

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



Environment and Community Panel

Agenda

Tuesday, 24th July, 2018
at 6.00 pm

in the

**Council Chamber
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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Friday 13th July 2018

Dear Member

Environment and Community Panel

You are invited to attend a meeting of the above-mentioned Panel which will be held on **Tuesday, 24th July, 2018 at 6.00 pm** in the **Council Chamber, Town Hall, Saturday Market Place, King's Lynn** to discuss the business shown below.

Yours sincerely

Chief Executive

AGENDA

1. Apologies for absence

To receive any apologies for absence.

2. Minutes (Pages 6 - 10)

To approve the minutes of the previous meeting.

3. Declarations 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.

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 Chairman 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 Chairman of their intention to do so and on what items they wish to be heard before the meeting commences. Any Member attending the meeting under Standing Order 34 will only be permitted to speak on those items which have been previously notified to the Chairman.

6. Chairman's Correspondence

If any.

7. Corporate Performance Monitoring Full Year 2017-2018 (20 minutes)
(Pages 11 - 17)

8. Youth Investment Fund (25 minutes) (Verbal Report)

Representatives from the Youth Investment Fund will be present at the meeting to provide the Panel with information.

9. Homelessness and Rough Sleeping Strategy (60 minutes) (Pages 18 - 20)

The attached briefing note has been prepared by the Housing Services Manager and sets out what information will be provided to the Panel at the meeting.

10. Work Programme and Forward Decision List (Pages 21 - 28)

11. Date of the next meeting

To note that the next meeting of the Environment and Community Panel is a Special meeting and is scheduled to take place on Tuesday 14th August 2018 at 6.00pm in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn.

To:

Environment and Community Panel: Miss L Bambridge (Vice-Chairman), Mrs C Bower, A Bubb, Mrs S Collop, Mrs S Fraser, G Hipperson, M Hopkins, T Parish, C Sampson (Chairman), M Taylor, J Westrop and Mrs M Wilkinson

Portfolio Holders:

Councillor P Hodson, Portfolio Holder for Performance and Economic Development
Councillor A Lawrence, Portfolio Holder for Housing and Community
Councillor Mrs E Nockolds, Portfolio Holder for Culture, Heritage and Health

Officers:

Ged Greaves, Senior Policy and Performance Officer
Duncan Hall, Strategic Housing & Community Safety Manager
Honor Howell, Assistant Director

By Invitation:

Representatives from the Youth Investment Fund

All Councillors invited for agenda item 9.

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, 12th June, 2018 at 6.00 pm in the Council Chamber, Town Hall,
Saturday Market Place, King's Lynn**

PRESENT: Councillors C Sampson (Chairman), Miss L Bambridge,
Mrs C Bower, A Bubb, Mrs S Collop, Mrs S Fraser, G Hipperson, T Parish,
Mrs J Westrop and Mrs M Wilkinson

Portfolio Holders:

Councillor I Devereux – Portfolio Holder for Environment
Councillor B Long – Leader of the Council

Officers:

Barry Brandford – Waste and Recycling Manager
Sharon Clifton – Communications Manager
Vicki Hopps – Environmental Health Manager
Honor Howell – Assistant Director

EC1: **APPOINTMENT OF VICE CHAIRMAN FOR THE MUNICIPAL YEAR**

RESOLVED: Councillor Lesley Bambridge was appointed Vice
Chairman for the Municipal Year.

EC2: **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Hopkins and
Taylor.

EC3: **MINUTES**

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

EC4: **DECLARATIONS OF INTEREST**

There were no declarations of interest.

EC5: **URGENT BUSINESS**

There was none.

EC6: MEMBERS PRESENT PURSUANT TO STANDING ORDER 34

There was none.

EC7: CHAIRMAN'S CORRESPONDENCE

There was none.

EC8: FOOD HYGIENE UPDATE

The Environmental Health Manager presented the Food Hygiene update, as attached.

