

1. **Provision of Norfolk Community Law Services in West Norfolk**  
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## **BOROUGH COUNCIL OF KING'S LYNN AND WEST NORFOLK**

### **RECORD OF DECISION TAKEN BY OFFICERS UNDER DELEGATED POWERS**

This is a record of a decision taken by an officers under delegated powers and where necessary taken in consultation with members and officers.

<b>REPORT TITLE:</b>	Provision of Norfolk Community Law Services in West Norfolk
<b>OPEN/EXEMPT</b>	Open
<b>LEAD OFFICER</b>	Mark Whitmore
<b>IS DECISION SUBJECT TO CALL IN?:</b>	yes.
<b>DATE DECISION ADVERTISED:</b>	15th December 2023
<b>DATE OF DECISION:</b>	22nd December 2023
<b>DEADLINE FOR CALL IN:</b>	8th January 2024
<b>PRE-SCREENING EQUALITY IMPACT ASSESSMENT COMPLETED:</b>	YES



**Delegated Power**

Specify the particular delegated power being exercised by reference to the Scheme of

Delegation or the Council body minute and date.

Council Constitution Part 3 Responsibilities for Council Functions. Section 2 Functions Delegated to Cabinet Members and Officers – Scheme of Delegation, Functions:

7.12 Health Improvement and promotion including public health and community care and LILY

The Chief Executive in consultation with the Portfolio Holder for People and Communities: day to day management

**Decision Taken**

Specify precise details of the decision taken.

Subject to the signing of a service level agreement, to award £5000 to Norfolk Community Law Service (NCLS) to provide immigration advice to residents of West Norfolk within West Norfolk.

**Reasons for the Decision**

Specify all reasons for taking the decision

Prior to the closure of Access NCLS worked in partnership with them to provide legal advice on immigration.

The closure of Access means there is currently no service providing this support in West Norfolk.

The lack of this support will place additional burdens on the work of the Hanseatic Union and council staff who are limited in the advice they can provide.

The full cost of the service is £10,000 and the Council has been asked to contribute 50%. The service will provide capacity to assist 70 people with immigration and Home Applications assistance on a basis of 5 to 6 people booked a month.

**Details of alternative options, if any, considered and rejected.**

No other options considered

**Any declarations of interest and details of any dispensations granted in respect of interests (in relation to officers and any Members consulted).**

**List of Background papers**

**Authorisation**

Post Held



Signature

Date

15/12/2023

**Consultation with members/officers**

If the decision is taken following consultation with the members/officers, please give details:

Name of Members/officers consulted:

Cllr Jo Rust – Portfolio Holder People & Communities

Signed by Member/officer as consulted:





Name of policy/service/function	Grant Support for Norfolk Community Law Services				
Is this a new or existing policy/ service/function?	New				
Brief summary/description of the main aims of the policy/service/function being screened. Please state if this policy/service rigidly constrained by statutory obligations	Providing legal support to refugees, asylum seekers and immigrants in West Norfolk				
<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 (refugees, asylum seekers & immigrants)	x			
	Religion or belief			X	
	Sexual orientation			X	
Other (eg low income)			X		
<b>Question</b>	<b>Answer</b>	<b>Comments</b>			
2. Is the proposed policy/service likely to affect relations between certain equality communities or to damage relations between the equality communities and the Council, for example because it is seen as favouring a particular community or denying opportunities to another?	Yes	Specific support for asylum seekers, refugees and asylum seekers in respect of housing and immigration status			
3. Could this policy/service be perceived as impacting on communities differently?	Yes	As above			
4. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?	Yes	As above			
5. Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions? If yes, please agree actions with a member of the Corporate Equalities Working Group and list agreed actions in the comments section	Yes	<p><b>Actions:</b> This service provides people from the relevant groups with access to legal advice only. The proposed funding from the Council is in response to an immediate need following the closure of the existing service provider. Therefore the funding is to maintain current levels of provision within the borough and will have the additional benefit of preventing the workloads of other local support groups being impacted by the closure, enabling those providers to continue to focus their support on their own priority groups. The Council will monitor the demand for the service and the quality of advice provided by NCL prior to any extension of the funding provided.</p>			

		<b>Actions agreed by EWG member:</b> Name .....Becky Box 11/12/23.....
<b>Assessment completed by:</b> Name	Mark Whitmore	
<b>Job title</b> Assistant Director – Health, Wellbeing & Public Protection	Date	
<b>Please Note: If there are any positive or negative impacts identified in question 1, or there any 'yes' responses to questions 2 – 4 a full impact assessment will be required.</b>		