

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



# **Environment and Community Panel**

## **Agenda**

**Tuesday, 8th September, 2020**  
at 3.00 pm

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



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

Friday 28 August 2020

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 September, 2020 at 3.00 pm** in the **Remote Meeting on Zoom and available for the public to view on WestNorfolkBC on You Tube - Zoom and You Tube** 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**

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. Presentation from Water Resources East (30 minutes) (Verbal Report)**

Representatives from Water Resources East will be attending the meeting to provide an overview of their role and answer questions from the Panel.

**8. Balloon and Lantern Policy (30 minutes) (Page 9)**

To respond to a request from a Member to bring an item to the attention of the Panel.

Officer report to follow.

**9. Climate Change Policy (30 minutes) (Pages 10 - 33)**

To consider the report and make any appropriate recommendations to Cabinet.

**10. Air Quality Monitoring - Annual Report (20 minutes) (Verbal Report)**

To receive a presentation from the Environmental Health Manager.

**11. Scrutiny and the Executive Protocol (10 minutes) (Pages 34 - 38)**

To consider the report and make any appropriate recommendations to Cabinet.

**12. Work Programme and Forward Decision List (Pages 39 - 45)**

**13. Date of the next meeting**

To note that the next meeting of the Environment and Community Panel is scheduled to take place on 20<sup>th</sup> October 2020.

**14. Exclusion of Press and Public**

To consider passing the following resolution:

“That under Section 100(A)(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as

defined in paragraphs 1, 2 or 3 of Part 1 of Schedule 12A to the Act”.

**15. EXEMPT Amendments to Refuse and Recycling Contract (Food Waste)  
(20 minutes) (To Follow)**

To consider the report and make any appropriate recommendations to Cabinet.

To:

**Environment and Community Panel:** Miss L Bambridge, C Bower (Vice-Chair), A Bubb, A Bullen, S Collop, M de Whalley, A Kemp, J Kirk, J Lowe, C Sampson (Chair), S Squire and M Wilkinson

**Portfolio Holders:**

Councillor B Long – Leader of the Council

**Officers**

Martin Chisholm, Assistant Director  
Nathan Johnson, Public Open Space Manager  
Henry Saunders, Climate Change Officer  
Ged Greaves, Senior Policy and Performance Officer  
Dave Robson, Environmental Health Manager  
Barry Brandford, Waste and Recycling Manager

**By Invitation**

Representatives from Water Resources East.

**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, 14th July, 2020 at 3.00 pm in the Remote Meeting on Zoom and available for the public to view on WestNorfolkBC on You Tube - Zoom and You Tube**

**PRESENT:** Councillors C Sampson (Chair), C Bower (Vice Chair), L Bambridge, A Bubb, A Bullen, S Collop, M de Whalley, A Kemp, J Kirk, S Squire and M Wilkinson

**PORTFOLIO HOLDERS:**

Councillor P Kunes – Portfolio Holder for Commercial Services

Councillor B Long – Leader of the Council

Councillor E Nockolds – Portfolio Holder for Culture, Heritage and Health

**OTHER MEMBERS IN ATTENDANCE:** Councillor I Devereux

**OFFICERS:**

Martin Chisholm – Assistant Director

Lorraine Gore – Chief Executive

Ged Greaves – Senior Policy and Performance Officer

Neil Gromett – Managing Director – Alive West Norfolk

**EC99: WELCOME AND INTRODUCTION**

The Chair informed the Panel that the meeting was being broadcast live on You Tube. The recording of the meeting is available at [WestNorfolkBC on You Tube](#).

**EC100: APOLOGIES FOR ABSENCE**

There was none.

**EC101: MINUTES**

**RESOLVED:** The Minutes from the previous meeting were agreed as a correct record.

**EC102: DECLARATIONS OF INTEREST**

There were no declarations of interest.

**EC103: URGENT BUSINESS**

There was none.

**EC104: MEMBERS PRESENT PURSUANT TO STANDING ORDER 34**

There was none.

**EC105: CHAIR'S CORRESPONDENCE**

There was none.

**EC106: ALIVE WEST NORFOLK UPDATE**

[Click here to view the You Tube Recording of this item.](#)

The Managing Director, Alive West Norfolk, provided the Panel with an update on Alive West Norfolk. A copy of the presentation is attached.

The Chair thanked the Managing Director for the update and invited questions and comments from the Panel, as summarised below.

The Managing Director explained that social distancing arrangements would be put in place as required. The Corn Exchange Cinema was scheduled to open mid-September and would adhere to the guidance relevant at the time. Leisure Centres would operate at a reduced capacity, there would be hand sanitising stations throughout the facilities and additional cleaning would take place. The Managing Director explained that the facilities would adhere to guidance from governing bodies and all plans would be signed off by the Council's Health and Safety Team.

In response to a question regarding the Tourist Information Centre, the Managing Director explained that this was operated by Alive West Norfolk, but the location of the Tourist Information Centre would be a matter for the Council.

It was also explained that acts booked for the Corn Exchange had been rescheduled to next year.

It was noted that swimming attendance was down, and it was explained that this was a trend across the Country, prior to the Covid crisis. Once facilities could be reopened, ways to encourage people back into swimming would be looked at.

The Managing Director explained that he would promote the refit project and its benefits as appropriate.

In response to questions about Downham Market Leisure Centre, the Managing Director explained that it was a very popular facility but was rarely at capacity. Ways to improve the offer could be looked at in the future.

With regard to Members who had cancelled their Memberships recently, it was felt that this was because Members may have been unsure if their Memberships would be frozen and it was hoped that they may re-join once the facilities were open again.

It was also explained that fitness classes would need to be booked online due to reduced capacity and a timetable would be drawn up. Members were reminded that the authority to reopen had only just been announced, so lots of planning was ongoing on how to do so safely.

A decision had not yet been taken about the Panto at the Corn Exchange and options and potential alternatives would be looked at when necessary. Information would be communicated to the public via social media and press releases as and when decisions were made.

**RESOLVED:** The update was noted.

EC107: **FULL YEAR CORPORATE PERFORMANCE MONITORING**

[Click here to view the You Tube Recording of this item.](#)

The Senior Policy and Performance Officer presented the report which contained information on the corporate performance monitoring undertaken during 2019-2020.

The Chair thanked the Senior Policy and Performance Officer for the report, and invited questions and comments from the Panel, as summarised below.

The Senior Policy and Performance Officer was asked if the long waiting list for Disabled Facilities Grants was because of a lack of resources and if additional resources were required and if there were additional figures available on Houses in Multiple Occupation (HMO's). The Senior Policy and Performance Officer agreed to provide the Panel with more information on the amount of HMO's in the Borough and how many were licensed.

It was also suggested that an update on HMO's be added to the Panels Work Programme.

Questions were asked about the amount of brown bins and it was explained that the targets were for the year 2019/2020, so did not cover the Covid-19 pandemic period. It was explained that there had been an increase in the amount of brown bins requested and there had also been a problem with the software used previously, which had resulted in some incorrect figures being reported.

