

Council

Members of the council are hereby summoned to attend the meeting of the council to be held in the council chamber, City Hall, Norwich, on

Tuesday, 20 June 2023

19:30

Agenda

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1 Lord Mayor's announcements

To receive the Lord Mayor's announcements.

2 Declarations of interest

(Please note that it is the responsibility of individual members to declare an interest prior to the item if they arrive late for the meeting)

3 Public questions/petitions

To receive questions/petitions from the public which have been submitted in accordance with the council's constitution.

4 Minutes

5 - 48

To approve the minutes of the meetings of Council held on 14 March 2023, Extraordinary Council held on 28 April 2023 and Annual Council held on 23 May 2023.

5 Questions to cabinet members

(A copy of the questions and replies will be available on the council's website prior to the meeting)

6 Gambling statement of principles (gambling policy)

49 - 114

Purpose - To consider adopting the statement of principles under the Gambling Act 2005.

**7 Appointments of representatives to outside bodies 2023- 115 - 122
24**

Purpose - To consider appointments to outside bodies for the current civic year.

8 Motions 123 - 134

Purpose - To consider motions for which notice has been given in accordance with the Council's constitution.



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Council

19:35 to 23:05

14 March 2023

Present: Councillors Maguire (Lord Mayor), Ackroyd, Bogelein, Brociek-Coulton, Carlo, Catt, Davis, Driver, Fulton-McAlister (E), Fulton-McAlister (M), Galvin, Giles, Grahame, Hampton, Harris, Haynes, Huntley, Jones, Kendrick, Kidman, Lubbock, Oliver, Osborn, Padda, Peek, Price, Sands (M), Sands (S), Stonard, Stutely, Thomas (Va) and Thomas (Vi), Waters, Wright and Young

Apologies: Councillors Button, Champion, Everett and Schmierer.

1. Lord Mayor's Announcements

The Lord Mayor announced that he had attended the University of Sanctuary event at the UEA, and a fundraiser at the Traffic Club, which was one of only two such clubs in the world.

He thanked those that had attended the civic charity fundraising event the previous week.

The Lord Mayor invited group spokespersons to thank the outgoing Chief Executive, Stephen Evans, for his contributions to the work of the council.

2. Retiring members

The Lord Mayor said that he understood that Councillors Bogelein, Button, Carlo, Grahame, Harris, Erin Fulton-McAlister and Waters had indicated that they would be standing down from the council after the May elections. He invited group spokespersons to acknowledging the contributions of the outgoing councillors after which he presented the outgoing councillors present at the meeting with a badge in recognition of their service to the city council.

3. Declarations of interests

Councillors Stonard and Stutely declared a conflict of interest in item xx below as Directors of NRL and would leave the room for the debate and vote on that item.

Councillor Stonard declared a pecuniary interest in motion xx – Walk in Centre – as a director of One Norwich Practices and would leave the room for the debate and vote on that item.

4. Public questions/petitions

The Lord Mayor announced that one public question and one petition had been received.

Public question

Mr Michael Howard asked the leader of the council the following question:

“Like many people sitting in this room my family and I have benefitted significantly from the services and support offered by the Walk in Centre based on Rouen Road. This service offers an easy, simple opportunity for people to access primary care without an often-lengthy wait for a doctor’s appointment and is particularly important for some marginalised groups within the city.

I was therefore horrified to learn that the Norfolk and Waveney Integrated Care Board has begun a consultation on proposals for general medical services provision in Norwich when the current contract for the Walk-in Centre, the GP practice on Rouen Road and the Vulnerable Adults Service expires on 31 March 2024.

This could result in its closure. Will the leader comment on whether this City Council will support the campaign launched by local MP Clive Lewis to keep the existing walk-in centre?”

Councillor Waters, the leader of the council gave the following response:

“Thank you very much for your timely and urgent question, Mr Howard. Motion 13(h) in the name of Councillors Jones and Giles on tonight’s council agenda makes an overwhelming and compelling case for keeping the Norwich Walk-in Centre open. So, I can assure you the City Council is fully behind the campaign launched by Clive Lewis, MP for Norwich South - supported by Alice MacDonald the prospective Labour Party Parliamentary candidate for Norwich North.

The plain fact is that the closure of the Walk-in Centre wouldn’t be cost effective, would add to the existing extreme pressures on A & E and deny many patients timely treatment.

I’m pleased to say that the campaign to save the Walk in Centre and the Vulnerable Adults Service is building strong momentum and if sustained, I believe, can save these vital facilities.”

By way of Mr Howard’s supplementary question relating to wider issues in the NHS, Councillor Waters expressed his concerns that the government had its own plans to undermine the NHS as a great public service and privatise it.

Mr Sean Gough presented the following petition:

“We, the under-signed, call on Norfolk County Council to give higher priority and more resources to replacing missing street trees and planting additional trees on highways land in Norwich, especially streets and grass verges. We also call on Norwich City Council to work closely with Norfolk County Council

to help develop a city-wide strategy for increasing tree planting. Greater levels of tree planting and replacement of lost street trees in Norwich are vital for a healthy future.”

Councillor Giles, cabinet member for community wellbeing gave the following response:

“The council has around 316,500 trees on our land in the city. Our trees have an asset value of approximately £184m, based on their economic, social, and environmental benefits, such as

- Carbon capture
- Filtration of airborne pollutants
- Flood alleviation
- Temperature reduction
- Increased Biodiversity

The council is finalising its draft Tree Strategy, which will ensure that we continue to maximise the value of trees in the city. Partnership working with the County Council will be essential to achieving the aims of the strategy, and we will continue to work with them to maximise the benefits that trees in the city can deliver.

We will apply through the Urban Tree Challenge Fund and the Local Authorities Treescapes Fund to secure the necessary funding to achieve the aims of our strategy. This will sit alongside developer contributions in the form of Biodiversity Net Gain contributions, CIL and GIRAMS payments, as well as our fantastic HRA Estate Aesthetics Programme.

Our Environmental Strategy team have been working in conjunction with the Greenhouse Trust to get residents and community groups involved in 7000+, an ambitious project to plant 7000 trees in Norwich by 2030.”

5. Minutes

RESOLVED to approve the accuracy of the minutes of the meeting held on 21 February 2023.

6. Questions to Cabinet Members

(Full details of the questions and responses were available on the council’s website prior to the meeting. A revised version is attached to these minutes at Appendix A and includes a minute of any supplementary questions and responses.)

The Lord Mayor announced that 25 questions had been received from members of the council to cabinet members, for which notice had been given in accordance with the provisions of the council’s constitution.

The questions are summarised as follows:

- Question 1 Councillor Galvin to the leader of the council on the University of East Anglia.
- Question 2 Councillor Catt to the leader of the council on flying the Trans flag.
- Question 3 Councillor Schmierer to the cabinet member for inclusive and sustainable growth on public green spaces in new developments.
- Question 4 Councillor Haynes to the cabinet member for climate change and digital inclusion on notifying residents of repairs.
- Question 5 Councillor Grahame to the leader of the council on readiness for nuclear incident.
- Question 6 Councillor Carlo to the cabinet member for community wellbeing on tree canopy coverage.
- Question 7 Councillor Osborn to the deputy leader and cabinet member for social housing on street light maintenance.
- Question 8 Councillor Price to the leader of the council on membership of company boards.
- Question 9 Councillor Young to the cabinet member for resources on the scrutiny committee work programme.
- Question 10 Councillor Bogelein to the cabinet member for resources on an internal audit of NCSL and NRL.
- Question 11 Councillor Fulton-McAlister (M) to the leader of the council on the Minimum Service Level Bill.
- Question 12 Councillor Peek to the cabinet member for environmental services on the Love Norwich campaign.
- Question 13 Councillor Thomas (Vi) to the cabinet member for community wellbeing on Wensum Park environmental improvements.
- Question 14 Councillor Kidman to the cabinet member for climate change and digital inclusion on fuel poverty action.
- Question 15 Councillor Everett to the cabinet member for resources on the council's procurement strategy.
- Question 16 Councillor Driver to the cabinet member for safe, strong and inclusive neighbourhoods on the council's Community Safety Strategy.
- Question 17 Councillor Thomas (Va) to the cabinet member for environmental services on the Ketts Hill development.
- Question 18 Councillor Brociek-Coulton to the cabinet member for safe, strong and inclusive neighbourhoods on alleyways.

Question 19 Councillor Huntley to the cabinet member for inclusive and sustainable growth on a Compulsory Purchase Order for Lime Kiln Mews.

Question 20 Councillor Sands (M) to the cabinet member for resources on Voter ID.

Question 21 Councillor Fulton-McAlister (E) to the cabinet member for inclusive and sustainable growth on the Retail Monitor.

Question 22 Councillor Sands (S) to the cabinet member for inclusive and sustainable growth on Hay Hill.

Question 23 Councillor Padda to the deputy leader and the cabinet member for social housing on rough sleeping provision.

(A second question had been received from Councillor Catt (Question 24) and Councillor Carlo (Question 25) and included in the list of questions set out in Appendix A to these minutes. As the time taken by questions had exceeded thirty minutes, these second questions were not taken at the meeting.)

7. Nominations for Lord Mayor and Sheriff

Councillor Waters moved and Councillor Harris seconded the nominations for Councillor James Wright as Lord Mayor for the upcoming civic year and Dr Jan Sheldon as Sheriff for the upcoming civic year.

RESOLVED, unanimously, to note the nominations for Lord Mayor and Sheriff for the upcoming civic year.

8. Appointment of Interim Chief Executive, Head of Paid Service, Returning Officer and Electoral Registration Officer

Councillor Waters moved and Councillor Kendrick seconded the recommendations as set out in the report.

Following debate, it was:

RESOLVED, unanimously that:

- 1) As of 1 April 2023, Louise Rawsthorne is appointed as Interim Chief Executive and Interim Head of Paid Service
- 2) With immediate effect, Louise Rawsthorne is appointed as Returning Officer and Electoral Registration Officer
- 3) With immediate effect, the executive scheme of delegation is amended in line with the change in responsibilities as outlined in paragraph 6; and
- 4) Council notes the arrangements in place for the appointment of a permanent Chief Executive and Head of Paid Service, and that an extraordinary meeting of Council will be convened in due course to confirm the appointment.

9. Pay Policy Statement 2023-24

Councillor Waters moved and Councillor Harris seconded the recommendations as set out in the report.

Following debate, it was:

RESOLVED, unanimously, to approve the Council's pay policy statement for 2023-24

10. Constitutional Amendments Terms of Reference for the Licensing and Regulatory Committees and Sub Committees

Councillor Kendrick moved and Councillor Jones seconded the recommendations as set out in the report.

Following debate, it was:

RESOLVED, unanimously to

- 1) Establish the Regulatory Committee;
- 2) Agrees to the terms of reference for the Regulatory Committee, and to amend the terms of reference for the Licensing Committee, Licensing Sub-Committee and Regulatory Sub-Committee as attached at Appendices A-D of this report
- 3) That the Constitutional changes shall have effect from the date of 23 May 2023, being the Council's Annual General Meeting;
- 4) The principle that the membership of the Regulatory and Licensing Committees should be the same Councillors, and that the Chair and Vice-Chair of both Committees should be the same; and
- 5) Amend Council Procedure Rule paragraph 82 to state that "Amendments to motions set out in the council agenda shall only be considered if they have been delivered in writing to Democratic Services and the proposer of the motion by 5pm on the day before the meeting."

(As two hours had passed since the beginning of the meeting, the Lord Mayor asked if the remaining items could be taken as unopposed business. Councillor Hampton opposed motion 13(a) and Councillor Giles opposed motion 13(g) so these would be debated).

