



Environment and Community Panel

Agenda

Tuesday, 8th July, 2025
at 4.30 pm

in the

**Council Chamber, Town Hall and available
for the public to view on [WestNorfolkBC on
You Tube](#)**



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

Monday, 30 June 2025

Dear Member

Environment and Community Panel

You are invited to attend a meeting of the above-mentioned Panel which will be held on **Tuesday, 8th July, 2025 at 4.30 pm** in the **Council Chamber, Town Hall, Saturday Market Place, King's Lynn PE30 5DQ** to discuss the business shown below.

Yours sincerely

Chief Executive

AGENDA

1. Apologies for absence

To receive any apologies for absence.

2. Minutes (Pages 5 - 8)

To approve the minutes of the previous meeting.

3. Declarations of interest (Page 9)

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

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

4. Urgent Business

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

5. Members Present Pursuant to Standing Order 34

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

6. Chair's Correspondence

If any.

7. Cabinet Report - Changes to Social Housing Allocations Policy (Pages 10 - 50)

Recommendation: The Panel are requested to consider the report and make any appropriate recommendations to Cabinet or indicate their support for the Cabinet Recommendations.

Cabinet Resolves:

To recommend that the revised HomeChoice Allocations Policy (with changes as set out in paragraph 1.3) is adopted by Full Council.

Recommendations to Full Council:

To adopt the HomeChoice Allocations Policy.

8. Cabinet Report - Extension of the Processing of Co-Mingled Dry Recyclables Contract (Pages 51 - 56)

Recommendation: The Panel are requested to consider the report and make any appropriate recommendations to Cabinet or indicate their support for the Cabinet Recommendations.

Cabinet Resolves:

1. The extension of the Processing of Co-mingled Dry Recyclables contract (the Contract) with NEWS Ltd through to 30th September 2030 on its current terms is agreed.
2. Extending the scope of the services provided by NEWS Ltd to under the Contract from the year 2026/7 to comply with the change in law introducing Simpler Recycling and Extended Producer Responsibility requirements is agreed conditional on such changes being approved in accordance with the Shareholder Agreement with NEWS Ltd.

9. Work Programme and Forward Decision List (Pages 57 - 64)

The Panel are requested to agree the Work Programme and note the Forward

Decision List.

10. Date of the next meeting

To note that the next meeting of the Environment and Community Panel is scheduled to take place on **2nd September 2025** at **4:30pm** in the **Council Chamber, Town Hall**.

To:

Environment and Community Panel: T Barclay, A Bullen, S Collop (Chair), R Colwell, S Dark, P Devulapalli, D Heneghan, A Kemp, P Kunes (Vice-Chair), B Long, A Moore and A Ware

Portfolio Holders:

Councillor S Squire - Environmental and Coastal
Councillor Rust – People and Communities

Officers

Martin Chisholm – Assistant Director for Operations and Commercial
Barry Brandford – Waste and Recycling Manager
Andy King – Senior Housing Manager
Duncan Hall – Assistant Director for Regeneration, Housing and Place

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK**ENVIRONMENT AND COMMUNITY PANEL**

**Minutes from the Meeting of the Environment and Community Panel held on
Tuesday, 3rd June, 2025 at 4.30 pm in the Council Chamber, Town Hall,
Saturday Market Place, King's Lynn PE30 5DQ**

PRESENT: S Collop (Chair)

Councillors A Bullen, P Devulapalli, D Heneghan, A Kemp, P Kunes (Vice -
Chair), B Long, S Sandell and A Ware(on Zoom).

Portfolio Holders

Councillor Rust - People and Communities

Councillor Lintern - Culture and Events

Councillor de Whalley – Climate Change and Biodiversity

Officers:

Debbie Ess, Corporate Performance Officer

Martin Chisholm, Assistant Director for Operations and Commercial

EC1: APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Colwell and Beales.

EC2: MINUTES

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

EC3: DECLARATIONS OF INTEREST

There were no declarations of interest.

EC4: URGENT BUSINESS

There was no urgent business.

EC5: MEMBERS PRESENT PURSUANT TO STANDING ORDER 34

Councillor Ware and Councillor Bullen were present under Standing Order 34, on Zoom.

EC6: **CHAIR'S CORRESPONDENCE**

There was none.

EC7: **APPOINTMENT OF VICE-CHAIR FOR THE MUNICIPAL YEAR 2025/2026**

RESOLVED Councillor Kunes was appointed Vice-Chair for the Municipal Year 2025/2026

EC8: **COUNCILLOR COMMUNITY GRANT SCHEME**

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

The Corporate Performance Officer presented the report to the Panel.

The Chair thanked the Officer for the report.

There were no questions or comments from the Panel.

RESOLVED: The Panel noted the report.

EC9: **MEMBERSHIP OF TASK GROUPS AND INFORMAL WORKING GROUPS 2025/2026**

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

The Panel considered the appointment of Members to serve on the Informal Working Groups and Task Groups for the municipal year 2025/2026.

RESOLVED: 1. That the Homelessness and Housing Delivery Task Group continues to operate as a 7 Member Task Group and the Democratic Services Officer be instructed to seek Membership of the Task Group from the Group Leaders for the 2025/2026 municipal year.

2. The Climate Change Informal Working Group continues to operate, and the Panel appoints Councillor Bubb, Kunes, Kemp, Devulapalli and Heneghan as members.

EC10: **NOMINATIONS TO OUTSIDE BODIES AND PARTNERSHIPS**

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

The Panel were invited to nominate representatives to participate in the outside bodies and partnerships which fall within the remit of the Panel.

The panel noted that nominations would be present to Full Council for consideration.

RESOLVED: That the Panel submit the following nominations to Council:

1. Borough Council/College of West Anglia Liaison Board - Councillor Osborne
2. King's Lynn and West Norfolk Area Museums Committee - Councillor Bubb, Bland and Non-Councillor Bill Davison
3. King's Lynn Football Club Board - Councillor Bland
4. Norfolk Health Overview and Scrutiny Committee – Councillor Devulapalli and Councillor Kemp (Substitute)
5. West Norfolk Community Transport- Councillor Everett

EC11: **WORK PROGRAMME AND FORWARD DECISION LIST**

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

Members of the Panel were reminded that if they had items which they would like to be considered for addition to the Work Programme to complete the appropriate form. It was agreed the Democratic Services Officer would circulate the form.

Councillor Long suggested the Panel received a performance update on Serco.

Councillor Kemp referred to West Lynn Ferry landing stage and expressed the importance of the Panel considering this item.

Councillor de Whalley provided an update to the Panel that work was ongoing to get the West Lynn Ferry back in operation.

Councillor Kunes sought clarification from Councillor de Whalley if there was a report in progress for changing the vehicle fleet to electricity. Councillor de Whalley confirmed it was in the stages of being prepared and released.

The Panel discussed care homes and monitoring of residents in care homes. The Panel received clarification of the services Norfolk County Council provided and the services the Borough Council provided.

It was agreed the Democratic Service Officer would circulate information previously sent to the panel which outlined the relevant bodies and their contact details. The Panel were asked if there was a specific organisation further details and information was needed to contact the Democratic Service Officer.

The Assistant Director reminded the Panel of the Services which the Lily department provide at the Borough Council.

Councillor Devulapalli asked if the Borough could participate in World Car Free Day. Councillor de Whalley confirmed he would look into this.

RESOLVED: The Panel's Work Programme was noted.

EC12: **DATE OF THE NEXT MEETING**

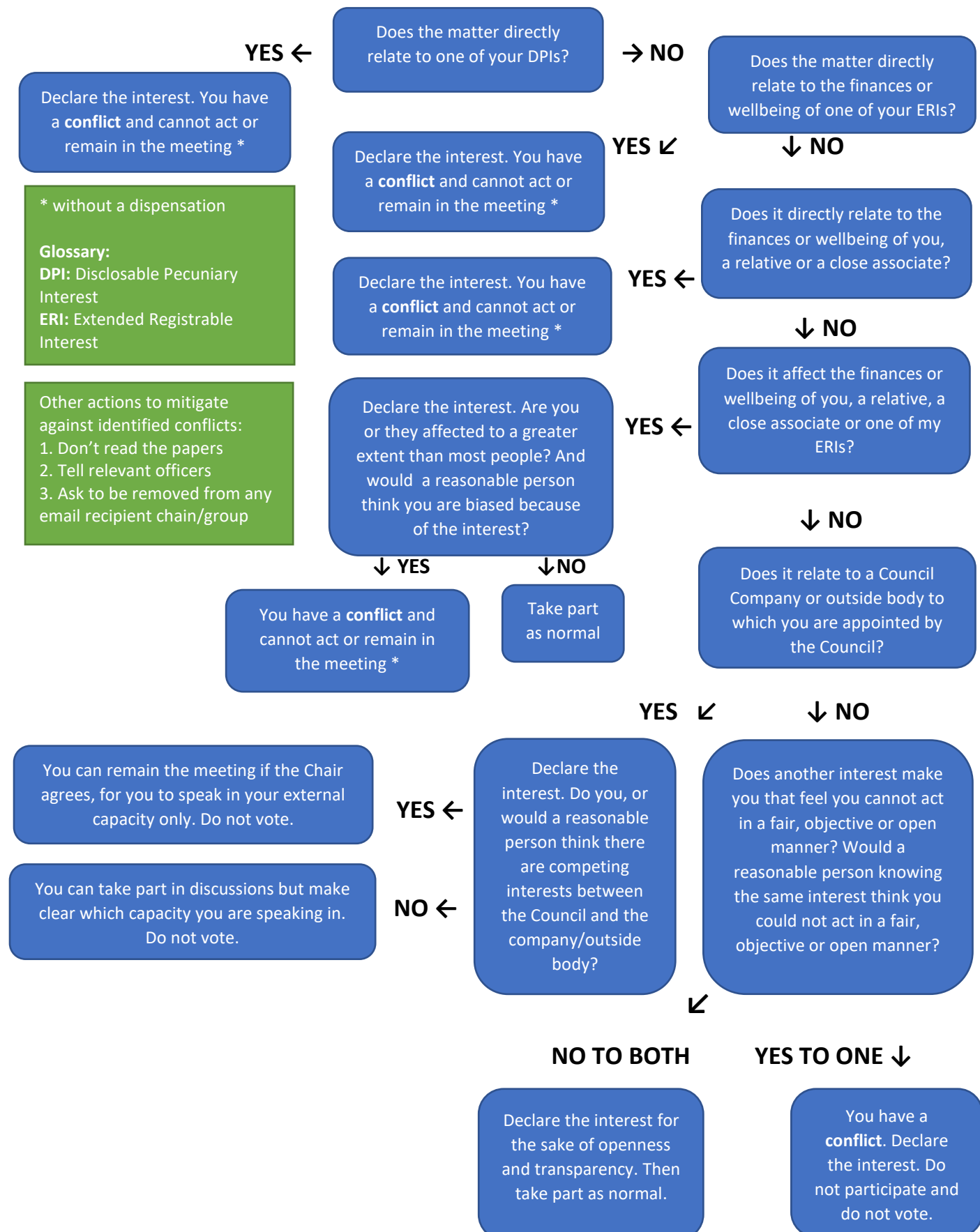
The next meeting of the Environment and Community Panel would be held on **8th July 2025 at 4:30pm** in the **Council Chamber, Town Hall.**