**RESOLVED:** The Panel reviewed the performance monitoring report and agreed the actions outlined in the Action Report.

EC108: **WORK PROGRAMME AND FORWARD DECISION LIST**

[Click here to view the You Tube Recording of this item.](#)

The following items were suggested for inclusion on the Work Programme:

- Update on HMO's
- Update on Flood Defences, soil erosion and water retention.
- Presentation from the IDB on their role and function.
- Peat bogs and CO2 emissions.
- Housing Standards in the Borough's Housing Stock, with a link to child poverty.
- Urban Wildlife
- Anti Littering Campaign
- Together for Rivers Campaign.
- Wild East Nature Recovery Programme.
- Modern Slavery.

**RESOLVED:** The Panel's Work Programme was noted.

EC109: **DATE OF THE NEXT MEETING**

The next meeting of the Environment and Community Panel would be held on Tuesday 8<sup>th</sup> September 2020 at 3.00pm.

**The meeting closed at 4.07 pm**



Agenda Item 8

**Request to add an item to a Policy Review and Development Panel, or King's Lynn Area Consultative Committee Work Programme**

**Name:** Sandra Squire

**Item for consideration:**

Update of wording on balloon & lantern release ban & signing up to NCC balloon & lantern charter

**Suggested Panel to take the item to:**

Environment & Community Panel

**Why do you think the issue warrants consideration by the Panel?**

Currently the ban on balloon & lantern releases from Borough Council owned land, only applies to people who are hiring the premises. There is nothing to prevent people just turning up and releasing them. The wording needs to be changed to apply to everyone on council owned land. Also, the council should sign up to the NCC Balloon & Lantern Release Charter, to agree not to allow balloon releases etc to take place, and to promote alternatives. Posters etc are available from NCC to put in public areas.

**Have you raised the issue with officers/the relevant organisation in the past?**

The original ban came through Council in 2016, in 2019 it was agreed the wording of our ban needed to be changed and it has been languishing on the forward program of the committee for over a year. In that time, there have been at least 3 balloon releases from the Walks that I know of. The ban is currently unenforceable and wouldn't take long for E&C to pass it.

**How can the Council influence the issue/what control do we have?**

It's our land and therefore we should take responsibility and control it.

**Any other information you would like to add to your request:**

<https://www.norfolkrecycles.com/home/communityaction/balloons/>

Please send completed form to [democratic.services@west-norfolk.gov.uk](mailto:democratic.services@west-norfolk.gov.uk)

**REPORT TO CABINET**

<b>Open/Exempt</b>		Would any decisions proposed:			
<b>Any especially affected Wards</b>	<b>Mandatory-/</b>	Be entirely within Cabinet's powers to decide?		YES/NO	
	Discretionary	Need to be recommendations to Council?		YES/NO	
	/ Operational	Is it a Key Decision?		YES/NO	
Lead Member: Cllr Brian Long E-mail: cllr.brian.long@west-norfolk.gov.uk			Other Cabinet Members consulted: All members.		
			Other Members consulted: The Environment and Community panel.		
Lead Officer: Dave Robson E-mail: dave.robson@west-norfolk.gov.uk Direct Dial: 01553 616302			Other Officers consulted: Henry Saunders, Ged Greaves, Management Team and the Climate Change Officer Working Group.		
Financial Implications YES/NO	Policy/ Personnel Implications YES/NO	Statutory Implications YES/NO	Equal Impact Assessment YES/NO If YES: Pre-screening/ Full Assessment	Risk Management Implications YES/NO	Environmental Considerations YES/NO
If not for publication, the paragraph(s) of Schedule 12A of the 1972 Local Government Act considered to justify that is (are) paragraph(s).					

Date of meeting: **22/09/2020**

**CLIMATE CHANGE POLICY**

**Summary:**

The climate change mitigation and adaptation approach for the BCKLWN is described in this policy. This policy is key to informing and guiding future council activities, including the climate change strategy and action plan

**Recommendation:**

We recommend the adoption of this climate change policy.

**Reason for Decision:**

To provide a framework and approach for future climate change work done by the BCKLWN.

**1. Background**

1.1 Reason for policy:

Motion to Council 5/19 was submitted to full council in October 2019. Council referred the motion to cabinet. The motion was discussed at cabinet on February 4<sup>th</sup>, 2020. This was then agreed in Council on July 7<sup>th</sup>, 2020. Cabinets recommendations were as follows:

- a. That officers be requested to prepare a climate change policy and separate strategy with action plan.
- b. That the council fully recognise the evolving climate crisis and work towards Borough Council carbon footprint neutrality and net zero district carbon emissions. The dates will be determined considering emerging policies at the national and local level.
- c. The current 12-month UEA intern post should be extended to a temporary 2-year fixed term post.

This climate change policy is the first of 2 significant pieces of work requested by cabinet: the climate change policy and the climate change strategy with action plan.

We need a climate change policy to guide the direction of our climate change work going forwards. This policy provides a framework for other areas of council work to be referred against.

The policy will work alongside the council's corporate priority "protecting and enhancing the environment including tackling climate change".

This policy highlights our approach to tackling climate change, through reductions in our greenhouse gas emissions, as well as being the first step to embedding a positive climate change culture within the council.

#### 1.2 Policy statement:

"It is this council's policy to proactively identify, understand, manage and review its level of greenhouse gas emissions to play its part in contributing towards achieving the Climate Change Act 2008 and Paris Climate Agreement".

"The council's corporate business plan sets out its priorities, objectives and broad direction of action that will implement its Climate Change Policy".

"This policy will be reviewed every three years, or earlier in the light of new guidance, to ensure it remains relevant to the needs of the council. The next review date is x 2023".

#### 1.3 Policy scope:

The scope of this policy covers the borough council's greenhouse gas emissions and its role as a community leader to influence the level of greenhouse gas emissions across the King's Lynn and West Norfolk district.

Whilst referencing this council's role as a community leader, its scope focuses on phase 1 of our climate change work, in 'getting our house in order'. The detail of this approach will be followed up in our climate change strategy and action plan.

Part of the council's work on the district emissions (phase 2) will be presented through the forthcoming local plan climate change policy, as part of this council's local plan review. The rest will be actioned through the county group.

#### 1.4 Coronavirus and climate change:

The 2020 coronavirus pandemic has seen dramatic shifts to the way in which the council operates. This includes a shift towards agile working and a push for greater green and active travel provisions.

As a result of the UK's lockdown response to the coronavirus pandemic we have seen daily emissions drop by 36%. Lessons can be learnt from this pandemic and they will influence our future climate change strategy with action plan.

## 2. Options Considered

### Option 1: Do nothing

This is an option; however, this does not fit with this council's emerging green agenda and its corporate business plan, which prioritises "protecting and enhancing the environment including tackling climate change".

### Option 2: Adopt a policy

Adopting a policy such as this climate change policy is the appropriate way forward for this council's climate change work. Adopting this policy would align this council with the Local Government Association (LGA), this council's corporate business plan, in addition to other plans such as the local plan.

Officers have considered cabinets recommendations, following motion 5/19, and have also considered feedback on the policy from Management Team and the Environment and Community Panel.

## 3. Policy Implications

This policy is to be reviewed every 3 years. However, we may need to respond to changes to future and emerging national guidance. The 2020 United Nation Climate Change Conference (COP26) is now to be held in 2021, following the 2020 coronavirus pandemic. This policy will require a review considering any national changes to target and statutory guidance following COP26 next year.

This climate change policy has potential to influence or compliment other established or emerging council policies, for instance the local plan or our tree and woodland strategy.

Training and briefings will be provided to staff and members as part of the forthcoming climate change strategy and action plan.

