

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



Cabinet

Agenda

Tuesday, 5th November, 2024
at 6.00 pm

in the

Council Chamber
Town Hall
Saturday Market Place
King's Lynn

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



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

CABINET AGENDA

DATE: CABINET - TUESDAY, 5TH NOVEMBER, 2024

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

TIME: 6.00 pm

As required by Regulations 5 (4) and (5) of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 - Item 18 below will be considered in private.

Should you wish to make any representations in relation to the meeting being held in private for the consideration of the above item, you should contact Democratic Services

1. MINUTES

To approve the Minutes of the Meetings held on 17 September and 17 October 2024 (previously circulated).

2. APOLOGIES

To receive apologies for absence.

3. URGENT BUSINESS

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

4. DECLARATIONS OF INTEREST (Page 6)

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

withdraw from the room whilst the matter is discussed.

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

5. **CHAIR'S CORRESPONDENCE**

To receive any Chair's correspondence.

6. **MEMBERS PRESENT UNDER STANDING ORDER 34**

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

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

7. **FORWARD DECISIONS** (Pages 7 - 12)

A copy of the Forward Decisions List is attached

8. **CALLED IN MATTERS**

To report on any Cabinet Decisions called in.

9. **MATTERS REFERRED TO CABINET FROM OTHER BODIES** (Pages 13 - 16)

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

10. **2024-25 Q1 PERFORMANCE MANAGEMENT REPORT** (Pages 17 - 44)

11. **GAMBLING ACT 2005 - STATEMENT OF PRINCIPLES** (Pages 45 - 89)

12. **COUNCIL TAX SUPPORT - FINAL SCHEME - 2025-2026** (Pages 90 - 103)

13. **BIO DIVERSITY TASK GROUP REPORT** (Pages 104 - 138)

14. **STAFF PAY AWARD 2024/2025** (Pages 139 - 148)

15. **UPDATE TO THE CONSTITUTION** (Pages 149 - 155)

16. **KLAC TERMS OF REFERENCE** (Pages 156 - 167)

17. EXCLUSION OF THE PRESS AND PUBLIC

The Cabinet is asked to consider excluding the public from the meeting under section 100A of the Local Government Act 1972 for consideration of the item below on the grounds that it involves the likely disclosure of exempt information as defined by paragraph 3 of Part 1 of Schedule 12A to the Act, and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

PRIVATE ITEM

Details of any representations received about why the following report should be considered in public will be reported at the meeting.

18. FRAMEWORK AGREEMENT FOR CARE & REPAIR GRANT WORKS
(Pages 168 - 174)

To: Members of the Cabinet

Councillors B Anota, A Beales (Chair), M de Whalley, J Moriarty, C Morley,
S Ring (Vice-Chair), J Rust and S Squire

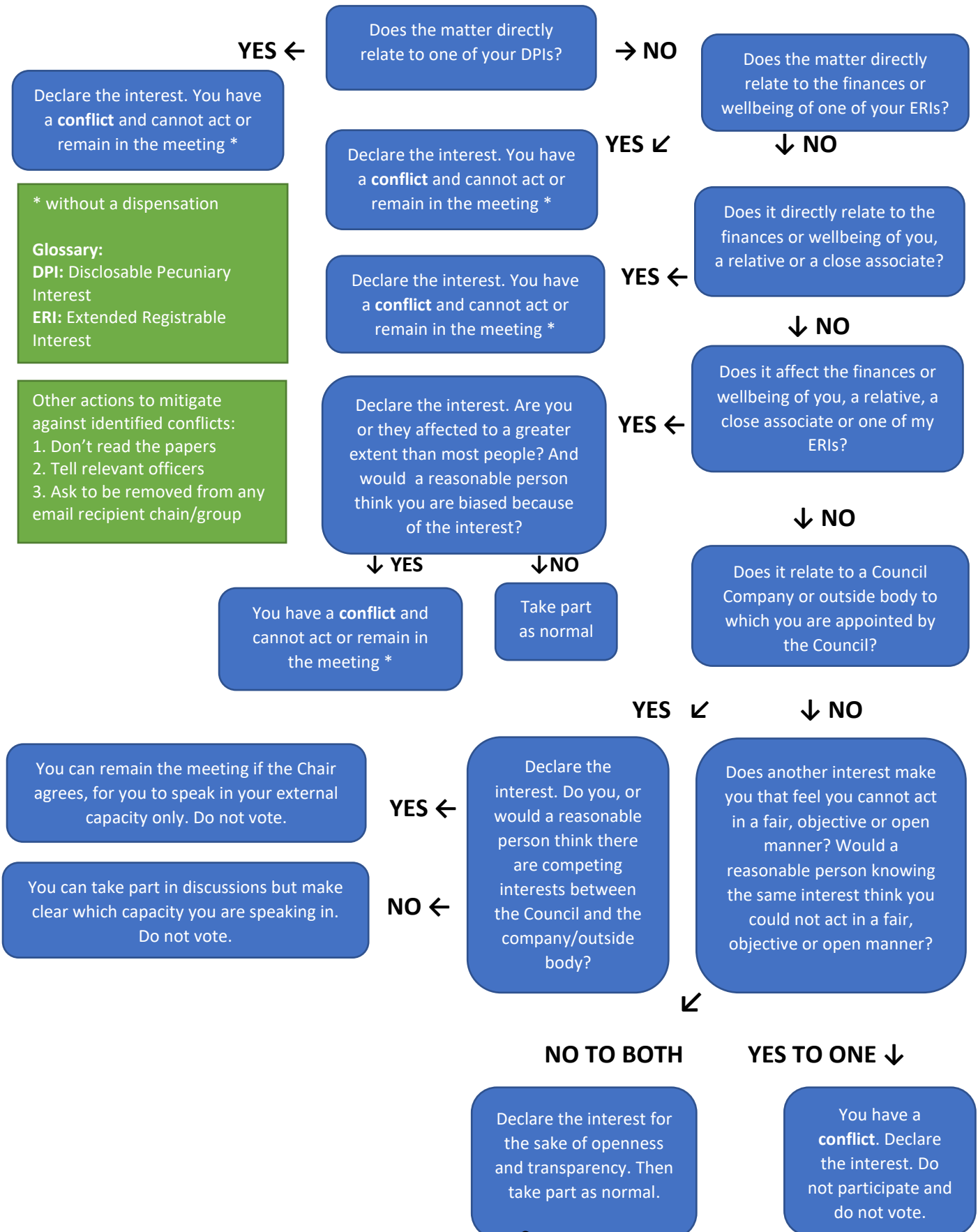
For Further information, please contact:

Sam Winter, Democratic Services Manager 01553 616327
Borough Council of King's Lynn & West Norfolk
King's Court, Chapel Street
King's Lynn PE30 1EX

DECLARING AN INTEREST AND MANAGING ANY CONFLICTS FLOWCHART



START



FORWARD DECISIONS LIST

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
5 November 2024						
	Disabled Facilities Grant Framework	Key	Cabinet	People and Communities Asst Dir M Whitmore		Private- Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Gambling Act – Statement of Principles	Non	Council	Planning and Licensing Assistant Director – A Baker		Public
	Constitution Review	Non	Council	Leader Asst Dir – A Baker		Public
	Recommendations from the Biodiversity Task Group	Non	Cabinet	Climate Change and Bio Diversity Asst Dir – S Ashworth		Public
	Council Tax Support scheme 2025/2026	Key	Council	Finance Asst Dir – M Drewery		Public
	Q1 2024-25 Performance Management	Non	Cabinet	Leader Asst Dir – A Baker		Public
	KLAC Terms of Reference	Non	Cabinet	Leader Asst Dir – A Baker		Public
	Pay Award 2024	Key	Cabinet	Leader Asst Dir – B Box		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
10 December 2024						
	Investment Options for Leisure Assets'	Key	Cabinet	Deputy Leader Monitoring Officer		Part Public and part Private- Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	West Norfolk Economic Strategy	Non	Council	Business Asst Dir D Hall		Public
∞	Notice of Motion 15/23- Wash East Coast Management Strategy- Unit C- Technical Report	Key	Council	Environment and Coastal Asst Dir- S Ashworth		Public
	Audit Committee Terms of Reference	Non	Council	Leader Asst Director – M Drewery		Public
	Community Governance Review – Burnham Market	Non	Council	Leader Chief Executive		Public
	Q2 2024-25 Performance Management	Non	Cabinet	Leader Chief Executive		Public
	White Ribbon Campaign	Non	Cabinet	People and Communities Asst Dir B Box		Public
	Revenues & Benefits software extension	Key	Cabinet	Finance Asst Dir M Drewery		Exempt Private- Contains exempt Information under para 3 –

						information relating to the business affairs of any person (including the authority)
	Capital and Revenue Budget Monitoring Reports	Key	Cabinet	Finance Asst Dir M Drewery		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
14 January 2025						
	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)
	Review of Appointments to Outside Bodies	Non	Cabinet	Leader Chief Executive		Public
	Housing Support Services Contract	Key	Cabinet	People and Communities Asst Dir - D Hall		Private Contains exempt Information under para 3 – information relating to the business affairs of any person (including the

						authority)
	Taxi Fees and Conditions		Council	Monitoring Officer		Public
	Social Value Policy	Non	Council	Leader Monitoring Officer		Public
	Procurement Policy and Contract Standing Orders	Non	Council	Finance Monitoring officer		Public
	King's Lynn Cultural & Heritage Strategy		Council	Business Asst Dir D Hall		Public
	Long-Term Plan for Towns	Key	Cabinet	Leader Asst Dir – D Hall		Public
	Change Management Policy and Redundancy Payments	Non	Council	Leader Asst Dir – B Box		Public
	Transformation Programme	Non	Cabinet	Leader Chief Executive		Public

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Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
4 February 2025 (non budget items)						
	Local Plan	Key	Council	Planning & Licensing Asst Dir – S Ashworth		Public
	Annual Plan 2025-26	Key	Council	Leader Chief Executive		Public

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
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5 February 2025 (Budget items)						
	Budget 2025-28	Key	Council	Finance Asst Dir – M Drewery		Public
	Treasury Management Strategy	Key	Council	Finance Asst Dir – M Drewery		Public
	Capital and Revenue Programme	Key	Council	Finance Asst Dir – M Drewery		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
4 th March 2025						
→	2024-25 Q3 Performance Management	Non	Cabinet	Leader Chief Executive		Public

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
15 th April 2025						
	Local Nature Recovery Strategy	Key	Council	Ass Dir- S Ashworth		Public

Items to be scheduled

	Notice of Motion 7-21 – Councillor Kemp – Equalities	Non	Council	People & Communities Asst Dir B Box		Public
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	Custom and Self Build Site – Stoke Ferry	Non	Cabinet	Regeneration and Development Assistant Director - D Hall		Public
	Overnight Campervan parking in Hunstanton	Non	Cabinet	Leader Asst Director – M Chisholm		Public
	Florence Fields – Tenure Mix	Non	Council	Deputy Leader Exec Director – O Judges		Part Public and part Private- Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Article 4 Direction	Non	Cabinet	Regeneration and Development Assistant Director – S Ashworth		Public
	Empty Homes Strategy Review	Key	Council	People and Communities Asst Dir M Whitmore		Public

**COMMENTS FROM THE ENVIROMENT AND COMMUNITY PANEL ON 8TH
OCTOBER 2024 TO CABINET ON THE 5TH NOVEMBER 2024**

EC41: **CABINET REPORT- GAMBLING ACT- STATEMENT OF PRINCIPLES**

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

The Licensing Service Manager presented the report.

She outlined to the Panel the Gambling Act, Statement of Principles was a statutory requirement to be published every three years, in accordance with the Gambling Act 2005. She highlighted to the Committee the policy was drawn up in accordance with the guidelines issued by the Gambling Commission and would come into effect from 31st January 2025.

The Licensing Service Manager highlighted without the Statement of Principles being adopted the Borough Councill would not be able to conduct any statutory functions such as issue licenses, permits and enforcements.

She brought to the Panel's attention appendix A which was the list of prescribed consultees and explained the consultation ended on the 16th of September 2024. She advised from the consultation; South Wootton Parish Council had given support to the Statement of Principles.

The Licensing Service Manager highlighted to the Panel the wording changes included in the report.

The Chair thanked the Licensing Service Manager for the report and invited questions and comments from the Panel.

Councillor Kemp thank the Licensing Service Manager for the report and sought clarification that the Gambling policy was working and protecting the vulnerable both online and in shops.

The Licensing Service Manager clarified the Statement of Principles regulated Gambling Premises and not Gambling online. She confirmed there had been no incidents reported which indicates the policy was effective.

Councillor Devulapalli referred to page 33, the Public Health and Gambling section and asked if there was an input from Public Health.

The Licensing Service Manager confirmed Public Health was on the prescribed list of consultees however there had been no response and therefore no direct input to the Statement of Principles.

RESOLVED: The Environment and Community Panel supports the recommendation to Cabinet as set out below:

That the Council be invited to adopt the Statement of Principles in accordance with the requirements of the Gambling Act 2005.

EC42: **CABINET REPORT- RECOMMENDATIONS FROM BIODIVERSITY TASK GROUP**

[Click here to view the recording of the item on YouTube.](#)

The Assistant Director, Environment and Planning presented the report.

He provided the background to the Biodiversity Task Group which was created because of the notice of motion in 2020. He added the Task Group had met on 5 occasions and section 2 of the report outlined what was discussed during those meetings.

He added Biodiversity Net Gain (BNG) had come into force as part of Planning and advised of the responsibility the Council had as part of the Environment Act 2021. He brought to the Panel's attention as part of the Biodiversity Task Group the idea of a community competition came forward.

The Assistant Director, Environment and Planning outlined the recommendations to the Panel. He highlighted to the Panel the second recommendation specified the appointment of the Biodiversity Project Officer for a fixed period of two years with funding from the climate change budget. The Assistant Director, Environment and Planning explained to the Panel the requirement for resource was identified and current officers did not have the capacity to fulfil the Biodiversity Project Officer role.

The Chair thanked the Assistant Director, Environment and Planning for the report and invited questions and comments from the Panel.

Councillor Heneghan sought clarification that current Officers did not specialise in Biodiversity.

The Assistant Director, Environment and Planning highlighted the Borough Council had an Ecologist within planning however they did not have capacity or resource to take on additional work therefore the Biodiversity Project Officer was required.

Councillor Heneghan commented further the Biodiversity Project Officer was an essential role and asked if the Officer would help plan more effectively on where plants and trees were planted.

The Assistant Director, Environment and Planning explained the role would include a wide range of responsibilities and could be described as a Ranger who would liaise with the Ecologist and the Public Open Space Team. He added the Officer would also implement the recommendations from the Urban Wildlife Group.

Councillor Kemp commented that promoting wildlife needed to be done as there had been loss of wildlife in previous years. She asked if there was potential for Councillors to go into Schools with a birdbox to educate and encourage children to engage and respect nature. She added was this something which could be done now or would the Biodiversity Project Officer be able to help when appointed.

The Assistant Director, Environment and Planning referred to 2.3 of the report and the recommendations from the Urban Wildlife which included promoting urban wildlife in wards and parishes. He added if Councillors wished to do this already then-, they could ahead of Biodiversity Project Officer being appointed.

Councillor Bullen commented further that Schools were already engaging and provided an example of Nelson Academy in Downham Market. He acknowledges the good work and enthusiasm which had been carried out by the Open Spaces Team.

Councillor Devulapalli commented she welcomed the role of the Biodiversity Project Officer and sought clarification on how this role would fit in with existing Officers role and asked if the Ecologist and the Biodiversity Project Officer role would liaise together.

The Assistant Director, Environment and Planning advised the Biodiversity Project Officer would work closely with the Public Open Spaces Team and liaise with the Ecologist.

Councillor Devulapalli suggested the responsibilities of these Officers would need to be clarified to Councillors.

Councillor Colwell refer to page 86, and highlighted the typo and should be A149. He referred to the 2.3 of the report which highlighted encouraging the use of bird boxes and bat boxes and referred to 2.6 of the report which stated engaged with local groups to participate in urban wildlife. He added his support for this and commented the concept was brilliant and hoped it was expanded to other communities' groups.

Councillor De Whalley, Portfolio Holder for Climate Change and Biodiversity thanked the Assistant Director, Environment and Planning for the report and the Officers for working with the Biodiversity Task Group.

Councillor Heneghan asked if private homeowners and other residents would be worked with as well as community groups and educated on what should be planted in their gardens and signified that green space is valuable habitat.

The Assistant Director, Environment and Planning commented there was lots of information available already, but it could be signposted to residents.

Councillor De Whalley, Portfolio Holder for Climate Change and Biodiversity added residents would be advised through the planning process and the new Biodiversity Project Officer would help educate residents.

Councillor Kunes agreed with Councillor Heneghan's comments and suggested communicating with residents, that having pots and plants in front gardens are ways of encouraging wildlife.

Councillor De Whalley, Portfolio Holder for Climate Change and Biodiversity advised this information would be communicated as part of the communication strategy review to educate residents.

In response to Councillor Devulapalli question, the Assistant Director, Environment and Planning explained a policy on requirements for developers which was coming

forward as part of the Local Plan which was due to be adopted by the end of March 2025.

RESOLVED: The Environment and Community Panel supports the recommendations to Cabinet as set out below;

1 To accept the recommendations of the Urban Wildlife Informal Working Group as set out in paragraph 2.3, although recommendation 8 requiring a budget for delivery of the proposals would be covered separately through the creation of the two-year fixed-term biodiversity project officer role.

2 To agree to the appointment of a Biodiversity project officer, for a fixed period of two years, with funding coming from the climate change budget.

3 That the council adopts the biodiversity policies and specific objectives set out in appendix 1. 65

4 To agree the creation of a Pollinator Action Plan, on the basis of the draft, with the final wording to be agreed with the Assistant Directors for Environment and Planning and Operations and Commercial, in consultation with the portfolio holder for Climate Change and Biodiversity.

5 That the community biodiversity competition initiative, detailed in the report, is supported by the council.

EC47: **EXEMPT- CABINET REPORT- DISABLED FACILITIES GRANT FRAMEWORK**

The Care and Repair Service Manager presented the report to the Panel.

The Chair thanked Officers for the Report and invited questions and comments from the Panel.

Councillor Rust, Portfolio Holder for People and Communities commented on the report to the Panel.

The Care and Repair Service Manager answered questions from the Panel.

RESOLVED: The Environment and Community Panel supports the recommendations to Cabinet as set out below;

1. Cabinet approves the signing of the framework agreements with the contractors named in this report, subject to completion of due diligence checks on these businesses.

2. Cabinet approve authority for the Assistant Director Health, Wellbeing and Public Protection in consultation with the Portfolio Holder for People & Communities to substitute alternative contractors for any listed that ultimately fail the due diligence checks.

REPORT TO CABINET

Open/Exempt		Would any decisions proposed :			
Any especially affected Wards	Mandatory	Be entirely within Cabinet's powers to decide		YES	
		Need to be recommendations to Council		NO	
		Is it a Key Decision		NO	
Lead Member: Cllr Alistair Beales E-mail: cllr.alistair.beales@west-norfolk.gov.uk		Other Cabinet Members consulted: All Cabinet members			
		Other Members consulted: Corporate Performance Panel			
Lead Officer: Debbie Ess E-mail: debbie.ess@west-norfolk.gov.uk Direct Dial:01553 616282		Other Officers consulted: Management Team			
Financial Implications NO	Policy/ Personnel Implications NO	Statutory Implications NO	Equal Impact Assessment NO If YES: Pre-screening/ Full Assessment	Risk Management Implications NO	Environmental Considerations NO
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: 5 November 2024

Q1 2024-2025 Performance Management Report

<p>Summary</p> <p>The Performance Management report is produced to update Cabinet on progress against the Council's Corporate Strategy and key performance indicators. This report contains information on progress made against key actions and indicators up to 30 June 2024.</p> <p>The number of actions to be monitored has increased from 38 to 66 to include new projects identified in the 2024-2025 Annual Plan. The report confirms that 37 of the actions are on target, 9 actions have minor issues/delays and 8 actions have been completed. Updates on the 12 actions carried out in partnership with others are provided for information only.</p> <p>Of the 64 indicators for Q1 2024-2025, 37 performance indicators have met or exceeded targets, 8 indicators have not met target by more than 5% and 3 indicators did not meet the target by less than 5%. The number reported as monitor only has reduced to 13, with 3 indicators being introduced when new data processes have been established.</p> <p>Recommendation</p> <p>That Cabinet reviews the Performance Management Report and comments on the delivery against the Corporate Strategy.</p> <p>Reason for Decision</p> <p>Cabinet should use the information within the management report to review progress on the agreed actions and indicators and satisfy themselves that performance is at an acceptable level. Where progress is behind schedule members can seek additional information to explain variances.</p>
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1. Background

- 1.1 The Council's 2023-2027 Corporate Strategy was approved by Council on 23 November 2023, it sets out the broad framework for the period of the administrative term 2023-2027.
- 1.2 The priority areas are:
 - Promote growth and prosperity to benefit West Norfolk
 - Protect our environment
 - Efficient and effective delivery of our services
 - Support our communities
- 1.3 These priorities are further defined in 37 objectives and 66 actions that are reflected in directorate plans, service plans and individual targets set during staff appraisals. These actions define what the council will do to achieve the high-level aspirations set out within the corporate strategy.

2. Management Report

- 2.1 The management report focuses on each of the corporate priorities individually, providing management team and members with an overview on the current status of projects and performance levels achieved by key indicators. A selection of people performance measures are included to provide an overview of key employee data and features within the 'our organisation' section of the report. Additional indicators have been included as requested by CPP in relation to temporary employees.
- 2.2 Assistant Directors are responsible for providing the latest update on progress as well as rating each of the projects they are responsible for up to 30 June 2024. An overall summary of the actions and indicators is provided at the beginning of the report to highlight the current position for each of the priorities in place to support the delivery of the corporate strategy.
- 2.3 The Q1 2024-2025 overall position of the Corporate Strategy is reporting 80% of the current projects are on track and progressing well, and 8 projects have been completed within the target date. Trend arrows are included to indicate the performance trend on the previous reported quarter.
- 2.4 The following 9 projects have an amber status, indicating minor issues/ delays:
 - Develop the Car Parking Strategy, produce a draft and adopt the strategy in 2024-2025
 - Commence works in relation to Downham Market toilets
 - Review and update the 2022/26 Tourism Strategy for the Borough to help promote the region's offer and support local business
 - Review options in relation to the Hunstanton Masterplan and key council assets
 - Continue work on Tree Strategy, management system and associated actions
 - Develop the Asset Management Plan to include measures to reduce impact on the environment from property we occupy and use as investment
 - Review and determine impact of government changes to Internal Drainage Board funding
 - Develop a Digital Strategy
 - Refresh our financial assistance programme with review of existing and new SLAs and associated funding

- 2.5 In Q1 2024-2025, 37 performance indicators were on track, the following 11 performance indicators did not meet the target by more (>) or less (<) than 5%:
- 2.5.1 Promoting growth and prosperity to benefit West Norfolk
- >5% Percentage of major planning applications provided with an extension of time
 - >5% Number of new homes delivered in the Borough to meet the housing need target
- 2.5.2 Protect our environment
- >5% Total tonnage of food waste collected and treated
 - >5% Total tonnage of mixed recycling collected and treated
- 2.5.3 Efficient and effective delivery of our services
- >5% Percentage of calls answered within 90 seconds
 - >5% Percentage increase in engagement on social media channels compared to previous year
 - >5% Reduce revenue expenditure by 5%
 - <5% Percentage of meeting minutes produced within 3 working days of meeting
 - <5% Percentage of supplier invoices paid within 30 days
 - <5% Percentage of local supplier invoices paid within 10 days
- 2.5.4 Support our communities
- >5% Percentage of housing adaptations completed within time

3 Options Considered

- 3.1 None.

4 Policy Implications

- 4.1 The Corporate Strategy sets the council's policy framework and as such is the council's primary policy document. All other documents and plans will need to take account of this policy framework when they are being prepared or refreshed.

5 Financial Implications

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

6 Personnel Implications

- 6.1 None.

7 Environmental Considerations

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

8 Statutory Considerations

8.1 None.

9 Equality Impact Assessment (EIA)

9.1 None to report.

10 Risk Management Implications

10.1 Progress with corporate strategy actions provides an input for risk management and may identify emerging risks and evidence improvement/ deterioration in risk scores and the delivery of mitigation measures. This will need to be factored into updates of the corporate, directorate and project risk registers.

11 Declarations of Interest / Dispensations Granted

11.1 None.

12 Background Papers

12.1 None.

Pre-Screening Equality Impact Assessment

Borough Council of
King's Lynn & West Norfolk



Name of policy/service/function	Q1 2024-25 Performance Management Report				
Is this a new or existing policy/service/function?	New / Existing (delete as appropriate)				
Brief summary/description of the main aims of the policy/service/function being screened.	Performance report contains information on progress made against key actions and indicators up to 30 June 2024				
Please state if this policy/service is rigidly constrained by statutory obligations	No				
Question	Answer				
<p>1. Is there any reason to believe that the policy/service/function could have a specific impact on people from one or more of the following groups according to their different protected characteristic, for example, because they have particular needs, experiences, issues or priorities or in terms of ability to access the service?</p> <p>Please tick the relevant box for each group.</p> <p>NB. Equality neutral means no negative impact on any group.</p>		Positive	Negative	Neutral	Unsure
	Age			x	
	Disability			x	
	Gender			x	
	Gender Re-assignment			x	
	Marriage/civil partnership			x	
	Pregnancy & maternity			x	
	Race			x	
	Religion or belief			x	
	Sexual orientation			x	
	Other (eg low income)			x	



Borough Council of King's Lynn & West Norfolk

Q1 2024-25 Performance Management Report

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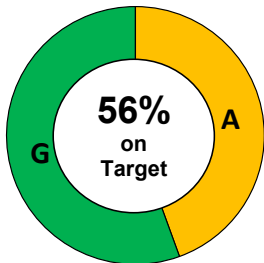
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Delivering our Corporate Strategy	
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Introduction and Executive Summary

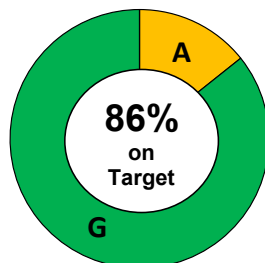
The purpose of the report is to demonstrate the performance of the Council for Q1 2024-25 against the Council’s Corporate Strategy and key performance indicators. It sets out the key activities to deliver our corporate priorities and summarises the measures in place by aligning key performance indicators to our priorities within the 2023-2027 Corporate Strategy and 2024-25 Annual Plan.

This report does not contain details of the numerous activities ongoing in each service area that also contribute to delivering important services which make a difference to the residents of West Norfolk.