(Councillor Stonard moved and Councillor Jones seconded a motion without notice to withdraw motions 13 (e) - National Housing Crisis and 13(f) – Norwich Bus Fares. It was **RESOLVED** with a majority voting in favour to withdraw motions 13(e) and 13(f) from the meeting.)

11. Adjustment to the HRA capital programme

(This item was taken as unopposed business)

RESOLVED, to approve the following adjustments to the HRA capital programme:

- 1) An increase to the HRA capital programme of £3.916m in 2022/23, £3.282m in 2023/24 and £0.963m in 2024/25 to provide the necessary funding to acquire 24 dwellings;
- 2) An increase to the HRA capital programme of £0.090m in 2022/23 and £0.210m in 2023/24 to undertake major works to properties to provide accommodation for Ukrainian and Afghan refugees

12. Adjustment to the general fund capital budget – The Halls

(This item was taken as unopposed business)

RESOLVED, to increase the general fund capital programme by £1.848m (£0.450m in 2023/24 and £1.398m in 2024/25) to enable pressing major repair and upgrade works to The Halls.

13. Motions

Motion 13(b) - The Local Electricity Bill

(This item was taken as unopposed business)

Councillor Hampton proposed the following amendment which was accepted by the proposer.

Insert the words “**continue to**” at the start of resolution 2a)

Insert the words “**continue to work with partners to**” at the start of resolution 2c)

Replacing resolution 2d) with the following “**continue to work with partners, as opportunities arise, to ensure that Norwich has the skills and infrastructure needed to rapidly upscale the transition to a zero carbon economy, e.g. supporting and encouraging local retrofit skills to improve the energy efficiency of Norwich’s homes.**”

Replace the word “**announce**” with the word “**reaffirm**” in resolution 2e)

Replacing resolution 2f) with the following “**incorporate into the proposed Environmental Programme work to scope potential opportunities for development of local renewable energy in Norwich and how the council can engage with communities to encourage community ownership of energy; and**”

Replacing resolution 2g) with the following “**incorporate into the proposed Environmental Programme work to scope finance models for local solar**

and extend this to other forms of local renewable energy including hydropower.”

So that the revised motion became:-

“The Local Electricity Bill is a private members’ bill with cross-party support that was introduced unopposed in June 2020. If this Bill was passed in Parliament it would give the energy regulator, OFGEM, a duty to create a Right to Local Supply. This would enable local community energy groups to achieve their vision of supplying generated energy back to the local area, help us as a council to meet our carbon reduction aspirations for the city and also bring multiple benefits to the local community. It is supported by many stakeholders, local authorities, and town councils and currently has the backing of 317 MPs.

Council acknowledges the efforts that this council has made to reduce greenhouse gas emissions and promote renewable energy;

1) Council notes:

- a) There needs to be a fundamental change in how we generate and consume energy in all aspects of our lives. Both electricity generation and distribution are undergoing rapid evolution, in both shape and scale.
- b) The distribution grid must now cope with power flows in both directions. In scale, electrification of heat and transport will require a quadrupling of electricity capacity. Local, community-based energy schemes can make a significant contribution to addressing both issues and encourage a sense of local empowerment to tackle climate change.
- c) Community schemes encourage local generation and storage to match local demand thus relieving pressure on the grid. Local schemes would be given new impetus and be able to contribute more renewable energy if local people could buy their electricity directly from local suppliers. But the disproportionate cost of meeting regulatory approvals makes it impossible to be a local energy supplier at a local scale and so, under the current system, this local energy gets sold back to the central grid.
- d) In June 2019, council unanimously passed a motion committing to “Ask the cabinet member for sustainable and safe city environment to present a report detailing how Norwich City Council might develop new models of finance to support the local solar industry whilst also helping residents and businesses to benefit from renewable energy via the use of power purchase agreements (PPAs) and innovative behind-the-meter services.” The report requested never came to cabinet or to any committees.

2) Council agrees to ask cabinet to:

- a) Continue to work with partners to encourage investment in the electricity grid to increase capacity and improve capacity for two-way flows
- b) investigate potential partnership with Community Energy Pathways to support the development of local community-owned renewable energy

- c) continue to work with partners to explore ways to increase options for energy efficiency and renewable energy retrofitting measures in conservation areas
- d) continue to work with partners, as opportunities arise, to ensure that Norwich has the skills and infrastructure needed to rapidly upscale the transition to a zero carbon economy, e.g. supporting and encouraging local retrofit skills to improve the energy efficiency of Norwich's homes.
- e) publicly reaffirm its support for the Local Electricity Bill (LEB)
- f) incorporate into the proposed Environmental Programme work to scope potential opportunities for development of local renewable energy in Norwich and how the council can engage with communities to encourage community ownership of energy; and
- g) incorporate into the proposed Environmental Programme work to scope finance models for local solar and extend this to other forms of local renewable energy including hydropower."

Motion 13(c) – Minimum Unit pricing

(This item was taken as unopposed business)

Councillor Jones proposed the following amendment which was accepted by the proposer:

Replacing resolution 1) with the following: **"Write to the Secretary of State calling on them to consider the evidence from the widely regarded successful implementation of MUP in Scotland and Wales to inform its introduction in England and adequately fund substance misuse services at a level to properly address the factors that cause and sustain alcohol misuse, for all that require them."**

Replacing resolution 2) with the following **"Ask the licencing committee to consider ways in which off premises licenced shops could be discouraged from selling discounted alcohol, particularly high alcohol volume products, when the licencing policy is next updated."**

So that the revised motions became:-

"The number of alcohol-related deaths has hit an all-time high, rising by 30.2% in the East of England over the past five years. Experts have blamed the rise on the pandemic, claiming that people who were already drinking at higher levels before the pandemic were the most likely to have increased their alcohol consumption during this period.

In 2020/21 Norwich had the highest proportion of alcohol-related hospital admissions in the region.

Minimum Unit Pricing (MUP) sets a minimum price, per UK unit, below which alcohol cannot be sold.

The Alcohol (Minimum Pricing) Scotland Act 2012 paved the way for the introduction of MUP. A minimum unit price of 50p per unit has been in place since 1 May 2018. Research has showed it has had a lasting impact in both Wales and Scotland, having reduced consumption in some of the heaviest drinking.

Council therefore calls on cabinet to:

- 1) Write to the Secretary of State calling on them to consider the evidence from the widely regarded successful implementation of MUP in Scotland and Wales to inform its introduction in England and adequately fund substance misuse services at a level to properly address the factors that cause and sustain alcohol misuse, for all that require them.
- 2) Ask the licencing committee to consider ways in which off premises licenced shops could be discouraged from selling discounted alcohol, particularly high alcohol volume products, when the licencing policy is next updated.
- 3) Continue to work with partners to support those who are struggling with alcohol dependency; and
- 4) Include reference to the impact that high levels of alcohol consumption can have on the public health profile of the city in the next corporate plan."

Motion 13(d) – Energy for All Campaign

(This item was taken as unopposed business)

The failure of Conservative-led governments to invest in renewables, retrofit homes and regulate the energy market has caused the current energy and cost of living crises. At the same time, the climate crisis is the biggest existential threat to our society with urgent action needed. There are numerous synergies between tackling the cost of living, energy, and climate crises; these must be addressed simultaneously to achieve true social, economic, and environmental justice.

- 1) Council notes that:
 - a) Residents in Norwich and across the country are being hit hard by the cost of living crisis, with too many falling into fuel poverty.
 - b) The Government's Energy Price Guarantee is socially unjust and fails to lay the path to an energy secure future.
 - c) Norwich City Council's Sustainable Warmth Strategy sets out this council's approach to supporting residents who are experiencing fuel poverty, in a just and sustainable manner. It states our aim of ultimately eradicating fuel poverty in Norwich within the timescale of the 2040 City Vision.
 - d) But national, systemic change is needed to guarantee energy security and the eradication of fuel poverty in the long term.

- e) The Energy Equity Commission Bill, and Fuel Poverty Action's corresponding Energy For All campaign, calls for the energy price cap system to be replaced with a free universal basic energy allowance, alongside a national retrofitting strategy. Everyone would receive a basic free amount of energy: enough to cover essentials like heating, eating, lighting and connectivity.
- f) If enacted, this policy would largely eradicate fuel poverty in Norwich and the UK.

2) Council **RESOLVES** to:

- a) Write to Fuel Poverty Action affirming our support for the Energy Equity Commission Bill and Energy For All campaign.
- b) Ask the Leader to write to the Secretary of State for Business, Energy and Industrial Strategy, copying in Norwich's two MPs, to alert them to this motion and request that they lend their support to the Energy Equity Commission Bill.
- c) Continue to support residents experiencing fuel poverty, deliver retrofit measures, promote clean energy and work towards a net zero city by delivery of our Environmental Strategy, Sustainable Warmth Strategy and other related policies.

(Councillors took a short break between 21:40 and 21:50 at which point the meeting reconvened. Councillors Fulton-McAlister (E) and Fulton-McAlister (M) left the meeting at this point).

Motion 13(a) - Contacting the Council

Councillor Bogelein proposed and Councillor Lubbock seconded the motion.

Councillor Hampton proposed and Councillor Waters seconded a motion without notice to adjourn the debate until the council's cabinet and scrutiny committee had considered a report on the topic.

With 21 members voting in favour and 11 against it was:

RESOLVED to adjourn the debate until a future meeting, following consideration of the topic at a scrutiny committee meeting and a cabinet meeting.

(Councillor Harris left the meeting at this point).

Motion 13(g) - Plant based food

Councillor Catt proposed and Councillor Osborn seconded the motion.

Councillor Oliver proposed the following amendment:

Adding the words “Continue to” to the beginning of resolution 1)
Replacing the word “ensuring” with the words “transitioning to ensure” in resolution 1)

Replacing the words “be plant-based” with the words “include appropriate plant-based food” in resolution 1)

Adding the word “appropriately” after the word “showcase” in resolution 2)

Adding the words “included and” before the word “available” in resolution 3)

Adding the words “and appropriately” after the words “where reasonably” in resolution 3)

Adding the words “and reasonable” after the words “when possible” in resolution 4)

Replacing the words “listed prominently on menus, above non plant-based options” with the word “available” in resolution 4)

Adding the words “while respecting individuals’ freedom and their right to choose what they eat” at the end of resolution 4)

Adding the word “to continue” before the words “to promote” in resolution 7)

Adding the words “and appropriate” before the words “community gardens” in resolution 7)

Adding the words “as part of the biodiversity strategy. Use the developing decontamination of land strategy” after the words “community gardens” in resolution 7)

Replacing the word “quickly” with the words “appropriately assessed and” in resolution 7)

Inserting the words “appropriately and respectfully” before the words “give people information” in resolution 8)

Adding the words “while respecting individuals’ right to choose” after the words “plant-based diet” in resolution 8)

Councillor Catt indicated that he was not willing to accept the amendment and it was debated in the usual way.

With 23 voting in favour and 19 against, the amendment was passed and became part of the substantive motion.

(As three hours had passed since the beginning of the meeting, the Lord Mayor took a vote on continuing with the meeting. Members **RESOLVED** unanimously to continue with the meeting).

Following debate, it was:

RESOLVED, unanimously:-

“It is increasingly recognised that meat and dairy production is a significant contributor to climate breakdown, with the livestock sector accounting for at least 14% of global greenhouse gas emissions, as well as being a major contributor to global deforestation. The catastrophic effects of climate breakdown mean climate and risk experts predict a world with systemic cascading risks related to food insecurity including food shortages, societal tensions, hunger and malnutrition, unrest and conflict (according to a Chatham house report from 2021), which furthermore predicts a 50% chance of synchronous crop failure in the decade of the 2040s. Producing a kilo of beef creates, on average, 12 times more CO₂ than a kilo of tofu or other soya based proteins. Meanwhile, producing a litre of dairy milk uses, on average, at least four times as much land as producing a litre of plant milk. Growing numbers of people are adopting plant-based diets, which do not include meat or dairy.