The meeting closed at 5.04 pm

DECLARING AN INTEREST AND MANAGING ANY CONFLICTS FLOWCHART



START



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

* without a dispensation

Glossary:

DPI: Disclosable Pecuniary Interest

ERI: Extended Registrable Interest

Other actions to mitigate against identified conflicts:

1. Don't read the papers
2. Tell relevant officers
3. Ask to be removed from any email recipient chain/group

POLICY REVIEW AND DEVELOPMENT PANEL REPORT

REPORT TO:	Environment and Community Panel		
DATE:	8 th July 2025		
TITLE:	Social Housing Allocations Policy		
TYPE OF REPORT:	Cabinet Report		
PORTFOLIO(S):	People and Communities, Cllr Jo Rust		
REPORT AUTHOR:	Andy King		
OPEN/EXEMPT	Open	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	Yes

REPORT SUMMARY/COVER PAGE

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

REPORT TO CABINET

Open		Would any decisions proposed:			
Any especially affected Wards	Mandatory	Be entirely within Cabinet's powers to decide		NO	
		Need to be recommendations to Council		YES	
		Is it a Key Decision		NO	
None					
Lead Member: Cllr Rust E-mail: cllr.jo.rust@west-norfolk.gov.uk			Other Cabinet Members consulted:		
			Other Members consulted:		
Lead Officer: Andy King E-mail: andy.king@west-norfolk.gov.uk Direct Dial: 01553 616422			Other Officers consulted: Duncan Hall, Assistant Director of Regeneration, Housing & Place Nikki Patton, Housing Services Manager		
Financial Implications NO	Policy/ Personnel Implications NO	Statutory Implications YES	Equality Impact Assessment YES If YES: 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: 21 July 2025

REVISION OF HOMECHOICE POLICY FOR THE ALLOCATION OF SOCIAL HOUSING

Summary

The council's Housing Needs Service ('the service') manages HomeChoice – a register of households who are looking for social and/or affordable housing in the borough.

Households who are eligible to join the register are placed in different bands, depending on the urgency of their need, and in accordance with the HomeChoice Allocations Policy.

The service is proposing changes to how households are prioritised, because of:

- Changes in legislation.
- Changes in demand for social and affordable accommodation, which make it necessary to differentiate between households with certain levels of need.
- Changes in the borough's overall approach to homelessness, as reflected in its Homelessness and Rough Sleeping Strategy (adopted by Council in November 2024).
- Feedback from staff, customers, and internal/external partners regarding the fairness of aspects of the policy.

A draft of the new policy is attached. Changes are summarised in this report.

Recommendation

Cabinet Resolves:

To recommend that the revised HomeChoice Allocations Policy (with changes as set out in paragraph 1.3) is adopted by Full Council.

Recommendations to Full Council:

To adopt the HomeChoice Allocations Policy.

Reason for Decision

The new policy fulfils the council's legal responsibilities, aligns with the borough's Homelessness and Rough Sleeping Strategy and seeks to make the fairest use of a limited local resource.

1 Background

1.1 Introduction

Every Council which is a housing authority must publish a policy for determining the priorities and procedures to be followed in allocating social¹ housing in their area. In King's Lynn and West Norfolk, this process is managed by HomeChoice, part of the council's Housing Needs Service.

HomeChoice is an online Housing Register. The council and partners provide telephone and face-to-face support to people who may struggle to complete an online form.

The Social Housing Allocations Policy ('the policy') explains the rules HomeChoice will follow in maintaining a Housing Register and the allocating of social housing to housing applicants from the Housing Register.

The policy has been in place since 2004, with its last major revision in 2013. Since its inception, patterns of homelessness and housing need have changed significantly, and there have been changes to legislative and strategic priorities. The new policy seeks to address these changes.

1.2 Consultation measures and methods

The service collaborated with members of the council's Communications Team, other departments, and partners to ensure the needs and wishes of stakeholders were considered. 261 people contributed to the development of the policy, including 212 survey respondents and at least 99 people with current or former lived experience of homelessness.

¹ NB – references to "social" housing include accommodation let by registered providers of social housing on both social and affordable rents.

Senior members of the service developed the policy document, with oversight from the Housing Services Manager and regular discussions with the Cabinet Member for People and Communities.

Consultation events with stakeholders included:

- a drop-in session at the Purfleet Trust for people with lived experience of homelessness (face to face).
- A group session with seven residents and two staff members of a supported housing scheme run by Sanctuary Supported Living (face to face)².
- A drop-in session at Right Tracks, accommodation for homeless young people (face to face).
- A Teams briefing and discussion session for housing providers and members of the existing HomeChoice partnership, with all local housing providers invited (Teams).
- A section of the meeting of the Homelessness Strategy Implementation Partnership (in person and Teams).

The council conducted a public survey, promoting it through

- A press release
- Social media posts
- Banners and 'pinned posts' on council and HomeChoice websites
- Targeted emails to current HomeChoice users
- Direct promotion to people with lived experience of homelessness, through partner agencies such as Shelter³, the Purfleet Trust and housing providers (word of mouth, one-to-one meetings, posters).

The survey questions can be found at the end of the report. Note that the survey excluded areas of change that the service *had* to introduce because of legislation. Key points of note:

- The survey was successful in canvassing the opinions of people with lived experience of homelessness (43% of respondents) and people with long-term physical and mental health conditions and disabilities (33%).
- The survey also covered a wide spread of ages, though responses were skewed towards female respondents (73%).
- The changes were supported by most respondents for six out of the seven changes.
- For the other change ("Remove priority for people in employment"), 103 respondents voted to keep things as they are now, with 80 respondents voting to make the change and 29 being unsure. However, this change was strongly supported by people with lived experience (during a group session) and was either supported or unopposed by members of the Homelessness Strategy

² This session was particularly useful for shaping the final policy document. Whilst the policy retains change six (supported accommodation), the service will use feedback to deliver it fairly – with residents retaining the opportunity to obtain a high banding, based on their circumstances.

³ We received positive feedback from Shelter relating to the survey: "found it very well explained and easy to follow – congratulations to whoever put that together."

Implementation Group – a group of senior staff members from organisations with a key role in preventing and relieving homelessness in King’s Lynn and West Norfolk.

1.3 Key areas of change

The table below sets out the key areas of change within the new policy:

Current policy	Revised policy	Rationale
1. There are currently four allocation bands: low, medium, high and emergency	A fifth band – no priority – will be added to the existing four bands	Fairness and strategy: Presently, some households on the register are “adequately housed” – they have a desire to move but no need to do so. Individuals in this band are categorized alongside those who have some welfare or medical needs. This change would mean people who do have a housing need, even if it is low, will be in a better place than people who do not have a housing need.
2. Every 10 th family-type vacancy is advertised with preference given to applicants in the High and Medium housing need bands that are working	This preference will be removed.	Fairness: The current policy was introduced with the (good) intention of incentivising work amongst people living in and seeking work. However, it fails to recognise that residents may be unable to work because of disability, because they have caring responsibilities, or for other reasons. This change would mean that people who are unable to work are no worse off on the housing register than those who can.
3. Homeless prevention cases to be placed in low band	Will remain in low band but above those who are adequately housed	Fairness and legislation: The service owes a legal duty – a “prevention duty” – to certain people who are at risk of homelessness. The law requires the service to award some priority to people owed a prevention duty. Note that some authorities award a higher banding for those owed a prevention duty, but this can sometimes result in delays in rehousing people who are actually homeless (because those at risk are prioritised above them).
4. Welfare and medical needs are assessed separately.	Welfare and medical needs will be considered together	Fairness: Putting welfare and medical priorities together will mean the service can give a wider range of priority on these grounds and means the service can be more flexible about giving priority according to how urgent someone’s overall need is, not just one or the other.
5. Applicants with children lacking a bedroom or in a first floor flat with a child under 12 or a flat	Applicants with children lacking a bedroom will remain in medium priority. Applicants in a first	Fairness: Living in a first-floor flat or not having a garden not ideal for some people with children, but currently they have the same priority on the housing register as people who are overcrowded. The plan is to give such households some priority, but people who are

with no garden are all given medium priority	floor flat with a child under 12 or a flat with no garden will be given low priority	overcrowded will have higher priority, due to the greater impact on most households of overcrowding.
6. Applicants in supported hostel accommodation given high band when ready to move on	High band to be retained if supported accommodation residents can demonstrate their only move-on option is through social housing	<p>Fairness and Strategy: Currently, all hostel residents who are ready for move on are automatically placed into a high band, regardless of their need for social housing. Conversely, all residents of shared accommodation (HMOs) are placed on medium band unless there are specific circumstances that warrant a higher banding. The amendment seeks to redress this balance and remove the potential incentive for individuals to access hostel accommodation that they may not need. This in turn will encourage hostel providers to explore a wider range of options for people entering hostel accommodation, whilst acknowledging that many residents will require social housing as their only realistic move on option.</p> <p>The process will be handled sensitively and will be developed alongside people with lived experience of homelessness. Hostel residents will remain high priority unless there is a clear indication that they do not need social housing to move on sustainably.</p>
7. Current serving members and veterans of the regular armed forces are considered to have local connection for 5 years after leaving the military	Current serving members and veterans of the regular armed forces are considered to have local connection regardless of the length of time since they left the military.	<p>Legislation: The change is being made to adhere with legal requirements. The rules also apply to other members of the armed forces community such as some bereaved spouses and former partners of Service personnel. The change is in line with the council's commitments to the Armed Forces Covenant.</p>

Additionally, the new policy formalises interim arrangements made to support care leavers under Section 23C of the Children Act 1989, and under the council's commitments under the Care Leavers Covenant. In brief, young people leaving care anywhere in Norfolk will have a local connection to the borough. They will be awarded a high band, subject to conditions outlined in the policy.