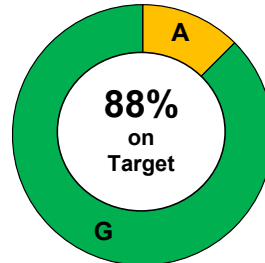
Executive summary of the Corporate Strategy - current position for Q1 2024-2025



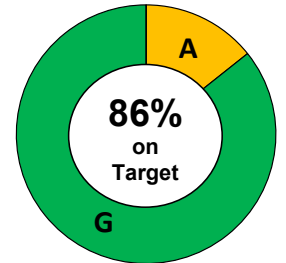
Promoting growth and prosperity to benefit West Norfolk



Protect our environment

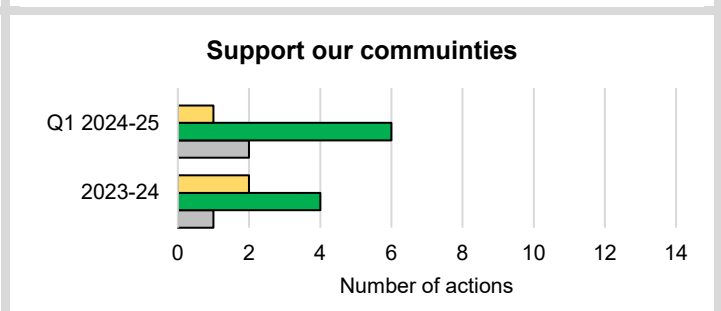
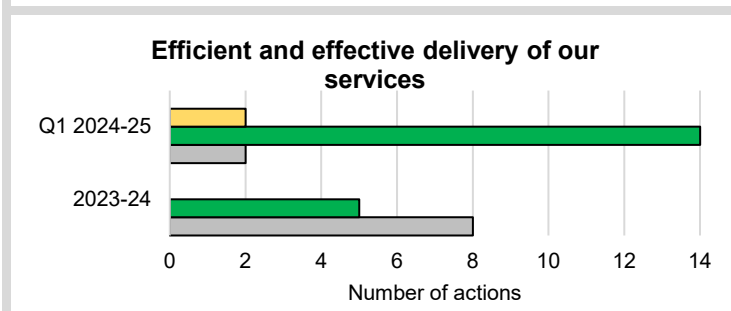
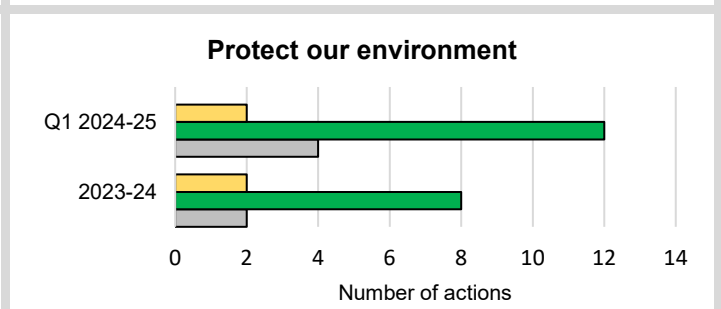
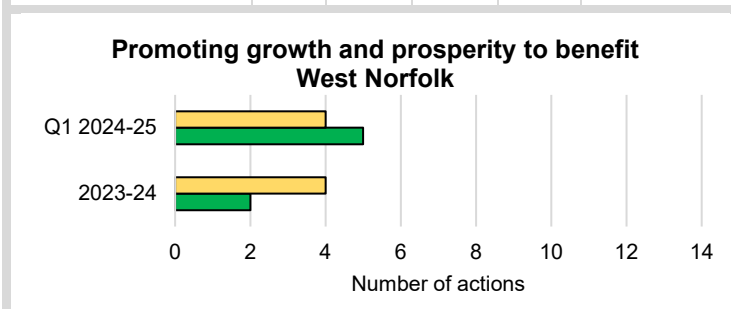
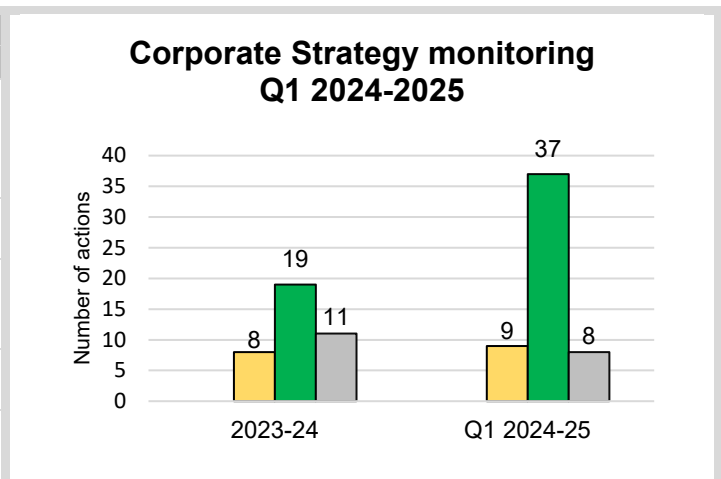


Efficient and effective delivery of our services



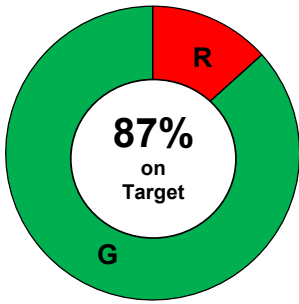
Support our communities

Corporate Priorities	Status of projects and actions				
	R	A	G	B	Completed
Promoting growth and prosperity to benefit West Norfolk	0 (0%)	4 (44%)	5 (56%)	0 (0%)	0
Protect our environment	0 (0%)	2 (14%)	12 (86%)	0 (0%)	4
Efficient and effective delivery of our services	0 (0%)	2 (12%)	14 (88%)	0 (0%)	2
Support our communities	0 (0%)	1 (14%)	6 (86%)	0 (0%)	2
Overall position	0 (0%)	9 (20%)	37 (80%)	0 (0%)	8

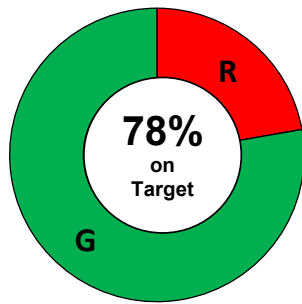


R Major issues to resolve **A** Minor issues/delays **G** Project on target **B** Project aborted/closed Project completed

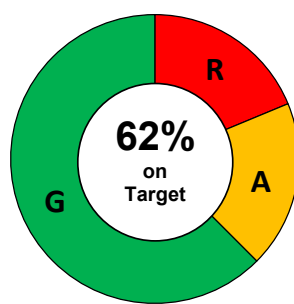
Executive summary of the Key Performance Indicators - current position for Q1 2024-2025



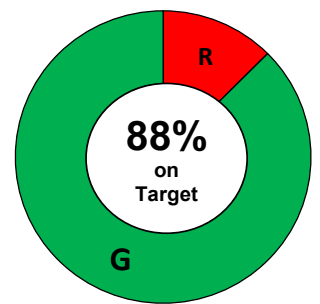
Promoting growth and prosperity to benefit West Norfolk



Protect our environment

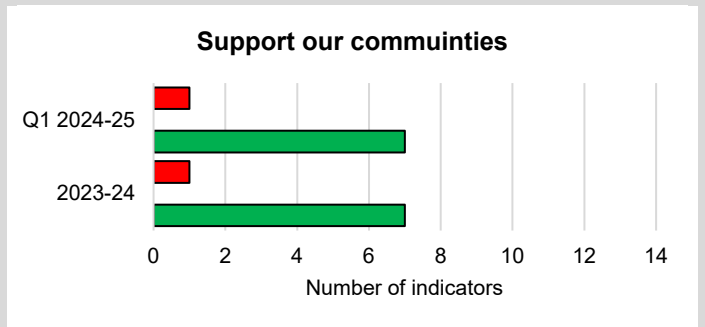
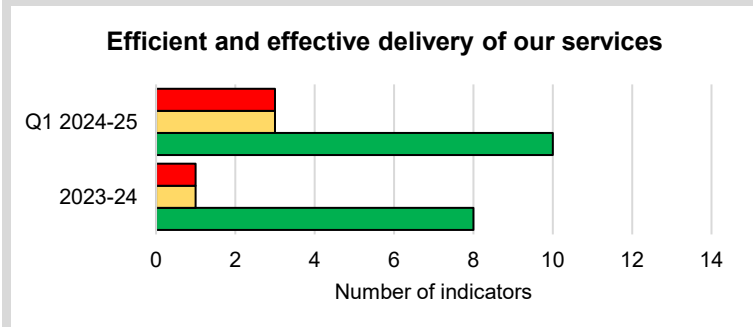
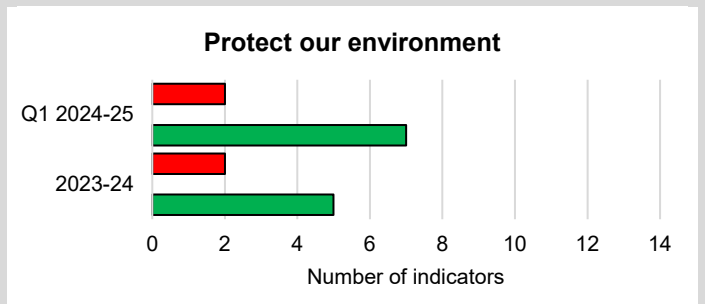
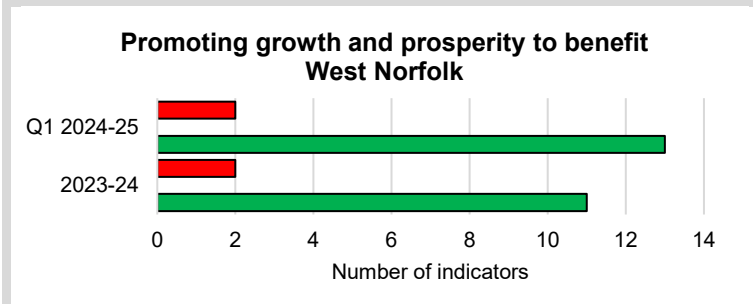
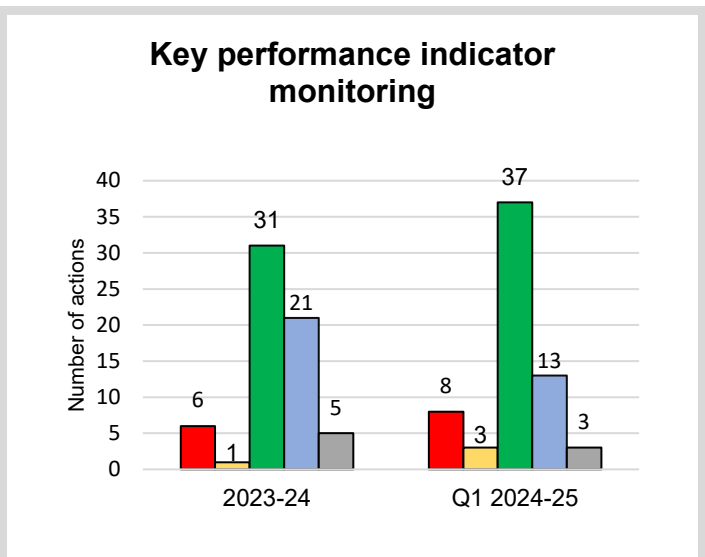


Efficient and effective delivery of our services



Support our communities

Corporate Priorities	Status of performance indicators				
	R	A	G	Monitor only	In progress
Promoting growth and prosperity to benefit West Norfolk	2 (13%)	0 (0%)	13 (87%)	3	1
Protect our environment	2 (22%)	0 (0%)	7 (78%)	3	1
Efficient and effective delivery of our services	3 (19%)	3 (19%)	10 (62%)	0	0
Support our communities	1 (12%)	0 (0%)	7 (88%)	7	1
Overall position	8 (17%)	3 (6%)	37 (77%)	13	3



R Performance indicator is 5% or more below target **A** Performance indicator is up to 5% below target **G** Performance indicator has achieved target **M** Monitor only

Delivering our Corporate Strategy

Promoting growth and prosperity to benefit West Norfolk

To create job opportunities, support economic growth, develop skills needed locally, encourage housing development and infrastructure that meets local need; and promote West Norfolk as a destination.

Actions carried out by the council

R Major issues to resolve **A** Minor issues/delays **G** On track **B** On hold/closed **Completed**

Project description and comments	Target Date	
<p>Agree and deliver financing for the Council Housing companies to support delivery of affordable and rental homes in the Borough</p> <p>Contracts are being drawn up for agreement to be ready for when interest rates are at the right levels to ensure an offer can be made to the Boards, and if accepted/approved, can be executed to provide funding quickly at that point.</p> <p>Q2 actions: Continue to put documentation in place in readiness for drawdown when market conditions are at the right level (if agreed by Boards)</p>	Mar 2025	G ↔
<p>Develop the Car Parking Strategy, produce a draft and adopt the strategy in 2024-2025</p> <p>The strategy is behind schedule due to capacity issues and other pressing deadlines.</p> <p>Q2 actions: Officers to feedback on draft documents. Await revised drafts for consideration by SLT and Cabinet in Q3.</p>	Mar 2025	A ↔
<p>Commence works in relation to Downham Market toilets</p> <p>Works will not be completed until the new year due to delays in appointing a contractor, the projected length of the programme and some complexities with delivering the project in such a small space in this area of the town – adjacent a busy carpark and market. Officers have worked closely with the Town Council to keep them updated on the works.</p> <p>Q2 actions: Works to commence on 30th September and are not due to be completed until the new year, target date has been revised.</p>	Jan 2025	A ↔
<p>Progress the Building Conditions Survey to review property assets and valuations which will inform a new Asset Management Strategy and Plan</p> <p>Review of assets to provide an update of current condition and deliver a planned maintenance schedule for each asset (financial planning / reduce reactive maintenance). Due to the scale of the project, assets have been divided into phases in a programme over 2-3 years, ordered on priority and risk.</p> <p>Q2 actions: Phase 1 - tender specification to be developed to go out for tender in Q3. Agree finance. Phase 2: 2025-26, Phase 3 TBC</p>	Mar 2026	G ↑ A
<p>Develop and commence implementation of an investment strategy for property assets owned by the council for income generation</p> <p>Q2 actions: Draft to be developed in Q2/Q3 as part of the Asset Management Strategy.</p>	Mar 2025	G
<p>Review and update the 2022/26 Tourism Strategy for the Borough to help promote the region's offer and support local business</p> <p>Currently behind schedule due to staff resources.</p> <p>Q2 actions: Tourism Development Plan Action Plan drafted for review and signed off by the Tourism Informal Working Group – Summer 2024.</p>	Sept 2024	A

Project description and comments	Target Date	
<p>Create a Cultural and Heritage Strategy for the Borough</p> <p>Cultural and Heritage Strategy commissioned in association with The Arts Council. Community engagement activities are underway.</p> <p>Q2 actions: Draft strategy expected in October 2024 and a final version in December 2024</p>	Dec 2024	G
<p>Review and develop existing events programme across the Borough</p> <p>Extensive programme of events for both King's Lynn and the Hunstanton resort area are scheduled for 2024. Each event will be considered for the future-years programme based on feedback and uptake, alongside events of national significance such as D-Day 2025 scheduled for 8th May 2025.</p> <p>Q2 actions: Continue to deliver and consider the 2025 programme.</p>	Ongoing	G
<p>Review options in relation to the Hunstanton Masterplan and key council assets</p> <p>Q2 actions: Q2-Q3 identify resource to move the review forward which is due to commence in Q4, targets are dependent on resource to support the review.</p>	Dec 2025	A

Actions carried out in partnership with others (Information only)

Project description and comments
<p>Continue to work with the Charitable Incorporated Organisation (CIO) and King's Lynn Town Board on delivery of the Guildhall project</p> <p>The work with the CIO will include consultation on the detailed design process (RIBA stage 4) going forward to the Autumn.</p> <p>Q2 actions: Activity needs to focus both on developing and completing the 'governing document' as well as supporting the development of how the organisation will operate and help the trustees to plan and prepare to create the new enterprise.</p>
<p>Continue engagement with schools and colleges particularly in relation to skills development</p> <p>The West Norfolk Primary Heads network met on 2nd May with a good attendance. Those attending received presentations from a range of external contacts including Cambridge Maths Hub, Norfolk Safeguarding Children's Partnership and the School and Community Team at Norfolk County Council. The opportunity was also taken to promote the Tudor writing workshops organised as part of the King's Lynn 500 years celebrations. Our small grants scheme for projects which focus on improving attainment in the core curriculum subjects (English, Maths and Science) has been relaunched for projects commencing in the Autumn term.</p> <p>Q2 actions: Applications for the small grant scheme will be assessed and awards granted to enable schools to launch projects during Autumn 2024. Arrangements for the next network meeting (to be held in September/October) will be progressed.</p>
<p>Agree the Economic Development Strategy for the Borough, working closely with Norfolk County Council, to ensure alignment of delivery and engagement with the business community</p> <p>A programme of engagement with local residents and businesses has been undertaken in the development of the strategy including a survey, workshops with business owners, residents and community groups, borough visits and a programme of officer and stakeholder engagements calls.</p> <p>Q2 actions: Draft report and action plan to be discussed at Regeneration and Development (R&D) Panel on 12th September, a 4 week consultation will follow and final report will go to R&D on 19th November and Cabinet on 10th December 2024.</p>

Protect our environment

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.

Actions carried out by the council

R Major issues to resolve **A** Minor issues/delays **G** On track **B** On hold/closed **Completed**

Project description and comments	Target Date	
<p>Continue to work proactively to support residents, regardless of tenure, to access funding for energy efficiency improvements and to continue to work to alleviate fuel poverty</p> <p>The council continues to be very proactive in targeting and delivering energy efficiency advice and upgrades to eligible residents. We have seen a good uptake in retrofit work improving the energy efficiency properties. The NHS pathway referral work has stalled due to some national issues with Primary Care, we are working to overcome these.</p> <p>Q2 actions: Continue to deliver Beat the Bills events. Work with CWA to identify opportunities to support local SME's to acquire the skills to deliver retrofit work.</p>	Ongoing	G ↔
<p>Prepare for statutory Biodiversity Net Gain (BNG) Preparation undertaken and qualifying applications now being submitted taking BNG into account.</p> <p>Establish a Biodiversity Task Group to deliver a programme to increase biodiversity (BTG) The Biodiversity Task group (BTG) held two further meetings in Q1.</p> <p>Q2 actions: Final BTG meeting to take place and report to Cabinet in autumn 2024, bringing the action points to a conclusion.</p>	Sept 2024	G ↔
<p>Commence update and endorse the Climate Change Strategy and Action Plan including climate literacy training</p> <p>Update on the Council's climate change activities incorporating an update on the action plan, budget and carbon footprint was provided to Environment and Community Panel on 9th April 2024. Carbon emissions 2022/23 have been incorporated into the draft e-learning materials and being trialled with peers, appropriate officers and officers who are unfamiliar with the subject matter. Liaison with the e-learning provider. Climate Change Manager attended LGA climate literacy accredited training on 24/25 April 2024.</p> <p>Q2 actions: In August, analyse and finalise content with latest territorial emissions data, liaise with e-learning provider to translate content into e-learning module and launch Solar Together group buying scheme for solar PV, batteries and EV chargers. Analyse new Government policies relating to climate change.</p>	Mar 2025	G ↔
<p>Continue work on Tree Strategy, management system and associated actions</p> <p>Awaiting sign off from the ICT Development group to procure a hosted system to manage records and allow public access.</p> <p>Q2 actions: Meet with the ICT Development group in August.</p>	Sept 2024	A ↔
<p>Agree to designate a Village Green at Hardings Pits</p> <p>Cabinet approval to designate a large area of land at Harding's Pits as a Town or Village Green was received on 15 January 2024. Village Green application is pending on the conclusion of the Local Plan review.</p>	Completed	
<p>Launch of Norfolk Net Zero Communities Project</p> <p>Formal launch hosted at the Enterprise Centre, University of East Anglia. Hubbub, an environmental charity has been appointed to support the project.</p>	Completed	

Project description and comments	Target Date	
<p>Carry out public consultation on Air Quality Action Plan (AQAP)</p> <p>The public consultation for the draft AQAP was completed during February 2024 and ended on 1st March.</p> <p>Consultation feedback will be reported through the Committee cycle during late summer/ autumn to adopt the revised AQAP. Once adopted we will then move forward to implement the adopted AQAP measures.</p>	Completed	
<p>Consider options for proposals to outline impact on the environment as part of decision-making processes</p> <p>Options considered, develop and deploy assessment tool in Q2.</p>	Completed	
<p>Develop the Asset Management Plan to include measures to reduce impact on the environment from property we occupy and use as investment</p> <p>The Asset Management Strategy will outline core principles around impact on the environment when managing and investing in property.</p> <p>The Asset Management Plan will outline the key indicators and targets once key principles are agreed.</p>	Mar 2025	A
<p>Develop and deploy a climate change assessment tool for council policies and projects</p> <p>Q2 actions: Preparation of climate change impact tool report for Senior Leadership Team, September 2024.</p>	Mar 2025	G
<p>Implement the Hunstanton Coastal Management Plan and carry out a geotechnical investigation of Hunstanton sea defences</p> <p>Hunstanton Coastal Management Plan (HCMP) is being implemented as agreed. Prom condition survey was completed in Spring 2024. Concept Engineering Consultants Ltd has been selected as the contractor to carry out the geotechnical investigation.</p> <p>Q2 actions: Summer emergency work/repairs to be completed by South Bay Civils in July. Marine Management Organisation licence application has been submitted, decision required ahead of undertaking the prom condition survey in Autumn 2024.</p>	Dec 2024	G
<p>Create a community orchard at South Lynn</p> <p>Work is ongoing to develop the community orchard site plan. Planning application and Community Infrastructure Levy application for additional landscaping details are not covered by the Urban Tree Challenge Fund. Discussions are ongoing regarding the Beuys' Acorns site design and funding.</p> <p>Q2 actions: Submit Community Infrastructure Levy application for South Lynn Community Orchard by 1 August 2024 and submit planning application by 1 September 2024.</p>	Mar 2025	G
<p>Establish EV charging points at Austin St East car park</p> <p>8 BP Pulse EV charge points (16 charging sockets) are active in July 2024.</p> <p>Q2 actions: Final ORCS grant claim submission and update related website pages in August 2024.</p>	Aug 2024	G
<p>Consider the outcomes of the Air Quality Action Plan (AQAP) consultation and prepare a draft plan</p> <p>The results of the public consultation have been reviewed and a final draft AQAP has been completed.</p> <p>Q2 actions: Cabinet to consider the report and draft AQAP in Autumn 2024.</p>	Oct 2024	G

Project description and comments	Target Date	
<p>Carry out the work towards the formal adoption of the new Local Plan</p> <p>The Local Plan (LP) examination hearings continued in Q1, and the plan is progressing in accordance with the revised timescale agreed with the LP Inspectors, and as published in the Local Development Scheme. Consultation into the LP proposals to meet Gypsy and Traveller accommodation needs have taken place.</p> <p>Q2 actions: The Main Modifications consultation into the parts of the plan that have been examined will take place between 12 July – 6 September. The last of the LP examination hearings into the specific topic of gypsy and traveller accommodation needs will take place in September.</p>	Mar 2025	G
<p>Host the Mayor's Business Awards 2025 – Environmental Champion</p> <p>Q2 actions: Commence in September 2024</p>	Mar 2025	G
<p>Upgrade street lighting and other council assets with energy-efficient LED lighting</p> <p>New draft policy for the management of streetlighting has been completed for recommendation.</p> <p>Q2 actions: Complete review of maintenance of streetlights and condition. Complete the specification for procurement of LED lighting, contract for the replacement of LEDs to be tendered in Q3/4.</p>	Jun 2025	G
<p>Complete a review of the vehicle fleet</p> <p>Specification has been developed by the project team and Procurement and approved by Cabinet portfolio holders.</p> <p>Q2 actions: Procurement exercise to be undertaken and contractor appointed by Sept 2024. Review to be completed by consultant by Dec 2024 (subject to contractor availability and agreed start date). Presentation of findings to senior management and Cabinet portfolio holders in January 2025 and Action plan to be developed and approved by March 2025.</p>	Mar 2025	G

Actions carried out in partnership with others (Information only)

Project description and comments
<p>Continue to engage with Anglian Water and the Environment Agency on work being done or investigations made to improve sea and river water quality</p> <p>Historical analysis of previous water samples to identify pollutant sources has been undertaken by the Environment Agency.</p> <p>Q2 actions: The detailed interpretation of these results is expected early autumn, once received an action plan, will be developed to tackle areas within our scope of control.</p>
<p>Continue to engage with Anglian Water and the Environment Agency on work being done or investigations made concerning the shingle ridge at Heacham and Hunstanton sea defences</p> <p>With EA colleagues, the council has completed face to face engagement over the Easter Bank holiday around the Shepherds Port area. The Technical Report on the shingle ridge is due to be released in August 2024.</p> <p>Q2 actions: Ahead of the report's publication, EA and council officers are preparing for a Wash East Coast Management Stakeholder group in August, two public drop-ins sessions at Snettisham and Heacham and a briefing for Regional Flood and Coastal Committee Chair. An update will be reported to the Environment & Community Panel on 3rd September.</p>

Project description and comments
<p>Participate in a regional benchmarking exercise to understand our preparedness for new procurement requirements that consider economic, social, environmental and cultural factors to determine Scope 3 emissions</p> <p>East of England Local Government Association sustainable procurement forum established on 20th May 2024. Regional procurement report in draft form to be considered at Regional Climate Change Forum 25th July 2024.</p> <p>Q2 actions: Following Regional Climate Change Forum on 25th July 2024, sustainable procurement/Scope 3 emissions report to be prepared for Senior Leadership Team, September 2024.</p>
<p>Continue to formalise the scope of the West Norfolk Air Quality project with Public Health (Norfolk County Council)</p> <p>The draft Air Quality Action Plan and the Annual Air Quality ASR report was submitted to DEFRA by 30th June.</p> <p>Q2 actions: Further scoping work will be undertaken and taken forward to Q3.</p>
<p>Work with stakeholders supporting the delivery of the Norfolk Net Zero Communities project in the parish of Marshland St James</p> <p>Project featured as a case study at East of England Net Zero and Climate Resilience Summit held on 18th July 2024 at Anglia Ruskin University.</p> <p>Q2 actions: Meeting of local representatives from Marshland St James parish with Hubbub (appointed to undertake engagement activities and support behaviour change activities) to plan and prepare for local engagement activities, develop and circulate a project newsletter.</p>

Efficient and effective delivery of our services

To provide cost-effective, efficient services that meet the needs of our local communities, promote good governance, and provide sustainable financial planning and appropriate staffing.

Actions carried out by the council

R Major issues to resolve
 A Minor issues/delays
 G On track
 B On hold/closed
 Completed

Project description and comments	Target Date	
<p>Continue to lobby Government for alternative means of Internal Drainage Board funding</p> <p>The General Election paused lobbying for a short period but the Special Interest Group (SIG) are preparing for action immediately following the General Election.</p> <p>Q2 actions: Support lobbying actions in parallel with SIG, prepare further communications to MPs and Government Ministers to continue lobbying for a funding solution and for distribution of the £3m already promised. Seek to encourage debate at Parliament. Consider further event at House of Commons.</p>	Sept 2024	G ↔
<p>Provide information, advice and support for Parish Councils. Produce a document pack for dealing with unreasonable and vexatious complaints</p> <p>The initial information pack has been distributed to Parish Councils. A dedicated email address has been set up for Parish Council's to direct their enquiries and these are processed through the Corporate Governance Team.</p> <p>Q2 actions: The document pack will be finalised and distributed to all Parish Councils in the next quarter. The pack will include information, guidance, and example template letters on managing complaints, specifically unreasonably persistent and vexatious complaints.</p>	Sept 2024	G ↔

Project description and comments	Target Date	
<p>Review the governance arrangements for the delivery of leisure and arts</p> <p>A working group was established to review the governance and delivery model for the council's leisure and arts services. A report outlining the options and the recommendation to return Alive West Norfolk to an in-house council function will be presented to Cabinet on 30 July 2024.</p> <p>Q2 actions: Following the Cabinet decision, the working group will reform and plan the implementation of the recommended option.</p>	Sept 2024	G ↔
<p>Undertake actions to encourage employees to cycle to work and investigate options for provision of a cycle to work scheme</p> <p>Work to progress the various actions identified on our active travel action plan have been progressed and an update report has been presented to Senior Leadership Team. Particular actions that have been progressed during Q1 include a further Dr Bike and active travel breakfast session, monitoring of use of cycle storage to inform decisions about provision needs, a staff focus group. Research on a cycle to work scheme is progressing as an alternative option has become available during Q1.</p> <p>Q2 actions: A new staff working group will be established, involving staff who already actively travel to work or have a related interest in the subject. The aim is to use the working group to increase staff engagement and create a sense of 'ownership' across the council. This will also help to support employee wellbeing initiatives.</p>	Sept 2024	G ↔
<p>Commence the replacement of pay and display machines across the network to deliver increased payment options</p> <p>18 machines have been installed and are operational, 3 will be installed shortly and 57 are to be scheduled.</p> <p>Q2 actions: After a period of evaluation, the schedule for the continuing phases of this project will be drafted.</p>	Sept 2024	G ↔
<p>Implement approved 100% Council Tax Support Scheme</p> <p>Systems, procedures and documentation are in place and the new scheme was successfully implemented on 1 April 2024. The caseload and financial impacts are monitored monthly and a Take Up plan will be set up.</p>	Completed	
<p>Implement new 100% levy for Long-Term Empty Properties with effect from 1 April 2024</p> <p>The levy has been applied from 1 April 2024 and customer documentation and webpages updated. Enquiries and appeals are being processed. A webpage will be designed to explain the decision making process behind the changes. The anti-fraud actions will be formally documented in a procedure note.</p>	Completed	
<p>Review and determine impact of government changes to Internal Drainage Board funding</p> <p>This work has not commenced yet due to the General Elections. However, Middle Level Commissioners have notified their intention to withdraw some support services impacting Hundred Foot Washes from 1 April 2026. It is too early to determine whether a change in this provision will have a financial impact.</p> <p>Q2 actions: To monitor relevant Government announcements following the General election and consider next action.</p>	Mar 2025	A
<p>Refresh the Financial Plan 2024-29 and implement the Cost Management and Income Generation Plan</p> <p>The budget setting timetable is now being drafted. This will outline the key tasks to be undertaken. Separately, work is being undertaken with the Communications Team to develop the budget engagement plan and secure a provider of the software to undertake wider engagement on the council's budget .</p> <p>Q2 actions: To finalise the budget engagement plan, engage software provider.</p>	Aug 2024	G

Project description and comments	Target Date	
<p>Develop a transformation programme and commence a review of the council and its operations to ensure it is efficient and ‘fit for the future’</p> <p>A Transformation Board has been established and draft Terms of Reference agreed. The Board is chaired by the Chief Executive. Presently, the Corporate Peer Challenge Action Plan forms the basis of the Transformation Programme and in time, this will provide the framework for a formal Transformation Strategy/Plan with Portfolio Holder oversight. The council has enrolled on the Local Government Association Peer Support Programme. We are in early discussions with council's that are more advanced in their transformation programmes.</p> <p>Q2 actions: The Chief Executive will retire in September and the new Chief Executive will assume responsibility for the Transformation Programme.</p>	Ongoing	G
<p>Agree arrangements for approved 100% premium on second homes for implementation from 1 April 2025</p> <p>A Project Team has been established and an action plan drawn up. Norfolk wide discussions are now underway and proposals being developed to agree an allocation of the additional levy to be returned to district councils for specific purposes to be agreed with Norfolk County Council.</p> <p>Q2 actions: Create and send customer communications and book in meetings with Parish Councils. Agree draft proposal to County Council on allocation for KLWN.</p>	Dec 2024	G
<p>Produce productivity plan for submission to Department of Levelling Up, Housing and Communities (DLUHC)</p> <p>The council's Productivity Plan will presented to Corporate Performance Panel on 17th July and will be considered by Cabinet on 30th July. The final draft, pending Cabinet approval will be sent to MHCLG by the deadline of 19 July 2024.</p> <p>Q2 actions: Obtain Cabinet approval of the Productivity Plan and submit to MHCLG</p>	Jul 2024	G
<p>Review CIL governance arrangements</p> <p>Review the CIL governance arrangements to ensure it is utilised in the optimum way to meet the borough's infrastructure needs.</p> <p>Q2 actions: Review to commence.</p>	Dec 2024	G
<p>Analyse and identify actions arising from a staff survey, including development of corporate values</p> <p>A staff opinion survey was undertaken during late April/early May 2024. Headline results have been received and were presented to SLT by BMG Research on 20th June. The same presentation will be made to Cabinet on 8th July. Staff have received a briefing note updating them on the headline findings and will have the opportunity to attend briefings sessions with BMG Research during mid-July.</p> <p>Q2 actions: The headline results will be used to inform a work plan to take forward priority actions, including ways of involving staff in the process. The work will also incorporate feedback from staff obtained from recent staff engagement sessions held with Senior Leadership Team.</p>	Sept 2024	G
<p>Develop a Digital Strategy</p> <p>Discussions are underway with various stakeholders to gather information/requirements. Need to establish how wide reaching the strategy should go. The new Chief Executive will commence in September and has relevant experience to explore.</p> <p>Q2 actions: Continue discussions. Consult new Chief Executive before shaping next steps.</p>	Mar 2025	A
<p>Publish and review the Corporate Peer Challenge Action Plan</p> <p>The Peer Challenge Action Plan was agreed by Cabinet on 5 March 2024. The Action Plan was published online within the timescale set by the LGA. The Action Plan was updated and progress against the plan was prepared for the Peers return visit in June 2024. This demonstrated that</p>	Sept 2024	G

Project description and comments	Target Date	
<p>75% of the actions were on track, 15% had been completed and 10% not started due to the appointment of a new Chief Executive who will assume responsibility for this area of work.</p> <p>Q2 comments: Review the feedback from the Peers revisit and continue with the implementation of the actions highlighted in the CPC Action Plan.</p>		
<p>Implement a performance management system to manage information to support decision-making</p> <p>The team have received demonstrations of some of the systems available. As well as Performance Management, the system will also have modules for Risk Management, Freedom of Information and Corporate Complaints.</p> <p>Q2 actions: Work with the Procurement Team to select the preferred supplier.</p>	Mar 2025	G
<p>Engage in formal Land Registry Migration Project</p> <p>Regular engagement with the Land Registry has enabled us to progress with the data cleansing. We are waiting for a Delivery Manager to be assigned, until this happens we are unable to agree a project plan and commence formally with the migration project.</p> <p>Q2 actions: Continue to cleanse data, in particular the curtilage of 2,000 listed buildings and have regular engagement with Land Registry.</p>	Mar 2025	G

Actions carried out in partnership with others (Information only)

Project description and comments
<p>Explore funding opportunities emerging through the County Deal for Norfolk and explore new ways of working with Norfolk County Council</p> <p>Norfolk County Council have issued draft prospectus for comment and feedback.</p> <p>Q2 actions: Consider proposals and respond to consultation.</p>

Support our communities

To support the health and wellbeing of our communities, help prevent homelessness, assist people with access to benefits advice and ensure there is equal access to opportunities.

