

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



# **COUNCIL MEETING**

## ***Agenda***

Thursday, 6th April, 2017  
at 6.30 pm

in the

**Assembly Room  
Town Hall  
Saturday Market Place  
King's Lynn**





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

You are hereby summoned to attend a meeting of the **Borough Council of King's Lynn and West Norfolk** which will commence at **6.30 pm** on **Thursday, 6th April, 2017** in **The Assembly Room, Town Hall, Saturday Market Place, King's Lynn** to transact the business shown below.

Yours sincerely

Ray Harding  
Chief Executive

#### **BUSINESS TO BE TRANSACTED**

**1. PRAYERS**

**2. APOLOGIES FOR ABSENCE**

**3. MINUTES**

To confirm as a correct record the Minutes of the Meeting of the Council held on 23 February 2017 (previously circulated).

**4. DECLARATION OF INTEREST**

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.

**5. MAYOR'S COMMUNICATIONS AND ANNOUNCEMENTS**

To receive Mayor's communications and announcements.

## **6. URGENT BUSINESS**

To receive any items of business which in the opinion of the Mayor are urgent.

## **7. PETITIONS AND PUBLIC QUESTIONS**

To receive petitions and public questions in accordance with Standing Order 9.

## **8. CABINET MEMBERS REPORTS**

In accordance with Standing Order 11.1 to receive reports from Cabinet Members in the following order and under Standing Order 11.2 (a) Members of the Council may ask questions of the Cabinet Member on their reports and Portfolio areas:

**(Councillors are reminded that this is a question and answer session not a debate.)**

- 1) **Corporate Projects and Assets - Councillor A Beales** (Pages 6 - 7)
- 2) **Development - Councillor R Blunt** (Pages 8 - 10)
- 3) **Environment - Councillor I Devereux** (Pages 11 - 12)
- 4) **Housing and Community - Councillor A Lawrence** (Pages 13 - 14)
- 5) **Human Resources Facilities and Shared Services - Councillor Mrs K Mellish** (Pages 15 - 16)
- 6) **Systems and Economic Development - Councillor N Daubney** (Pages 17 - 19)
- 7) **Deputy leader and Culture, Heritage and Health - Councillor Mrs E Nockolds** (Pages 20 - 22)
- 8) **Leader and Resources - Councillor B Long** (Pages 23 - 25)

## **9. MEMBERS QUESTION TIME**

In accordance with Standing Order 11.2 (b), Members of the Council may ask any questions of the Chairman of any Council Body (except the Cabinet).

## **10. RECOMMENDATIONS FROM COUNCIL BODIES**

To consider the following recommendations to Council:

- 1) **Cabinet: 28 February 2017** (Pages 26 - 27)

**(Councillors are reminded this is a debate with one opportunity to participate in the debate per item.)**

To consider the recommendations to Council from the Cabinet Meeting on 28 February 2017 as follows:

CAB134: Review of Anti Fraud Documents

CAB135: Treasury Management Strategy Statement, Minimum Revenue Provision Policy and Annual Investment Strategy 2017/18

**11. REVIEW OF PROPORTIONALITY (Pages 28 - 29)**

Ray Harding  
Chief Executive

**CABINET MEMBERS REPORT TO COUNCIL**

**6 APRIL 2017**

**COUNCILLOR ALISTAIR BEALES - CABINET MEMBER FOR CORPORATE PROJECTS AND ASSETS**

For the period 23 February to 28 March 2017

**1 Progress on Portfolio Matters.**

**Nar Ouse Business Park Enterprise Zone**

The council has met with Better Broadband for Norfolk (BBFN) and Open reach representatives to assess the broadband infrastructure needs for the site and agree the next steps.

The feasibility study on re-routing the gas pipeline has been completed by the National Grid. A number of options have been tested and the council will now work with the National Grid to agree the preferred option. The re-routing is the main piece of infrastructure works and will determine the timing of the delivery of the remaining site infrastructure (access roads, utilities, broadband and ground improvements).

**Townscape Heritage Initiative (THI)**

Seven grants for seven properties totalling £1,018,784 have been offered to date with work on five properties under way or nearing completion. The grants include two of the three critical projects / properties. Work on the third critical property started without grant support, as chosen by the respective owners.

In reporting the above I am aware that Members may ask specific questions regarding the amount of funding granted to a property - HLF's advice is that we should keep that information confidential. The R & D Panel will be updated later in the year (as an exempt item) which will be an opportunity for those Members who want more detail about the scheme.

**2 Forthcoming Activities and Developments.**

I have previously reported that the department has been restructured and with a key administrative post soon to be filled I have tasked the officer team with a financial re-assessment of all regeneration and corporate projects.

The intention is to look at priorities in the light of capital demand, timing of that demand, rate of return and other aspects such as public benefit, remediation of blighted or nuisance land etc. A further and inescapable factor will be the budgetary situation of the Council and the revenue needs from capital.