As well as a smaller carbon footprint, eating more plant-based foods also reduces the land footprint of our diets and would improve UK food security and self-sufficiency, thereby making our diets more local. As a country, we currently import much more food than we export. In 2021 we had a trade deficit for all dairy products of £1.04 billion and a trade deficit for just beef, pork and lamb of £1.7 billion. Only 55% of the world's crop calories feed people directly with 36% going to feed livestock; only a fraction of the calories in feed given to livestock make their way into the meat and milk that we consume which is a huge food waste issue on top of making our food production much more carbon intensive. While some people criticise people who follow a plant-based diet for eating imported soy, the vast majority of soy - 77% - goes to feeding livestock, which research has shown is an inefficient use of resources. East Anglia has predominantly arable farming and there are many local predominantly plant-based food businesses we could support.

Henry Dimbleby, in the Government-commissioned National Food Strategy concluded that a 30% reduction in meat consumption is necessary for future food security. The National Food Strategy also states that obesity alone accounts for 8% of annual health spend in the UK, or £18bn. Savings to the NHS will come from healthier, plant-based diets. Sustain estimates that meat over-consumption costs the NHS directly £1.2 billion, and is responsible for 45,000 deaths annually. Over 40% of Britons are trying to reduce their meat consumption and 14% already follow a flexitarian diet, but plant-based food options are not consistently available at all events or food venues. Other countries have taken a stance; for example, in Portugal it is a legal requirement for all public catering – including local authority facilities – to provide plant-based food options, and other local authorities such as Oxfordshire County Council and Cambridge City Council have decided to promote plant-based food via serving a fully plant-based menu at Council meetings and events, where cost-effective. Locally, the University of Cambridge Catering Service reduced food-related greenhouse gas emissions by a third via replacing beef and lamb with plant-based products.

In September 2021, Norwich City Council formally adopted the Glasgow Declaration on Food and Climate which committed the council to try to reduce greenhouse gas emissions associated with food. Norwich City Council can build on its achievements to date and lead by example to promote and normalise consumption of plant-based

food, recognising that plant-based meals are frequently nutritious and low-cost food options. This is in line with its vision for Norwich City to be net-zero carbon by 2045.

Council therefore **RESOLVES** to:

- 1) Continue to follow the lead of other councils around the country in transitioning to ensure that food and drink provided at all meetings and events hosted by the city council, including those hosted by the Mayoralty, include appropriate plant-based food, and where possible, is provided by a local caterer paying the Real Living Wage and sourcing sustainable local ingredients.
- 2) After exploring a wide variety of catering options (including consideration of social enterprises), use Norwich City Council civic events to promote and showcase appropriately environmentally friendly plant-based food and drink options, alongside displayed information about the climate and health benefits and relative cost of different protein/food sources and informing people about how to achieve a balanced plant-based diet.
- 3) When events occur on City Council open spaces, and where catering is provided, ensure that environmentally friendly plant-based options are included and available (i.e., minimum from at least one caterer), secured through the use of terms and conditions of hire (where reasonably and appropriately possible).
- 4) Secure through a contract specification when re-tendering for suppliers that environmentally friendly, locally sourced plant-based food and drink options are to be available at providers on City Council open spaces (where reasonably possible). Similarly, when possible and reasonable, via future contract specification when re-tendering for suppliers for council-run cafes, kiosks or leisure centres, specify that vegetable/legume rich plant-based options are available, while respecting individuals' freedom and their right to choose what they eat.
- 5) Continue to use council communications channels to promote sustainable (and affordable) food and drink practices throughout the city, including details of the climate and health benefits of plant-based food and drinks and educating people on the best ways to achieve a balanced plant-based diet, while also appropriately highlighting the crisis of ever-increasing food poverty in this city and the support available to respond to it.
- 6) Write to Norfolk County Council requesting that they assess the carbon impact of meat and dairy industries on the county and ask what steps are being taken to reduce this in line with the target to achieve net zero carbon emissions by 2030.
- 7) Work with community groups across the city to continue to promote the establishment of new and appropriate community gardens as part of the biodiversity strategy. Use the developing decontamination of land strategy, especially on sites that have been previously derelict or contaminated, so that these sites can be appropriately assessed and brought back into beneficial

use to meet the wider demands posed by the social, economic, and environmental crisis, including that of supporting the growth of cheap and accessible plant-based food and drinks for all our communities.

- 8) Continue to recognise Norwich as a city with businesses leading the way in the provision of plant-based foods and drinks. Continue to engage with Norwich BID and the Norwich Market Traders' Association to investigate the opportunities to promote the benefits of plant-based foods, appropriately and respectfully give people information about the best ways to achieve a balanced plant-based diet, while respecting individuals' right to choose, and improve the availability of plant-based options at Norwich businesses; and
- 9) Write to the Secretary of State for Environment, Food and Rural Affairs supporting UK endorsement of the Plant Based Treaty and invite all Party Group Leaders to sign the letter.

The meeting was closed.

LORD MAYOR

Appendix A

Council

14 March 2023

Questions to cabinet members

Question 1

Councillor Galvin to ask the leader of the council the following question:

“Thank you for working with me to write to the UEA Vice Chancellor to convey the council's grave concerns at the university's financial situation; that loss of staff expertise and the removal of key subject areas would fundamentally undermine its role as a cultural hub and would create an additional barrier for the community to access knowledge and learning beyond school age; and that as more and more pupils go on to study at university while living at home, we are concerned about how people here will access higher education and a range of subjects. Job cuts would also have a profound effect on local businesses: fewer employees and fewer students would damage the local economy. What other steps do you think we can take as a council to push for alternatives to compulsory redundancies which would damage the university and the region?”

Councillor Waters, the leader's response:

“Thank you, Councillor Galvin for your question. The letter signed by all group leaders at city hall was sent to Chair of the University Council, Dr Sally Howes, outlining the concerns which you have summarised in your question. The University is for the moment, without a Vice Chancellor. The letter was circulated to all members of UEA council and also sent to all unions represented on campus. I have had face to face meetings with the union branch secretary as well as direct discussions with Dr Howes.

There is a strong consensus that the university needs to find a way through the very difficult financial situation it currently faces, so it can continue to be a university of choice for students by providing a wide range of courses as well as continuing to play a vital role in the life of the city and of the region.

The city council has a very strong relationship with the UEA built on extensive partnership working. We have offered to the UEA leadership insights from our own experience of successfully tackling a decade or more of deep cuts in central government funding, to protect vital services to city residents. That offer has been warmly received.”

(Councillor Galvin confirmed that she did not have a supplementary question.)

Question 2

Councillor Catt to ask the leader of the council the following question:

“After the tragic murder of Brianna Ghey, a vigil was held outside City Hall for people to pay their respects and stand in solidarity with the trans community

as her death was another tragic sign of their plight and the cruel culture war that is spreading through our country with many people forgetting about the huge impact this has had on one of the most vulnerable communities in the country to the point that many now feel very unsafe here. Having passed a motion last year supporting the transgender community and agreeing to fly the trans flag on certain days, would the council consider temporarily flying the trans flag in honour of Brianna Ghey and in solidarity with the wider trans community who are grieving, and supporting this with appropriate comms?”

Councillor Waters, the leader’s response:

“Norwich has a long history as a welcoming and inclusive city for all. The recent vigil after the tragic death of Brianna Ghey shows that the people of our city stand in solidarity with the trans community.

As a council we will continue to honour our firm and visible commitment to supporting our trans community here in Norwich. We will do this by using City Hall, a landmark building, to promote two important events in the calendar. The first will be on 31 March when we will fly the transgender Pride flag to show our support for International Day of Trans Visibility. The second will be on 20 November when we will fly the transgender flag to support the Trans Day of Remembrance – an annual global event honouring the memory of transgender people whose lives have been lost in acts of anti-transgender violence. This will give people the opportunity to remember not only Brianna Ghey, but all those who have been killed due to anti-transgender hatred or prejudice.

I would add that we have flown the the LGBT Rainbow Flag throughout Pride every year. From this year’s Pride we will be flying the Progress Pride flag, to demonstrate our broad support for the entire LGBT community and have done so for over ten years.

Everyone is welcome in Norwich, and we will continue to work as a council, and with our partners, to ensure this is the case.”

(Councillor Catt, by way of a supplementary question, asked for confirmation that the answer was “No”. Councillor Waters confirmed that was correct and referred to the motion that recognised the importance of the trans community in the city. The steps of City Hall had long been considered the place for remembrance and to show solidarity on a range of issues. People had come together there in recognition and solidarity over the tragic loss of Brianna Ghey, a trans woman. He thanked Councillor Catt for all the work he had done in support.)

Question 3

Councillor Schmierer to ask cabinet member for inclusive and sustainable growth the following question:

“Despite a large increase in the number of people living in the city centre since 2001, no new green public open space has been created here since

Castle Green in the 1990s. As a result, there is increasing pressure on the small number of green public open spaces in the city centre, in particular on Chapelfield Park. The Greater Norwich Local Plan states that a minimum of 2 hectares of green infrastructure per 1,000 population will be provided for the informal recreational needs of residents as an alternative to visiting protected sites. Natural England's new standard for local authorities for accessible green space is at least 3 hectares per 1,000 population. Will the council ensure that developers of major city centre sites, notably Anglia Square, make a significant contribution to providing new publicly accessible green space in the city centre area?"

Councillor Stonard, the cabinet member for inclusive and sustainable growth's response:

"Planning applications are determined in accordance with the development plan that is in force at the time. Whilst the GNLP is moving towards adoption, it is not the development plan at the moment, so applications are determined in accordance with the Joint Core Strategy (JCS) and the 2014 Local Plan (LP), unless material planning considerations dictate otherwise. JCS1 and JCS11 are the relevant JCS policies; DM8 is the LP policy used by the council. These policies encourage the provision of both formal and informal open space but don't refer to a specific quantum of provision. When we consider applications for major development under the current policies, we work with partner organisations including Natural England to ensure that the provision is adequate in terms of both quality and quantity. How this applies to specific planning applications is a matter for Planning Applications Committee."

(There was no supplementary question, as Councillor Schmierer was not present at the meeting.)

Question 4

Councillor Haynes to ask the cabinet member for climate change and digital inclusion the following question:

"What system is in place for ensuring that residents are made aware of all work that will be taking place on their property and all visits from council officers or contractors? I am aware of numerous cases where residents are awaiting repairs or appointments with officers but receive no communication from the council telling them when this will be taking place. This has led to further delays where residents were not available. Sometimes, in the case of communal / external areas, contractors have entered a property without the consent of residents which can be a disrespectful and distressing experience for some who are already feeling let down by the council's inadequate systems for dealing with housing repairs."

Councillor Hampton, the cabinet member for climate change and digital inclusion's response:

“We have asked NCSL Operations director and Lead consultant to comment on this, as the majority of repairs sit with them, their comments are:

“NCSL carry out work by an appointments-based system, most of these appointments are made with the NCC contact centre with the resident at the first point of contact when the repair is being reported. If there are changes to appointments this is done by contact with the resident via telephone or email if available. For communal repairs appointments are made with any contact number that is available within the order. NCSL would never enter an individual occupied property without the residents’ permission, for communal areas our staff will carry out works are directed on the order on occasions there will be no contact number. All NCSL staff wear branded uniforms and vehicles and carry their ID cards.”