## 4. Financial Implications

No financial implications have been identified with the adoption of this policy. Financial implications will be identified through the climate change strategy and action plan as individual projects and measures are identified and costed.

## 5. Personnel Implications

A graduate intern from the UEA was initially appointed in September 2019 for 4 months. This was extended in January to 12 months, ending late September 2020. This extra resource has enabled the carbon audit of the Borough Council to be

completed, the whole district CO2 bubble to be investigated and the work on the council's climate change policy.

The UEA intern will be progressing to a new 2-year fixed term contract in September 2020, which will allow for the continuation of current work and further implementation of the climate change policy and future strategy and action plan.

## **6. Environmental Considerations**

The BCKLWN emitted 4,632.4 tonnes of CO2e in the 2018/2019 financial year.

This climate change policy will help guide the councils work in reducing these greenhouse gas emissions. This will allow the borough council to contribute to the Paris Agreement and Climate Change Act 2008, in helping limit warming to below 2°C and reduce CO<sub>2</sub> emissions to net zero by 2050.

## **7. Statutory Considerations**

This climate change policy is based on the UK Climate Change Act 2008 and the Paris Climate Agreement. There are currently no specific statutory requirements at a local authority level to adopt a climate change policy.

Adopting a climate change policy will demonstrate this council commitment to the climate change agenda, aligning with the council corporate business plan priority; "protecting and enhancing the environment including tackling climate change".

Officers will keep this policy under review in case of any new or emerging national statutory guidance.

## **8. Equality Impact Assessment (EIA)**

A pre-screening EIA has been completed and is attached. No adverse issues have been identified.

## **9. Risk Management Implications**

The likely climate change impacts to the district will impact certain service areas.

Planning will need to consider which policies should be taken forward for the local plan. The development management side of planning will need to consider the potential impacts on development as sites come forward for planning permission.

Emergency Planning will need to continue to plan, prepare and respond through the multi-agency Norfolk Resilience Forum to any climate related civil emergencies that may arise in the future.

The Flood and Water Management Team will need to continue through the Hunstanton Coastal Management Plan and the Wash East Coastal Management Strategy, and the Surface Water Management Plan ensure that coastal, fluvial and pluvial flooding is kept under review.

Reputation management:

This council has seen significant negative press as result of its high district emissions. Declaring the commitment to reducing corporate emissions and ultimately tackling climate change can help to mitigate this negative press and therefore negative reputation.

**10. Declarations of Interest / Dispensations Granted**

None.

**11. Background Papers**

1. BCKLWN Climate Change Policy
2. Climate Change Team: Work Plan

**Pre-Screening Equality Impact Assessment**

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



Name of policy/service/function	Climate Change Policy				
Is this a new or existing policy/service/function?	New				
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	The climate change mitigation and adaptation approach for the BCKLWN is described in this policy. This policy is key to informing and guiding future council activities, including the climate change strategy and action plan				
<b>Question</b>	<b>Answer</b>				
<p><b>1. Is there any reason to believe that the policy/service/function could have a specific impact on people from one or more of the following groups according to their different protected characteristic, for example, because they have particular needs, experiences, issues or priorities or in terms of ability to access the service?</b></p> <p>Please tick the relevant box for each group.</p> <p>NB. Equality neutral means no negative impact on any group.</p>		Positive	Negative	Neutral	Unsure
	Age			x	
	Disability			x	
	Gender			x	
	Gender Re-assignment			x	
	Marriage/civil partnership			x	
	Pregnancy & maternity			x	
	Race			x	
	Religion or belief			x	
	Sexual orientation			x	
	Other (e.g. low income)			x	

Question	Answer	Comments
2. Is the proposed policy/service likely to affect relations between certain equality communities or to damage relations between the equality communities and the Council, for example because it is seen as favouring a particular community or denying opportunities to another?	No	
3. Could this policy/service be perceived as impacting on communities differently?	No	
4. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?	No	
5. Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions?  If yes, please agree actions with a member of the Corporate Equalities Working Group and list agreed actions in the comments section	No	<p data-bbox="911 831 1034 864"><b>Actions:</b></p> <p data-bbox="911 1061 1382 1155"><b>Actions agreed by EWG member: Alison Demonty</b></p>
<p data-bbox="172 1196 1409 1263"><b>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:</b></p> <p data-bbox="172 1285 225 1319"><b>N/A</b></p> <p data-bbox="172 1576 887 1610"><b>Decision agreed by EWG member: Alison Demonty</b></p>		
<p data-bbox="172 1637 555 1671"><b>Assessment completed by:</b></p> <p data-bbox="172 1693 256 1727"><b>Name</b></p>	<p data-bbox="746 1693 975 1727"><b>Henry Saunders</b></p>	
<p data-bbox="172 1765 288 1798"><b>Job title</b></p>	<p data-bbox="746 1765 1075 1798"><b>Climate Change Officer</b></p>	
<p data-bbox="172 1843 236 1877"><b>Date</b></p>	<p data-bbox="746 1843 895 1877"><b>25/08/2020</b></p>	





# Climate Change Policy

DRAFT

## Contents Page

1. Introduction .....	3
2. Definitions .....	3
3. Policy statement .....	4
4. Scope .....	4
5. Aim(s) .....	5
6. Objectives.....	5
7. Local benefits of addressing climate change .....	5
8. Legal framework and relevant legislation.....	6
9. Roles and responsibilities.....	7
10. Climate change approach .....	7
11. Climate change training .....	8
12. Health implications .....	8
13. Equalities implications .....	8
14. Reference documents .....	8
15. Additional information or resources.....	9
16. Implementation/distribution .....	9

## **1. Introduction**

- 1.1. The council is committed to tackling climate change.
- 1.2. Our policy on climate change sets out how we will address the council's carbon footprint, help to reduce the district's overall carbon footprint and act as a community leader to encourage others to tackle climate change.
- 1.3. The council recognises that all its functions and operations have an impact on the environment. The council will, therefore, reduce its impact on the local and global environment by demonstrating clear leadership and providing quality services, whilst tackling pollution, reducing waste and greenhouse gas emissions and saving energy and water. The council will comply with all environmental and climate change legislation and statutory guidance and seek to follow best practice principles to fulfil its statutory environmental and climate change responsibilities.
- 1.4. As part of its commitment to acting sustainably and safeguarding the environment, the council will follow an informed approach to protect the environment and our outstanding natural surroundings. To mitigate and adapt to climate change we will reduce our greenhouse gas emissions, improve our resilience to future climate predictions, conserve our natural resources, enhance biodiversity and further improve the quality of life and the sense of well-being for all residents.
- 1.5. We will do this by working constructively with partners and stakeholders and by ensuring that in reaching properly balanced decisions, the full range of environmental aspects are considered over the short and long term.

## **2. Definitions**

- 2.1. *Climate change* can be defined as:

“Climate change refers to a large-scale, long-term shift in the planet's weather patterns and average temperatures”.

“Climate change is the long-term shift in average weather patterns across the world. Since the mid-1800s, humans have contributed to the release of carbon dioxide and other greenhouse gases into the air. This causes global temperatures to rise, resulting in long-term changes to the climate”.