Actions carried out by the council

R Major issues to resolve
 A Minor issues/delays
 G On track
 B On hold/closed
 Completed

Project description and comments	Target Date	
<p>Refresh our financial assistance programme with review of existing and new SLAs and associated funding</p> <p>Discussions need to take place between the Partnership & Funding Officer and Legal Services with regard to the template SLA – ensuring it is appropriate for the levels of funding provided to organisations.</p> <p>Q2 actions: Meeting to be held with the Partnership and Funding Officer and Portfolio Holders to discuss terms of each grant.</p>	Jul 2024	A ↔

Project description and comments	Target Date	
<p>Develop a plan for communicating the Council’s budget both internally and externally</p> <p>During Q1 research has been undertaken into best practice undertaken by other local authorities who already consult residents on their budget proposals. A paper outlining a proposed approach has been presented to Senior Leadership Team and supported, leading to the development of a plan to take the project forward.</p> <p>Q2 actions: Work to develop initial proposals for consultation questions will be progressed, in addition work to procure software which will assist support the consultation process will be completed. The aim is to undertake the consultation exercise during September 2024, so that results can be analysed in early – mid October with the results being forwarded to the Assistant Director Resources for use in the budget setting process.</p>	Sept 2024	G ↔
<p>Progress actions identified following a review of our equalities policy, procedure and practices</p> <p>The Equality Working Group has progressed the development of sub-groups to lead on priority projects. Terms of reference and membership of these groups has been finalised and a number of task and finish groups/sub-groups are now established to progress key workstreams.</p>	Completed	
<p>Establish commitment to the care leavers covenant</p> <p>The Care Leavers working group has met with colleagues from Norfolk County Council and has used the insight gained from this meeting to inform progress with the development of an action plan to develop the Council’s local offer to care leavers.</p>	Completed	
<p>Review and update the Housing Strategy and pathways to prevent homelessness</p> <p>Homelessness review completed and endorsed by the Environment and Community Panel in April 2024.</p> <p>Q2 actions: Homelessness and Rough Sleeping Strategy to be launched in October 2024 following adoption by Cabinet.</p>	Oct 2024	G
<p>Progress our commitment to the Care Leavers Covenant by developing and promoting our local offer to care leavers</p> <p>Further discussions have been held with the Corporate Parenting Team at NCC to ensure our ideas for our local offer are consistent with their needs/expectations.</p> <p>Q2 actions: Further work to develop areas where the Council could support Care Leavers will be progressed. Improvements to the information available to Care Leavers via the Council’s website will be progressed.</p>	Sept 2024	G
<p>Further develop ‘Creating Communities’ events</p> <p>The Creating Communities approach continues to develop with two events held in South Lynn and North Lynn. Corporate Projects and Lily continue to meet regularly working on how to embed this approach across the organisation. The ‘Creating Communities’ team have been invited by the community to an event in North Lynn, this is extremely positive to be asked to join them. Further plans will be formed for Hunstanton once this site progresses further.</p> <p>The team are working on a number of elements to extend the work of the events with community based leaflets, North Lynn has been published and has been well received, Gaywood and Hunstanton are being developed.</p> <p>Q2 actions: Two new events are being planned for Gaywood in November and North Lynn in December / January. A leaflet on statutory services is being developed, this is more generic and will focus on the 3 main towns.</p>	Ongoing	G

Project description and comments	Target Date	
<p>Undertake a review of the council's equality policy and continue to progress a range of workstreams to support equality, diversity and inclusion</p> <p>Arrangements for the provision of training on equality impact assessments has been progressed with training for relevant Elected Members and Officers scheduled for September and October. Procedures to enhance monitoring of Equality Impact Assessments has been progressed and will feed into the Equality Working Group on a quarterly basis.</p> <p>Q2 actions: Equality Working Group sub-groups/task and finish groups will progress actions in their agreed areas and feedback to the whole group in September. Work on a revised equality policy is ongoing and will be progressed further during Q2.</p>	Sept 2024	G
<p>Develop a Community Engagement Strategy as part of the Corporate Peer Challenge Action Plan</p> <p>A revised management role for the Communications team, Communications and Engagement Manager, will commence in post during August 2024</p> <p>Q2 actions: This officer will be integral to the development of a community engagement strategy and a timetable for this will be developed once the post holder has commenced.</p>	Mar 2025	G

Actions carried out in partnership with others

Project description and comments
<p>Ensure our need for better dentistry services and the release of funding for a new QEH remains a joint priority between ourselves and our partners.</p> <p>Further informal sessions to discuss provision of dentistry have continued. The panel has heard from Specialist Dental providers and from Healthwatch.</p> <p>Q2 actions: Group to look at how the council can influence and educate children and adults on good dental health practices.</p>
<p>Investigate with key stakeholders engaging the Institute of Health Equity to make West Norfolk a Marmot place</p> <p>Contract negotiations are continuing and Memorandum of Understanding with Norfolk County Council and Integrated Care Board have been agreed. A data pack of information for the Institute of Health Equity has been developed and shared with them. Initial work to identify key stakeholders is underway.</p> <p>Q2 actions: Contract to be signed in July, the process of advertising the Marmot work and building a launch event will start once the contract is signed.</p>
<p>Continue to work with Integrated Care Systems to support services delivered in the community</p> <p>The West Place Board consists of a number of NHS organisations (including ICB), County (Public Health), Borough, College of West Anglia, VCSE lead and a lead GP. The Executive Director (Place) is the lead executive on the Board for the Integration workstream looking at options to support recruitment and retention across partners around health and social care, potential of integrated neighbourhood teams, school of nursing, new hospital and estates.</p> <p>The Board will work together on the opportunity of the new hospital and review options for services that can be delivered in the community and identify further opportunities across the wider partner estates portfolios.</p> <p>Work is being delivered through organisations and West Place ICB team. The focus is on outcomes and close links with the Marmot work, opportunities as part of the new hospital and working closely with the Health and Wellbeing Partnership.</p> <p>Q2 actions: Monthly Board meetings, round table discussion with partners on workforce and previous work, October – workshop on Estates portfolio.</p>

Managing the Business

Our Performance Indicators in detail

R Performance indicator is 5% or more below target
 A Performance indicator is up to 5% below target
 G Performance indicator has achieved target
 M Monitor only

Promote growth and prosperity to benefit West Norfolk								
Ref	Performance indicator	2023/24	2024/25					Comments
			Q1	Q2	Q3	Full Year	Target	
1.1	% of non-major planning applications determined within 8 weeks or within agreed timescale	89%	92%				70%	G ↔
1.2	% of major planning applications determined within 13 weeks or within agreed timescale	90%	100%				60%	G ↔
1.3	% of decisions on applications for major development that have been overturned at appeal, measured against total number of major applications determined	5.95%	4.60%				10%	G ↔
1.4	% of decisions on applications for non-major development that have been overturned at appeal, measured against total number of non-major applications determined	0.58%	0.80%				10%	G ↔
1.5	% of major planning applications provided with an extension of time (EOT)	80%	100%				50%	R ↔ Although still high in Q1 progress is being made as highlighted by a snapshot at the end of August which shows a reduction to 50%
1.6	% of non-major planning applications provided with an extension of time (EOT)	64%	36%				40%	G ↑ R
1.7	Amount of planning fees returned under the Planning Guarantee	£0	£0				£0	G ↔ Monitored on a weekly basis to reduce the risk of payback
1.8	% of new enforcement cases actioned within 12 weeks of receipt	-	-				75%	Data available from Q2 2024/25

Ref	Performance indicator	2023/24	2024/25					Comments		
			Q1	Q2	Q3	Full Year	Target			
1.9	No of new homes delivered in the Borough to meet the housing need target	636	40					571	G ↓ R	Most delivery of new homes is outside of our control, Q1 is very low and will be closely monitored. Up to the end of August a further 82 dwellings were completed.
1.10	No of new homes built through the Council's Major Housing Programme	66	0					106	G ↔	No completions forecast for Q1. Targets set for Q2 23, Q3 69, Q4 14.
1.11	No of new Affordable Homes delivered by the Major Housing Programme	37	0					61	G ↔	No completions forecast for Q1. Targets set for Q2 23, Q3 31, Q4 7.
1.12	% of rent arrears on industrial units	7.52%	5.86%					10%	G ↔	
1.13	% of rent arrears on retail/general units	10.88%	10.64%					25%	G ↔	
1.14	No of brownfield sites brought into use for commercial and housing	6	1					-	M	Sites on the brownfield register only
1.15	No of business grants awarded	48	13					-	M	Cumulative data
1.16	No of impressions on Visit West Norfolk's social media channels	169,530	18,633					-	M	Cumulative data
1.17	King's Lynn long stay car parking tickets purchased	163,535	40,407					124,890	G ↔	Cumulative data
1.18	King's Lynn short stay car parking tickets purchased	1,053,137	257,002					854,658	G ↔	Cumulative data
1.19	% of contracts awarded to SMEs	-	70%					25%	G	

Protect our Environment										
Ref	Performance indicator	2023/24	2024/25					Comments		
			Q1	Q2	Q3	Full Year	Target			
2.1	No of electric vehicle charging points installed within district owned car parks	18	22					30	G ↔	Cumulative data
2.2	EV charging usage (kWh)	28,232	37,503					30,000	G ↔	Cumulative data
2.3	% of street lighting within the borough converted to LED	26.82%	26.82%					-	M	Cumulative data
2.4	Solar power (kWh) generated across council sites	544,163	211,670					-	M	Cumulative data

Ref	Performance indicator	2023/24	2024/25					Comments	
			Q1	Q2	Q3	Full Year	Target		
2.5	No of people using the cycle hire scheme	-	-				100	Awaiting survey to be launched	
2.6	No of brown bins in use for composting	29,993	29,111				28,500	G ↔	
2.7	Total tonnage of commercial waste collected	2,497	603				1,700	G ↔	Cumulative data
2.8	Total tonnage of garden waste collected and treated	11,664	3,994				11,000	G ↔	Cumulative data
2.9	Total tonnage of food waste collected and treated	1,667	418				1,800	R ↔	Propose informal consultation process to implement trial of free caddy liners to increase collection rates.
2.10	Total tonnage of mixed recycling collected and treated	14,154	3,525				15,500	R ↔	Figures are low across the county with a reduction in glass collected. Norfolk Waste Partnership Comms Group to discuss actions on improvements
2.11	No of fly tipping incidents recorded	2,307	522				-	M	Cumulative data
2.12	% of fly tipping cases initially assessed within 1 day of being recorded	100%	100%				95%	G ↔	
2.13	% of waste enforcement cases referred to CSNN resulting in an intervention (investigation to prosecution)	99.7%	100%				90%	G ↔	2023/24 217 cases Q1 2024/25 21 cases

Efficient and effective of our services									
Ref	Performance indicator	2023/24	2024/25					Comments	
			Q1	Q2	Q3	Full Year	Target		
3.1	% of calls reduced by web chat	90%	89%				75%	G ↔	
3.2	% of calls answered within 90 seconds	84%	70%				75%	G ↓ R	Target was not met due to a reduction in resources and an increase in calls due to PCC, general election and new careline system.
3.3	% of meeting minutes produced within 3 working days of meeting	83%	89%				90%	A ↑ R	

Ref	Performance indicator	2023/24	2024/25					Comments		
			Q1	Q2	Q3	Full Year	Target			
3.4	% increase in engagement on social media channels compared to previous year	13%	-20%					10%	G ↓ R	Engagement in Q1 23/24 was high and included Coronation events, council elections and bin collection changes.
3.5	% of press releases covered by media within one month of being issued	97%	96%					95%	G ↔	
3.6	Reduce revenue expenditure by 5%	2.15%	0%					5%	G ↓ R	Work will be undertaken via budget monitoring and budget setting during the year to identify savings to offset against the target.
3.7	% of supplier invoices paid within 30 days	99%	98%					99%	G ↓ A	
3.8	% of local supplier invoices paid within 10 days	95%	94%					96%	A ↔	
3.9	% of Council Tax collected against outstanding balance	97.16%	28%					97.5%	G ↔	Cumulative data
3.10	% of Business Rates collected against outstanding balance	99.10%	32%					98%	G ↔	Cumulative data
3.11	Council Tax Support Caseload shown as equivalent Band D Taxbase figures	4,764	4,887					4,893	G ↔	
3.12	% of BID Levy collected	98.3%	57.3%					97.5%	G ↔	Cumulative data
3.13	No of completed fraud/corruption investigations (including data matching exercises)	7,312	2,130					5,000	G ↔	Cumulative data
3.14	No of cyber security incidents reported	1	0					0	G ↑ A	
3.15	% of influenceable spend with contracted suppliers	-	84%					70%	G	
3.16	% of influenceable spend with non-contracted suppliers	-	8%					15%	G	

Support our communities									
Ref	Performance indicator	2023/24	2024/25					Comments	
			Q1	Q2	Q3	Full Year	Target		
4.1	No in bed and breakfast and nightly paid accommodation	311	90				-	M	
4.2	Spend on bed and breakfast and nightly paid accommodation (gross)	£559,576	£77,230				-	M	
4.3	No of households prevented from becoming homeless for a minimum of 6 months	64	32				-	M	
4.4	No of verified rough sleepers	1	3				-	M	
4.5	No of days to process new housing benefit and council tax support claims	12	15				22	G ↔	
4.6	No of days to process housing benefit and council tax support changes of circumstances	13	14				18	G ↔	
4.7	% of food premises achieving a rating of 3 or above	94%	92%				90%	G ↔	
4.8	No of social isolation and loneliness referrals to Lily	272	71				-	M	Cumulative data
4.9	% of people attending Food for Thought who rated the information provided as Good or above	100%	100%				80%	G ↔	
4.10	% of accepted West Norfolk Help Hub Lily referrals heard within 28 days of receipt	100%	100%				-	M	
4.11	% of housing adaptations completed within time	59%	73%				90%	R ↔	Progress continues on reducing the waiting list, with priority remaining on supporting those most in need.
4.12	Through effective use of District Direct service reduce the number of beds occupied by 350 per quarter	2,153	505				1,400	G ↔	Cumulative data
4.13	% of ASB incidents, nuisance and environmental crime incidents reported that have been resolved within 120 days of receipt	85%	90%				80%	G ↔	

Ref	Performance indicator	2023/24	2024/25					Comments	
			Q1	Q2	Q3	Full Year	Target		
4.14	% of HMO's inspected within agreed timescale	-	-						Base data will be collected in 2024/25. Reporting to commence from Q1 2025/26
4.15	No of 16-30 year olds registering with the BOOST project	379	69				200	G ↔	Cumulative data
4.16	No of volunteer opportunities supported in heritage venues	31	5				-	M	Cumulative data

Our Organisation

The following is a selection of our people performance measures:

Performance Indicator		2023/24	2024/25				Summary Notes Ref	
		Full Year	Q1	Q2	Q3	Full Year		Target
Permanent staff	Total established permanent posts	569	569				-	
	Total permanent post FTE	532.83	532.83				-	
	Total number of people in established posts	536	534				-	
	% of voluntary permanent staff turnover (cumulative)	9.47%	1.23%				12%	(1)
	Number of voluntary leavers from permanent roles (cumulative)	49	16				-	(2)
	Number of starters to permanent roles (cumulative)	54	7				-	(3)
	Average no of working days lost to sickness absence per permanent employee FTE (cumulative)	9.11	2.64				8.7 days	(4)
	Number of permanent employees on long term sickness	61	27				-	(5)
	% of employees undertaking an apprenticeship	6.18%	4.56%				2.30%	(6)
Temporary staff	Total number of temporary posts	26	24				-	
	Total number of temporary staff FTE	24.7	22.7				-	
	Average no of working days lost to sickness absence per temporary employee FTE (cumulative)	5.57	2.25				-	(4)

Summary of progress

In Q1 additional indicators have been included as requested by CPP in relation to temporary employees (ie. those employees on short term contracts of less than 12 months and those on fixed term temporary contracts for periods lasting over 12 months). Members should note that the indicators in relation to the number of voluntary leavers from permanent roles and the number of starters to permanent roles should be read in isolation from each other due to the time lag between resignation of one employee and start date for a new employee, which often spans any particular quarter.

1. Voluntary turnover rates continue to show an upward trend in comparison to 2023/2024.
2. The number of voluntary leavers captures the number of employees who have left a permanent role within the council during a particular quarter.
3. The number of starters to permanent roles in any quarter will vary due to a number of factors, for example; appointments to any new posts which may not have been previously filled; appointments made to posts which became vacant in previous quarters which have taken time to fill and the notice periods required by new recruits which may delay their start date to a different quarter from when the position became vacant.
4. The average number of working days lost due to sickness absence by both permanent and temporary employees has increased slightly in comparison to 2023/24. Ongoing monitoring of sickness absence, support for managers in dealing with sickness absence cases and use of procedures to manage absence will be used to try to improve sickness absence rates.
5. There is an increase in the number of employees with long term absence due to ill health. Our ability to manage longer term absence is impacted by the ability of employees to access to treatment/medical appointments which may be required before they can return to work.
6. Our continued support for apprentices and for permanent employees to undertake apprenticeships is demonstrated in the indicator relating to this issue. Work to identify further opportunities for apprentices is ongoing.

Borough Council of King's Lynn & West Norfolk
REPORT TO CABINET

Open	Would any decisions proposed :		
Any especially affected Wards	(a) Be entirely within cabinet's powers to decide NO		
	(b) Need to be recommendations to Council YES		
	(c) Be partly for recommendations to Council NO and partly within Cabinets powers –		
Lead Member: Cllr James Moriarty		Other Cabinet Members consulted: All	
Email: Cllr.james.Moriarty@west-norfolk.gov.uk		Other Members consulted: All	
Lead Officer: Marie Malt E-mail: marie.malt@west-norfolk.gov.uk Direct Dial: 01553 616786		Other Officers consulted: Lorraine Gore, Alexa Baker, Oliver Judges, Licensing Team	
Financial Implications NO	Policy/Personnel Implications NO	Statutory Implications (incl S.17) YES	Risk Management Implications NO
If not for publication, the paragraph(s) of Schedule 12A of the 1972 Local Government Act considered to justify that is (are) paragraph(s)			

Date of meeting: 5th November 2024

TITLE: Gambling Act 2005 - Statement of Principles

<p>Summary</p> <p>The Gambling Act 2005 requires every local authority to agree a Statement of Principles (previously referred to as 'Statement of Licensing Policy) in accordance with the Statutory Guidance issued under the Act. The policy has been drawn up in accordance with the guidelines issued by the Gambling Commission and has been subject to consultation.</p> <p>Recommendation</p> <p>That the Council be invited to adopt the Statement of Principles in accordance with the requirements of the Gambling Act 2005.</p> <p>Reason for Report</p> <p>It is a Statutory requirement that the Council adopts a Statement of Principles.</p>

1.0 Background

- 1.1 The Gambling Act 2005 (the 'Act') requires all local authorities to publish a Statement of Principles each three-year period. Our current policy was approved by Full Council on the 2nd December 2021.
- 1.2 Regulations require that the Council has their new statement of principles in place by the 31st January 2025.

2.0 Consultation

2.1 The Guidance to Licensing Authorities issued by the Gambling Commission advises on how the policy is to be formulated and the consultation process to which it will be subjected. The Act requires that the following parties are consulted:

- The Chief Officer of Police
- One or more persons who appear to the authority to represent the interests of persons carrying on gambling businesses in the authority's area
- One or more persons who appear to the authority to represent the interests of persons who are likely to be affected by the exercise of the authority's functions under the Gambling Act 2005

2.2 A list of persons we consulted can be found at Annex A to the Draft Statement of Principles (attached as Appendix 1). In addition, the consultation has been open to the public on the Borough Council's website.

2.3 The changes proposed are highlighted in red and blue text in the attached document, Appendix 1.

2.4 The proposed changes are minor as nothing new has been implemented since the last version was approved. There is an update to the area population figure, slight amendments to wording and changes to the consultee list.

2.5 The consultation ended on 16th September 2024 and one response was received. This can be found at Appendix 2.

3.0 Review

3.1 Regulations issued under the Act require that the statement of principles be formally reviewed every three years although it can be reviewed and changed at any time if required.

4.0 Delegation of Functions

4.1 The Act delegates the Licensing Authority's functions to the same Licensing Committee established under the Licensing Act 2003 with the exception of the Authority's function to publish a three-year statement of principles and the power to resolve not to grant casino licences. These two matters can only be dealt with by Full Council.

5.0 FINANCIAL IMPLICATIONS

5.1 There are no direct financial implications.

6.0 STATUTORY CONSIDERATION

6.1 It is a statutory requirement that we review our statement of principles at least every 3-year period.

7.0 RISK ASSESSMENT

7.1 The risk of not adopting the statement of principles means that the Borough Council will not be able to conduct any of its statutory functions (issue licences and permits and enforcement) under the Gambling Act 2005 after the 31st January 2025.

8.0 EQUALITY IMPLICATIONS

8.1 There are no equality implications.

Attached Papers

Appendix 1 Gambling Act 2005 - Draft Statement of Principles (DRAFT)

Appendix 2 Summary of comments received during consultation period.

Background papers

1. The Gambling Act 2005
2. The Gambling Commission's current Guidance to Licensing Authorities

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



Gambling Act 2005

Statement of Principles

Approved by Cabinet on: XXXX2024
Approved by Full Council on: XXXX2024
Effective from: XXXX2025

Borough Council of King's Lynn & West Norfolk

<u>Item</u>	<u>Paragraph</u>
Part A	
The licensing objectives	1.0
Introduction	2.0
Declaration	3.0
Responsible Authorities	4.0
Interested parties	5.0
Exchange of information	6.0
Inspection & Criminal Proceedings	7.0
Licensing Authority Functions	8.0
Part B - Premises licences: Consideration of Applications	
General Principles	9.0
Decision Making	10.0
Definition of "premises" <u>and gaming machine categories</u>	11.0
Gambling Commission's Relevant Access Provisions	12.0
Location	13.0
Local Area Profiling	14.0
Local Risk Assessments	15.0
Public Health & Gambling	16.0
Planning Permission & Building Regulations	17.0
Duplication with other regulatory regimes	18.0
Licensing Objectives	19.0
Conditions	20.0
Adult Gaming Centres (AGC)	21.0
(Licensed) Family Entertainment Centres (FEC)	22.0
Casinos	23.0
Bingo Premises	24.0
Betting Premises	25.0
Tracks	26.0
Applications & Plans	27.0
Travelling fairs	28.0
Provisional Statements	29.0
Reviews	30.0
Part C – Permits / Temporary and Occasional Use Notices	
Unlicensed Family Entertainment Centre gaming machine permits	31.0
(Alcohol) Licensed premises gaming machine permits	32.0
Prize Gaming Permits	33.0
Club Gaming and Club Machines Permits	34.0
Temporary Use Notices	35.0
Occasional Use Notices	36.0
Small Society Lotteries	37.0
Part D – Committee, Officer Delegation & Contacts	
Committee Decisions and Scheme of Delegation	38.0
Contacts	39.0
Annexes	
List of Persons Consulted	A
Responsible Authorities	B
Table of Delegation of Licensing Functions	C

PART A

1.0 The Licensing Objectives

1.1 In exercising their functions under the Gambling Act 2005, (hereafter referred to as the 'Act') the Borough Council of King's Lynn & West Norfolk (hereafter referred to as the 'Borough Council') must have regard to the licensing objectives as set out in section 1 of the Act. These licensing objectives are:

- Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime
- Ensuring that gambling is conducted in a fair and open way
- Protecting children and other vulnerable persons from being harmed or exploited by gambling

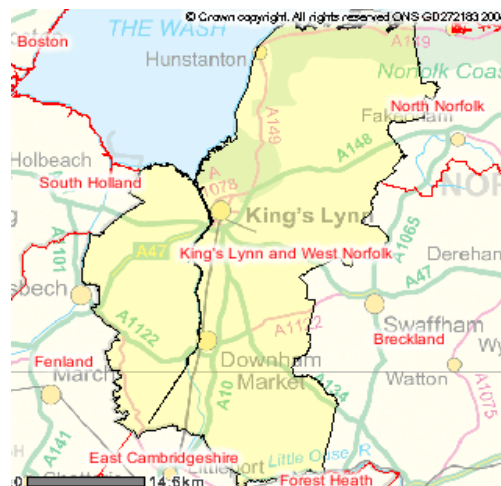
1.2 It should be noted that the requirement in relation to children is explicitly to protect them from being harmed or exploited by gambling.

1.3 The Borough Council is aware that, in accordance with Section 153 of the Act, in making decisions about premises licences and temporary use notices it should aim to permit the use of premises for gambling in so far as it thinks it is:

- in accordance with any relevant code of practice issued by the Gambling Commission
- in accordance with any relevant guidance issued by the Gambling Commission
- reasonably consistent with the licensing objectives and
- in accordance with the Borough Council's Statement of Principles.

2.0 Introduction

2.1 The Borough Council is situated in the County of Norfolk and has a population of 154,325 (Norfolk Insight 20162021). In terms of area it is the largest, covering 1428.76 square kilometres (551 square miles). The area is mainly rural with urban areas of King's Lynn, Downham Market and Hunstanton. These areas are shown in the map below:



- 2.2 The Borough Council is required by the Act to publish a statement of the principles (policy) which they propose to apply when exercising their functions. This statement must be published at least every three years. The statement may also be reviewed from “time to time” and then any amended parts re-consulted upon. The statement must be then re-published.
- 2.3 The Borough Council will consult widely upon this statement of principles before finalising and publishing. A list of the persons who have been consulted is provided at Annex A.
- 2.4 The Act requires that the following parties must be consulted:
- The Chief Officer of Police;
 - One or more persons who appear to the authority to represent the interests of persons carrying on gambling businesses in the authority’s area; and
 - One or more persons who appear to the authority to represent the interests of persons who are likely to be affected by the exercise of the authority’s functions under the Act.
- 2.5 Following consultation, the policy ~~was~~is approved by the Full Council and published on the Borough Council’s website.
- 2.6 It should be noted that this statement of principles will not override the right of any relevant person to make an application, make representations about an application, or apply for a review of a licence, as each will be considered on its own merits and according to the statutory requirements of the Act.

3.0 Declaration

- 3.1 In producing the final statement, the Borough Council declares that it has had regard to the licensing objectives of the Act, the Guidance to Local Authorities issued by the Gambling Commission, and any responses from those consulted on the statement.

4.0 Responsible Authorities

- 4.1 The Borough Council is required to state the principles it will apply in exercising its powers under the Act to designate, in writing, a body which is competent to advise the authority about the protection of children from harm. The principles are:
- the need for the body to be responsible for an area covering the whole of the licensing authority’s area; and
 - the need for the body to be answerable to democratically elected persons, rather than any particular vested interest group.
- 4.2 The Borough Council designates the Norfolk Safeguarding Children Board Partnership for this purpose.

- 4.3 The contact details of all the Responsible Authorities under the Act are attached to this Statement of Principles at Annex B.

5.0 Interested Parties

- 5.1 Interested parties can make representations about licence applications, or apply for a review of an existing licence. These parties are defined in the Act as follows:

“For the purposes of this Part a person is an interested party in relation to an application for or in respect of a premises licence if, in the opinion of the licensing authority which issues the licence or to which the applications is made, the person-

- a) lives sufficiently close to the premises to be likely to be affected by the authorised activities,*
- b) has business interests that might be affected by the authorised activities, or*
- c) represents persons who satisfy paragraph (a) or (b)”*

- 5.2 In determining whether someone lives sufficiently close to particular premises so as to be affected, the Borough Council may take into account, amongst other things:

- the size and nature of the premises
- the distance of the premises from the person making the representation
- the nature of the complaint
- the potential impact of the premises.

In determining whether a person has a business interest which could be affected, the Borough Council may consider, amongst other things:

- the size of the premises
- the catchment area of the premises, and
- whether the person making the representation has business interests in the catchment area that might be affected.

The Borough Council will interpret the phrase “business interest” widely and not merely confine the phrase to meaning those engaged in trade and commerce. It may therefore include charities, churches, medical practices, schools and other establishments and institutions.

- 5.3 A wide interpretation will be given to those categories of persons and organisations that represent residents and businesses. These may include residents and tenants’ associations, trade unions and other associations, as well as individuals whose role is to represent the interests of one or more residents or businesses such as a Councillor or Member of Parliament.

If an existing gambling business makes a representation that it is going to be affected by another gambling business starting up in the area, then

without further relevant evidence supporting the representation, the Borough Council would ~~not~~ consider this to be [vexatious and not](#) a relevant representation because it relates to “demand” or competition.

It is for the Borough Council to determine, on a case by case basis, whether or not a person making a representation is an “interested party”. The Council may ask for evidence to identify who is being represented and show that they have given consent for representations to be made on their behalf. In cases which are not clear-cut, the benefit of the doubt will usually be exercised in favour of the person making the representation.

- 5.4 If individuals wish to approach councillors to ask them to represent their views then care should be taken that the councillors are not part of the Licensing Sub-Committee dealing with the licence application. If there are any doubts then please contact the licensing team.

6.0 Exchange of Information

- 6.1 The Borough Council is required to include in this statement the principles to be applied by the Council in exercising the functions under the Act with respect to the exchange of information between it and the Gambling Commission, and the functions under the Act with the respect to the exchange of information between it and the other persons listed in Schedule 6 to the Act.
- 6.2 The Borough Council will act in accordance with all the relevant legislation and guidance from the Gambling Commission with regard to data protection and the freedom of information. Additionally, the Borough Council has adopted and will apply the principles of better regulation as detailed in the Regulators’ Code.

7.0 Inspections & Criminal Proceedings

- 7.1 Licensing authorities are required by the Act to state the principles to be applied by in exercising the functions under Part 15 of the Act with respect to the inspection of premises; and the powers under the Act to institute criminal proceedings in respect of the offences specified [in section 346](#).
- 7.2 The Borough Council’s principles are that it will be guided by the Gambling Commission’s Guidance for local authorities and its own enforcement policy and will endeavour to be:
- Proportionate: regulators should only intervene when necessary: remedies should be appropriate to the risk posed, and costs identified and minimised;
 - Accountable: regulators must be able to justify decisions, and be subject to public scrutiny;
 - Consistent: rules and standards must be joined up and implemented fairly;

- Transparent: regulators should be open, and keep regulations simple and user friendly; and
 - Targeted: regulation should be focused on the problem, and minimise side effects.
- 7.3 The Borough Council will endeavour to avoid duplication with other regulatory regimes so far as possible.
- 7.4 The Borough Council inspection programme will be risk-based and take into account;
- The licensing objectives;
 - Relevant codes of practice;
 - Guidance issued by the Gambling Commission;
 - This statement of principles.
- 7.5 The main enforcement and compliance role for the Borough Council in terms of the Act is to ensure compliance with the premises licences and other permissions which it authorises. The Gambling Commission is the enforcement body for the operating and personal licences. It is also worth noting that concerns about manufacture, supply or repair of gaming machines [and gambling software](#) are not dealt with by the Borough Council but should be notified to the Gambling Commission.