1.4 Implementation

If adopted, the service will implement the new policy in September 2025, with existing households re-assessed and re-banded where appropriate. The service will inform all households of the impact of the new policy on their banding.

NOTE: the service will also revise the HomeChoice pages of the council's website and introduce an "in-brief" guide to completing applications, as well as details of where to go if applicants need help with the form.

2 Options Considered

Alternative options included:

- **Not making changes to the policy:** in doing so, the service would leave itself open to legal challenge and would face additional challenges in terms of preventing homelessness and tackling rough sleeping. The proposed changes would put the service in the strongest possible position as it prepares to navigate Local Government Reorganisation (LGR).
- **Making much more widespread changes:** there were changes that were omitted from the policy (such as enabling some residents of bordering districts to join the register). This was because the cost of administration would outweigh the benefits of the change, particularly given that district boundaries will change post-LGR.
- **Adopting all changes except “Remove priority for people in employment”:** this would bring the changes in line with the results of an online survey. This change was discussed in detail by members of the council’s Corporate Equalities Working Group, with the recommendation that the change is adopted. Further details of this discussion can be found in section 9 of the full Equality Impact Assessment.

The new policy fulfils the council's legal responsibilities, aligns with the borough's Homelessness and Rough Sleeping Strategy, and seeks to make the fairest use of a limited local resource – but it also seeks to minimise the disruption to council staff and customers through its implementation.

3 Policy Implications

The recommendation comprises a change to the council’s social housing allocation policy, as set out above.

4 Financial Implications

There are no direct financial implications for making this change. However, the change will require 200-250 hours of council officer time to manually review and amend applicants’ banding.

5 Personnel Implications

As above – no direct personnel implications.

6 Environmental Considerations

None

7 Statutory Considerations

Housing authorities are required by the Housing Act 1996 s166A (as amended by the Homelessness Act (1996) and the Localism Act (2011) to have an allocation scheme for determining the priorities and defining the procedures to be followed in allocating affordable housing accommodation.

The Allocation Policy sets out who can access the housing register and how accommodation is allocated in the borough, considering reasonable preference criteria laid out in legislation.

Further information on this can be found at www.gov.uk/guidance/allocation-of-accommodation-guidance-for-local-authorities/chapter-4-framing-an-allocation-scheme

This policy has also had regard to the following (this list is not exclusive):

- Allocation of accommodation: guidance for local housing authorities in England
- The Public Sector Equalities Duty
- Section 17 of the Crime and Disorder Act
- Borough Council of King's Lynn & West Norfolk's Homelessness & Rough Sleeping Strategy.

8 Equality Impact Assessment (EIA)

A pre-screening report and a full EIA are attached below this report.

9 Risk Management Implications

As outlined above, the proposal reduces risk to the council and its customers by creating an allocation policy that is:

- **Fairer:** reducing the risk of complaints and reputational damage (as well as reducing the cost arising from MPs' and members' enquiries).
- **More strategic:** improving the prospects of achieving the aims of the borough's [Homelessness and Rough Sleeping Strategy, Ending Homelessness, Person by Person](#).
- **In line with legislation and guidance:** reducing the risk of legal challenge to the decisions made by officers:

Known risks include:

Risk	Mitigation
Enquiries/complaints generated by individuals' change in banding	Consultation work at pre-implementation stage to ensure that those on the register are aware of the changes and have an opportunity to express their concerns / suggest alternatives
Lack of buy-in from partner landlords – risk that landlords	Consultation work at pre-implementation stage to ensure that partners are aligned with the changes and continue to adopt them. Ongoing relationship management between the service and partners.

could pull out of partnership agreement	
Backlog in 'business as usual' enquiries because of processing changes.	The change has been timed to coincide with the overlap between one senior member of staff joining the team and another retiring – thus increasing the resource available. The service could also draft in help from elsewhere in the team or recruit staff temporarily, using ringfenced Homelessness Prevention Grant monies.
"Silted" of hostel system (and increase in temporary accommodation if people are "stuck" on medium band)	Introduction of Supported Accommodation Panel to ensure people are not placed into hostel accommodation inappropriately. SHPS service commissioned to help people access private sector housing. Fair and well-managed gateway to preserve high band for people who need it.
The work is carried out, but has to be re-done post-LGR (once local authority boundaries merge)	Strong work at development stage to ensure the service's policy is in the best possible state and is thus adopted as good practice once local housing registers are merged.

10 Declarations of Interest / Dispensations Granted

There are no declarations of interest.

11 Background Papers

- Draft Allocations Policy
- Housing Allocations Survey – Spring 2025 – questions
- Housing Allocations Survey – Spring 2025 – results
- Equality Impact Assessment – full

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	HomeChoice Allocations Policy			
Is this a new or existing policy/service/function? <i>(tick as appropriate)</i>	New		Existing	Yes
<p>Brief summary/description of the main aims of the policy/service/function being screened.</p> <p>Please state if this policy/service is rigidly constrained by statutory obligations and identify relevant legislation.</p>	<p>Changes to the Allocations Policy, summarized as below:</p> <ul style="list-style-type: none"> • Increase in number of bandings from 4 to 5 • Removal of priority for every 10th vacancy for those in employment • Introduction of “no priority” band so that people owed a homelessness prevention duty have greater priority over those adequately housed • Amalgamation of welfare and medical criteria to give greater flexibility for people with both welfare and medical grounds for priority • Reduction in banding from medium to low for people with children under 12 who either (a) lack a garden or (b) live above the ground floor • Reduction in banding from high to medium for people in supported hostel accommodation who would be able to access Private Sector accommodation when moving on. (Retention of high band for all others ready to move on from hostel accommodation) • Removal of time limit for joining the register for armed forces veterans (and their spouses / ex-spouses) • Confirmation of high band for care leavers (previously an interim arrangement) 			
Who has been consulted as part of the development of the policy/service/function? – new only <i>(identify stakeholders consulted with)</i>	<ul style="list-style-type: none"> • Public – via online and paper survey • Partners: <ul style="list-style-type: none"> • HomeChoice partner landlords • Members of Homelessness Strategy Implementation Group • People with lived experience of homelessness: <ul style="list-style-type: none"> • Purfleet Trust service users • Sanctuary Supported Living service users • Right Tracks (Benjamin Foundation) service users • Internal partners – senior members of council's housing options service. 			
Question	Answer			
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		Positive	Negative	Neutral
				Unsure

<p>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> <p><i>*For more information on health inequalities please visit The King's Fund</i></p>	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	
	Armed forces community	X			
	Care leavers	X			
	Health inequalities*	X			
	Other (caring responsibilities)				X

Please provide a brief explanation of the answers above:

Positive impacts on:

- People with disabilities – who are more likely to have combined welfare and medical grounds for moving
- Members of the armed forces community – whose local connection rights have been extended
- Care leavers – confirming interim arrangements to prioritise care leavers for social housing
- Health inequalities – particularly those who are more likely to have combined welfare and medical grounds for moving. But also: providing fairer access to social housing, which is a key determinant of health

I have ticked unsure for “pregnancy and maternity” and “caring responsibilities” because of the reclassification from medium to low band for households with children living in a first floor flat or above. Whilst this may have a negative impact on some households, we expect the overall impact to be positive – accounting for the impact on people who are in overcrowded conditions or who have significant welfare or medical needs for accessing social housing.

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	I have answered no, but the allocation of social housing can be a sensitive subject. Whilst every effort has been made to develop a policy that is fair and transparent (and that challenges perceptions about social housing allocations), there is a risk that the policy may be perceived differently by customers and partners.
3. Could this policy/service be perceived as impacting on communities differently?	No	No, but as above

4. 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:	
		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: Full EQIA required, as discussed with Charlotte Marriott 12 June 2025 Decision agreed by EWG member:12 June 2025.....			
5. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?	Yes	Please provide brief summary: The policy aims to allocate social housing in the fairest way, accounting for the needs of applicants.	
Assessment completed by:	Name		
	Andy King		
Job title	Senior Housing Manager		
Date completed	12 June 2025		
Reviewed by EWG member	Charlotte Marriott	Date	12 June 2025

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

Social Housing Allocations Policy **Borough Council Kings Lynn and West Norfolk**

Guide to West Norfolk HomeChoice

Contents

1. [Introduction](#)
2. [Who can be accepted onto the Housing Register](#)
 - [Local Connection](#)
 - [Further rules: age, rent arrears, behaviour](#)
3. [How West Norfolk HomeChoice works](#)
 - [Your Circumstances and your HomeChoice Application](#)
 - [Bidding for accommodation](#)
4. [Priority for an Allocation of Social Housing](#)
 - [Emergency Band](#)
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Appendix

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1. Introduction

Every Council which is a housing authority must publish a policy for determining the priorities and procedures to be followed in allocating social housing in their area.

This social housing allocations policy explains the rules West Norfolk HomeChoice will follow in maintaining a Housing Register and the allocating of social housing to housing applicants from the Housing Register.

More detail on the legal background can be found in Appendix B.

West Norfolk HomeChoice is administered by the Borough Council of King's Lynn & West Norfolk on behalf of Registered Provider (Housing Associations) partners. If you are successful in bidding for a property, West Norfolk HomeChoice will pass your details to the relevant Housing Association who will consider your circumstances, your income and housing history in accordance with their own housing policies.

Details of all the partners are included at Appendix A.

The Council's Social Housing Allocation policy (West Norfolk HomeChoice policy) is kept under review to ensure it is both lawful and equitable. Necessary amendments have recently been identified to keep this up to date with amendments to statutory guidance and to clarify queries regarding procedures carried out by staff.

2. Who can be accepted to the Housing Register?

Not everyone can join the Housing Register. Applicants will only be accepted onto the West Norfolk HomeChoice Housing Register if:

- They are eligible within the meaning of the Asylum and Immigration Act (1996) and
- They have a local connection to the Borough Council of King's Lynn & West Norfolk as set out in this Policy and
- Their annual earned income, savings and equity in any property totals less than one third of the average suitable property price in West Norfolk unless there is an overwhelming welfare need.

The next section explains more about local connection to the Borough of King's Lynn & West Norfolk under West Norfolk HomeChoice policy.

You will have a local connection if:

- you have been living in the Borough of King's Lynn & West Norfolk for at least 3 out of the last 5 years or,
- you have close family (parents, children, brothers or sisters) who have been living in the Borough for at least 5 years (any priority due will be one band lower than those with their own residential connection).