- 2.2. A *carbon footprint* quantifies the amount of carbon dioxide equivalent (CO<sub>2</sub>e) released into the atmosphere as a result of the activities of an individual, organization, or community.
- 2.3. *Greenhouse gases* are those gaseous constituents of the atmosphere, both natural and anthropogenic, that absorb and emit radiation at specific wavelengths within the spectrum of thermal infrared radiation emitted by the

Earth's surface, the atmosphere itself, and by clouds. This property causes the greenhouse effect. Water vapour (H<sub>2</sub>O), carbon dioxide (CO<sub>2</sub>), nitrous oxide (N<sub>2</sub>O), methane (CH<sub>4</sub>) and ozone (O<sub>3</sub>) are the primary greenhouse gases in the Earth's atmosphere. Moreover, there are several entirely human-made greenhouse gases in the atmosphere, such as the halocarbons and other chlorine and bromine-containing substances. Besides CO<sub>2</sub>, N<sub>2</sub>O and CH<sub>4</sub>, the Kyoto Protocol deals with the greenhouse gases sulphur hexafluoride (SF<sub>6</sub>), hydrofluorocarbons (HFCs) and perfluorocarbons (PFCs).

- 2.4. *Carbon dioxide* (CO<sub>2</sub>) is a naturally occurring gas, also a by-product of burning fossil fuels from fossil carbon deposits, such as oil, gas and coal, of burning biomass and of land use changes and of industrial processes (e.g., cement production). It is the principal anthropogenic greenhouse gas (GHG) that affects the Earth's radiative balance. It is the reference gas against which other greenhouse gases are measured. Carbon dioxide equivalent is recorded which expresses the impact of multiple greenhouse gases in terms of the amount of CO<sub>2</sub> that would result in the same amount of global warming (CO<sub>2</sub>e).
- 2.5. *Anthropogenic* refers to what is caused or influenced by humans. When discussing climate change, it is often used to refer to emissions produced as a result of human activities e.g. anthropogenic climate change.
- 2.6. The *Committee on Climate Change* (CCC) is an independent, statutory body established under the Climate Change Act 2008. Its purpose is to advise the UK Government and Devolved Administrations on emissions targets and report to Parliament on progress made in reducing greenhouse gas emissions and preparing for climate change.

### **3. Policy statement**

- 3.1. It is this council's policy to proactively identify, understand, manage and review its level of greenhouse gas emissions to play its part in contributing towards achieving the Climate Change Act 2008 and the Paris Climate Agreement.
- 3.2. The council's corporate business plan sets out its priorities, objectives and broad direction of action that will implement its Climate Change Policy.
- 3.3. This policy will be reviewed every three years, or earlier in the light of new guidance, to ensure it remains relevant to the needs of the council. The next review date is x 2023.

### **4. Scope**

- 4.1. The policy covers the borough council's greenhouse gas emissions and its role as a community leader to influence the level of greenhouse gas emissions across the King's Lynn and West Norfolk district.

## **5. Aim(s)**

5.1. The purpose of this Climate Change Policy is to state the council's climate change objectives and approach. The activities required to implement this policy are contained in the Climate Change Strategy and Action Plan.

## **6. Objectives**

6.1. Our objectives are:

### **6.1.1. Mitigation**

- Work with Government, the Norfolk Climate Change Partnership and partners to contribute to the achievement of the target for carbon dioxide reduction set out in the Climate Change Act 2008 and the Paris Agreement.
- Develop plans and support projects with our partners and local communities to progressively address the causes and the impacts of climate change, according to our local priorities, securing benefit for our communities.
- Declare, informed by appropriate audits, policy, strategy and action plans, a commitment to achieve a reduction in greenhouse gas emissions from the council's activities.
- Encourage all sectors in the district to mitigate against the impacts of climate change, to reduce their greenhouse gas emissions and to make public their commitment to action.

### **6.1.2. Adaptation**

- Encourage all sectors in the district to adapt to the likely impacts of climate change in addition to their mitigation efforts.
- Influence government on measures that help to address the local impact of climate change.
- Develop plans and support council projects that will improve adaptation on a district and council level. For instance, greater provisions for agile working, green and active travel, in response to the 2020 coronavirus pandemic.

## **7. Local benefits of addressing climate change**

7.1. The benefits of this policy will include:

- A reduction in energy usage and other utilities, thereby contributing towards the council's overall financial position.
- Development of new income streams, thereby contributing towards the council's overall financial position.
- Enhancements to the environmental quality of the borough, thereby improving local health and wellbeing.
- Improvements to the borough's housing stock that will help to address fuel poverty and improve climate change adaptability.

- Encouragement of active travel options that will contribute towards reduced traffic congestion, air pollution and improved health and wellbeing.
- Encouragement of good practice across the districts sectors.

## **8. Legal framework and relevant legislation**

### **8.1. Climate Change Act 2008**

8.1.1. The Climate Change Act 2008 is the basis for the UK's approach to tackling and responding to climate change. It requires that emissions of carbon dioxide and other greenhouse gases are reduced and that climate change risks are prepared for. The Act also establishes the framework to deliver on these requirements.

8.1.2. The Act supports the UK's commitment to urgent international action to tackle climate change.

8.1.3. Initially through the Climate Change Act, the UK government set a target to reduce UK greenhouse gas emissions to 80% lower than 1990 levels by 2050 and identified a path to get there. The Act also established the Committee on Climate Change (CCC) to ensure that emissions targets are evidence-based and independently assessed.

8.1.4. In addition, the Act requires the Government to assess the risks and opportunities from climate change for the UK, and to prepare for them. The CCC's Adaptation Sub-Committee advises on these climate change risks and assesses progress towards tackling them.

8.1.5. Updated in 2019, the Climate Change Act commits the UK government by law ensuring that the net UK carbon account for 2050 is at least 100% lower than the 1990 baseline.

8.1.6. The Climate Change Act requires the government to set legally-binding 'carbon budgets' to act as steppingstones towards the 2050 target. A carbon budget is a cap on the amount of greenhouse gases emitted in the UK over a five-year period. Budgets must be set at least 12 years in advance to allow policymakers, businesses and individuals enough time to prepare.

8.1.7. The CCC advises on the appropriate level of each carbon budget. The budgets are designed to reflect a cost-effective way of achieving the UK's long-term climate change objectives.

8.1.8. The first five carbon budgets have been put into legislation and run up to 2032.

8.1.9. Once a carbon budget has been set, the Climate Change Act places an obligation on the Government to prepare policies to ensure the budget is met.