(As a supplementary question, Councillor Haynes asked for an indication on the number of repairs that could not be completed by contractors due to lack of access. Councillor Hampton said that she did not have an answer immediately to hand because these repairs covered an intersection of portfolios but would find out and notify her.)

Question 5

Councillor Grahame to ask the leader of the council the following question:

“The council has a duty under the Civil Contingencies Act to assess risks of emergencies and plan accordingly. The council has not received guidance on the actions that the authority should take in the event of a nuclear accident or incident involving nuclear weapons, since the upgrading of weapons’ storage facilities at RAF Lakenheath was observed. Will the responsible cabinet member seek such guidance in the next two weeks and report back the findings on a cross-party basis as soon as possible to all councillors?”

Councillor Waters, the leader’s response:

“The Council works collaboratively with partners in the Norfolk Resilience Forum (NRF) to ensure that the provisions of the Civil Contingencies Act are met. The Government’s Resilience Adviser has stated that there is no increased threat level, and no updated guidance has been issued with regard to a nuclear incident. Nuclear sites and the UK civil nuclear sector are heavily regulated by laws and regulation. The preparation of emergency plans is a legislative requirement and there are defined emergency planning zones around civil nuclear sites, with information provided to the public who are within those zones. There is further information available in the public domain and I will get this sent to you. The Civil Contingencies Act (2004) requires the NRF to identify local risks that may impact the County. Partners within the NRF have access to the updated National Security Risk Assessment (NRSA), which supersedes the National Risk Register 2020. An updated public document is expected to be published this year. Risks are regularly reviewed, and work is ongoing to update the NRSA to assess the impacts for Norfolk. I am satisfied that sufficient work is going on to address this issue but should the situation materially change we will of course review the situation again with the NRF.”

(Councillor Grahame said that a number of nuclear blunders revealed by the Ministry of Defence (MoD) over the years, including a plane carrying a nuclear weapon crashing in 2020 where the pilot was killed, and asked the Leader whether cabinet would press the MoD to inform the Norfolk Resilience Forum and the council's emergency planning officer if nuclear weapons return to Lakenheath. Councillor Waters said that he would make that request but considered that despite many safety features in place there were events where the planned carrying of nuclear weapons could go wrong. He considered that the only solution to avoid disastrous consequences was for there to be no nuclear weapons at all.)

Question 6

Councillor Carlo to ask the cabinet member for community wellbeing the following question:

"Forest Research (FR) has assessed the baseline tree canopy coverage for English towns and cities. In 2016 Norwich was assessed as having 18.6% coverage (+ or – 1.74). In 2020, FR analysed Norwich's tree canopy coverage at electoral ward level. Nine wards have coverage lower than FR's recommended 20% minimum provision. Four wards are very low: Mancroft (10.7%), Sewell (11%), Catton Grove (12%), Nelson (13.5%). FR advises councils to set a minimum target of 20% canopy coverage within 10 to 20 years. For towns and cities with at least 20% cover, FR recommends at least a 5% target increase. It is essential to make tree planting a strategic priority for achieving net zero. Will the council set a 20% tree canopy coverage target by 2030, with a 15% target for the lowest wards, plus a 25% stretch target for Norwich by 2035, and make the city-wide targets a KPI in the Corporate Plan?"

Councillor Giles, the cabinet member for community wellbeing's response:

"Tree Canopy survey work has also been undertaken by the Natural Norfolk Team at Norfolk County Council as part of both the Greater Norwich Green Infrastructure Strategy and the Biodiversity Development Plan.

Their approach uses a different methodology to Forest Research and is based on LIDAR surveys of vegetation over 3m in height across the city. LIDAR is a detection system which works on the principle of radar but uses light from a laser and is considered to be accurate. The survey results using this methodology suggest that tree canopy cover in Norwich is 25.1%.

As part of our ambitious Biodiversity Strategy, and specifically in the redrafting of the Tree Strategy, a survey methodology and a new ambitious target will be proposed for average canopy cover in Norwich to 2040. We recognise that the distribution of canopy cover is considerably less in some wards than others and so planting schemes will be proposed to improve canopy cover in wards which fall below the average. A tree canopy cover measure is included in the current reporting metrics for our Biodiversity Development Plan."

(In reply to Councillor Carlo's supplementary question, Councillor Giles said that the methodology used by the Natural Norfolk Team was set out in his response. He would speak to the arboricultural officer about whether the specific Forest Research methodology had been considered by our Arboricultural Team and would come back to her with a written response.)

Question 7

Councillor Osborn to ask the deputy leader and cabinet member for social housing the following question:

"Since October 2022, multiple residents and I have repeatedly reported faulty streetlights at Haslips Close. After nearly five months, the lights are still not fixed. I have now been informed that the council believed the contract for maintenance lay with RG Carter, when in fact it had reverted to the city council. I would expect that the council would have oversight of maintenance contracts and who is responsible for what. Please can the cabinet member provide details of how oversight is maintained?"

Councillor Harris, the deputy leader and cabinet member for social housing's response:

"Thank you for bringing this to my attention. The adoption of highways, including streetlights, on this development was due to be completed through dedication, rather than requiring a section 38 agreement. This was because Highways was managed at the time by the city council but unfortunately, the county council has subsequently ended the arrangement and taken control back in house. It appears that the dedication wasn't completed prior to this change and therefore county have not taken these streetlights into their maintenance programme. Officers are now liaising with colleagues in county to take progress this adoption for future maintenance. In the meantime, officers have raised orders to ensure the lights are working and are liaising with the power provider to ensure correct responsibility for the streetlights is noted for now and in the future".

(Councillor Osborn commented that he did not consider that the response given answered his question and asked who had oversight of contract maintenance. Councillor Harris said that as a county councillor, Councillor Osborn would appreciate that street lighting had transferred to the county council with the Highways Agreement. There would be issues with any new development and she suggested that he had a conversation with the project manager. Some residents would have issues with Passivhaus because it was new technology and they needed to learn how to use the systems.)

Question 8

Councillor Price to ask the leader of the council the following question:

"Following the release of the LGA Corporate Challenge peer review feedback report, a number of key recommendations have been proposed. One key recommendation supports Green councillors' views that further consideration

of the governance arrangements of both NRL and NCSL is needed, to bring them in line with recommended best practice. This best practice suggests that members of this council should not sit on the company board, but that instead, supervision should be exercised through a shareholder panel. Does the cabinet member now share this view, and will they prioritise this recommendation as a part of the internal audit plan 23/24?"

Councillor Waters, the leader's response:

"The recent LGA Peer Review paints a very positive picture of the city council, particularly in relation to our governance, financial management and relationship with our partners. As discussed at cabinet last week, we will consider all the points set out in the peer review including recommendations in relation to governance."

(In reply to Councillor Price's question asking for his opinion on whether councillors should be on the boards of the wholly owned companies with best practice or not, Councillor Waters commented that having members on the boards provided an oversight. The cabinet would be considering the recommendations from the peer review, and it would no doubt be discussed at audit committee. He added that his own views on this were not dissimilar to Councillor Price's.)

Question 9

Councillor Young to ask the cabinet member for resources the following question:

"The recent peer review report notes: 'There is a desire from some members for scrutiny to focus more on operational work areas. This view was also shared by officers who proactively want more scrutiny of their projects. Peers understand the scrutiny forward plan is developed through voting for subject and topic areas. Changing how the scrutiny forward plan is developed would need to be reviewed to influence a more joined up approach with officers.' Green councillors have long advocated focussing scrutiny on the council's operations, rather than wider issues that lie outside the council's control. Recent discussion of county lines produced no recommendations, whereas the outvoted topic of the new anti-social behaviour strategy would have yielded helpful insight. How will the peer's recommendation be taken forward, with scrutiny focussing on the delivery of services by the council, as it should with a strong leader model?"

Councillor Kendrick, the cabinet member for resources' response:

"The recent LGA Peer Review paints a very positive picture of the city council, particularly in relation to our governance, financial management and relationship with our partners. As discussed at cabinet last week, we will consider all the points set out in the peer review including recommendations in relation to scrutiny and actions from the peer review will be built into our refreshed Corporate Plan. I'm sure the chair of scrutiny will also have a view on how the committee's work plan is developed."

(Councillor Young confirmed that she did not have a supplementary question.)

Question 10

Councillor Bogelein to ask the cabinet member for resources the following question:

“As part of the 2021/22 internal audit plan, a review of the systems and controls in place within the NCSL contract was undertaken to confirm that they are operating adequately, effectively and efficiently. This included contract management arrangements. The audit received a Limited Assurance opinion over the controls operating within this area. Following the publishing of the LGA corporate peer review report, where it makes specific reference to the NCSL contract, and that there are “three managers within the council that undertake aspects of the client role which is leading to an inconsistent approach to contract management”, and recommends that this is “resolved urgently”, does the cabinet member agree with me that we must undertake another internal audit review of NCSL, which is focused on the governance arrangements and contract management for NCSL and our other wholly owned company NRL?”

Councillor Kendrick, the cabinet member for resources’ response:

“The Environmental Services audit you refer to concluded in 2022 and the report was considered by the audit committee in November 2022; although it was a limited assurance conclusion the report highlighted as good practice that “Contract Management Board meetings took place monthly in accordance with the contract”. There were no high priority recommendations although a medium priority recommendation was “To provide the Environmental Services team responsible for the day-to-day operation of the contract with refresher contract management training” – the report went on to note that this recommendation had been completed by the time the report was issued. As you know the LGA Peer review has only just been published and we will of course take forward as appropriate any actions that flow from it accordingly.”

(In reply to Councillor Bogelein’s supplementary question, Councillor Kendrick said that the recommendations and actions of the peer review would be considered in the near future and members would have an opportunity to comment. He was not able to provide a timetable or details of this at the moment.)

Question 11

Councillor Matthew Fulton-McAlister to ask the leader of the council the following question:

“Late last month I observed the Lord Mayor and Leader help the Unison City Branch launch their Love Unions week which promotes the benefits of trade unionism. For many years this council has developed an agenda which has sought to lead on both insourcing services and develop a constructive relationship with city trade unions around areas of mutual agreement. I was

therefore struck by the potential impact of the governments Minimum Service Level Bill and the impact upon workers' rights. Can the Leader comment on his thoughts around this and whether this could join others in condemning it?"

Councillor Waters, the leader's response:

"Thank you very much for your timely question. Condemnation of the government's minimum service levels bill (which I share) has been extensive. It has rightly been described by the Labour and trade union movement as "draconian" and a "vindictive assault" on basic freedoms. The legislation is being rushed through Parliament.

The TUC has strongly criticised the government over the lack of scrutiny the legislation has received. The union body has submitted a freedom of information request to uncover why the government published the bill without a required impact assessment – a decision that was called out by the regulatory policy committee, the independent watchdog that scrutinises new legislation.

The Labour party has also set out amendments that would require the government to submit the legislation to greater parliamentary scrutiny, including forcing the publication of assessments of how the bill would impact on individual workers, equalities, employers, and unions. Labour is committed to repealing the legislation when it is in Government.

Criticism is global. The TUC has received a series of letters of solidarity from unions around the world criticising the UK government over the legislation. Letters have been sent from unions in Algeria, Argentina, Belgium, Brazil, Colombia, France, Guatemala, Norway, Peru, Romania, and Spain. International unions have also sent letters to British ambassadors condemning the legislation. In its letter to the British ambassador to Spain, the Unión Sindical Obrera (USO) expressed "deep concerns" about the bill, declaring: "Contrary to UK government claims, these measures would push the UK even further outside of international democratic norms." A key government defence of the legislation has been that it would bring the UK "into line" with many other European nations, including Spain.

