margin against PWLB rates so the council can set aside an amount in a risk reserve. It also allows some flexibility for the loan rate to reduce as interest rates fall or to adopt the Subsidy Control rate at such time when it is appropriate to do so in line with a fall in BoE base rate which is currently forecast to reduce to 2.5% in 2027. It is also recommended that the loan facility allows for a review of the creditworthiness of the companies when the servicing of their loan arrangements are more established and they can take advantage of a lower mark-up rate.

### **3.3. Prevailing Economic Conditions**

The most recent Bank of England Monetary Policy Report (November 2023) found that:

- Maintaining higher interest rates are working to reduce inflation;
- Inflation has fallen and is expected to fall further this year and next;
- Interest rates will be kept high enough for long enough to get inflation back to the 2% target

It is to be expected therefore that interest rates will remain at the current level until inflation begins to fall in line with the current BoE outlook (table 1 below)

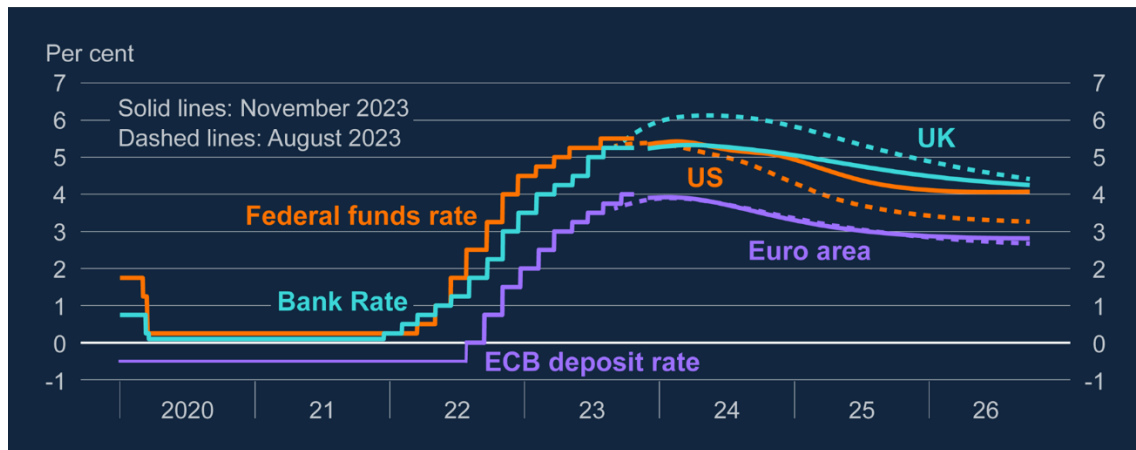


Figure 1- Interest rates are at or close to the peak of their market-implied paths in the US, euro area and UK (source: BoE, November 2023)

### **3.4. Tax Considerations**

HMRC typically expects the most restricting ratio to be applied for the purpose of calculating an arm's length interest expense for UK transfer pricing purposes. This is traditionally the interest cover ratio for real estate investments.

We highlight that higher interest rates and higher Loan to Value and Loan to Cost (LTVs, LTCs) can be observed in the market, however the application of these LTVs and interest rates may increase the risk of challenge by HMRC given their expectation on applying the most restricting ratio (the interest cover ratio).

Should higher LTVs, LTCs and interest rates be applied, then the interest expense on the excess will need to be disallowed in UK tax returns, subject to the findings of the detailed analysis.

Borrowers are required to have evidence that their interest deduction is considered arm's length. There is typically more than one arm's length price and typically there is a range of prices that can be considered arm's length. It is recommended that the council undertake a detailed thin capitalisation review based on the options it is considering in order to assess the arm's length nature of the resulting interest deduction of these options. The selected option to determine the level of debt and interest expense that can be considered both arm's length and aligned with the Council's strategic and commercial objectives.

In future periods, the council is required to reassess whether the position achieved each year is still in compliance with the findings of the thin capitalisation study.

### **3.5. Drawdown Facility and Lending Criteria**

As part of this the lending criteria for loans to companies will include:

- Loans will be available for up to 90% LTV (or at 100% LTC, where this is less than 90% of OMV);

- Subject to review of the Business Plan of the company and suitable plan re: affordability & repayment to ensure that cash-flow allows for the company to remain sustainable over the long term (10 years) and meeting its repayment requirements. The business plan should also outline an acceptable 'exit plan' in order to meet its obligations;
- The Council will place a charge against the properties in relation to the loan as security for up to the full market value of the properties;
- Funding will only be available for where the Council has a controlling interest in the Company;
- The interest charged and conditions for the loans will differ depending on the situation of the companies, risk and where the activities of the company meet key objectives of the Council (e.g., homelessness), notwithstanding other conditions set out in this paper (i.e., sustainability). An illustrative outline is provided below for WNHC and WNPL;
- Interest will be at the prevailing rate obtained by the Council plus a 'risk-premium' as advised;
- The Council reserves the right to withdraw future funding through the facility.

### **3.6. Risk Reserve**

The council will hold a 'risk reserve' based on a percentage of the income generated through the interest rate differential between the Council and the Company i.e., between the % charged to the Companies and the interest rate paid by the council on borrowing. The % and total fund required to be defined by the S151 Officer. This will be held to manage the risk around the uncertainty in the market in the short to medium term and support the Council/ shareholder to help mitigate some of the risks.

### **3.7. Overall Flows of Finance for Lending**

The diagram below sets out the relationships between the housing companies, the councils borrowing and the funding facility between the council and the companies.

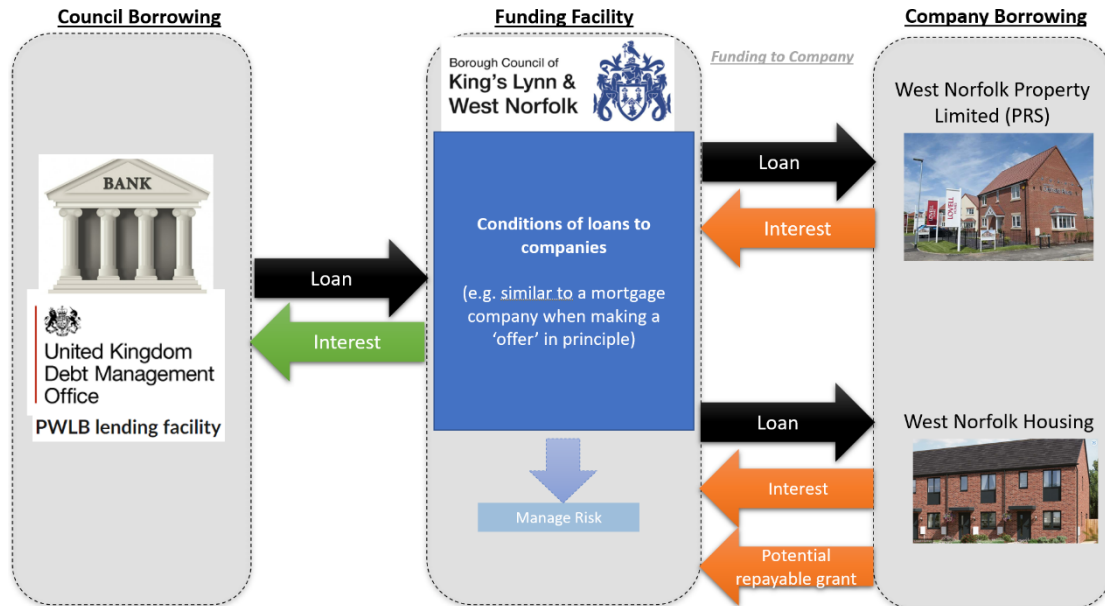


Figure 2 - illustrative outline of funding arrangements

### 3.8. Affordability to the Companies

The funding solution must be structured to ensure that it meets the requirements of both the Council and the Companies, recognising there will be a cost of borrowing to the Council for providing the support to the Companies and a need to demonstrate value for money.

From a Company perspective the funding solution will need to be financially sustainable and structured to be the most tax efficient. The table below sets out the critical success factors.

Table 2 – Success factors of the funding solution

BCKLWN	WNPL/ WNHC
<ul style="list-style-type: none"> <li>The Council will need to cover the borrowing costs associated with the funding provided.</li> <li>The Council wishes to hold a risk reserve to manage risk of uncertainties in the market conditions to mitigate the risks to Council</li> </ul>	<p style="text-align: center;"><b>WNPL</b></p> <ul style="list-style-type: none"> <li>Revenues generated from PRS need to be sufficient to meet debt costs</li> <li>Tax efficiency of funding solution</li> </ul> <p style="text-align: center;"><b>WNHC</b></p> <ul style="list-style-type: none"> <li>Revenues generated from affordable rents sufficient to meet debt costs</li> </ul>

## 4. Companies Funding Requirements

The assumptions applied by the Council on the cost of borrowing are; an interest rate of 7.5% p.a. from 2023, reducing to 5.0% p.a. in 2027.

The 7.5% p.a. interest rate is calculated based on a PWLB rate of 5.5% p.a., plus an additional 2.0% p.a. to recognise the element of risk associated with the proposed financing.

The funding requirements for both housing companies have been modelled by officers and reviewed by Grant Thornton. The summary findings are as

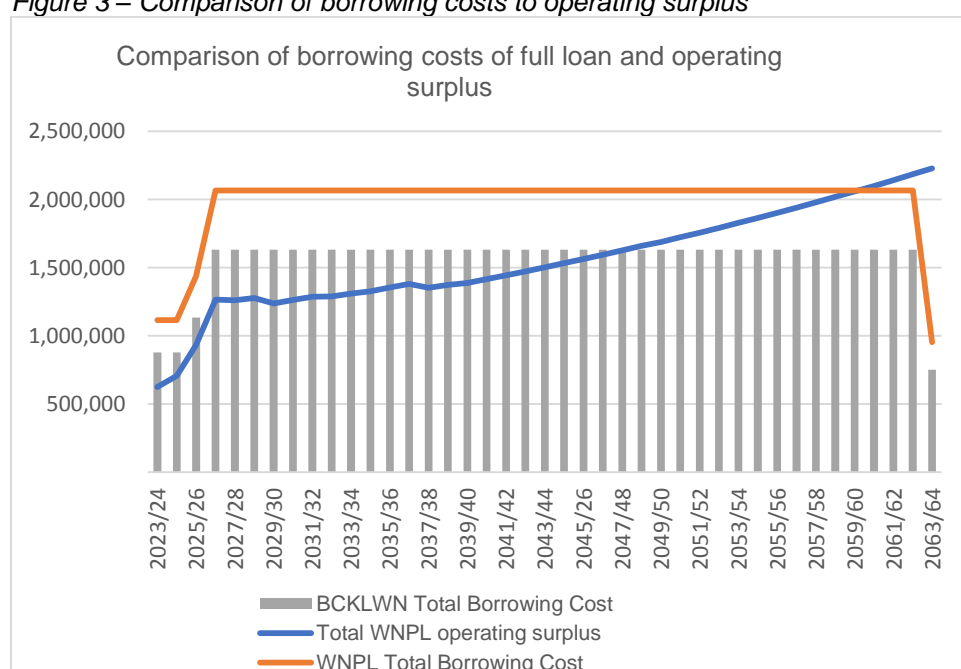


follows:

## WNPL

The financial modelling undertaken for WNPL demonstrates that the costs associated with the borrowing are unaffordable for the Council in the short- to medium-term. At current interest rates, the purchase of the freehold is unaffordable up to 2045, where there is a deficit between WNPL’s forecast operating surplus and the Council’s interest costs. Given the impact of forecast inflation, from this point onwards the operating surplus exceeds the borrowing costs - therefore the overall proposal across the 60-year appraisal presents a forecast where the total operating surpluses are sufficient to meet interest costs. This is shown in the graph below.

Figure 3 – Comparison of borrowing costs to operating surplus



The table below sets out the position for WNPL based on the forecasts shared by the Council (using the Parkway 20% PRS scenario alongside the base case and Lynnsport1 positions).

Table 3 - WNPL funding arrangement

WNPL	Apr-23	Apr-24	Apr-25	Apr-26	Apr-27	Apr-28	Apr-29	Apr-30
BCKLWN annual PWLB interest payment (£m)	n/a	0.78	0.83	1.39	1.53	1.54	1.55	1.56
Total WNPL operating surplus (£m)	0.63	0.71	0.93	1.27	1.26	1.28	1.24	1.26
Difference (£m)	0.63	(0.07)	0.10	(0.12)	(0.27)	(0.27)	(0.31)	(0.30)

As shown above, the operating surplus of WNPL is exceeded by the BCKLWN borrowing costs in every year from the borrowing inception date apart from April 2025.

The following options have been considered:

1. reduce the debt servicing cost through:
  - (a) a lower level of debt (e.g., increasing the equity contributions)

- (b) structure some form of interest/capital repayment holiday in the early periods
- 2. extend the lease period until interest rates are more favourable
  - (a) lease extension
  - (b) lease extension with option to purchase at a later date
- 3. seek to adjust the operating cashflow that the units generate (e.g., charge higher rents).

## RECOMMENDATION For WNPL

A hybrid of Option 1 and 2 between the debt plus equity option 1a and the lease extension option 2a. is recommend at the present time for WNPL.

## WNHC

The forecast cashflow modelling for WNHC demonstrates the proposed funding arrangement is affordable, considering the base case assumptions presented.

*Table 4 - WNHC funding arrangement*

WNHC	Apr-23	Apr-24	Apr-25	Apr-26	Apr-27	Apr-28	Apr-29	Apr-30
WNHC Borrowing costs (£m)	0.13	0.23	0.40	0.51	0.56	0.56	0.56	0.55
Total WNHC operating surplus (£m)	0.13	0.25	0.44	0.55	0.60	0.62	0.64	0.66
Difference (£m)	0	0.02	0.04	0.04	0.04	0.06	0.09	0.11

The Council is planning to provide funding through a combination of grant, in the form of a repayable grant (as a 0% p.a. interest loan), and loans at an appropriate interest rate to WNHC, in order to support the acquisition of properties at the total required value.

The table below sets out the overall Council position once the current pipeline of acquisitions is completed in April 2027 (i.e., the mature position), noting that £3.2m already has loan repayments in place which will leave an outstanding balance to be serviced of £7.9m.

*Table 5 - Council position in April 2027*

Council	Apr-27
Total Borrowing drawn and outstanding from the PWLB (£m)	7.900
Council interest cost payable at a 5.5% p.a. interest rate (£m)	0.435
Council interest income receivable from WNHC (£m) in April 27	0.560
Surplus to the Council (£m)	0.125

As the table demonstrates, the Council will have a buffer of £125,000 which is the excess of the interest receivable once the Council make its interest payments back to PWLB. Please note that WNHC is a company limited by guarantee and hence cannot pay dividends.

## RECOMMENDATION For WNHC

It is proposed that the Council provides WNHC with 2 separate facilities:

- A loan facility equal to circa 70% of the company's total funding requirement. This facility should include flexibility for the company to take out

interest only or repayment loans at fixed or variable rates as long as defined covenants set by the Council are complied with.

- A repayable grant facility equal to circa 30% of the total funding requirement
- 

## **5. Policy Implications**

The long term funding of WNPL to manage private rented properties allows the council to intervene in the private rented market and set a high standard for the quality of housing and management with longer term family friendly tenancies.

Similarly, the investment in WNHC ensures that the Council has a vehicle to deliver affordable housing in the borough and meet the Council's housing priorities.

## **6. Financial Implications**

Rent income and capital values will increase over time, whilst borrowing costs are fixed (based on maturity loans).

The financial implications for the council are that it will have a commitment to borrow capital to finance the housing company portfolios for the longer term, thereby restricting capital available for investment in other areas. The risk is mitigated by the extent to which the companies are able to dispose of properties (or portfolios) on the open market, with WNPL able to dispose of the portfolio either as investments or with vacant possession, at open market values.

For WNHC, the funding agreement the liquidity of the portfolio (the ability to dispose of the properties) is limited by the Existing Use Value (EUJ) of the properties as affordable rented or shared ownership homes.

## **7. Personnel Implications**

The WNPL portfolio is managed via agents (Touchstone), and an SLA exists to recover council staff costs.

The WNHC portfolio is predominantly leased to Broadland Housing Association – due to expire in March 2029 - and an SLA exists to recover council staff costs.

## **8. Environmental Considerations**

The high standard of homes acquired by the housing companies from the MHP sites ensures the portfolio will contribute towards net zero for the council with low running costs for tenants due to high EPC ratings, ensuring less disposable income required on household energy bills and therefore less stress on affording rental payments.

## **9. Statutory Considerations**

Latest HM Treasury guidance is that they will support the use of PWLB finance by wholly owned council housing companies where the council has set up a housing strategy to address housing shortages in its area.<sup>1</sup>

### **9.1. Subsidy Control (previously State Aid)**

The Council will be disposing of the properties under section 123 Local Government Act 1972, which generally provides that a local authority may dispose of land in any manner it wishes. Under the General Disposal Consent (England) 2003 local authorities can dispose of land for less than best consideration, on condition that the undervalue does not exceed two million pounds, and where the authority considers that this will contribute to the promotion or improvement of economic, social or environmental well-being in its area.