The promised report on the progress of the Major Housing Scheme will be sifted by Cabinet shortly after the writing of this report and if agreed to come forward will be considered at the Cabinet meeting of 11<sup>th</sup> April 2017.

**CABINET MEMBERS REPORT TO COUNCIL**

**6 April 2017**

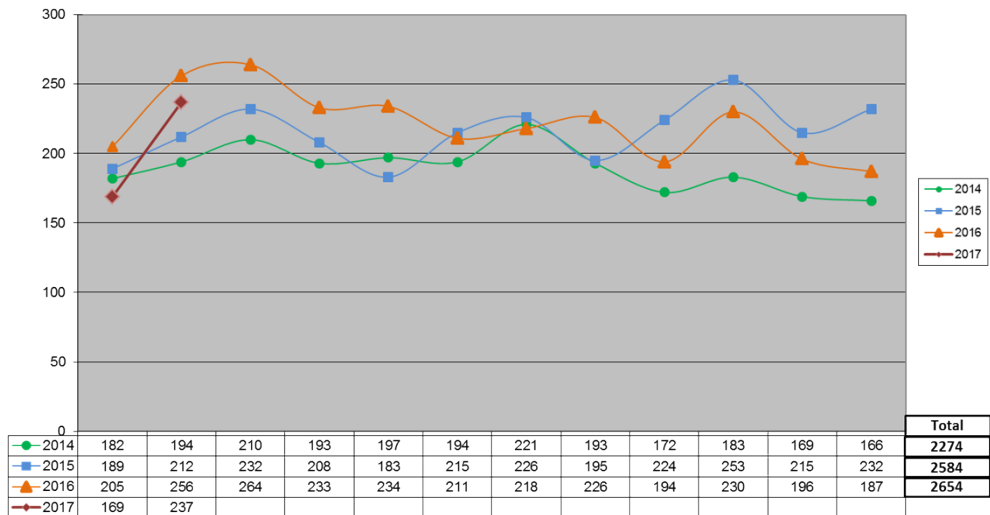
**COUNCILLOR RICHARD BLUNT - CABINET MEMBER FOR DEVELOPMENT**

For the period 10 February to 24 March 2017

**1 Progress on Portfolio Matters.**

**Planning Applications**

Planning and discharge of condition applications received



February planning applications continued at a high level exceeding last year's monthly average.

Officers have been working as part of a Norfolk wide group with the National Planning Advisory Service (PAS) seeking to improve the processes in the Development Management service. The working group have been looking at bench marking across the Norfolk planning authorities, reviewing best practices and providing some consistency in the application processing. For example how we validate applications and how we word planning conditions.

**Government White Paper**

As mentioned in my previous report to Council, the Governments white paper entitled "Fixing the Broken Housing Market" sets out the Governments strategy for significantly increasing the delivery of housing within Britain. The white paper contains a number of significant challenges and I am in the process of



arranging a members briefing to go through both the white paper and the latest thinking on Neighbourhood Plans included in the white paper.

### **Local Plan**

The Local Plan Task Group continues to develop the Plan Review to 2036. It has recently reviewed the process of creating the Housing Numbers required and the current housing numbers for The Borough based on the latest data from various Government Offices.

The Task Group is now about to look at the recent Government White Paper and the impact it has the Local Plans.

### **Community Infrastructure Levy**

The Community Infrastructure Levy successfully commenced on 15 February. Although there have been minor implementation issues, the process is now established and working well.

The Parish Clerks have been advised of a series of new web pages helping Parish Councils understand various aspects of the scheme including, CIL payments, spending and reporting.

### **Neighbourhood Plans**

There continues to be a heavy interest in developing Neighbourhood Plans. Examination of the Walpole Cross Keys and the West Winch / North Runcton neighbourhood plans will be soon taking place.

### **A47 Alliance**

At its meeting on 3rd March 2017, the A47 Alliance agreed its priorities for A47 improvements from 2020 to 2025. The A47 Alliance will continue lobbying to government with the aim of securing government funding for these priorities.

The priorities include Tilney to East Winch Dualling, Norfolk, Guyhirn to Wisbech Dualling, Cambridgeshire, Junction improvements at: A1101 Elm High Roundabout and B198 East and West, Cambridgeshire.

If Government commits to funding these schemes, construction could commence between 2020 and 2025.

### **Meetings Attended and Meetings Scheduled**

Council  
Cabinet  
Cabinet Sifting  
Cabinet Briefings

Local Plan Task Group  
Various meetings with Officers  
Meetings with Leader  
Planning Committee  
Regeneration and Development Panel  
Environment and Community Panel  
Self Build and Custom Build Task Group  
A47 Alliance  
Wisbech Access Strategic Steering Group

**CABINET MEMBERS REPORT TO COUNCIL****6 APRIL 2017****COUNCILLOR IAN DEVEREUX- CABINET MEMBER FOR ENVIRONMENT**For the period 23 February to 25<sup>th</sup> March**1 Progress on Portfolio Matters.**

Following excellent Press coverage of the Launch of Great British Spring Clean Campaign, seven Parishes demonstrated their Pride in their Communities with their full participation and by taking full advantage of the Clean-up Kits and support facilities we provided.