8.0 Licensing Authority Functions

- 8.1 The Borough Council, as the Licensing Authority is required under the Act to:
- be responsible for the licensing of premises where gambling activities are to take place by issuing *Premises Licences*;
 - issue *Provisional Statements*;
 - regulate ~~members'~~ [Members' clubs](#) ~~Clubs~~ and ~~miners'~~ [Miners' welfare Welfare institutes](#) ~~Institutes~~ who wish to undertake certain gaming activities via issuing Club Gaming Permits and/or Club Machine Permits;
 - issue *Club Machine Permits* to *Commercial Clubs*;
 - grant permits for the use of certain lower stake gaming machines at *unlicensed Family Entertainment Centres*;
 - receive notifications from alcohol licensed premises (under the Licensing Act 2003) for the use of two or fewer gaming machines;
 - issue *Licensed Premises Gaming Machine Permits* for premises licensed to sell/supply alcohol for consumption on the licensed premises, under the Licensing Act 2003, where there are more than two machines;
 - register *small society lotteries* below prescribed thresholds;
 - issue *Prize Gaming Permits*;
 - receive and Endorse *Temporary Use Notices*;
 - receive *Occasional Use Notices*;
 - provide information to the Gambling Commission regarding details of

- licences issued (see section above on 'information exchange'); and
- maintain registers of the permits and licences that are issued under these functions.

8.2 It should be noted that local licensing authorities are not involved in the licensing of remote gambling, which is regulated by the Gambling Commission via operating licences.

PART B

PREMISES LICENCES: CONSIDERATION OF APPLICATIONS

9.0 General Principles

9.1 Premises licences are subject to the requirements set out in the Act and regulations, as well as specific mandatory and default conditions which are detailed in regulations issued by the Secretary of State. Licensing authorities are able to exclude or amend default conditions and also attach others, where it is believed to be appropriate.

10.0 Decision Making

10.1 The Borough Council is aware that in making decisions about premises licences it should aim to permit the use of premises for gambling in so far as it thinks it:

- in accordance with any relevant code of practice issued by the Gambling Commission;
- in accordance with any relevant guidance issued by the Gambling Commission;
- reasonably consistent with the licensing objectives; and
- in accordance with the authority's statement of principles.

10.2 It is appreciated that, as stated in the Gambling Commission's Guidance for local authorities, "moral and ethical objections to gambling are not a valid reason to reject applications for premises licences". Also, that demand is not a relevant consideration for a licensing authority.

11.0 Definition of "premises" and Gaming Machine Categories

11.1 In the Act, "premises" is defined as including "any place". A single building could be subject to more than one premises licence, provided they are for different parts of the building and the different parts of the building can be reasonably regarded as being different premises. This approach has been taken to allow large, multiple unit premises such as a pleasure park, pier, track or shopping mall to obtain discrete premises licences, where appropriate safeguards are in place. However, the Borough Council shall pay particular attention if there are issues about sub-division of a single building or plot and shall ensure that mandatory conditions relating to access between premises are observed.

- 11.2 The Act requires applicants to submit plans of the premises with their application to ensure that the Borough Council has the necessary information to make an informed judgment about whether the premises are fit for gambling. As the plan forms part of the premises licence, it will also be used by the Borough Council in connection with premises inspection activity. The plans must comply with requirements contained in the regulations made under the Act.
- 11.3 When determining an application for a premises licence or review of a premises licence, regard will be had to the proximity of the premises to schools, vulnerable adult centres or residential areas where there may be a high concentration of families with children. The proximity of premises taken into consideration will vary depending on the size and scope of the gambling premises concerned. Each case will, however, be decided on its merits. Therefore, if an applicant can effectively demonstrate how they might overcome any concerns, this will be taken into account. This would be expected to be addressed as part of the local risk assessment required to be submitted with all new and variation premises licence applications.

11.4 Gaming Machine Categories

A full list of gaming machine categories is available on the Gambling Commission's website and can be found at the following link – <https://www.gamblingcommission.gov.uk/licensees-and-businesses/guide/gaming-machine-categories>

12.0 The relevant access provisions for each premises type are reproduced below:

12.1 Casinos

- The principal access entrance to the premises must be from a street;
- No entrance to a casino must be from premises that are used wholly or mainly by children and/or young persons;
- No customer must be able to enter a casino directly from any other premises which holds a gambling premises licence.

12.2 Adult Gaming Centre

- No customer must be able to access the premises directly from any other licensed gambling premises.

12.3 Betting Shops

- Access must be from a street or from another premises with a betting premises licence;
- No direct access from a betting shop to another premises used for the retail sale of merchandise or services. In effect there cannot be an entrance to a betting shop from a shop of any kind and you could not have a betting shop at the back of a café – the whole area would have to be licensed.

12.4 Tracks

- No customer should be able to access the premises directly from:
 - a casino
 - an adult gaming centre

12.5 Bingo Premises

- No customer must be able to access the premise directly from:
 - a casino;
 - an adult gaming centre; or
 - a betting premises, other than a track.

12.6 Family Entertainment Centres

- No customer must be able to access the premises directly from:
 - a casino;
 - an adult gaming centre; or
 - a betting premises, other than a track.

13.0 Location

- 13.1 The Borough Council is aware that demand issues cannot be considered with regard to the location of premises but that considerations in terms of the licensing objectives are relevant to its decision-making. The Council will pay particular attention to the protection of children and vulnerable persons from being harmed or exploited by gambling, as well as issues of crime and disorder. Should any specific policy be decided upon as regards areas where gambling premises should not be located, this statement will be updated. It should be noted that any such policy does not preclude any application being made and each application will be decided on its merits, with the onus upon the applicant showing how potential concerns can be overcome.

14.0 Local Area Profiling

- 14.1 The Borough Council is aware that there is no mandatory requirement to have a local area profile but recognises that that one may offer a number of benefits. Should evidence be obtained to identify local risk areas then these will be reflected in a separate document and made available from ~~Environmental Health~~ the Licensing Authority and on the Borough Council's website.

15.0 Local Area Risk Assessment

- 15.1 It is a requirement of the Gambling Commission's Licence Conditions and Codes of Practice (LCCP) for licensees to assess the local risks to the licensing objectives posed by the provision of gambling facilities at their premises. Policies, procedures and control measures must be in place to

mitigate those risks. In making risk assessments, licensees must take into account relevant matters identified in this policy.

15.2 The LCCP, requires licensees to undertake and review (and update as necessary) local risk assessments:

- to take account of any significant changes in local circumstances;
- when there are significant changes at a licensee's premises that may affect their mitigation of local risks;
- when applying for a variation of a premises licence; and
- when applying for a new premises licence.

15.3 In undertaking a local risk assessment the Borough Council will expect the operator, as a minimum. to take into account:

- whether the premises is in an area of deprivation
- whether the premises is in an area subject to high levels of crime and/or disorder
- the ethnic profile of residents in the area
- the demographics of the area in relation to vulnerable groups
- the location of services for children such as schools, playgrounds, toy shops, leisure centres and other areas where children will gather
- health information and data relating to gambling related harm

15.4 A single generic risk assessment covering every premises in an operator's estate will not be considered by the Borough Council to be suitable or sufficient. It is also expected that operators will take full account of the local area when compiling their risk assessments, and to reflect this in the control measures which they will implement.

Risk assessments should be kept at the individual premises to which they relate. All staff should be fully aware of the risk assessment and where it is kept in order that they can work in accordance with any requirements, and it can easily be provided to the Borough Council should they request to see it at any reasonable time.

15.5 The Borough Council also consider the following matters are of importance for operators to consider in developing their local risk assessments:

- The training of staff ~~in-brief intervention~~ to carry out interactions when customers show signs of excessive gambling, the ability of staff to offer ~~brief intervention~~ relevant support.
- Details as to the location and coverage of working CCTV cameras, and how the system will be monitored.
- The layout of the premises so that staff have an unobstructed view of persons using the premises.
- The number of staff that will be available on the premises at any one time. If at any time that number is one, confirm the supervisory and monitoring arrangements when that person is absent from the licensed area or distracted

from supervising the premises and observing those persons using the premises.

- Arrangements for monitoring and dealing with under-age persons and vulnerable persons, which may include dedicated and trained personnel, leaflets, posters, self-exclusion schemes, window displays and advertisements not to entice passers-by.
- The provision of signage and documents relating to games rules, gambling care providers and other relevant information.

Such information may be used to inform the decision the Borough Council makes about whether to grant the licence, to grant the licence with special conditions or to refuse the application.

- 15.6 This policy does not preclude any application being made and each application will be decided on its merits, with the onus being upon the applicant to show how the concerns can be overcome.

16.0 Public Health & Gambling

- 16.1 The Borough Council is aware that Norfolk County Council Public Health ("Public Health") supports the position of the Gambling Commission on the prevention of problem gambling, which the Commission states should be a public health issue that is tackled in a comprehensive way alongside other public health issues like alcohol, drug misuse, or obesity, addressed by a range of organisations and agencies working co-operatively.

- 16.2 Public Health's role is to focus on the prevention of harm to vulnerable people within Norfolk, and any health harms that can be caused, or exacerbated by gambling. Their aim is to work with local authorities in Norfolk to support a move towards health harms for individuals and communities being considered in the Gambling licensing process.

- 16.3 Public Health may provide support to the local authorities in the development and review of a Statement of Principles, and, where appropriate, a local profile that identifies the wider health harms relating to gambling that includes mental health, housing, community welfare, and debt. All these areas are connected to poor health outcomes, not only for an individual, but for the surrounding family and the community.

17.0 Planning Permission & Building Regulations

- 17.1 In determining applications, the Borough Council will not take into consideration matters that are not related to gambling and the licensing objectives. One example would be the likelihood of the applicant obtaining planning permission or building regulations approval for their proposal.

18.0 Duplication with other Regulatory Regimes

- 18.1 The Borough Council will not seek to use the Act to resolve matters more readily dealt with under other legislation and will seek to avoid any duplication with other regulatory systems where possible. For example, the Borough Council will not take into account whether the appropriate planning permission or building regulations approval are likely to be granted, nor will it take into account fire or health and safety risks without justification in a particular case. It will, however, carefully consider any concerns about conditions which are not able to be met by applicants or licensees due to planning restrictions, should such a situation arise.

19.0 Licensing Objectives

- 19.1 Premises licences granted must be reasonably consistent with the licensing objectives. With regard to this, the Borough Council has considered the Gambling Commission's Guidance to local authorities and some comments are made below.

- 19.2 **Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime.** The Borough Council is aware that the Gambling Commission takes a leading role in preventing gambling from being a source of crime. The Gambling Commission's Guidance does however envisage that licensing authorities should pay attention to the proposed location of gambling premises in terms of this licensing objective. Thus, where an area has known high levels of organised crime this authority will consider carefully whether gambling premises are suitable to be located there and whether conditions may be suitable such as the provision of door supervisors. The Borough Council is aware of the distinction between disorder and nuisance and will consider factors (for example whether police assistance was required and how threatening the behaviour was to those who could see it) so as to make that distinction.

- 19.3 **Ensuring that gambling is conducted in a fair and open way.** The Borough Council has noted that the Gambling Commission states that it generally does not expect licensing authorities to be [frequently](#) concerned with ensuring that gambling is conducted in a fair and open way as this will be addressed via operating and personal licences.

- 19.4 **Protecting children and other vulnerable persons from being harmed or exploited by gambling.** The Borough Council has noted the Gambling Commission's Guidance for local authorities states that this objective means preventing children from taking part in gambling (as well as restriction of advertising so that gambling products are not aimed at or are, particularly attractive to children). The Borough Council will therefore consider, as suggested in the Gambling Commission's Guidance, whether specific measures are required at particular premises, with regard to this

licensing objective. Appropriate measures may include supervision of entrances / machines, segregation of areas etc.

The use of CCTV (in accordance with data protection regulations and any relevant codes of practice) may be insufficient on its own as a measure to prevent access to gaming facilities by children or vulnerable persons (including those who have registered in a self-exclusion scheme).

At premises such as adult gaming centres, betting shops, bingo halls and family entertainment centres where category B or C gaming machines are operated, the Borough Council will expect that an appropriate number of staff will be present throughout opening hours to ensure that children are not permitted to enter the premises or use age-restricted gaming facilities, as the case may be, and that self-excluded persons are not permitted to gamble.

The Borough Council is also aware of the Gambling Commission Codes of Practice as regards this licensing objective, in relation to specific premises such as [clubs and pubs](#).

As regards the term "vulnerable persons" it is noted that the Gambling Commission does not seek to offer a definition but states that "it will for regulatory purposes assume that this group includes people who gamble more than they want to; people who gambling beyond their means; and people who may not be able to make informed or balanced decisions about gambling due to a mental impairment, alcohol or drugs." The Borough Council will consider this licensing objective on a case by case basis.

20.0 Conditions

20.1 Any conditions attached to licences will be proportionate and will be:

- relevant to the aim to permit the use of the premises for [gambling](#);
- necessary to promote the licensing objectives;
- directly related to the premises and the type of licence applied for;
- fairly and reasonably related to the scale and type of premises; and
- reasonable in all other respects.

20.2 Decisions upon individual conditions will be made on a case by case basis, although there will be a number of measures the Borough Council will consider utilising should there be a perceived need, such as the use of supervisors, appropriate signage for adult only areas, etc. There are specific comments made in this regard under some of the licence types below. The Borough Council will also expect the licence applicant to offer their own suggestions as to [ways](#) in which the licensing objectives can be met effectively.

20.3 The Borough Council will also consider specific measures which may be required for buildings which are subject to multiple premises licences. Such measures may include the supervision of entrances; segregation of gambling from non-gambling areas frequented by children; and the

supervision of gaming machines in non-adult gambling specific premises in order to pursue the licensing objectives.

20.4 It is noted that the Borough Council cannot attach conditions to premises licences which:

- makes it impossible to comply with an operating licence condition;
- relate to gaming machine categories, numbers, or method of operation;
- provide that membership of a club or body be required (the Act specifically removes the membership requirement for casino and bingo clubs and this provision prevents it being reinstated); or
- relate to stakes, fees, winnings or prizes, [except fees for admission to a track](#).

20.5 Door Supervisors

If the Borough Council is concerned that a premises may attract disorder or be subject to attempts at unauthorised access (for example by children and young persons) then it may require that the entrances to the premises are controlled by a door supervisor.

The Act provides that where a person employed as a door supervisor is required to hold a licence issued by the Security Industry Authority (SIA), that requirement will have force as though it were a condition on the premises licence.

The majority of persons employed to work as door supervisors at premises licensed for gambling will need to be licensed by the SIA. There are, however, exceptions to this requirement.

This requirement is relaxed when applied to door supervisors at casino and bingo premises. Where contract staff are employed as door supervisors at casino or bingo premises, such staff will need to be licensed by the SIA. However, in-house employees working as door supervisors at casino and bingo premises are exempt from this requirement.

21.0 Adult Gaming Centres

21.1 Persons operating an adult gaming centre (AGC) are able to make category B, C and D gaming machines available. ~~No-one~~ No-one under the age of 18 is permitted to enter an AGC.

The Borough Council will have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the Council that there will be sufficient measures to, for example, ensure that children and young persons do not have access to the premises.

21.2 The Borough Council may consider measures to meet the licensing objectives such as:

- Proof of age schemes;
- CCTV;
- Supervision of entrances / machine areas;
- Physical separation of areas;
- Location of entry;
- Notices / signage;
- Specific opening hours;
- Self-exclusion schemes; and
- Provision of information leaflets / helpline numbers for organisations such as GamCare.

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

22.0 (Licensed) Family Entertainment Centres (FEC):

22.1 Persons operating a licensed Family Entertainment Centre (FEC) must hold a relevant operating licence issued by the Gambling Commission. They will be able to make category C and D gaming machines available [in separate areas](#).

Children and young persons are permitted to enter an FEC and may use category D machines. They are not permitted to use category C machines and it is a requirement that there must be clear segregation between the two [areas and](#) types of machine, so that under-18s do not have access to ~~them~~ [category C machines](#).

The Borough Council will specifically have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the Council, for example, that there will be sufficient measures to ensure that under children and young persons do not have access to the adult only gaming machine areas.

22.2 The Borough Council may consider measures to meet the licensing objectives such as:

- CCTV;
- Supervision of entrances / machine areas;
- Physical separation of areas;
- Location of entry;
- Notices / signage;
- Specific opening hours;
- Self-exclusion schemes;
- Provision of information leaflets / helpline numbers for organisations such as GamCare; and
- Measures / training for staff on how to deal with suspected truant school children on the premises

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

23.0 Casinos

- 23.1 There are currently no casinos operating within the Borough Council's area.
- 23.2 Casinos are only permitted in certain areas within Great Britain. New casinos under the Gambling Act 2005 are restricted to 16 specific local licensing authority areas. The Borough Council's area is not one of those areas.

Casinos that operated under the Gaming Act 1968 should already have a premises licence from their local licensing authority. The regions in which those casinos operate are based on a historical division that was established under the previous licensing regime by the Gaming Board for Great Britain. The Borough Council's area is not one of those regions.

24.0 Bingo premises

- 24.1 Cash bingo is the main type of bingo played in commercial bingo premises. They can also offer prize bingo, largely as games played in the intervals between main stage games. Premises with a bingo premises licence will be able to offer bingo in all its forms.

The Borough Council will need to be satisfied that bingo can be played in any bingo premises for which a premises licence is sought.

The Act provides that the holder of a bingo premises licence may make available for use ~~a number of category B, gaming machines not exceeding 20% of the total number of gaming machines on the premises. Premises that were licensed before 13 July 2011 are entitled to make available eight category B gaming machines, or 20% of the total number of gaming machines, whichever is the greater. There are no restrictions on the number of category C or D gaming machines that can be made available.~~

Children and young ~~people~~ persons ~~are~~ may be allowed into bingo premises or they may be operated as adult only premises. ~~;~~ ~~however~~ if they are allowed admission, children and young persons ~~they~~ are not permitted to participate in the bingo and, if category B or C machines are made available for use ~~these~~ they must be in a part or parts of the premises separated from areas where children and young ~~people~~ persons are allowed.

The Borough Council will need to be satisfied that any premises licensed for bingo will operate in a manner which a customer would reasonably be

expected to recognise as premises licensed for the purposes of providing facilities for bingo.

The Borough Council may consider measures to meet the licensing objectives such as:

- CCTV
- Proof of age schemes
- Supervision of entrances/machine areas
- Physical separation of areas (if not adult-only)
- Entry control system (if not adult-only)
- Location of entry
- Notices/signage
- Specific opening hours
- Self-exclusion schemes
- Provision of information leaflets/helpline numbers for organisations such as GamCare
- Measures/training for staff on how to deal with children on the premises (if not adult-only)

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

25.0 Betting premises

- 25.1 Betting premises provide off-course betting which is betting that takes place other than at a track in what was previously known as a licensed betting office. Tracks are considered below.

Children and young persons are not permitted to enter betting premises. The Borough Council will expect applicants and licence holders to take account of the structure and layout of their gambling premises in order to prevent underage gambling.

The holder of a betting premises licence may make available for use up to four gaming machines of category B, C or D.

Betting premises may make available machines that accept bets on live events, such as horse racing, as a substitute for placing a bet over the counter. These self-service betting terminals (SSBTs) are not gaming machines.

The Borough Council may restrict the number of SSBTs, their nature and the circumstances in which they are made available by attaching a licence condition to a betting premises licence. When considering whether to impose a condition to restrict the number of SSBTs in particular premises, the Borough Council, amongst other things, will take into account the

ability of employees to monitor the use of the machines by children and young persons or by vulnerable people.

The Borough Council may consider measures to meet the licensing objectives such as:

- Proof of age schemes
- CCTV
- Supervision of entrances/ machine areas
- Physical separation of areas
- Location of entry
- Notices/signage
- Specific opening hours
- Self-exclusion schemes
- Provision of information leaflets/ helpline numbers for organisations such as GamCare

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

26.0 Tracks

- 26.1 The Act defines a track as a horse racecourse, greyhound track or other premises on any part of which a race or other sporting event takes place or is intended to take place.

Examples of other tracks include (this is not an exhaustive list):

- a point-to-point horserace meeting
- football, cricket and rugby grounds
- an athletics stadium
- a golf course
- venues hosting darts, bowls, or snooker tournaments
- premises staging boxing matches
- a section of river hosting a fishing competition
- a motor racing event

There are differences between track premises licences and other premises licences. Tracks admit third-party operators to provide betting facilities, whereas other premises licence holders – for example, betting shops, bingo clubs and casinos – provide the gambling facilities themselves and are subject to the conditions of the operating licence as well as the premises licence.

Tracks may be subject to one or more than one premises licence, provided each licence relates to a specified area of the track. The Borough Council will especially consider the impact upon the licensing objective "protection of children and vulnerable persons from being harmed or exploited by gambling" and the need to ensure that entrances to each type of premises

are distinct and that children are excluded from gambling areas where they are not permitted to enter.

- 26.2 Persons under 18 years old are not permitted to enter premises when betting facilities are being provided, other than at tracks. This dispensation allows families to attend premises such as greyhound tracks or racecourses on event days, and children to be permitted into areas where betting facilities are provided, such as the 'betting ring', where betting takes place.

The exemption allowing children access to betting areas on tracks does not extend to areas within a track where category C or above machines are provided, or other premises to which under 18 year olds are specifically not permitted access. For example, where betting facilities are provided through a self-contained betting office on a track which has a separate betting premises licence, the betting operator of the self-contained premises is required to exclude under-18s from their premises.

The Act creates offences relating to gambling by children and young people and operating licence conditions require operators to have policies and procedures in place to prevent betting from persons who are under 18 years old. As under-18s are permitted to enter betting areas on tracks on event days, this needs to include policies and procedures to mitigate the likelihood of underage betting occurring. The track premises licence holder is also required to display a notice in a prominent place at every public entrance stating that no person under the age of 18 is permitted to bet on the premises.

The Act prohibits the employment of anyone under 18 years old on tracks.

- 26.3 The Borough Council may consider measures to meet the licensing objectives such as:

- Proof of age schemes;
- CCTV;
- Supervision of entrances / machine areas;
- Physical separation of areas;
- Location of entry;
- Notices / signage;
- Specific opening hours;
- Self-exclusion schemes; and
- Provision of information leaflets / helpline numbers for organisations such as GamCare

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

- 26.4 The Borough Council will consider the location of gaming machines at tracks, and applications for track premises licences will need to demonstrate that, where the applicant holds a pool betting operating licence and is going to use their entitlement to four gaming machines, these

machines are located in areas from which children are excluded. Children and young persons are not prohibited from playing category D gaming machines on a track.

- 26.5 Betting operators may make available machines that accept bets on live events, such as horseracing, as a substitute for placing a bet with a member of staff. These self-service betting terminals (SSBTs) are not gaming machines; they automate the process that can be conducted in person and therefore are not regulated as gaming machines. There is no restriction on the number of SSBTs that may be in use but operators must, by virtue of their operating licence conditions, supervise such terminals to prevent them being used by persons under 18 years of age.

27.0 Track applications and plans

- 27.1 The Act requires applicants to submit plans of the premises with their application, to ensure that the Borough Council has the necessary information to make an informed judgment about whether the premises are fit for gambling.
- 27.2 Plans for tracks do not need to be in a particular scale, but should be drawn to scale and should be sufficiently detailed to include the information required by regulations.
- 27.3 Some tracks may be situated on agricultural land where the perimeter is not defined by virtue of an outer wall or fence, such as point-to-point racetracks. In such instances, where an entry fee is levied, track premises licence holders may erect temporary structures to restrict access to premises.
- 27.4 In cases where the outer perimeter cannot be defined, it is likely that the track in question will not be specifically designed for the frequent holding of sporting events or races. In such cases defining the extent of boundaries may be assisted by reference to existing plans already submitted to obtain other permissions.
- 27.5 The Borough Council appreciates that it is sometimes difficult to define the precise location of betting areas on tracks. The precise location of where betting facilities are provided is not required to be shown on track plans, both by virtue of the fact that betting is permitted anywhere on the premises and because of the difficulties associated with pinpointing exact locations for some types of track. Applicants should provide sufficient information to enable the Borough Council to satisfy itself that the plan indicates the main areas where betting might take place.

28.0 Travelling Fairs

- 28.1 The Act defines a "fair" as wholly or principally providing amusements on a site that has been used for a fair for no more than 27 days in a calendar

year. In addition, the fair must be provided wholly or principally by persons who travel from place to place for the purpose of providing fairs.

Travelling fairs may provide an unlimited number of category D gaming machines provided that facilities for gambling amount to no more than an ancillary amusement at the fair. They do not require a permit to provide these gaming machines but must comply with legal requirements about how the machines operate.

Travelling fairs are also able to offer equal chance prize gaming without a permit, provided that, taken together, the facilities for gambling are an ancillary amusement at the fair.

The Borough Council is responsible for deciding whether, where category D machines and / or equal chance prize gaming without a permit is to be made available for use at travelling fairs, the statutory requirement that the facilities for gambling amount to no more than an ancillary amusement at the fair is met.

28.2 The Borough Council will also consider whether ~~the a applicant fair~~ falls within the statutory definition of a travelling fair.

28.3 The 27-day statutory maximum for the land being used as a fair applies on a per calendar year basis, and it applies to the piece of land on which the fairs are held, regardless of whether it is the same or different travelling fairs occupying the land. The Borough Council will work with its neighbouring authorities to ensure that land which crosses our boundaries is monitored so that the statutory limits are not exceeded.

29.0 Provisional Statements

29.1 Developers and others may wish to apply for provisional statements before entering into a contract to buy or lease property or land to judge whether a development is worth taking forward in light of the need to obtain a premises licence. There is no need for the applicant to hold an operating licence in order to apply for a provisional statement.

29.2 The Act provides for a person to make an application to the Borough Council for a provisional statement in respect of premises that they:

- expect to be constructed;
- expect to be altered; or
- expect to acquire a right to occupy.

29.3 The process for considering an application for a provisional statement is the same as that for a premises licence application in that the applicant is obliged to give notice of the application in the same way as applying for a premises licence. Responsible authorities and interested parties may make representations and there are rights of appeal.

29.4 In contrast to the premises licence application (except in the case of a track), the applicant does not have to hold or have applied for an operating licence from the Gambling Commission, and they do not need to have a right to occupy the premises in respect of which their provisional statement application is made.

29.5 The holder of a provisional statement may then apply for a premises licence once the premises are constructed, altered or acquired. The Borough Council will be constrained in the matters it can consider when determining the premises licence application. In terms of representations about premises licence applications that follow the grant of a provisional statement, no further representations from relevant authorities or interested parties can be taken into account unless:

- they concern matters which could not have been addressed at the provisional statement stage, or
- they reflect a change in the applicant's circumstances.

29.6 In addition, the Borough Council may only refuse the premises licence (or grant it on terms different to those attached to the provisional statement) only by reference to matters:

- which could not have been raised by objectors at the provisional statement stage;
- which in the authority's opinion reflect a change in the operator's circumstances; or
- where the premises have not been constructed in accordance with the [plans and information included with the application for the provisional statements submitted with the application](#).

30.0 Licence Reviews:

30.1 Requests for a review of a premises licence can be made by interested parties or responsible authorities. It is for the Borough Council to decide whether the review is to be [carried out, accepted or rejected](#). This will be on the basis of whether the request for the review is relevant to the matters listed below;

- any relevant code of practice issued by the Gambling Commission;
- any relevant guidance issued by the Gambling Commission;
- the licensing objectives; and
- the Borough Council's statement of principles.

30.2 The request for the review may also be rejected if the Borough Council considers that the request is frivolous, vexatious, or [whether](#) it will certainly not cause this authority to [wish to](#) alter/revoke/suspend the licence, or whether it is substantially the same as previous representations or requests for review.

30.3 The Borough Council can also initiate a review of a particular premises licence, or a particular class of premises licence in the following circumstances:

- in relation to particular premises, the Borough Council may review any matter connected with the use made of the premises if:
 - it has reason to suspect that premises licence conditions are not being observed, or
 - for any other reason which gives them cause to believe that a review may be appropriate, such as a complaint from a third party.
- in relation to a class of premises, the Borough Council may review the use made of premises and in particular, the arrangements that premises licence holders have made to comply with licence conditions.

30.4 Once a valid application for a review has been received by the Borough Council, representations can be made by [the licence holder](#), responsible authorities and interested parties during a 28 day consultation period. This period begins 7 days after the application was received by the Borough Council, who will publish notice of the application within 7 days of receipt [and advertise it within 10 working days from the day after receipt](#).

30.5 The Borough Council must carry out the review as soon as reasonably practicable after the 28 day period for making representations has passed.

30.6 The purpose of the review will be to determine whether the Borough Council should take any action in relation to the licence. If action is justified, the options open to the Licensing Sub-Committee are:

- add, remove or amend a licence condition imposed by the Borough Council;
- exclude a default condition imposed by the Secretary of State (e.g. opening hours) or remove or amend such an exclusion;
- suspend the premises licence for a period not exceeding three months; and
- revoke the premises licence.

30.7 In determining what action, if any, should be taken following a review, the Borough Council must have regard to the principles set out in section 153 of the Act (see 1.3 above), as well as any relevant representations.

30.8 In particular, the Borough Council may take action on the grounds that a premises licence holder has not used the licence.

PART C
PERMITS / TEMPORARY & OCCASIONAL USE NOTICE

31.0 Unlicensed Family Entertainment Centre (FEC) gaming machine permits (Statement of Principles on Permits - Schedule 10)

- 31.1 Where a proprietor of an FEC does not hold a premises licence but wishes to provide only category D gaming machines, they may apply to the Borough Council for a family entertainment centre gaming machine permit.

This category of permit provides an alternative to the family entertainment centre premises licence available under the Act (which allows the operation of higher-value gaming machines (Category C) but is subject to more rigorous application procedures).

It should be noted that the applicant must show that the premises will be wholly or mainly used for making gaming machines available for use.

- 31.2 The Act states that in determining the suitability of an applicant for a permit the Borough Council need not (but may) have regard to the licensing objectives and shall have regard to any relevant guidance issued by the [Gambling](#) Commission under section 25.

- 31.3 The Borough Council is aware that it cannot add conditions to this type of permit. There is no limit on the number of category D gaming machines that may be made available at the premises.