The Council has received external advice around the UK Subsidy Control requirements that relate to the proposed financing. A summary of that advice is set out below.

#### **WNPL**

WNPL is a company whose business is set up to act commercially by providing private rented sector housing. The company is set up to return a profit to its shareholder: the Council. It is considered that providing a subsidy to a company such as this will detrimentally interfere with the market in which it operates, i.e. the private rented sector. The Council has no intention of making such a subsidy available to other companies or individuals that are in similar circumstances to WNPL. Accordingly, the finance provided to WNPL by the Council must remain on market terms so that it is not deemed a subsidy.

#### **WNHC**

Since the facility element for WNHC is not on market terms and is used for financing the development of social housing, this will be deemed a subsidy to which the rules governing assistance for services of public economic interest would apply. This is the same position as the grant element that is to be provided to WNHC.

We have therefore undertaken an assessment of the WNHC facility and grant elements against the relevant principles within UK Subsidy Control legislation, with these being subsidy control compliant if the Council details the clear case for a policy-led intervention in local housing provision. Also, since the grant element provided to WNHC exceeds £100,000, the Department for Business and Trade must be notified of the subsidy, within the overall context of the support provided to WNHC by the Council

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<sup>1</sup> PWLB Guidance to Applicants, HM Treasury, June 2023

## 10. Equality Impact Assessment (EIA)

(Pre-screening report attached)

## 11. Risk Management Implications

Table 6 Risk items	Risk Implications and Sensitivity	Level of Risk
Market values fall	<p><b>Risk</b> In terms of market values, these are anticipated to fall by 11% in 2023, with an overall growth of 3% in the 5 years to 2027. Within the Major Housing Programme, there are 32 properties due to complete in May 2024 at Southend Road Hunstanton, 6 of these are affordable homes for WNHC. There are no PRS properties on this scheme, and no other properties of any tenure due to complete before the end of 2024.</p> <p><b>Sensitivity/Consequences</b> The sales valuations are based on current market values, which are due to fall in the near term but recover in the medium term.</p>	Medium
Market values fail to increase as expected	<p><b>Risk</b> The anticipated growth over the 5 years to 2027 does not materialise- property prices either stagnate or fall in real terms</p> <p><b>Sensitivity/Consequences</b> Housing markets are cyclical, but demand for housing remains strong. The council will retain the option of disposing of properties into the private rented market to mitigate this risk.</p>	Low
Higher than anticipated interest rates	<p><b>Risk</b> Mortgage interest and PWLB rates continue to increase</p> <p><b>Sensitivity/Consequences</b> Markets are currently pricing BoE holding the base rate at 5.25% with no further increases anticipated, and rates remaining at this level until core inflation is seen to fall within acceptable parameters. Base rates have a direct impact on PWLB rates.</p>	Low
Borrowing requirement to fund the development phase	<p><b>Risk</b> Council is required to use PWLB borrowing to support the development of the scheme, and to fund the purchase of properties for the wholly owned companies.</p> <p><b>Sensitivity/Consequences</b> PWLB rates are considered to be at the peak of the cycle. The risk can be mitigated by the council borrowing at short term rates from other local authorities, at rates generally below current PWLB. Over the longer term the options for borrowing are:</p> <ol style="list-style-type: none"> <li>1. Public Works Loan Board (PWLB) between 1-50 years. This can be based on interest only or have some form of repayment of the principle. An application form is submitted and generally the funding is received in 5 days.</li> <li>2. Pension funds will also lend to local authorities. These are typically used on a forward funding basis and helps to manage risk if the council knows that there is a need to borrow in future and knows how much is required. The forward interest rate curve will be used to assess the applicable rate to be charged. Currently there are no interest rate reductions built into the curve to reflect any downturn in future interest rates so there is currently no benefit in looking at this option, but it could be considered in a year's time as the position is likely to change once inflation comes down and stabilises. Typical entry level is £30m which does not have to be in one loan payment. This can</li> </ol>	Low

Table 6 Risk items	Risk Implications and Sensitivity	Level of Risk
	<p>be drawn down in tranches over time. The arrangements tend to be on an annuity basis as these organisations tend to buy long dated gilts. They will look at the credit rating of a local authority and many local authorities do not have one. Those that do will have paid to have their rating. There is also a tendency to use Moody's metrics to assess the rating of a LA and these organisations will carry out their own due diligence and they will determine the pricing according to their own assessment. A local authority can borrow from PWLB at gilt plus 80 basis points so they will benchmark against that based on the authorities position so it is a fairly subjective approach that is undertaken. It is also worth noting that there are no recent transactions evident in the market since early 2022 as authorities are holding back and using short term solutions.</p> <p>3. Bonds – The council could not issue in our own name as these are in general around £200m plus. The council would need its own credit rating which can cost circa £40k and it is unlikely that the council would get any better terms than PWLB at the moment.</p> <p>4. UK Municipal Bond Agency – activity has gone quiet. The last report issued stated that they were not able to compete with PWLB. However, they would want more assurance and would drill down into more detail to ensure the council's business case stacks up and the loan can be repaid. Due to the issue of more and more local authorities in headlines for the wrong reasons, this has the potential to add more risk to pricing based on previous experience.</p>	

## 12. Declarations of Interest / Dispensations Granted

### 13. Background Papers

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

Anthony Collins legal advice

**Pre-Screening Equality Impact Assessment**

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



Name of policy/service/function	Housing Companies				
Is this a new or existing policy/service/function?	New / <del>Existing (delete as appropriate)</del>				
Brief summary/description of the main aims of the policy/service/function being screened.	COUNCIL COMPANY FUNDING – WEST NORFOLK PROPERTY LIMITED (WNPL) AND WEST NORFOLK HOUSING COMPANY LIMITED (WNHC)				
Please state if this policy/service is rigidly constrained by statutory obligations	N/A				
<b>Question</b>	<b>Answer</b>				
<p><b>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 <b>according to their different protected characteristic</b>, for example, because they have particular needs, experiences, issues or priorities or in terms of ability to access the service?</b></p> <p>Please tick the relevant box for each group.</p> <p>NB. Equality neutral means no negative impact on any group.</p>		Positive	Negative	Neutral	Unsure
	Age			x	
	Disability			x	
	Gender			x	
	Gender Re-assignment			x	
	Marriage/civil partnership			x	
	Pregnancy & maternity			x	
	Race			x	
	Religion or belief			x	
	Sexual orientation			x	
Other (e.g., low income)			x		





Appendix 1

**Reports from Link, PS Tax and Ensor Included here**

**WNPL business plan**

Appendix 3

**WNHC business plan**

Appendix 4

**Grant Thornton report**

**REPORT TO CABINET**

<b>Open</b>		Would any decisions proposed :			
<b>Any especially affected Wards</b>	Mandatory	Be entirely within Cabinet’s powers to decide		NO	
		Need to be recommendations to Council		YES	
		Is it a Key Decision		YES	
Lead Member: Cllr Terry Parish E-mail: cllr.terry.parish@west-norfolk.gov.uk		Other Cabinet Members consulted:			
		Other Members consulted:			
Lead Officer: Lorraine Gore E-mail: lorraine.gore@west-norfolk.gov.uk Direct Dial: 01553 616245		Other Officers consulted:			
Financial Implications	Policy/ Personnel Implications	Statutory Implications	Equal Impact Assessment	Risk Management Implications	Environmental Considerations
NO	NO	NO	NO	NO	NO

Date of meeting: 15 January 2024

**POLLING DISTRICT & POLLING PLACE REVIEW**

<p><b>Summary</b></p> <p>This report presents to Council a revised Polling District and Polling Place Review Schedule.</p> <p><b>Recommendation</b></p> <p><u>Recommendations to Full Council:</u></p> <p>The attached (APPENDIX) Polling District and Polling Place Review Schedule is adopted.</p> <p>Due to size of the document – this only includes polling districts where either public comments were received or where any changes were recommended by the ARO (Acting Returning Officer). All remaining Polling Districts will remain unchanged.</p> <p><b>Reason for Decision</b></p> <p>To ensure that the Council meets its statutory obligations. (A Polling District Review has to be carried out once every five years).</p>
---

## 1 Background

Members will be aware of the Council's duty to undertake a review of the polling districts and polling places in respect of Parliamentary electoral areas that fall within the boundaries of the Borough. This review must take place every five years and was last conducted in It is the (ARO) Acting Returning Officer's responsibility to keep polling stations under review.

The previous Review took place in October/November 2018.

Views have been sought from all stakeholders including County Councillors, Borough Councillors, and political groups. In addition, Parish Councils have been consulted together with local disability groups.

## 2 Options Considered

Representations closed on 24 November 2023 and were published accordingly (on the BCKLWN website). The ARO has made further comments to the representations received.

See attached Appendix for document which contains all polling districts where either public comments were received or where any changes were recommended by the ARO.

The table highlights any proposed changes (only):

<b>Polling District (area)</b>	<b>Proposed change</b>
PD2 (Fairstead)	To be re-integrated into the wider PD1 (Fairstead) polling district.
PJ4 (St Margaret's with St Nicholas)	To be re-integrated into the wider PJ1 (St Margaret's with St Nicholas) polling district
WT7 (Denver)	To be re-integrated into the wider WM1 (Denver) polling district

## 3 Policy Implications

NONE

## 4 Financial Implications

NONE

## 5 Personnel Implications

NONE

**6 Environmental Considerations**

NONE

**7 Statutory Considerations**

Publishing the Polling District and Polling Place Review Schedule is a statutory requirement.

**8 Equality Impact Assessment (EIA)**

(Pre screening report template attached)

**9 Risk Management Implications**

The Council's risk management system is integrated with the Polling District and Polling Place Review, so the risks associated are identified and linked.

**10 Declarations of Interest / Dispensations Granted**

NONE

**11 Background Papers**

NONE

**Pre-Screening Equality Impact Assessment**

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



Name of policy/service/function	Electoral Services				
Is this a new or existing policy/service/function?	Existing				
<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>Review of existing polling districts and polling places – which is a statutory requirement every 5 years.</p>				
<b>Question</b>	<b>Answer</b>				
<p><b>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?</b></p> <p>Please tick the relevant box for each group.</p> <p>NB. Equality neutral means no negative impact on any group.</p>		Positive	Negative	Neutral	Unsure
	Age			X	
	Disability			X	
	Gender			X	
	Gender Re-assignment			X	
	Marriage/civil partnership			X	
	Pregnancy & maternity			X	
	Race			X	
	Religion or belief			X	
	Sexual orientation			X	
	Other (eg low income)			X	

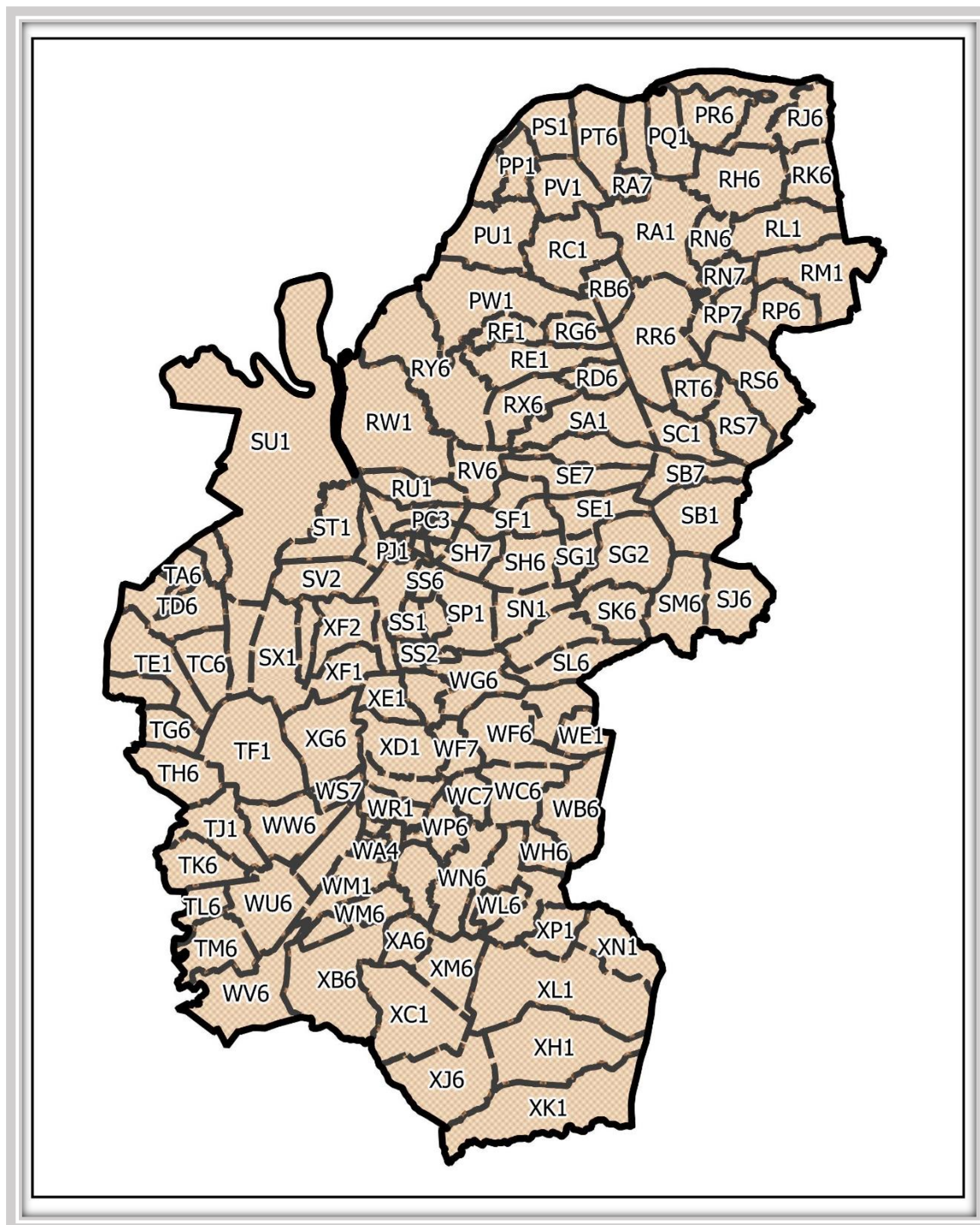




# Borough Council of King's Lynn & West Norfolk

## Review Of Polling Districts, Polling Places & Polling Stations 2023

### Maps, Information, Proposals, Consultee Comments and Recommendations



## Contents:

Page 3:	Key Information and Definitions
Page 4:	PC2 – Gaywood North Bank
Page 6:	PD1 – Fairstead
Page 8:	PD2 – Fairstead
Page 10:	PJ1 – St. Margaret’s with St. Nicholas
Page 12:	PJ4 – St. Margaret’s with St. Nicholas
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Page 18:	SJ6 – Castle Acre
Page 20:	TL6 – Upwell
Page 22:	TM6 – Upwell
Page 24:	WM1 – Denver
Page 26:	WT7 – Denver

## Reason for review:

Under the Representation of the People Act 1983, the Council has a duty to divide the Borough into polling districts and to designate a polling place for each district. It also has to keep these arrangements under review.

Section 16 of the Electoral Administration Act 2006 introduced a number of changes to the 1983 Act in respect of the way reviews must be undertaken, including that a review must be conducted every four years from 31<sup>st</sup> December 2007. This does not prevent changes being made in-between full reviews.

The arrangements made for parliamentary elections are also used at other elections.

Local authorities must also comply with accessibility requirements and consider the accessibility of polling stations as part of the review.

Suitable facilities for the staff working at the polling stations should also be considered.

## Definitions:

- **Polling District:** the area created by the division of a constituency, division or ward into smaller parts, within which a polling place can be determined which is convenient to the electors – Responsibility of the Council to designate.
- **Polling Place:** the area in which polling stations will be selected by the Returning Officer – Responsibility of the Council to designate.
- **Polling Station:** the room or building within polling place where the poll takes place – Responsibility of the Returning Officer to designate.
- **Electorate:** total number of registered electors per polling district as of 1<sup>st</sup> September 2023.

## Polling District Boundaries:

\*\* Please note that the boundaries for the Polling Districts have been created to be aligned with either existing:

- **Parliamentary boundaries**
- **Borough Ward boundaries**
- **County Council Division boundaries**
- **Parish Council boundaries.**

These boundaries cannot be altered under a 'Polling District Review'.