The Chairman thanked the Environmental Health Manager for her presentation and invited questions and comments from the Panel, as summarised below.

Councillor Mrs Fraser asked the Environmental Health Manager if Nail Salons were required to be licensed. The Environmental Health Manager explained that they had to adhere to Health and Safety Legislation, but were not required to be licensed by the Borough Council. She explained that the Council could inspect premises and ensure that any chemicals were being used safely and properly. She acknowledged that it was easy for anyone to buy equipment, chemicals and tattoo machines online which could be dangerous.

The Environmental Health Manager referred to the resources and staff available in the team and explained that they only had the resources available to react upon information. She encouraged Members to let her know if they were aware of any premises or activity which they felt should be investigated.

In response to a question from Councillor Hipperson, the Environmental Health Manager explained that there was an age of consent of 18 for tattoos, but not one for piercings. She explained that a fine of up to £500 could be issued if authorities were aware of underage tattooing. The Environmental Health Manager explained that the Council had a tattoo hygiene rating scheme in place.

Councillor Parish asked about training and education. The Environmental Health Manager explained that the Council did run Food Hygiene courses and did go into Primary Schools to teach the importance of hand washing.

RESOLVED: The update was noted and a further update would be scheduled on the Work Programme for approximately a years' time.

EC9: SINGLE USE PLASTICS

The Waste and Recycling Manager presented the Panel with information on Single Use Plastics, as attached.

The Communications Manager explained that as well as the environmental impact of single use plastics, the Panel needed to consider issues such as littering, personal responsibility and behavioural change. She explained that the Council did run campaigns to promote recycling, they also provided information such as bin calendars and details of what could and could not be recycled. Work was also carried out in schools and face to face with the public to ensure that the right things were being recycled and to reduce contamination.

The Panel was informed that the Council preferred to educate and inform the public, however it was acknowledged that enforcement action could be taken as a last resort, for example for fly tipping.

The Panel was reminded that this item was brought to the Panel for consideration at the request of several Members. Officers sought Members assistance in the way forward.

The Chairman thanked the Waste and Recycling Manager and the Communications Manager for their report and invited questions and comments from the Panel, as summarised below.

Councillor Mrs Wilkinson asked about recycling blister packs from medication. The Waste and Recycling Manager explained that because blister packs were made up from multiple components they were often not recyclable. However the cardboard box that they came in could be recycled.

In response to a question from Councillor Mrs Bower it was explained that newspapers were sent to North Wales for recycling and there was a good market for this at the moment. The Waste and Recycling Manager acknowledged that there was not a market for some grades of paper, however the recycling contractor had a 'zero to landfill' policy and this resulted in a cost to dispose of this material.

Councillor Parish suggested that the Council should look at reducing the areas of waste which caused litter and contamination, for example single use plastics. He felt that there was a lot of plastic used which was unnecessary. He referred to a scheme running in Hunstanton in which businesses would refill water bottles and he asked if this could be extended throughout the Borough. He also made reference to incineration and how it was a way of getting rid of waste and creating energy.

The Communications Manager explained that the Council could review their Procurement procedures and look at alternative ways of working. She explained that Members needed to determine the Councils approach.

Councillor Mrs Westrop suggested that the Panel needed to look at existing and future campaigns to reduce waste, procurement and Council Policies. She explained that she had initially requested that the item be considered by the Environment and Community Panel after some Members had raised concern about the use of single use plastics in publicity campaigns.

The Leader of the Council, Councillor Long referred to comments made about the incinerator and reminded those present that previously residents had not wanted an incinerator and therefore the Council had opposed it. He explained that contractor had 'zero to landfill' policy and did incinerate some waste.

Councillor Bubb referred to packaging materials and explained that they needed to be recyclable as well and that the Council needed to set an example for the public.

The Vice Chairman, Councillor Bambridge referred to plastic water bottles and explained that often the label on the bottle was not recyclable, so she often used glass bottles instead. She explained that it was important to look at behavioural changes, for example encouraging people to bring their own shopping bags.