- 31.4 An application for a permit may be granted only if the Borough Council is satisfied that the premises will be used as an unlicensed FEC, and the chief officer of police has been consulted on the application.

A permit will remain in force for 10 years. A renewal application must be made prior to the expiry date in accordance with the procedure contained in the Act.

- 31.5 The Borough Council will expect the applicant to show that there are policies and procedures in place to protect children from harm. Such policies/procedures will be considered on their merits. However, they may include appropriate measures on staff training on how to deal with suspected truancy, how to deal with unsupervised young children being on the premises and children causing problems around the premises.

- 31.6 The Borough Council will also expect the applicant to demonstrate a full understanding of the maximum stakes and prizes of the gambling that is permissible in unlicensed FECs and that staff are trained to have a full understanding of the maximum stakes and prizes.

31.7 The Borough Council will require the following to be submitted in addition to the application form and fee:

- (1) (Where the applicant is an individual) Proof of the applicant's identity and age. Holders of operating licences issued by the Gambling Commission are exempt from this requirement;
- (2) Proof of the applicant's right to occupy the premises for which the permit is sought;
- (3) (Where the applicant is an individual) A 'basic' Disclosure & Barring Service (BDS) disclosure dated no earlier than one calendar month on the day the application is received by the Borough Council. Holders of operating licences issued by the Gambling Commission are exempt from this requirement;
- (4) An insurance certificate (or certified copy) confirming the availability of public liability insurance covering the proposed activity;
- (5) A plan drawn to an appropriate scale of the premises showing:
 - a. The boundary of the premises including any internal and external walls, entrances, exits, doorways and windows, and indicating the points of access available to the public.
 - b. The location of any fixed structures.
 - c. The location of any counters, booths, offices or other locations from which staff may monitor the activities of persons on the premises.
 - d. The location of any customer toilets within the boundary of the premises.
 - e. The location of CCTV cameras.

32.0 Alcohol Licensed premises gaming machine permits – (Schedule 13)

32.1 Automatic entitlement: 2 machines

There is provision in the Act for some premises licensed to sell alcohol for consumption on the premises to have an automatic entitlement to provide no more than two gaming machines, of categories C and/or D. The premises must satisfy the conditions contained in the Act, notify the Borough Council of their intention to make the gaming machines available for use and pay the fee. The conditions restrict the entitlement to premises:

- with an on-premises alcohol licence,
- that have a bar at which alcohol is served, and
- without a requirement that alcohol is only served with food.

32.2 The Borough Council can remove the automatic authorisation in respect of any particular premises if:

- provision of the machines is not reasonably consistent with the pursuit of the licensing objectives;
- gaming has taken place on the premises that breaches a condition of

section 282 of the Act (i.e. that written notice has been provided to the Borough Council, that a fee has been provided and that any relevant code of practice issued by the Gambling Commission about the location and operation of the machine has been complied with);

- the premises are mainly used for gaming; or
- an offence under the Act has been committed on the premises.

32.3 Permit: 3 or more machines

If relevant alcohol licensed premises wish to have more than 2 machines, then the alcohol premises licence holder must apply for a licensed premises gaming machine permit for any number of category C and/or D machines. This would replace any automatic entitlement under the Act. The Borough Council must consider the application based upon the licensing objectives, any guidance issued by the Gambling Commission issued under Section 25 of the Act and such matters as the Borough Council considers relevant.

- 32.4 The Borough Council considers that “such matters” will be decided on a case by case basis but generally there will be regard to the need to protect children and vulnerable persons from harm or being exploited by gambling. The Borough Council will expect the applicant to satisfy the Council that there will be sufficient measures to ensure that under 18 year olds do not have access to the adult only gaming machines (category ‘C’ machines).

Measures which will satisfy the Borough Council that there will be no access may include the adult machines being in sight of the bar, or in the sight of staff who will monitor that the machines are not being used by those under 18. Notices and signage may also be helpful. As regards the protection of vulnerable persons, applicants may wish to consider the provision of information leaflets / helpline numbers for organisations such as GamCare.

- 32.5 It should be noted that the Borough Council can decide to grant the application with a smaller number of machines and/or a different category of machines than that applied for. Conditions (other than these) cannot be attached.

- 32.6 It should also be noted that the holder of a permit must comply with any Code of Practice issued by the Gambling Commission. A permit may be varied, ~~or~~ transferred, [cancelled or forfeited](#). An annual fee is payable, but a permit does not require renewal. The permit will lapse if the alcohol premises licence ceases to have effect.

33.0 Prize Gaming Permits

- 33.1 Gaming is “prize gaming” if the nature and size of the prize is not determined by the number of people playing or the amount paid for or raised by the gaming. The prizes are determined by the operator before play commences.

Prize gaming may take place without a permit in various premises. These are casinos, bingo halls, adult gaming centres, licensed and unlicensed family entertainment centres and travelling fairs.

A prize gaming permit is a permit issued by the Borough Council to authorise the provision of facilities for prize gaming on specified premises.

33.2 In any application for a prize gaming permit the applicant should set out the types of gaming that they are intending to offer and should also be able to demonstrate:

- that they understand the limits to stakes and prizes that are set out in regulations;
- that the gaming offered is within the law; and
- that appropriate measures will be taken to protect children from harm.

33.3 The Borough Council will also require (where the applicant is an individual) a 'basic' Disclosure & Barring Service (BDS) disclosure dated no earlier than one calendar month from the day the application is received by the Borough Council. Holders of operating licences issued by the Gambling Commission are exempt from this requirement.

33.4 In making its decision on an application for this permit the Borough Council does not need to (but may) have regard to the licensing objectives but must have regard to any Gambling Commission guidance.

A permit will remain in force for 10 years. A renewal application must be made prior to the expiry date in accordance with the procedure contained in the Act.

33.5 It should be noted that there are conditions in the Act which the permit holder must comply, but that the Borough Council cannot attach conditions. The conditions in the Act are:

- the limits on participation fees, as set out in regulations, must be complied with;
- all chances to participate in the gaming must be allocated on the premises on which the gaming is taking place and on one day; the game must be played and completed on the day the chances are allocated; and the result of the game must be made public in the premises on the day that it is played;
- the prize for which the game is played must not exceed the amount set out in regulations (if a money prize), or the prescribed value (if non-monetary prize); and
- participation in the gaming must not entitle the player to take part in any other gambling.

34.0 Club Gaming and Club Machines Permits

34.1 The Act creates a separate regime for gaming in clubs from that in other relevant alcohol licensed premises. It defines three types of club for the purposes of gaming:

- members' clubs
- commercial clubs
- miners' welfare institutes

Members' clubs and miners' welfare institutes (but not commercial clubs) may apply for a club gaming permit. The club gaming permit will enable the premises to provide gaming machines (a maximum of three gaming machines of category B, C or D), equal chance gaming and games of chance as set out in the regulations.

Members' clubs, miner's welfare institutes and commercial clubs may apply for a club machine permit. A club machine permit will enable the premises to provide gaming machines (a maximum of three gaming machines of category B, C or D).

A members' club is a club that is not established as a commercial enterprise and is conducted for the benefit of its members. The Act states that members' clubs must have at least 25 members and be established and conducted 'wholly or mainly' for purposes other than gaming unless the gaming is restricted to that of a prescribed kind (currently bridge or whist). Members' clubs must be permanent in nature but there is no need for a club to have an alcohol licence. Examples include working men's clubs, branches of the Royal British Legion and clubs with political affiliations.

A commercial club is a club established for commercial gain, whether or not they are actually making a commercial gain. Examples include commercial snooker clubs, clubs established as private companies and clubs established for personal profit.

Miners' welfare institutes are associations established for recreational or social purposes. They are managed by representatives of miners or use premises regulated by a charitable trust which has received funds from one of a number of mining [related](#) organisations.

34.2 The Borough Council may only refuse an application for a permit on the grounds that:

- the applicant does not fulfil the requirements for a members' or commercial club or miners' welfare institute and therefore is not entitled to receive the type of permit for which it has applied;
- the applicant's premises are used wholly or mainly by children and/or young persons;
- an offence under the Act or a breach of a permit has been committed by the applicant while providing gaming facilities;
- a permit held by the applicant has been cancelled in the previous ten years; or
- an objection has been lodged by the [Gambling](#) Commission or the

police.

If the Borough Council is satisfied that the first or second ground applies, it must refuse the application. In exercising its functions in relation to club permits the Council will have regard to any relevant guidance issued by the [Gambling Commission](#) and (subject to that guidance), the licensing objectives.

34.3 There is a 'fast-track' procedure available under the Act for premises which hold a Club Premises Certificate under the Licensing Act 2003. Under the fast-track procedure there is no opportunity for objections to be made by the Commission or the police, and the grounds upon which an authority can refuse a permit are reduced. Grounds on which an application under this process may be refused are:

- that the club is established primarily for gaming, other than gaming [of a prescribed kind](#) under [schedule 12](#);
- that in addition to the prescribed gaming, the applicant provides facilities for other gaming; or
- that a club gaming permit or club machine permit issued to the applicant in the last ten years has been cancelled."

34.4 There are statutory conditions on club gaming permits that no child or young person uses a category B or C machine on the premises and that the holder complies with any relevant provision of a code of practice about the location and operation of gaming machines.

The Borough Council may grant or refuse a permit, but it may not attach conditions to a permit.

A permit will normally remain in force for 10 years. A renewal application must be made prior to the expiry date in accordance with the procedure contained in the Act. However, a permit granted under the "fast track" process does not require renewal, but it will lapse if the club premises certificate ceases to have effect.

35.0 Temporary Use Notices

35.1 Temporary use notices allow the use of premises for gambling where there is no premises licence but where a gambling operator wishes to use the premises temporarily for providing facilities for gambling. Premises that might be suitable for a temporary use notice, according to the Gambling Commission, would include hotels, conference centres and sporting venues.

35.2 A temporary use notice can only be given by a person or company holding a relevant operating licence issued by the Gambling Commission (i.e., an operating licence that authorises the type of gambling to be offered)

The types of gambling activities that may be authorised by a temporary use notice are set out in regulations made under the Act. Currently, the only permitted activity is the provision of facilities for equal chance gaming, where the gaming is intended to produce a single overall winner. Possible examples of this could include gaming tournaments with such games as backgammon, mah-jong, rummy, kalooki, dominoes, cribbage, bingo and poker.

Temporary use notices are subject to a statutory limit that a set of premises may be used [to provide gambling under such a notice](#) for no more than 21 days in any 12 month period. As with "premises", the definition of "a set of premises" will be a question of fact in the particular circumstances of each notice that is given. In considering whether a place falls within the definition of "a set of premises", the Borough Council will look at, amongst other things, the ownership/occupation and control of the premises.

The holder of an operating licence must give notice to the Licensing Authority in whose area the premises are situated. A temporary ~~event-use~~ notice must be given to the Borough Council not less than three months and one day before the day on which the gambling event will begin.

The application must be copied to:

- the Gambling Commission,
- the chief officer of police for the area in which the premises are situated,
- HM Revenue and Customs, and
- if applicable, any other licensing authority in whose area the premises are also situated.

Gaming machines may not be made available under a temporary use notice.

The Borough Council will carry out its functions in relation to temporary use notices by applying the same principles as those applied in determining premises licence applications (see 1.3 above).

36.0 Occasional Use Notices:

- 36.1 Occasional use notices may be used to authorise infrequent betting at tracks (see section 26.1 above), on no more than 8 days in any calendar year. They cannot be used to authorise any other form of gambling activity (e.g., gaming machines). Providing that the 8-day limit is not breached, there is no provision for correctly-served notices to be refused by the Borough Council.

[-An occasional use notice must be submitted for each day that betting activity will be conducted on the premises. If betting activity is to be held over a period of eight consecutive days, it will be necessary to submit eight separate notices](#)

The definition of track premises is not restricted to permanent premises, but can include any premises or land on which a race or sporting event is to take place. Consideration will therefore be given to the nature of the premises specified in a notice, in addition to whether the person giving the notice is an occupier of the track, or is responsible for the administration of events at the track.

The notice must be given to the Borough Council and the chief officer of police, in writing, before the event starts. No fee is payable.

Occasional use notices allow the ~~giver~~ [person who has given](#) of the notice to invite operators who hold a General Betting Operating Licence to accept bets on the premises. Such persons must hold a relevant betting operating licence, and comply with the requirements of any conditions attached to that licence.

37.0 Small Society Lotteries

37.1 Small society lotteries are required to be registered with the local authority in the area where their principal office is located. The Borough council is the licensing authority.

The Act defines a small society lottery by reference to two areas:

- society status - the society in question must be 'non-commercial'.
- lottery size - the total value of tickets to be put on sale per single lottery must be £20,000 or less, or the aggregate value of tickets to be put on sale for all their lotteries in a calendar year must not exceed £250,000. If the operator plans to exceed either of these values, then they [may would](#) need to be licensed [with-by](#) the [Gambling](#) Commission to operate large lotteries instead.

37.2 The Borough Council must be satisfied that the 'society' is established and conducted:

- for charitable purposes (as defined in S2 of the Charities Act 2006);
- for the purpose of enabling participation in, or of supporting, sport, athletics or a cultural nature activity; or
- for any other non-commercial purpose other than private gain.

In determining whether the Society is non-commercial the Borough Council may require applicants to provide copies of the society's constitution or terms of reference.

37.3 For new applications or change of promoter, the Borough Council shall require the promoter of the lottery to produce a statement declaring that they have no relevant convictions that would prevent them from running a lottery. A list of 'relevant' offences is listed at Schedule 7 of the Act.

37.4 The Licensing Authority must refuse an application for registration if, within the past five years, either of the following applies:

- an operating licence held by the applicant for registration has been revoked, or
- an application for an operating licence made by the applicant for registration has been refused.

In addition, the Borough Council may refuse an application for registration if, within the past five years, either of the following applies:

- the applicant is not a non-commercial society,
- a person who is or may be connected with the promotion of the lottery has been convicted of a relevant offence (listed in Schedule 7 of the Act) or
- information provided in or with the application for registration is false or misleading.

37.5 Where the Borough Council intends to refuse registration of a Society, it will give the Society an opportunity to make representations and will inform the Society of the reasons why it is minded to refuse registration. It will also supply evidence on which it has reached that preliminary conclusion.

37.6 The Borough Council may revoke the registered status of a society if it thinks that they would have had to or would be entitled to, refuse an application for registration if it were being made at that time. However, no revocations will take place unless the Society has been given the opportunity to make representations. The Borough Council will inform the society of the reasons why it is minded to revoke the registration and will provide an outline of the evidence on which it has reached that preliminary conclusion.

PART D COMMITTEE, OFFICER DELEGATION AND CONTACTS

38.0 Committee Decisions & Scheme of Delegation

38.1 The Borough Council is involved in a wide range of licensing decisions and functions and has established a Licensing Committee to administer them.

- 38.2 Licensing Sub-Committees made up of three Councillors from the main Licensing Committee will sit to hear contested applications or where the licensing authority proposes to impose conditions on a licence, or exclude default conditions~~where representations have been received from interested parties and/or responsible authorities~~. Ward Councillors will not sit on a Sub-Committee involving an application within their ward.
- 38.3 Where a Councillor who is a member of the Licensing Committee is making or has made representations regarding an application or a licence on behalf of an interested party, in the interests of good governance they will disqualify themselves from any involvement in the decision making process affecting the application or licence in question.
- 38.4 The Borough Council's Licensing Officers will deal with all other licensing applications where no representation has been received.
- 38.5 Decisions as to whether representations are irrelevant, frivolous or vexatious will be made by Borough Council Officers, who will also make the decisions on whether representations or applications for licence reviews should be referred to the Licensing Committee or Sub-Committee. Where representations are rejected, the person making that representation will be given written reasons for the decision. There is no right of appeal against a determination that representations are not accepted.
- 38.6 The table shown at Annex C sets out the agreed delegation of decisions and functions to Licensing Committee, Sub-Committee and Officers.
- 38.7 This form of delegation is without prejudice to Officers referring an application to a Sub-Committee or Full Committee if considered appropriate in the circumstances of any particular case.

39.0 Contacts

- 39.1 Further information about the Gambling Act 2005, this Statement of Principles or the application process can be obtained from:-

~~Environmental Health~~ – Licensing
Borough Council of King's Lynn & West Norfolk
King's Court
Chapel Street
King's Lynn
Norfolk
PE30 1EX

Tel: 01553 616200
E-mail: ehicensing@west-norfolk.gov.uk
www: www.west-norfolk.gov.uk

- 39.2 Information is also available from:-

Gambling Commission

Borough Council of King's Lynn & West Norfolk

4th floor
Victoria Square House
Birmingham
B2 4BP

Tel: 01212 331096

Website: www.gamblingcommission.gov.uk

List of Persons Consulted

Borough Council of King's Lynn & West Norfolk
Gambling Commission
Norfolk Constabulary
Norfolk Fire Service
Norfolk Safeguarding Children ~~Board~~Partnership
Norfolk County Council
HM Revenue & Customs
Norfolk Trading Standards
Association of British Bookmakers
Public Health, Norfolk County Council
Gamcare
British Amusement Catering Trade Association (BACTA)

~~NORCAS~~

Housing Associations:

- ◆ Broadland Housing Association
- ◆ ~~Co-Op Homes~~ Clarion Housing Group
- ◆ ~~Cotman Housing Association~~ Places for People
- ◆ Freebridge Community Housing
- ◆ ~~Granta Housing~~ Metropolitan Housing Trust
- ◆ ~~Guinness Trust~~ Flagship Homes
- ◆ Hastoe Housing Association
- ◆ Housing & Care 21
- ◆ Longhurst ~~Housing Association Limited~~Group
- ◆ ~~Minster General Housing Association Limited~~ Hastoe Housing Association
- ◆ Orbit Housing AssociationHomes
- ◆ ~~Peddars Way Housing Association~~
- ◆ ~~Sanctuary Housing Association~~
- ◆ Victory Housing TrustHomes
- ◆ ~~Wherry Housing Association~~

Vancouver Quarter Manager

~~Fairstead Area Neighbourhood Group~~

Norfolk Chamber of Commerce & Industry

~~Association of Licensed Multiple Retailers~~UK Hospitality

~~Gambling Therapy~~, Gordon Moody Association, Dudley

Parish Clerks / Town Councils

Poppleston Allen Solicitors, Nottingham

All holders of Gambling Act 2005 Premises Licences issued by the BCKLWN

All holders of Gambling Act 2005 permits issued by the BCKLWN

All promoters of Small Society Lottery Registrations issued by the BCKLWN

Annex B to the
Borough Council of King's Lynn & West Norfolk
Gambling Act 2005 - Statement of Principles

Responsible Authorities	
<p>The Licensing Authority:</p> <p>Environmental Health – Licensing Borough Council of King's Lynn & West Norfolk King's Court Chapel Street King's Lynn PE30 1EX</p> <p>Tel: 01553 616200 E-mail: EHHLicensing@west-norfolk.gov.uk</p>	<p>The Gambling Commission:</p> <p>4th Floor Victoria Square House Birmingham B2 4BP</p> <p>Telephone: 01212 306576 Fax: 01212 331096 Email: licensing@gamblingcommission.gov.uk</p>
<p>The Chief Officer of Police:</p> <p>Norfolk Constabulary Licensing Team Bethel Street Norwich Norfolk NR2 1NN</p> <p>Tel: 01603 275729 Email: licensingteam@norfolk.pnn.police.uk</p>	<p>The Fire Authority:</p> <p>Fire Safety Office Norfolk Fire Service – Western Area Kilhams Way King's Lynn PE30 2HY</p> <p>Tel: 01603 812261 Email: westernfs@norfolk.gov.uk</p>
<p>Planning Authority:</p> <p>Development Services Borough Council of King's Lynn & West Norfolk King's Court Chapel Street King's Lynn PE30 1EX</p> <p>Tel: 01553 616200 Email: borough.planning@west-norfolk.gov.uk</p>	<p>Environmental Health:</p> <p>Environmental Health Borough Council of King's Lynn & West Norfolk King's Court Chapel Street King's Lynn PE30 1EX</p> <p>Tel: 01553 616200 Email: eh.admin@west-norfolk.gov.uk</p>
<p>Norfolk Safeguarding Children BoardPartnership:</p> <p>Room 60 Lower Ground Floor County Hall</p>	<p>HM Revenue and Customs:</p> <p>HM Revenue and Customs Excise Processing Teams BX9 1GL Email: NRUBetting&Gaming@hmrc.gsi.gov.uk</p>

Borough Council of King's Lynn & West Norfolk

Martineau Lane Norwich NR1 2UG Email: nscb@norfolk.gov.uk	
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Annex C to the
Borough Council of King's Lynn & West Norfolk
Gambling Act 2005 - Statement of Principles

Table of Delegations of Licensing Functions

Matter to be dealt with	Full Council	Licensing Committee/ Sub-Committee	Officers
Final approval of Statement of Principles	X		
Policy to permit casino	X		
Fee Setting			X
Application for premises licences		Where representations have been received and not withdrawn	Where no representations received/ representations have been withdrawn
Application for a variation to a licence		Where representations have been received and not withdrawn	Where no representations received/ representations have been withdrawn
Application for a transfer of a licence		Where representations have been received from the Commission	Where no representations received from the Commission
Application for a provisional statement		Where representations have been received and not withdrawn	Where no representations received/ representations have been withdrawn
Review of a premises licence		X	
Application for club gaming /club machine permits		Where representations have been received and not withdrawn	Where no representations received/ representations have been withdrawn
Cancellation of club gaming/ club machine permits		X	

Borough Council of King's Lynn & West Norfolk

Applications for other permits			X
Cancellation of licensed premises gaming machine permits			X
Consideration of temporary use notice			X
Decision to give a counter notice to a temporary use notice		X	
Determination of Small Society Lottery applications			X

Comments received during consultation period

Number	Date/From	Request	Action
1	01/08/2024 South Wootton Parish Council	In support of draft document	✓



SOUTH WOOTTON PARISH COUNCIL

Telephone: 01553 824355
e-mail: info@southwoottonpc.co.uk

The Parish Office
24 Church Lane
South Wootton
King's Lynn
PE30 3LJ

1st August 2024

Borough Council of Kings Lynn & West Norfolk
Kings Court
Chapel Street
Kings Lynn
Norfolk
PE30 1EX

Dear Sir

Re: Gambling Act 2005 – Statement of Principles Review

Thank you for sending through the consultation regarding the Gambling Act 2005 - draft Statement of Principles.

The Parish Council has reviewed the documents and support the Statement as per the draft.

Yours faithfully

I Jordan

I Jordan
Parish Council Chairman

REPORT TO CABINET

Open		Would any decisions proposed:			
Any especially affected Wards	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: E-mail: Cllr Chris Morley Cllr.chris.morley@west-norfolk.gov.uk			Other Cabinet Members consulted: Leader and Cabinet -Briefing 3 July 2024		
			Other Members consulted: Corporate Performance Panel		
Lead Officer: Jo Stanton, Revenues and Benefits Manager E-mail: joanne.stanton@west-norfolk.gov.uk Direct Dial:01553 616349			Other Officers consulted: Michelle Drewery, Assistant Director, Resources and S151 Officer		
Financial Implications YES	Policy/ Personnel Implications NO	Statutory Implications YES	Equal Impact Assessment YES If YES: Pre-screening only	Risk Management Implications YES	Environmental Considerations 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) N/A					

Date of meeting: 5 November 2024

COUNCIL TAX SUPPORT: FINAL SCHEME FOR WORKING AGE PEOPLE FOR 2025/2026

Summary

We operate a scheme which reduces the council tax bills of eligible working age people on low incomes known as the Council Tax Support (CTS) scheme. We are free to decide the rules for our own CTS schemes for working age people in our area, taking into account certain government requirements. There are national regulations for a CTS Scheme for customers who have reached pension age. **This report only refers to our CTS Scheme for working age people.**

Our CTS Scheme is reviewed annually and the rules can only be amended from the start of a financial year. Due to the Cost of Living crisis and financial pressures at the time our 2024/2025 CTS Scheme was made more generous and the criteria widened to include more people so it mirrored the national, more generous, scheme for pension age people. Given the ongoing economic climate a continuation of this scheme was agreed as the draft CTS scheme for 2025/2026 to go to public consultation.

The draft CTS Scheme was open to public consultation from 2 August 2024 to 15 September 2024. 8 responses were received and the results are summarised at section 4 and Appendix C. No further changes are proposed to the draft scheme following the consultation.

Recommendation

Cabinet is asked to note the consultation responses and to recommend to Council that the draft CTS scheme for 2025/2026 is implemented as the final working age CTS Scheme for 2025/2026. This must be agreed by full Council by 31 January 2025 ready for the start of the financial year on 1 April 2025

Reason for Decision

To ensure a CTS scheme for working age people for 2025/2026 is agreed by full Council by the deadline of 31 January 2025.

1. Introduction

- 1.1. We operate a scheme known as Council Tax Support (CTS) to help working age people on low incomes with the cost of their council tax bills. There are national regulations for the CTS Scheme for customers who have reached pension age.
- 1.2. The CTS regulations¹ require us to decide our own CTS scheme for working age people which we must review and agree each financial year, taking into account the government requirements to consider the impact on vulnerable groups and to incentivise work.
- 1.3. The CTS regulations set out the process we must follow when reviewing and agreeing our scheme². We must first consult with our major Preceptors (Norfolk County Council and the Police and Crime Commissioner), then decide a draft CTS scheme to go to public consultation. The final CTS scheme must then be agreed by full Council by March 2025, before the start of the new financial year, although for operational reasons a January 2025 deadline is imposed.
- 1.4. The draft CTS scheme for 2025/2026 was agreed by delegated decision and the report is available here <https://democracy.west-norfolk.gov.uk/ieListDocuments.aspx?CId=379&MId=6393&Ver=4&Info=1>.
- 1.5. This report now covers the final CTS Scheme for working age people for 2025/2026.

2. Statutory Requirements

- 2.1. The final CTS Scheme for working age people for 2025/2026 will be considered by Council on 28 November 2024. The CTS Scheme forms part of the council's taxbase which the regulations³ state we must calculate and notify to the major preceptors by 31 January 2025. Agreeing the scheme in good time in November gives certainty to the budget setting process for 2025/2026.

3. Options Considered

- 3.1 The CTS Scheme was fully reviewed for 2024/2025 and a number of options were considered. Given the economic circumstances at the time, with rising inflation and the Cost of Living Crisis, Council agreed that the CTS scheme would be made more generous from 2024/2025 to support our working age residents at a time of financial difficulty.

¹ S13A(2) Local Government Finance Act 1992

² Schedule 1A 3(1) Local Government Finance Act 1992

³ S8 The Local Authorities (Calculation of Council Tax Base)(England) Regulations 2012

- 3.2 The Cost Of Living crisis is still an issue for many people on low incomes, so to give ongoing certainty to residents who may still be facing financial pressures, the 2024/2025 CTS scheme was recommended as the draft CTS Scheme for 2025/2026 to go to public consultation.
- 3.3 The draft scheme is a continuation of the 2024/2025 CTS scheme for working age people. This was made more generous with the maximum level of support available increased from 84% to 100% of the council tax bill, and the criteria widened to make more people eligible. The limits for the amount of money and savings someone can have remain at the higher level, and the reductions for other adults in the household are in line with the national pension age scheme.
- 3.4 Our scheme protects vulnerable working age people by ensuring everyone has their CTS calculated using the same, more generous, rules as pension age people. We encourage people to take up work by allowing them to keep £10 more of their earnings than the national scheme before it affects their CTS. A summary of the scheme rules is at Appendix B.
- 3.5 The CTS Scheme rules will also continue to reflect any relevant welfare benefit changes made to the working age Housing Benefit scheme or Pension Age CTS scheme.

4. Consultation Process

- 4.1. The CTS regulations state we must select consult our major preceptors then select a draft CTS Scheme to go to public consultation.
- 4.2. Norfolk County Council and Norfolk's Police and Crime Commissioner were consulted and have confirmed they are content with the continuation of the 2024/2025 CTS scheme into 2025/2026.
- 4.3. The public consultation ran for six weeks from 2 August 2024 to 15 September 2024. 8 surveys were completed, a decrease compared to the 41 responses received in 2024/2025, but this is probably to be expected given no changes are proposed to the scheme.
- 4.4. The full results of the survey, including all the comments, are included at Appendix C which should be read in conjunction with this section. The responses show the following:
 - The majority (63%) of people agree we should continue with the scheme,
 - Only one person who completed the survey is receiving CTS,
 - There was recognition of the support CTS gives to residents, including those who are vulnerable, and
 - One respondent wanted CTS restricted to reduce the impact on other council tax payers.

5. Financial Implications of Proposal

- 5.1. CTS is treated as a council tax discount and the financial impact is shown as Band D equivalent properties as part of our annual taxbase calculation. This forms part of the council tax and budget setting process for 2025/2026.
- 5.2. The overall cost of both the working age and pension age CTS schemes is shared between the Preceptors in proportion to their shares of the council tax

bill. Our share is 6.7%. This cost is accounted for in the Council Tax Base figure in our Financial Plan.

5.3. The actual amount of CTS awarded, and therefore the financial impact on our income, can be calculated by multiplying the number of Band D equivalent properties by the Band D council tax charge, either for the total charge to give the overall cost, or the preceptor's charge to give an individual cost.

5.4. The table below shows the estimated impact of the 2025/2026 CTS Scheme. The CTS Caseload is only showing small fluctuations, so the impact is based on the current figures as at 1 September 2024:

2024/2025	Band D Council Tax		Estimated Budget Impact
Reduction in Band D Equivalent Properties 2025/2026			4,879.7
Norfolk County Council	£ 1,672.11	75.5%	£ 8,159,371
Police and Crime Commissioner	£ 315.90	14.3%	£ 1,541,493
Borough Council	£ 148.37	6.7%	£ 723,999
Parish / Town Councils	£ 79.30	3.6%	£ 386,959
Total	£ 2,215.68	100.0%	10,811,822

5.5. The estimated impact is in line with the projections within our Financial Plan. We have 646 more band D equivalent properties in the taxbase than we estimated due to new properties being added to the council tax list (441 band D equivalent properties), the changes to the empty property levy (192 Band D equivalent properties) and a small reduction in the CTS caseload (13 band D equivalent properties). Therefore there is still enough flexibility to cover the impact of continuing with the 2024/2025 CTS Scheme into 2025/2026.

6. Recommendation

6.1 Cabinet notes the consultation responses and agrees to recommend to Council that the draft 2025/2026 CTS Scheme is implemented as the final CTS scheme for working age people for 2025/2026.

7. Equal Opportunity Considerations

7.1 The Equality Impact Assessment Pre-Screening form is included at Appendix A. The CTS scheme continues to have positive equality impacts as it maintains the more generous CTS support for those in vulnerable groups and those with relevant protected characteristics, whilst providing more help to customers not in vulnerable groups or covered by equality considerations.