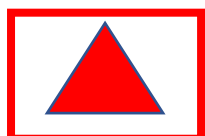
To view maps of these boundaries, please visit the '**Ordnance Survey – Election Maps**' website:

[www.ordnancesurvey.co.uk/election-maps/gb/](http://www.ordnancesurvey.co.uk/election-maps/gb/)

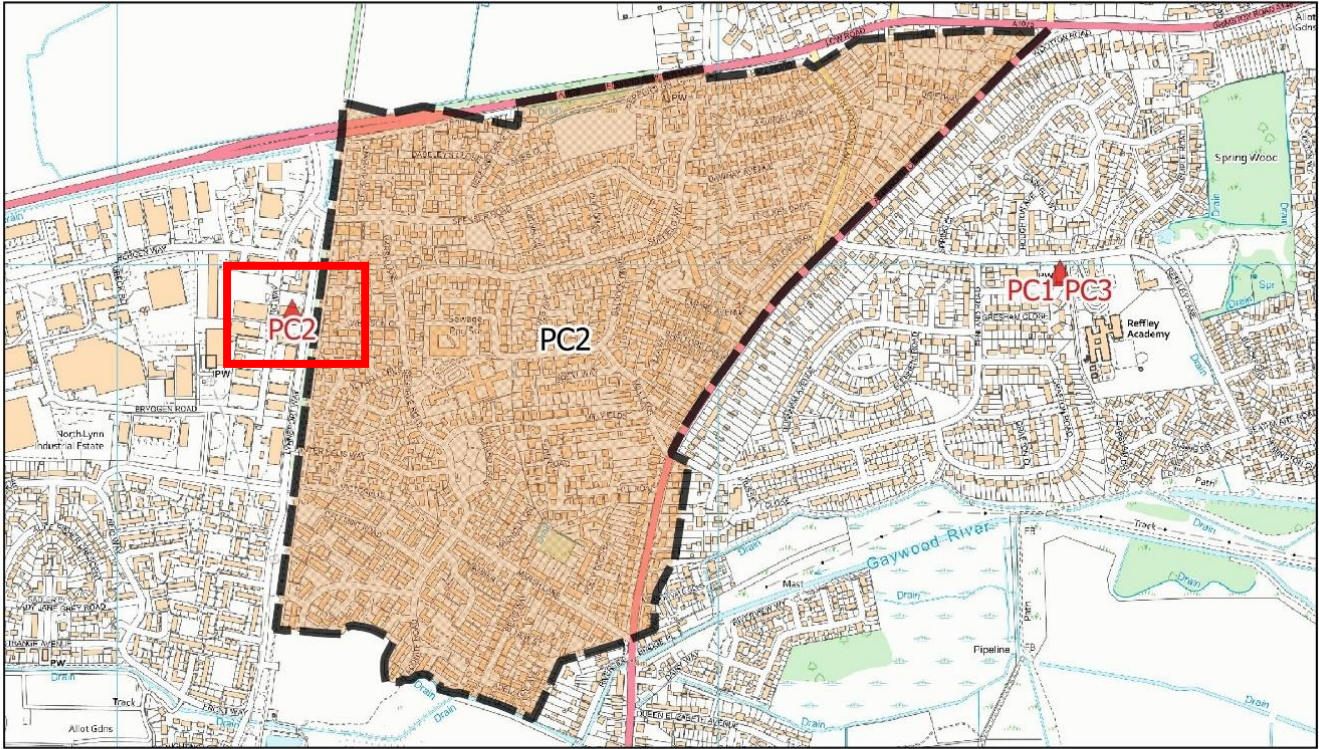
## Map Key:

----- : Polling District Boundary

\_\_\_\_\_ : King's Lynn & West Norfolk Borough Council (Local Authority) Boundary



: Relevant Polling Station location, usually including alpha-numerical annotation



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King's Lynn &  
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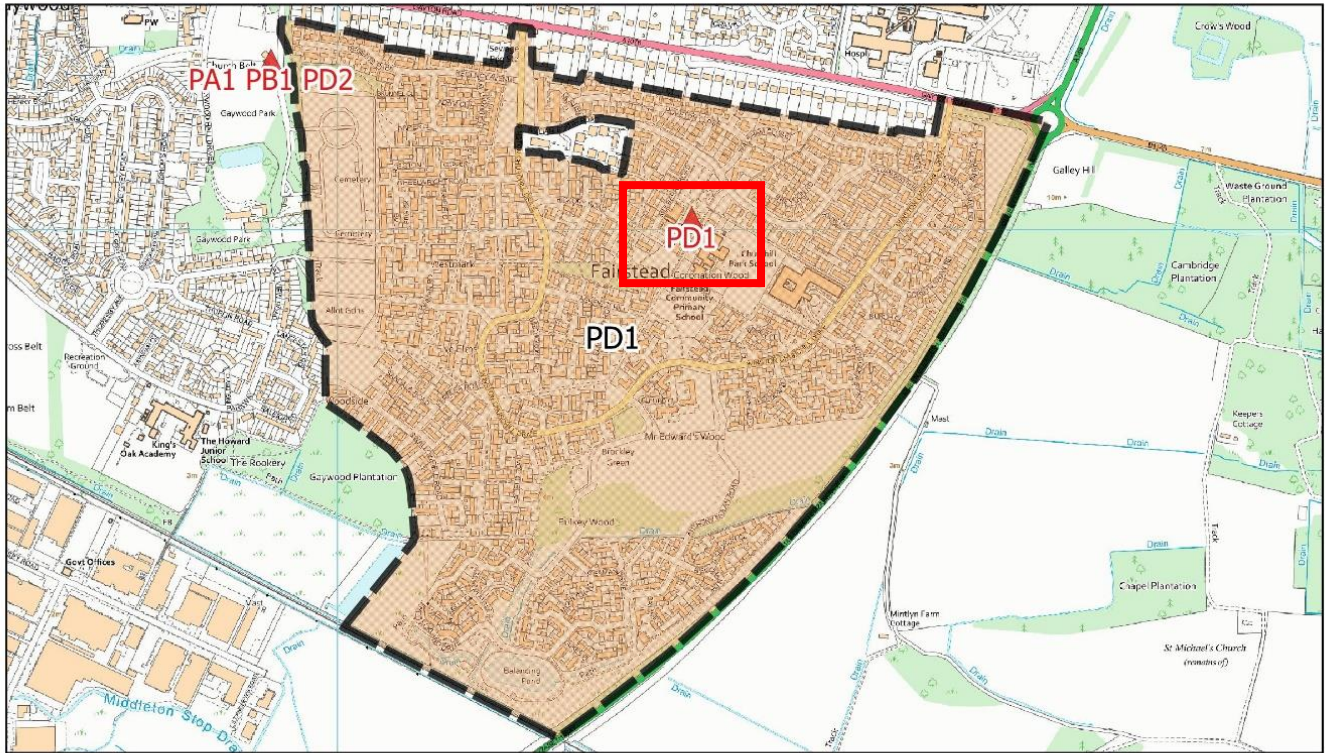
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**1:11,000**  
**31/08/2023**

<b>Polling District:</b>	<b>PC2 - Gaywood North Bank (Gaywood North Bank Borough Ward)</b>
<b>Area of Polling Place:</b>	Area of PC2 Polling District comprising the streets of Adelaide Avenue, Amber Court, Arundel Drive, Baldock Drive, Bedford Drive, Bevis Way, Braeburn Close, Brett Way, Camfrey, Chapel Terrace, Charlock, Clifford Burman Close, Clifton Road, Crofters Close, Daseleys Close, Dawnay Avenue, Empire Avenue, Evelyn Way, Fern Road, Festival Close, Ffolkes Drive, Folly Court, Folly Grove, Galyon Road, Grey Sedge, Hall Road, Hill Road, James Close, Kingcup, Lea Way, Low Road, Magnolia Drive, Marsh Lane, Mill Lane, Millfields, Monkshood, Morello Court, New Street, Nuthall Crescent, Orchard Crescent, Penrose Close, Peppers Green, Reeves Avenue, Samphire, Segrave Road, Shelford Drive, Somersby Close, South Wootton Lane, Spenser Road, Spring Sedge, Suffield Way, Tamarisk, Tawny Sedge, Victoria Close, Waterden Close, Westhorpe Close, White Sedge, Willow Park, Winter Nelis Way, Wootton Road (176-218, 211-363) and any new developments in the area bounded by those streets
<b>Polling Station:</b>	King's Lynn Masonic Centre, 9 Hamburg Way, North Lynn Industrial Estate, KING'S LYNN, PE30 2 <sup>ND</sup>  <i>Note: Dual polling station</i>
<b>Electorate:</b>	2799
<b>Proposed Changes:</b>	None

<p><b>Consultee Comments:</b></p>	<p>27<sup>th</sup> October 2023 – By Email. Respondent: Adrian Simpson.</p> <p><i>Good afternoon, Over the last few years, I have used the Kings Lynn Masonic Centre on Hamburg Way, Kings Lynn. It is a great venue for a polling station due to its location, easy parking (they have their own car park) and general size. Best regards Adrian Simpson</i></p> <p>27<sup>th</sup> October 2023 – By Email. Respondent: Jim Gill.</p> <p><i>I find the Masonic Centre at Kings Lynn convenient with ample car parking space. Regards, Jim Gill.</i></p>
<p><b>Returning Officer Comments:</b></p>	<p>No alterations to existing polling district arrangements requested</p>
<p><b>Recommendation:</b></p>	<p>No alterations to existing polling district</p>



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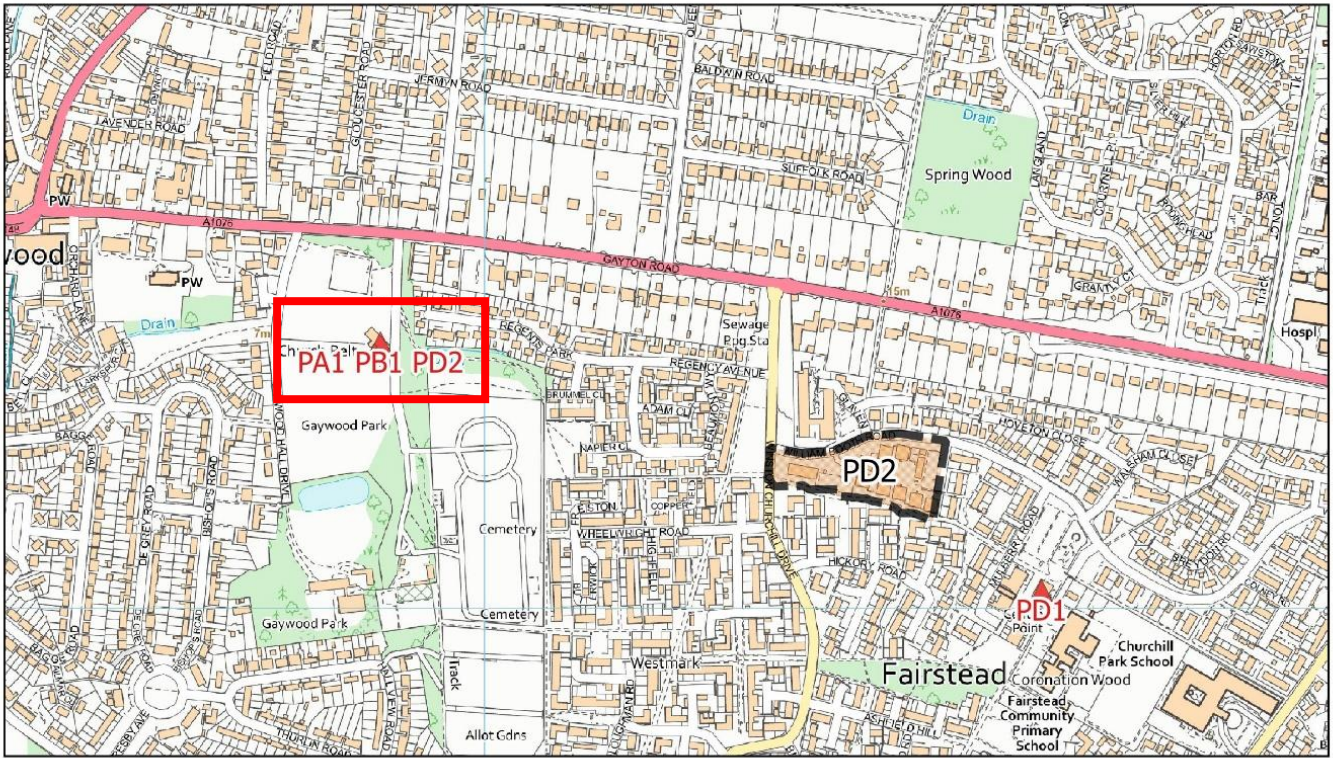


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**31/08/2023**

<b>Polling District:</b>	<b>PD1 – Fairstead (Fairstead Borough Ward)</b>
<b>Area of Polling Place:</b>	That part of King’s Lynn bounded by, but not including Queen Elizabeth Way until it meets the railway line to Leziate. Proceed in a north westerly direction until the junction with the drain and then north easterly until Pulkey Wood. Then bear west along Plantation Way path. Continue due north along the west side of Gayton Road cemetery, until reaching Gayton Road. Travel east along the rear boundary of properties on Gayton Road, until the junction with Winston Churchill Drive. Continue along Gayton Road back to Queen Elizabeth Way, excluding Minster Court
<b>Polling Station:</b>	Fairstead Community Centre, Centre Point, KING’S LYNN, PE30 4SR <i>Note: Dual polling station</i>
<b>Electorate:</b>	4186
<b>Proposed Changes:</b>	Re-integration of Polling District PD2 – Fairstead within PD1- Fairstead. This will see one further street, Minster Court, added to PD1. Please see page 12 for further information. Represents improvement to elector convenience and elimination of electoral administrative anomaly. <b>PTO</b>

<b>Consultee Comments:</b>	None
<b>Returning Officer Comments:</b>	Support proposals
<b>Recommendation</b>	Proceed with proposal of re-integration of Polling District PD2 – Fairstead within PD1- Fairstead





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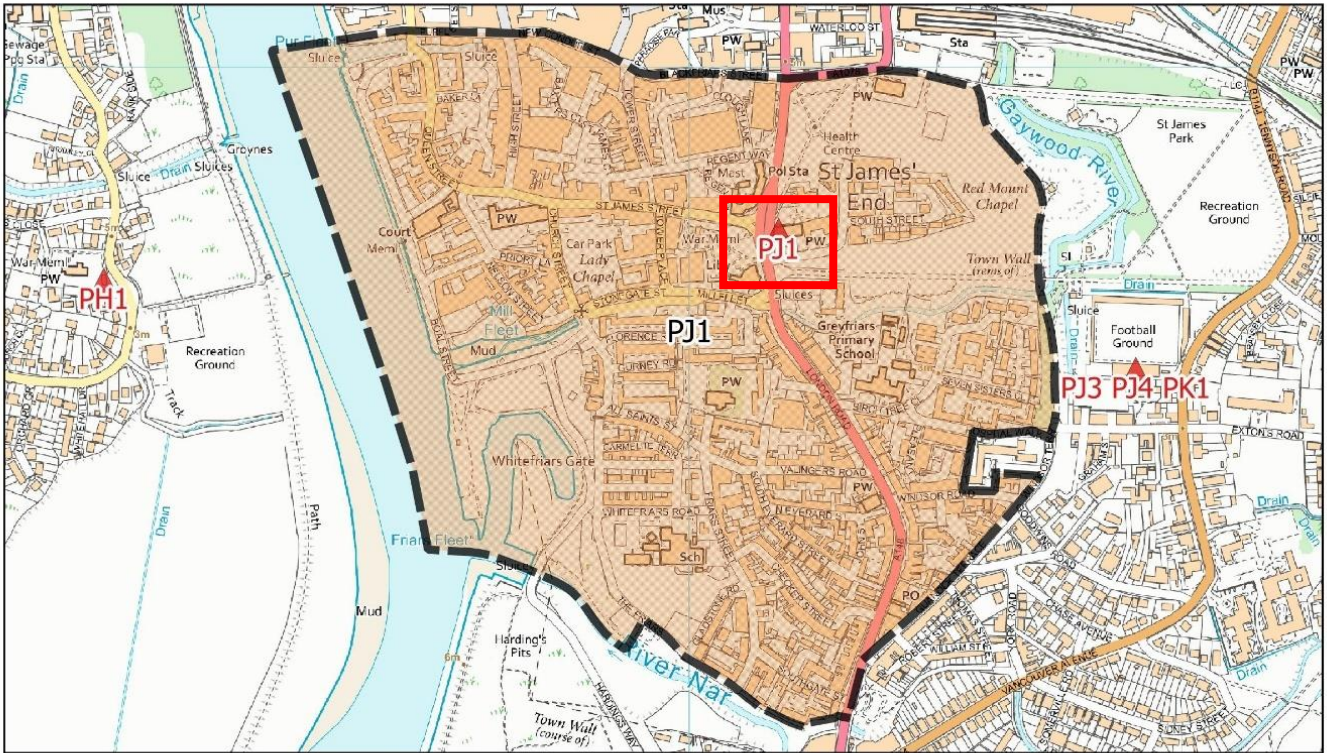


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31/08/2023

<b>Polling District:</b>	<b>PD2 – Fairstead (Fairstead Borough Ward)</b>
<b>Area of Polling Place:</b>	The Minster Court part of Fairstead
<b>Polling Station:</b>	Gaywood Community Centre, Gayton Road, KING'S LYNN, PE30 4EE  <i>Note: Dual polling station</i>
<b>Electorate:</b>	82
<b>Proposed Changes:</b>	Abolition of polling district PD2-Fairstead and integration into polling district to PD1-Fairstead.  PD2-Fairstead was created solely to allow residents of Minster Court to vote at their location when Minster Court was previously used as a polling station for Springwood polling districts. As Springwood electors now use Gaywood Community Centre as their polling station, Minster Court voters can now be reintegrated into wider PD1-Fairstead district and vote at the Fairstead Community Centre. The Fairstead Community Centre is geographically closer to Minster Court than Gaywood Community Centre for voter convenience. Such a change also eliminates unnecessary electoral administration at election times.

