

## CABINET MEMBERS DELEGATED DECISION

<b>Open/Exempt</b>		Would any decisions proposed:			
<b>Any especially affected Wards</b> No	Mandatory/	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 Terry Parish E-mail: <a href="mailto:cllr.terry.parish@west-norfolk.gov.uk">cllr.terry.parish@west-norfolk.gov.uk</a>		Other Cabinet Members consulted: Cabinet			
		Other Members consulted:			
Lead Officer: Honor Howell – Corporate Governance Manager E-mail: <a href="mailto:honor.howell@west-norfolk.gov.uk">honor.howell@west-norfolk.gov.uk</a>		Other Officers consulted: Chief Executive Executive Directors			
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If not for publication, the paragraph(s) of Schedule 12A of the 1972 Local Government Act considered to justify that is (are) paragraph(s)					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 meeting advertised: 18 <sup>th</sup> January 2024			Date of meeting decision to be taken: 25 <sup>th</sup> January 2024		
Deadline for Call-In: 1 <sup>st</sup> February 2024					

### TITLE: 2023/2024 ANNUAL PLAN

<b>Summary</b>	<p>The Corporate Strategy was adopted by council on 23 November 2023. The Corporate Strategy sets out the priorities of the administration to the next local elections in 2027.</p> <p>Following the elections in May 2023, a new administration, 'The Independent Partnership' was formed made up of Independent, Green and Liberal Democrat councillors with support from the Labour Group. Since then, the Administration have, in consultation with members, Management Team and the Senior Leadership Team developed the Corporate Strategy.</p> <p>During this time, the council has continued to work on projects and deliver services in line with the Directorate Plans and the Medium-Term Financial Plan. The Annual Plan 2023-2024 provides details of the progress made on a range of council projects since the adoption of the Corporate Strategy and highlights the ongoing delivery of council services up to 31 March 2024. The Annual Plan for 2024/2025 is due to be presented to Cabinet on 5 March 2024.</p>
<b>Recommendation</b>	That Cabinet resolve to agree and adopt the Annual Plan for 2023/2024.
<b>Reason for Decision</b>	

An Annual Plan will be developed for each year of this administration. Due to time constraints, the Annual Plan for 2023/2024 has been produced at this time, under a delegated decision to reflect and report on the work delivered and progress with projects since the adoption of the Corporate Strategy, against the four main corporate priorities:

- Promote growth and prosperity to benefit West Norfolk
- Protect our Environment
- Support our communities
- Efficient and effective delivery of our services

An update on progress against the 2023/2024 Annual Plan will be presented to the Corporate Performance Panel in May 2024.

## **1 Background**

- 1.1 The Corporate Strategy 2023-2024 was adopted by council in November 2023. To underpin the four-year Corporate Strategy, Cabinet resolved to produce an Annual Plan each year to highlight the key priorities for the year ahead which reflected the current economic climate, financial position and the needs of residents, visitors, and businesses.
- 1.2 This Annual Plan has been developed to reflect the services and projects commenced, in progress or delivered following the adoption of the Corporate Strategy in November 2023.
- 1.3 The Corporate Strategy encompasses four corporate priorities:
  - Promote growth and prosperity to benefit West Norfolk
  - Protect our Environment
  - Support our communities
  - Efficient and effective delivery of our services
- 1.4 The 2023/2024 Annual Plan has been produced in line with each of these key priorities and activities grouped under each of the key areas.
- 1.5 Due to time constraints of the democratic process, the annual plan for 2023/2024 has been produced using Cabinet delegated powers in order to ensure the adoption of the annual plan prior to 31 March 2024. A report on the progress and outcomes against the annual plan will be presented to the Corporate Performance Panel in May 2024. The annual plan for 2024/2025 will be presented to Cabinet on 5 March 2024.

## **2 Options Considered**

- 2.1 None

## **3 Policy Implications**

- 3.1 There are no policy implications.

**4 Financial Implications**

4.1 There are no direct financial implications of this plan as its implementation is through the existing services, programmes, and budget provision already in place.

**5 Personnel Implications**

5.1 None

**6 Environmental Implications**

6.1 The Corporate Strategy and Annual Plan include specific priorities focused on environment and climate change.

**7 Statutory Considerations**

7.1 None

**8 Equality Impact Assessment (EIA)**

8.1 Pre-screening EIA attached.

**9 Risk Management Implications**

9.1 There are no risk management implications directly from the annual plan. All council risks are detailed on the Corporate Risk Register.