The reality is that we are living in an emerging authoritarian state. We have seen social and economic rights stripped away since 2010. Rights to protest have been restricted. Voter suppression legislation is in force and fundamental rights at work are now in jeopardy. What's it all for – to defend the indefensible – a deeply unequal society."

(Councillor Matthew Fulton- McAlister asked whether in his last 5 weeks as Leader of the Council, Councillor Waters would reaffirm this council's support for trade unionism in the city. Councillor Waters said that he would make it his top priority.)

Question 12

Councillor Peek to ask the cabinet member for environmental services the following question:

“Fly-tipping remains a significant issue in some of parts of our city as the impact of the increased charges brought in by the County Council in 2017 remain a driver for this this criminal offence, together with other factors. Despite this, I was reassured to learn that of the 5844 incidents of fly-tipping last year, 98% were resolved promptly, within 1 working day. As part of the wider Love Norwich campaign, can the cabinet member for environmental services comment on how the additional £100,000 invested through the recent budget can further enhance our communities to tackle this problem?”

Councillor Oliver, the cabinet member for environmental services’ response:

“The issue of fly-tipping is indeed an issue of considerable concern to the Council and whilst I am sure the charges you refer to have not helped this, it provides no excuse for those who fly tip. This is why we have developed our “Love Norwich” initiative aims tackle a range of environmental anti social behaviour, including fly-tipping, littering, dog fouling, and graffiti. With regards to the £100K investment announced at the budget meeting on 21 February 2023, this will allow the council build on the recent engagement work that has taken place to encourage residents to take pride in their neighbourhoods. This next phase will allow us to install CCTV at fly tipping hotspots across the city and use the video footage recorded to issue Fixed Penalty Notices to fly tippers and potentially prosecute the worst offenders. We are finalising the list of locations we will be targeting using the data we collect on an ongoing basis. Over the next 2 months we will be consulting with communities prior to installing the CCTV cameras, and once they are installed we intend to take robust action against offenders. Improved coordination and focus will be delivered through partnership working with colleagues across the Council and partner organisations.

I’m confident that the additional expenditure that we are able to provide due to our robust financial position will make a real positive impact on many communities across the city.”

(Councillor Peek, by way of a supplementary question, asked the cabinet member whether she would consider all options including sharing such images on a wall of shame. Councillor Oliver said that the council had made significant investment in CCTV and would consider all sorts of measures to tackle the problem of fly-tipping, including sharing, what she preferred to call it, a “rogues’ gallery”, and called on people to report fly-tipping.)

Question 13

Councillor Vivien Thomas to ask the cabinet member for community wellbeing the following question:

“For many of my constituents, particularly those who do not have access to a large garden, the opportunity to enjoy their local park remains a real priority. Therefore, prioritising these, as evidenced through the recent budget last month, remains very important. Building on the investment in the new play equipment being installed in Wensum Park, discussed earlier this year, can the cabinet member for community wellbeing update council on the further wider environmental improvements being delivered to the park, working with the Norwich Fringe Project and other partners?”

Councillor Giles, the cabinet member for community wellbeing’s response:

“The council has received £80K from the Levelling Up Parks Fund to carry out environmental and biodiversity improvement works in Wensum Park. These works have now started, with further works programmed for later in the year. The Norwich Fringe Project have been working with a number of partners to thin out and tidy the riverside scrub area and remove fallen trees, and address the antisocial behaviour that has unfortunately been taking place there.

Additional works include:

- Installation of a new footbridge, and replacement of the weir
- Drainage of the current pond and ornamental ditch
- Installation of a 1.2 m wide granite path, to link the footbridge with the tarmac path and providing disabled access across the site.
- Planting of 500 native species saplings providing seed ,fruit and nut to encourage biodiversity. The saplings will also be climate change resistant
- Ongoing management of the trees by coppicing to maintain clear sites lines, preventing anti social behaviour and increasing the age structure to the woodland to promote biodiversity.
- Introducing mature 12ft trees such as Bay Willow and Common Alder within the next six months, creating a more defined landscape feature to the site.
- Planting of a woodland wildflower seed mix which will produce bursts of colour including poppies and cornflowers, providing a nectar source for pollinators.

This extensive work will create a more welcoming environment within the park and support the council’s biodiversity objectives within its parks.”

(In reply to Councillor Vivien Thomas's supplementary question, Councillor Giles provided further details of how the Norwich Fringe Project worked with volunteers to maintain and enhance the natural areas across Norwich. The Norwich Fringe Project (NFP) had around 20 volunteers who assisted staff on Wednesdays and Thursdays. In addition, the NFP worked with The Conservation Volunteers (TCV) and other friends' groups. The council was grateful to these volunteers who volunteered their service, which provided a cost saving to the council and a sense of community spirit and ownership in these natural areas and sites.)

Question 14

Councillor Kidman to ask the cabinet member for climate change and digital inclusion the following question:

"Fuel poverty is a top concern for many of my constituents and TUC analysis has found that energy bills will account for up to 10% of an average salary from next month, when the government's energy price guarantee is due to rise from £2,500 to £3,000 a year for a typical household. Contained in the budget from last month were a range of positive steps this council will take to help tackle fuel poverty. Which are the top actions that the cabinet member for climate change and digital inclusion believes will make real difference to citizens in this city?"

Councillor Hampton, the cabinet member for climate change and digital inclusion's response:

"Through our cost-of-living crisis response, we have significantly strengthened our support to residents affected by fuel poverty, directly through our own services, or by supporting our residents to access funding or services from our VCSE community. The support around fuel poverty includes offering emergency fuel payments, replacing end of life heating systems and the installation of double glazing and other energy efficiency measures. Our cost of living support goes beyond this, with help, for example, with food vouchers, support for social supermarkets, and support for advice charities. Improving energy efficiency in our housing stock and housing stock across the city is ultimately the solution to reducing energy debt, improving living conditions and achieving net zero. The council recently announced the inclusion of £290m for improving energy efficiency and reducing emissions in our social housing to 2050, with £53m committed to be spend by 2028. We are currently delivering a £1.2m of Social Housing Decarbonisation project funds and are awaiting the imminent announcement of a further £4m of project funds under the same scheme. A separate procurement exercise is underway to deliver £5.3m of energy efficiency works through the government's ECO4 scheme.

Our decarbonisation plans extend beyond our own housing stock, to the city as a whole. The council is proposing to lead and coordinate a citywide response to climate change which will see us move away from fossil fuels within a single generation, in accordance with the City Vision. This will be

achieved by greatly improving the energy efficiency of homes of all tenures and transitioning to renewable forms of energy. We look forward to consulting on the full details of our Environmental Programme in the coming months.”

(In reply to Councillor Kidman’s supplementary question, Councillor Hampton said that her question on what central government could do to help was a timely one, with the Chancellor about to announce the Spring Statement. The government had a critical role in addressing fuel poverty and the cost of living crisis that underpinned it. The council was committed to eradicating fuel poverty in its 2040 City Vision and was doing all that it could with the available resources. She outlined the sustainable long term solutions that the government could take which included reforming the energy market, increasing household income, retrofitting homes and securing clean energy in the future, and the measures that it could take to tackle the immediate crisis, such as scrapping the planned energy price increase, ending windfall profits, upgrading houses to reduce carbon emissions and eradicating fuel poverty by supporting the Local Electricity Bill.)

Question 15

Councillor Everett to ask the cabinet member for resources the following question:

“The procurement of goods and services this council delivers makes a significant difference to the wider city and particularly its local economy and was discussed in detail at last month’s budget. Can the cabinet member for resources comment on this further?”

Councillor Kendrick, the cabinet member for resources’ response:

“Anyone who has had an opportunity to read the procurement strategy update that went to cabinet last week will quickly realise the scale of our local spending. Of nearly £370m of contracts that this council enters into, about £250m of those contracts are with suppliers based in the Norwich boundary. As I referenced at cabinet, when combined with our desire to support organisations pay the living wage this means we’re helping to secure good jobs in our local economy.

It’s not always the big scale contracts where we can have an impact. At cabinet we also saw the example of decoration vouchers, which we provide to new housing tenants to allow them to decorate their home to their own style. Whilst the scale of spending means, by law, we have to enter larger contracts which can be a barrier for the smallest firms, we have also agreed to continue a separate arrangement with Thorns DIY shop too. Using a risk-based approach, we have made our procurement rules easier in part to ensure local businesses are not put off bidding for work due to requiring them to make complex bids.

There is always more we can do; encourage our partners to maximise spend and look to use our spending power to drive the greatest social value to our communities but I am confident we are well placed to do so.”

(There was no supplementary question, as Councillor Everett was not present at the meeting.)

Question 16

Councillor Driver to ask the cabinet member for safe, strong and inclusive neighbourhoods the following question:

“Crime and anti-social behaviour have become an ever-greater problem in recent years, particularly with the damaging impact of County Lines and wider damage of losing thousands of police, all our PCSO’s in Norfolk and the erosion of services which often help to reduce re-offending. The response and role this council takes is therefore vital. Can the cabinet member for safe, strong, and inclusive neighbourhoods comment on the opportunities that the new community safety strategy, passed at cabinet last week, can offer communities across this city?”

Councillor Jones, the cabinet member for safe, strong and inclusive neighbourhoods’ response:

“The need for a strategy was identified in the council’s corporate plan following the recently adopted Norfolk community safety strategy. The strategy will provide a clear vision of how we with partners and communities will look to tackle the causes and prevent crime and disorder holistically in Norwich. The strategy and new partnership that will be created will look to work at a local and neighbourhood level to tackle ASB, domestic abuse, crime and disorder issues contributing to helping people feel safer in their homes and communities. We will deliver this through an action plan developed with partners in the statutory, non-statutory and voluntary sector and listening to tenants and residents about what matters to them most in their communities to help them feel safe and secure”

(In reply to Councillor Driver’s supplementary question, Councillor Jones said that she was excited about the strategy and action plan. The investment included three new CCTV cameras which were easy to deploy, the purchase of a further set was planned, and training for the ASB team. Further investment was planned to support people’s health and wellbeing. She was proud of the progress that had been made by the team. Over the last 6 months several enforcement actions had taken place.)

Question 17

Councillor Vaughan Thomas to ask the cabinet member for environmental services the following question:

“Last year I was proud to be one of the councillors that voted in favour of the planning application to approve the development of seven new one-bedroom homes on Kett’s Hill to help former rough sleepers move forward with their lives, built on a piece of derelict land. It is often said, by all political parties that “the city council is committed to breaking the cycle of homelessness”, but this actually takes planning committee members with the guts and capacity to

make decisions which put people first. Can the cabinet member for environmental services comment on progress with the development?"

Councillor Oliver, the cabinet member for environmental services' response:

"Thank you for your question and planning committee's support for this development. I was delighted to be invited to see the completed seven one-bed houses shortly before the new residents move in. The new homes have been built using modular, off-site manufacturing, with a timber frame, to ensure low embodied carbon and they all benefit from air-source heat-pumps. There is parking on site and each new home has its own small front and back gardens, as well as having easy access to Mousehold Heath. This development is the second in a series of three new build projects across the city, specifically for rough sleepers. The first was a development of six flats which was completed in Dec 2021 at Lakenfields. The third is a development of 12 flats proposed in the west of the city, which has a funding allocation and will soon be submitted for planning. We're also currently working on plans for a possible fourth bid later this year.