**PTO**

<b>Consultee Comments:</b>	None
<b>Returning Officer Comments:</b>	Support proposals
<b>Recommendation:</b>	Proceed with proposal of re-integration of Polling District PD2 – Fairstead within PD1- Fairstead



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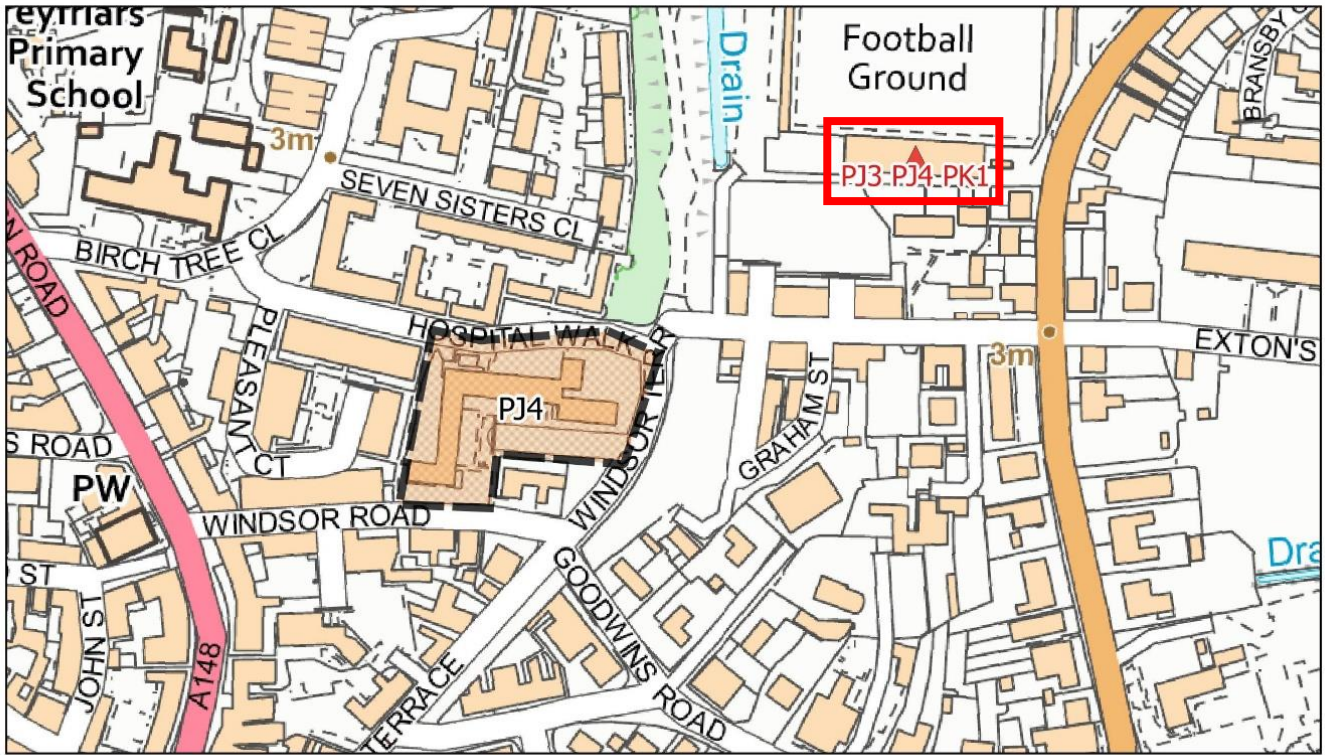


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**31/08/2023**

<b>Polling District:</b>	<b>PJ1 – St. Margaret’s with St. Nicholas (St. Margaret’s with St. Nicholas Borough Ward)</b>
<b>Area of Polling Place:</b>	Area of PJ1 Polling District comprising the streets of All Saints Street, Baker Lane, Birch Tree Close, Bridge Street, Carmelite Terrace, Checker Street, Church Lane, Church Street, Clough Lane, Coronation Walk, County Court Road, Cromwell Terrace, Ethel Terrace, Fisheries Walk, Florence Road, Freestone Court, Friars Street, Friars Walk, Gladstone Road, Granary Court, Guanock Terrace (2-52, 49-51), Gurney Road, High Street, Hillington Square, Horsleys Court, John Street, King’s Staithe Lane, King’s Staithe Square, London Road, Lynwood Terrace, Millfleet, Nelson Street, North Everard Street, Old Brewery Court, Old Hospital Mews, Pleasant Court, Priory Lane, Providence Street, Purfleet Place, Queen Street, Regent Place, Regent Way, Saturday Market Place, Seven Sisters Close, South Everard Street, South Lynn Plain, South Quay, South Street, Southgate Street, St. James Court, St. James Street, St. Margaret’s Lane, St. Margaret’s Place, Stonegate Street, Terrace Lane, Tower Place, Tower Street, Union Lane, Valingers Road, Whitefriars Cottages, Whitefriars Road, Whitefriars Terrace, Windsor Park, Windsor Road and any new developments in the area bounded by those streets
<b>Polling Station:</b>	London Road Methodist Church, London Road, KING’S LYNN, PE30 5PU
<b>Electorate:</b>	2007
<b>Proposed Changes:</b>	Re-integration of Polling District PJ4 -St. Margarets with St. Nicholas back into PJ1- St. Margarets with St. Nicholas. This will see one street, Windsor Park, added to PJ1.  This will eliminate an electoral administration anomaly. Please see page 20 for further information.

**PTO**

<b>Consultee Comments:</b>	None
<b>Retuning Officer Comments:</b>	Support proposals
<b>Recommendation:</b>	Proceed with proposal of re-integration of Polling District PJ4 – St. Margaret’s with St. Nicholas within PJ1- St. Margaret’s with St. Nicholas



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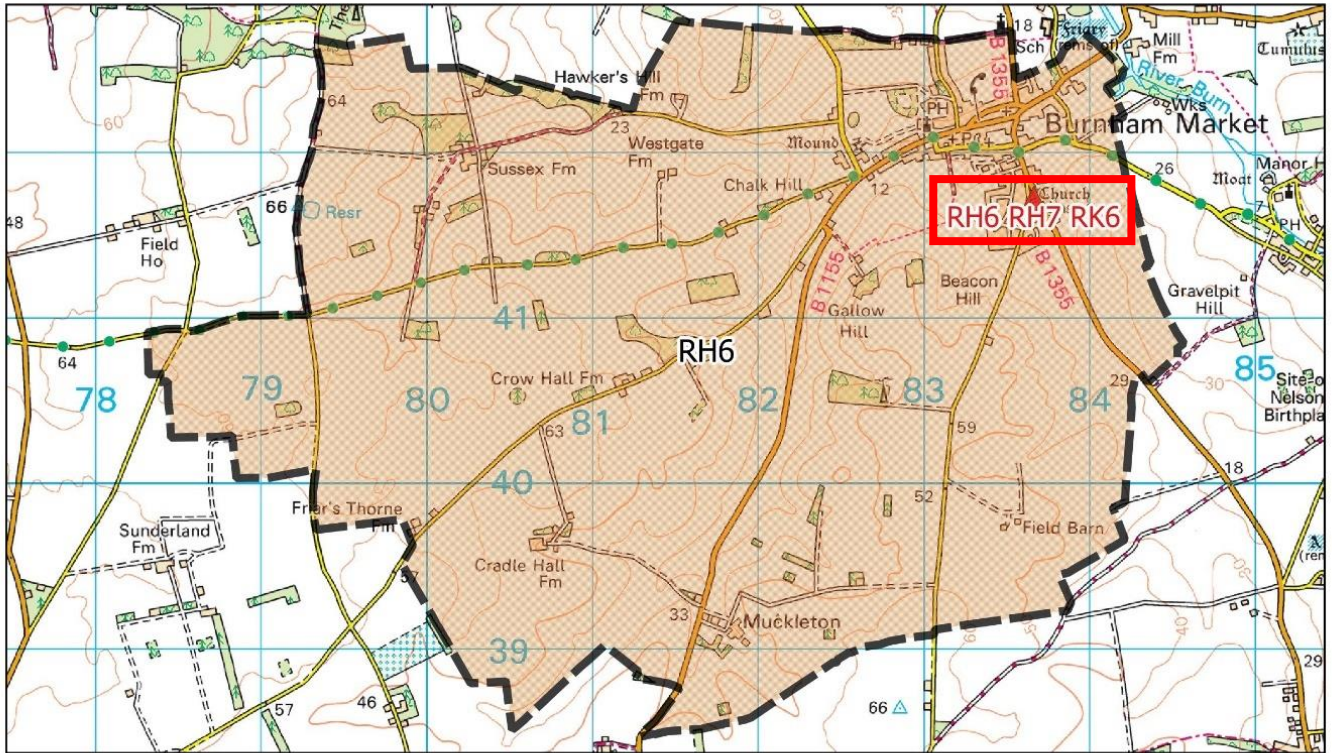
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 31/08/2023

<b>Polling District:</b>	<b>PJ4 – St. Margaret’s with St. Nicholas</b> (St. Margaret’s with St. Nicholas Borough Ward)
<b>Area of Polling Place:</b>	Windsor Park, KING’S LYNN, PE30 5PW
<b>Polling Station:</b>	King’s Lynn Town Football Club, The Walks, Tennyson Avenue, KING’S LYNN, PE30 5PB
<b>Electorate:</b>	39
<b>Proposed Changes:</b>	<p>Abolition of Polling District PJ4 - St. Margaret’s with St. Nicholas and integration into polling district to PJ1 - St. Margaret’s with St. Nicholas.</p> <p>PJ4 - St. Margaret’s with St. Nicholas was created solely to allow residents of Windsor Court to vote at their location when Windsor Court was previously used as a polling station for PK1-Gaywood Chase and PJ3-St. Margaret’s with St. Nicholas polling districts. As PK1 and PJ3 electors now use King’s Lynn Town Football Club as their polling station, Windsor Court voters can now be reintegrated into the wider PJ1- St. Margaret’s with St. Nicholas polling district and vote at London Road Methodist Church. London Road Methodist Church was previously the polling station for PJ4. While the London Road Methodist Church is slightly further away than the Football Club, it is not an inconvenient location given neighbouring properties to Windsor Park in PJ1 already use it. Such a change also eliminates unnecessary electoral administration at election times.</p>

<b>Consultee Comments:</b>	None
<b>Retuning Officer Comments:</b>	Support proposals
<b>Recommendation:</b>	Proceed with proposal of re-integration of Polling District PJ4 – St. Margaret’s with St. Nicholas within PJ1- St. Margaret’s with St. Nicholas.



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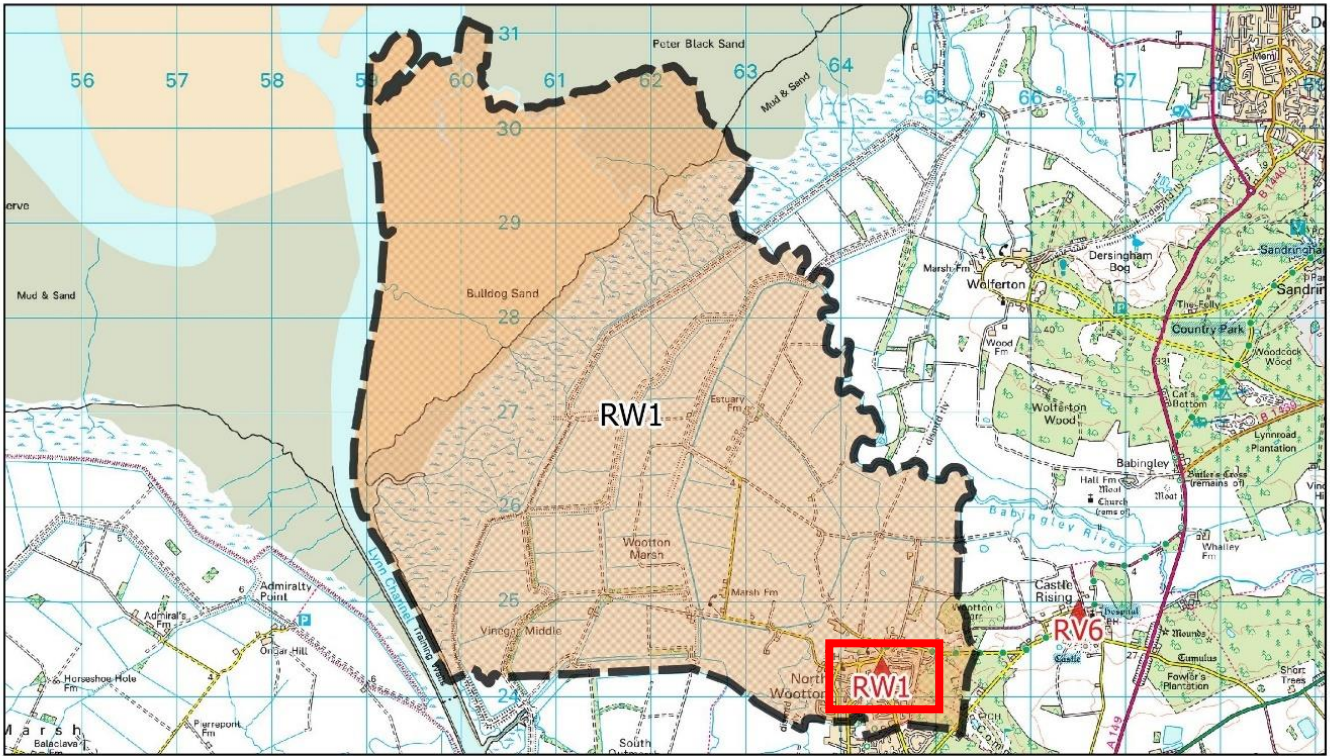


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31/08/2023

<b>Polling District:</b>	<b>RH6 – Burnham Market</b> (Burnham Market & Docking Borough Ward)
<b>Area of Polling Place:</b>	The Parish of Burnham Market
<b>Polling Station:</b>	Burnham Market & Norton Village Hall, Beacon Hill Road, Burnham Market, KING'S LYNN, PE31 8ER
<b>Electorate:</b>	629
<b>Proposed Changes:</b>	None
<b>Consultee Comments:</b>	15 <sup>th</sup> November 2023 – By Email. Respondent: Caroline Boyden.  <i>Good afternoon,</i>
	<b>PTO</b>

	<p><i>Burnham Market Parish Council are happy with the current polling arrangements but you would like to reduce the size of the Parish Council, due to reduced resident numbers and the fact that 50% of homes are either second homes or furnished holiday lets with no interest in the parish council. We would like to reduce the numbers of councillors from 11 to 7 asap.</i></p> <p><i>Best regards Caroline Boyden Parish Clerk Burnham Market Parish Council</i></p>
<p><b>Returning Officer Comments:</b></p>	<p>No alterations to existing polling district arrangements requested.</p> <p>The number of councillors sitting on a parish council falls outside the scope of a Polling District Review. Such matters are considered during a Community Governance Review. The borough council will be in contact with the Parish Council to discuss this matter separately.</p>
<p><b>Recommendation:</b></p>	<p>No alterations to existing polling district</p>