**10 Declarations of Interest / Dispensations Granted**

10.1 None

**11 Background Papers**

11.1 The Corporate Strategy 2023-2027  
Cabinet Report 31 October 2023

Signed: .....

Cabinet Member for: Leaber.....

Date: 18th Jun 2024

# Pre-Screening Equality Impact Assessment

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



Name of policy/service/function	Annual Plan				
Is this a new or existing policy/ service/function?	New / Existing (delete as appropriate)				
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	Annual Plan for 2023/2024.				
<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		
<b>Question</b>	<b>Answer</b>	<b>Comments</b>			
<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?</b>	Yes/ No				
<b>3. Could this policy/service be perceived as impacting on communities differently?</b>	Yes/ No				
<b>4. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?</b>	Yes / No				
<p><b>5. Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions?</b></p> <p>If yes, please agree actions with a member of the Corporate Equalities Working Group and list agreed actions in the comments section</p>	Yes / No	<b>Actions:</b>			
		<b>Actions agreed by EWG member</b>			

<b>Assessment completed by: Name</b>	<b>Honor Howell</b>
<b>Job title Corporate Governance Manager</b>	<b>Date 17.01.2024</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.**



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

**Corporate Strategy 2023-2027**

# **Annual Plan**

**December 2023 - March 2024**

# Promote growth and prosperity to benefit West Norfolk

**To create job opportunities; support economic growth; develop skills needed locally; encourage housing development and infrastructure that meets local need; and promote West Norfolk as a destination**

## **Priorities:**

- Work with partners to develop a shared vision for a vibrant borough
- Attract new businesses to the borough to expand the local economy
- Support the borough's new and existing businesses to grow and thrive
- Work with partners and local employers to equip our local workforce with the necessary skills and knowledge to meet current and future needs
- Maximise opportunities to transform and regenerate our high streets and heritage assets
- Increase the number of good quality new homes and associated infrastructure built through direct provision by working with registered social landlords and private sector developers
- Encourage private sector housing development that supports local need, delivers on local infrastructure and meets environmental and biodiversity requirements
- Promote West Norfolk as a desirable leisure, cultural and tourism destination
- Support a year-round programme of events, festivals and activities for residents and visitors

## **Actions for December 2023 – March 2024**

- Continue to work with the CIO and King's Lynn Town Board on delivery of the Guildhall project.
- Agree financing for the Council Housing companies to support delivery of affordable and rental homes in the Borough
- Continue to develop the Car Parking Strategy and produce a draft by March 2024
- Commence works in relation to Downham Market toilets
- Progress the work to review property assets and valuations which will inform a new Asset Management Strategy and Plan
- Continue engagement with schools and colleges particularly in relation to skills development

# Protect our environment

To create a cleaner, greener, and better protected West Norfolk by considering environmental issues in all we do and by encouraging residents and businesses to do the same

## Priorities:

- Lead by example by reducing our own carbon emissions and considering our impact on the climate with all our projects and initiatives
- Work with partners, locally and across Norfolk to minimise carbon emissions from new and existing properties, housing and other developments
- Support others to minimise carbon emissions by promoting good practice, providing information, and highlighting available grants from government
- Encourage active travel by reducing barriers to walking and cycling. In addition, improve EV (electric vehicles) infrastructure when appropriate grants permit
- Minimise domestic and corporate waste by encouraging reuse, recycling and responsible disposal
- Take timely and proportionate planning and environmental enforcement action to protect the West Norfolk
- Increase biodiversity where we can and create wildflower and pollinator opportunities
- Work with other agencies to manage and protect our coastline, rivers and streams and to improve sea water quality