Assisted by good publicity, visits are almost complete to those properties in King's Lynn North End, who receive a black bag refuse collection service; we are explaining to the occupants their responsibilities for keeping a clean and healthy environment and to avoid fly tipping and other Council clean-up action. We are making it clear that any such breaches, including fly-tipping will result in enforcement action. There are a number of active investigations ongoing in the Borough concerning fly-tipping and filthy & verminous properties.

Our Officers continue to support the Police with measures to improve behavior in and around the Bus Station, which is showing a marked reduction in reported problems.

Since last December the Brown Bin count has increased by 340 to a total of 24624.

Following National coverage of concerns about urban, traffic related air pollution; we responded to a request from Radio Norfolk to tell listeners about pollution levels in King's Lynn. We outlined progress with our King's Lynn Air Quality Management Action Plan; detailed performance will be considered by a forthcoming Environment & Community Panel.

Our Emergency Response Teams continue to operate at an intense level of activity due to the unprecedented number of events this year. The principle demand is the ongoing Manor Farm Fire, for which management has now been handed over from the Emergency Services to our Borough Council Team. We are monitoring the smoldering remains and preparing for detailed investigation of the residual pollution and eventual recovery plans.

We hosted a very successful visit to Snettisham Beach by The Chair of the Environment Agency and her Staff, Sir Henry Bellingham MP, Anglian Water,

and the Borough Council to see the beach recycling work in action under the new contractual and funding arrangements. The EA Chair declared that this programme to be the exemplar for the new National Partnership Funding Model and congratulated the Local Community Interest Company for their excellent work.

## **2 Forthcoming Activities and Developments.**

Consideration of the factors, issues and options influencing future waste collection, recycling and management arrangements

## **3 Meetings Attended and Meetings Scheduled**

Cabinet and associated meetings  
Audit Committee  
Regeneration & Development Panel  
Corporate Performance Panel  
Tour of MRF at Costessey  
Visit to RAF Marham  
Various Portfolio Meetings with CSNN, Planning, Coastal Protection, Refuse & Waste Teams  
Council  
Launch of Great British Spring Clean Campaign  
Project Management Review  
Hosting of visit by the EA Chair, Sir Henry Bellingham MP and Anglian Water to Snettisham Beach  
Fly-tipping Interview with KLFM  
Air Quality Interview with Radio Norfolk  
Environment & Community Panel  
Norfolk Waste Partnership Board

### **Scheduled**

Wash East Coast Management Strategy Group  
Joint Employee Consultative Committee  
Council  
HRA Monitoring, Mitigation & Green Infrastructure Panel  
Hunstanton Green Joint Management Committee

**CABINET MEMBERS REPORT TO COUNCIL**

**6 APRIL 2017**

**COUNCILLOR ADRIAN LAWRENCE - CABINET MEMBER FOR COMMUNITY**

For the period 23 February to 28<sup>th</sup> March 2017

**Progress on Portfolio Matters.**

**Home Choice**

Housing Register currently stands at 1352 – 234 in high, 371 in medium, 747 in low.

28 housed started in the last month

**Supporting People – funding reductions.**

As many of you will be aware the County Council (since 2003) has administered a budget used to fund housing related support services. These services include accommodation based services (including accommodation for vulnerable homeless people), and non-accommodation based services including ‘floating support’ services aimed at helping people maintain their tenancies. This funding is being reduced significantly – effectively halved, and this will have an impact on services locally and across the county. We will be working with County colleagues over the next few months to make the case for the retention of some of these services (including those supporting young homeless people) that are critical to some of the most vulnerable people in our area.

**The Housing White Paper**

The Housing White Paper – We have had an opportunity to digest the Housing White Paper published in February to understand the Government’s direction of travel in relation to housing policy. The document acknowledges that the housing market is broken, and sets out many different (including changes to planning policy), approaches that can be applied to help increase new supply. There is no one ‘silver bullet’ / single initiative in the document. There is a positive endorsement of councils taking a role in direct delivery, as this Council has done, in delivering new homes both for sale and rent.

**Licensing**

One hearing of the Licensing and Appeals Panel – driver was given a warning.

**Health and Safety**

Dealing with numerous complaints about unsafe working practices during roof repairs as a consequence Storm Doris.

**Food Safety**

Interactive presentation at a local primary school for Reception children demonstrating good handwashing practices and they need to wash their hands properly.