## 8.2. Paris Agreement on Climate Change, 2015

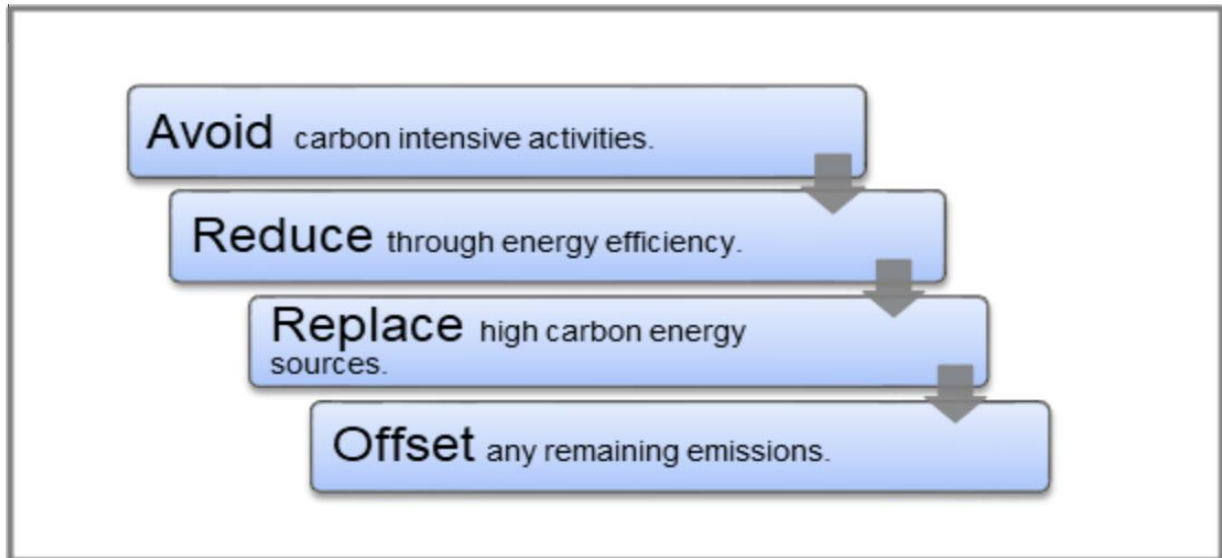
- 8.2.1. The Paris Climate Agreement aimed to reduce the emission of gases that contribute to global warming. The Paris Agreement set out to improve upon and replace the Kyoto Protocol, an earlier international treaty designed to curb the release of greenhouse gases. It entered into force on November 4, 2016 and has been signed by 197 countries and ratified by 185 as of January 2019.
- 8.2.2. The objective was a binding and universal agreement designed to limit greenhouse gas emissions to levels that would prevent global temperatures from increasing more than 2°C (3.6 °F) above the temperature benchmark set before the beginning of the Industrial Revolution (pre-industrial levels) and "endeavour to limit" them even more, to 1.5°C.
- 8.2.3. To limit the amount of greenhouse gases emitted by human activity to the same levels that trees, soil and oceans can absorb naturally, beginning at some point between 2050 and 2100.
- 8.2.4. To review each country's contribution to cutting emissions every five years so they scale up to the challenge.
- 8.2.5. For rich countries to help poorer nations by providing "climate finance" to adapt to climate change and switch to renewable energy.

## **9. Roles and responsibilities**

- 9.1. Tackling climate change is all inclusive and every employee and member has a role to play. Specific roles and responsibilities are defined in the Climate Change Strategy and Action Plan.

## **10. Climate change approach**

- 10.1. To ensure it is effective, addressing climate change needs to be aligned with corporate aims, objectives and priorities. The council's approach to embedding climate change mitigation and adaptation is to create a culture that spreads best practice, identifies and communicates lessons learnt, and uses appropriate expertise.
- 10.2. This council will follow the below hierarchy in order to carry out its own emissions reduction tasks:



## **11. Climate change training**

- 11.1. Climate change training will be provided to relevant officers with the aim of ensuring that they have the skills necessary to identify, appraise and control the risks associated with climate change for the services they provide and projects that they manage. Elected members will receive training on climate change so that they can consider the implications whilst engaged with council activities.
- 11.2. Climate change briefings will also be provided to all staff, with the goal of educating officers and facilitate a climate change conscious culture within the borough council.

## **12. Health implications**

- 12.1. The climate change strategy is a key part of the council's policy and strategy framework and will contribute towards wider health policies through mitigation measures such as active travel.
- 12.2. This council can also learn from the 2020 coronavirus pandemic, and the measures used accordingly, such as active travel and greater options for agile working.

## **13. Equalities implications**

- 13.1. The policy is considered to have no equalities implications.

## **14. Reference documents**

- 14.1. The policy provides direction to the council's Climate Change Strategy and Action Plan.



## **15. Additional information or resources**

15.1. The related Climate Change Strategy and Action Plan will be found on InSite.

15.2. Further information can be obtained from Environmental Health.

## **16. Implementation/distribution**

16.1. The policy will be distributed to senior managers and to all staff and members via Internal Affairs, the Members Bulletin and InSite.

Signed: \_\_\_\_\_ Lorraine Gore, Chief Executive

Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Cllr B Long, Leader

Date: \_\_\_\_\_

<b>Version control</b>	Climate Change Policy			
Policy name				
Policy description	The climate change mitigation and adaptation approach described in this policy is key to informing future council activities.			
Responsible Officer	Dave Robson, Environmental Health Manager			
Version number	Date formally approved	Reason for update	Author	Review date
1	TBC	First version	D. Robson / G. Greaves / H. Saunders	TBC



# **Climate Change Team: Work Plan 2020 to 2021**

# **Contents**

- 1. Introduction**
- 2. Background**
- 3. Profile of Council**
- 4. Scope of Service**
- 5. Organisation / Staffing**
- 6. Key Functions, Objectives & Performance Indicators**
  - Table A - Key Functions and Responsibilities**
  - Table B - Section Objectives 2020/21**
  - Table C - Local Performance Indicators**
- 7. Coronavirus / COVID-19**

## **1. Introduction**

- 1.1 The Climate Change Officers Working Group (CCOWG) covers a wide number of teams across the Borough Council.
- 1.2 This work plan covers how the CCOWG will implement the review of Climate Change across the Borough Council. The key functions and responsibilities are contained in Table A. The group objectives for the 2020/2021 financial year are contained in table B and local performance Indicators are contained in Table C.

## **2. Background**

- 2.1 Climate change has been raised at multiple Full Council Meetings by members of local environmental groups. The Environment Portfolio Holder agreed to a review of the carbon footprint of the BCKLWN, which was completed in January 2020.
- 2.2 In addition it was also agreed to review the combined CO<sub>2</sub> emissions of the district. The New Anglia LEP is also conducting similar work, which may assist in updating the Carbon emissions inventory of the district. Work is ongoing in this area due to the extensive amount of data and is expected to be completed in mid – 2020.
- 2.3 Management Team considered a climate change discussion paper in July 2019 on what actions should be taken towards this area. They agreed to set up the CCOWG to review and consider this area and make recommendations going forward. The working group had 3 meetings in the 2019/2020 financial year.
- 2.4 It was also agreed that a student placement/ intern from a suitable faculty be employed on a 4-month temp basis to assist with the carbon footprint review and next steps. The internship has now been extended to a minimum of 12 months (30<sup>th</sup> September 2019 – 25<sup>th</sup> September 2020). A new fixed term 2-year post was agreed in February 2020 to carry this work forward. Work in this area is carried out by Climate Change Team made up of the Environmental Health Manager, Senior Policy & Performance Officer and Intern.
- 2.5 A Norfolk county group called the ‘Norfolk Climate Change Partnership’ was set up in January 2020. This group provides an opportunity for partners to work together and help each other achieve a common goal. The group aims to meet 6 times in 2020/2021.
- 2.6 A motion was presented to council in October 2019 for the BCKLWN to declare a climate and biodiversity emergency and achieve carbon neutrality for council estate operations by 2030 as well as for all relevant aspects of life across West Norfolk or earlier. This motion went to cabinet following the October 2019 council meeting and will be considered in 2020.