## Actions for December 2023 – March 2024

- Continue to work proactively to support residents, regardless of tenure, to access funding for energy efficiency improvements and to continue to work to alleviate fuel poverty
- Continue to engage with Anglian Water and the Environment Agency on work being done or investigations made to improve sea and river water quality
- Continue to engage with Anglian Water and the Environment Agency on work being done or investigations made concerning the shingle ridge at Heacham and Hunstanton sea defences
- Prepare for statutory Biodiversity Net gain by establishing a Biodiversity Task Group to deliver a programme to increase biodiversity
- Agree to designate a Village Green at Hardings Pits
- Participation in National Food Waste Week 18-24 March, including pop ups in Downham Market and King's Lynn, Docking village market, school engagement, radio and social media
- Launch of Norfolk Net Zero Communities Project
- Participate in a regional benchmarking exercise to understand our preparedness for new procurement requirements that consider economic, social, environmental and cultural factors to determine Scope 3 emissions
- Commence update on Climate Change Strategy and Action Plan including climate literacy training
- Carry out public consultation on Air Quality Action Plan
- Continue work on Tree Strategy, management system and associated actions
- Mayor's Business Awards 2024 – Environmental Champion selection



# Efficient and effective delivery of our services

**To provide cost-effective, efficient services that meet the needs of our local communities; promote good governance; and manage sustainable financial planning and appropriate staffing**

## **Priorities:**

- Provide value for money through efficient and effective service delivery
- Focus our capital expenditure on priority areas
- Manage our finances to remove any projected budget deficit over the 4-year financial plan
- Provide information to local people, businesses and visitors in a timely and accessible manner
- Consult and engage with our communities, staff, parish councils and members to include measurement of how satisfied they are
- Retain a highly skilled and motivated workforce, with appropriate training and development available to support current and future corporate priorities and statutory services
- Actively and continually examine and review the way we deliver our services in-house, through our companies, through procurement and other channels to ensure they are value for money and meet the needs of our communities
- Expand our support to help parish councils with governance and to attract new members
- Undertake a review of the cabinet governance structure of the council
- Consider appropriate resources to investigate a town council for the unparished area of King's Lynn and the adoption of West Norfolk as the name of the borough
- Bring forward proposals to enable the King's Lynn Advisory and Consultative Committee (KLACC) to become a decision-making body

## **Actions for December 2023 – March 2024**

- Set the Financial Plan 2023-28 and development of the Cost Management and Income Generation Plan
- Complete introduction of a 100% Council Tax Support Scheme
- Agree revision of 100% levy for Long Term Empty Properties with effect from 1/4/24
- Agree proposals to double Council Tax on second homes from 1/4/25
- Complete procurement process to identify a partner to undertake a confidential staff survey during spring 2024
- Continue to lobby Government for alternative means of IDB funding
- To provide information, advice and support for Parish Councils. Produce a document pack for dealing with unreasonable and vexatious complaints
- Hold a second consultation with all Parish Council Chairs and/or their representatives
- Review the governance arrangements for the delivery of leisure and arts
- Undertake actions to encourage employees to cycle to work and investigate options for provision of a cycle to work scheme
- Complete the resurface the Howdale car park, Downham Market
- Commence the replacement of pay and display machines across the network to deliver increased payment options
- Agree the Action Plan in response to Corporate Peer Challenge

## **Support our communities**

## **To support the health and wellbeing of our communities; help prevent homelessness; assist people with access to benefits advice and ensure there is equal access to opportunities**

### **Priorities:**

- Work with partners, and provide access to leisure, cultural and outreach experiences, to reduce isolation, improve health and wellbeing, and support people to live independently at home for longer
- Tackle social and health inequalities, encourage healthy, active lifestyles and help prevent avoidable hospital admissions working with the NHS and other partners
- Seek improvements to provision of NHS dentists in West Norfolk, working with the NHS and partners
- Work with schools and colleges to improve educational opportunities, inclusion, attainment, and ambition
- Support the local voluntary sector as a vital element of the local community
- Improve access to affordable homes and work to improve the quality of rented accommodation
- Actively monitor food safety, housing standards, air quality and other statutory issues to minimise environmental health risks
- Address all types of anti-social behaviour and encourage respect for each other
- Promote and maintain attractive public open spaces across the borough for all to enjoy

### **Actions for December 2023 – March 2024**

- Refresh our financial assistance programme with review of existing and new SLAs and associated funding
- Bring forward proposals to enable the King's Lynn Advisory and Consultative Committee (KLACC) to become a decision-making body
- Develop a plan for communicating the Council's budget both internally and externally
- Progress actions identified following a review of our equalities policy, procedure and practices
- Establish commitment to the care leavers covenant
- Ensure our need for better dentistry services and the release of funding for a new QEH remains a joint priority between ourselves and our partners.
- Investigate with key stakeholders engaging the Institute of Health Equity to make West Norfolk a Marmot place