You will also be considered as having a local connection as follows:

Homeless and in priority need

The Council owes you a duty to secure alternative accommodation because you are homeless, you have a priority need and a local connection in accordance with the Housing Act 1996 (amended), associated legislation and guidance.

Armed forces personnel

Certain members of the Armed Forces community are exempt from any residency requirements, by virtue of regulations made under section 160ZA(8) which prevent local authorities from applying a local connection test to disqualify such applicants. These are:

1. Those who are currently serving in the Regular Armed Forces or who were serving in the Regular Forces at any time
2. Bereaved spouses or civil partners of those serving in the Regular Forces where:
 - the bereaved spouse or civil partner has recently ceased, or will cease, to be entitled to reside in Ministry of Defence accommodation following the death of their Service spouse or civil partner, and
 - the death was wholly or partly attributable to their service.
3. Serving or former members of the Reserve Armed Forces who are suffering from a serious injury, illness or disability which is wholly or partly attributable to their service.
4. Divorced, separated spouses or civil partners of Service personnel required to move out of service accommodation where they have previous residence in the borough

These provisions recognise the special position of members of the Armed

	<p>Forces whose employment requires them to be mobile and who are likely therefore to be particularly disadvantaged by local connection requirements.</p> <p>The provisions extend to bereaved spouses and civil partners of Service personnel recognising that they are likely to experience similar issues. Reservists are included, recognising, for example, that those who have been seriously injured because of their service may need to move to another local authority district to access treatment, care or support.</p>
Separated Spouses / Civil Partners of Armed Forces Personnel	<p>This includes separated spouses or civil partners of a member of the Armed forces who have had to leave service accommodation due to relationship breakdown within the last five years. Evidence will need to be provided.</p>
Care leavers	<p>A young person owed leaving care duties under section 23C of the Children Act 1989 by Norfolk County Council will have a local connection to the Borough Council of King's Lynn & West Norfolk.</p> <p>A young person will have a local connection with every housing authority district falling within the area of Norfolk County Council. This applies whilst the care leaver is owed section 23C duties, which will be until they reach the age of 21, or beyond their 21st birthday if they continue in the education or training programme specified in their pathway plan.</p> <p>Where a care leaver is aged under 21 and normally lives in a different area to that of Norfolk County Council that owes them leaving care duties and has done for at least 2 years including some time before they turned 16, the young person will also have a local connection.</p>
Other circumstances	<ul style="list-style-type: none"> • If there are special circumstances (for example severe social or medical needs) why you need to live in the area. Evidence that extreme hardship would otherwise occur must be provided. • You are an existing social housing tenant in another local authority district, and you have a need to move to West Norfolk because you already have genuine and effective work in the district or wish to take up an approved offer of such work here and failing to secure housing in West Norfolk would cause hardship. (Right to Move)

Those in prison

People currently in prison will not be active on the Housing Register. Anyone leaving prison can contact the Housing Options Team for more advice a minimum of 8 weeks prior to release. Applicants will also be considered to have a local connection with King's Lynn and West Norfolk if they had a local connection prior to their sentence.

Further rules: age, rent arrears, behaviour

Age limits: 16- and 17-year-olds

Applicants should be aged 18 years or over. Anyone aged 16 or over can apply for housing if they are eligible. However, this does not guarantee housing under the scheme and until the applicant reaches 18 years old.

Any offer of accommodation will be subject to appropriate trustee arrangements being in place and show that they will be supported in the tenancy and that the level of support is appropriate for their needs. The trustee could be a family member, adult friend, or a professional body e.g. Norfolk County Council's Leaving Care Services.

Applicants under 18 years old will be referred to the council's Housing Needs Service for advice regarding their housing rights and options and may be offered semi-independent accommodation with support. If you are homeless or if safeguarding concerns are raised, then you will be referred to Children's Services for an assessment.

Rent arrears

If you have a housing debt to your current or former landlord, you must make an affordable arrangement to make payments against the debt. Without evidence of an established record of payments and / or a significantly reduced debt your application will not be made active, and you will not be able to bid for properties.

Tenants of partner Housing Associations accruing rent arrears due to a reduction in their Housing Benefit arising from the 'room rate' will still be considered for a move to smaller, more affordable accommodation. If your property is deemed to be unaffordable following a housing assessment you may be allowed to bid and be nominated for a property.

If rent arrears have accrued either in the private or social sector as a direct result of circumstances outside of your control, further assessment of these will be made and you may be allowed to bid and be nominated for a property.

Unacceptable or inappropriate behaviour

A record of unacceptable behaviour by you or members of your household may result in you being ineligible to join or remain on the Housing Register.

The council has the power to determine whether, in its opinion, applicants or members of their household have been guilty of unacceptable behaviour serious enough to determine that they should be disqualified from West Norfolk HomeChoice.

Some examples of the type of behaviour that could mean that an applicant does not qualify for inclusion on West Norfolk HomeChoice are:

- Serious rent arrears which, in the council's view, would entitle the landlord to a possession order.
- Causing deliberate damage to a property.
- Causing anti-social behaviour such as nuisance to neighbours, discriminatory behaviour or harassment, violence or intimidation to the community or to council staff.

- Providing false information to the council or contriving circumstances to improve banding.
- Conviction for using or allowing a property to be used for illegal or immoral purposes, including offences involving illegal drugs.
- Perpetrating domestic abuse.
- Conviction for an offence in the property or near the property.
- Eviction from hostel or temporary accommodation.

Unacceptable behaviour may relate to any former or current tenancies. Checks are made with all previous landlords to determine whether any unacceptable behaviour occurred during a tenancy.

When making any decision we will consider when the unacceptable behaviour took place and whether there is any evidence that your behaviour has changed.

If you make an application and a decision is made not to include you on the Housing Register, then you will be informed of the reasons and you will be advised of your right to have the decision reviewed.

3. How West Norfolk HomeChoice Works

The West Norfolk HomeChoice allocations scheme is the way for eligible applicants to be included on the housing register and their housing circumstances prioritised according to the allocations policy. They are then able to choose to place 'bids' on suitable social housing properties advertised by our partner landlords across the borough that would meet their needs.

However, being accepted onto the Housing Register does not guarantee an offer of accommodation.

To apply you will need to complete an online application form and provide supporting documents as proof of residence in the last 6 years (e.g. council tax or utility bills) for all members of your household. You can provide any other information you feel may support your application which will be taken into consideration. However, if more information is needed to assess your eligibility for the register West Norfolk HomeChoice will advise you.

However, please note that your application will not be assessed if you have not provided ID, income details and evidence of 6 years' address history for everyone on your application.

Your Circumstances and your HomeChoice Application

If you are, or have been a tenant

Your landlord(s) will be asked to complete a tenancy check about any breaches of your tenancy agreement. This will include any rent arrears, breaches of tenancy or anti-social behaviour.

If you are pregnant

Your priority will not be re-assessed until we receive a copy of the birth certificate.

If you have a disability, health and a housing need

If you have provided information on your medical circumstances that are affected by your current home, a housing assessment panel will then look at your application. Its decision will be based on your condition, the effect of your current home on your health and how your condition would be helped or improved if you moved to another home.

If you have staying contact with children

A child or children living between parents at separate addresses will only be considered as having one main home. Due to the high demand for accommodation, if a child's main home is not with you then they cannot be included when determining if you are overcrowded or be considered when determining the size of property that you are eligible to bid for.

Notice to leave or harassment

If you have already been given written notice to leave your home or where harassment is given as the reason for needing to move, then you may be referred for an assessment with the council's Housing Needs Service or asked to complete an online housing advice request form. Your circumstances will be assessed, and advice / assistance will be offered to you.

Lacking facilities or disrepair

If you are lacking a kitchen, bathroom / shower, toilet or your home is in serious disrepair you may be referred for an assessment of your home by the council's Housing Standards team.

West Norfolk HomeChoice will then consider your application and the information that you have supplied to see whether you qualify to be included on the Housing Register. If you are registered, you will receive confirmation of

- The priority band you are in,
- The relevant date you are placed in that band,
- Your registration number.

Important: If your circumstances change

You will need to go online to update your application and provide more information as requested. **Your application will not be reassessed until you update your application form.**

Bidding for accommodation

All available properties are advertised on the [HomeChoice website](#). Properties are advertised weekly on a Wednesday and bids must be placed by noon on the following Monday.

You can bid for available properties online. Your bid will not be considered if your circumstances do not match that given for the property. Some properties may be advertised giving preference for households with special circumstances e.g. applicants with medical needs or local connection to a particular Parish.

You will be unable to make a bid for a particular property if your circumstances do not meet those advertised, for example if a flat is advertised for those aged over 60 and you are 25. You will not be able to bid for a bungalow if you are aged under 60 and have no proven medical need for ground floor accommodation.

You may bid for all properties whose descriptions or criteria you meet. Each partner landlord will provide the descriptions and photos of the properties that are available each week. If you have made a successful bid, you will be unable to make any new bids until West Norfolk HomeChoice has been informed by the landlord that you wish to refuse the property.

If you are successful in bidding for a property but do not respond when the landlord contacts you regarding the offer then, it is likely to be assumed that you are no longer interested in housing and your application will be cancelled.

Minimum family sizes rather than maximum family sizes may also apply to advertised properties.

West Norfolk HomeChoice will undertake regular reviews of applicants who are not accessing their applications. Your application will be cancelled if you do not log in using your User ID and PIN / Password to view or bid for properties within a period of 6 months.

4. Priority For an Allocation of Social Housing

West Norfolk HomeChoice uses a banding system – High, Medium, Low and No Priority on the Housing Register to identify need and award priority. In extreme circumstances an 'Emergency Band' may be awarded.

Emergency Band

Sometimes applicants find themselves in such severe living conditions that they have no option but to move straight away. Examples of extreme circumstances are

- witness protection cases
- some hospital discharges or
- a combination of factors from the High Band.

In these extreme circumstances an Emergency Band may be awarded.

The decision as to whether an Emergency Band will be awarded will be taken by the West Norfolk HomeChoice Panel. The panel consists of representatives of the Borough Council and of partner Housing Associations.

If Emergency Band is granted, this will give you priority over all other banded applicants of similar household size for a period of three months. You may bid for any property suitable for your family size and circumstances. If you do not bid during this time, then your application will be reassessed, and a decision will be taken as to whether to allow you more time to bid or whether the Emergency Band is to be withdrawn.

If the Emergency Band is withdrawn, then your application would be allocated the priority band that your housing need dictates.