In response to a question from Councillor Hipperson, the Waste and Recycling Manager explained that paper residue was often put on fields. He explained that this provided additional structure to the soil and the de-inking process contained phosphorous which was beneficial to soil and was cheaper than using chemicals.

The Chairman recommended that the Panel establish an Informal Working Group to look at issues in more depth and report back to the Panel in due course.

RESOLVED:

1. An Informal Working Group be established to look at Single Use Plastics.
2. Councillors Bower, Bubb, Fraser, Parish and Westrop be appointed to the Informal Working Group.
3. The Informal Working Group to report back to the Environment and Community Panel at their meeting on 5th March 2019.

EC10: **NOMINATIONS TO OUTSIDE BODIES**

RESOLVED: The Panel made the following Outside Body nominations, to be presented to Council:

Borough Council/College of West Anglia Liaison Board – Councillor Smith

King's Lynn and West Norfolk Area Museums Committee – Councillors Bubb, Smith and Westrop

Norfolk Countywide Community Safety Partnership Scrutiny Sub Panel – Councillor Westrop and Fraser (sub)

Norfolk Health Overview and Scrutiny Committee – Councillor Fraser and Smith (sub)

West Norfolk Community Transport Project – Councillor Fraser

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

The following items were identified for possible inclusion on the Work Programme:

- Update on the Docks
- Hare Coursing
- Grass Cutting

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 24th July 2018 at 6pm in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn.

The meeting closed at 8.00 pm

POLICY REVIEW AND DEVELOPMENT PANEL REPORT

REPORT TO:	Environment and Community Panel		
DATE:	24 July 2018		
TITLE:	Corporate Performance Monitoring Full Year 2017-18		
TYPE OF REPORT:	Monitoring		
PORTFOLIO(S):	Performance		
REPORT AUTHOR:	Ged Greaves		
OPEN/EXEMPT	Open	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	No

REPORT SUMMARY/COVER PAGE





PURPOSE OF REPORT/SUMMARY:
The corporate performance monitoring report is in place to monitor progress against agreed performance indicators for the year. The report contains information on the corporate performance monitoring undertaken during 2017/18.
KEY ISSUES:
<p>Performance indicators for 2017/18 have been agreed by Portfolio Holders and Executive Directors as the key performance measures for the year; they cover all Directorates. These indicators are reported quarterly to the Corporate Performance Panel.</p> <p>This monitoring report highlights specific performance issues; where indicators have not met agreed targets they are drawn out into an Action Report, which provides additional detail on what actions are being taken to correct performance that has a variance to target.</p> <p>The 2017/18 monitoring report shows that of the 13 indicators, 7 targets have been met and performance has improved against target for 5 of the indicators.</p>
OPTIONS CONSIDERED:
Not applicable.
RECOMMENDATIONS:
<p>The Panel is asked to</p> <ol style="list-style-type: none"> i. Review the performance monitoring report ii. Agree the actions outlined in the Action Report.
REASONS FOR RECOMMENDATIONS:
To demonstrate that the Council monitors and puts in place appropriate actions to correct performance that has a variance to the set target, to assist us in meeting our statutory duty to try and secure continuous improvement.



1. Introduction

- 1.1 The Council's Performance Management Framework includes quarterly monitoring and reporting of performance. Each quarterly performance report is presented to the Corporate Performance Panel and made available to all Councillors and Portfolio Holders for information on the Council's intranet, Insite.
- 1.2 Corporately there are 43 performance indicators for 2017/18 and these have been agreed by Portfolio Holders and Executive Directors as the key performance measures for the year. Of this 43, 13 relate to the Environment and Community Panel's remit and these are reported in full on the performance monitoring report – Full Year 2017/18. The report includes a summary of the performance levels and direction of travel. It is hoped this provides Members with a useful 'snapshot' at the start of the report.
- 1.3 Exception reporting is used whereby those indicators that have not met their target are drawn out into an Action Report. This report focuses attention on adverse performance. In addition to the notes shown on the full report, senior managers provide information on the actions being taken to bring performance in line or reasons why this cannot happen.
- 1.4 Indicators and targets are agreed by Portfolio Holders and Executive Directors. As part of its work programme, the Panel may wish to consider the indicators within its remit and make recommendations regarding future performance measures and targets.

