

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

**CABINET**

**Minutes from the Meeting of the Cabinet held on  
Tuesday, 14th January, 2025 at 6.00 pm in the Council Chamber,  
Town Hall, Saturday Market Place, King's Lynn PE30 5DQ**

**PRESENT:** Councillor A Beales (Chair)  
Councillors M de Whalley, J Moriarty, C Morley, S Ring and J Rust

Apologies for absence were received from Councillor B Anota

CAB94 **MINUTES**

**RESOLVED:** The Minutes of the meeting held on 10 December 2024 were agreed as a correct record and signed by the Chair.

CAB95 **URGENT BUSINESS**

There was no urgent business.

CAB96 **DECLARATIONS OF INTEREST**

Councillor J Moriarty declared a pecuniary interest in the Council Tax Discount Resolution 2025/26 item and left the meeting during its consideration.

CAB97 **CHAIR'S CORRESPONDENCE**

There was no correspondence.

CAB98 **MEMBERS PRESENT UNDER STANDING ORDER 34**

Councillors S Bearshaw and A Kemp attended under standing order 34.

CAB99 **CALLED IN MATTERS**

There were no called in matters.

CAB100 **FORWARD DECISIONS**

The Forward decision list was noted.

**CAB101 MATTERS REFERRED TO CABINET FROM OTHER BODIES**

The following panels had considered all the reports on the agenda, and supported their recommendations, with CPP suggesting a small amendment to the membership of the Transformation programme Board make up, which was accepted:

Corporate Performance Panel - 7 January 2025

Environment and Community Panel - 8 January 2025

**CAB102 TRANSFORMATION PROGRAMME**

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The Chief Executive presented the report which explained that the council currently had a collection of programmes of work, projects and specific actions which had been mapped under the definition of transformation. A review had been undertaken to provide clarity and a clear purpose for transformation going forwards. The report updated Cabinet with the proposals for implementing a structured framework and clear purpose for transformation, along with clearly defined outcomes.

Councillor de Whalley suggested that an additional theme be added on risk mitigation for climate and the environment. This was supported.

Councillor Beales drew attention to the Corporate Performance Panel's recommendation that rather than a proportionate number of members be involved in the Transformation Programme Board it should be a representative number of interested members. This was agreed.

**RESOLVED:** 1) That the contents of the report and the emerging Transformation Programme be noted with the addition of a 5<sup>th</sup> theme on the risk mitigation for Climate and the Environment.

2) That politically representative member involvement be established on the Transformation Programme Board to be chaired by the Chief Executive.

**Reason for Decision**

To establish a formal governance framework for the delivery of the Transformation Programme, delivering defined outcomes through effective management and oversight. To take into account the suggestion of the Corporate Performance Panel on the membership of the Board.

CAB103 **COUNCIL TAX DISCOUNT RESOLUTION 2025/26**

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

Councillor Morley introduced the report which explained that Councils had discretionary powers to vary the discounts for empty properties, uninhabitable properties and second homes, and to charge additional premiums (levies) for long-term empty properties and second homes. The report summarised the current position and made recommendations for the discounts and premiums for these types of property for 2025/2026.

The Chair drew attention to the fact that the County Council had been requested to pass back 50% of the additional levy that they would receive for the benefit of the residents of the Borough. The outcome was awaited.

**RECOMMENDED:** 1) That the following discounts and premiums be recommended to Council for 2025/2026:

Class A Second Homes Discount for 2025/2026:

- No reduction, i.e. a 0% discount;

Class B Second Homes Discount for 2025/2026:

- No reduction i.e. a 0% discount, plus
- An additional premium of 100%

Class C Empty / Unfurnished Discount 2025/2026:

- 0% for both the initial and follow on periods

Long-Term Empty Property Premiums (Levy):

- 100% for properties empty between one and five years,
- 200% for properties empty longer than five years, and
- 300% for properties empty longer than ten years.

Class D Uninhabitable Properties:

- 25% for 12 months starting on the day the property becomes uninhabitable; then:
- 0% once the 12 month period has expired;

2) That the Exceptions Policy as summarised below and detailed at Appendix 3 to the report be agreed.

3) That the government guidance of November 2024 as included at Appendix D to the report be noted.

**Reason for Decision**

To ensure the discounts, premiums and exceptions policy for Second Homes and Long-Term Empty properties are agreed for 2025/2026.

CAB104 **REVIEW OF HACKNEY CARRIAGE & PRIVATE HIRE LICENSING FEE LEVELS**

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Councillor Moriarty introduced the report which requested Cabinet to consider a revised table of Hackney Carriage and Private Hire licensing fee levels, which had not been increased since 2020 due to the pandemic. Consultation had been undertaken with the trade on the proposals.

**RECOMMENDED:** 1) That the new fee structure for drivers of hackney carriages and private hire vehicles be approved.  
2) That the new fee structure for private hire operators be approved.  
3) That the new fee structure for vehicles and other sundry matters attached in the fee structure of the report be approved..

**Reason for Decision**

The recommendation is put forward to ensure that the costs of delivering the taxi licensing service can be fully met directly from the relevant licence fees.

CAB105 **REVISION OF HACKNEY CARRIAGE AND PRIVATE HIRE LICENSING PROCEDURES AND CONDITIONS**

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

Councillor Moriarty presented a report which set out changes to the hackney carriage and private hire licensing procedures and conditions which had been identified since the publication of new Department for Transport Best Practice Guidance issued in November 2023, and through the monitoring of the current document. Consultation had been undertaken with the trade on the amended procedures and conditions which were proposed.