8. Any other Implications/Risks

8.1 Failure to agree a CTS Scheme by 31 January 2025 means that we are unable to set our council taxbase and budget for 2025/2026. The recommendation is due to be considered by Council on 28 November 2024 which will allow certainty in the budget setting process.

8.2 The budget impact of the CTS scheme is based upon the household numbers described above which form the basis of the Financial Plan. The impact will be affected by the changing circumstances and demographic of our taxpayers; for example, household welfare, age mix and additional households entering our tax base.

- 8.3 The CTS scheme is based on an assessment of a household's income against an allowed amount. The cost-of-living crisis is not causing an increase in the CTS caseload as household incomes are generally stable or rising with higher wage and benefit increases. However, household expenditure is also increasing causing pressure on household budgets. Other support with these rising costs is being given by us (for example through the Household Support Fund), from government and from other organisations.
- 8.5 In the current economic climate, the risk assessment cannot be neutral, but it is considered that there is sufficient flexibility in our financial structure to withstand any adverse impact.
- 8.6 If the CTS caseload falls our taxbase and council tax income will increase, creating a surplus on the Collection Fund.
- 8.7 The impact of the CTS scheme is, and will continue to be, operationally reviewed monthly and reported to Members annually in October.

9. Corporate Priorities

- 9.1 The CTS Schemes supports the Corporate Priority to Support our Communities.

10. Personnel Implications

- 10.1. None

11. Environmental Considerations

- 11.1. None

12. Statutory Considerations

- 12.1. The regulations require us to agree a CTS Scheme for the 2025/2026 financial year by 11 March 2025, although in practice it has to be agreed by 31 January 2025 as it forms part of the council's taxbase and budget setting process.

13. Declarations of Interest / Dispensations Granted

- 13.1. None

14. Background Papers

- 14.2. None

Appendix A

Pre-Screening Equality Impact Assessment

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



Name of policy/service/function	Local Council Tax Support Scheme 2025/2026				
Is this a new or existing policy/service/function?	Continuation of an 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	Council Tax Support is a discount given to residents on a low income to help with the cost of their council tax bill. The council is free to agree its own local scheme for the discount for working age people.				
Question	Answer				
<p>1. Is there any reason to believe that the policy/service/function could have a specific impact on people from one or more of the following groups according to their different protected characteristic, for example, because they have particular needs, experiences, issues or priorities or in terms of ability to access the service?</p> <p>Please tick the relevant box for each group.</p> <p>NB. Equality neutral means no negative impact on any group.</p>		Positive	Negative	Neutral	Unsure
	Age	√			
	Disability	√			
	Gender			√	
	Gender Re-assignment			√	
	Marriage/civil partnership			√	
	Pregnancy & maternity			√	
	Race			√	
	Religion or belief			√	
	Sexual orientation			√	
	Other (eg low income)	√	√		
Question	Answer	Comments			
<p>2. Is the proposed policy/service likely to affect relations between certain equality communities or to damage relations between the equality communities and the Council, for example because it is seen as favouring a particular community or denying opportunities to another?</p>	Possibly	The CTS scheme is a means-tested discount. There may be a perception amongst people who do not qualify that they are at a disadvantage to those who do, as they cannot receive help and have to pay more council tax.			
<p>3. Could this policy/service be perceived as impacting on communities differently?</p>	No				
<p>4. Is the policy/service specifically designed to tackle <u>evidence of disadvantage</u> or potential discrimination?</p>	Yes	The CTS Scheme is designed to help people on low incomes or in receipt of certain welfare benefits with the cost of their council tax bill.			

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	No	Actions:
		Actions agreed by EWG member:

If 'yes' to questions 2 - 4 a full impact assessment will be required unless comments are provided to explain why this is not felt necessary:

The CTS Scheme is designed to help working age local residents on low incomes with the cost of their council tax bill. The help is provided through a discount on their council tax bill. The more generous CTS scheme of 2024/2025 is being continued for 2025/2026. This means more people will be eligible for help, and those already receiving help will see their CTS award stay at the higher amount. These impacts are all positive and will maintain the financial support given to residents.

There is potential for people who do not meet the means-testing eligibility to feel they are at a disadvantage to people who qualify for support. They may have to pay a higher council tax bill, a very small part of which is to cover the cost of the CTS scheme. To mitigate this there are other discretionary financial assistance schemes available to help people with the cost of their council tax bill if they are experiencing financial hardship but do not qualify for CTS.

Decision agreed by EWG member:C. Marriott.....

Assessment completed by:	
Name	Jo Stanton
Job title	Revenues and Benefits Manager
Date	4 September 2024

Appendix B

Summary of the Working Age and Pension Age CTS Scheme rules

	National Pension Age CTS Scheme	Our Working Age CTS Scheme
Maximum Level of Support	100%	100%
Capital Limit	£16,000	£16,000
Weekly Deduction for a Non-Dependant:		
• Not working	£4.60	£4.60
• Weekly Earnings under £236	£4.60	£4.60
• Weekly Earnings between £236-£410	£9.40	£9.40
• Weekly Earnings between £410-£511	£11.80	£11.80
• Weekly Earnings above £511	£14.15	£14.15
• Any other not included above	£0	£0
Weekly Earnings Disregard:		
• Single	£5	£15
• Couple	£10	£20
• Disabled or Carer	£20	£30
• Lone Parent	£25	£35
Self-employed people – earnings used	Actual earnings	Actual earnings
Second Adult Rebate ⁴	Included	Included

⁴ Certain people who do not qualify for CTS can receive a discount of up to 25% if they have a second adult living with them who is on a low income.

Appendix C – Consultation Survey and Responses

Summary of Consultation Survey Questions

No.	Question
1	I confirm I have read and understood the information on the CTS Consultation webpage
2	Do you agree or disagree with our proposals for making continuing with our Working Age CTS Scheme?
2a	What are your reasons for your answer?
3	<p>We would like to hear your views on any other changes you think we should make to our CTS scheme and the reasons for these.</p> <p>We would also like to know what you think the impact will be on both people receiving CTS, and other council tax payers who will be impacted by the financial effects of any changes to our CTS scheme.</p>
3a	The changes I would propose are:
3b	The reasons for these changes are:
3c	The impact on Council Tax Support recipients and wider council tax payers will be:
4	Equality Questions
4a	Do you receive CTS?
4b	Are you Male / Female / Other / Prefer not to Say
4c	What is your age group?
4d	Are your day to day activities limited because you have a disability?
4e	What is your Ethnic Group?

Responses to Survey Questions

			<p>We would like to hear your views on any other changes you think we should make to our CTS scheme and the reasons for these. Please use the space below to explain what changes you would like to see and the reasons for this.</p> <p>We would also like to know what you think the impact will be on both people receiving CTS, and other council tax payers who will be impacted by the financial effects of any changes to our CTS scheme.</p>		
	Do you agree or disagree with our proposals for continuing with the CTs Scheme?	What are the reasons for your answer?	The changes I would propose are:	The reasons for these changes are:	The impact on Council Tax Support recipients and wider council tax payers would be:
1	Agree	My wife And I claim it.. as I am her Carer ..My wife is disabled and gets PIP.. we could not afford to live anywhere if we did not get Council Tax Support			
2	Agree				

3	Disagree	Those of us paying seem to be hit so hard on every issue. Everyone should contribute something as those benefitting the most from the services appear to pay little or in some case nothing at all.	The endless list of those eligible for a reduction or totally free council services and support reduce those of us paying into the pot. Please restrict the handouts and reductions to the basics without the frills as there appears to be little incentive for some to move out of their unfortunate situations if and when there is a possibility.	As above	It is so easy for those dishing out the generous support and showing compassion when others foot the bill.
4	Agree				

5	Agree	<p>Because of the existing levels of poverty and hardship than are evident throughout our ward, Hunstanton and surrounding area. Even though this wider area has great wealth in pockets, there are serious issues with the number of families still experiencing financial hardship. I see this directly through my work as a Foodbank Trustee and it is stunning the levels of poverty and hardship in our community.</p>	<p>Could the means-testing measures be simplified? If not I hope the BC would provide resources to proactively support those eligible.</p>	<p>It is well-established that (a) many social benefits have an over-complicated application / eligibility process, and (b) this can act as a turn-off and indeed a preventive factor. As a principle, the provider should make things as easy and accessible as possible.</p>	<p>The means testing looks fiddly and may well deter eligible people. Describing this as an "impact" on CT payers is in my view the wrong framing, and just plays to those who want services to be cut whatever the effect. The actual impact is presumably known to the BC and perhaps might have been included here, to avoid harmful speculation. I suspect its impact is negligible and anyway should be read against the impacts of other BC programmes.....</p>
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6	Agree	people need support still	not giving £35 to single parents. Why do they need more than a carer or disabled working person with children? More than a single person with children? They don't. I think £25 would be adequate.	They seem mis-judged.	A little cheaper.
7	Disagree				
8	Disagree	Unfair to get penalised for a 19yr old in work no help what's so ever for myself or daughter aged 12	Discount even thoe I have a child in work who lives with me	He can build his own future with out being penalised	People would appreciate the help

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Continuing the Scheme?	
Agree	5
Disagree	3
Total	8
Receiving CTS	
Yes	1
No	7
Total	8
Gender	
Male	4
Female	4
Total	8
Disability	
Yes	1
No	6
Prefer Not To Say	1
Total	8
Age	
25-34	1
35-44	1
45-54	1
55-64	3
65-74	2
75+	0
Total	8

REPORT TO CABINET

Open		Would any decisions proposed :			
Any especially affected Wards	Mandatory/	Be entirely within Cabinet's powers to decide		NO	
	Discretionary /	Need to be recommendations to Council		YES	
	Operational	Is it a Key Decision		NO	
Lead Member: Cllr Michael De Whalley E-mail: <i>cllr.michael.dewhalley@west-norfolk.gov.uk</i>		Other Cabinet Members consulted:			
		Other Members consulted: Members on the Biodiversity Task Group			
Lead Officer: Stuart Ashworth E-mail: <i>stuart.ashworth@west-norfolk.gov.uk</i> Direct Dial: 01553-616417		Other Officers consulted: Claire Wiggs, Ecologist Martin Chisholm, Matthew Henry Assistant Directors, Claire Thompsett, Chris Durham, Operations Managers (Public Open Space)			
Financial Implications YES	Policy/ Personnel Implications YES	Statutory Implications YES	Equal Impact Assessment YES If YES: Pre-screening/ Full Assessment	Risk Management Implications NO	Environmental Considerations YES

Date of meeting: 5 November 2024

RECOMMENDATIONS OF THE BIODIVERSITY TASK GROUP

Summary

The Biodiversity Task Group has been meeting since December 2023. It was set up by Cabinet following a notice of motion at Council on 10 September 2020. The recommendations of the group are set out in the report.

The notice of motion required that the recommendations should be brought to Cabinet via the Environment and Community Panel, before going to Council for consideration.

Recommendation

Cabinet resolves to recommend to council:

- 1 To accept the recommendations of the Urban Wildlife Informal Working Group as set out in paragraph 2.3, although recommendation 8 requiring a budget for delivery of the proposals would be covered separately through the creation of the two year fixed-term biodiversity project officer role.
- 2 To agree to the appointment of a Biodiversity project officer, for a fixed period of two years, with funding coming from the climate change budget.
- 3 That the council adopts the Biodiversity policies and specific objectives set out in appendix 1 to the report.
- 4 To agree the creation of a Pollinator Action Plan, on the basis of the draft attached

(appendix 2), with the final wording to be agreed with the Assistant Directors for Environment and Planning and Operations and Commercial, in consultation with the portfolio holder for Climate Change and Biodiversity.

5 That the community biodiversity competition initiative, detailed in the report, is supported by the council.

Reason for Decision

To provide a suitable response to the original notice of motion, and to help the council contribute to improving biodiversity in the borough.

1 Background

1.1 At its meeting on 10 September 2020, Council agreed the following Notice of Motion.

Council was invited to consider the following Notice of Motion (3/20), proposed by Councillor S Squire and seconded by Councillor Long:

‘This council acknowledges that climate change is not the only challenge facing our natural environment. Therefore, this council agrees to ask Cabinet to set up a Cabinet task group, chaired by an appropriate portfolio holder, to work with our partners including Norfolk County Council and the Norfolk Biodiversity Partnership. Any recommendations on issues such as habitat protection and creation, the creation of a pollinator action plan and wildflower verges where possible, should be brought to Cabinet via the Environment & Community Panel before consideration at Council.’

1.2 On 15 March 2022, it was agreed that the Biodiversity Task Group (BTG) should be set up, to give consideration to the issues identified in the notice of motion.

1.3 Separate to the BTG, Environment and Community Panel (E & C), had created an Urban Wildlife Informal Working Group (UWIWG), to look at the specific issue of urban wildlife. At Cabinet on the 17 January 2023, it was agreed that the recommendations from the Environment and Community Panel’s UWIWG would be passed to the Cabinet Biodiversity Task Group for further consideration. It was also agreed that the Environment and Community Panel would be kept updated on progress with the recommendations as appropriate.

2.0 Meetings of the Biodiversity Task Group (BTG)

2.1 The BTG has met on 5 separate occasions. The substantive issues considered are summarised below.

- The recommendations of the Urban Wildlife Informal Working Group
- Biodiversity Net Gain & Local Plan policy
- Biodiversity Duty
- Competition proposal from Cllr Devulapalli
- Pollinator Action Plans (including guest speaker)
- Existing biodiversity activities carried out and projects funded by the BCKLWN
- Options on Borough Council land and buildings going forward
- Report to cabinet and way forward

2.2 Whilst some of the items were for information, other items have led to the final recommendations to be put to Cabinet.

Recommendations of the Urban Wildlife Informal Working Group (UWIWG)

2.3 Biodiversity Task Group (BTG) has recommended that Cabinet approve the following recommendations and associated comments from the UWIWG

1. Encourage the use of bird boxes, bat boxes and hedgehog highways in new and existing Borough Council properties.
2. The Council to investigate providing wildflower seeds for redundant allotments and community orchards/gardens and encourage the planting of wildflower seeds in the community.
3. The Council to encourage bird feeding stations and nest boxes in schools.
4. Support a Nest Box Trail in King's Lynn.
5. Produce literature advising how residents can help support their urban wildlife and promoting the nest box trail in King's Lynn.
6. Engage with local groups to participate in urban wildlife.
7. Encourage Councillors to promote Urban Wildlife in their Wards and Parishes where appropriate.
8. That Cabinet be requested to provide a budget to deliver the proposals.

Biodiversity Net Gain & Local Plan policy

2.4 The new mandatory Biodiversity Net Gain regime implemented through the planning system was discussed, following a presentation by the council's ecologist.

2.5 The proposed new Local Plan is currently out to consultation at the advanced Main Modifications stage in the process. The plan is due to be adopted early in 2025. There is a new criteria relating to biodiversity in the relevant policy within the new Local plan (LP18), which requires

built-in nesting boxes (e.g. migratory bird species bee bricks, bat boxes and the like) and/or safe road crossing methods (e.g for hedgehogs), to be brought forward through qualifying new development wherever possible. The policy has been tested through the Examination process, and is agreed between the council and the Inspectors. There should therefore be no reason that the current version of the policy will not come into force when the plan is adopted, and it could be given weight in decisions possibly sooner, for example after receipt of the Inspectors Local Plan report. This situation will be monitored by officers.

Biodiversity Duty

- 2.6 Public authorities operating in England must consider what they can do to conserve and enhance biodiversity in England. This is the strengthened 'biodiversity duty' that the Environment Act 2021 introduces. This means that a public authority must:
1. Consider what it can do to conserve and enhance biodiversity.
 2. Agree policies and specific objectives based on its consideration.
 3. Act to deliver the policies and achieve the objectives.
- 2.7 Public authorities must complete their first consideration of what action to take for biodiversity by 1 January 2024. Whilst it could be argued that the creation of the task groups and the work that has gone into that is the first consideration, it goes on to state that policies and objectives should be agreed as soon as possible after this, with reconsideration of the actions within 5 years of completion of the previous consideration.
- 2.8 Cabinet is asked to agree some high-level biodiversity policies and objectives, following on from the recommendations of the BTG. These proposed initial policies and objectives are attached as appendix 1 of this report.

Biodiversity Competition

- 2.9 During the task group process, Councillor Devulapalli put forward plans for a biodiversity competition. A paper was taken to the task group, where it was agreed to recommend to Cabinet that the council would provide support to a community initiative, as the preferred option.
- 2.10 The support and guidance provided is envisaged to be publicly supporting and endorsing the proposal, helping advise on how to run the competition through the preparation of a project plan, and the provision of communications support to highlight the importance of biodiversity and the competition. It was also agreed that links with the InBloom campaign and competition can also be considered as part of developing the project plan.

Pollinator Action Plans

- 2.11 Presentations were given to the group by a local expert representative from the Norfolk Wildlife Trust, as well as the council's own ecologist, on the benefits of having a Pollinator Action plan. Many councils have such a plan, to take positive action in trying to help reverse the general decline in pollinators.
- 2.12 It was agreed that the task group should recommend the production of a Pollinator Action Plan to Cabinet. If Cabinet agree to this, it is considered that this can be produced in-house, and indeed attached to this report is a draft Pollinator Action Plan (appendix 2). Approval to finalise aspects of this, particularly the action plan, are requested.

Options on Borough Council land and buildings going forward

- 2.13 A presentation was given to the task group where it was made clear that there are a number of initiatives carried out by the Public Open Space team that already take place on the council's own land in the borough. However it is important to consider what additional actions the council can take on its own land and buildings.
- 2.14 A report was therefore also prepared for the task group on options for further biodiversity enhancements on borough council land and buildings going forward. The potential options for enhancements were set out, along with the resource implications of this. In essence it was proposed that the only way to successfully promote biodiversity was to properly resource it, and provide a new role for a biodiversity project officer, to organise/lead on community projects, work with community groups, volunteers, schools and the POS operational team to identify suitable areas/projects and to help develop management plans, consult with residents and co-ordinate future proposals.
- 2.15 The role would also need to be involved in other tasks including aiding other officers in biodiversity related projects, for example the tree officer in POS in delivering the tree strategy, and Property Services in collating a catalogue of potential borough council sites for biodiversity. Such a role would likely cost around - £35,000 - £40,000 per annum with on costs, and it is proposed that this is a 2 year fixed term post initially, to assess how the post is working. It is proposed that this could be paid for out of the climate change budget.

3.0 Options Considered

- 3.1 Option 1 -Do not accept the recommendations put forward

- 3.2 This would seem to go against the original notice of motion, as well as all the work that has gone into this issue, through the E & C working group as well as this one. With the introduction of Biodiversity Net Gain as well, this would be against the general direction of travel to take action to improve biodiversity. This is not the preferred option.
- 3.3 Option 2 – Partial acceptance of the recommendations
- 3.4 A partial acceptance of the recommendations could take place, accepting some but not others. For example not appointing the biodiversity project officer role. This will be a decision for members, but would not deliver the benefits that accepting all of the recommendations would, particularly as resources are already stretched carrying out current work.
- 3.5 Option 3 – Accept all of the recommendations put forward by the Biodiversity Task Group
- 3.6 Whilst there would be a cost to this, as set out earlier in this report, this is the recommended way forward, as it would deliver the best results for biodiversity, and was supported by not only the Biodiversity Task Group, but also the Urban Wildlife Informal Working Group.

4.0 Policy Implications

- 4.1 N/A

5.0 Financial Implications

- 5.1 There are financial implications should the fixed-term post be agreed. A biodiversity project officer role would cost the council approximately £80,000 over a two-year fixed term period.
- 5.2 It is proposed that this be funded out of the climate change budget, and therefore is sufficient funds available to do this.

6.0 Personnel Implications

- 6.1 A new two-year fixed-term post is proposed.

7.0 Environmental Considerations

- 7.1 These will be very positive and in favour of the preferred option, as it will contribute to improvements in biodiversity within the borough.

8.0 Statutory Considerations

- 8.1 The Biodiversity Duty is now a statutory requirement, under the Environment Act 2021.

9.0 Equality Impact Assessment (EIA)

(Pre screening report template attached)

9.1 See attached pre-screening assessment.

10.0 Risk Management Implications

10.1 N/A

11.0 Declarations of Interest / Dispensations Granted

11.1 N/A

12.0 Background Papers

- Biodiversity Task Group agendas and minutes
- Environment & Community Panel agendas and minutes, in relation to the Urban Wildlife Informal Working Group



Stage 1 - Pre-Screening Equality Impact Assessment

Name of policy/service/function	Recommendations of the Biodiversity Task Group				
Is this a new or existing policy/ service/function? <i>(tick as appropriate)</i>	New	<input checked="" type="checkbox"/>	Existing		
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, and identify relevant legislation.	To help improve biodiversity in the borough No				
Who has been consulted as part of the development of the policy/service/function? – new only <i>(identify stakeholders consulted with)</i>	Currently biodiversity task group, although E & C panel and Cabinet will scrutinise this before it goes to council.				
Question	Answer				
<p>1. Is there any reason to believe that the policy/service/function could have a specific impact on people from one or more of the following groups, 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> <p><i>If potential adverse impacts are identified, then a full Equality Impact Assessment (Stage 2) will be required.</i></p>		Positive	Negative	Neutral	Unsure
	Age			x	
	Disability			x	
	Sex			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, caring responsibilities)			x		

Question	Answer	Comments
2. Is the proposed policy/service likely to affect relations between certain equality communities or to damage relations between the equality communities and the Council, for example because it is seen as favouring a particular community or denying opportunities to another?	Yes / No	No
3. Could this policy/service be perceived as impacting on communities differently?	Yes / No	No
4. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?	Yes / No	No
5. Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions? If yes, please agree actions with a member of the Corporate Equalities Working Group and list agreed actions in the comments section	Yes / No	Actions: N/A
		Actions agreed by EWG member:
<p>If 'yes' to questions 2 - 4 a full impact assessment will be required unless comments are provided to explain why this is not felt necessary:</p> <p>Decision agreed by EWG member:</p>		
Assessment completed by:		
Name	Stuart Ashworth	
Job title	Assistant Director – Environment & Planning	
Date completed	5/7/24	

Complete EIA Pre-screening Form to be shared with Corporate Policy (corporate.policy@west-norfolk.gov.uk)

Borough Council of King's Lynn and West Norfolk Biodiversity Policies and Objectives

1.0 Introduction

1.1 Public authorities operating in England must consider what they can do to conserve and enhance biodiversity in England. This is the strengthened 'biodiversity duty' that the Environment Act 2021 introduces. This means that a public authority must:

1. Consider what it can do to conserve and enhance biodiversity.
2. Agree policies and specific objectives based on its consideration.
3. Act to deliver the policies and achieve the objectives.

1.2 The council, through a Biodiversity Task Group has been considering various options for the council to improve biodiversity. Set out below are the initial biodiversity policies and objectives. It is envisaged that they will be refined as they become embedded into business as normal, and represent a first attempt at this.

1.3 It is important to note that the policies and objectives will need suitable resources to be carried out to a suitable standard.

1.4 Overarching policies and objectives

1. Seek to protect habitats and promote biodiversity
2. Using our ability to influence others and encourage all partners to operate in the most sustainable way they can.
3. Continue to implement biodiversity policies through planning.
4. Implementation of recommendations from the Biodiversity Task Group (subject to council agreement).
5. Create a Pollinator Action Plan.

1.5 A) Managing Council Land

- Review to prioritise those sites where intervention to enhance biodiversity can generate benefits for nature conservation taking into account current condition and potential.
- Review POS function to prioritise those where intervention to enhance biodiversity can generate the most benefits for nature conservation taking into account other requirements of that POS.

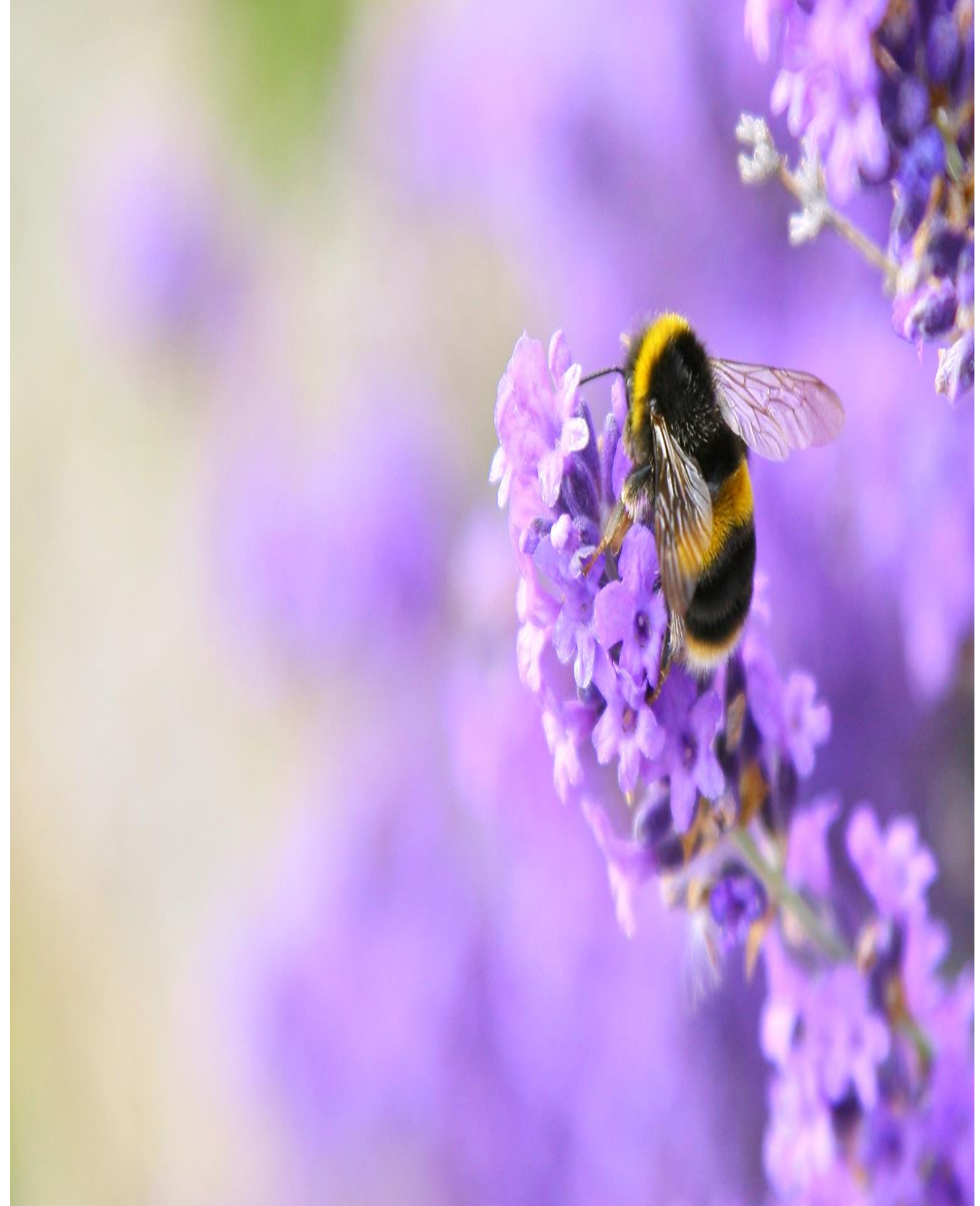
- Review of maintenance regimes of grass areas maintained by the council in order to increase biodiversity. Consider whether additional interventions would be beneficial and monitor as appropriate.
- Review to consider whether there are opportunities to encourage enhancements for biodiversity on council owned development sites.

1.6 **B) Partnership and education**

- Continue to work with partners, and take all opportunities to improve the environment and biodiversity across Kings Lynn and West Norfolk as appropriate
- Continue to support Friends Groups and seek to extend volunteer opportunities in nature conservation across the borough.
- Consider a programme of member and officer training, disseminating knowledge about local biodiversity (species locations and habitat conditions).
 - Review how this can be expanded using:
 - website
 - infrastructure (signage)
 - social media

1.7 **C) Reporting and risks**

- Develop future monitoring and reporting for BNG secured through the planning service
- Review biodiversity reporting



King`s Lynn and West Norfolk Pollinator Action Plan

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Foreword

If you think that there are fewer bug splats on your car than in your younger days, you are right.

Since 2004 three quarters of the United Kingdom's insects have vanished and many of these would have been pollinators, such as bees, butterflies and beetles. Pollinating insects move pollen from flower to flower while they feed on the sweet nectar. Flowering plants produce much of the food we eat and create the gardens, habitats and ecosystems we love to live in. Plant pollination is a fundamental link in the chain of life and has been calculated as contributing over 1.25 billion pounds to the UK's economy at today's prices.

Flowering plants and their pollinators have been around for at least 135 million years, but we can only trace our species back to just over 300,000 years ago. As the new kids on the block, we must act to reverse the decline in pollinator numbers, not only out of self-interest but through an obligation to the natural world.

Biodiversity on Earth is the result of nearly four billion years of evolution. Human activities have put an estimated one million species of plants and animals at risk of extinction out of some eight million species worldwide.

Plant pollination is a fundamental link in this chain of life, and we have an obligation to

redress the balance of dramatic biodiversity loss.

This pollinator action plan has come about through the hard work and expertise of this Council's Ecologist via the Biodiversity Task Group and as instructed by Council on 10 September 2020.

Additionally, The Environment Act 2021, strengthened 'biodiversity duty' so that this Council must:

- Consider what we can do to conserve and enhance biodiversity
- Agree policies and specific objectives
- Act to deliver our policies and achieve our objectives

The plan before you is thoughtful, evidenced and innovative. Its actions are achievable and realistic using effective resource management and timescales.

It is also very interesting reading and offers us hope for a better future, as well as leaving a legacy to be proud of.



Cllr De Whalley

Portfolio Holder for Climate Change and biodiversity at Borough Council of Kings Lynn and West Norfolk.

AN INTRODUCTION TO THE POLLINATOR ACTION PLAN

The purpose of this Pollinator Action Plan is to highlight the issues facing our pollinators, and to provide key objectives and actions for their long-term protection and enhancement.



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The King's Lynn and West Norfolk Pollinator Action Plan has been designed so that it contributes to the National Pollinator Strategy outcomes, which are:

- More, bigger, better, joined-up, diverse and high-quality flower rich habitats (including nesting places and shelter) supporting our pollinators across the country
- Heathy bees and other pollinators which are more resilient to climate change and severe weather events
- No further extinctions of known threatened pollinator species
- Enhanced awareness of across a wide range of businesses, other organisations and the public of the essential needs of pollinators
- Evidence of actions taken to support pollinators.