2. Monitoring Report - Key points from the 2017/18 performance monitoring report

- 2.1 The following tables summarise the Council's current performance levels, comparing performance to the previous quarters.

		Number of indicators			
		Q1 2017/18	Q2 2017/18	Q3 2017/18	Full Year 2017/18
Performance has improved		1	6	4	5
Performance has not improved		3	2	3	4
Performance has met and continues to meet target		3	0	1	0
Performance remains unchanged and below target		0	0	0	0
Other:					
· reported annually		6	5	5	4
· new indicator					
· monitor only					
Total number of indicators		13	13	13	13

	Number of indicators			
	Q1 2017/18	Q2 2017/18	Q3 2017/18	Full year 2017/18
Performance target met 	7	9	8	7
Performance target not met 	2	2	3	5
Other: <ul style="list-style-type: none"> • reported annually • figure not available • monitor only (no target set) 	4	2	2	1
Total number of indicators	13	13	13	13

3. Issues for the Panel to Consider

Members should review the attached analysis of achievement of the agreed performance indicators for the year. The Action Report should then be reviewed to ensure areas which have not met target are appropriately addressed.

4. Corporate Priorities

Performance indicators are developed to monitor key activities many of which directly underpin the achievement of the Council's Corporate Business Plan.

5. Financial Implications

None

6. Any other Implications/Risks

None

7. Equal Opportunity Considerations

None

8. Consultation

Management Team, senior officers and Portfolio Holder

9. Conclusion

Management Team actively monitors this information on a regular basis and uses the information highlighted on the action report to gain an understanding of the reasons for the levels of performance that have been reported. Members should use the report to assess the actions outlined in the action report which the panel is asked to agree.


10. Background Papers

Corporate Business Plan 2015/16 – 2019/20




Performance Monitoring Action Report Full Year 2017-18



This report highlights indicators that have not met target for 2017-18 and is a supporting document to the Performance Monitoring Full Year 2017-18 report. Comments / actions are recorded to help evidence performance management undertaken by the Council.

Status	 This indicator has not met the target.
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Performance Indicators Full Year 2017-18








Ref	Name	2017/18 Target	2017/18 cumulative performance	Q4 2017/18 (Jan-Mar) performance	Status	Notes	Actions
CE2	% of long term empty homes in the Borough as a percentage of overall dwellings	1.1%	1.2%	1.18%		New legislation has been proposed to bring long term empty homes back in to use. This will enable the Council (subject to agreement) to charge council tax at 200% on long term empty homes with effect from 1 April 2019.	Awaiting further guidance from Ministry of Housing, Communities & Local Government.
14 CE7	% of allocated spend of Flexible Homeless Grant	100.0%	62.0%	-		The Flexible Homelessness Grant was introduced to replace the Temporary Accommodation Subsidy previously received through the Housing Benefit system. By working with partners we have continued to provide temporary accommodation such as Alexandra House at a significantly reduced cost compared to the previous funding regime. This has allowed us to use the grant to procure new services which will aim to prevent homelessness and reduce rough sleeping in the borough. Due to the procurement process, these new services have only recently come online and this has resulted in an underspend which will be rolled over to 2018/19.	For 2018/19, the Flexible Homelessness Grant available will be £183,029. We have identified spending of £140,000 to date and started consulting with stakeholders on a new Homelessness Strategy to identify key priorities for the Borough in tackling homelessness. It is likely that further spending will be identified in response to these priorities.
CC6	% of Careline alarms installed within 10 days from date of enquiry	85.0%	79.0%	87.5%		During 2017/18 there has been a 11.5% increase in the number of installations and a 12.9% increase in the total number of visits completed. Focus has been on providing a personal visit, as postal units and engineer installations have not provided the holistic service we pride ourselves on.	Focus will remain on improving response times and delivering a quality service.