### 3. Profile of Borough Council

- 3.1 The Borough has a population of 151,600 and covers an area of 550 square miles. There are approximately 64,000 households in the Borough.
- 3.2 There are 101 Parish and Town Councils. The Borough has a mixed urban/rural population. The largest population centres are King's Lynn, Hunstanton, Heacham and Downham Market.
- 3.3 There are 55 Elected Members and a Cabinet style leadership with a series of policy and performance panels. Climate Change is within the Environment Portfolio with scrutiny by the Environment & Community Panel. There are two Parliamentary Constituencies.
- 3.4 The Borough is one of seven District Councils within the Norfolk County Boundary.
- 3.5 The District has the third largest CO<sub>2</sub> footprint of any district authority in England. The 2017 overall figure is 1,405.3 Kilotonnes (Kt) of CO<sub>2</sub>.
- 3.6 The BCKLWN emitted 4,632.4 tonnes (t) of CO<sub>2</sub>e in the financial year 2018/2019.

### 4. Scope of Service

- 4.1 The key function and responsibilities of the Group are listed in Table A below.
- 4.2 The section objectives are listed in Table B below.
- 4.3 The local performance indicators are listed in Table C below.

### 5. Organisation / Staffing

- 5.1 This Section Plan will be delivered through the Climate Change Officers Work Group. Resources from other Departments are listed in 5.3 below.
- 5.2 The managerial and specialist responsibilities for service delivery are as follows:

Name	Position	Area	FTE
Dave Robson	Environmental Health Manager	Team Lead/ Group Chair	0.5
Ged Greaves	Senior Policy & Performance Officer	Policy Advice	0.2
Henry Saunders	Climate Change Officer Intern	Audit & Advice	1
Robert Wiseman	Greenspace/Database Officer	Utilities Information	-----
Duncan Hall	Assistant Director	Management Team Lead	-----

5.3 Certain aspects of this plan rely on resource from other Departments within the Borough Council.

<b>Areas for consideration:</b>	<b>Lead Department</b>
Council buildings	Property Services
Vehicle fleet	Open Space / Transport Manager
Equipment	Open Space
Green spaces, trees and woodland	Open Space / Planning
Lease cars	Financial Services
Refuse fleet	Refuse & Recycling / Kier
Staff travel plan	Corporate Policy and Personnel
Digitalisation	ICT
Leisure buildings	Alive West Norfolk
New housing builds	Corporate Projects
Planning policy	Planning Policy
Shoreline management	Flood & Water Management / Planning Policy
Transportation	Planning Policy / Climate Change Team
ICT infrastructure	ICT
Borough housing stock	Housing

## 6. Key Functions, Objectives & Performance Indicators

<b>Table A. Key functions and responsibilities</b>	
1	Carry out BCKLWN carbon audit for 2019/2020.
2	Review the district CO <sub>2</sub> "emissions bubble".
3	Administer the Climate Change Officer Working Group (CCOWG).
4	Set up and administer task and finish groups as required.
5	Participate with the Norfolk Climate Change Partnership.
6	Consider best practice and work towards being a climate change exemplar authority.
7	Develop and implement the council's climate change policy.
8	Develop and implement the council's climate change strategy and action plan.
9	Engage with local stakeholders and interested parties as required.
10	Provide updates to Management Team, Cabinet and E&C Panel as required.

<b>Table B. Section Objectives 2020/21</b>		<b>Target Date</b>
1	Provide updates to Cabinet, Management Team and E&C Panel.	<i>As required</i>
2	Continue engagement with the CCOWG.	<i>Ongoing</i>
3	Continue engagement with NA LEP regarding district CO <sub>2</sub> emissions.	<i>Ongoing</i>
4	Continue engagement with the UEA environmental consultancy module.	<i>Ongoing</i>
5	Review borough council policies, best practice and strategy options.	<i>Ongoing</i>
6	Engage with local stakeholders and interested parties as required.	<i>Ongoing</i>
7	Engage and participate in the Norfolk Climate Change Partnership.	<i>Ongoing</i>
8	Set up and work with the green habitat strategy task and finish group.	<i>Ongoing</i>
9	Set up and work with the housing task and finish group.	<i>Ongoing</i>
10	Set up and work with the planning task and finish group.	<i>Ongoing</i>
11	Set up and work with the vehicle fleet task and finish group.	<i>Ongoing</i>
12	Set up and work with the BCKLWN Re: fit task and finish group.	<i>Ongoing</i>
13	Set up and work with the staff travel plan task and finish group.	<i>Ongoing</i>
14	Complete UEA environmental consultancy module.	<i>May 2020</i>
15	Adopt a climate change policy.	<i>October 2020</i>
16	Complete the district CO <sub>2</sub> “emissions bubble” review & report.	<i>August/September 2020</i>
17	Complete the 2019/2020 BCKLWN carbon audit.	<i>August/September 2020</i>
18	Arrange 2-year fixed term post.	<i>September 2020</i>
19	Develop the climate change strategy and action plan.	<i>March 2021</i>

<b>Table C. Section Local Performance Indicators</b>			
<b>Ref.</b>	<b>Description</b>	<b>Target</b>	<b>Actual</b>
CC. 1	Attend Norfolk Climate Change Partnership meetings.	Five meetings in 2020/21	Two meetings in 2020
CC. 2	Adopt a climate change policy.	October 2020	October 2020
CC. 3	Complete the district CO <sub>2</sub> “emissions bubble” review & report.	August/September 2020	In draft
CC. 4	Complete the 2019/2020 BCKLWN carbon audit.	August/September 2020	In draft
CC. 5	Adopt a climate change strategy and action plan.	March 2021	Under development



## **7. Coronavirus / COVID-19**

- 7.1 Due to the unprecedented Coronavirus (COVID-19) situation within the UK, we can expect our work plan and timeline to be impacted.
- 7.2 Staff may find themselves focusing on the situation response or being redeployed to aid other service areas. Thus, individuals with the required specialist responsibilities identified in 5.2 may be focused on other areas for the duration of the pandemic.
- 7.3 Due to the above reasons, section objectives and targets will be kept under constant review and will depend on staff availability and if they are redeployed in the future to assist with the COVID-19 response.
- 7.4 The wider impacts of this pandemic such as a recession and changes to council work patterns (agile working) will likely impact the above objectives and targets and their timeframes. Whilst we will endeavour to meet all objectives and targets as stated above, we will be flexible and respect the ever-changing UK situation.

**POLICY REVIEW AND DEVELOPMENT PANEL REPORT**

REPORT TO:	Environment and Community Panel		
DATE:	1 September 2020		
TITLE:	Draft Scrutiny and the Executive Protocol		
TYPE OF REPORT:	Policy Development		
PORTFOLIO(S):	Leader of the Council		
REPORT AUTHOR:	Democratic Services		
OPEN/EXEMPT	OPEN	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	Yes

**REPORT SUMMARY/COVER PAGE**

<b>PURPOSE OF REPORT/SUMMARY:</b>
<p>In May 2019 the Ministry of Housing, Communities and Local Government published Statutory Guidance on Overview and Scrutiny in Local and Combined Authorities. This is statutory guidance and Local Authorities must have regard to it when exercising their functions.</p> <p>Section 2.11(d) of the Guidance sets out that it is the responsibility of both the executive and scrutiny to work together to manage disagreement and one way in which this can be done is via an Executive/Scrutiny Protocol which can help define the relationship between the two.</p> <p>A draft protocol has been prepared by officers for consideration by the Panel and is attached to this report.</p>
<b>RECOMMENDATIONS:</b>
<p>The Panel is requested to consider and comment on the draft Protocol prior to its submission to Cabinet and then Council.</p>
<b>REASONS FOR RECOMMENDATIONS:</b>
<p>To respond to the Statutory Guidance and promote a good working relationship between Scrutiny and the Executive.</p>

1. In May 2019 the Ministry of Housing, Communities and Local Government published Statutory Guidance on Overview and Scrutiny in Local and Combined Authorities. This is statutory guidance and Local Authorities must have regard to it when exercising their functions.