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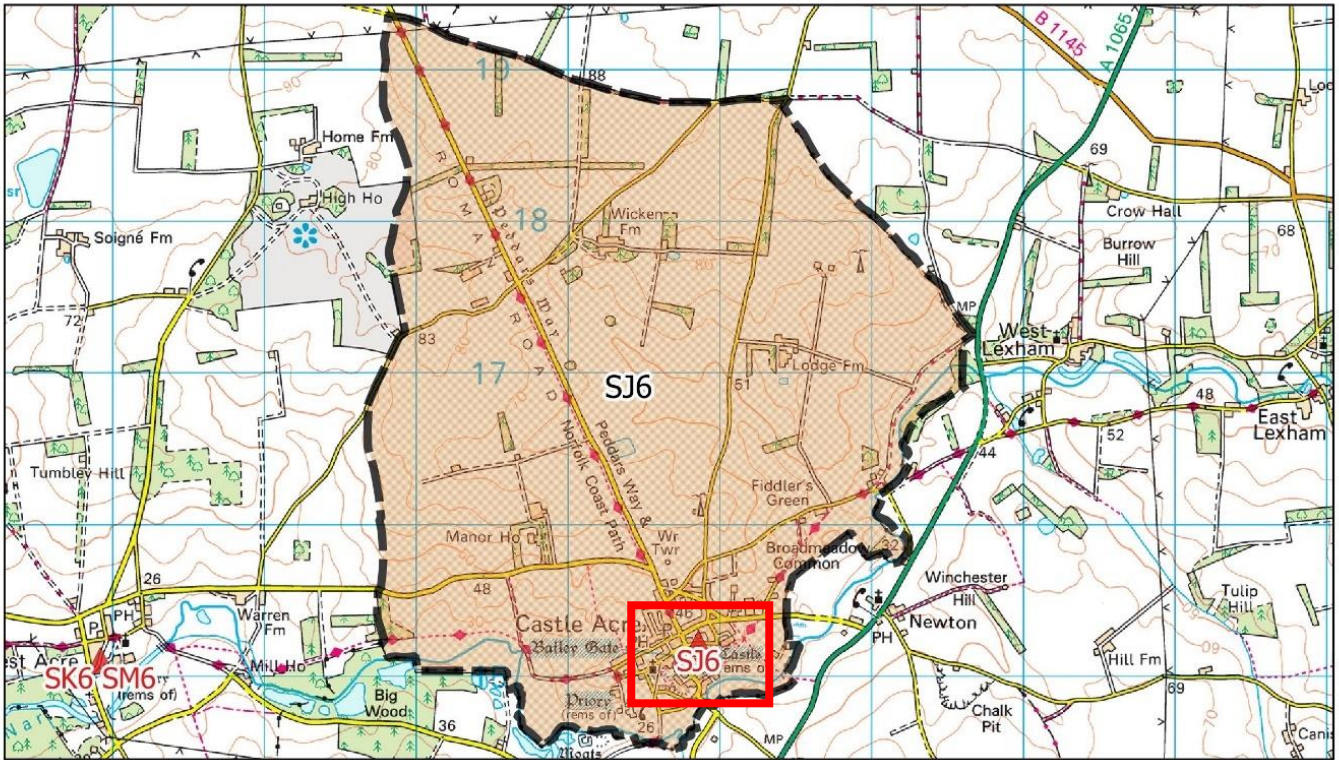
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31/08/2023**

<b>Polling District:</b>	<b>RW1 – North Wootton (The Woottons Borough Ward)</b>
<b>Area of Polling Place:</b>	The Parish of North Wootton
<b>Polling Station:</b>	North Wootton Village Hall, 46 Priory Lane, North Wootton, KING'S LYNN, PE30 3PT
<b>Electorate:</b>	1876
<b>Proposed Changes:</b>	None
<b>Consultee comments:</b>	<p>27<sup>th</sup> October 2023 – By Email. Respondent: Lynne Gill</p> <p><i>Dear Sir/madam, My local polling station is at North Wootton Village Hall. It is easily accessible by foot for even elderly people , with just about sufficient car parking for those who drive in. If this facility were to be closed down, meaning people would have to travel further, it would be a hardship for many. It would also add to traffic on our roads and everything that implies.</i></p> <p style="text-align: right;"><b>PTO</b></p>

	<p><i>One wonders why it is necessary to change the number and access of polling stations. One hopes fervently that there is not some political agenda behind it.</i></p> <p><i>Sincerely,</i></p> <p><i>Lynne Gill</i></p>
<p><b>Returning Officer Comments:</b></p>	<p>No alterations to existing arrangements requested</p>
<p><b>Recommendation:</b></p>	<p>No alterations to existing polling district</p>



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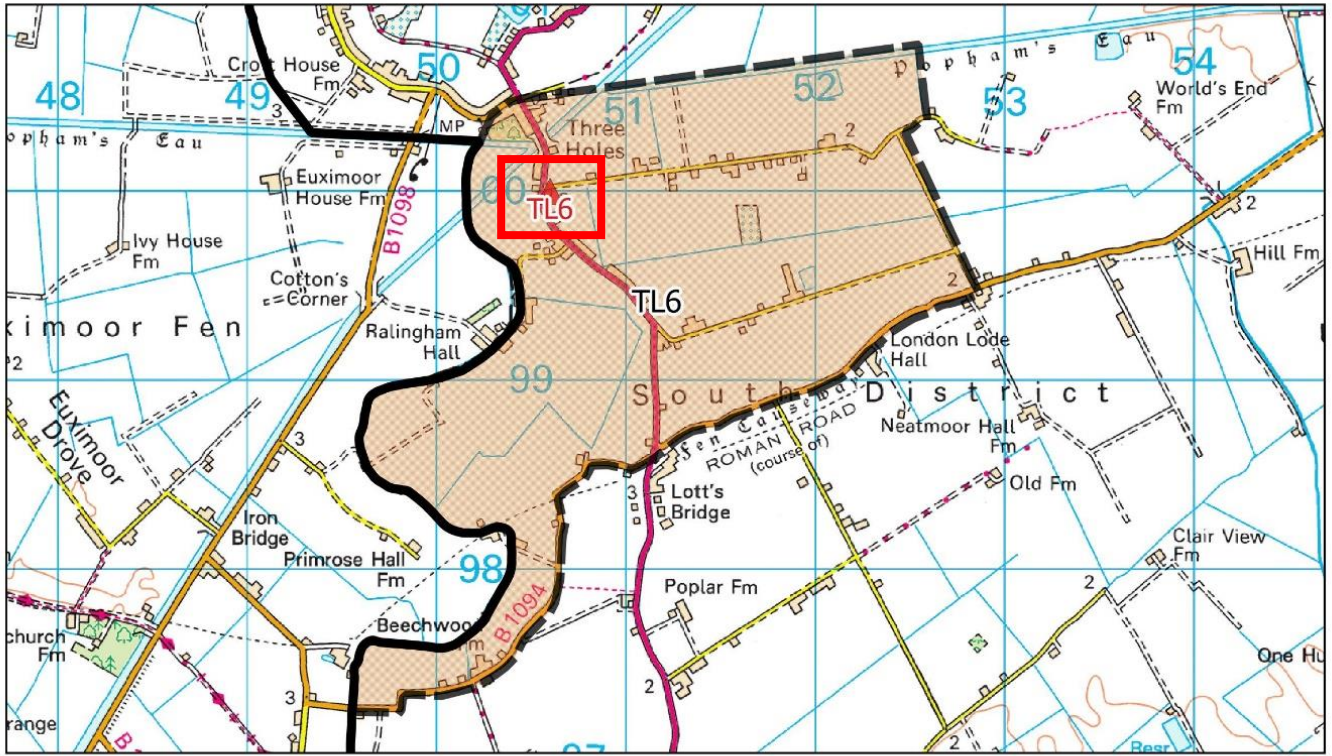
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31/08/2023

<b>Polling District:</b>	<b>SJ6 – Castle Acre (Massingham With Castle Acre Borough Ward)</b>
<b>Area of Polling Place:</b>	The Parish of Castle Acre
<b>Polling Station:</b>	Castle Acre Village Hall, Pye's Lane, Castle Acre, KING'S LYNN, PE32 2XB
<b>Electorate:</b>	700
<b>Proposed Changes:</b>	None
<b>Consultee Comments:</b>	<p>17<sup>th</sup> October 2023 – By Email. Respondent: Helen Breach.</p> <p><i>Dear Andrew Barrett Polling District Review On behalf of Castle Acre Village Hall, I am pleased to read in the review that Castle Acre Village Hall will continue to host polling days. The hall has recently been decorated and the kitchen refurbished, an even better facility for polling officers. Thanks again Kind regards Helen</i></p>

<b>Returning Officer Comments:</b>	No alterations to existing arrangements requested
<b>Recommendation:</b>	No alterations to existing polling district



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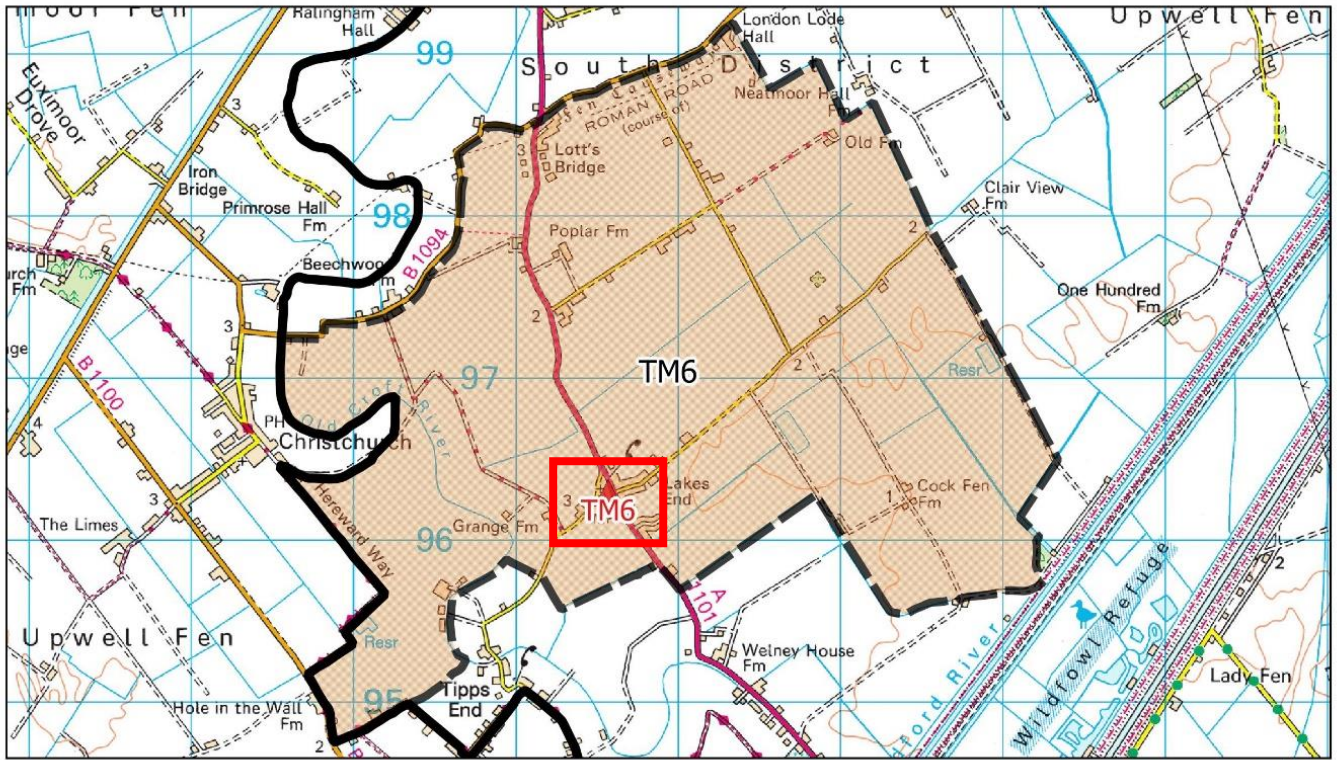
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 31/08/2023

<b>Polling District:</b>	<b>TL6 – Upwell (Upwell &amp; Delph Borough Ward)</b>
<b>Area of Polling Place:</b>	The Parish of Upwell (known as Christchurch and Three Holes)
<b>Polling Station:</b>	Three Holes Village Hall, Squires Drove, Three Holes, WISBECH, PE14 9JY
<b>Electorate:</b>	438
<b>Proposed Changes:</b>	None
<b>Consultee Comments:</b>	<p>30<sup>th</sup> October 2023 – By Email.          Respondent: Maurice Leeke</p> <p><i>I would like to make the following comments on the Polling District Review.</i></p> <p><i>There appears to be a change in the boundary between two of the polling districts in Upwell parish which will split Lot's Bridge by having the boundary running along the B1094 road. At present all of these properties, on both sides of the road, appear to be in TM6. This makes much more sense. The only Lot's</i></p>

	<p><i>Bridge property in TL6 at present appears to be Rheims Lodge, Main Road. I would suggest a boundary to the north of Rheims Lodge would mean that all of Lot's Bridge used the same polling station at Lakesend. Recommendation: move the boundary between TL6 and TM6 to the north of Rheims Lodge and the B1094 so that Rhiems Lodge and all the properties along the B1094 are included in TM6.</i></p> <p><i>I am very happy to discuss these recommendations if it would be helpful.</i>  <i>Maurice Leeke</i></p>
<p><b>Returning Officer Comments:</b></p>	<p>There are currently three polling districts that serve the parish of Upwell. They uniformly serve the same elections – namely Upwell Parish Council, Upwell &amp; Delph Borough Ward and Marshland South County Division and South West Norfolk Parliamentary Constituency.</p> <p>The B1094 road forms a clear demarcation line between TM6 – Upwell and TL6 – Upwell polling districts.</p> <p>Moving the boundary would decrease elector convenience at Rheims Lodge. The distance between Rheims Lodge and the existing TL6 polling station is estimated at 1km. The distance between Rheims Lodges and the TM6 polling station is 1.5km.</p> <p>Request not supported for rationale above. Elector convenience would be decreased for voting in identical elections and clear demarcation line lost.</p>
<p><b>Recommendation:</b></p>	<p>No alterations to existing polling district</p>



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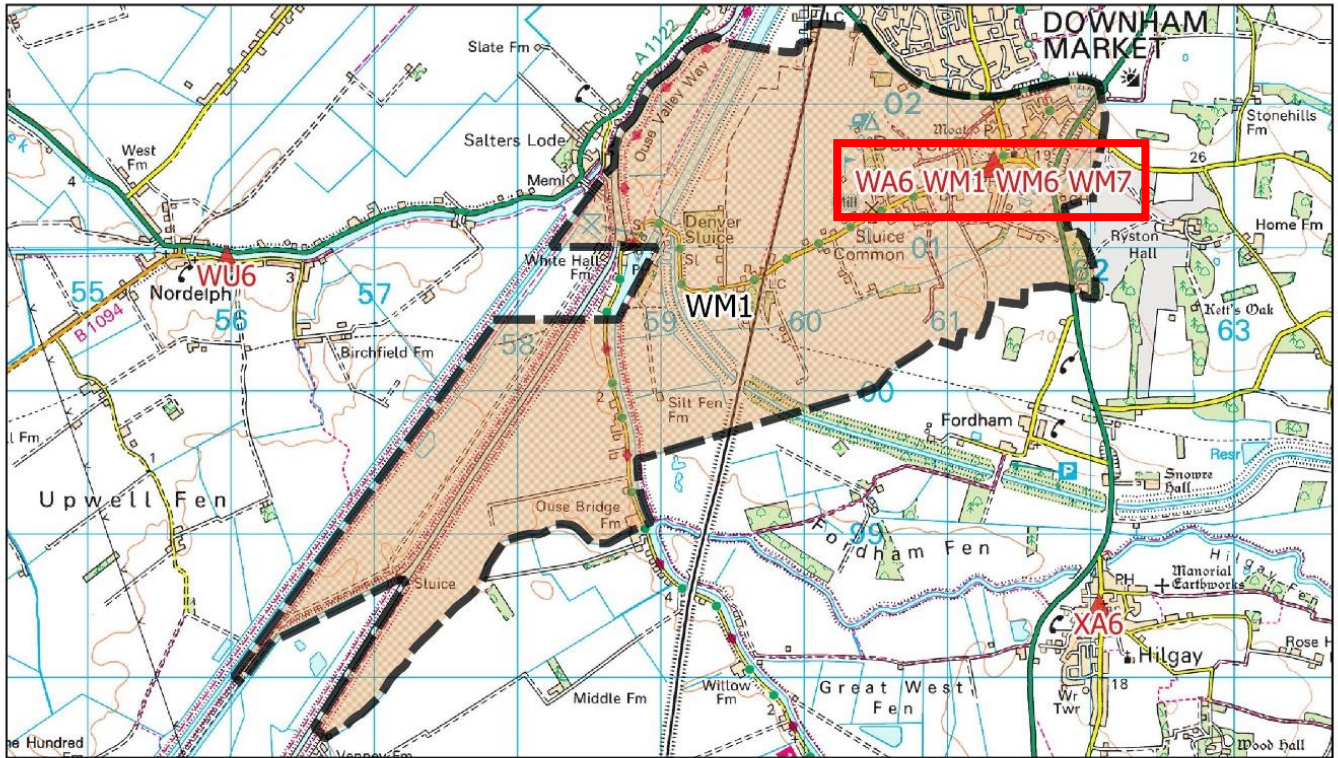


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**31/08/2023**

<b>Polling District:</b>	<b>TM6 – Upwell (Upwell &amp; Delph Borough Ward)</b>
<b>Area of Polling Place:</b>	The Parish of Upwell (known as Lakes End)
<b>Polling Station:</b>	Lakes End Village Hall, Main Road, Lakes End, Welney, WISBECH, PE14 9QH
<b>Electorate:</b>	245
<b>Proposed Changes:</b>	None
<b>Consultee Comments:</b>	<p>30<sup>th</sup> October 2023 – By Email. Respondent: Maurice Leeke</p> <p><i>I would like to make the following comments on the Polling District Review.</i></p> <p><i>There appears to be a change in the boundary between two of the polling districts in Upwell parish which will split Lot's Bridge by having the boundary running along the B1094 road. At present all of these properties, on both sides of the road, appear to be in TM6. This makes much more sense. The only Lot's Bridge</i></p>