Performance Monitoring Action Report Full Year 2017-18














Ref	Name	2017/18 Target	2017/18 cumulative performance	Q4 2017/18 (Jan-Mar) performance	Status	Notes	Actions
CC7	Time taken (in weeks) from first visit to completion of work on Disabled Facilities Grant	35.0	35.4	30.4		7 cases have taken over 70 weeks to complete due to delays in agreeing the work specification, contractor start dates and clients delaying the completion of the works due to their circumstances changing.	The DFG target is very case dependant – a number of factors can delay a more complex DFG but the national target is 45 weeks, which we have achieved.
CC8	Time taken (in weeks) from first visit to completion of work on Adapt passported cases with a value under £6,000	20.0	23.0	19.5		A number of cases have affected the 2017/18 figure with two cases taking 83 and 72 weeks, and 11 cases taking over 50 weeks to complete.	Case reports have been updated with a 7 stage target timescale. This will enable officers to examine each stage of the grant process to identify where delays take place and a traffic light system will indicate when a case is going over the required timescale. This will allow officers to focus on the prevention of delays.

Performance Monitoring Full Year 2017-18

Status	 Indicator has not met the target	 Indicator has met target	 New 2017-18 indicator
Trends	 The value of this indicator has improved	 The value of this indicator has worsened	  The value of this indicator has not changed






Actions being taken on indicators that have not met target are outlined on the accompanying Action Report

Chief Executive Services







Ref	Link to Corporate Priority	Name	Good Performance	2016/17 full year perf.	2017/18 target	2017/18 cumulative performance	2017/18 status	Versus this time last year	Note
CE1	2	% of known licensable HMO's with a current licence	Aim to maximise	96.7%	100.0%	100.0%			
CE2	2	% of long term empty homes in the Borough as a percentage of overall dwellings	Aim to minimise	1.1%	1.1%	1.2%			New legislation has been proposed to bring long term empty homes back in to use. This will enable the Council (subject to agreement) to charge council tax at 200% on long term empty homes with effect from 1 April 2019.
CE3	2	Unintentional priority homeless acceptances per 1,000 households	Aim to minimise	-	-	Q3 0.34	-		Data will be available one quarter in arrears.
CE4	2	Affordable housing units built as a % of the total number of new build dwellings completed in the Borough	Aim to maximise	6.1%	13.0%	25%			
CE5	2	No of households living in Temporary Accommodation	Aim to minimise	43	45	38			
CE7	2	% of allocated spend of Flexible Homeless Grant	Aim to maximise	-	100.0%	62.0%			The Flexible Homelessness Grant was introduced to replace the Temporary Accommodation Subsidy which was previously received through the Housing Benefit system. By working with partners we have continued to provide temporary accommodation such as Alexandra House at a significantly reduced cost compared to the previous funding regime. This has allowed us to use the grant to procure new services which will aim to help prevent homelessness and reduce rough sleeping in the borough. Due to the procurement process, these new services have only recently come online and this has resulted in an underspend which will be rolled over to 2018/19.