Section 2.11(d) of the Guidance states the following:

“Managing Disagreement – effective scrutiny involves looking at issues that can be politically contentious. It is therefore inevitable that, at times, an executive will disagree with the findings or recommendations of a scrutiny committee.

It is the job of both the executive and scrutiny to work together to reduce the risk of this happening, and authorities should take steps to predict, identify and act on disagreement.

One way in which this can be done is via an ‘executive-scrutiny protocol’ which can help define the relationship between the two and mitigate and difference of opinion

before they manifest themselves in unhelpful and unproductive ways. The benefit of this approach is that it provides a framework for disagreement and debate, and a way to manage it when it happens. Often the value of such a protocol lies in the dialogue that underpins its preparation. It is important that these protocols are reviewed on a regular basis.”

2. Officers have prepared a draft protocol for the Panel to consider. The draft protocol, which is designed to assist Panel Members and the Cabinet, defines the relationship between the Executive and Scrutiny and the role of Cabinet Members in the Scrutiny Process.

3. Group Leaders have been involved in the drafting of the Protocol and suggestions have been included in the protocol as appropriate.

4. The Panel is requested to consider and comment on the Protocol prior to its consideration by the Cabinet.

5. Background Papers

Statutory Guidance on Overview and Scrutiny in Local and Combined Authorities – Ministry of Housing Communities and Local Government – published May 2019 - [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/800048/Statutory\\_Guidance\\_on\\_Overview\\_and\\_Scrutiny\\_in\\_Local\\_and\\_Combined\\_Authorities.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/800048/Statutory_Guidance_on_Overview_and_Scrutiny_in_Local_and_Combined_Authorities.pdf)

# Scrutiny and the Executive Protocol

Borough Council of  
King's Lynn &  
West Norfolk



**A Guide to assist Members of the Council's Policy Review and Development Panels and Members of the Cabinet on the various ways in which Members are required to interact to enable the Authority to carry out an effective Scrutiny Function.**

This protocol should be read in conjunction with the Scrutiny and Overview Guide, Members Code of Conduct, Member/Officer Protocol and the Statutory Guidance on Overview and Scrutiny in Local and Combined Authorities published by the Ministry of Housing, Communities and Local Government (May 2019).

## 1. Purpose of the Protocol

This Protocol is designed to assist Members of the Council's Policy Review and Development Panels, Corporate Performance Panel and the Cabinet.

The Protocol aims to establish a positive framework and build upon the procedures laid out in the Constitution which exist to enable the Panels to work effectively. It aims to promote and maintain an ethos of mutual respect, trust and courtesy between Members, the Executive and officers and encourage openness and constructive, yet challenging when necessary, debates.

## 2. Role of the Panels in holding the Executive to account

One of the fundamental principles of Scrutiny is the ability to hold the Executive to account. Statutory Guidance on Overview and Scrutiny in Local and Combined Authorities published by the Ministry of Housing, Communities and Local Government (May 2019) states that "Overview and Scrutiny Committees have statutory powers to scrutinise decisions the executive is planning to take, those it plans to implement, and those that have already been taken/implemented. Recommendations following scrutiny enable improvements to be made to policies and how they are implemented. Overview and scrutiny committees can also play a valuable role in developing policy".

### **What holding the Executive to account should be about:**

- Providing a "critical friend" challenge.
- Challenging decisions and securing the best outcomes for the residents of the Borough.
- Examining the Cabinet's Forward Decisions List to identify forthcoming issues for Scrutiny.
- Working with the Executive to develop and scrutinise Council policies.

### **What holding the Executive to account should not be about:**

- Confrontation
- Challenging individuals or personalities.
- Party politics
- Conducting a witch hunt
- Championing a personal agenda

More information on the role of the Panels is available in the Scrutiny and Overview Guide and the Council's Constitution.

### **3. The Relationship between the Executive and Scrutiny**

The relationship between Cabinet and Scrutiny is governed in part by law and in part by the Council's Constitution. The purpose of this section is to set out the principles which should be followed by Cabinet and Panel Members.

The principles below set out how the working relationship between the Cabinet and the Panels should operate:

1. Cabinet and the Panels recognise that they each have different functions and responsibilities which can and should contribute to securing the best outcomes for the residents of the Borough.
2. Cabinet and Panel Members will work alongside each other in a positive manner.
3. Cabinet Members will recognise that Members have a number of rights such as call-ins.
4. All participants will look to work within a spirit of mutual respect and constructive challenge.
5. The relationship between Cabinet and the Panels will be open and transparent as far as possible.

### **4. The Executives Role in the Scrutiny Process**

#### **Call in**

On occasions when members have successfully secured a 'call in' to the Corporate Performance Panel of either a Portfolio Holder or a Cabinet decision the process should operate as follows:

1. The appropriate Portfolio Holder must be invited by the Chair to the Corporate Performance Panel meeting at which the call in is to be considered.
2. An officer report will be prepared which sets out the decision made and the grounds upon which the call in has been granted by the Chief Executive.
3. The Proposer of the call in and their supporters will address the Corporate Performance Panel regarding the call in and why it should be upheld.
4. The relevant Portfolio Holder will make their case/submission to the Panel.
5. Officers will be invited to make a submission to the Panel.
6. The Panel will receive any submission to from members attending under Standing Order 34 and at the discretion of the Chair other interested parties invited to attend the meeting.
7. The Panel will debate the call in during which they may question or seek further information (through the Chair) from the Proposer, Portfolio Holder, Officers and if applicable interested parties.
8. The proposer of the call in has right of reply to the debate.

Following the debate the Panel will make its decision to either support the original (Cabinet/Portfolio Holder) recommendations or to uphold the call in.

For the avoidance of doubt other Cabinet Members who may be in attendance at the meeting in relation to other items on the agenda will not participate in the call in debate.

#### **Scrutiny of decisions made, other than with regards to a call in**

1. The appropriate Portfolio Holder should be invited by the Chair to attend the meeting.
2. The purpose of the Portfolio Holder attending is to answer questions posed by Panel Members with regards primarily to policy and/or political matters underpinning the decision made.

3. Officers will be present to answer questions posed by the Panel Members concerning technical issues underpinning the report/decision made.
4. The Panel Chair may invite the Portfolio Holder to set out the rational and policy objectives which resulted in the report/proposal being brought forward.

For the avoidance of doubt the Portfolio Holder should not participate in the debate amongst Panel Members as it could be perceived that they were participating in the scrutiny of their own decisions.

### **The Executive role in the Policy Development Process of Panels**

The purpose of the Panels becoming involved in Policy development is to facilitate a wider member involvement at an early stage, in the formulation of new policy proposals which, if ultimately taken forward will be determined by Cabinet and/or Council.