**Meetings Attended and Meetings Scheduled**

Full Council

Cabinet

Benjamin Foundation

Portfolio Meetings

Audit

R&D

Cabinet Briefing

L A Housing Company

Meeting with Benjamin Foundation and Crime Commissioner and Elizabeth Truss MP

**CABINET MEMBERS REPORT TO COUNCIL**

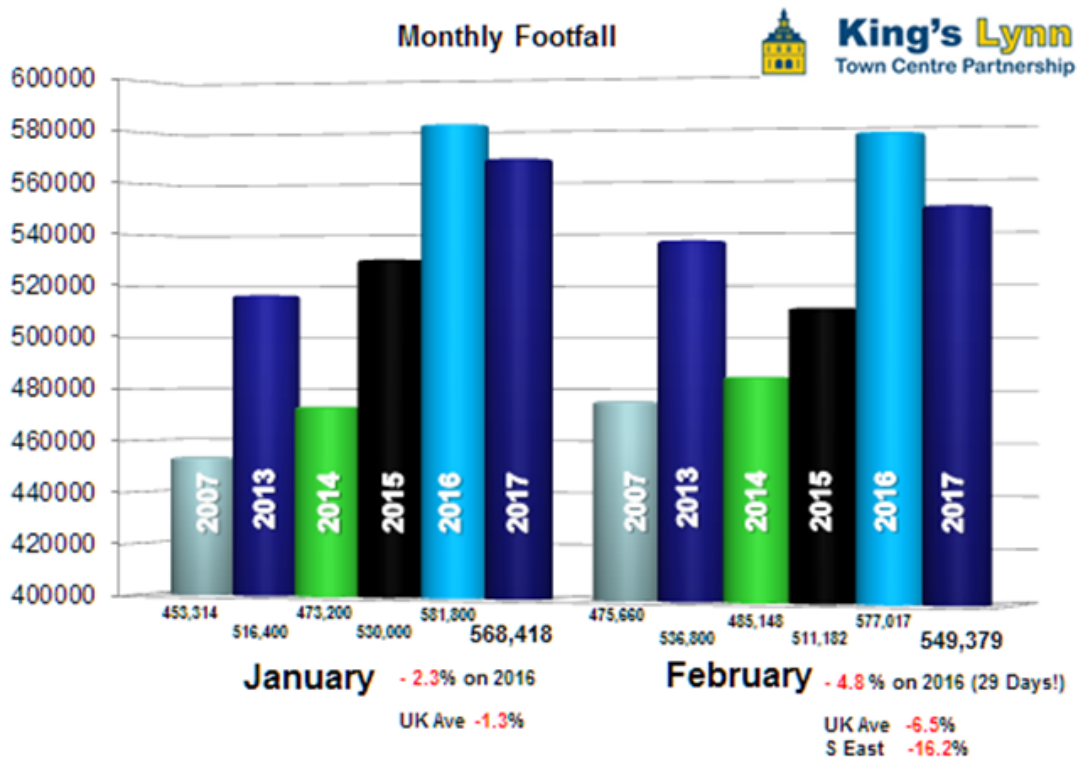
**6 April 2017**

**COUNCILLOR MRS KATHY MELLISH - CABINET MEMBER FOR HUMAN RESOURCES, FACILITIES AND SHARED SERVICES**

For the period 24 February to 6 April 2017

**1 Progress on Portfolio Matters.**

Footfall in King’s Lynn during February was slightly down from 2016 even with the extra day but still above the UK average as we continue the same trend from 2013 onwards. Although March figures are not yet due they are on course to be up on the national trend also.



Plans are heading towards the hoped for extra car parking spaces at the Crematorium without causing undue upheaval to the natural land and tree area.

As Members will notice there are a lot of dates coming out now for meetings at the Town Hall. We do not have a firm date for the changes at Kings Court but it is better we move on with the relocation for our meetings so that work can start there as soon as changes can be made.

Since the successful Kings Lynn BID there has been an initial meeting which I attended. However, this is part of the new structure of Cllr Daubney's Portfolio so he has now taken this over on behalf of the Council.

Last week I visited the Depot to see how the recent moves have worked. I am pleased to report that after a few teething issues, which would be expected with any change of venue, the print room equipment and the staff are settled and very happy in their new location. It is easier for deliveries, all being on the ground floor and visitors - as there is parking directly outside. Post and printing to and from the offices is arranged on a twice daily run between the Depot and Kings Court so no actual loss of service from either side. Nathan and his team are now on the floor above and are also quite happy with the changes. It is clear that although some find it difficult to change and are unhappy with the thought of change, both these teams have proved, it is quite possible to alter current working practises and to move to another office with no loss of service except for the practical down time of the move itself.

Although not my area I was able to view the new greenhouses on the site with the new bench systems in use. Spring is clearly here, or rather in there as it was windy and cold when I visited, and all the new plants were being potted up. It makes you realise what a huge undertaking it is to keep all the Borough open areas covered in plants over all four seasons.