High Band

To be included in this band an applicant must meet at least one of the following conditions:

Homeless and owed a 'main' duty

The council consider that you are in priority need, homeless through no fault of your own and are owed the main homelessness duty (s.193 Housing Act 1996 part 7 as amended).

Overcrowding (2+ bedrooms)

Your family needs at least 2 or more bedrooms than it has now, or you are sharing a bedroom with your child aged 6 months or over and West Norfolk HomeChoice considers that you have no alternative but to share that room.

Under-occupation (2+ bedrooms)

You're already a tenant of a Housing Association within West Norfolk and live in a property that has 2 bedrooms or more than you need. You must wish to move to a smaller more suitable home.

Combination of factors of housing need	You have been awarded medium medical priority and medium priority for overcrowding.
Medical/ Welfare/ Support/ Hardship	<p>Your current accommodation is totally unsuitable, and a move is essential to give you some quality of life. High medical priority may be given where:</p> <ol style="list-style-type: none"> 1. A medical condition is terminal, and rehousing will give some quality of life. 2. A medical condition is life threatening, and the existing accommodation is making the condition worse. 3. Your current housing is so severely affecting their health that it could become life threatening. 4. Your accommodation is so unsuitable that it cannot be adapted or otherwise used in such a way to meet their needs. 5. You have a proven need to move to suitable accommodation within a particular locality of the Borough. Evidence that extreme hardship would otherwise occur must be provided.
Severe disrepair or insanitary conditions	You have been living for more than 12 months in a private sector property in West Norfolk where continued occupation is due to be prohibited by the Council or where the property is due to be demolished.
Supported Housing	<p>If you have a local connection to King's Lynn and West Norfolk and have been living in one of our partner Supported Housing Schemes for more than 3 months, then you may be awarded a high band. You will need to demonstrate that:</p> <ul style="list-style-type: none"> • You are ready to move to independent accommodation (evidenced by written confirmation from the Supported Scheme Manager) • You are unable to move on from the Scheme through any other way than the housing register – in other words, you are unable to find and sustain privately rented or other suitable accommodation. <p>An application form will be available from the council's Housing Options Team and from Supported Housing Schemes.</p> <p>If you do not make a successful bid for suitable accommodation within 3 months or refuse a suitable offer, your housing need band may be reassessed.</p>

High band: right to move for work

West Norfolk HomeChoice would need to be satisfied that you need to move to a particular locality in King's Lynn & West Norfolk for work and if you were unable to do so, it would cause you or another member of your household hardship. This category does not apply to short-term or marginal work in nature, nor ancillary to work in another district. Voluntary work is also excluded.

West Norfolk HomeChoice must be satisfied that you need, rather than wish, to move for work related reasons.

The factors that we would consider in determining whether your need to move to be closer to

work or to take up a job offer include:

- the distance and/or time taken to travel between work and home.
- the availability and affordability of transport, considering level of earnings.
- the nature of the work and whether similar opportunities are available closer to home.
- other personal factors, such as medical conditions and childcare, which would be affected if the tenant could not move.
- the length of the work contract.
- whether failure to move would result in the loss of an opportunity to improve their employment circumstances or prospects, for example, by taking up a better job, a promotion, or an apprenticeship.

Where you have been offered a job and need to move to take it up, you must be able to demonstrate to our satisfaction that you have a genuine intention to take up the offer. We may wish to ask to see a letter of acceptance and may wish to contact your employer to verify the position. We may also seek clarification from you by interviewing you over the telephone or in person. Appropriate evidence could include:

- a contract of employment.
- wage/salary slips covering a certain period, or bank statements (this is particularly relevant in the case of zero-hours contracts).
- tax and benefits information
- a formal offer letter.

If we accept that you have a valid reason to move for work, then you will be awarded High Band for a period of 6 weeks. If you have not made a successful bid for accommodation, then you will be made one direct offer of suitable accommodation. If the direct offer is refused without good reason, then your application may be cancelled.

High band: Care leavers

Where an applicant is leaving local authority care and is assessed as needing to move on (as determined by a Housing Options senior officer or Housing Needs manager following the required evidence and risk assessment being submitted from Children's Services), where the applicant has completed a tenancy awareness course, support plan outcomes have been met and there is a suitable support package in place so that the council is satisfied that the applicant is able to successfully manage their own tenancy.

Referrals can be accepted a minimum of eight weeks before the applicant leaves care. Applicants will have completed and kept to a personalised housing plan made with a housing options officer, will place bids with the guidance of their housing options officer and / or leaving care worker and will be entitled to one suitable offer of accommodation.

Refusal of the offer will mean that your banding will be removed.

Medium Band

To be included in this band, you must meet at least one of the following conditions:

Duty to relieve homelessness	The council has accepted a 'relief' duty to assist you to relieve your homelessness and you have a local connection to King's Lynn and West Norfolk in accordance with HomeChoice policy (s.189 b (2) Housing Act 1996 part 7 as amended).
Overcrowding	Your family needs one more bedroom than it has now.
Under-occupation	You are already a tenant of a Housing Association within West Norfolk and live in a property that has one more bedroom than you need. You must wish to move to a smaller more suitable home.
Medical/ welfare, support or hardship	<p>This may include the following:</p> <ul style="list-style-type: none"> • Your current accommodation affects your medical condition to some degree and there is a demonstrable link between your housing, medical condition. The need for re-housing is significant but not overriding. • You are generally coping with your current situation but with some degree of difficulty and have no alternative ways to improve your situation. • There are special circumstances (for example severe social or medical needs) why you need to move to suitable accommodation in the Borough or, you (or member of your household) are being seriously and adversely affected by your current accommodation and there is a significant need to move for welfare reasons. Evidence that hardship would otherwise occur must be provided to West Norfolk HomeChoice. • You are a carer / young carer who needs to move to facilitate your independence, or to provide support to a relative.
Sharing facilities	You are living in a property where you share facilities (bathroom, kitchen or toilet) with people you're not related to. This includes people living in Supporting Housing Schemes who would not otherwise qualify for a high band. This does not apply to joint tenants.

Low Band

You will be in this band if one of the following circumstances applies:

Duty to prevent homelessness	The council has accepted a 'prevention' duty to assist you to prevent your homelessness and you have a local connection to King's Lynn and West Norfolk in accordance with HomeChoice policy (s.195 Housing Act 1996 part 7 as amended).
Homeless with financial ability to secure own accommodation	The Council owes or will owe you a 'main' duty as homeless, but you have the financial means to purchase or privately rent accommodation in accordance with HomeChoice policy.
Lacking a garden	You have a child or children under the age of 12 living in a property with no garden / yard.

Children in flats / maisonettes	You have a child or children under the age of 12 living in a first-floor dwelling or above.
Intentionally homeless	You have been found intentionally homeless by the Council's Housing Options Service. You will remain in Low band for a period of 12 months.
Medical/Welfare/ support/hardship	You have some medical or welfare needs but there is no significant impact from living in your current home. A move to a more suitable property or location would be of some benefit but there is no overwhelming need.

No Priority on Housing Register

You be in this band if one of the following circumstances applies:

Adequately housed	You live in a property which is adequate for your needs. This applies if you are a tenant of a Housing Association, private landlord or if you own a property. You are adequately housed in the home of a family member.
Voluntarily worsened circumstances	Your housing circumstances have worsened because of your own actions. You will remain in this band for a period of 12 months.

Additional priority considerations

Existing tenants of partner landlords

Existing tenants of partner landlords will be given additional priority for some vacancies advertised via West Norfolk HomeChoice. Tenants of partner landlords in High, Medium or Low Bands will be given preference over other applicants for each landlord's tenth advertised vacancy. These will be marked as TEN in the advert.

Grouped homes or sheltered schemes

Existing tenants of a Grouped Home or Sheltered Schemes will be given preference over other applicants for every fourth vacancy arising within that scheme. These will be marked as FOUR in the advert.

Right to move for work

An annual quota of 1% of lettings is available for those qualifying under the Right to Move in line with the statutory guidance.

Reduced priority

If your local connection is solely through family residence, the band awarded will be one band less than that which would be awarded to applicants with similar housing needs meeting any of the other local connection criteria.

Although all applications will be considered on their own merits, those in breach of their tenancy agreement may be placed in the band lower than would normally be appropriate, until West Norfolk HomeChoice is satisfied that the tenant is meeting the conditions of their tenancy and evidence is provided.

Applicants with a history of inappropriate behaviour that is not serious enough to justify exclusion from the housing register may be placed in a lower band than which they would normally be entitled. For instance, a history of rent arrears may result in an applicant being placed in a lower band even if payments are being made.

If you bid successfully for three properties and turn down all three offers of accommodation, then this may trigger a review of your priority band. If it is considered that three refusals of accommodation have been made without good cause, your housing need band may be reduced to 'No Priority' for a period of 12 months.

If you are already in the 'No Priority' band your relevant date of application will be changed to the date you refused your last offer of accommodation.

Prospective Adopters and Foster Carers

If a prospective foster carer or adopter needs an extra bedroom to accommodate a foster or adoptive child, the Operations Manager for Adoptions and Fostering Services of Norfolk County Council may request that the Housing Needs Manager for West Norfolk HomeChoice consider awarding additional priority to the housing application. Those families considered to be lacking one bedroom will be eligible for the Medium band and those lacking two bedrooms, for the High band.

Split Families

Applicants who are unable to live with partners due to inappropriate accommodation to meet their needs (for instance, due to size or accessibility) will be assessed for priority taking both properties they live in into consideration.

Staying Contact with Children

A child, or children, living between parents at separate addresses will only be considered as having one main home unless there are exceptional circumstances that mean that both parents should provide a home. A Court Order allowing access to children or confirming residence between separated parents does not mean that the council must consider that the child is part of an applicant's household for the purposes of a housing register application.

The receipt of Child Benefit and other allowances will be used when making an assessment on this ground.

Direct Lets

Most properties will be advertised through West Norfolk HomeChoice. However, in certain circumstances some properties may be let directly to applicants and these properties will be let outside of the allocation scheme.