Performance Monitoring Full Year 2017-18



Central and Community Services

Ref	Link to Corporate Priority	Name	Good Performance	2016/17 full year perf.	2017/18 target	2017/18 cumulative performance	2017/18 status	Versus this time last year	Note
CC6	6	% of Careline alarms installed within 10 days from date of enquiry	Aim to maximise	66.1%	85.0%	79.0%			During 2017/18 there has been a 11.5% increase in the number of installations and a 12.9% increase in the total number of visits completed. Focus has been on providing a personal visit, as postal units and engineer installations have not provided the holistic service we pride ourselves on.
CC7	6	Time taken (in weeks) from first visit to completion of work on Disabled Facilities Grant	Aim to minimise	30.0	35.0	35.4			7 cases have taken over 70 weeks to complete due to delays in agreeing the work specification, contractor start dates and clients delaying the completion of the works due to their circumstances changing.
CC8	6	Time taken (in weeks) from first visit to completion of work on Adapt passported cases with a value under £6,000	Aim to minimise	22.0	20.0	23.0			A number of cases have affected the 2017/18 figure with two cases taking 83 and 72 weeks, and 11 cases taking over 50 weeks to complete.

Commercial Services

Ref	Link to Corporate Priority	Name	Good Performance	2016/17 full year perf.	2017/18 target	2017/18 cumulative performance	2017/18 status	Versus this time last year	Note
CO1	3	Average response time for removal of fly-tips (days)	Aim to minimise	0.9	1.0	0.7			
CO2	3	Total of waste recycled and composted (tonnage)	Aim to maximise	–	27,580	27,850			
CO7	3	No of brown bins in use for composting	Aim to maximise	–	26,200	26,648			

Environment and Planning

Ref	Link to Corporate Priority	Name	Good Performance	2016/17 full year perf.	2017/18 target	2017/18 cumulative performance	2017/18 status	Versus this time last year	Note
EP4	3	Premises rated 3 or above in accordance with the food hygiene rating system	Aim to maximise	97.0%	95.0%	96.5%			

Agenda Item 9

Subject: Homelessness and Rough Sleeping Strategy – presentation outline

Date: 3 July 2018

Prepared by: Duncan Hall

Prepared for: Chair of Environment and Community Panel

1. Introduction:

- The need for a new strategy before the current cycle ends
- The legal requirement and what we are trying to achieve – radical responses to issues and aim of eradicating rough sleeping

2. Review of the situation and collection of evidence

- The number of people seeking help
- The numbers we have accepted a full duty to house
- The numbers who are referred to temporary accommodation, and B and B
- The numbers rough sleeping
- How does this picture compare to the rest of the East?

3. Issues and the causes

- Rough sleeping and encampments in the Borough
- Affordability – break between Housing Benefit and rents - £40 PW gap
- Increasing cases of individuals with complex needs
- Declining performance in accessing Private Renting
- Failing to deliver new affordable housing and low levels of stock turnover
- Notice to leave PRS
- Debt policies of some social landlords
- Universal credit
- Reduction access to support services

4. The Homelessness Reduction Act

- Providing a service to all categories of homeless households
- New duty to ‘prevent’ and ‘relief’ duty
- Addressing concerns of inconsistency and poor customer practice as well as rising numbers of single homelessness
- Housing assessment of need and support and a personalised plan
- Everyone’s responsibility – right to refer by public sector bodies

(‘Homelessness prevention’ means providing people with the ways and means to address their housing and other needs to avoid homelessness.

'Homelessness relief' is where an authority has been unable to prevent homelessness but helps someone to secure accommodation, even though the authority is under no statutory obligation to do so.)

5. New strategy

The components of a new strategy, to be developed and consulted on with established stakeholder group, will include:-

Ensure a hierarchy of different forms of temporary accommodation

- Develop new temporary accommodation for families to meet identified gaps in provision i.e. Broad Street, and North Lynn site
- Ensure continuation of existing provision in the context of revenue funding reductions by re-modelling some schemes and utilising the Flexible Homelessness Prevention Fund

Review Prevention toolkit

- Review Council's Discretionary Housing Payment policy in light of government guidance that it should be an important part of prevention strategy
- Consider incentivising PRS access – including rent guarantees in certain circumstances
- Upstream awareness activities – including tenancy forums, landlord forums, school visits - covering rights, responsibilities and the Council's role