## **2 Forthcoming Activities and Developments.**

Regular meetings with Officers and Executive Directors

## **3 Meetings Attended and Meetings Scheduled**

Officer meetings  
Cabinet meetings and Portfolio updates  
Cabinet Sifting  
New structure BID meeting  
Depot visit  
Crematorium visit



**CABINET MEMBERS REPORT TO COUNCIL****6 APRIL 2017****COUNCILLOR N DAUBNEY - CABINET MEMBER FOR SYSTEMS AND ECONOMIC DEVELOPMENT**For the period 23 February to 28<sup>th</sup> March 2017**1 Progress on Portfolio Matters.****'My Account'**

The council's online account 'My Account' was launched on 8<sup>th</sup> February. To date (23<sup>rd</sup> March) 2,544 accounts have been opened by our customers. To give this some context, our Account Manager was at a council recently where they had a 'my account' service for three years and had 2,000 account holders.

42% of accounts have been opened out of office hours. Definitive self-service in action.

**Contact Centre**

The council's contact centre has been busy with enquiries following the despatch of the annual council tax bills. However, I am very pleased to report that the volume of enquiries has significantly reduced in comparison to previous years. More customers are opting to receiving their council tax bills by email which, in turn, reduces the cost of printing the bills.

**Web Chat**

We have launched a new Web Chat service which has been built in house by our own Web Team. The system is proving popular with over 50 'chats' being held with customers on a particularly busy day. Advisors are able to hold multiple 'chats' with customers online. Feedback on the service has been very positive and we will look at ways of developing this service in the future.

**'Switched On'**

The Corporate Channel Shift Project Team is currently developing the councils Digital Strategy for 2017/18. It will focus on promoting the take up of our digital services and continuing demonstrate our commitment to providing residents and businesses with the best possible service, whilst embracing the latest technology.

### **Business Improvement District (BID)**

Following the vote of Town centre businesses to support this initiative, steps are now being taken to make the wish a reality. A board of directors will report to an open meeting of all eligible business members. A service level agreement with the council under discussion will mean that the council collects the revenue to enable the BID to deliver on its business plan to promote and enhance business opportunity within the BID area.

### **Local Enterprise Partnership (LEP)**

The council is working with neighbour districts and county councils and LEPs to clarify status following the decision not to pursue a combined authority option. Part of the Greater Peterborough Greater Cambridge LEP will of course be a combined authority (Peterborough and Cambridge). At a recent meeting we took confidence in the message that our membership and influence with LEP activity would continue.

The council is working with both LEPs on preparing Economic Strategies for the two LEP areas.

### **King's Lynn Coastal Community Team**

As previously advised King's Lynn was successful in acquiring funds to finance work with business to research business needs, requirement and promotion initiatives. Before publication of this report the council representatives will have met with local business leaders and have started to make progress with this initiative.

### **Shared Technology Centre / Institute of Technology**

The council is working with Anglia Ruskin University, College of West Anglia and the Greater Cambridge Greater Peterborough LEP on the feasibility on setting up a technology centre in King's Lynn. The centre would offer space and state-of-the-art equipment to enable West Norfolk businesses to test prototypes and pilot new products and services.

## **2 Meetings Attended and Meetings Scheduled**

Since last meeting

Cabinet

Norfolk County Economic Development member and officers

GCGP Leaders Meeting

College Corporation

BID Meeting

Town Centre Partnership

Chamber of Commerce –West Norfolk Council

Business Visits with MP and MEP

Planned  
Chamber of Commerce

**CABINET MEMBERS REPORT TO COUNCIL**

**6 APRIL 2017**

**COUNCILLOR MRS EA NOCKOLDS  
CABINET MEMBER FOR CULTURE, HERITAGE AND HEALTH**

For the period 23 February to 30th March 2017

**1 Progress on Portfolio Matters.**



**HUNSTANTON**  
HERITAGE GARDENS

The £1.3m project to refurbish the Esplanade Gardens, structures along the cliff top and areas of the Green at Hunstanton is well advanced and will be completed by mid-June 2017. The logo above has been developed by the Activity Co-ordinator and will be used for the marketing of the project, including the events and newsletters. As well as the refurbishment, the Heritage Lottery Fund and the Big Lottery Fund has allowed the Activity Co-ordinator to plan, during April and September, a wide ranging programme of activities. During April there will be events for people of all ages, such as bug hunts, Punch & Judy on the Green, Art on the Green, Nordic Walking and Battle of the Bands.

The Southgates has had a Historic and Architectural Building Survey and Conservation Management Plan completed. At the moment it is in its draft form. This work will inform the interpretation of the site and guide leaflets. This project is funded through the HLF, 'Our Heritage and Young Roots' funding. During the Summer Term and working in partnership with Norfolk Museum Service there are events planned with local schools. Recently volunteers have been recruited to be in attendance during May and September at the Southgates who will be supported by re-enactors to enhance the visitor experience. The installation of improved LED lighting and displays with replica fittings as well as an illustrated guide leaflet will take place in 2018.

The Stories of Lynn Exhibition at the Town Hall was official opened by His Royal Highness, The Duke of Gloucester on 30th March. Pupils from a local school were also in attendance.