	<p><i>property in TL6 at present appears to be Rheims Lodge, Main Road. I would suggest a boundary to the north of Rheims Lodge would mean that all of Lot's Bridge used the same polling station at Lakesend. Recommendation: move the boundary between TL6 and TM6 to the north of Rheims Lodge and the B1094 so that Rhiems Lodge and all the properties along the B1094 are included in TM6.</i></p> <p><i>I am very happy to discuss these recommendations if it would be helpful.</i>  <i>Maurice Leeke</i></p>
<p><b>Returning Officer Comments:</b></p>	<p>There are currently three polling districts that serve the parish of Upwell. They uniformly serve the same elections – namely Upwell Parish Council, Upwell &amp; Delph Borough Ward and Marshland South County Division and South West Norfolk Parliamentary Constituency.</p> <p>The B1094 road forms a clear demarcation line between TM6 – Upwell and TL6 – Upwell polling districts.</p> <p>Moving the boundary would decrease elector convenience at Rheims Lodge. The distance between Rheims Lodge and the existing TL6 polling station is estimated at 1km. The distance between Rheims Lodges and the TM6 polling station is 1.5km.</p> <p>Request not supported for rationale above. Elector convenience would be decreased for voting in identical elections and clear demarcation line lost.</p>
<p><b>Recommendation</b></p>	<p>No alterations to existing polling district</p>





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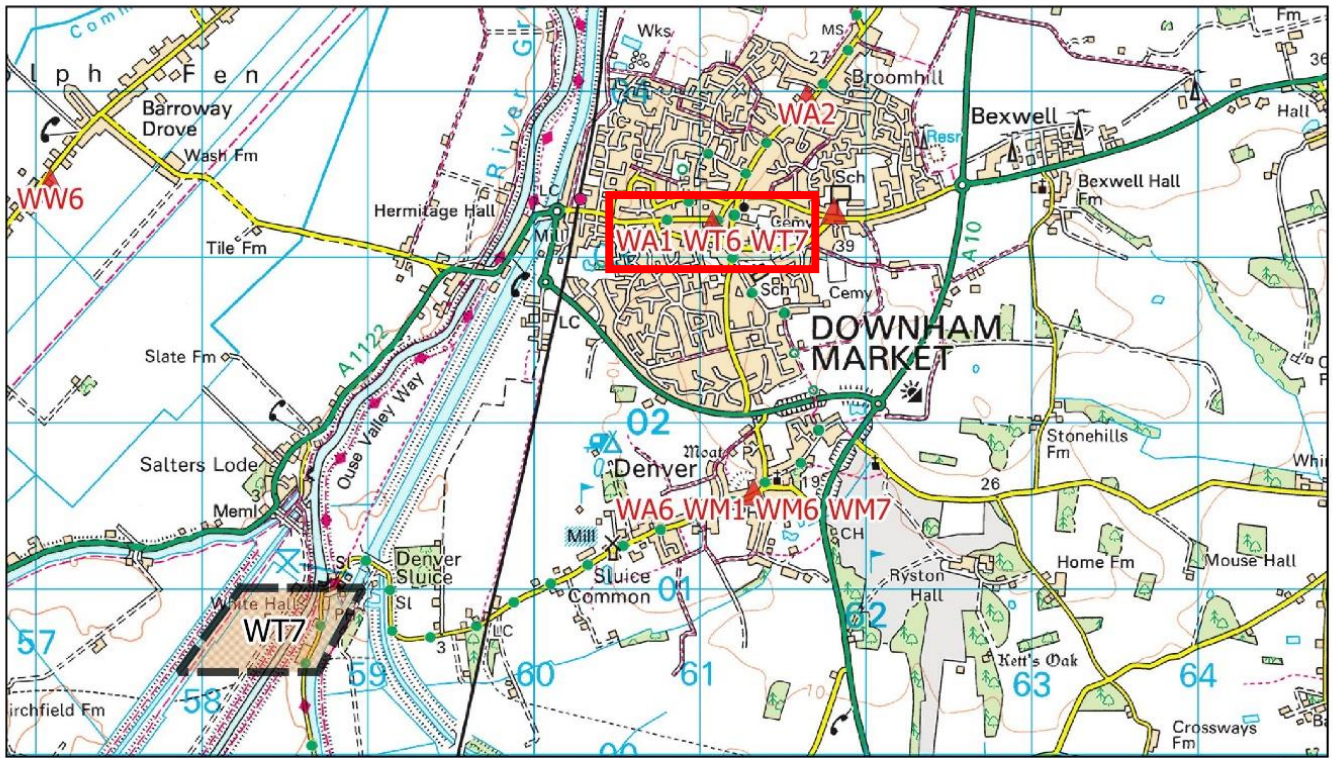
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1:46,500  
31/08/2023

<b>Polling District:</b>	<b>WM1 – Denver</b> (Denver Borough Ward)
<b>Area of Polling Place:</b>	The Parish of Denver excluding the Whitehall Farm area
<b>Polling Station:</b>	Denver Village Hall, Sluice Road, Denver, DOWNHAM MARKET, PE38 ODY
<b>Electorate:</b>	746
<b>Proposed Changes:</b>	None
<b>Consultee Comments:</b>	<p>30<sup>th</sup> October 2023 – By Email. Respondent: Maurice Leeke</p> <p><i>I would like to make the following comments on the Polling District Review.</i></p> <p><i>There is a separate Polling District for two, currently unoccupied, dwellings by Denver Sluice. I have no idea why it was a separate polling district in the first place, but suggest that now, while they are unoccupied, is a good time to merge</i></p>

	<p><i>them into the Denver polling district. Recommendation: remove polling district WT7 and merge it with WM1.</i></p> <p><i>I am very happy to discuss these recommendations if it would be helpful.</i></p> <p><i>Maurice Leeke</i></p>
<p><b>Returning Officer Comments:</b></p>	<p>WT7 – Denver polling district was created to ensure maximum convenience for any residents at the two properties mentioned in the consultee feedback. The properties are on the other side of Denver sluice and the main WM1 – Denver polling district. Access to the WM1 - Denver polling station is via the Bridge Road / Station Road bridge at Downham Market. It is believed WT7 – Denver polling district was created before the creation of the A1122 link road to the A10, which created better access to Denver. Prior to its creation, attending the Downham Market Town Hall poll station would have been more convenient for the electors at the two properties than Denver Village Hall poll station. Journey times by car to each polling station from the two properties is likely similar when factoring in town centre driving and parking.</p> <p>Consultee request supported for rationale above. There would be minimal impact on elector convenience, and it would eliminate additional administration at election times.</p>
<p><b>Recommendation:</b></p>	<p>Re-integrate WT7 – Denver polling district within WM1 – Denver polling district.</p>



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1:40,000  
31/08/2023

<b>Polling District:</b>	<b>WT7 – Denver</b> (Denver Borough Ward)
<b>Area of Polling Place:</b>	The Parish of Denver known as the Whitehall Farm area and that part of the Parish of Downham Market (Downham Old Town Ward) containing its Polling Station
<b>Polling Station:</b>	Downham Market Town Hall, Bridge Street, DOWNHAM MARKET, PE38 9DW  <i>Note: Dual polling station</i>
<b>Electorate:</b>	0 (2 properties on register, currently empty)
<b>Proposed Changes:</b>	None
<b>Consultee Comments:</b>	30 <sup>th</sup> October 2023 – By Email. Respondent: Maurice Leeke  <i>I would like to make the following comments on the Polling District Review.</i>  <i>There is a separate Polling District for two, currently unoccupied, dwellings by Denver Sluice. I have no idea why it was a separate polling district in the first</i>

	<p><i>place, but suggest that now, while they are unoccupied, is a good time to merge them into the Denver polling district. Recommendation: remove polling district WT7 and merge it with WM1.</i></p> <p><i>I am very happy to discuss these recommendations if it would be helpful.</i>  <i>Maurice Leeke</i></p>
<p><b>Returning Officer Comments:</b></p>	<p>WT7 – Denver polling district was created to ensure maximum convenience for any residents at the two properties mentioned in the consultee feedback. The properties are on the other side of Denver sluice and the main WM1 – Denver polling district. Access to the WM1 - Denver polling station is via the Bridge Road / Station Road bridge at Downham Market. It is believed WT7 – Denver polling district was created before the creation of the A1122 link road to the A10, which created better access to Denver. Prior to its creation, attending the Downham Market Town Hall poll station would have been more convenient for the electors at the two properties than Denver Village Hall poll station. Journey times by car to each polling station from the two properties is likely similar when factoring in town centre driving and parking.</p> <p>Consultee request supported for rationale above. There would be minimal impact on elector convenience, and it would eliminate additional administration at election times.</p>
<p><b>Recommendation:</b></p>	<p>Re-integrate WT7 – Denver polling district within WM1 – Denver polling district.</p>

**REPORT TO CABINET**

<b>Open</b>		Would any decisions proposed :			
<b>Any especially affected Wards</b>	<b>Discretionary</b>	(a) Be entirely within cabinet's powers to decide NO			
		(b) Need to be recommendations to Council		YES	
		(c) It it a Key Decision		NO	
Lead Member: Cllr Terry Parish E-mail: cllr.terry.parish@west-norfolk.gov.uk		Other Cabinet Members consulted:			
		Other Members consulted: Group Leaders			
Lead Officer: Samantha Winter E-mail: sam.winter@west-norfolk.gov.uk Direct Dial: 01553 616327		Other Officers consulted: Chief Executive, Monitoring Officer			
Financial Implications YES	Policy/Person nel Implications NO	Statutory Implications (incl S.17) YES	EIA Implications NO	Risk Management Implications NO	Environmental Implications No

Date of meeting: 5 December 2023

**ELECTION OF HONORARY ALDERMAN**

**Summary**

Following the 2023 Borough Council Elections, the opportunity has been taken to review the appointments of new Honorary Aldermen. Consideration has now been given to nominations by Group Leaders and it has been agreed to bring forward five individuals at this stage to enable time to review the criteria for nominations.

**Recommendations**

**1) That the Council places on record its deep appreciation of the eminent services to the Council rendered by former Councillors:**

**Kathleen Collins (previously Mellish)  
David Collis  
Michael Peake  
Geoffrey Hipperson  
Andrew Tyler**

**2) That a Special Meeting of the Council to confer the title of Honorary Alderman on those former Councillors be held after Mayormaking on Thursday, 16 May 2024 and the engrossment of recommendation above and an Aldermanic badge be presented to the Honorary Aldermen at that Council meeting.**

**3) That a further report be brought forward reviewing the criteria of nominating Honorary Aldermen before any further nominations are considered by the Council.**

## **1 Background**

Under the Local Government Act 1972 (section 249), “the Council may, by a resolution passed by not less than two-thirds of the members voting thereon at a Special Meeting of the Council called specifically for that purpose, confer the title of Honorary Alderman on persons who have in the opinion of the Council rendered eminent services to the Council as past members of the Council but who are not then Councillors of the Council.”

The following criteria were also taken into account on this and previous occasions by each of the political groups in making the nominations:

- 1 Having held high office, Mayor/Cabinet position or Committee Chairmanship.
- 2 Having held some lesser office (Deputy Mayor/Vice-Chairmanship) but also having demonstrated eminent service, eg long service as a Borough Councillor.
- 3 Other eminent service in the capacity of a Councillor eg nominated Council representative on important outside bodies.
- 4 Recognition across the chamber that the former Member has provided eminent service, albeit non-specific, to the Council by virtue of his/her contributions over many years.
- 5 No known misdemeanours

## **2 Process**

Following the 2023 Borough Council Elections, Council has undertaken a review of those former Councillors it wishes to nominate as new Honorary Aldermen. Group Leaders have now held discussions and agreed that a small number of nominees will be put forward at this stage. A report on the review of the criteria for nominating Aldermen will come forward to a future meeting of Cabinet and Council before other nominations are put forward.

It is recommended that the following former Councillors be recommended Council to consider awarding them the title of Honorary Alderman:

- Kathy Collins (previously Mellish) - Mayor and Cabinet Member
- David Collis - Vice Chair of Development and Estates and Chair of the CSC
- Geoffrey Hipperson – Twice Mayor and Cabinet Member
- Mick Peake – Vice Chair Planning and longstanding councillor
- Andrew Tyler – Deputy Mayor and long standing councillor – chair of KLACC

It is suggested that the Special Meeting of the Council required to approve and confer the titles be held after Mayormaking on Thursday 16 May 2024.

It is proposed that the engrossment of the recommendation above and an Aldermanic badges be presented to the Honorary Aldermen at that Special Council Meeting.

### **3 Financial Implications**

The cost of purchasing the Honorary Aldermen badges and engrossments and a reception hosted by the Mayor after the ceremony will cost in the region of £5,000.

### **4 Statutory Considerations**

The process complies with the requirements of the Local Government Act 1972, section 249.

### **5 Background Papers**

None

**REPORT TO CABINET**

<b>Open/Exempt</b> Open		Would any decisions proposed:			
<b>Any especially affected Wards</b>	None	Be entirely within Cabinet's powers to decide		<b>NO</b>	
		Need to be recommendations to Council		<b>YES</b>	
		Is it a Key Decision		<b>NO</b>	
<b>Lead Member:</b> Cllr Parish <b>E-mail:</b> Cllr.Terry.Parish@West-Norfolk.gov.uk			Other Cabinet Members consulted: N/A		
			Other Members consulted: N/A		
<b>Lead Officer:</b> James Arrandale <b>E-mail:</b> james.arrandale@west-norfolk.gov.uk <b>Direct Dial:</b> 01553 616 653			Other Officers consulted: Becky Box		
Financial Implications <b>NO</b>	Policy/ Personnel Implications <b>YES</b>	Statutory Implications <b>NO</b>	Equal Impact Assessment <b>NO:</b> Pre-screening provided	Risk Management Implications <b>YES</b>	Environmental Considerations <b>NO</b>
If not for publication, the paragraph(s) of Schedule 12A of the 1972 Local Government Act considered to justify that is (are) paragraph(s)					

Date of meeting: 15 January 2024

**UPDATE OF WHISTLEBLOWING POLICY**

**Summary**

The Council maintains a Whistleblowing Policy which sets out the protections given to staff, Members and relevant third parties where they report wrongdoing to the Council.

The Policy was drafted in 2017. It has now been reviewed and revised, taking into account matters raised by the Audit team. Key revisions include clarifications in a number of areas, a more robust structure for the assessment of whistleblowing reports, and a monitoring programme.

The Policy is also now supplemented by a Procedure, which addresses (i) how whistleblowing reports should be made, escalated and assessed, and (ii) the protections (in terms of employment rights) that whistleblowers will receive.

The revised Policy requires the approval of Full Council to be adopted.

For completeness, the Procedure does not require Full Council approval. It will be reviewed and approved by officers following consultation with UNISON.

**Recommendation**

Cabinet Resolves:

To make the below recommendation to Full Council

Recommendations to Full Council:

That the revised Whistleblowing Policy be approved and adopted



## **Reason for Decision**

To ensure that the Policy is kept up-to-date and takes account of Audit recommendations.

### **1 Background**

The Council adopted a Whistleblowing Policy in 2017. It has not since been revised.

Audit Recommendations were made in February 2021, and as with all Council policies, periodic review is also required.

The revised Policy takes into account the Audit Recommendations, and has been reviewed against other Local Authority policies. It makes various improvements including (i) a monitoring programme involving annual reports to Audit Committee, and (ii) provision to ensure continuing staff awareness.

The Policy is also now accompanied by a Procedure (staff-facing and therefore not requiring Council approval), which clarifies roles and responsibilities around the initial making of a report, how managers should address and escalate those reports, and how reports should be assessed. The Procedure appoints a team of three Whistleblowing Reporting Officers (Monitoring Officer, Senior Internal Auditor, AD Central Services) to assess whistleblowing reports and manage the actions required to deal with them.

### **2 Options Considered**

None. The Policy requires revision.

### **3 Policy Implications**

As set out in the revised Policy.

### **4 Financial Implications**

None.

### **5 Personnel Implications**

None. For completeness, UNISON will be consulted on any staff issues might arise on the Procedure; however, no issues are anticipated as the policy is designed to protect employment rights.

### **6 Environmental Considerations**

None.

### **7 Statutory Considerations**

The original Policy and the revised Policy take account of relevant Employment law (the Employment Rights Act 1996, as amended by the Public Interest Disclosure Act 1998), which protects employees against any retaliation by their employer as a result of reporting a concern, provided that the employee has a reasonable belief that it is in the public interest to report that concern. This is known as making a “protected disclosure”.

**8 Equality Impact Assessment (EIA)**

Pre-Screening Attached

**9 Risk Management Implications**

The amendments to the Policy should improve risk management.