Rough Sleeper Outreach Service

- Follow the Government's ambition to eradicate homelessness by 2027 and to halve it by 2022
- New multi-agency team approach
- Newly commissioned Genesis outreach service
- On-going tracking of rough sleepers or those of risk of rough sleeping
- 2018/19 Night Shelter provision

New housing support outreach service and other new support services

- Establish and embed new Home group housing support service to prevent homelessness
- Benjamin Foundation – young person's floating support
Purfleet Trust support service
- Home from hospital service – 12 month pilot

New co-ordination role for Council

- Co-ordination of new services to ensure co-ordinated approach, and that the most vulnerable access support they need, and that best use is made of temporary accommodation options - operational group to meet regularly including police and social services
- Strategy group formed – to include representatives of key housing and housing support providers
- Raise awareness of duty to refer, and monitor effectiveness of the new duty

Access to social housing

- Address issues of the under supply of new housing – review planning policy mechanisms including allocations
- Address issue of mismatch between stock profile and accommodation needs
- Opportunities for new registered provider of social housing Council owned company to invest
- Consider the provision of ‘Housing First’ models

Access to good quality private rented sector (PRS) housing

- Provision of additional new supply of good quality –Council’s opportunity for direct delivery, and opportunities for council owned PRS company
- Continue to explore opportunities to deliver a private sector leasing scheme

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
21 August 2018						
	King's Lynn Property Acquisition	Key	Cabinet	Corporate Projects and Assets Exec Dir - C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
21	NORA Phase 4	Key	Council	Corporate Projects and Assets Exec Dir - C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	South East King's Lynn Strategic Growth Area / West Winch Relief Road	Key	Cabinet	Development Exec Dir - G Hall		Public
	Economic Development – Shared Services	Non	Council	Economic Development and Performance Exec Dir – C Bamfield		Public
	Leisure Services Provision	Key	Council	Culture, Heritage and Health Exec Dir - C Bamfield		Private – Contains exempt information under para 3 – information relating to the business affairs of

						any person (including the authority)
	Spec Units at NORA	Key	Council	Corporate Projects and Assets Exec Dir – C Bamfield		Public
	Accelerated Construction Scheme	Key	Cabinet	Housing & Community Chief Executive		Public
	Private Sector Housing Policy	Key	Council	Housing & Community Exec Dir – D Gates		Public
	Tree and Woodland Strategy	Non	Council	Culture, Heritage and Health Exec Dir – C Bamfield		Public
	The Council as a landlord	Key	Council	Leader Chief Executive		Public
	Additional item Revision to Treasury Management Strategy 2018/2019	Non	Council	Leader Deputy Chief Executive		Public

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
2 October 2018						
	King's Lynn Property Acquisition	Key	Cabinet	Corporate Projects and Assets Exec Dir - C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Council Tax Discounts	Key	Cabinet	Leader Deputy Chief Executive		Public

	Lynnsport Community Facilities	Key	Council	Corporate Projects and Assets Exec Dir - C Bamfield		Public
	Nelson Quay King's Lynn - Planning and Delivery	Key	Cabinet	Corporate Projects and Assets Exec Dir - C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
23	Difficult to Deliver Site – Hunstanton – Housing With Care	Key	Council	Corporate Projects and Assets Exec Dir - C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Major Housing Phase 3 – Enabling Work for Lynnsport 1	Key	Council	Corporate Projects and Assets Exec Dir - C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Proposed Enforced Sales case & future procedures	Non	Cabinet	Development Exec Dir – G Hall		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)

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
13 November 2018						
	King's Lynn Property Acquisition	Key	Cabinet	Corporate Projects and Assets Exec Dir - C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
24	Development Options - Hunstanton	Key	Council	Performance and Economic Development		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Gambling Act 2005 Statement of Licensing Policy Review (Statement of Principles)	Non	Council	Housing and Community Exec Dir – G Hall		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
8 January 2019	Council Tax Support	Key	Cabinet	Leader Deputy Chief Executive		Public

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background	Public or Private Meeting
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		Decision			Papers	
5 February 2019						
	Budget	Key	Council	Leader Deputy Chief Executive		Public