As well as the new build projects, we've secured funding for 15 open market housing purchases, and we've also made 15 Housing First improvements to properties already in our stock. Across the three funding programmes, we have now secured £2.6 million in capital towards build costs and just under £600,000 in revenue to fund support worker costs. Across all projects, we will be providing new homes to 55 individuals in desperate need of housing. In recent years, due partly to these projects working alongside the excellent work of the pathways partnership, there has been a reduction in the number of entrenched rough sleepers in the city, bucking the national trend. Sadly, we still expect there will be people presenting as homeless, but it's great that the people moving into these new homes are highly likely to break the cycle of rough sleeping in the long term. We've received incredibly positive feedback from the residents at Lakenfields who have had their lives completely transformed by having a safe and comfortable home to call their own."

(Councillor Vaughan Thomas expressed his concern about opposition to developments for accommodation for homeless people at Lakenfields, Recorder Road, Northumberland Street and Kett's Hill and that this would bring the strategy to a halt. Councillor Oliver replied that she was concerned. She had visited accommodation at Kett's Court, which was being provided in partnership with Broadland Housing Association. Partnership working was the way forward to provide this accommodation and she called on all councillors to support this, particularly at a time when numbers of people rough sleeping in the city was increasing.)

Question 18

Councillor Brociek-Coulton to ask the cabinet member for safe, strong and inclusive neighbourhoods the following question:

"Representing a ward which has seen crime rocket in recent years, including burglary, I have long welcomed the city council alley-gate programme which

offers residents the opportunity to have a strong metal gate fitted to their property. Can the cabinet member for safe, strong, and inclusive neighbourhoods comment on whether the symbolic figure of 100 properties protected have now been achieved?"

Councillor Jones, the cabinet member for safe, strong and inclusive neighbourhoods' response:

"Research, and experience from a previous scheme in Norwich, shows that alley gates are effective in reducing residential burglaries and protecting those shared communal spaces from anti-social behaviour. The alley gate scheme, funded and managed by the city council is one important aspect of the council efforts to help reduce crime and anti-social behaviour. Since the start of the scheme in 2020 we have installed thirty-one gates, improving security and feelings of safety for 142 households across Norwich. Residents feedback has been incredibly positive, confirming the real difference the scheme is making."

(In reply to Councillor Brociek-Coulton's supplementary question, Councillor Jones acknowledged the impact that alley gates had to reduce crime and said that this was a practical solution. The programme would include extending it to other areas but also included maintenance and repairs to the existing gates.)

Question 19

Councillor Huntley to ask the cabinet member for inclusive and sustainable growth the following question:

"The site of the former 19th century lime kiln in Drayton Road, opposite Lime Kiln Mews, has been derelict for almost 20 years and remains both a significant eyesore but also a lost opportunity for potential social housing development. Stopping this site from being landbanked through using a Compulsory Purchase Order remains an opportunity for this council, as very successfully shown at the Kings Arms site. Can the cabinet member for inclusive and sustainable growth comment further on this and other sites in the city?"

Councillor Stonard, the cabinet member for inclusive and sustainable growth's response:

"Thank you for the question. There are several sites across the city on which there has been no development activity for a number of years, this is sometimes due to physical constraints but may also be due to owners holding unrealistic expectations of their sites' value. This means that several sites benefitting from a planning consent have lain idle for many years. In 2020 the council successfully obtained a Compulsory Purchase Order on the former site of the Kings Arms pub in Mile Cross which had lain derelict for years, attracting fly tipping and anti-social behaviour. The site is now occupied by five low-carbon council homes and is an example of the council using its powers to deliver much-needed housing to families."

Using this as a model the council bid for and received government Towns Fund money in order to set up a Brownfield Sites Revolving Fund, with the intention of acquiring similarly stalled sites and putting them into valuable use. The council prefers to acquire such sites through negotiation but will consider using CPO where necessary.

The site opposite Lime Kiln Mews has indeed been vacant for many years. In December last year cabinet approved the use of CPO powers on this site and one other in order to ensure that a route to development is in place in the event the owner fails to do it themselves. I can confirm that if the site is not developed by the owner within a reasonable period, the council will use its powers to ensure it is put to valuable use.

Officers are currently studying several sites around the city and will seek to acquire those they consider unlikely to be developed without its intervention.”

(In reply to Councillor Huntley’s supplementary question about the potential to provide council homes on this site opposite Lime Kiln Mews, Councillor Stonard said that if this site became available for development by the council it would seek to address the excesses of the private rental market and provide high quality affordable homes for rent, such as it had at Goldsmith Street and the Kings Arms site.)

Question 20

Councillor Mike Sands to ask the cabinet member for resources the following question:

“In a matter of just a few weeks one of the most profound and anti-democratic measures, namely the introduction of compulsory Voter ID will take place for the local elections in May. Council leaders from across the country, including in Norwich, our local Member of Parliament Clive Lewis and CEO of the Association of the Association of Electoral Administrators have all criticised the policy. Will the cabinet member for resources comment on whether he feels sufficiently assured that support and resource from the government will be provided to ensure the elections are both democratic and successful?”

Councillor Kendrick, the cabinet member for resources’ response:

“On several occasions in this chamber we have made clear our strong feelings against the new laws requiring voters to produce ID at polling station. I am concerned that many residents may turn up on polling day without appropriate ID and feel disenfranchised from the vote.

The council has received confirmation of its initial allocation from the government which includes specific funding to support accessibility in polling stations, something which we can welcome, but also to fund additional members of staff in polling stations to help with challenges and difficulties that can arise. We have also been informed by government that if we do incur additional costs we can make additional bids for funding either before or after the election.

Nonetheless, as much as we may regret it, this is now law and it is incumbent on us as a council to do what we can to ensure residents are aware and bring their ID with them on polling day. I and the Leader have been engaging with the Returning Officer and elections on the various plans in place to make sure voters are aware, including promoting on social media, information with council tax bills and the Citizen magazine and prominent messaging on poll cards. Whilst I may never be fully assured regarding the current government intentions, I am assured and confident in our very experienced elections team and us as a council to do what we can to help our residents vote on 4 May."

(In reply to Councillor Mike Sands' supplementary question regarding his views on the government's electoral reforms, Councillor Kendrick said that he considered that the introduction of voter identification was a retrograde measure, aimed at reducing the level of turnout at the poll particularly among people from ethnic minorities or young people. It was based on the Republican Party's policy in the USA, where it had been counterproductive because the turnout from African Americans had increased. Councillors could help their constituents by ensuring that they knew what ID to bring to the polling stations or advise them to use postal votes.)

Question 21

Councillor Erin Fulton-McAlister to ask the cabinet member for inclusive and sustainable growth the following question:

"I read with alarm that the national picture for retail predicted for 2023, thanks to the impact of the calamitous Conservative budget in September last year and the predicted deep recession this country will face, will be significant. However, shortly before Christmas the city council result of the retail monitor survey carried out painted a different and much more positive picture within Norwich. Can the cabinet member for inclusive and sustainable growth comment on this?"

Councillor Stonard, the cabinet member for inclusive and sustainable growth's response:

"Thank you for the question. The October 2022 retail monitor has shown that vacancy rates have fallen within the city centre (reduced from 14.5% in July 2021) to 12.2% and data from BID also shows that footfall has returned to pre pandemic levels.

The retail sector both nationally and within Norwich has experienced a lot of challenges in recent years brought about by changing consumer behaviour driven by technology and prevailing economic conditions and as a result of the pandemic. Whilst it is likely that these challenges will have ongoing impacts for the viability of some retail businesses, the past 12 months have shown just how resilient the majority of Norwich's businesses are (especially Norwich's independent businesses) and how successfully they have managed to recover. Whilst a number of multiples have ceased trading within Norwich, there is clearly investment happening with new businesses arriving.

As with all cities, Norwich faces an extremely uncertain time ahead. Whilst Norwich has recovered well from the impacts of the pandemic, rising costs and interest rates will impact both retailers and consumers. The city council will continue to work with businesses and partners to make the City Centre an attractive destination and place for investment.

Hopefully future surveys will reveal further positive news.”

(As a supplementary question, Councillor Erin Fulton-McAlister where she noted that retail was key to the city’s unique offer and asked Councillor Stonard to comment on the importance of the Article 4 directive and other steps being undertaken by the city council and Norwich BID. Councillor Stonard said that the city was bucking national trends in the retail and footfall and agreed this was due to its unique offer. The Article 4 directive contributed to the vibrancy of the city centre by protecting office spaces from being converted to substandard accommodation. There was inward investment in the retail and leisure sectors that was welcomed.)

Question 22

Councillor Sue Sands to ask the cabinet member for inclusive and sustainable growth the following question:

“Investing in our city centre, to continually drive and enhance its economic potential but also provide an inclusive and positive environment for all our citizens remains a vital priority for this administration. With work now soon underway to improve Hay Hill, can the cabinet member for inclusive and sustainable growth comment on the opportunities this site offers to radically enhance this part of the city centre further?”

Councillor Stonard, the cabinet member for inclusive and sustainable growth’s response:

“In July 2020 we published our public spaces plan for the city centre. It was based on the understanding of how important good public spaces are to the success of a city. They create civic pride, encourage business investment and nurture democracy.

The plan outlined a series of projects that would continue the proud tradition of public space improvement that began with the pedestrianisation of London Street in 1967 and most recently led to the transformation of Tombland. Hay Hill is our next project and we have secured £3.2m from the Towns Fund for this project.

Hay Hill lies at the very heart of the city centre but it does not work well. The surfaces are cluttered and hard to maintain, the steps are complicated and prevent smooth movement and the sculpture of Sir Thomas Browne lacks the focus it deserves. The public expressed their clear support for change through a consultation last spring. One of the most powerful and important voices came from people with disabilities who explained how they struggled to navigate and negotiate the space.

We have listened to these concerns and the scheme we have designed will create more convenient and comfortable routes with edges and steps clearly delineated and lots of opportunity to sit down and rest. It will be a joyful space with planting that attracts nature and a water cascade that delights the senses, but it will also host events and drive much needed economic activity and investment in the heart of the city.”

(In reply to Councillor Sue Sands’ supplementary question, Councillor Stonard said that he considered that Hay Hill improvements would make it an important public space for people to enjoy and relax, and would encourage footfall and contributed to the vitality of the retail and leisure sectors.)

Question 23

Councillor Padda to ask the cabinet member for environmental services the following question:

“Despite the government promising to eradicate rough sleeping by the end of this parliament, the numbers of people sleeping rough in the UK is going up yet again, with data from the autumn of 2022 showing a 23% rise on the total compared to the previous year. Shelter believes this is due to a toxic mix of rising rents, the cost-of-living crisis, and a failure to end no-fault evictions hitting vulnerable people. Will the cabinet member for environmental services comment on the situation in Norwich and the difference delivered by the services this city council delivers?”

Councillor Oliver, the cabinet member for environmental services’ response:

“Nationally the number of people sleeping rough in England is 74% higher than in 2010 when recording by government started. We have bucked the trend seeing a decrease to 7 people recorded last autumn. Set against a backdrop of rising rents in the private sector and a cost-of-living crisis makes this achievement remarkable. The downward trend continued since the peak of 2016 when a high of 34 people were recorded on the annual count. Sadly, people still end up on our streets but now through the services delivered by the council’s housing options team and Pathways Norwich that is funded by the council we have a coherent and effective approach to tackling this form of homelessness. We can’t do this alone and we depend on working with agencies using a wraparound multi-agency approach around the person who needs our help and support to get their lives back on track.”

(In reply to a supplementary question from Councillor Padda, Councillor Oliver reiterated her comments about the decrease in the number of rough sleepers. It was important that the council could give as much support as it could and continue to provide a budget to deliver services year on year.)

The following questions were second questions from members. As the time taken by questions had exceeded thirty minutes, these questions were not taken. This is in line with paragraph 53 of Part 3 of the council’s constitution.