**10 Declarations of Interest / Dispensations Granted**

N/A

**11 Background Papers**

Whistleblowing Procedure  
Audit Recommendations 2021

**Pre-Screening Equality Impact Assessment**

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



Name of policy/service/function	Whistleblowing Policy and Procedure				
Is this a new or existing policy/service/function?	Update of pre-existing policy				
<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>The policy and procedure explain the mechanism whereby reports of types of wrongdoing can be reported to the Council under the Public Interest Disclosure Act.</p> <p>As above, statute applies to the underlying protections, but the detail of the policy is not constrained by statute</p>				
<b>Question</b>	<b>Answer</b>				
<p><b>1.</b> 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 <b>according to their different protected characteristic</b>, for example, because they have particular needs, experiences, issues or priorities or in terms of ability to access the service?</p> <p>Please tick the relevant box for each group.</p> <p>NB. Equality neutral means no negative impact on any group.</p>		Positive	Negative	Neutral	Unsure
	Age	X			
	Disability	X			
	Gender	X			
	Gender Re-assignment	X			
	Marriage/civil partnership	X			
	Pregnancy & maternity	X			
	Race	X			
	Religion or belief	X			
	Sexual orientation	X			
	Other (eg low income)	X			



**Pre-Screening Equality Impact Assessment**

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



Name of policy/service/function	Whistleblowing Policy and Procedure				
Is this a new or existing policy/service/function?	Update of pre-existing policy				
Brief summary/description of the main aims of the policy/service/function being screened.  Please state if this policy/service is rigidly constrained by statutory obligations	The policy and procedure explain the mechanism whereby reports of types of wrongdoing can be reported to the Council under the Public Interest Disclosure Act.  As above, statute applies to the underlying protections, but the detail of the policy is not constrained by statute				
<b>Question</b>	<b>Answer</b>				
<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 <b>according to their different protected characteristic</b>, for example, because they have particular needs, experiences, issues or priorities or in terms of ability to access the service?</p> <p>Please tick the relevant box for each group.</p> <p>NB. Equality neutral means no negative impact on any group.</p>		Positive	Negative	Neutral	Unsure
	Age	x			
	Disability	x			
	Gender	x			
	Gender Re-assignment	x			
	Marriage/civil partnership	x			
	Pregnancy & maternity	x			
	Race	x			
	Religion or belief	x			
	Sexual orientation	x			
Other (eg low income)	x				





# Whistleblowing Policy

## Adopted [DATE]

<b>Owner</b>				
<b>Responsible Person</b> <i>(non-substantive updating)</i>				
<b>Review Cycle</b> <i>(1 to 5 years)</i>			<b>Next Review Date</b>	
<b>Last Impact Assessment (IA) Date</b>			<b>Next IA Date</b>	
<b>Date initially approved by Cabinet</b>				
<b>Published to</b> <i>(internal, external or both)</i>				
<b>Stakeholders consulted?</b> <i>(Please tick to confirm)</i>		<b>Yes</b>	<b>No</b>	
<b>Revision Record</b>				
<b>Rev. No.</b>	<b>Date of Issue</b>	<b>Reason for Revision</b>		

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## 1. Executive Summary

- 1.1 This Policy sets out the Council's approach to ensuring that issues of significant concern (such as fraud, malpractice and illegality) can be brought to its attention in the public interest. It also explains in summary terms the legal protections that it will ensure for whistleblowers.
- 1.2 The Council maintains a separate whistleblowing procedure for staff and members which sets out in operational terms how reporting will be managed.

## 2. Introduction

### *What is Whistleblowing?*

- 2.1 Whistleblowing is the raising of a significant concern, and anyone who does so is a "whistleblower" for the purposes of this Policy. The concern does not have to be proved accurate, but the whistleblower must have genuine suspicions.
- 2.2 Significant concerns cover many issues. Examples include (**NB** this is not an exhaustive list):
  - A criminal offence which may have been, or seems likely to be, committed;
  - Breach or disregard for legislation, particularly relating to health & safety;
  - Suspected fraud;
  - Malpractice or ill treatment of a client/customer;
  - Breach of Standing Orders, Policies or Codes of Conduct;
  - Showing undue favour over a contractual matter or to a job applicant;
  - Concealing information on any of the above.
- 2.3 In all cases, whistleblowers should make a report if it would be in the **public interest** for the conduct to be corrected and, if appropriate, sanctions applied.

### *Background to this Policy*

- 2.4 People working for and with the Council, and its elected Members, are often the first to realise that there may be something seriously wrong within the Council or the services that it commissions. However, they may not express concerns because they feel that speaking up would be disloyal to their colleagues or to the Council. Employees may also fear harassment or victimisation.
- 2.5 The Council is committed to the highest possible standards of openness, probity and accountability. In line with that commitment, we encourage all

employees, Members, and contractors and those we work in partnership with to come forward and voice concerns about any aspect of the Council's work. We emphasise that employees can do so without fear of reprisals. The earlier concerns are raised, the easier it is to take action and deal with the matter.

- 2.6 This policy supports the Council's Anti-Fraud and Anti-Corruption Policy. It is intended to encourage and enable individuals to raise concerns within the Council directly, rather than overlooking a problem or reporting the matter externally. Similarly, anyone else who has a genuine concern about the conduct of an employee is encouraged to report their concerns.

### **3. Aims, Objectives and Scope of this Policy**

3.1 This Policy:

- Sets out how the Council will address whistleblowing reports;
- Encourages individuals to feel confident in acting as a whistleblower;
- Provides reassurance that anyone who raises an issue will be protected from reprisals or victimisation where they reasonably believe in good faith that they are raising serious concerns.
- Explains how matters can be taken further if the whistleblower is not satisfied with the response;

3.2 The Policy is supported by a Whistleblowing Procedure.

#### Who should use this Policy

3.3 This Policy is for use by Members and employees, (including temporary or agency staff).

3.4 It is also available for use by:

- Contractors;
- Partners;
- Suppliers; and
- Voluntary organisations who the Council has dealings with,

provided that their whistleblowing concern relates to a service that their organisation is providing to the Council. The Council cannot deal with reports that arise out of unrelated aspects of their organisation's operations.

#### Other Channels to address Issues Arising

- 3.5 This Policy does not replace the Corporate Complaints Policy, the Harassment at Work Procedure, Grievance Procedure or the Disciplinary Procedure, nor is it concerned with complaints about the conduct of Councillors. Matters that fall within those policies and procedures will be dealt with under them.
- 3.6 Issues relating to safeguarding should be raised in accordance with the Council's Safeguarding Policy.
- 3.7 Suspected fraud relating to Council Tax Support, Council Tax and Business Rates exemptions and discounts can be reported via the following channels:
- Contacting the Council's Customer Information Centre (01553 616200)
  - By email to [benefit.fraud@west-norfolk.gov.uk](mailto:benefit.fraud@west-norfolk.gov.uk)
  - Online via the Borough Council's [website](#)
  - Writing to Internal Audit, Borough Council of King's Lynn & West Norfolk, King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1PX
- 3.8 Anyone with a concern about an employee's conduct but is unsure whether a particular practice is unacceptable to the Council is encouraged to report this, either via the Council's website (which allows for anonymous reports) or by email to [whistle@west-norfolk.gov.uk](mailto:whistle@west-norfolk.gov.uk).
- 3.9 A list of external agencies who may also be referred to is below.

## 4. Reporting of Whistleblowing Concerns

- 4.1 The Council has introduced a Procedure in consultation with UNISON, which sets out how staff, Members, and others working with the Council should report whistleblowing concerns, and the related steps they should take.

### ***Safeguards for Whistleblowers***

- 4.2 The Council's Procedure:
- ensures that **legal protections** for whistleblowers are maintained;
  - makes clear that it will not tolerate any **harassment or victimization** of staff making whistleblowing disclosures;
  - sets out how the Council will seek to preserve the **confidentiality of the whistleblower** if this is requested;
  - explains how the Council will deal with **confidential information** provided in the course of a whistleblowing report;
  - explains how the Council will deal with **untrue allegations** (made in good faith or otherwise); and

- explains how whistleblowers may **withdraw allegations**, and how the Council will deal with this.

## **5. How the Council will respond to Whistleblowing**

- 5.1 The action taken by the Council will depend on the nature of the concern. Reports may be:
- Resolved by agreed action (e.g. training or review) without the need for investigation;
  - Referred for handling under another policy;
  - Investigated internally;
  - Referred to an external investigating agency such as the Police; or
  - Referred to the external auditor.
- 5.2 The Council may determine to submit an allegation or other related matters of concern for investigation, even where the whistleblower withdraws their involvement. (For example, a withdrawn allegation that a client in a residential home has been the victim of theft may suggest wider safeguarding issues which still require investigation.) Such further investigation may be carried out in accordance with any other relevant policy or procedure.

## **6. Responsible Officer for Whistleblowing Policy**

- 6.1 The Monitoring Officer has overall responsibility for the maintenance and operation of this policy and will liaise with the Senior Leadership Team and the Senior Internal Auditor as necessary.

## **7. Responsibility for and Monitoring of the Whistleblowing Policy**

- 7.1 The Monitoring Officer will provide an annual report to the Audit Committee on the handling of whistleblowing reports received in the preceding year, in a form that does not compromise confidentiality.
- 7.2 Personnel shall be responsible for making staff aware of the Policy's requirements through training and publicising initiatives.
- 7.3 The Head of Audit shall be responsible for reviewing - in consultation with the Monitoring Officer - the effectiveness of this policy and the whistleblowing procedure on at least a two-yearly basis. Review of the procedure will not require re-endorsement of the policy. The relevant trade unions will be consulted on any material amendments to the procedure.

## **8. The Law**

8.1 This policy has been written to take account of relevant Employment law (the Employment Rights Act 1996, as amended by the Public Interest Disclosure Act 1998). The law provides protection for an employee against any retaliation by their employer as a result of reporting a concern, if the employee has a reasonable belief that it is in the public interest to do so (known as the “public interest test”). This is known as making a “protected disclosure”.

8.2 A “protected disclosure” is one which alleges:

- that a criminal offence has been, is being or is likely to be committed;
- that a person has failed, is failing or is likely to fail to comply with any legal obligation to which he is subject;
- that a miscarriage of justice has occurred, is occurring or is likely to occur,
- that the health or safety of any individual has been, is being or is likely to be endangered;
- that the environment has been, is being or is likely to be damaged; or
- that information tending to show any matter falling within any one of the preceding paragraphs has been, is being or is likely to be deliberately concealed.

8.3 Whistleblowers who are either not employees of the Council or elected Members, are not directly subject to these legal protections (because the Council is not their employer so does not have the same employment duties to them). However, it is good practice for the Council to make available the same reporting routes so that it can be made aware of public interest matters that may affect it.

8.4 Financial issues are covered by Section 151 Local Government Act 1972, Section 114 of the Local Government Finance Act 1988, The Local Government and Housing Act 1989, and Accounts and Audit Regulations 2003 (as amended).

## **9. Training and Promotion of Whistleblowing Awareness**

9.1 The Council shall institute whistleblowing training as part of staff and member induction, and it will make available periodic “top-up” training on an ongoing basis.

9.2 Awareness-raising initiatives will be promoted for external contractors and partners.

## 10. Additional information, guidance, and resources

### **Protect (formerly Public Concern at Work)**

Protect give confidential, free and independent advice – including legal advice - on how to proceed. <https://protect-advice.org.uk>

### **Local Citizen’s Advice Bureau**

For general advice and information on a range of legal fields: [www.citizensadvice.org.uk](http://www.citizensadvice.org.uk)

### **Advisory, Conciliation and Arbitration Service (ACAS)**

For advice on relationship issues in the workplace: [www.acas.org.uk](http://www.acas.org.uk)

### **Trade union representative or the relevant regulator or professional body**

As applicable

## 11. Health implications

None.

## 12. Environmental implications

None.

## 13. Equality, Diversity and Inclusion

This procedure has been reviewed in line with the Equality Act 2010 which recognises the following categories of individual as Protected Characteristics: Age, Gender Reassignment., Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex (gender), Sexual Orientation and Disability.

We will continue to monitor this procedure to ensure that it allows equal access and does not discriminate against any individual or group of people.

A copy of the EqIA can be found here: [\[Link to be inserted\]](#)

## **14. Associated Documents**

- 14.1 Corporate Complaints Policy
- 14.2 Harassment at Work Procedure
- 14.3 Grievance Procedure
- 14.4 Disciplinary Procedure
- 14.5 Councillors' Code of Conduct
- 14.6 Safeguarding Policy

Agenda Item 14

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

<b>Name: Cllr. Simon Nash</b>
<b>Item for consideration: 2021 Taxi Testing Contract</b> Please provide a summary of the issue <b>Irregularities in the appointments procedure</b>
<b>Suggested Panel to take the item to:</b> <b>Corporate Performance Panel</b>
<b>Why do you think the issue warrants consideration by the Panel?</b> <b>Scrutiny of the procedure</b>
<b>Have you raised the issue with officers/the relevant organisation in the past?</b> <b>Yes</b> If so please provide brief detail of the response and any outstanding issues which were not addressed. <b>Responses have been inconclusive</b>
<b>How can the Council influence the issue/what control do we have?</b> <b>By scrutinising the process and addressing any irregularities found</b>
<b>Any other information you would like to add to your request:</b> <b>Not at this time</b>

Please send completed form to [democratic.services@west-norfolk.gov.uk](mailto:democratic.services@west-norfolk.gov.uk)



**FORWARD DECISIONS LIST**

<b>Date of meeting</b>	<b>Report title</b>	<b>Key or Non Key Decision</b>	<b>Decision Maker</b>	<b>Cabinet Member and Lead Officer</b>	<b>List of Background Papers</b>	<b>Public or Private Meeting</b>
15 January 2024						
	West Norfolk Shared Prosperity Funding update	Key	Cabinet	Business 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)
105	Polling District Review	Key	Council	Leader Chief Executive		Public
	Council Tax for Second Homes	Key	Council	Leader Exec Dir – Finance		Public
	Appointment of Honorary Aldermen	Non	Council	Chief Executive Leader		Public
	Housing Options Officer post	Non	Cabinet	People and Communities Asst Dir D Hall		Public
	Whistleblowing Policy	Non	Council	Leader Assistant Director – A Baker		Public
	Local Plan Gypsy & Traveller Preferred Sites Consultation Document	Key	Cabinet	Development and Regeneration Asst Dir S Ashworth		Public
	Council Companies Funding	Key	Council	Business Assistant Dir D Ousby		Part public and part Private - Contains exempt Information under para 3 – information

						relating to the business affairs of any person (including the authority)
	KLACC – Area Committee Status	Non	Council	Leader Monitoring Officer		Public
	Hardings Way/Boal Quay – Village Green	Non	Cabinet	Property and Corporate Services – or Development and Regeneration? Exec Director		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
6 February 2024						
	Empty Homes Strategy Review	Key	Council	People and Communities Asst Dir M Whitmore		Public
906	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)
	Florence Fields – Tenure Mix	Non	Council	Deputy Leader Assistant Director – D Ousby		Part Public and part 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
	Acquisition of Homes	Non	Cabinet	Regeneration and Development Assistant Director – D Hall		
	Indemnity for Councillors and Officers on outside bodies	Non	Cabinet	Leader Monitoring Officer		Public

<b>Date of meeting</b>	<b>Report title</b>	<b>Key or Non Key Decision</b>	<b>Decision Maker</b>	<b>Cabinet Member and Lead Officer</b>	<b>List of Background Papers</b>	<b>Public or Private Meeting</b>
7 February 2024 (Budget related items only)						
107	Capital Programme	Key	Council	Finance Asst Director – Resources		Public
	Budget 2024/25	Key	Council	Finance Asst Director – Resources		Public
	Treasury Management Strategy/ Investment Strategy	Key	Council	Finance Asst Director – Resources		Public

<b>Date of meeting</b>	<b>Report title</b>	<b>Key or Non Key Decision</b>	<b>Decision Maker</b>	<b>Cabinet Member and Lead Officer</b>	<b>List of Background Papers</b>	<b>Public or Private Meeting</b>
5 March 2024						
	Review of Outside Bodies	Non	Cabinet and Council	Leader		Public
	Peer Review Challenge Action Plan	Non	Council	Leader Chief Executive		Public

	Data Protection Policy Review	Non	Council	Leader Monitoring Officer		Public
	Article 4 Direction	Non	Cabinet	Regeneration and Development Assistant Director – S Ashworth		Public

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
11 April 2024 Special Meeting						
	Local Plan Gypsy and Traveller Preferred Sites	Key	Council	Development and Regeneration Asst Dir S Ashworth	Local Plan Task Group mins and Agendas	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
23 April 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
11 June 2024						
	St George's Guildhall RIBA Stage 3 and project scope	Key	Cabinet	Regeneration & Development Asst Dir		Public