The trainee archivist took up his post in December at our Archives Centre. He has been offered a place on a postgraduate Archives and Records Management distant learning course. As well as running the search room with attendances of up to 30 per month, he has been involved in a number of community projects.

All of the West Norfolk holiday guides have been published ready for the new season of holidays; this includes the mini guides for Hunstanton and Downham Market as well as the Discover Kings Lynn map. During the winter the Visit West Norfolk web-site content has been updated. The Visit West Norfolk mobile phone APP is completed and released for use. The APP provides a mobile responsive directory guide within a wide range of categories throughout west Norfolk, such as Events, Things to do. Places to eat and stay and shopping. All participating businesses and venues have been provided with window stickers and flyers to promote the APP.

During the last twelve months Lynn Museum has hosted a Teaching Museum traineeship provided by the Norfolk Museum Service funded through the Arts Council England. Amongst a range of activities she has contributed to social media work, supervised collection volunteers and scheduled displays in the museum reception area. A new trainee will start work at Lynn Museum during mid-April.

Lynn Museum are continuing to work with local schools to deliver a broad range of formal learning sessions. Due to recent changes in the history National Curriculum some programmes have been adapted to include the Seahenge and early history displays. New boxes of handling artefacts have been created for use with schools to help children to investigate local history and archaeology.

## **2 Forthcoming Activities and Developments.**

Four weeks before the Asda Foundation GEAR 10K Run, which is being staged by 'Run For All', registration has closed as 2,500 runners have applied. Bepak has sponsored the Corporate Challenge. There are still a few places in the Bepak sponsored Mini GEAR. Both runs will take place on 30th April which will be supported by many individual volunteers as well as community groups to marshal the route as well as other responsibilities at the Tuesday Market Place.

## **3 Meetings Attended and Meetings Scheduled**

Portfolio meetings with;

Ray Harding Chief Executive  
Chris Bamfield Exe. Director Commercial Services  
Tim Humphreys Tourism Manager

Resort Staff  
Open Space Operations Manager

Cabinet

Regeneration & Development Panel

Alive Management Board

Kings Lynn & West Norfolk Area Museums Committee

Norfolk Armed Forces Covenant Committee

WN Joint Primary Care Co-Commissioning Committee

WNCCG Stakeholders Panel

Hunstanton Coastal Community Team

KL Festival Board

Hunstanton Heritage Gardens Activity Co-ordinator

LILY Board

Norfolk Community Foundation-assessing grants

Stories of Lynn Activities and Engagement Officer

Friends of The Walks

KL Horticultural Society

Trues Yard

In-Collusion Art and Technology group

**CABINET MEMBERS REPORT TO COUNCIL****6 APRIL 2017****COUNCILLOR BRIAN LONG – LEADER & CABINET MEMBER FOR RESOURCES.**

For the period 23 February to 28 March 2017

**1 Progress on Portfolio Matters.****Budget 2016/2017 Monitoring**

As at the end of February our budget monitoring report showed a favourable monthly balance of £24920. In addition our yearly efficiency savings target of £175,000 has been exceeded with the savings put to general fund balances as outlined in our budget presented last month.

The cost reduction programme 2015/2020 relies on us moving savings to reserve to address funding deficit in 2021. This progress to date was reported in the latest monitoring report but is summarised below.

Service Area	2016/2017 Saving £	2017/2018 Saving £	2018/2019 Saving £	2019/2020 Saving £
<b>Revenue</b>				
<b>February:</b>				
Benefits services	1,730	6,370	6,610	6,870
Customer Information Centre	11,300	36,080	37,440	38,870
Finance Services	10,730	0	0	0
Grounds Maintenance	83,800	45,000	45,000	45,000
Mayoral Transport	7,000	7,000	7,000	7,000
Planning Admin	25,250	8,000	8,000	8,000
Planning Control	20,460	46,430	47,720	49,230
Training Holding Account	35,000	0	0	0
<b>Total February</b>	<b>195,270</b>	<b>148,880</b>	<b>151,770</b>	<b>154,970</b>
<b>December:</b>				
Council Tax income	0	28,520	29,610	30,710
Insurance	0	159,620	99,550	44,170
<b>Total December</b>	<b>0</b>	<b>188,140</b>	<b>129,160</b>	<b>74,880</b>
<b>November:</b>				
Benefits	1,120	5,250	5,080	4,890
Customer Information Centre	31,470	0	0	0
Community Safety and Neighbourhood Nuisance	38,140	55,250	57,350	59,530
Democratic Services	28,220	22,520	22,780	23,020
Development Control	39,560	40,970	42,520	44,150
ICT Services	10,370	37,290	37,290	37,290
Internal Audit	0	35,530	36,740	38,480