Question 24

Councillor Catt to ask the deputy leader and cabinet member for social housing the following question:

“I have been finding out more about the council’s complaint process and discovered that, despite an optimistic self-assessment of compliance with the Housing Ombudsman’s Code for Complaint Handling, the council does not have the necessary systems to monitor whether its processes do, in fact, comply with the code. This is evidenced by the majority of cases my colleagues and I have been working on, as well as at least two Housing Ombudsman rulings against the council for its failures to deal with damp/mould and failing to comply with its own complaints policy. Given that goodwill and endeavouring to comply with the code is not sufficient, how can we have confidence that the city council is meeting its obligations as a social landlord and has assessed the level of risk this will put the council under when more stringent rules for ensuring compliance are introduced with the Social Housing Regulations Bill?”

Councillor Harris, the deputy leader and cabinet member for social housing’s response:

“The Housing Ombudsman refreshed their Complaints Handling Code in March 2022. All Registered Providers had to demonstrate compliance with the Code by completing an annual self-assessment by 1 October 2022. There were 44 mandatory ‘must do’ requirements. Following the implementation of the council’s new Complaints Policy last summer, the council is compliant with the Housing Ombudsman’s Complaints Handling Code.”

Question 25

Councillor Carlo to ask the cabinet member for safe, strong and inclusive neighbourhoods the following question:

“In 2015 new Minimum Energy Efficiency Standards (MEES) came in. Since 1 April 2018, landlords have been required to improve the energy performance certificate (EPC) rating of their properties to ‘E’ or above, unless exempted. My councillor enquiry shows 740 rented properties in Norwich still suffer the worst EPC ratings of F or G; forcing tenants to live in cold substandard conditions. I was informed that Norfolk County Council is responsible for enforcement. However, the Regulations state that the local authority is responsible for enforcing compliance with MEES in relation to domestic private rented property. Several districts are taking enforcement action against landlords who fail to insulate their properties to at least E rating. KL&WN Council has provided a webpage and online form enabling tenants to report a property which fails to meet the MEES. Will the council take enforcement action against private landlords who fail to comply with MEES?”

Councillor Jones, the cabinet member for safe, strong and inclusive neighbourhoods’ response:

The council does take strong action against private landlords who fail to provide decent quality accommodation as the cases of St Faith's Lane and St Peter's House have demonstrated. It has produced the Norwich private renters' charter to increase awareness of rights and raise expectations. It also often takes action against landlords where there is excessive cold and many of these will relate to properties that are rated F and G under MEES legislation.

The private rented sector has increased massively in recent years and resources available to police the sector have failed to keep pace. The Council is currently bringing forward a restructure of its planning and regulatory services and this will see increased resources being made available for the private sector housing team and further investment in technology to support them is also planned.

Following the restructure, we will be engaging more fully with landlords of private rented accommodation, reminding them of the MEES legislation and their duties to comply with this and working to further update and strengthen the private renters' charter."



MINUTES

Council

16:00 to 16:20

28 April 2023

Present: Councillors Maguire (Lord Mayor), Ackroyd, Catt, Driver, Fulton-McAlister (E), Fulton-McAlister (M), Galvin, Giles, Grahame, Hampton, Harris, Haynes, Huntley, Kendrick, Kidman, Lubbock, Oliver, Peek, Sands (M), Sands (S), Schmierer, Stonard, Thomas (Va) and Thomas (Vi), Waters and Young.

Apologies: Councillors Brociek-Coulton, Button, Carlo, Champion, Davis, Everett, Jones, Osborn, Padda, Price, Stutely and Wright.

1. Lord Mayor's Announcements

The Lord Mayor announced that even though it was getting towards the end of the civic year, he had been busy with events, including attending two AGMs.

2. Appointment of Chief Executive

Councillor Waters moved and Councillor Harris seconded the recommendations as set out in the report.

Following debate, it was:

RESOLVED, unanimously, to:

- 1) Approve the appointment of Louise Rawsthorne as the council's permanent chief executive and head of paid service with effect from 1 May 2023.
- 2) Delegate to the head of HR and organisational development, in consultation with the Leader of the Council, to finalise all other matters relating to the appointment; and
- 3) Confirm that the appointment incorporates the statutory roles of returning officer and electoral registration officer.

The meeting was closed.

LORD MAYOR

MINUTES**Council - Annual Meeting****15.30 – 16:50****23 May 2023**

Present: Councillor Wright (Lord Mayor following election), Dr Janet Sheldon (Sheriff, following election), Councillors Ackroyd, Calvert, Carrington, Catt, Champion, Davis, Driver, Everett, Fox, Fulton-McAlister, Galvin, Giles, Hampton, Hoechner, Huntley, Jones, Kendrick, Kidman, Lubbock, Maguire, Oliver, Osborn, Packer, Padda, Peek, Prinsley, Sands (M), Sands (S), Schmierer, Stonard, Stutely, Thomas (Va), Thomas (Vi), Worley and Young

Apologies: Councillors Francis, Haynes and Price

1. Lord Mayor's Announcements

The Lord Mayor said a few words of welcome to councillors, guests and officers and set out the practical arrangements for the meeting.

One of the highlights of his term of office had been his recent visit to Rome to meet the Pope to mark 650 years since the publication of "Revelations of Divine Love" by Julian of Norwich, the first woman to publish a book written in the English language.

2. Election of Lord Mayor

Councillor Ackroyd moved and Councillor Stonard seconded the motion and it was:

RESOLVED, unanimously, to elect Councillor Wright to the office of Lord Mayor of Norwich for the ensuing civic year.

Councillor James Wright read and signed the declaration of acceptance of office and acknowledged the honour conferred on him. He would be attended by Kate Atkins as Lady Mayoress and Katy Jon Went as the Lord Mayor's Consort.

(The Lord Mayor (Councillor Wright) in the chair)-

3. Appointment of Sheriff

Councillor Jones moved and Councillor Osborn seconded the motion, and it was:

RESOLVED, unanimously, to appoint Dr Janet Sheldon to the office of Sheriff of Norwich for the new civic year.

Dr Janet Sheldon then made and signed the declaration of acceptance of office and acknowledged the honour conferred on her. She would be attended by

Angela Herbert, as the Sheriff's Consort. She named Ms Jane Mary Anderson as the Under-Sheriff.

4. Vote of Thanks to the Outgoing Lord Mayor and the Outgoing Sheriff

Councillor Stonard moved and Councillor Galvin seconded the vote of thanks and it was:

RESOLVED, unanimously, to express the council's appreciation of the valuable service rendered to the city by:

- (1) Councillor Dr Kevin Maguire as Lord Mayor and by the Lady Mayoress Julie Keane and the other Lord Mayor's Consorts during the past year and, on behalf of the citizens of Norwich, records its warmest thanks;
- (2) Caroline Jarrold, as Sheriff, and Nicholas Dixey, as Sheriff's consort, during the past year and, on behalf of the citizens of Norwich, records its warmest thanks.

The outgoing Lord Mayor and Sheriff then returned thanks.

5. Election of Deputy Lord Mayor

Councillor Sands (M) moved and Councillor Jones seconded and it was:

RESOLVED, unanimously, to elect Councillor Ackroyd, as Deputy Lord Mayor for the purpose of chairing council meetings in the absence of the Lord Mayor, given that the Sheriff is not a member of the council.

6. Election of Leader of the Council

Councillor Jones moved and Councillor Sands (S) seconded the motion, and it was:

RESOLVED, with 26 members voting in favour, none against and 10 members abstaining from voting, to elect Councillor Stonard as the Leader of the Council.

7. Leader of the Council's Cabinet Appointments

RESOLVED to note, having been elected as Leader of the Council, Councillor Stonard's cabinet member appointments are as follows:

Councillor Jones
Councillor Oliver
Councillor Hampton
Councillor Giles
Councillor Kendrick

(Details of individual portfolios will be published in due course.)

8. Appointment of Honorary Recorder

Councillor Driver moved and Councillor Worley seconded the motion, and it was -

RESOLVED, unanimously, to appoint Her Honour Judge, Alice Robinson, as the Honorary Recorder for the new civic year.

9. Political Proportionality

Councillor Stonard moved and Councillor Sands (M) seconded the recommendations in the report, and it was:

RESOLVED, unanimously, to approve the political proportionality for the civic year 2023-24, as set out in Appendix 1 of the report, and to amend the membership of the scrutiny, planning applications, licensing and regulatory committees to 14 members each.

10. Election of Chairs to the Scrutiny, Audit, Licensing and Regulatory Committees, Approval of the Schedule of Meetings and Delegation to Appoint Members to Committees, Joint Committees and Other Working Parties/Panels of the Council

Having been moved by Councillor Stonard and seconded by Councillor Sands (M), it was:

RESOLVED, unanimously, to:

- (a) elect Councillor Ackroyd to the chair of the scrutiny committee for the new civic year;
- (b) elect Councillor Price to the chair of the audit committee for the new civic year;
- (c) elect Councillor Stutely to the chair of the licensing and regulatory committees, and Councillor Driver to the chair of planning applications committee, for the new civic year;
- (d) approve the schedule of meetings for the new civic year (in accordance with the appendix attached to the agenda papers);
- (e) delegate to the Head of Legal and Procurement, in consultation with the leaders of the political groups, the appointment of members in accordance with the political balance rules to committees, joint committees and other working parties/panels of the council.

LORD MAYOR



Committee name: Council

Committee date: 20/06/2023

Report title: Gambling statement of principles (gambling policy)

Portfolio: Councillor Jones, Deputy leader and cabinet member for housing and community safety

Report from: Executive director of development and city services

Wards: All wards

OPEN PUBLIC ITEM

Purpose

That members consider adopting the statement of principles under the Gambling Act 2005.

Recommendation:

It is recommended that the gambling statement of principles be approved by Council.

Policy framework

The council has five corporate priorities, which are:

- People live independently and well in a diverse and safe city.
- Norwich is a sustainable and healthy city.
- Norwich has the infrastructure and housing it needs to be a successful city.
- The city has an inclusive economy in which residents have equal opportunity to flourish.
- Norwich City Council is in good shape to serve the city.

This report meets the 'People live independently and well in a diverse and safe city' and 'The city has an inclusive economy in which residents have equal opportunity to flourish' corporate priorities.

Report details

1. The current gambling statement of principles was adopted by the council in June 2020 and published July 2020.
2. In February 2023, the Licensing Committee agreed that the draft gambling statement of principles (gambling policy) should be published for consultation for 4 weeks. The consultation took place between 3 March and 31 March 2023.
3. There was only one response to the consultation replying to state that they had no comments to make. There were therefore no amendments made to the draft policy following the consultation.
4. The Licensing committee will consider the final version of the gambling statement of principles on 15 June 2023, as attached at Appendix A. Any changes from the committee will be reported to members in writing before the meeting of full council. The document has been reviewed by officers working with a solicitor who is a specialist in the area of gambling.
5. The Gambling Act 2005 requires approval of the gambling statement of principles by Full Council. If approval is received, there is a statutory requirement to publish a notice of the intention to publish the gambling statement of principles which can then come into effect after a month. Paragraph 10 sets out the legal requirements for this notice which will be duly accorded to.

Implications

Financial and resources

6. Any decision to reduce or increase resources or alternatively increase income must be made within the context of the council's stated priorities, as set out in its Corporate Plan 2022-26 and budget.
7. There are no proposals in this report that would reduce or increase resources.