**Items to be scheduled**

	Notice of Motion 7-21 – Councillor Kemp –	Non	Council	People & Communities Asst Dir B Box		Public
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	Equalities					
	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
	Southend Road Hunstanton	Key	Cabinet	Regeneration & Development Asst Dir – D Ousby		Public
	Overnight Campervan parking in Hunstanton	Non	Cabinet	Leader Asst Director – M Chisholm		Public

**FORWARD PLAN**

<b>Date of Meeting</b>	<b>Report Title</b>	<b>Decision Maker</b>	<b>Cabinet Member Lead and Lead Officer</b>	<b>List of Background Papers</b>	<b>Public or Private Meeting</b>
13 February 2023 – <b>meeting postponed</b>	Election of Chair	Shareholder Committee	Leader Monitoring Officer – A Baker	Cabinet Report 15 November 2022	Public
	Shareholder Committee Terms of Reference	Shareholder Committee	Leader Monitoring Officer – A Baker	Cabinet Report 15 November 2022	Public
	Appointment of a Company Secretary	Alive West Norfolk Board	Leader Assistant to the Chief Executive – H Howell		Public
	Appointment of Directors to the Board of the council companies	Alive West Norfolk Board	Leader Assistant to the Chief Executive – H Howell		<b>Item scheduled at end of agenda should the committee determine to exclude the Press and Public to consider the report</b>
<b>Date of Meeting</b>	<b>Report Title</b>	<b>Decision Maker</b>	<b>Cabinet Member Lead and Lead Officer</b>	<b>List of Background Papers</b>	<b>Public or Private Meeting</b>
17 March 2023	Election of Chair	Shareholder Committee	Leader Monitoring Officer – A Baker	Cabinet Report 15 November 2022	Public
	Shareholder Committee Terms of Reference	Shareholder Committee	Leader Monitoring Officer – A Baker	Cabinet Report 15 November 2022	Public
	Appointment of a Company Secretary	Alive West Norfolk Board	Leader Assistant to the Chief Executive – H Howell		Public

	Appointment of Directors to the Board of the council companies	Alive West Norfolk Board	Leader Assistant to the Chief Executive – H Howell		<b>Item scheduled at end of agenda should the committee determine to exclude the Press and Public to consider the report</b>
<b>Date of Meeting</b>	<b>Report Title</b>	<b>Decision Maker</b>	<b>Cabinet Member Lead and Lead Officer</b>	<b>List of Background Papers</b>	<b>Public or Private Meeting</b>
	Election of Chair	Shareholder Committee	Democratic Services Monitoring Officer – A Baker	Cabinet Report 15 November 2022	Public
25 October 2023	Review of Terms of Reference	Shareholder Committee			Public
	Section 21's - WNH	Shareholder Committee	Cllr Alistair Beales – Portfolio Holder for Council Companies		Public
	Draft Shareholder Agreement West Norfolk Property	Shareholder Committee	Cllr Alistair Beales – Portfolio Holder for Council Companies Assistant Director – Legal, Governance and Licensing		Private – Contains exempt information under para 3 – information relating to the business affairs of any person (including the authority)
	Corn Exchange Contracts	Shareholder Committee AWN Board	Cllr Simon Ring – Portfolio for Leisure and Tourism		Private – Contains exempt information under para 3 – information relating to the business affairs of any person

<b>Date of Meeting</b>	<b>Report Title</b>	<b>Decision Maker</b>	<b>Cabinet Member Lead and Lead Officer</b>	<b>List of Background Papers</b>	<b>Public or Private Meeting</b>
16 November 2023	Review of Draft Business plans for WNP WNH	Shareholder Committee	Cllr Alistair Beales – Portfolio Holder for Business Alexa Baker – Monitoring Officer		Private – Contains exempt information under para 3 – information relating to the business affairs of any person (including the authority)
	Review of WNHC Governance Documents	Shareholder Committee	Cllr Alistair Beales – Portfolio Holder Council Companies Honor Howell – Corporate Governance Manager		Public
<b>Date of Meeting</b>	<b>Report Title</b>	<b>Decision Maker</b>	<b>Cabinet Member Lead and Lead Officer</b>	<b>List of Background Papers</b>	<b>Public or Private Meeting</b>
22 January 2024	Responses from WNH and WNP regarding Section 21 Notices	Shareholder Committee	Cllr Alistair Beales – Portfolio Holder Council Companies Alexa Baker – Monitoring Officer		Public
	Review of draft business Plan for AWN	Shareholder Committee	Cllr Simon Ring – Portfolio Holder – Leisure Honor Howell – AWN Client Officer		Private – Contains exempt information under para 3 – information relating to the business affairs of any person (including the authority)



	Consideration of WNP and WNH business plans following initial feedback	Shareholder Committee	Cllr Alistair Beales – Portfolio Holder Council Companies Duncan Hall/Karl Patterson – Housing Companies		Private – Contains exempt information under para 3 – information relating to the business affairs of any person (including the authority)
	Appointment of new Director to WNPL	WNPL Board	Cllr Alistair Beales – Portfolio Holder Council Companies Karl Patterson		<b>Item scheduled at end of agenda should the committee determine to exclude the Press and Public to consider the report</b>
<b>Date of Meeting</b>	<b>Report Title</b>	<b>Decision Maker</b>	<b>Cabinet Member Lead and Lead Officer</b>	<b>List of Background Papers</b>	<b>Public or Private Meeting</b>
20 March 2024	Approval of Business plans for WNP WNH AWN (TBA)	<b>Shareholder Committee</b>	Cllr Alistair Beales – Portfolio Holder for Business Alexa Baker – Monitoring Officer Duncan Hall/Karl Patterson – Housing Companies		Private – Contains exempt information under para 3 – information relating to the business affairs of any person (including the authority)

**CORPORATE PERFORMANCE PANEL WORK PROGRAMME 2023/2024**

<b>DATE OF MEETING</b>	<b>TITLE</b>	<b>TYPE OF REPORT</b>	<b>LEAD OFFICER</b>	<b>OBJECTIVES AND DESIRED OUTCOMES</b>
21 June 2023	Appointment of Vice-Chair for the Municipal Year 2023/2024			To appoint a Vice-Chair for the Municipal Year 2023/2024.
21 June 2023	Call-in (if any)			
21 June 2023	2022/2023 Full Year Corporate Performance Indicator Monitoring Report	Monitoring	H Howell	
21 June 2023	Corporate Business Plan Monitoring report (October – March)	Cabinet	H Howell	
21 June 2023	Corporate Performance Panel Nomination to Hunstanton Sailing Club			To appoint a Borough Council representative in an observer role only.

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER	OBJECTIVES AND DESIRED OUTCOMES
21 June 2023	The Panel are invited to discuss the Councillor Requests from Opposition Members previously submitted (a) to (d)			
	(a) Housing Needs Assessment	Councillor Request	D Hall/N Patton	Request from Councillor Moriarty.  The reasoning behind my request is that the HNA seems to be forgotten, ignored or simply hasn't registered with so many councillors despite it being part of pre-council briefing a few years back.  I want to have its results, methodology and the timing of any possible update scrutinised and any conclusions that should, or could, be drawn from it, updated
	(b) Relationship with the Shakespeare Trust in relation to the Guildhall	Councillor Request		Request from Councillor Moriarty. Relationship with the Shakespeare Trust in relation to the Guildhall (Item to be scheduled following outcome of the HLF bid).
	(c) Carnegie Building	Councillor Request		Requested by Councillor J Moriarty – (email 11 January 2023)

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER	OBJECTIVES AND DESIRED OUTCOMES
	(d) Service Level Agreements - Number, examples, administration, creation, legal standing etc	Councillor Request		Probably needs to be an exempt item (requested by Councillor J Moriarty – email 9 February 2023).
21 June 2023	Portfolio Holder Question and Answer Session			Questions to be submitted in advance of the meeting.
21 June 2023	Cabinet Forward Decisions List			The Panel are invited to identify any items for inclusion on the work programme.
21 June 2023	Shareholder Committee Forward Plan			The Panel are invited to identify any items for inclusion on the work programme.
21 June 2023	Panel Work Programme			The Panel are invited to identify any items for inclusion on the work programme.
24 July 2023	Call-in (if any)			
24 July 2023	Boost Project Update (formerly Youth and Retraining Pledge – a Towns Fund skills project to support young people into training and employment	Update	J Curtis NCC – Ruth Royale (to join via Zoom)	Update given to CPP circa November 2021.

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER	OBJECTIVES AND DESIRED OUTCOMES
24 July 2023	January 2022 to December 2022 Report on use, or non-use RIPA powers.	Annual	M Chisholm	
24 July 2023	Water Quality – Heacham and Hunstanton: Position Statement	Position Statement	M Chisholm	The Panel to receive a position statement.
24 July 2023	Update on Hunstanton Promenade Waste Water	Update	M Henry/ T Brooker	The Panel to receive a further update.
24 July 2023	Corporate Performance Panel Nomination to Hunstanton Sailing Club	<b>ITEM DEFERRED TO 11 SEPTEMBER 2023</b>		The Chair to advise of response to letter from Hunstanton Sailing Club
24 July 2023	Revenue Outturn 2022/23	Cabinet	M Drewery/ C Holland	The Panel are invited to consider the report and make any recommendations to Cabinet.
24 July 2023	Capital Outturn 2022/23	Cabinet	M Drewery/ C Holland	The Panel are invited to consider the report and make any recommendations to Cabinet.
24 July 2023	Council Tax – Draft Scheme for 2024/25	Cabinet	J Stanton	The Panel are invited to consider the report and make any recommendations to Cabinet.
24 July 2023	Appointment of Representatives to Inquorate Parishes	Cabinet	A Baker	The Panel are invited to consider the report and make any recommendations to Cabinet.

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER	OBJECTIVES AND DESIRED OUTCOMES
24 July 2023	Portfolio Holder Question and Answer Session			Questions to be submitted in advance of the meeting.
24 July 2023	Cabinet Forward Decisions List			The Panel are invited to identify any items for inclusion on the work programme.
24 July 2023	Panel Work Programme			The Panel are invited to identify any items for inclusion on the work programme.
24 July 2023	<b>Exempt Report:</b> Staff Pay Award	Cabinet	B Box, D Gates	The Panel are invited to consider and comment on the recommendations to Cabinet.
11 September 2023	Call-in (if any)			
11 September 2023	Corporate Performance Panel Nomination to Hunstanton Sailing Club			The Chair to advise of response to letter from Hunstanton Sailing Club <b>Deferred from Panel meeting held on 24 July 2023</b>
11 September 2023	Cabinet Report: Members Allowance Scheme	Cabinet	B Box	The Panel are invited to consider and comment on the recommendations to Cabinet.
11 September 2023	Portfolio Question and Answer Session			Questions to be submitted in advance of the meeting.

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER	OBJECTIVES AND DESIRED OUTCOMES
11 September 2023	Cabinet Forward Decisions List			The Panel are invited to identify any items for inclusion on the work programme.
11 September 2023	Shareholder Committee Forward Plan			The Panel are invited to identify any items for inclusion on the work programme.
11 September 2023	Panel Work Programme			The Panel are invited to identify any items for inclusion on the work programme.
16 October 2023	Call-in (if any)			
16 October 2023	Corporate Strategy 2023 to 2027	Cabinet	H Howell	<b>R &amp; D and E &amp; C to be invited to attend for this item.</b>  <b>Peer Review Team will be present at this meeting.</b>
16 October 2023	Norfolk County Deal Response	Cabinet	L Gore	
16 October 2023	Portfolio Holder Question and Answer Session			Questions to be submitted in advance of the meeting.
16 October 2023	Cabinet Forward Decisions List			The Panel are invited to identify any items for inclusion on the work programme.

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER	OBJECTIVES AND DESIRED OUTCOMES
16 October 2023	Shareholder Committee Forward Plan			The Panel are invited to identify any items for inclusion on the work programme.
16 October 2023	Panel Work Programme			The Panel are invited to identify any items for inclusion on the work programme.
13 November 2023	Call-in (if any)			
13 November 2023	Water Quality at Heacham and Hunstanton: Next Steps		M Chisholm	Item identified by Panel on 21 June 2023.  Environment Agency and Anglian Water Authority have confirmed their attendance.
13 November 2023	Council Tax Support Scheme – Final Scheme	Cabinet	J Stanton	
13 November 2023	Constitution Informal Working Group		A Baker	
13 November 2023	Portfolio Holder Question and Answer Session			Questions to be submitted in advance of the meeting.
13 November 2023	Cabinet Forward Decisions List			The Panel are invited to identify any items for inclusion on the work programme.



DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER	OBJECTIVES AND DESIRED OUTCOMES
13 November 2023	Shareholder Committee Forward Plan			The Panel are invited to identify any items for inclusion on the work programme.
13 November 2023	Panel Work Programme			The Panel are invited to identify any items for inclusion on the work programme.
13 November 2023	Annual Employment Monitoring Report – B Box.	Monitoring	B Box	
4 January 2024	Call-in (if any)			
4 January 2024	Climate Change and Norfolk Climate Change Partnership Annual Report	Annual	G Greaves	<b>Community and Environment Panel to be invited to attend for this item.</b>  <b>Greg Pearson, Norfolk Climate Change Partnership Manager will be in attendance for this item.</b>
4 January 2024	Changes to Council Tax Premiums for second homes and long term empty properties	Cabinet	J Stanton	<b>Community and Environment and Regeneration and Development Panels to be invited for this item.</b>

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER	OBJECTIVES AND DESIRED OUTCOMES
4 January 2024	Council Companies Funding	Cabinet		<p>Community and Environment and Regeneration and Development Panels to be invited for this item.</p> <p>This item may need to be considered at the last item if there is exempt information.</p>
4 January 2024	Polling District Review	Cabinet	A Barrett	
4 January 2024	Appointment of Honorary Aldermen	Cabinet	L Gore	
4 January 2024	Whistleblowing Policy	Cabinet	A Baker	
4 January 2024	Service Level Agreements - Number, examples, administration, creation, legal standing etc		A Baker	
4 January 2024	Councillor Request - 2021 Taxi Testing Contract	Councillor Request		Councillor be asked to present the request.
4 January 2024	Annual Complaints Monitoring Report – <b>For Information only.</b>	Annual Monitoring Report	H Howell	For information only.
4 January 2024	Portfolio Holder Question and Answer Session			Questions to be submitted in advance of the meeting.

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER	OBJECTIVES AND DESIRED OUTCOMES
4 January 2024	Cabinet Forward Decisions List			The Panel are invited to identify any items for inclusion on the work programme.
4 January 2024	Shareholder Committee Forward Plan			The Panel are invited to identify any items for inclusion on the work programme.
4 January 2024	Panel Work Programme			The Panel are invited to identify any items for inclusion on the work programme.
26 February 2024	Call-in (if any)			
26 February 2024	2023/24 Q1, 2 and 3 Corporate Performance Indicator Monitoring Report	Monitoring	H Howell	
26 February 2024	Cabinet Report: LGA Corporate Peer Challenge Action Plan	Cabinet		
26 February 2024	Councillor Request - 2021 Taxi Testing Contract	Councillor Request		To feed into the Environment and Community Panel on 9 April 2024.
26 February 2024	Ongoing Support for Ukraine Centre – Funding		M Whitmore	Request from the Chair
26 February 2024	Portfolio Question and Answer Session			Questions to be submitted in advance of the meeting.

<b>DATE OF MEETING</b>	<b>TITLE</b>	<b>TYPE OF REPORT</b>	<b>LEAD OFFICER</b>	<b>OBJECTIVES AND DESIRED OUTCOMES</b>
26 February 2024	Cabinet Forward Decisions List			The Panel are invited to identify any items for inclusion on the work programme.
26 February 2024	Shareholder Committee Forward Plan			The Panel are invited to identify any items for inclusion on the work programme.
26 February 2024	Panel Work Programme			The Panel are invited to identify any items for inclusion on the work programme.
10 April 2024	Call-in (if any)			
10 April 2024	Portfolio Holder Question and Answer Session			Questions to be submitted in advance of the meeting.
10 April 2024	Cabinet Forward Decisions List			The Panel are invited to identify any items for inclusion on the work programme.
10 April 2024	Shareholder Committee Forward Plan			The Panel are invited to identify any items for inclusion on the work programme.
10 April 2024	Panel Work Programme			The Panel are invited to identify any items for inclusion on the work programme.

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER	OBJECTIVES AND DESIRED OUTCOMES
10 April 2024	<b>Exempt Report:</b> Hunstanton Sailing Club	Annual Update (Exempt)	Borough Council Representative	The Borough Council's Representative role is to observe only.

**Forthcoming Items to be scheduled**

Annual Communications Update – Panel to determine if it wishes to receive an update in 2024 (presentation to Panel 4 January 2023).

Housing Needs Assessment, etc – D Hall, N Patton

Councillor Request: Investigating the reasons why Parish Councils become inquorate and support which could be provided.

Councillor Request: Equitable Transport in West Norfolk

Briefing Note – Staff Pay Award – B Box

Report on number of Councillor complaints – A Baker

Performance of the Corn Exchange Cinema – N Gromett

Cabinet Report: Procurement Strategy

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