Where you are identified as requiring a direct let, the case will be referred to a senior officer for

approval or referred to the West Norfolk HomeChoice panel for consideration. The list below gives some examples of where this may happen:

- Where the council has accepted a Homelessness duty towards you, but you have not found suitable accommodation during a period of choice through the West Norfolk HomeChoice scheme.
- Where you and your household require a specific size, type or adapted property and you have not been able to find suitable accommodation through the West Norfolk HomeChoice scheme.
- Where an existing social housing tenant is required to move to make the best use of stock, including where their home is to be demolished, and they have not been successful in finding a suitable property through the West Norfolk HomeChoice scheme.
- Where a property is needed urgently to deal with an emergency or to provide temporary accommodation for a homeless family.
- Where a property is required for a tenant of the West Norfolk Housing First Project.
- Where an allocation is required to ensure protection of the public, for example, following a decision made by a Multi-Agency Public Protection Panel meeting or to fulfil agreements made with offender management services, or where a customer has been referred as part of the witness protection scheme.
- Where you have been accepted onto the register under the Right to move for work criteria but have not placed any successful bids within 6 weeks of acceptance onto the register in High band.

West Norfolk HomeChoice Panel

The West Norfolk HomeChoice partnership agreement has a panel of representatives of the Borough Council and partner Housing Associations. The panel has the authority to make certain decisions on cases with extraordinary housing need which fall outside normal HomeChoice policy, for example awarding Emergency Priority, and withholding properties from the advert.

Selection of successful applicants

If there is more than one applicant for an advertised home, we select the one in the highest band, who has the earliest 'relevant date'.

The 'relevant date' is normally the date of your first application to join the housing register. In cases where your circumstances alter and you are placed in a higher band, the 'relevant date' will be the date from which you entered that higher band (unless the Council has accepted a full homeless duty to a priority need homeless applicant, when the relevant date will remain the date the relief duty was accepted).

In cases where a change of circumstances leads to you being placed in a lower band, the 'relevant date' will be the date when you first joined the housing register.

Following successful selection within the HomeChoice policy, your details will be referred to the relevant Housing Association who will check to ensure that

- your circumstances are the same as those you have declared on your application
- the property you have been chosen is not inappropriate in any way

- there are no problems with a current or former rent account
- you can afford to pay the rent of the property

Each housing association will decide whether to offer a property based on their own policies.

IMPORTANT: OFFERS OF ACCOMMODATION

If you are offered a property, you should think carefully if you wish to refuse it as it could affect your ability to bid for other properties and / or your priority.

This is especially true for homeless people who should contact their Housing Options case worker if they are considering refusing a property, so that they are aware of the potential consequences.

5. Size and type of properties

When properties are advertised, they indicate what type of household may register a bid. Examples of properties and the household types that will normally be eligible for them are as follows:

Studio flat/bedsit	Single people under 60
1-bed flats	Childless couples and single people under 60 (including those with access to children)
2-bed flats and maisonettes	Families with 1 or 2 children
3-bed maisonettes	Families with a minimum of 2 children
2-bed houses	Families with 1 or 2 children
3-bed houses	Families with a minimum of 2 children
4 and 5 bed houses	Families with 4 or more children
1-bed bungalows	Single people and couples over 60 or those with a proven medical need for ground floor accommodation. If the dwelling has a level access shower, preference is normally given to those needing it in high and medium bands.
2-bed bungalows	Single people, families and couples over 60 or with a proven medical need for ground floor accommodation. Preference is normally given to families then couples. If the dwelling has a level access shower, preference is given to those needing it in high and medium bands.
3-bed bungalows	Families with 2 or more children with a proven medical need for ground floor accommodation
1 and 2 bed flats and bungalows in sheltered schemes	Single people and couples over 60, those aged over 55 with a medical need for sheltered accommodation accepted by the landlord of the scheme. Preference for 2 beds is normally given to couples.
Specially adapted properties (dwellings with stair climbers, level access showers etc)	Those applicants with a proven need for the adaptation.

6. Allocation policies for specific schemes

Local connection to a village within the district of West Norfolk

To be considered for preference for vacancies that arise in some housing schemes in villages you must first meet the local connection criteria for the Borough as shown above. You may have a local connection to a village if you live there now, you previously lived there, your family live there or you work there. A full description of the connection criteria applicable to village schemes can be seen on the West Norfolk HomeChoice page of the Council's website www.west-norfolk.gov.uk under 'Village Homes'.

Lettings Plans

West Norfolk HomeChoice panel will also agree lettings plans for certain schemes, where a need has been identified by the landlord, to resolve specific housing management issues. Lettings plans will be agreed for a limited period only and are subject to review.

Housing with care – specific schemes

Homes at Lisbon Court, Kings Lynn and Oakes Court, Downham Market are not advertised by HomeChoice as applicants will have been formally assessed as having care needs. Please see www.norfolk.gov.uk for further information on criteria and how to apply for these properties.

Returning from abroad

Applicants whose immigration status makes them ineligible for the housing register will be notified in writing of the decision and the reason for the decision.

'Safe Surrender' for Offenders in Custody and Care Leavers

If a prisoner or care leaver who is a partner Housing Association tenant and ineligible for housing benefit due to their time in custody or, agrees to voluntarily surrender their tenancy, they will be awarded High band on their release from prison or, if a care leaver when they are ready for independent accommodation.

In respect of offenders, their banding will be subject to their offence **not having been connected** to their previous home and there being no other concerns regarding the conduct of their tenancy.

7. Your Right to Review / Appeal

If you are not accepted onto the Housing Register or disagree with the banding, you are given you will be advised of your right to a review of the decision.

Your request for a review should be made within 21 days of the decision.

Reviews will be undertaken by a senior officer who was not involved in the original decision and who is senior to the decision-making officer. The review should be undertaken within 12 weeks of it being made.

If you are dissatisfied with the management of their application, other than where a review can be made, you should follow the council's corporate complaints procedure, which can be found on the council's website.

8. Consent and Declaration

When you complete an online application form, you will sign an electronic declaration to confirm that:

- a. The information you have provided is true, accurate and complete.
- b. You will promptly inform the Borough Council of King's Lynn & West Norfolk of any change in circumstances.
- c. You understand that information will be shared with other agencies.
- d. You consent to the Borough Council of King's Lynn & West Norfolk making enquiries of any relevant persons to confirm the information on the application form is correct including previous or current landlords and other local authorities.
- e. You consent to the release of any relevant information either to the Borough Council of King's Lynn & West Norfolk held by third parties, or by the Borough Council of King's Lynn & West Norfolk to third parties.
- f. The information provided may be used to help in the detection and prevention of fraud.

The Borough Council of King's Lynn & West Norfolk may take legal action against applicants who withhold or provide false information regarding their housing application. Where an applicant has been let a property because of providing false information, their landlord may take court action to obtain possession of the property.

9. Housing Register Review of West Norfolk HomeChoice Applications

Applicants are expected to log into their bidding account at least once every six months to demonstrate that they are still actively wishing to remain on the register. HomeChoice will review applications where there has been no activity for 6 months and these applications will be cancelled. If an applicant reappplies once this has been done their application will be considered as new and their priority and relevant date of application will start again.

10. Cancelling an application

An application will be cancelled from the housing register in the following circumstances:

- a. At the applicant's request.
- b. If the applicant becomes ineligible for housing by way of their immigration status.
- c. When the applicant has accepted an offer of accommodation
- d. Where an applicant does not maintain their application through the review process.
- e. When an applicant fails to bid in a 6-month period and provides no justifiable reason for not bidding
- f. Where the applicant is longer resident at the address provided on their application.

Where an applicant wishes to re-join the housing register later their new date of registration will be the date they re-apply.

11. Applications by staff, elected members or their family members

Members of staff and elected members or members of their family may apply for housing. This must be declared on the declaration page of the online application form. However, any application or allocation of accommodation must be approved by the Housing Needs Manager (or an equivalent or higher manager in their absence).

12. Equal Opportunities and Diversity

The allocations policy will be responsive, accessible and sensitive to the needs of all, having regard to the protected characteristics in the Equality Act 2010. The Borough Council of King's Lynn & West Norfolk is committed to promoting equality of opportunity and will ensure that all applicants are treated fairly and without unlawful discrimination on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

In addition, the Borough Council of King's Lynn & West Norfolk is committed to the aims of the Public Sector Equality Duty (2011):

- Removing or minimising disadvantages suffered by people due to their protected characteristics.
- Taking steps to meet the needs of people from protected groups where these are different from the needs of other people.
- Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low.

The Borough Council of King's Lynn & West Norfolk also has due regard to the commitments made in Article 14 of the Human Rights Act (1998) as it relates to the service provided.

The Welfare of Children

The Borough Council of King's Lynn & West Norfolk will ensure that decisions made under this allocations policy will have regard to the need to safeguard and promote the welfare of children, considering Section 11 of The Children's Act and the Public Sector Equality Duty.

The Borough Council of King's Lynn & West Norfolk will also have regard to the Children & Social Work Act 2017 as relates to the local arrangements for safeguarding and promoting welfare of children.

The Welfare of Adults

The Borough Council of King's Lynn & West Norfolk will also have regard to the Care Act 2014, which includes provisions for adults at risk of abuse or neglect.

Monitoring and Reviewing the Allocations Policy

The Borough Council of King's Lynn & West Norfolk will monitor the operation of the allocations policy by regularly reviewing the policy to ensure that the policy meets its stated objectives and complies with legislative changes.

13. Data Protection

When an applicant applies for housing, the Borough Council of King's Lynn & West Norfolk will only seek information that they require to assess the application and the applicant's housing needs. Information supplied by the applicant may be shared amongst participating officers, landlords and support agencies. The applicant will confirm their consent to this via the declaration when registering on the scheme.

The Borough Council of King's Lynn & West Norfolk's policy on Data Protection is available on request and can be found on [the relevant page of the council's website](#).

Appendix A – West Norfolk HomeChoice Partners

- Borough Council of King's Lynn & West Norfolk
- Broadland Housing Association
- Cotman Housing Association
- Flagship Housing Group Ltd
- Freebridge Community Housing
- Hastoe Housing Association
- Housing 21
- Amplus
- Metropolitan Housing Trust Ltd
- Orbit Housing Association
- Sanctuary Housing Association
- Victory Housing Trust

Appendix B – Legal Background

Housing authorities are required by the Housing Act 1996 s166A (as amended by the Homelessness Act (1996) and the Localism Act (2011)) to have an allocation scheme for determining the priorities and defining the procedures to be followed in allocating affordable housing accommodation.

The Allocation Policy must set out who can access the housing register and how accommodation is allocated in the Borough, considering reasonable preference criteria laid out in legislation.

Further information on this can be found at www.gov.uk/guidance/allocation-of-accommodation-guidance-for-local-authorities/chapter-4-framing-an-allocation-scheme

This policy has also had regard to the following (this list is not exclusive):

- Allocation of accommodation: guidance for local housing authorities in England
- The Public Sector Equalities Duty
- Section 17 of the Crime and Disorder Act
- Borough Council of King's Lynn & West Norfolk's Homelessness & Rough Sleeping Strategy.