1. The relevant Portfolio Holder will normally be invited by the Chair
2. The Portfolio Holder will not be expected to 'lead' the Panel discussion or to make a presentation to the Panel.
3. The Portfolio Holder may at the Chairs invitation, be invited to comment/contribute to Panel discussions and/or workshops sessions.
4. Officers will be in attendance to provide information/data/etc. to assist the Panel in their deliberations if invited to do so by the Chair.

### **5. Role of Cabinet Members other than the Relevant Portfolio Holder in relation to both the Scrutiny and Policy Development roles of Panels**

Any Cabinet Member wishing to speak on matters pertaining to another Cabinet Member's Portfolio responsibilities must have registered the interest to speak under S.O. 34 at least one clear day prior to the meeting in the same way as any other Members is required to do so

### **6. At the Meeting**

Panels should seek to promote an atmosphere of openness and should strive to ensure that questioning and debate takes place within a climate of mutual respect and trust between all participants.

Panel Members should be prepared to ask searching and challenging questions of Cabinet Members and officers when necessary, but acknowledge that participants may not always be in a position to answer every question immediately.

The Chair of the meeting shall at all times ensure that the conduct of the meeting shall be fair and that all participants are treated courteously whilst promoting the Council's role in striving to improve services and monitor the effectiveness of Council policies.

Questions and responses should be clear and concise where possible and meetings should be carried out in a professional and business like, non aggressive manner.

### **7. Contact Information**

Contact details for Cabinet Members and the Chair and Vice Chairs of the Panels are available on the Borough Council's website.

Democratic Services can be contacted at [democratic.services@west-norfolk.gov.uk](mailto:democratic.services@west-norfolk.gov.uk) or by telephoning 01553 616394.

## ENVIRONMENT AND COMMUNITY PANEL WORK PROGRAMME 2020/2021

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER/ ATTENDEE	OBJECTIVES AND DESIRED OUTCOMES
<b>2<sup>nd</sup> June 2020</b>	Officer update on the current situation and the impact this will have on the Panel Work Programme.	Update		
	Carried forward from April Meeting - Quarter 3 2019/2020 Corporate Performance Monitoring.	Performance Monitoring	Ged Greaves	
<b>14th July 2020</b>	Alive West Norfolk Update	Update	Chief Operating Officer – Alive West Norfolk	As requested by the Panel.
	Corporate Performance Monitoring – Full Year	Performance Monitoring	Ged Greaves	
<b>8<sup>th</sup> September 2020</b>	Climate Change Policy	Policy Development	Dave Robson, Henry Saunders and Ged Greaves	To consider the draft Policy
	Presentation from Water Resources East		Representatives from Water Resources East	As requested by the Panel at the meeting on 14 <sup>th</sup> July an update on the role of Water Resources East, in particular water storage and retention.
	Balloon and Lantern release ban and signing up to NCC balloon and lantern charter	Opposition Item – requested by Councillor Squire	Nathan Johnson	
	Scrutiny and the Executive Protocol	Policy Development		

	EXEMPT – Amendments to Refuse and Recycling Contract – Food Waste	Cabinet Report	Barry Brandford	To consider the report and make recommendations to Cabinet.
	Air Quality Annual Monitoring	Monitoring	Dave Robson	To receive the annual update.
<b>20<sup>th</sup> October 2020</b>	Annual Update on the Homelessness and Rough Sleeper Action Plan and Work of the Task Group	Update	Duncan Hall	Last update presented to the Panel in October 2019
	Update on HMO's and Housing Standards		John Greenhalgh	Requested by the Panel at their meeting in July 20
	Statement of Licensing Policy	Policy Development	Marie Malt	3 Year Review.
<b>8<sup>th</sup> December 2020</b>	Update on Flood Defences. Environment Agency	Update	Paul Burrows from the Environment Agency	Update as requested by the Panel at their meeting in July 20.
<b>26<sup>th</sup> January 2021</b>				
<b>9<sup>th</sup> March 2021</b>				
<b>20<sup>th</sup> April 2021</b>				

40

### To be scheduled

- Shop mobility
- Prevent and County Lines – last update presented to the Panel in October 19, next update due October 2020. Also to include update on Modern Slavery.
- Youth West Project. Last went to Panel in July 2018.
- Update on the 'Keeping Seals Safe from Flying Rings' Campaign – as required.
- Nominations to Outside Bodies and Appointments to Task Groups and Informal Working Groups – to be added to the Work Programme after an Annual Council Meeting has been held.



- Sustainability Transformation Plan – Update from the CCG
- Contaminated Land Strategy Review
- Gayton Road Cemetery
- Urban Wildlife.
- Presentation on Biodiversity
- Presentation from the IDB on their role and function
- Peat Bogs and CO2 emissions
- Anti Littering Campaign
- Together for Rivers Campaign
- Wild East Nature Recovery Programme

**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
22 September 2020						
	Climate Change Policy	Key	Council	Environment Exec Dir – G Hall		Public
	Scrutiny and the Executive Protocol	Non	Council	Leader Chief Executive		Public
	Standing Orders and Articles Review	Non	Council	Leader Chief Executive		Public
	Revised Budget – <b>will be very late</b>	Key	Council	Leader Asst Dir - Resources		Public
	Revised Capital Programme – <b>will be very late</b>	Key	Council	Leader Asst Dir - Resources		Public
22	KLIC Loan Settlement Agreement	Key	Cabinet	Leader Asst Dir – Property & Projects		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Notice of Motion 1/20 – Cllr de Whalley	Non	Council	Leader Asst Dir Environment & Planning		Public
	Housing Delivery Test – Action Plan <b>This came to MT last week</b>	Key	Cabinet	Development Asst Director – Environment & Planning		Public
	Food Waste Collection	Key	Council	Leader Asst Dir Operations and Commercial		Private - Contains exempt Information under para 3 – information

						relating to the business affairs of any person (including the authority)
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<b>Date of meeting</b>	<b>Report title</b>	<b>Key or Non Key Decision</b>	<b>Decision Maker</b>	<b>Cabinet Member and Lead Officer</b>	<b>List of Background Papers</b>	<b>Public or Private Meeting</b>
17 November 2020						
	Update to the Major Project Board Terms of reference	Non	Cabinet	Leader Asst Dir Property & Projects – M Henry		Public
43	Major Housing Project 2	Key	Council	Project Delivery Asst Dir Companies and Housing Delivery – D Gagen		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Salters Road, King's Lynn	Key	Council	Project Delivery Asst Dir Companies and Housing Delivery – D Gagen		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Lynnport one	Key	Council	Project Delivery Asst Dir Companies & Housing Delivery – D Gagen		Private - Contains exempt Information under para 3 – information relating to the business affairs of

						any person (including the authority)
	Southend Road and Hunstanton Bus Station	Key	Council	Project Delivery Asst Dir Companies and Housing Delivery – D Gagen		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Parkway	Key	Council	Project Delivery Asst Dir Companies and Housing Delivery – D Gagen		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
44	Statement of Licensing Policy		Council	Commercial Services Assistant Director Environment and Planning		
	Strategic Property Acquisition	Key	Cabinet	Business Development Asst Dir Property & Projects – M Henry		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Careline Alarms Contract	Key	Cabinet	Housing Asst Dir Community & Partnerships		Private - Contains exempt Information under para 3 – information relating to the business affairs of

						any person (including the authority)
	Covid 19 – Recovery Plan	Key	Council	Leader Asst to C Ex		Public