Planning	15,810	26,190	27,190	28,220
Refuse	1,120	6,470	6,720	6,970
<b>Total November</b>	<b>165,810</b>	<b>229,470</b>	<b>235,670</b>	<b>242,550</b>
<b>October:</b>				
King's Court	2,190	2,250	2,310	2,370
ICT Services	0	24,000	24,000	24,000
Policy and Partnership	22,360	30,070	30,280	30,500
Property Services	5,880	6,040	6,210	6,390
<b>Total October</b>	<b>30,430</b>	<b>62,360</b>	<b>62,800</b>	<b>63,260</b>
<b>September:</b>				
Car Parking Operations	20,000	20,000	20,000	20,000
CCTV	22,000	28,000	28,700	29,420
Civic Hospitality	4,650	4,650	4,650	4,650
Financial Services	14,500	16,060	16,180	16,310
Perform & Efficiency Team	9,070	9,320	9,580	9,850
<b>Total September</b>	<b>70,220</b>	<b>78,030</b>	<b>79,110</b>	<b>80,230</b>
<b>August:</b>				
Print Room	24,730	70,860	70,860	70,860
<b>Total August</b>	<b>24,730</b>	<b>70,860</b>	<b>70,860</b>	<b>70,860</b>
<b>Total Revenue</b>	<b>486,460</b>	<b>777,740</b>	<b>729,370</b>	<b>686,750</b>
<b>Corporate Projects</b>				
<b>January:</b>				
Corporate Project	10,960	43,850	43,850	10,960
<b>November:</b>				
Kings Court Rent	5,300	16,000	16,000	16,000
<b>Total Corporate Project</b>	<b>16,260</b>	<b>59,850</b>	<b>59,850</b>	<b>26,960</b>
<b>Total to Date</b>	<b>502,720</b>	<b>837,590</b>	<b>789,220</b>	<b>713,710</b>
Target savings	355,925	937,447	1,558,637	1,862,186
<b>Variance over/(under) to Date</b>	<b>146,795</b>	<b>(99,857)</b>	<b>(769,417)</b>	<b>(1,148,476)</b>

<b>Council Tax</b>	<b>2016/2017 Saving £</b>	<b>2017/2018 Saving £</b>	<b>2018/2019 Saving £</b>	<b>2019/2020 Saving £</b>
Additional Council Tax income from the move to £5 increases	0	90,270	203,830	317,530
<b>Total Council Tax</b>	<b>0</b>	<b>90,270</b>	<b>203,830</b>	<b>317,530</b>

As time progresses target savings will increase as shown for example in 17/18 with total savings to date at £837590 against a target £937,447. My intention is to report these figures to council on a regular basis.

### **RAF Marham Business Breakfast**

I attended a breakfast meeting at RAF Marham, it was set to encourage support for both RAF Reserves that work within industry and included the details of a new Corporate Covenant that businesses are encouraged to sign up to and support. We have been a signatory to the Community Covenant, but as an employer we will explore the merits of the Corporate Covenant and its levels of support it offers.



### **Visit To Kings Lynn Power Station.**

I was invited by Centrica to view ongoing works to reinstate operations at Kings Lynn Power Station. Part of the works includes installation of a new turbine. The plant will have increased efficiency as a result of the works but more importantly will change the way the plant is run. Traditionally the plant was set to run constantly for continuous power production. The refurbished plant will allow relatively quick start up and shut down to enable almost power on demand to deal with variances in power throughout the day. This is relevant in today's energy market given the mix of power generation now available, such as wind and solar.

## **2 Forthcoming Activities and Developments.**

### **Local Lottery**

I was pleased to attend and hear discussions at the Environment and Community Panel on the proposal for a Local Borough Lottery. It was obvious that further information was needed by the panel on how the scheme could work and also detail surrounding our choice of operator. I know from ongoing discussions I have had with local charities and organisations that the ability to be involved and raise funding via this scheme is welcomed by many.

I look forward to issues raised being resolved in order that we can progress this scheme.

## **3 Meetings Attended and Meetings Scheduled**

In addition to my usual round of Cabinet and Portfolio Meetings I have also attended the following;

RAF Marham Business / Employers Breakfast

Visit to Kings Lynn Power Station

Freebridge Community Housing – Complaints Panel Hearing

Photo call with Apprentices – For National Apprenticeship Week.

Wash European Marine Site SAC EMS Full management Board.