**RECOMMENDED:** That the new hackney carriage and private hire procedures and conditions document be approved.

**Reason for Decision**

Procedures and conditions ensure that public safety is maintained and are necessary in addition to legislation as new guidance and standards are issued.

**CAB106 HOUSING SUPPORT SERVICES**

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

Councillor Rust presented a report which explained that the Council had recently adopted its Homelessness and Rough Sleeping Strategy, "Ending Homelessness, Person by Person" for 2024-2029. To help towards the delivery of this strategy, the council were procuring the following two services for a minimum three-year period:

- An Intensive Support Service to meet the needs of people whose housing needs have not yet been sustainably met (including people sleeping rough, 'sofa surfing' or otherwise vulnerably housed)
- An Early Intervention Service to provide targeted support to people at risk of losing their homes (including families within the Private Rented Sector, and people at risk of being evicted by family members).

The first of these services was currently funded by the Ministry for Housing, Communities and Local Government (MHCLG) under its Rough Sleeping Initiative programme. The council would receive a central government grant for rough sleeping prevention and recovery for 2025/26 but had received no confirmation beyond this date. In the event that there was no further funding extension, it was intended to use reserve funds, which had previously been ringfenced for homelessness services, to commission and deliver the service.

**RESOLVED:** 1) That £756,600 of funding, ringfenced for homelessness services, be spent on the procurement of an Intensive Support Service and an Early Intervention Service.

2) That the spending on this service be derived from ringfenced government grants in the first instance and ringfenced reserves to make up any shortfall.

**Reason for Decision**

To support the implementation of the council's Homelessness and Rough Sleeping Strategy 2024-2029.

**CAB107 BUDGET MONITORING REPORT**

Councillor Morley presented the report which set out the financial position for the Council for the period up to 30 September 2024 and included key risks.

The Assistant Director Resources drew attention to the fact that in future reports there would likely be decisions to be taken.

**RESOLVED:** That the contents of the report for the period be noted.

**Reason for Decision**

To ensure Cabinet are informed of the Council's financial position and can take corrective action where needed if necessary

CAB108 **MEMBERS ALLOWANCES 2024/25**

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The Assistant Director Central Services presented a report which recommended the cost of living increase to be applied to Member's allowances for the 2024/25 year in line with the officers cost of living increase recently agreed.

**RECOMMENDED:** That an increase of 4.1% for all Member allowances for the year 2024/25 with effect from 1<sup>st</sup> April 2024 be approved.

**Reason for Decision**

The Council's Members Allowance Scheme provides for allowances to be updated annually in line with the Officer's cost of living pay award.

CAB109 **PROCUREMENT POLICY AND CONTRACT STANDING ORDERS**

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Councillor Morley presented the report which introduced a new set of Contract Standing Orders (CSOs) for Cabinet's approval to recommend to Full Council for adoption into the Constitution. The CSOs captured the recommendations from the ongoing Procurement Transformation project and changes introduced by the Procurement Act 2023 which was due to come into effect on 24 February 2025. A new Procurement and Contract Management Strategy was also attached for approval within Cabinet's powers, which set out the strategic direction for the delivery of the Procurement and Contract Management function between 2025-2027.

The two documents were brought for consideration together as they complimented one another and each captured the objectives and principles required by the new procurement regime.

**RECOMMENDED:** That the adoption of the Contract Standing Orders attached as Appendix 1 to the report ,into the Constitution from and including 24 February 2025 as a replacement to the current Contract Standing Orders be approved.

**RESOLVED:** 1) That the Procurement and Contract Management Strategy, attached as Appendix 2 to the report, be approved.

2) That authority be delegated to the Monitoring Officer in consultation with the Portfolio Holder for Finance to make revisions to the Procurement and Contract Management Strategy to reflect relevant changes within the revised National Procurement Policy Statement issued under section 13(3)(c) of the Procurement Act 2023.

#### **Reason for Decision**

To modernise the Council's processes for procuring and entering contracts, to update the Council's strategic approach to procurement to ensure alignment with corporate priorities and to ensure compliance with the new statutory regime.

### **CAB110 SOCIAL VALUE POLICY**

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Councillor Morley presented the report which proposed the adoption of a Social Value Policy, to codify the Council's approach to meeting legislative requirements under the Public Services (Social Value) Act 2012 and the Procurement Act 2023. It would commence the journey towards the introduction of a 'Social Value and Sustainability Outcomes and Implementation Framework', to support strategic decision-making on social value considerations within procurement processes and other Council functions.

**RECOMMENDED:** 1) That the Social Value Policy, attached as Appendix 1 to the report, be approved with the amendment of the date in 3.3 of the policy to 2025/26.

2) That authority be delegated to the Monitoring Officer in consultation with the Portfolio Holder for Finance to make revisions to the Social Value Policy to reflect updates within the National Procurement Policy Statement issued under section 13(3)(c) of the Procurement Act 2023.

#### **Reason for Decision**

Adopting the Social Value Policy supports compliance with current legislative requirements while establishing a foundation to embed social value into the Council strategic decision-making. This approach positions the Council to develop a broader framework in 2025/26, integrating social value into procurement and other functions to drive economic, social, and environmental benefits for the community.

**The meeting closed at 7.07 pm**