Assessment of applications and allocations

Decisions in relation to acceptance onto the Register, priority to be awarded, bidding and selection are undertaken only by the West Norfolk HomeChoice team of officers within the Borough Council of King's Lynn & West Norfolk.

Members of Parliament cannot influence any assessment or allocation and can only seek information where appropriate on behalf of an applicant.

Councillors are not allowed to take part in any decisions on accommodation in their ward or where the resident has a residence in their ward. Councillors approve the West Norfolk Allocation Policy which officers must follow in considering individual cases. Councillors can seek and obtain information on behalf of their constituents if they have been authorised to do so by the individual involved.

HOUSING ALLOCATIONS SURVEY – TEXT

INTRODUCTION

The housing register is the list of people who have asked us to help with affordable housing. People waiting on that list are put in different 'bands', depending on how urgent their need is. We're planning to make some changes to the way we manage the housing register, and we want to know what you think of our plans.

For each change we're thinking of making, we set out what the change is and why we want to make it, and then we will ask if you

- agree with the change,
- don't have a strong opinion either way, or
- want to keep things the same as they are now.

There are a couple of changes that we're making which we have not included in the survey – the reason we haven't included them is that we are required by law to make these changes, even if people don't agree.

Change 1: Have more levels of priority

Now	In future
Four bands 1. Emergency 2. High 3. Medium 4. Low	Five bands 1. Emergency 2. High 3. Medium 4. Low 5. No priority

At the moment, everyone who goes on the housing register is given some priority. Even if they have no housing need they will still go in the low priority group. This change would mean people who do have a housing need, even if it is low, will be in a better place than people who don't have a housing need.

Response: I think the council should

Make the change	I don't have a strong opinion or I'm not sure	Keep things as they are now
-----------------	---	-----------------------------

Change 2: Remove priority for people in employment

Now	In future
People with a job are given higher priority.	Removing preference for those in employment

This is a difficult one for the council because we recognise that having a job is a good thing in many ways. Previously those in employment and in housing need were given preference for 1 in 10 properties. However, the council now recognises that this may discriminate against those who are unable to work.

Response: I think the council should

Make the change	I don't have a strong opinion or I'm not sure	Keep things as they are now
-----------------	---	-----------------------------

Change 3: Give more help with prevention

Now	In future
-----	-----------

If a person is at risk of homelessness without our help, we may owe them a 'prevention duty'. Currently those owed a prevention homelessness duty are given the same priority as those with no housing need.	Those with no housing need will have no priority. Those owed a prevention duty will have more priority in low band.
--	---

This will help us to do more preventative work to avoid people becoming homeless, but it also acknowledges that people in immediate crisis need a higher priority. We need to give some priority to people owed a prevention duty, by law.

Response: I think the council should

Make the change	I don't have a strong opinion or I'm not sure	Keep things as they are now
-----------------	---	-----------------------------

Change 4: Putting welfare and medical priorities together

Now	In future
Welfare and medical priorities are separate.	Welfare and medical priorities will be considered together.

Putting welfare and medical priorities together will mean we can give wider range of priority on these grounds and means we can be more flexible about giving priority according to how urgent someone's overall need is, not just one or the other.

Response: I think the council should

Make the change	I don't have a strong opinion or I'm not sure	Keep things as they are now
-----------------	---	-----------------------------

Change 5: Changing the level of priority for lacking a bedroom

Now	In future
People with children who lack a bedroom have the same priority as people in a first-floor flat and/or lacking a garden.	People with children who lack a bedroom to be given higher priority than people with children who are in a first-floor flat and/or lacking a garden.

Living in a first-floor flat or not having a garden isn't great for some people with children, but at the moment they have the same priority on the housing register as people who are overcrowded. Our plan is that we will still give them some priority but people who are overcrowded will have higher priority.

Response: I think the council should

Make the change	I don't have a strong opinion or I'm not sure	Keep things as they are now
-----------------	---	-----------------------------

Change 6: Moving on from hostel (supported) accommodation

Now	In future
People who have been in hostel accommodation for three months or more are given high priority if they are ready for moving on.	The high priority will remain, but only if their only realistic method of moving on is through the housing register. Otherwise, they will be given medium priority.

Some people who have been in supported accommodation need more support than others to move on. If people need more support, they will continue to have high priority but if they are able to take on a private sector tenancy (either self-contained or shared) they will be given medium priority. This

change will put people in this situation on the same banding as people in other forms of shared accommodation such as shared houses (HMOs).

Response: I think the council should




Make the change	I don't have a strong opinion or I'm not sure	Keep things as they are now
-----------------	---	-----------------------------

Thank you for your time. Please press submit and then read the message on the next page to find out how you can send us your ideas for change.




That's all the changes we are thinking of making for now but we will review the manage the register again in future. If there are any other changes you'd like us to consider, please email us on housinghomechoice@west-norfolk.gov.uk.

Housing Allocations Survey – Spring 2025 – results.




Change one: Have more levels of priority

I think the council should:				
Answer Choices			Response Percent	Response Total
1	Make the change		58.96%	125
2	I don't have a strong opinion or I'm not sure		12.26%	26
3	Keep things as they are now		28.77%	61
			answered	212
			skipped	0




Change two: Remove priority for people in employment

I think the council should:				
Answer Choices			Response Percent	Response Total
1	Make the change		37.74%	80
2	I don't have a strong opinion or I'm not sure		13.68%	29
3	Keep things as they are now		48.58%	103
			answered	212
			skipped	0




Change three: Give more help with prevention

I think the council should:				
Answer Choices			Response Percent	Response Total
1	Make the change		61.32%	130
2	I don't have a strong opinion or I'm not sure		21.23%	45
3	Keep things as they are now		17.45%	37
			answered	212
			skipped	0




Change four: Putting welfare and medical priorities together

I think the council should:				
Answer Choices			Response Percent	Response Total
1	Make the change		73.11%	155
2	I don't have a strong opinion or I'm not sure		10.38%	22
3	Keep things as they are now		16.51%	35
			answered	212
			skipped	0





Change five: Changing the level of priority for lacking a bedroom








I think the council should:				
Answer Choices			Response Percent	Response Total
1	Make the change		70.28%	149
2	I don't have a strong opinion or I'm not sure		9.91%	21
3	Keep things as they are now		19.81%	42
			answered	212
			skipped	0




Change six: Moving on from hostel (supported) accommodation

I think the council should:				
Answer Choices			Response Percent	Response Total
1	Make the change		55.66%	118
2	I don't have a strong opinion or I'm not sure		22.64%	48
3	Keep things as they are now		21.70%	46
			answered	212
			skipped	0





About you

Gender				
Answer Choices			Response Percent	Response Total
1	Male		23.70%	50
2	Female		73.46%	155
3	Non-binary		0.00%	0
4	Prefer to self-describe		0.47%	1
5	Prefer not to say		2.37%	5
			answered	211
			skipped	1

Age				
Answer Choices			Response Percent	Response Total
1	Under 18		0.00%	0
2	18-24		5.19%	11
3	25-34		18.40%	39
4	35-44		23.58%	50
5	45-54		16.51%	35
6	55-64		16.51%	35
7	65 and over		16.51%	35
8	Prefer not to say		3.30%	7
			answered	212
			skipped	0

Do you have a long-term physical or mental illness, impairment or disability?				
Answer Choices			Response Percent	Response Total
1	Yes		33.02%	70
2	No		54.72%	116
3	Prefer not to say		12.26%	26
			answered	212
			skipped	0

Have you experienced homelessness, or been at risk of homelessness?

Answer Choices			Response Percent	Response Total
1	No		44.81%	95
2	Yes currently		7.55%	16
3	Yes in the past		35.38%	75
4	Prefer not to say		12.26%	26
			answered	212
			skipped	0

POLICY REVIEW AND DEVELOPMENT PANEL REPORT

REPORT TO:	Environment and Community Panel		
DATE:	8 th July 2025		
TITLE:	Extension of the Processing of Co- Mingled Dry Recyclables Contract		
TYPE OF REPORT:	Cabinet Report		
PORTFOLIO(S):	Environment and Coastal, Cllr Sandra Squire		
REPORT AUTHOR:	Barry Brandford		
OPEN/EXEMPT	Open	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	Yes

REPORT SUMMARY/COVER PAGE

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

REPORT TO CABINET

Open		Would any decisions proposed :			
Any especially affected Wards	Mandatory	Be entirely within Cabinet's powers to decide		YES	
		Need to be recommendations to Council		NO	
		Is it a Key Decision		YES	
Lead Member: Cllr Sandra Squire E-mail: cllr.sandra.squire@west-norfolk.gov.uk			Other Cabinet Members consulted: Cllr A Beales		
			Other Members consulted:		
Lead Officer: Barry Brandford E-mail: Barry.Brandford@west-norfolk.gov.uk Direct Dial: 01553 782074			Other Officers consulted: Martin Chisholm, Mark Parkinson, Alexa Baker		
Financial Implications YES	Policy/ Personnel Implications /NO	Statutory Implications YES	Equality Impact Assessment NO If YES: Pre-screening/ Full Assessment	Risk Management Implications YES	Environmental Considerations YES
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:

EXTENSION OF THE PROCESSING OF CO-MINGLED DRY RECYCLABLES CONTRACT

Summary

The council is part of the Norse Environmental Waste Services Joint Venture (JV) along with all of the Waste Collection Authorities and the Waste Disposal Authority in Norfolk and the Norfolk County Council owned Norse Group. The JV provides, amongst other services, the processing of the material collected in green bins in west Norfolk. It is proposed to extend the arrangement for 3 years to 30th September 2030. This will provide certainty and clarity during the introduction of the changes to the law on collecting materials for recycling and during the potential period for local government reorganisation.

Recommendation

Cabinet Resolves:

1. The extension of the Processing of Co-mingled Dry Recyclables contract (the Contract) with NEWS Ltd through to 30th September 2030 on its current terms is agreed.
2. Extending the scope of the services provided by NEWS Ltd to under the Contract from the year 2026/7 to comply with the change in law introducing Simpler Recycling and Extended Producer Responsibility requirements is agreed conditional on such changes being approved in accordance with the Shareholder Agreement with NEWS Ltd.

Reason for Decision

To ensure a continuation of the current JV through the period of local government reorganisation to provide consistent recycling services to residents of Norfolk and west Norfolk.

