

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

**RECORD OF DECISION TAKEN BY OFFICERS UNDER DELEGATED POWERS**

This is a record of a decision taken by an officers under delegated powers and where necessary taken in consultation with members and officers.

**UKRANIAN EMERGENCY SUPPORT GRANT**

**Delegated Power**

Specify the particular delegated power being exercised by reference to the Delegation Scheme or Cabinet minute and date.

Council Constitution, Part 3 Responsibilities for Council Functions, Section 2 Functions Delegated to Cabinet Members and Officers - Scheme of Delegation, functions:

**1.9 Public and Civil Emergencies**

The Chief Executive in consultation with the Leader: To exercise any power to protect the interests and well-being of the inhabitants of the Borough in cases of emergency

In exercising the delegation an update to be made at Cabinet as soon as reasonably practical

**7.12 Health improvement and promotion including public health and community care and LILY**

The Chief Executive in consultation with the Portfolio Holder for People and Communities: day to day management

**Decision Taken**

Specify precise details of the decision taken

West Norfolk has one of the largest settled Ukrainian and Eastern European communities in Norfolk. In view of the worsening situation in Ukraine it is reasonably expected that people will be fleeing their homes in Ukraine to join their families here in West Norfolk or come here to settle in a community that can support them.

In the immediate days of arriving in West Norfolk, and before wider statutory and emerging support arrangements can be put in place, some of these refugees may experience immediate financial hardship. It is proposed to introduce an emergency support grant scheme, administered by the borough's LILY team to mitigate this. The scheme to operate as follows:

- Self or third-party referral into Borough Council Via CIC or from Access Migrant Support/Hanseatic Union/Housing Options via telephone or the completion of an online referral form
- Form received into Lily service
- Client contacted (use of language line if necessary – additional resourcing being arranged)
- Triage / Exploration of needs
- Immediate emergency support provided by borough council if needed (such as food/shopping vouchers/utilities support and guidance) to cover any lag in wider statutory services wrap around
- Signposting and referral to other local and regional services and support

Given the serious and rapidly escalating situation, with refugees already en route, It is considered the council needs to act promptly and compassionately to have such a scheme in place for their arrival in West Norfolk. Whilst we do not know the number of people who will choose to come to West Norfolk, it is proposed to allocate initial funding of £7,500 from the West Norfolk Wins local lottery reserve for this purpose and to review as the situation and demand becomes clearer. The reserve currently has an uncommitted balance of £19,000.

**Reasons for the Decision**

Specify all reasons for taking the decision

To provide emergency support for Ukrainian refugees who arrive in West Norfolk. In the immediate days of arriving in West Norfolk, and before wider support arrangements can be put in place, some refugees may experience immediate financial hardship. It is proposed to introduce an emergency support grant scheme, administered by the borough's LILY team, who are experienced in supporting residents in need, as demonstrated throughout the Covid pandemic.

**Options considered**

**Any declarations of interest and details of any dispensations granted in respect of interests.**

**List of Background papers**

Local lottery 6 September 2017

**Authorisation**

Post Held Chief Executive

Signature

Date **14 March 2022**

**Consultation with members/officers**

**If the decision is taken following consultation with the members/officers, please give details:**

**Signed by Member as consulted:**

Cllr Dark

Cllr Sandell

Date

15 / 3 / 2022

# Pre-Screening Equality Impact Assessment

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



Name of policy/service/function	Emergency Grant Support for Ukrainian Refugees				
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 rigidly constrained by statutory obligations	In the immediate days of arriving in West Norfolk, and before wider support arrangements can be put in place, some refugees may experience immediate financial hardship. It is proposed to introduce an emergency support grant scheme, administered by the borough's LILY team.				
<b>Question</b>	<b>Answer</b>				
<p>1. Is there any reason to believe that the policy/service/function could have a specific impact on people from one or more of the following groups <b>according to their different protected characteristic</b>, for example, because they have particular needs, experiences, issues or priorities or in terms of ability to access the service?</p> <p>Please tick the relevant box for each group.</p> <p>NB. Equality neutral means no negative impact on any group.</p>		Positive	Negative	Neutral	Unsure
	Age			x	
	Disability			x	
	Gender			x	
	Gender Re-assignment			x	
	Marriage/civil partnership			x	
	Pregnancy & maternity			x	
	Race Ukrainian	x			
	Religion or belief			x	
	Sexual orientation			x	
Other (eg low income)					
<b>Question</b>	<b>Answer</b>	<b>Comments</b>			
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?	Yes	Specific support for the Ukrainian refugees			
3. Could this policy/service be perceived as impacting on communities differently?	Yes	As above			
4. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?	Yes	As above			
<p>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</p>	Yes	<b>Actions:</b> <b>Public opinion and outpouring of support locally, humanitarian crisis</b>			
		<b>Actions agreed by EWG member:</b> <b>Name ...Becky Box.....</b>			
<b>Assessment completed by:</b> <b>Name</b>	Lorraine Gore				
<b>Job title</b> Chief Executive	Date 14 March 2022				
<b>Please Note: If there are any positive or negative impacts identified in question 1, or there any 'yes' responses to questions 2 – 4 a full impact assessment will be required.</b>					