Our Action Plan broadly aligns with relevant key objectives of the Norfolk County Council Pollinator Actions Plan which seeks to:

- Raise the awareness and importance of pollinators throughout Norfolk.
- Promote, support and encourage pollinator-friendly farming
- Promote, support and encourage pollinator-friendly management of the county's highway verges, and Public Rights of Way (PRoW)
- Manage other county council assets for the benefit of pollinators
- Encourage the protection and enhancement of the Norfolk's pollinators through the planning system

WHAT ARE POLLINATORS?

Pollinators are essential to our environment, our food production and our lives. They are so-called because they carry the reproductive pollen grains from flower to flower, enabling fertilisation for seeds, nuts and fruit to be produced. Through pollination, new generations of plants grow, which in turn support wild habitats and other wildlife. Without pollination, most wild and cultivated plants, from trees to strawberries, could not reproduce.

One in every three mouthfuls of our food eaten in Europe depends on pollination taking place (Juniper, 2015).

They serve crops like oil seed rape, clovers and other nitrogen fixing plants, important for livestock grazing and wildflowers. They add to the diversity of plant species, habitats and wildlife in Norfolk as well as its natural beauty, making King`s Lynn and West Norfolk a better place to live, to enjoy and to visit. Losing our pollinators would be a major ecological and economic disaster.

Many different insect groups are excellent pollinators. The best known of them are bees, including bumblebees, solitary bees and the honeybee. But other wild insects are equally vital for pollination including wasps, hoverflies, moths and butterflies. Even some beetles, mosquitoes, bats and ants have a pollinating role. Many plants have evolved to offer nectar to attract insects. Whilst insects are feeding on a flower`s nectar or collecting pollen to feed to their young, pollen grains stick to the insects` bodies and transfer to the reproductive organs of the next flower they visit.



Hoverfly



Antler Moth



Solitary Bee



Brown Argus



White Tailed Bumblebee



Honey Bee



Social Wasp



Solitary Wasp

Photo credits © Bex Cartwright and Rosie Earwaker

WHAT'S THE PROBLEM?

Research shows that many of our pollinators are in trouble. For instance, here in Norfolk 23 bee species are now believed extinct (Owens, 2017) and in East Anglia as a whole, a further 25 bee species are considered 'threatened' and 31 species listed as being of 'conservation concern' (Jackson, 2019). A similar picture can be seen in our butterflies. For example, the iconic swallowtail butterfly for which Norfolk is a stronghold, has seen a 41% decline in abundance in the UK between 2022 and 2023 (Butterfly Conservation, 2023) and a decline of 1% over the last 10 years. The main threats to pollinators are habitat loss, climate change, pesticides, disease and invasive species.

These factors, particularly when combined can have a negative knock-on effect for other species that rely on pollinators, most notably plants, due to their symbiotic relationships, as insects pollinate our wild and garden flowers, which provide a crucial food source for a host of other wildlife such as birds, mammals, amphibians, and reptiles, thus affecting the wider biodiversity of habitats and ecosystems.

HABITAT LOSS Changes in our land use, including insensitive urban development and intensive farming, have resulted in habitat loss and fragmentation, the most significant cause of pollinator decline. Pollinators need flowers to forage and places to shelter, nest and overwinter, within vegetation, hedgerows and soil. But since the Second World War, we have lost 97% of our wildflower meadows as a result of modern farming practices and urban development. Where wildflower-rich habitats do still exist, these are often small,

isolated areas separated by land uses hostile to pollinators, making it difficult for insects to move around our landscapes.

CLIMATE CHANGE By disrupting seasonal patterns and flowering periods of plants, climate change is impacting pollinators. It affects the timing of flowering plants that they rely on for food and disrupts nesting behaviours and emergence after winter. It is also thought that a warming climate could restrict or alter the range of pollinators. Extreme weather events such as wildfires, floods, and droughts that impact pollinators may also become more frequent.

PESTICIDES The increased use of pesticides has adversely impacted pollinators and the plants on which they depend. Neonicotinoid pesticides are particularly harmful to bees, affecting their central nervous system, and consequently are now under a general ban across the European Union. Furthermore, some routinely used herbicides have also been shown to affect pollinators and their use, of course, reduces the availability of food plants throughout the year.

DISEASES AND INVASIVE SPECIES Evidence suggests that some honeybee diseases can spread to our wild bumblebees. A further threat is invasive species such as the Asian Hornet, which if allowed to take hold could devastate our native bee populations. Pollinators have been in serious decline for many years and a loud and clear message is coming from scientists, wildlife organisations and the government that they need help and quickly otherwise all of us, plants, pollinators and people, face serious problems.

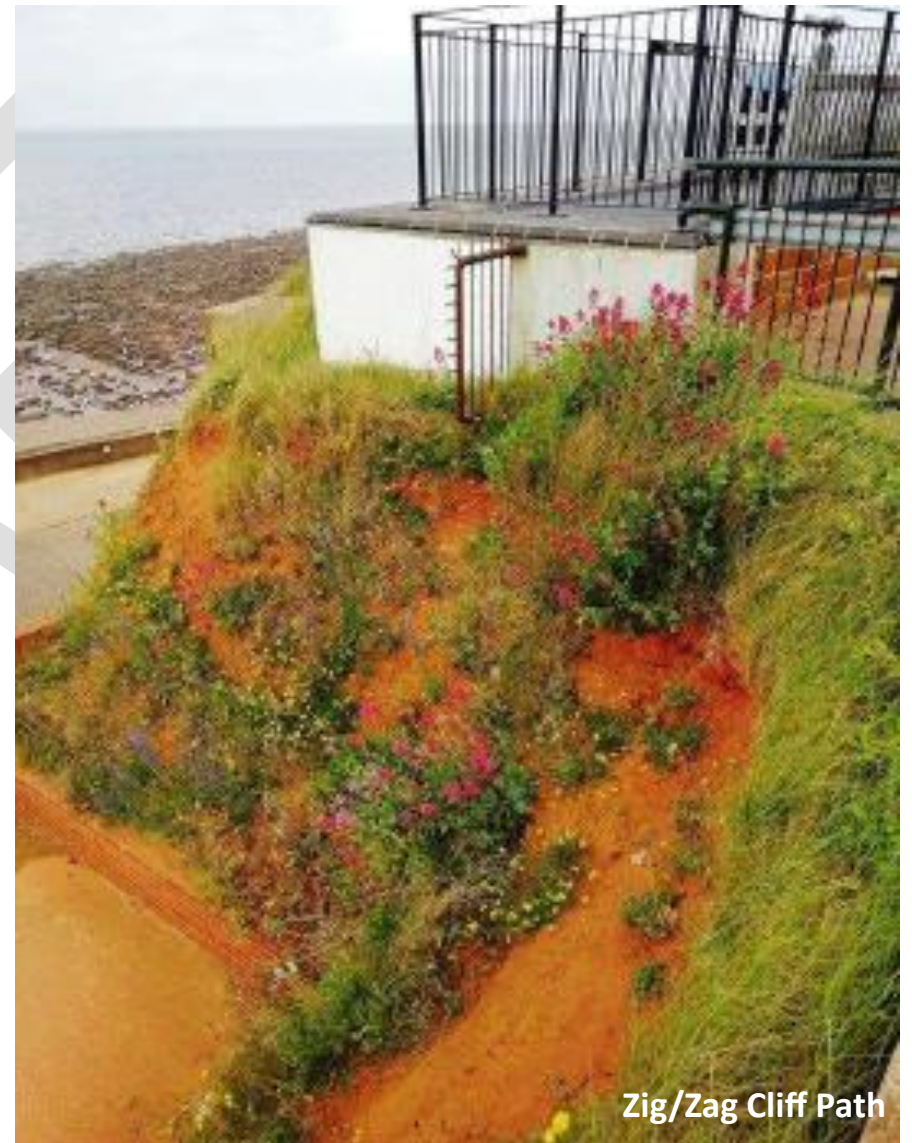
WHAT DO POLLINATORS NEED?

Like all animals, pollinators need a variety of different habitat types for food, nesting, egg-laying, and hibernation year round.

SHELTER They need to be able to shelter, nest and overwinter in diverse habitats such as hedgerows, scrub and tall grass, burrows and holes in tree trunks. For example, patches of long grass make great nesting sites for bumblebees, and dead wood can make ideal hibernation sites for certain types of butterfly (read more in [Buglifes introduction to pollinator habitats](#)). Many also have different needs again in their larval stages.

FORAGE Foraging grounds for all pollinators have been steadily eroded. All pollinators need flowering, semi-natural habitats like wildflower meadows, hedgerows and woodland edges. They need agricultural landscapes which have unimproved grassland, hay meadows, clover-rich grassland, orchards and arable crops. Large fields of wind pollinated crops, like wheat, do not support pollinating insects.

BEYOND THE COUNTRYSIDE It's not only the countryside where pollinators' needs can be better met. They can find food and shelter in gardens, parks, roadside verges and any other open area. It's quite easy to provide for pollinators by making sure they have the right plants. They include common knapweed in wildflower meadows, red clover in pasture, hawthorn and bramble in hedgerows and woodland, cosmos in bedding areas and night scented plants such as honeysuckle and white campion to attract moths (read more in this [RSPB guide](#)).



Zig/Zag Cliff Path

WHAT'S BEING DONE TO HELP POLLINATORS?

Our Pollinator Action Plan is part of a much wider movement. In 2014, the government published the National Pollinator Strategy for England, a ten-year plan to rescue these insects and to help them to thrive.

Subsequently, in 2022, it published the associated three-year Pollinator Action Plan. Buglife, Friends of the Earth and Bumblebee Conservation Trust have also published strategies and policies to address the decline of pollinators.

B-Lines - The charity Buglife has championed 'B-Lines', or "insect super-highways", which are made up of a series of flower-rich habitats that provide important stepping stones between key local sites such as Sites of Special Scientific Interest (SSSI), and County Wildlife Sites (CWS) throughout the landscape. "...B-Lines can help to identify where important wildflower networks exist within the landscape" (Buglife 2023). These so-called B-Lines can provide local authorities with an easy way of mapping such linear landscape features within its administrative boundary, as well as helping to meet national objectives including Biodiversity Net Gain (BNG), as set out in the Environment Act 2021, and the National Pollinator Strategy.

In the Borough Council of King's Lynn and West Norfolk - Small pockets of biodiversity areas have been created and are maintained by the Council's public open spaces team who also support several community led projects and initiatives like the 'In Bloom' initiative. This includes annual wildflower strips, sensitive cutting regimes, pollinator species included in bedding plants in The Walks, wild verges and community engagement. You find out more on page 7.

By individuals

Many individuals are already taking active steps to help pollinators. These range from changing the way they look after their gardens, to making positive consumer choices. People are realising that they don't need to be an expert or have acres of land – and by spreading the pollinator friendly word and supporting local conservation efforts, individuals can make a real difference. You can find out what you can do on page 8.



WHAT WILL WE ACHIEVE IN KING'S LYNN AND WEST NORFOLK?

This Action Plan will allow us to:

- Manage Council assets and operations to ensure that they are more pollinator friendly
- Ensure that the needs of pollinators are recognised and are taken into account across the Council's functions and responsibilities, and are taken account of in relevant strategies and policies
- Manage the council assets in a way that brings pollinator improvements and provides a model that can be replicated by other landowners across Norfolk
- Identify pollinator opportunities, and support collaborative, locally-owned initiatives.

This Action Plan includes actions that will be taken by the Borough Council of King's Lynn and West Norfolk across our various functions and services.

It requires commitment and support across the Council, from members, officers, and our contractors.

The Action Plan also includes actions to inspire others to do more for pollinators across Norfolk. This includes increasing awareness of the needs of pollinators. It can be used to support landowners, farmers, parish councils, community groups, businesses and individuals to help bring benefits to pollinators and their habitats at a variety of scales.

The wider environmental context

In addition, this Action Plan will not only help our pollinators, but will sit alongside other important environmental objectives both locally and nationally, including the Local Nature Recovery Strategy (LNRS), and Biodiversity Net Gain (BNG). BNG can enable pollinating insects to restore and increase their populations through the creation of new habitats, and the connectivity of existing ones. Linear landscape features such as hedgerows and roadside verges can help to connect habitats, thus reducing habitat connectivity and enabling insects greater access to resources such as food, which in turn enables plant pollination.



POLLINATOR POSITIVES BOROUGH COUNCIL OF KING`S LYNN AND WEST NORFOLK GOOD NEWS

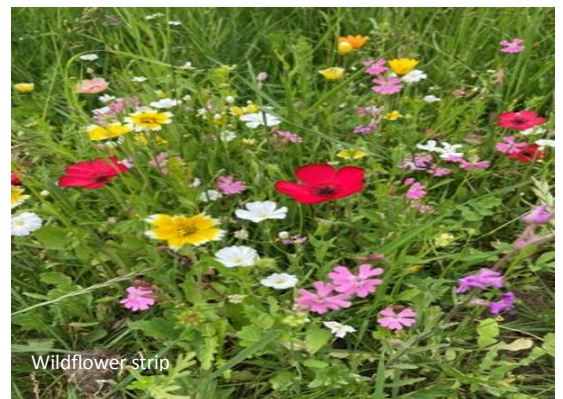
A149 Brilliant B-lines

The A149 provides the main access route into Hunstanton. A wildflower strip was planted here after the Public Open Spaces team identified a gap in the National Beeline. This wildflower strip is a wonderful example of how habitat fragmentation can be tackled by connecting and extending national B-Lines. It also provides an attractive welcome to visitors, showcasing Norfolk's wild beauty.



Anglia In Bloom – Promoting nature in the community

Anglia In Bloom is a charity organisation which aims to promote the conservation, protection and improvement of the physical and natural environment. The In Bloom campaign is entirely managed and run by volunteers from the six counties of the eastern region and is supported by a community of dedicated residents, gardening enthusiasts, council officers and local businesses.



Memorial Field Biodiversity Area

Memorial Field – NVN funded with limited input from POS rotovating the area.

Further tree planting and wildflowers

Further details to be added.

The Wereham Parish Council Biodiversity Garden

Following a successful application for funding from the Norfolk Community Foundation, a small working party was set up to create a Community Biodiversity Garden. Numerous engagement events were held which allowed members of the local community a chance to see what was planned and an opportunity for their input. A 12-meter diameter area of grass was identified near the current Children's Playground. It was noted that this area only had 3 different species of plants.



Through a combination of work by a local contractor and over 600 hours of voluntary time, the Wereham Parish Council Community Biodiversity garden was created. Funds were used for the contractor and the purchase of 2 raised beds with a seating area between them, as well as a The WildPod.



The Wildpod includes:

- Hedgehog house
- Bee hotel
- Butterfly house
- Amphibian refuge
- Invertebrate hotel
- Small mammal nest box
- Rot hole
- Wet habitat reservoir
- Dead wood zone
- Soil habitat

Although we needed to purchase the large silver birch trees and some of the plants, we were lucky enough to obtain numerous small trees and hedgerow trees from Norfolk County Council at a reduced cost. Many local people donated plants and seeds and after numerous planting parties, we now have a magnificent area of biodiversity which is already being used and admired by all who visit. We have created a diverse garden, including trees, hedges, ground cover, wildflower seeds and bulbs to try to improve the biodiversity of insects, birds, amphibians, and mammals in the area. All plants have been chosen for their ability to survive and thrive without further nurturing by humans.



The Wreham Parish Council Biodiversity Garden



Drone footage of the biodiversity garden

TOP TIPS FOR POLLINATORS

Here are five top tips for helping pollinators:

i. Create homes for pollinators:

Without safe places to rest, nest, and over-winter, pollinators cannot survive. Undisturbed log piles, leaf litter, twig bundles and compost heaps make great homes for pollinators. You could try making a bug hotel.

ii. Plant for pollinators:

Try to provide flowers throughout the year from early spring to early winter. Plant native species like foxgloves, ivy, and local wildflower mixes. Many wildflowers are naturally drought-tolerant and require less watering than other plants. Some cultivated garden plants that have been demonstrated to be particularly visited by foraging include buddleja, borage, common marigold, lavender, ox-eye daisy, comfrey (Baldock et al, 2019) and sunflowers.

iii. Be Less tidy:

Naturally messy places with nettles, brambles and undisturbed rough grasses are vital for both food and shelter for pollinators and other invertebrates. Instead of 'tidying up', leave seed heads and fallen leaves in situ.

iv. Mow less:

Reduce the frequency of mowing and leave areas of grass uncut. This will allow wild plants such as dandelion, hawk-bits and clovers to flower, providing another source of nectar.

v. Ditch the chemicals:

Avoid using weed killers, aphid killers, slug pellets or other pesticides. These products reduce the amount of food and homes available for pollinators and other useful invertebrates and can harm the environment in other ways. Instead go for natural alternatives, which are free! For example, use crushed eggshells, or better still, encourage hedgehogs, as slugs are one of their favourite foods!



FURTHER INFORMATION

Find out about what organisations are doing in Norfolk, and how to get involved!

Buglife - <https://www.buglife.org.uk/>

Bumblebee Conservation Trust - <https://www.bumblebeeconservation.org/>

Norfolk Bee keepers Association - <https://norfolkbeekeepers.org.uk/>

Norfolk Butterfly Conservation - <https://butterfly-conservation.org/in-your-area/norfolk-branch>

Norfolk Wildlife Trust - [Welcome - Norfolk Wildlife Trust](#)

Useful publications and sources of information

Buglife bee lines hub- [B-Lines - Buglife](#)

Buglife Introduction to Pollinators and their habitats - <https://cdn.buglife.org.uk/2021/04/Introduction-to-Pollinator-Habitats-FINAL.pdf>

Buglife Pollinator Identification Chart - [Pollinator-identification-chart.pdf \(buglife.org.uk\)](#)

Buglife neonicotinoids - [Neonicotinoid Insecticides - Buglife](#)

Buglife Urban Buzz - [Urban Buzz - Buglife](#)

RSPB Home for insects and minibeasts - [Activities \(rspb.org.uk\)](#)

RSPB Night Scented Plants for moths - [Nature on your doorstep: Night-scented plants for moths - Nature On Your Doorstep Blog - Nature On Your Doorstep - The RSPB Community](#)

RHS Plants for Pollinators - [Plants for Pollinators advice and downloadable lists / RHS Gardening](#)

Staffordshire Wildlife Trust Bee ID guides - <https://www.staffs-wildlife.org.uk/downloadable-bee-guide>

The National Pollinator Action Plan - [Pollinator Action Plan 2021 to 2024 - GOV.UK \(www.gov.uk\)](#)

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Jackson, L. (2019) East of England Bee Report: A report on the status of threatened bees in the region with recommendations for conservation action.

Buglife (2023) The Benefits of B-Lines to Local Authorities in England, Advice Sheet. Peterborough

Butterfly Conservation (2023) UK Butterfly Monitoring Scheme: UK Summary of Changes; Table 2023; <https://ukbms.org/official-statistics>

Juniper, T. (2015) What nature does for Britain. Profile Books

Owens, N. (2017) The Bees of Norfolk, Pisces Publication



OBJECTIVE 1

For the Borough Council of King` s Lynn and West Norfolk to manage the land it owns, controls and influences in a way which benefits pollinators` habitat and forage.

The Council will:

- Ensure pollinator friendly practices are embedded into maintenance works, training, lease agreements and contracts.
- All non-routine works to be assessed for their potential impact on pollinators and their habitats prior to work commencing to ensure no net loss.
- Develop biodiversity champions.
- Take advantage of opportunities to create habitat for pollinators through Biodiversity Net Gain (BNG).
- Reviewing amenity planting schemes (including tree planting and bedding planting) aiming to increase the value of these for pollinators and ensure resources are available all season.
- Establish a pilot/testing of pollinator-friendly measures on council assets that could be adopted by others across King` s Lynn and West Norfolk.
- Reduce the use of glyphosate and Neonicotinoids across land owned or managed by the Council, except where no viable alternative exists, and continue to review new methodologies as they become available.
- Look for opportunities to 'green' its buildings and assets with pollinator friendly features such as bee hotels.



OBJECTIVE 2

For the Borough Council of King`s Lynn and West Norfolk to raise awareness of the needs of pollinators within the Council.

- Work with elected members and colleagues to develop, support and promote pollinator friendly practices
- Establish a mechanism to ensure cross-directorate delivery of the action plan
- Ensure the needs of pollinators are embedded within all strategic and partnership plans, policies, projects and operations

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OBJECTIVE 3

To ensure the needs of pollinators are represented in local plans, policy and guidance.

- Review existing local plans and planning policy to assess if they provide suitable measures for pollinators.
- Provide training for planning officers on the need for and benefits of actions for pollinators and encourage nomination of a planning officer as an 'Eco advocate' to support their colleagues.
- Recognise and capitalise on opportunities to create pollinator friendly habitats as part of new development.
- Engage with partners where possible to feed into strategic and countywide initiatives.



OBJECTIVE 4

To raise awareness to support pollinator-friendly practices throughout Kings Lynn and West Norfolk

- Produce / promote web-based guidance and/or leaflets with Local groups, e.g. Friends' groups around Kings Lynn and West Norfolk
- Help to develop actions for areas such as churchyards, village greens, community-owned land, amenity land in partnership with local groups/Parish councils.
- Participating in and supporting any wider pollinator projects and initiatives, including integrating pollinator needs into pre-existing schemes and initiatives.
- Carry out a brief review of achievements annually and publicise success to local communities.

	Description	How this will be achieved?	Measures of progress	Resources available/ required	Lead	Partners	Timescale
		Take advantage of opportunities arising through the Norfolk Local Nature Recovery Strategy (LNRS).	friendly management actions on Council land.				
1.2	Reviewing amenity planting schemes aiming to increase the value of these for pollinators.	Review the current planting scheme to identify which plant types/species good pollen providers and include such plant types when practicable in future planting schemes. Where pollen sources are lacking at certain times, identify which plants could be introduced to the planting scheme to provide year round pollen sources.	Local monitoring using a national standard to establish trend where resource allows.	RHS pollinator plant list Revenue funding required where changes in schemes/regimes are identified	Public Open Spaces Team	Ecology Officer	Long Term
1.3	Establish a pilot of pollinator-friendly measures on Council assets that could be adopted by others across King`s Lynn and West Norfolk.	Identify a suitable site to undertake a full constraints and opportunity plan.	Local monitoring using a national standard to establish trends. Monitor change in the % of identified site being managed for pollinators.	Officer time External support Revenue funding required where changes in schemes/regimes are identified	Ecology Officer	Norfolk Wildlife Trust Public Open Spaces Team	Long Term

	Description	How this will be achieved?	Measures of progress	Resources available/ required	Lead	Partners	Timescale
1.4	Phase out pesticide use on Council assets over the longer term.	<p>Follow the principles of the adopted NCC Glyphosate Policy to protect pollinators and other biodiversity.</p> <p>Educate tenants on the risks to pollinators when using neonicotinoids and other pollinator harming pesticides for pest control</p> <p>Prohibit the use of neonicotinoid pesticides which have been linked to the decline in pollinators on Council land where the power to do this exists.</p>	Monitor glyphosate usage.	<p>Officer time</p> <p>Integrated Weed Management approach (NCC Glyphosate Policy) to minimise glyphosate use</p> <p>Sufficient Capital and Revenue Funding to adopt emerging technologies which offer a viable alternative to the use of glyphosates</p>	Public Open Spaces Team	Ecology Officer Property Services	Short / Medium
1.5	Make Council owned land and buildings more pollinator friendly.	<p>Identifying opportunities for small scale low budget changes to properties owned by the Council e.g. installation of bee hotels, bat boxes, earth bunds, review of formal planting for pollinator friendly species.</p> <p>Identify where longer term larger scale</p>	<p>Track number of events and training on pollinators.</p> <p>Track number of pollinator features rolled</p>	<p>Officer time</p> <p>Materials to create pollinator features</p> <p>Revenue funding required to</p>	<p>Property Services</p> <p>Major Housebuilder services</p>	Ecology Officer Public Open Spaces Team	Long term

	Description	How this will be achieved?	Measures of progress	Resources available/ required	Lead	Partners	Timescale
		action can be integrated into new buildings i.e. green roofs, green walls, sustainable urban drainage. Training for property service.	out to Council properties.	maintain features once installed			

Objective 2: Raise awareness of pollinator needs within the Council.

	Description	How this will be achieved?	Measures of progress	Resources available/ required	Lead	Partners	Timescale
2.1	Work with elected members and colleagues to develop, support and promote pollinator friendly practices.	Messaging for Councillors, Officers, to enable them to promote Borough Council of King's Lynn and West Norfolk actions for pollinators. Encourage staff to feed back on actions they take for pollinators	Track Messaging and updates created and events supported	Officer time required	New Biodiversity Officer role (only possible if secured)	Communications Team Democratic Services Public Open Spaces Team Councillors and members	Short
2.2	Establish a mechanism to ensure cross-directorate delivery of the action plan.	Internal officer group on nature recovery. Identify	Production of corporate protocols	Officer time required, Member	New Biodiversity Officer role	Communications Team	Medium

		the most effective ways to influence pollinator-friendly practices at Borough Council of King`s Lynn and West Norfolk.	for considering pollinators.	time.	(only possible if secured)	Democratic Services Public Open Spaces Team Councillors and members Ecology Officer	
2.3	Ensure the needs of pollinators are embedded within all relevant Borough Council of King`s Lynn and West Norfolk strategic and partnership plans, policies, projects and operations.	Internal review of policies and management operations	Set up review programme. Progress monitored	Officer time required	New Biodiversity Officer role (only possible if secured)	Members Ecology Officer Public Open Spaces Team Policy Team Climate Change Team	Medium

Objective 3: To ensure the needs of pollinators are represented in local plans, policy and guidance.

	Description	How this will be achieved?	Measures of progress	Resources available/ required	Lead	Partners	Timescale
3.1	Review the existing Local Plan and its planning policy approach to assess if it provides suitable	Identify if current and emerging site allocations that contain habitats which support	Record allocations where advice on action for pollinators has been provided.	Officer time National Planning Policy Framework	Policy Officer	Ecology Officer Other Norfolk authorities	Long

	Description	How this will be achieved?	Measures of progress	Resources available/ required	Lead	Partners	Timescale
	measures for Pollinators.	pollinators or could do so, such as brownfield sites are recognised. Highlight allocations where action for pollinators would be necessary. Take advantage of opportunities arising through the Norfolk Local Nature Recovery Strategy (LNRS).		National Pollinator Strategy		Climate Change Team	
3.2	Provide training for planning officers on the need for and benefits of actions for pollinators and encourage nomination of a planning officer as an 'biodiversity champion' to support their colleagues.	Provide training on BNG and Statutory metric to planning officers. Promote Borough Council of King's Lynn and West Norfolk Pollinator Action Plans.	Track number of events and training on pollinators.	Officer time Online guidance and resources for local authorities e.g. Buglife	Ecology Officer	Norfolk Wildlife Trust Development management team Planning Officers	Medium/long term
3.3	Recognise and capitalise on opportunities to	Raise awareness of and promote the creation of	n/a	Officer time National Planning Policy	Ecology Officer	Planning Officers	Long term

	Description	How this will be achieved?	Measures of progress	Resources available/ required	Lead	Partners	Timescale
	create pollinator friendly habitats as part of new development landscaping schemes.	pollinator friendly features with developers		Framework		Property services Arboricultural Officer	
3.4	Support Neighbourhood Plans with approaches to local biodiversity policy	Aid Neighbourhood planning where Biodiversity Policy will include reference to pollinator	Track number of made plans that include reference to pollinators	Officer time	Policy Officer	Ecology Officer	Medium/Long Term

Objective 4: Raising awareness to support pollinator-friendly practices throughout Kings Lynn and West Norfolk.

	Description	How this will be achieved?	Measures of progress	Resources available/ required	Lead	Partners	Timescale
4.1	Promote actions for areas such as churchyards, village greens, community-owned land, amenity land e.g. as managed by parish/town councils and the borough/district	Promote web-based guidance with a dedicated webpage	Develop and monitor targets such as changes in land management to favour pollinators, and guidance produced	National guidance available online	New Biodiversity Officer role (only possible if secured)	Communications Team Norfolk Wildlife Trust Ecology Officer	Medium/long term

	Description	How this will be achieved?	Measures of progress	Resources available/ required	Lead	Partners	Timescale
	authorities.						
4.2	Participating in and supporting any wider pollinator projects and initiatives, including integrating pollinator needs into pre-existing schemes and initiatives.	Many pollinator projects and initiatives are already happening around the country (for example see below for information on B-Lines and Urban Buzz). Support known initiatives through planning.	Track involvement in number of projects/initiatives	Buglife Urban Buzz - https://www.buglife.org.uk/our-work/pollinator-projects/urban-buzz/ Bugs life bee lines - B-Lines - Buglife	New Biodiversity Officer role (only possible if secured)	Public Open Spaces Ecology Officer	Long term
4.3	Establish effective monitoring of work being carried out in our area.	Carry out a brief review of achievements annually and publicise success to local communities.	Track number of achievements and Pollinator communications	Officer time	New Biodiversity Officer role (only possible if secured)	Public Open Spaces Team Ecology Officer Property Services Communications Team	Medium/ Long term

REPORT TO CABINET

Open		Would any decisions proposed :			
Any especially affected Wards	Discretionary /	Be entirely within Cabinet's powers to decide		YES	
	Operational	Need to be recommendations to Council		NO	
		Is it a Key Decision		YES	
Lead Member: Leader E-mail: Cllr.Alistair.Beales@west-norfolk.gov.uk			Other Cabinet Members consulted: Cllr Simon Ring		
			Other Members consulted: Cllr Brian Long		
Lead Officer: Becky Box E-mail: Becky.Box@west-norfolk.gov.uk Direct Dial: 01553 616602			Other Officers consulted: Management Team Trade Unions		
Financial Implications YES	Policy/ Personnel Implications YES	Statutory Implications NO	Equal Impact Assessment YES If YES: Pre-screening	Risk Management Implications YES	Environmental Considerations NO
If not for publication, the paragraph(s) of Schedule 12A of the 1972 Local Government Act considered to justify that is (are) paragraph(s)					

Date of meeting: 5th November 2024

PAY AWARD 2024/25

Summary

The Council's annual pay increase for all employees is locally determined, having regard to national pay and labour market information. This paper recommends the pay increase for 2024/25 and outlines the budget implications.

Recommendation

1. That with effect from 1st April 2024 an annual pay award of £1,290 (pro rata for part time employees) be paid as a consolidated, permanent addition to salaries for all staff earning less than or equal to the equivalent of National Joint Council pay point 43 (equivalent to £51,515 per annum).
2. That with effect from 1st April 2024 a permanent salary increase of 2.5% be paid to all staff earning the above NJC spine point 43 (equivalent to £51,515 or more per annum).

Reason for Decision

To implement an annual pay increase for employees which reflects the approach taken by the National Joint Council for local government services in relation to cost of living pay increases for employees for the 2024/25 financial year.