Develop and implement business cases, where these evidence efficiency and effectiveness which implement changes in law on Simpler Recycling and Extended Producer Responsibility.

1 Background

The council has organised the processing of comingled collections through the Materials Recycling Facility at Costessey near Norwich since 2004. The current iteration of agreements means the council is a Shareholder in the Joint Venture Company (JV) Norse Environmental Waste Services Ltd (NEWS). This has been in place since 2013 and subject to extension. The current arrangements end at 30th September 2027. It is proposed to use the ability to extend further the provision of services to the 30th September 2030. The company is owned by local authorities and operates under its control as if it were by extension a part of the councils. This provides the ability to use NEWS for services without further procurement.

Market positions are currently uncertain due to recent changes in law on Simpler Recycling, Deposit Return Schemes and Extended Producer Responsibility. If an external procurement were undertaken it is considered that material risks and price risk would lead to a less favourable position for the council.

2 Options Considered

Not extending the contract. This was considered to be a high risk position with the council having to go to the market at a time of high uncertainty. The council would have to absorb greater risk through the price of the service. The council would have to meet the costs of the procurement and deal with the impacts of an extensive process which can last over a number of years.

Extending the contract to 2030. This provides for a continuing service with the opportunity to consider investment on a business case model, including plastic film and automation through artificial intelligence supported material sorting and picking.

Extending the contract to 2032. This provides greater time for investment but is beyond the key dates for the other sectors of the business in its SLA's with Norfolk County Council for waste related services and beyond Local Government Reorganisation.

The principle that the current arrangements for the processing of co-mingled dry recycling through the arrangements with the Joint Venture Company Norse Environmental Waste Services Ltd on existing terms to the 30th September 2030 is provides stability and consistency in the provision of services pre and post Local Government Reorganisation.

3 Policy Implications

There are no changes in policy as a result of this proposal

4 Financial Implications

There are no financial implications as a result of this proposal in the current year and any changes would need to be built into future years.

The financial implications of the changes necessary to comply with Simpler Recycling can not be assessed at this time and will be subject to budget approval in accordance with the council's processes. Any decision would be subject to Call-in arrangements and the proposed decision published.

5 Personnel Implications

There are no personnel implications as a result of this proposal

6 Environmental Considerations

There are environmental considerations as a result of this proposal in that a contract extension provides for the opportunity to implement the addition of materials for recycling such as plastic film through the business cases proposed and the contemplated changes to the acceptance of a slightly wider mix of materials.

7 Statutory Considerations

The council is under a duty to recycle a set of materials under Simpler Recycling and this proposal provides for that opportunity.

The council has a duty to comply with the Procurement Act 2023. The arrangement with NEWS Ltd is tantamount to a vertical award which is exempted under the Procurement Act.

8 Equality Impact Assessment (EIA)

There are no impacts from this proposal

9 Risk Management Implications

Not making this award would require the council to undertake a procurement exercise at a time of high uncertainty due to material mix in the recycling system associated with the Deposit Return Scheme and associated price uncertainty.

Material prices for sorted and sold recyclables is highly volatile due to economic uncertainty.

These could lead to the council paying higher costs for the service. Through the operation of the JV the council has more significant influence on the operation of the service which can manage risk more appropriately in conjunction with our partners.

10 Declarations of Interest / Dispensations Granted

Cllr Sandra Squire Non Pecuniary position as Director of News Ltd.

11 Background Papers

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

Co-mingled Dry Recyclables Processing Contract 2013, as amended.

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	Processing comingled dry recyclables				
Is this a new or existing policy/service/function? <i>(tick as appropriate)</i>	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.	<p>The contract provides for the contents of the green bin to be sorted at a facility to separate materials in to products to be sold for recycling in to new products.</p> <p>The policy is significantly constrained by statutory obligations Environment Act 2021.</p>				
Who has been consulted as part of the development of the policy/service/function? – new only <i>(identify stakeholders consulted with)</i>					
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> <p><i>*For more information on health inequalities please visit The King's Fund</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			✓	
	Health inequalities*			✓	
	Other (eg low income, caring responsibilities)			✓	
<p>Please provide a brief explanation of the answers above: The proposed changes have no impacts as the service already provided is extended with no large changes.</p>					
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. 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 impacts	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:</p>			
5. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?	No	Please provide brief summary:	
Assessment completed by:			
Name	Barry Brandford		
Job title	Waste and Recycling Manager		
Date completed	13/06/2025		
Reviewed by EWG member		Date	

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

ENVIRONMENT AND COMMUNITY PANEL WORK PROGRAMME 2024/2025

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER/ ATTENDEE	OBJECTIVES AND DESIRED OUTCOMES
3rd June 2025	Membership of Task Groups and Informal Working Groups 2024/2025	Operational	Democratic Services Officer	To appoint Members to Task Groups and Informal Working Groups established by the Panel
	Nominations to Outside Bodies and Partnerships	Operational	Democratic Services Officer	To nominate representatives to outside bodies and partnerships
	Appointment of Vice Chair for the Municipal Year	Operational		
	Councillor Community Grant Scheme	Operational	Debbie Ess	For Information
	Any Cabinet Reports which fall within the remit of the Panel – to be confirmed.			
8th July 2025	Any Cabinet Reports which fall within the remit of the Panel – to be confirmed.			
	Changes to Social Housing Allocations Policy	Cabinet Report	Duncan Hall Andy King	Before going to Cabinet on 15 th July 2025

	Domestic Abuse Tenants/Residents Policy and Domestic Abuse Intersectionality Policy	Cabinet Report	Duncan Hall Andy King	Before going to Cabinet on 15 th July 2025
	MRF Extension Contract	Cabinet Report	Barry Brandford	Before going to Cabinet on 15 th July 2025
2nd September 2025	Any Cabinet Reports which fall within the remit of the Panel – to be confirmed.			
	Cemetery Presentation & Report	Cabinet Report	Martin Chisholm	Before going to Cabinet on the 16 th September 2025
7th October 2025	Any Cabinet Reports which fall within the remit of the Panel – to be confirmed.			
	Licensing Act 2003- Statement of Policy		Marie Malt	Before going to Cabinet on 11 th November 2025
	Serco Waste	Presentation	Martin Chisholm	For Information
	Update on Energy Efficiency	Presentation	Jacob Medlock	For Information

25th November 2025	Any Cabinet Reports which fall within the remit of the Panel – to be confirmed.			
	White Ribbon Campaign Accreditation- Yearly Progress Report	Operational	Charlotte Marriott	Update
	Serco Contract Performance	Operational	Martin Chisholm	Officer Report
6th January 2026	Any Cabinet Reports which fall within the remit of the Panel – to be confirmed.			
24th February 2026	Any Cabinet Reports which fall within the remit of the Panel – to be confirmed.			

14th April 2026	Any Cabinet Reports which fall within the remit of the Panel – to be confirmed.			

To be scheduled

- Gayton Road Cemetery – to come back once alternative locations had been identified.
- Policy Development – Review of Tree and Woodland Strategy and update from the Arboricultural Officers
- Service Level Agreement for Council Approved testing Stations
- Informal Working Group – Wash Barrier
- Housing Standards Update- current issues and quality of properties
- Fly Tipping- providing awareness
- White Ribbon Campaign Accreditation- Yearly Progress Report

27-Jun-25

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
Special Meeting 7 July 2025						
	Guildhall and Creative Hub	Key	Council	Business Asst Dir – A Baker		Part Public and Part Private.
	Disposal of Land	Key	Cabinet	Business Assistant Director - Jason Birch		Private

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
21 July 2025						
	2025 Staff cost of living pay award	Key	Cabinet	Deputy Leader		Public
	Action Plan 2025-2027	Key	Council	Leader Chief Executive		Public
	Changes to Social Housing Allocations Policy	Key	Council	People and Communities Asst Dir - D Hall		Public
	MRF Extension Contract	Key	Council	Environment and Coastal Asst Dir- M Chisholm		Public
	Hilgay and Burnham Market Community Governance Reviews	Non	Council	Monitoring Officer		Public
	Council Tax Discounts and Premiums – Resolution for 2026-27	Key	Council	Finance Deputy Chief Executive		Public
	Leisure Facilities Feasibility Studies	Non	Cabinet	Business Assistant Director – H Howell		Public

27-Jun-25

	Sale of Land	Key	Cabinet	Business Assistant Director J Birch		Exempt
	Microsoft Enterprise License	Key	Cabinet	Finance Assistant Director - Corporate Services		
	Revenue Outturn 2024/2025	Key	Cabinet	Finance Portfolio Holder Assistant Director - Finance	Council Financial Plan 2023 – 2028 Monthly Monitoring Reports 2023/2024	Public
	Capital Outturn 2024/2025	Key	Cabinet	Finance Portfolio Holder Assistant Director - Finance	Cabinet Reports Approved Financial Plan 2023/2028 Council Approved Financial Plan 2023/2028 Capital Strategy 2024/2025 Monthly Monitoring Reports 2024/2025	Both

23

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
16 September 2025						
	King's Lynn Enterprise Park	Non	Cabinet	Business and Culture Asst Dir – D Hall		Public
	CIL Governance	Non	Cabinet	Planning and Licensing Asst Dir – S Ashworth		Public
	Padel Tennis	Non	Council	Deputy Leader and Business Asst Dir – R Allan		Public
	Review of Constitution	Non	Council	Leader Monitoring Officer		Public
	Cemeteries	Key	Cabinet	Operational & Commercial		Private

27-Jun-25

	Recommendations from the Regeneration and Development Panel – Transport Informal Working Group	Non	Cabinet	Planning and Licensing and Leader of the Council Assistant Director Duncan Hall		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
11 November 2025						
	Plan for Neighbourhoods Fund	Non	Council	Leader Asst Director – Regeneration, Housing and Place		Public
	Local Nature Recovery Strategy (Adoption)	Non	Council	Climate Change and Bio Diversity Asst Dir – S Ashworth		Public

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
9 December 2025						

Items to be scheduled

	King's Lynn Transport Strategy – to go on 3 rd March 2026	Key	Council	Planning and Licensing Asst Dir D Hall		Public
	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		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
64	King's Lynn Town Football Club	Non	Cabinet	Property		Private- Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Housing Assurance Strategy	Non	Council	People and Communities Asst Dir M Whitmore		Public
	Domestic Abuse Tenants/Residents Policy and Domestic Abuse Intersectionality Policy	Non	Council	People and Communities Asst Dir - D Hall		Public
	IT Hardware Refresh	Key	Cabinet	Finance Assistant Director - Corporate Services		Private