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
26 March 2019						

ENVIRONMENT AND COMMUNITY PANEL WORK PROGRAMME 2018/2019

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER/ ATTENDEE	OBJECTIVES AND DESIRED OUTCOMES
1st May 2018	Creative Arts East	Information	Creative Arts East	To inform Members of the work being carried out by Creative Arts East.
	Community Car Scheme		Lorraine Gore	
	Update on Outside Bodies: <ul style="list-style-type: none"> - King's Lynn Football Club - Norfolk Countywide Community Safety Partnership Scrutiny Sub Committee 	Information		To consider the Outside Bodies reports from Councillor Westrop which slipped from the previous meeting.
	Charging for Uncontested Parish Elections	Cabinet Report	Electoral Registration Manager	At Cabinet in April it was agreed that the item be deferred so that it could be considered at a Panel meeting and then brought back to Cabinet.
12th June 2018	Appointments to Outside Bodies	Consultation		To nominate representatives to serve on Scrutiny Outside Bodies for 2018/2019.
	Single Use Plastics	Policy Development	Barry Brandford and Sharon Clifton	Added to the Work Programme by Members of the Panel. To provide a steer on the Council's approach to Single Use Plastics.
	Appointment of Vice Chairman	Operational		To appoint a Vice Chairman for the municipal year 2018/2019.
	Food Hygiene Update	Update	Environmental Health Manager - Commercial	To receive an update from the Environmental Health Manager, as requested by the Panel.
24th July 2018	Youth Investment Fund	Information	Councillor Westrop and Youth Investment	Item suggested by Councillor Westrop and agreed by the Panel for consideration.

			Fund Representatives	
	Q4 2017-2018 Corporate Performance Monitoring Report	Monitoring	Ged Greaves	To monitor progress against agreed performance indicators for the year relevant to the Environment and Community Panel.
	Homelessness Reduction Act Update	Update	Duncan Hall and Ross Hefford	Update on new Legislation was requested by the Panel.
14th August 2018 SPECIAL MEETING	EXEMPT – Leisure Services Provision	Cabinet Report	Chris Bamfield	To consider the report before its presentation to Cabinet.
4th September 2018	Q1 2018-2018 Corporate Performance Monitoring Report	Monitoring	Becky Box/Ged Greaves	To monitor progress against agreed performance indicators for the year relevant to the Environment and Community Panel.
16th October 2018	Advice Services Update	Update	Sarah Dennis and representatives from CAN and Shelter	The Panel last received an update on advice services in September 2017 and it was agreed that a further update be provided in thirteen months.
	Markets	Update	Martin Chisholm	To receive an update on Markets.
	Gambling Act – Statement of Principles	Operational	Marie Malt	To consider the draft Statement of Principles before it is presented to Cabinet and Council.
	Grounds Maintenance	Policy Development	Nathan Johnson and Claire Thompsett	Requested for addition by Members of the Panel.
4th December 2018	Budget	Operational	Lorraine Gore	To receive a presentation on the Budget and have the opportunity to make any comments before it is presented to

				Cabinet
	Q2 2018-2019 Corporate Performance Monitoring Report	Monitoring	Becky Box/Ged Greaves	To monitor progress against agreed performance indicators for the year relevant to the Environment and Community Panel.
22nd January 2019	Review of the West Norfolk Wins Lottery	Monitoring	Lorraine Gore	To monitor the progress of the lottery six months after its launch
	Prevent Update	Update	John Greenhalgh	Annual update to the Panel.
5th March 2019	Report from the Informal Working Group – Single Use Plastics	Policy Development		To receive the final report from the Informal Working Group – Single Use Plastics
2nd April 2019	Q3 2018-2019 Corporate Performance Monitoring Report	Monitoring	Becky Box/Ged Greaves	To monitor progress against agreed performance indicators for the year relevant to the Environment and Community Panel.