1 Background

1.1 The Council's annual pay increase for all employees has been locally determined since 1991.

1.2 Locally determined pay increases over the past 5 years have been as follows:

2019/20	2% and a minimum wage of £9.00 per hour
2020/21	2.5% and a minimum wage of £9.25 per hour
2021/22	2.5% and a minimum wage of £9.50 per hour
2022/23	£1925 or 4% and a minimum wage of £10.50 per hour
2023/24	£1925 or 5% and a minimum wage of £11.59 per hour

These have been consistent with the national pay settlement for local government services.

1.3 The context for determining the 2024/25 pay award has been challenging, influenced by changes in inflation levels, wider public sector pay negotiations and delays with agreeing the national pay settlement for local government employees.

2 General Pay and Prices

2.1 The latest Retail Prices (RPI) figure for October 2024 was 2.7%, reduced from 3.3% in April 2024. The latest Consumer Price Index (CPI) figure for September 2024 was 2.7%, reduced from 3.3% in April 2024. Data for the previous 5 years is shown below:

	RPI (July)	CPI (July)
2023	9%	6.8%
2022	12.3%	10.1%
2021	3.8%	2%
2020	1.6%	1%
2019	2.8%	2.1%

2.3 The National Living Wage (for those aged 21 and over) increased to £11.44 per hour with effect from 1st April 2024. The Real Living Wage Foundation, is a campaign which promotes a higher hourly rate to meet the everyday needs of workers. This is called the "Real Living Wage" and is currently £12.00 per hour. The Council's lowest wage rate under these proposals would be £12.26.

3 National Negotiations

3.1 National pay negotiations for local government employees have been ongoing during 2024. The employers made a final offer of £1290 or 2.5% for higher

paid staff in May which two of the three main Local Government Unions rejected. These two unions balloted members for industrial action but following the close of ballot in mid-October have accepted the employers offer.

- 3.2 The National Pay Settlement for 2024/25, agreed on 22nd October 2024, was an increase of £1290 (pro rata for part time staff) for all staff employed below spinal column point 43 (the maximum point on the national pay scales which equates to £51,515 per annum) and an increase of 2.5% for all locally determined pay points above the maximum pay spine with effect from 1st April 2024.
- 3.3 This represents an increase of 5.77% for employees on the lowest spinal column point, and a minimum hourly rate of £12.26 with effect from 1st April 2024.
- 3.4 For additional context/background information, the National Joint Council for Chief Officers of Local Authorities agreed a settlement of 2.5% with effect from 1st April 2024 in July 2024.

4 Options Considered

- 4.1 Option 1 – agree to implement a cost-of-living award consistent with that agreed nationally by the National Joint Council for local government services.
- 4.2 Option 2 – develop alternative proposals locally, taking into consideration the national pay settlement and other relevant information that is available at the current time.

5 Proposal

- 5.1 In view of the delays that have already been experienced as a result of waiting to consider the outcome of the national pay negotiations for 2024 it is proposed that the Council determines to match the national settlement.
- 5.2 Agreement of the locally determined cost of living increase at Cabinet on 5th November 2024 will enable updated salaries and back pay due to employees to be paid in their December 2024 pay.
- 5.3 Going forward we will continue to review the impact of our locally determined pay grades on our ability to recruit and retain good quality employees, recognising that labour market pressures persist to make this more challenging across a range of professional, technical, specialist and managerial roles.

6 Consultation and Trade Union Comments

Unison has been consulted regarding the proposals outlined in this report, their comments are as follows:

UNISON West Norfolk surveyed members on pay in January 2024. In January, 100% of members who responded said that pay in West Norfolk should at least match the national settlement, and 80% said they would wait to see what the result of the National Joint Council (NJC) pay talks was. Members are now aware of the results of the national ballot, and that the employers offer of £1290 or 2.5% has been accepted at NJC committee. Now the national situation is known, members are keen to get the 2024/25 pay award settled as soon as possible and support a pay uplift that matches the NJC settlement.

Members welcome that the flat sum represents a higher percentage pay uplift where it is needed most. Employees on lower pay bands are feeling the cost of living pressures the most and deserve a pay award that helps to meet daily living costs and rewards the essential work we do in our community. It is noted that the pay uplift means that the lowest wage rate would exceed the current real living wage of £12.00 per hour.

UNISON are keen to commence talks as soon as possible on the 2025/26 pay award, and look forward to working with management and elected members on making West Norfolk a place where our loyal and dedicated employees are retained and suitably rewarded.

The proposals will also be considered by the Alive West Norfolk Board in relation to their staff. Any comments from the Board will be made available when the report is presented to Cabinet.

7 Financial Implications

- 7.1 The Council's Medium Term Financial Plan as agreed at Council in February 2024 includes budget provision to meet the costs of a pay award up to the equivalent of a 3.5% increase across all pay grades. A contingency budget of £215k was also set aside to provide for the option of a flat rate offer for the lower grades which are above 3.5% in line with recent pay awards.
- 7.2 The pay award of 2.5% or £1,290 can be met within the budget. There is estimated to be around £100k budget remaining which will be paid back to the general fund reserves to support the councils budget position going forward.
- 7.3 This proposal also impacts on Alive West Norfolk who allowed for the same budget provision of 3.5% with a contingency of £86k for the option of a flat rate offer for lower grades.
- 7.4 It is anticipated that Alive West Norfolk will be able to cover the cost of the pay award from within their budget provision. There is estimated to be a small underspend of less than £10k.
- 7.5 The budget provision for the current years pay award is also built into projections for future years of the Medium Term Financial Plan. These

projections will be remodelled in line with this proposal as part of the budget setting process for 2025/26.

8 Statutory Considerations

There are no statutory considerations, other than the requirement to pay the National Living Wage.

9 Equality Impact Assessment (EIA)

An Equality Impact Assessment pre-screening form has been completed and is attached to this report.

10 Risk Management Implications

- 10.1 As set out in Section 7 above, the recommendations can be met from within current budget provision for both the council and Alive West Norfolk.
- 10.2 The recommendation incorporates a minimum hourly rate of £12.26, which exceeds the both the current National Living Wage and the “Real Living Wage”.

11 Declarations of Interest / Dispensations Granted

None.

12 Background Papers

None.

Stage 1 - Pre-Screening Equality Impact Assessment

For equalities profile information please visit [Norfolk Insight - Demographics and Statistics - Data Observatory](#)

Name of policy/service/function	Cost of living pay award				
Is this a new or existing policy/service/function?	New		Existing	✓	
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, and identify relevant legislation.	The Council's annual pay increase for employees is locally determined, taking local, regional and national pay and labour market information in consideration. This report outlines the recommendations for a pay award for the 2024/25 year.				
Who has been consulted as part of the development of the policy/service/function? – new only					
Question	Answer				
<p>1. Is there any reason to believe that the policy/service/function could have a specific impact on people from one or more of the following groups, 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> <p><i>If potential adverse impacts are identified, then a full Equality Impact Assessment (Stage 2) will be required.</i></p>		Positive	Negative	Neutral	Unsure
	Age			✓	
	Disability			✓	
	Sex			✓	
	Gender Re-assignment			✓	
	Marriage/civil partnership			✓	
	Pregnancy & maternity			✓	
	Race			✓	
	Religion or belief			✓	
	Sexual orientation			✓	
	Armed forces community			✓	
	Care leavers			✓	
	Other (eg low income, caring responsibilities)	✓			

Question	Answer	Comments
2. Is the proposed policy/service likely to affect relations between certain equality communities or to damage relations between the equality communities and the Council, for example because it is seen as favouring a particular community or denying opportunities to another?	No	
3. Could this policy/service be perceived as impacting on communities differently?	No	
4. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?	No	
5. Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions? If yes, please agree actions with a member of the Corporate Equalities Working Group and list agreed actions in the comments section	N/A	Actions:
		Actions agreed by EWG member:
<p>If 'yes' to questions 2 - 4 a full impact assessment will be required unless comments are provided to explain why this is not felt necessary:</p> <p>Decision agreed by EWG member:<i>C. Marriott</i>.....</p>		
Assessment completed by:	Becky Box	
Name		
Job title	Assistant Director Central Services	
Date completed	23/10/24	
Reviewed by EWG member	<i>C. Marriott</i>	Date 24/10/24

✓ Please tick to confirm completed EIA Pre-screening Form has been shared with Corporate Policy (corporate.policy@west-norfolk.gov.uk)

GENERAL EXCEPTION NOTICE TO THE CHAIR OF THE CORPORATE PERFORMANCE PANEL OF A KEY DECISION TO BE MADE BY THE CABINET NOT PREVIOUSLY INCLUDED ON THE PUBLISHED FORWARD PLAN

Under Regulation 9 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, local authorities are required to publish a Forward Plan of key decisions to be made by the Executive at least 28 clear days before the date of the meeting at which the decision is to be taken.

In the event that the publication of the intention to make a key decision at least 28 days before the meeting is impracticable, the local authority must inform the Chair of the relevant overview and scrutiny committee (Corporate Performance Panel) of “*the matter about which the decision is to be made*”, in accordance with Regulation 10 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

The following notice is hereby provided:

Matter about which the decision is to be made

Cabinet may make the following key decision at its meeting on 5 November 2024:

1. *That with effect from 1st April 2024 an annual pay award of £1,290 (pro rata for part time employees) be paid as a consolidated, permanent addition to salaries for all staff earning less than or equal to the equivalent of National Joint Council pay point 43 (equivalent to £51,515 per annum).*

2. *That with effect from 1st April 2024 a permanent salary increase of 2.5% be paid to all staff earning the above NJC spine point 43 (equivalent to £51,515 or more per annum).*

For reference, the proposed recommendations are set out below:

Reason for Decision

To implement an annual pay increase for employees which reflects the approach taken by the National Joint Council for local government services in relation to cost of living pay increases for employees for the 2024/25 financial year.

Reasons why compliance with Regulation 9 was impracticable

The Council’s constitution defines a key decision as follows:

an executive decision which is likely –

(a) to result in the local authority incurring expenditure which is, or the making of savings which are, significant having regard to the Council’s budget for the service or function to which the decision relates; or

(b) to be significant in terms of its effect on communities living or working in the area comprising two or more wards and electoral divisions in the Council’s areas where significant under a) above is £500,000 or more and significant under b) above is one third of the resident population in a ward.

The total financial value of the proposed award is in the process of being calculated but is expected to be over the key decision level.

Whilst BCKLWN operates a local award process to staff pay, the national pay award negotiations had not settled through Unison, and this settlement was awaited in order to take

an informed decision about BCKLWN's pay award. A settlement was reached in the week commencing 21 October 2024 with the National Joint Council, and in order for staff pay to be awarded and backdated to 1 April 2024, it is necessary that the decision be taken at the scheduled Cabinet meeting on 5 November 2024. Due to the very recent update of the National Joint Council settlement negotiations, this had item had not been on the forward work programme and therefore has not been advertised for a full 28 days.

This notice is to be published 5 clear days before the identified key decision may be taken by Cabinet on 5 November 2024.



Handwritten signature of Kate Blakemore, consisting of the initials 'KB' followed by the name 'Blakemore'.

Name Kate Blakemore, Chief Executive

Date: 28 October 2024

REPORT TO CABINET

Open/Exempt		Would any decisions proposed:			
Any especially affected Wards	Mandatory/ Discretionary/ Operational	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 Alistair Beales, Leader E-mail: cllr.alistair.beales@west-norfolk.gov.uk		Other Cabinet Members consulted:			
		Other Members consulted: Cllr Jim Moriarty (Cabinet appointee to the Constitution Informal Working Group)			
Lead Officer: Alexa Baker, Monitoring Officer E-mail: alexa.baker@west-norfolk.gov.uk Direct Dial: 01553 616270		Other Officers consulted: Michelle Drewery, Chief Finance 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)					

Date of meeting: 5 November 2024

Subject: Constitution Review

Summary

This report proposes changes to the Constitution, primarily based on the recent work undertaken by the Constitution Informal Working Group (“CIWG”).

A report is due to be considered by the Corporate Performance Panel (“CPP”), as the body which constituted the CIWG, on 30 October 2024 (i.e. after the publication of this paper). That report invites recommendations from CPP to Cabinet with regards to any changes, alterations, deletions or additions to the following:

1. Council Procedure Rules
2. Schedule of Substantive Changes to the Constitution
3. Schedule of minor amendments to Standing Orders

A list of ‘key issues’ is also presented to CPP for consideration, a copy of which is produced as Appendix 1 to this report.

After CPP on 30 October 2024, its recommendations will be considered by the executive and the documents listed above will be published for consideration by Cabinet alongside this paper, duly amended after taking into consideration the recommendations of CPP.

Recommendation

Cabinet recommends to Full Council:

1. The adoption of the draft Council Procedure Rules into Part 4 of the Constitution, to be effective from 1 January 2025.
2. The approval of the Schedule of Substantive Changes to the Constitution and Minor Amendments to Standing Orders, to be effective from 1 January 2025.

Reason for Decision

To fulfil the Council's duty to review and keep up to date its Constitution.

1 Background

This report proposes changes to the Constitution, primarily based on the recent work undertaken by the Constitution Informal Working Group ("CIWG").

A report is due to be considered by the Corporate Performance Panel ("CPP"), as the body which constituted the CIWG, on 30 October 2024 (i.e. after the publication of this paper). That report invites recommendations from CPP to Cabinet with regards to any changes, alterations, deletions or additions to the following:

1. Council Procedure Rules
2. Schedule of Substantive Changes to the Constitution
3. Schedule of minor amendments to Standing Orders

A list of 'key issues' is also presented to CPP for consideration, a copy of which is produced as Appendix 1 to this report.

After CPP on 30 October 2024, its recommendations will be considered by the executive and the documents listed above will be published for consideration by Cabinet with this paper, duly amended after taking into consideration the recommendations of CPP.

2 Options Considered

- 2.1 It is a constitutional and statutory requirement for the Constitution to be reviewed. It is ultimately the decision of Full Council how the Constitution is changed following the review, so long as all changes are in accordance with the law.
- 2.2 Members are directed to the minutes of the CIWG meetings for reference to the options considered by them, published with the agenda for CPP on 30 October 2024 at the following link:

- 2.3 The recommendations issued to Cabinet by the Corporate Performance Panel will also be options for Cabinet to consider.

3 Policy Implications

- 3.1 The review of the Constitution supports the effectiveness of the Council's governance framework which will be reflected in the Annual Governance Statement. It also supports the Corporate Strategy priority of *Efficient and effective delivery of our services*.

4 Financial Implications

- 4.1 Linked to the personnel implications set out below, it is a possibility that overtime costs will need to be considered.

5 Personnel Implications

- 5.1 The Chief Finance Officer has confirmed that it is difficult to estimate what the personnel impact will be in terms of the proposal for the consideration of budget amendments or alternative budgets by the Chief Finance Officer within the draft Council Procedure Rules without knowing what the proposals will be. The Chief Finance Officer therefore wishes to flag that there will be a personnel impact to consider as a result of introducing a process of validation of budget amendments or alternative budgets before the Budget Meeting, that will need to be absorbed alongside all the other work ongoing at that time by the Finance team. The governance, timing and extent of the proposed changes are therefore all key considerations with regards to the personnel implications.

6 Environmental Considerations

- 6.1 None

7 Statutory Considerations

- 7.1 Under section 9P of the Local Government Act 2000, local authorities must prepare a constitution and keep it up to date.

8 Equality Impact Assessment (EIA) (Pre-screening report template attached)

No direct impact.

9 Risk Management Implications

- 9.1 Undertaking the Constitution review and making recommendations to Full Council for changes to the Constitution will serve as mitigation actions against the following risks in the Risk Register:

Corporate Governance -

The risk of failures in systems of governance within the council, within council owned/influenced organisations and partnerships and other collaboration arrangements, leading to governance issues, fraud and corruption, failures in management systems, poor policy and decision making.

Reputation Management –

The risk that the council's reputation is damaged by major service failure, failure to respond to a significant incident(s), governance issues, dispute with a key partner, failure to deliver corporate business plan.

10 Declarations of Interest / Dispensations Granted

None

11 Background Papers

None

LIST OF KEY ISSUES WITHIN CONSTITUTIONAL REVIEW DOCUMENTS

No	Location	Issue	Comments
1	Section 6 of the Council Procedure Rules	Introduction of a 'Budget Meeting' that is treated differently to an Ordinary Meeting – no Notices of Motion, Cabinet Member questions etc – just consideration of the budget items	<p>This is a practice adopted by many Councils including Norfolk County Council</p> <p>This provision has been added following feedback from Chief Finance Officer:</p> <p><i>6.2.10.4 Any other document identified by the Chief Finance Officer as requiring approval as part of the budget setting process.</i></p>
2	Section 6.7.1 of the Council Procedure Rules	Introduction of a process for submission, approval and publication of proposed amendments before the Budget Meeting	<p>Enables Members to be fully informed before the Budget Meeting of all the costed options for the Budget Meeting to support informed decision making but necessitates a departure of normal practice of amendments being moved from the floor.</p> <p>Should there be a set number of individual amendments that may be moved per Group/non-aligned Member or the ability to move an 'alternative budget'</p> <p>Feedback from the Chief Finance Officer is that if Members resolve to permit an 'alternative budget' from each opposition Group and non-aligned Member then these would need to be submitted far earlier than 4 working days before the Budget Meeting – suggestion is after the Cabinet meeting which recommends the proposed Budget to FC. There will also be a resource implication which is being estimated.</p>
3	Section 7.9-7.11 of the Council Procedure Rules	New process for Notices of Motion	The current drafting of 7.11 means that the two largest opposition

			Political Groups could technically block out any other Motions whereas if the Motions do roll to the next meeting then any other motions from other Groups or non-aligned Members would come first in the agenda
4	Section 20.6 and 20.7 of the Council Procedure Rules	Change of process for putting questions by members of the public	Is it digital exclusion to not provide hardcopies of the public questions at the meeting Should members of the public be permitted to ask questions over Zoom
5	Substantive change schedule - number 2	What should be the position on Standing Order 34's speaking at Planning Committee: <ul style="list-style-type: none"> - All Members have the right to exercise if they choose - Only the Ward Member can speak on each item OR - Ward Member plus another person(s) the Chair determines AND Should there still be two hours notice to attend under Standing Order 34 – shorter/longer and notice to the Chair as well as Democratic Services	
6	Substantive change schedule - number 1	Changing Planning Committee, Licensing Committee and Licensing and Appeal Board Member numbers to 15, 13 and 13 respectively	Planning Committee would lose 1 Member each from Independent Partnership, Conservatives and Labour
7	Substantive change schedule - number 4	Amending Standing Order 23 so that approval of job descriptions for Chief Officers becomes	Full Council will instead be asked to approve salary packages for any new appointments to Chief Officers of over £100,000. This provides

		operational, not a Full Council function	transparency and accountability for payment of Chief Officers and reserves that function to Full Council, whilst moving the far more operational function of approval of a Job Description to officers.
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REPORT TO CABINET

Open/Exempt		Would any decisions proposed:			
Any especially affected Wards	Mandatory/ Discretionary/ Operational	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 Alistair Beales, Leader E-mail: cldr.alistair.beales@west-norfolk.gov.uk		Other Cabinet Members consulted:			
		Other Members consulted: Chair of King’s Lynn Area Committee			
Lead Officer: Alexa Baker, Monitoring Officer E-mail: alexa.baker@west-norfolk.gov.uk Direct Dial: 01553 616270		Other Officers consulted: Michelle Drewery, Chief Finance Officer and Mark Whitmore, Assistant Director for Health, Wellbeing & Public Protection			
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)					

Date of meeting: 5 November 2024

Subject: Revising KLAC’s Terms of Reference

Summary

Cabinet has constituted the King’s Lynn Area Committee (KLAC”) as an executive Area Committee. The Terms of Reference for KLAC were set by Cabinet on 5 March 2024. These Terms of Reference contain a defined way to make decisions about spending involving business case assessment and scoring, which does not factor for KLAC being able to make more agile decisions on funding.

Accordingly, a set of revised Terms of Reference for KLAC (Appendix 1) are attached which builds in more flexibility around decision making by KLAC on spend against its allocated budget.

Recommendation

Cabinet resolves:

1. To approve the revised Terms of Reference for KLAC at Appendix 1.
2. That delegated authority been given to the Leader in consultation with the Chair of KLAC and the Monitoring Officer to make any future revisions to the Terms of Reference for KLAC.

Reason for Decision

To deliver the Council’s Corporate Strategy.

1 Background

Cabinet has constituted the King's Lynn Area Committee (KLAC") as an executive Area Committee. The Terms of Reference for KLAC were set by Cabinet on 5 March 2024. These Terms of Reference contain a defined way to make decisions about spending involving business case assessment and scoring, which does not factor for KLAC being able to make more agile decisions on funding.

Accordingly, a set of revised Terms of Reference for KLAC (Appendix 1) are attached which builds in more flexibility around decision making by KLAC on spend against its allocated budget.

2 Options Considered

2.1 The changes from the current Terms of Reference attached as Appendix 2 are:

- Replacing the previous clauses 5.2 and 5.3 with the following:

The process for making any other decisions under clause 4 shall be determined by KLAC on a case by case basis having regard to the principles of fairness and the strategic direction that KLAC seeks to achieve.

When authorising funding decisions, KLAC shall have regard to any ongoing revenue cost to the Council as a result of that decision and how these ongoing revenue costs will be paid.

And to add a new clause 3.6:

KLAC may establish sub-committees, tasks groups or informal working groups for the purposes of carrying out any of its work.

2 Policy/Personnel Implications

None. This is a governance issue around decision making although it is worth noting that once the proposed officer role for supporting the work of KLAC has been recruited to, this will enable KLAC to forward plan the projects they intend to use the longer form project assessment process for.

3 Financial Implications

None.

4 Environmental Considerations

None

5 Statutory Considerations

None

8 Equality Impact Assessment (EIA)
(Pre-screening report template attached)

No direct impact.

9 Risk Management Implications

The risk management counter action to greater flexibility around decision making is to ensure that a fair process is agreed for allocation of funding. KLAC should be invited to determine its decision-making process on a case-by-case basis having regard to the revised terms of reference.

10 Declarations of Interest / Dispensations Granted

Cllr Rust is the Portfolio Holder for KLAC and also a Member of KLAC.

11 Background Papers

None



TERMS OF REFERENCE OF THE KINGS LYNN AREA COMMITTEE (“KLAC”)

1. Definitions

Approved Resource	Officer resource approved by the chief executive of the Council
Area	Means the delineated area lined red on the map attached as Appendix A
Budget	Means the annual budget approved by the Council
Cabinet	Means the executive of the Council within the meaning of the Local Government Act 2000
Corporate Strategy	Means the current corporate strategy adopted by the Council
Council	Borough Council of King's Lynn and West Norfolk
KLAC	King's Lynn Area Committee
King's Lynn Special Expenses	Means special expenses allocation to King's Lynn in pursuance of sections 34 and 35 of the Local Government Finance Act 1992
Member	An elected Councillor
Financial Year	Means 1 April to 31 March
SLT	the Senior Leadership Team of the Council

2. Status

2.1 The King's Lynn Area Committee (“KLAC”) is an executive area committee constituted pursuant to section 9E of the Local Government Act 2000 and established by Cabinet on 5 March 2024.

2.2 The decisions of KLAC will be executive decisions subject to call-in under the Council's constitution.



- 2.3 KLAC is established to discharge the functions set out within these terms of reference within the Area.

3. Composition & Operation

- 3.1 KLAC shall comprise of all ward Members from the Area.
- 3.2 All KLAC Members shall have voting rights.
- 3.3 KLAC does not have to be politically proportionate as it is an area committee.
- 3.4 KLAC shall be supported by a member of SLT and an officer from democratic services. KLAC may invite other senior officers and/or Cabinet Members to attend meetings where relevant to an agenda item.
- 3.5 Quorum is four voting Members.
- 3.6 Meetings of KLAC shall be held no less than 6 times per annum.

4. Functions

The functions of KLAC will be as follows:

- 4.1 To determine the spend of any Budget allocated to KLAC. Such decisions are to be made in accordance with clause 5.
- 4.2 To authorise the submission of applications for funding for the Area, for example Community Infrastructure Levy funding or the County Council's Parish Partnership Programme, with the operational use of Approved Resource to prepare and submit funding applications.
- 4.3 To determine where surplus funding raised in connection with King's Lynn Special Expenses should be utilised within the Area. Such decisions are to be made in accordance with clause 5.



- 4.4 To provide recommendations to Cabinet on new priorities for King's Lynn Special Expenses.
- 4.5 To monitor expenditure against King's Lynn Special Expenses including itemised special expenses and contingency reserve throughout the Financial Year.
- 4.6 Enable Members from the unparished area of King's Lynn to meet together to discuss issues of mutual interest which have implications beyond the boundaries of individual wards.
- 4.7 To act as a consultative forum on issues affecting the whole or the majority of the unparished area of King's Lynn including planning applications for major developments.
- 4.8 To encourage and carry out community engagement within King's Lynn residents, with Approved Resource where necessary.
- 4.9 To makes decisions in accordance with the Council's approved budget and policy framework.

5 **Funding Decisions**

- 5.1 Decisions under 4.1 and 4.3 above can be taken to authorise capital or revenue spend on or connected to the use of South Lynn Community Centre and/or Fairstead Community Centre.
- 5.2 Other decisions under clause 4 to for spending within the Area or to authorise an application for funding shall be taken in accordance with the scoring criteria at 5.3.
- 5.3 Projects with the most points utilising the following criteria may be approved by KLAC:

5.3.1 **Project Need (up to 30 points)**

Considering the following non-exhaustive list:

- The relevance to the priorities in the Corporate Strategy or other Council policy
- The current lack of facilities in the area



- The last time the relevant ward received funding through KLAC or another public body
- The strength of the outputs and outcomes to the ward and/or Area

5.3.2 Project Feasibility (up to 30 points)

Considering the following non-exhaustive list:

- The strength of the business case submitted to support the project
- Availability of match funding
- The proposed timeline for delivery of the project

5.3.3 Community Engagement (up to 20 points)

Considering the following non-exhaustive list:

- Evidence of community involvement in project planning
- Support from local stakeholders and residents
- Strategies for capturing ongoing community engagement

5.3.4 Innovation and Sustainability (up to 20 points)

Considering the following non-exhaustive list:

- Consideration of long term environmental and economic sustainability
- Alignment with the Council's climate change strategy and action plan
- Potential for future growth and adaptability.

6 Review

KLAC will review these Terms of Reference annually and make any recommendations for change to Cabinet.



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The functions of KLAC will be as follows:

4.1 To determine the spend of any Budget allocated to KLAC. Such decisions are to be made in accordance with clause 5.

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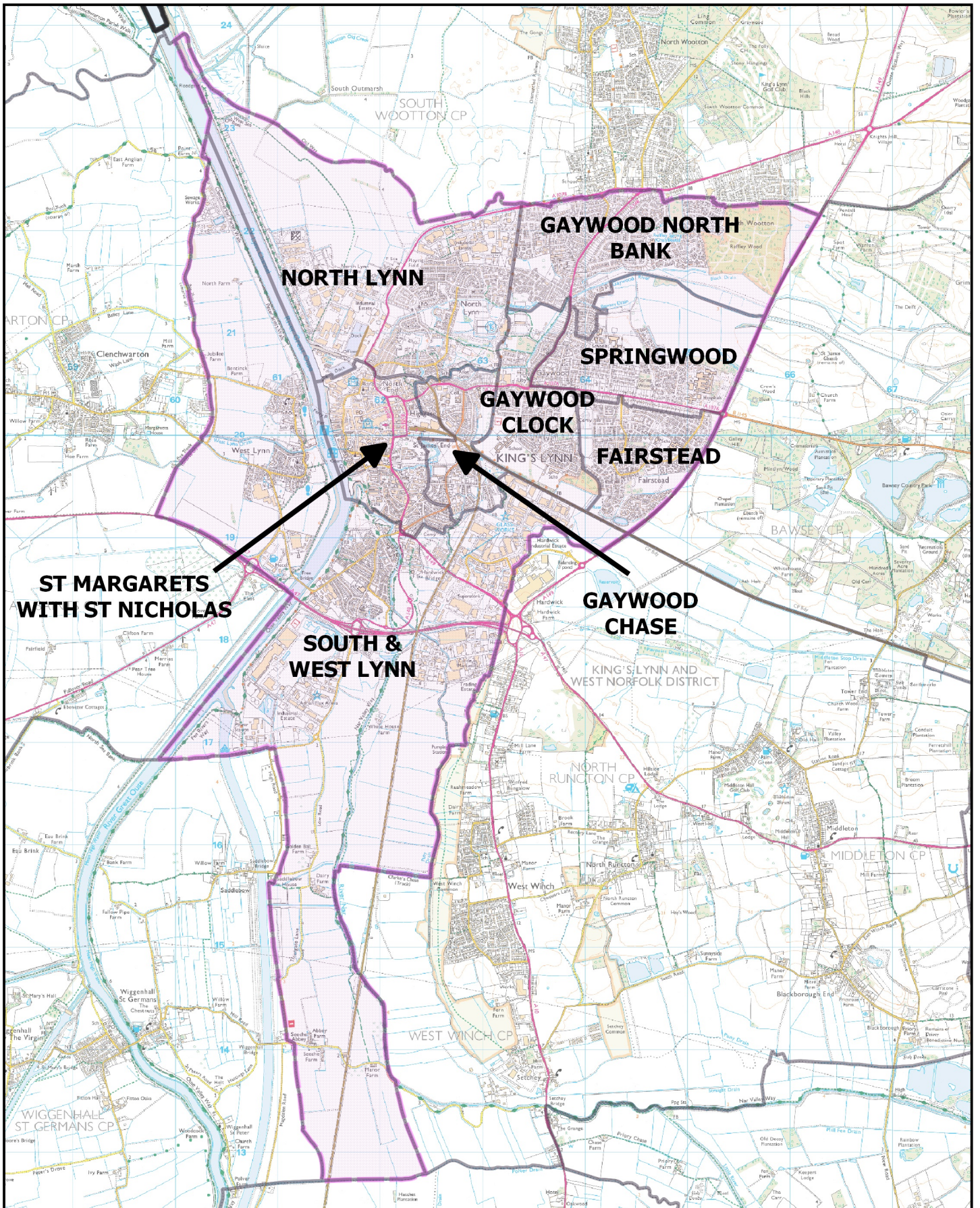
5 Funding Decisions

- 5.1 Decisions under 4.1 and 4.3 above can be taken to authorise capital or revenue spend on or connected to the use of South Lynn Community Centre and/or Fairstead Community Centre.
- 5.2 The process for making any other decisions under clause 4 shall be determined by KLAC on a case by case basis having regard to the principles of fairness and the strategic direction that KLAC seeks to achieve.
- 5.3 When authorising funding decisions, KLAC shall have regard to any ongoing revenue cost to the Council as a result of that decision and how these ongoing revenue costs will be paid.



6 **Review**

KLAC will review these Terms of Reference annually and make any recommendations for change to Cabinet.



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