Kings Lynn Town Centre Partnership

Alive Management Board

Meeting with District Council Leaders

Chief Executives Mid-term Appraisal

Regeneration and Development Panel

Corporate Performance Panel

Environment and Community Panel

Local Authority Housing Company Board Meeting

Meeting with Your Local Paper

To Be attended at the time of writing;

Mayors Civic Awards for Voluntary Service

Meeting with Police Commissioner

**RECOMMENDATIONS TO COUNCIL ON 6 APRIL 2017**  
**FROM CABINET ON 28 FEBRUARY 2017**

CAB134: **REVIEW OF ANTI FRAUD DOCUMENTS**

Councillor Daubney presented a report setting out a review of the Anti-Fraud documents as since 2014 several changes had taken place, which needed to be reflected in the anti-fraud suite of documents as outlined below:

- The work of the Benefits Enquiry Unit (BEU) on fraud relating to Benefits had transferred to the Single Fraud Investigation Service within the Department for Work and Pensions (DWP). Capacity for investigating fraud relating to Council Tax and Business Rates, as well as dealing with the National Fraud Initiative work, had been retained within the Council in the form of a Fraud Investigations Officer/ Internal Auditor role. Reference to the investigation of Benefit fraud had been removed from the documents.
- The Deputy Chief Executive had left the Council and his responsibilities in relation to anti-fraud and whistleblowing had been transferred to the Assistant Director (s151 Officer).
- There had been a change in title for the Executive Director, Central Services to Executive Director, Central and Community Services.
- There had been a change in the title of the Audit Committee from Audit and Risk Committee.

The importance of ensuring this documentation was up to date was discussed and agreed.

As it was her last Cabinet meeting, the Cabinet wished Kate Littlewood, Audit Manager well in her retirement and thanked her for her assistance during her time with the Council.

**RECOMMENDED:** 1) That the proposed Anti-Fraud and Anti-Corruption Strategy, Fraud Response Plan and Whistleblowing Policy be approved.

2) That delegated authority be given to the Assistant Director – Resources in consultation with the Cabinet Member with responsibility for Anti-Fraud and Corruption to update the documents in the future following consultation with the Audit Committee.

**Reason for Decision**

To bring the anti-fraud documents up-to-date to reflect current good practice.

CAB135: **TREASURY MANAGEMENT STRATEGY STATEMENT, MINIMUM REVENUE PROVISION POLICY AND ANNUAL INVESTMENT STRATEGY 2017/18**

Cabinet considered a report which explained that the Council was required to receive and approve a Treasury Management Strategy Statement, Minimum Revenue Provision Policy Statement and Annual Investment Strategy which covered:

- Capital plans, including prudential indicators
- A Minimum Revenue Provision (MRP) Policy
- The Treasury Management Strategy
- An Investment Strategy

The report covered the requirements of the Local Government Act 2003, the Chartered Institute of Public Finance Accountants (CIPFA) Prudential Code, the Department of Communities and Local Government (CLG) MRP Guidance, the CIPFA Treasury Management Code and the CLG Investment Guidance.

The report also looked at the period 2017/2021 which fitted with the council's financial plan and capital programme and was based upon the Treasury Officers' views on interest rates, supplemented with leading market forecasts provided by the Council's Treasury Advisor, Capita Asset Services, Treasury Solutions.

**RECOMMENDED:** That the following be approved:

- 1) The Treasury Management Strategy Statement 2017/2018, including treasury indicators for 2017/2021.
- 2) The Investment Strategy 2017/2018.
- 3) The Minimum Revenue Provision Policy 2017/2018.
- 4) Adopt the revised Treasury Management Practices (TMPs).

**Reason For The Decision**

The Council must produce a Treasury Management Strategy Statement, Minimum Revenue Provision Policy Statement and Annual Investment Strategy 2017/2018 by 31 March 2017.

**REPORT TO COUNCIL**

<b>Open</b>				
Lead Officer: Sam Winter E-mail: sam.winter@west-norfolk.gov.uk Direct Dial: 01553 616327			Other Officers consulted: Chief Executive, Monitoring Officer	
Financial Implications NO	Policy/Personnel Implications NO	Statutory Implications YES	Equality Impact Assessment req'd NO	Risk Management Implications NO

Date of Meeting : 6 April 2016

**REVIEW OF PROPORTIONALITY**

It is the duty of the Council to review annually the entitlement of political groups to seats on committees in line with the proportionality rules set out in the Local Government and Housing Act 1989. The rules allow adjustments to be made to make whole numbers of seats and, once the Council has determined how adjustments should be made, appointments are made to committees on that basis. Council is now required to review its proportionality following the withdrawal from the Labour Group by Councillor Joyce.

**RECOMMENDED: That proportionality be amended by the change of 1 seat reverting from the Labour Group to the Conservative Group from the Appointments Board and the appropriate membership sought.**

**1 Background**

The rules around proportionality are as set out below:

- (1) No political group can have all the places on a committee (the exception is the Cabinet).
- (2) A group having an overall majority on the Council is entitled to a majority of seats on each committee.
- (3) The aggregate number of seats across all committees is allocated in accordance with each group's entitlement.
- (4) The number of seats on each committee is allocated in accordance with each group's entitlement.

**2 Proportionality Change**

Following the resignation from the Labour Group by Councillor Joyce the proportionality needs to be reviewed.

No amendment will be made for the vacancy following the death of Councillor Gourlay until after the by election when called.

### **3 Amended level of Seats Allocated**

To take into account the amended proportionality, Council is invited to approve the change which means the loss of 1 seat from the Labour Group which will be allocated to the Conservative Group from the Appointments Board.