Legal

8. Section 349(1) of the Gambling Act 2005 requires the Council, as licensing authority, to prepare and publish a gambling statement of principles to cover each successive period of three years. Section 349(2) requires the Council to review the statement of principles from time to time, revise the statement if thought necessary as a result of the review and publish the revision before giving effect to it.
9. In preparing the statement, the Council consulted the following people for its area:
 - The chief officer of police
 - People representing the interests of persons carrying on gambling businesses
 - Persons who represent the interests of persons who are likely to be affected by the Council exercising its functions under the Act

10. Before a statement or revision comes into effect, the regulations require licensing authorities to publish a notice of their intention to publish a statement or revision. The notice must:

- specify the date on which the statement or revision is to be published
- specify the date on which the statement or revision will come into effect
- specify the internet address where the statement or revision will be published and the address of the premises at which it may be inspected
- be published on the authority's website and in/on one or more of the following places for at least four weeks before it comes into effect:
 - a local newspaper circulating in the area covered by the statement
 - a local newsletter, circular, or similar document circulating in the area covered by the statement
 - a public notice board in or near the principal office of the authority
 - a public notice board on the premises of public libraries in the area covered by the statement.

Statutory considerations

Consideration	Details of any implications and proposed measures to address:
Equality and diversity	One of the statutory licensing objectives is ensuring gambling is conducted in a fair and open way. The local area profile requires applicants to consider the specific area in which an application premises is and to risk assess for those who may be at risk of gambling related harm. No further measures proposed.
Health, social and economic impact	One of the statutory licensing objectives is protecting children and other vulnerable persons from being harmed or exploited by gambling. The local area profile requires applicants to consider the specific area in which an application premises is. Gambling welfare and local groups have been consulted. No further measures proposed.
Crime and disorder	One of the statutory licensing objectives is to prevent gambling from being a source of crime and disorder, being associated with crime or disorder or being used to support crime. Norfolk Constabulary have been consulted as required by the legislation. No further measures proposed.
Children and adults safeguarding	One of the statutory licensing objectives is protecting children and other vulnerable persons from being harmed or exploited by gambling. Norfolk Safeguarding Children Board are a statutory consultee and gambling welfare organisations have been consulted. No further measures proposed.

Consideration	Details of any implications and proposed measures to address:
Environmental impact	No implications identified; no measures proposed.

Risk management

Risk	Consequence	Controls required
Compliance	Licensing responsibilities not correctly discharged.	Up to date policy framework with public consultation. Legal advice on policy and at meeting.
Reputational risks to the council	Risk of challenge if non-compliant	Legal advice on policy and at meeting

Other options considered

11. It is a statutory requirement to publish a gambling statement of principles. To not adopt such a statement would mean the authority is not compliant with legislative requirements. There are therefore no other options other than to adopt the gambling statement of principles if the authority is to remain compliant with statutory duties.

Reasons for the decision/recommendation

12. It is recommended that members agree to adopt the final statement of principles for approval. This is to ensure statutory compliance.

Background papers: None


Appendices: Appendix A – draft Statement of principles (gambling policy)

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NORWICH
City Council

Gambling Act 2005

Statement of Principles
(Gambling Policy)

2023

Approved by Norwich City Council TBC

To be published by TBC

Coming into force TBC

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All references to the Gambling Commission (the Commission) Guidance for local authorities refer to the guidance contained in *Guidance to Licensing Authorities 5th published April 2021 (as updated)*. This is accessible via the Commission's website: <https://www.gamblingcommission.gov.uk/guidance/guidance-to-licensing-authorities>

Part A - General

1. The Gambling Licensing Objectives

1.1 In exercising their functions under the Gambling Act 2005 ("the Act"), Licensing Authorities must have regard to the licensing objectives set out in section 1 of the Act. The three licensing objectives are: -

- **Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime.**
- **Ensuring that gambling is carried out in a fair and open way**
- **Protecting children and other vulnerable persons from being harmed or exploited by gambling.**

The City Council as Licensing Authority takes these objectives seriously and is committed to protecting **all** vulnerable people of whatever age from being harmed or exploited by gambling.

1.2 This Licensing Authority is aware that, in accordance with Section 153 of the Act, in making decisions about premises licences and temporary use notices it should aim to permit the use of premises for gambling in so far as it thinks it is:

- in accordance with any relevant code of practice issued by the Commission
- in accordance with any relevant guidance issued by the Commission
- reasonably consistent with the licensing objectives and
- in accordance with the Authority's statement of licensing policy

1.3 In matters of regulation under the Gambling Act 2005 (the "Act") Norwich City Council as Licensing Authority recognises it is subject to the Regulators' Code. That Code imposes a number of obligations on the Authority, including one that it should carry out its activities in a way that it supports those it regulates to comply and grow. Additionally, under the Code, when designing and reviewing policies, the Authority must among other things understand and minimise the negative economic impact of its regulatory activities and regulate and minimise the costs of compliance of those it regulates. The Authority also recognises that under the Code it should take an evidence-based approach in determining priority risks and recognise the compliance record of those it regulates.

2. Introduction

- 2.1 Licensing authorities are required by the Act to publish a statement of the principles which it proposes to apply when exercising its functions. This statement must be published at least every three years. The statement may also be reviewed from “time to time” and any amended parts re-consulted upon. Following any amendment and consultation, the revised statement will then be re-published.
- 2.2 Norwich City Council as Licensing Authority (referred to in this document as “This Licensing Authority”) published its first Statement of Principles (generally referred to as the Council’s Gambling Policy) in December 2006 following statutory consultation. The Gambling Policy has been published every three years since.
- 2.3 In preparing this version of the Statement of Principles (Gambling Policy), this Licensing Authority has undertaken a revision and amendment to take account of various issues. In particular, changes brought about by the Commission, changes to the law and updated practices.
- 2.4 The Gambling Commission (“the Commission”) introduced provisions in its social responsibility code within the Licence Conditions and Codes of Practice (LCCP), which require gambling operators to assess the local risks to the licensing objectives posed by the provision of gambling facilities at each of their premises, and to have policies, procedures and control measures to mitigate those risks. This policy is intended to provide a well evidenced and transparent approach to considering and implementing measures to address the risks associated with gambling.
- The risk assessment will be premises specific and highlight factors relevant and related to the local area (ward) in which the premises are situated or proposed.
- 2.5 The provisions in the social responsibility code within the LCCP encourage local authorities, the Commission and the industry to work in partnership to address local issues and concerns. This partnership working is something that Norfolk authorities have been doing for a number of years. We have found that a risk-based approach to regulation enables this Authority to prioritise resources where they are most needed and can be most effective.
- 2.6 The risk-based approach provides a better understanding of, and enables a proportionate response to, risk. This approach includes looking at future risks and thinking about risks in a probabilistic way. Risk is not necessarily related to an event that has happened. Risk is related to the probability of an event happening and the

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likely impact of that event. In this case it is the risk of the impact on the licensing objectives.

2.7 This Licensing Authority has worked with other licensing authorities across Norfolk to develop guidance to assist gambling operators in undertaking and preparing their local (premises) risk assessments. This guidance provides a framework for the local risk assessment process that will provide a uniform approach across all non-remote gambling sectors. This will benefit the Council as Licensing Authority under the Act, as well as responsible authorities and interested parties when considering new and variation applications. The local risk assessments will also enable this Licensing Authority to establish a more progressive compliance inspection regime.

2.8 The LCCP requires licensees to undertake and review (and update as necessary) local risk assessments:

- to take account of any significant changes in local circumstances.
- when there are significant changes at a licensee's premises that may affect their mitigation of local risks.
- when applying for a variation of a premises licence; and
- when applying for a new premises licence.

2.9 This Licensing Authority considers that these local risk assessments are a key component of the overall assessment and management of the local risks. This Authority will assist operators in this process by providing specific information on its concerns surrounding gambling within the City and the impact that premises can have on the licensing objectives. This will be contained within the Statement of Licensing Principles (Gambling Policy) as detailed below.

2.10 This local risk assessment process is not the same as other forms of risk assessment undertaken by gambling operators, such as Health and Safety at Work, Fire Safety and Food Hygiene, etc. These local risk assessments are specific to the potential harm that gambling premises can have on one or more of the licensing objectives under the Act. They are specific to the premises, the local area and the local community.

Consultation process on the Statement of Principles (Gambling Policy)

2.11 The Gambling Act requires that the following parties are consulted by Licensing Authorities:

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- The Chief Officer of Police.
- One or more persons who appear to the authority to represent the interests of persons carrying on gambling businesses in the authority's area.
- One of more persons who appear to the authority to represent the interests of persons who are likely to be affected by the exercise of the authority's functions under the Gambling Act 2005.

2.12 Before finalising and publishing its original statement Norwich City Council has consulted with the persons contained in the list below.

- Norfolk Constabulary
- Existing permit/licence holders
- Trade Organisations
- Gamblers Anon
- Gam Care
- Associated addiction/welfare bodies
- Mental health agencies
- Citizens Advice Bureau
- Residents Groups / associations
- Norfolk County Council
- Faith Groups
- Local Planning Authority
- Environmental Health
- NHS Norfolk & Waveney Integrated Care Board
- Relevant Trade Unions

2.13 Further consultation with these bodies has been undertaken on this updated version of the Statement of Principles (Gambling Policy) prior to an updated Statement being adopted.

2.14 It should be noted that this Statement of Principles will not override the right of any person to make an application, make representations about an application or apply for the review of a licence as each will be considered on its own merits and according to the statutory requirements of the Gambling Act 2005.

Local area profile and geographical area

2.15 A detailed local area profile has been prepared based on local knowledge and taking into account a wide range of factors, data and information held by this Licensing Authority and its partners. It is anticipated that the local area profile will give operators a better awareness of the local area and the risks, which includes both potential and actual risks.

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The local area profile document can be accessed via the council's website:

[Gambling Act 2005 - Local Area Profile | Gambling Act 2005 - Local Area Profile | Norwich City Council](#)

- 2.16 In summary, the geographical area in respect of which this Licensing Authority exercises its functions under the Act is as follows:

Norwich City Council is situated in the County of Norfolk, which contains 7 District Councils in total. The City Council area has a population of approximately 144,000 (Office for National Statistics 2021 Census) making it the second largest in the county in terms of population. In terms of area, it is the smallest in the county, covering 15 square miles (Office for National Statistics). The Council area is entirely urban. This is shown in the map attached.

Figure 1 Map of Norwich City Council area showing the city centre and key suburbs



3. Declaration

- 3.1 In producing this Statement of Principles (Gambling Policy) this Licensing Authority declares that it has had regard to

- the licensing objectives of the Gambling Act 2005,

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- the guidance issued by the Commission to licensing authorities published April 2021 (as updated) referred to in this document as “the Commission’s Guidance” and
- any responses from those consulted on the Statement of Principles (Gambling Policy).

4. Responsible Authorities

4.1 This Licensing Authority is required by regulations to state the principles it will apply in exercising its powers under Section 157(h) of the Act to designate, in writing, a body which is competent to advise the authority about the protection of children from harm. The principles are:

- The need for the body to be responsible for an area covering the whole of this Licensing Authority’s area
- The need for the body to be answerable to democratically elected persons rather than any particular vested interest group.

In accordance with the Commission’s Guidance, this Licensing Authority designates the Norfolk Safeguarding Children’s Board for this purpose.

4.2 The contact details of all the Responsible Authorities under the Act for this licensing authority area are attached at Appendix 1

5. Interested parties

5.1 Interested parties can make representations about licence applications or apply for a review of an existing licence. These parties are defined in the Act as persons who:

- a) live sufficiently close to the premises to be likely to be affected by the authorised activities,
- b) have business interests that might be affected by the authorised activities, or
- c) represent persons who satisfy paragraph (a) or (b)

5.2 This Licensing Authority is required by regulations to state the principles it will apply in exercising its powers under the Act to determine whether a person is an interested party. The principles are:

- Each case will be decided upon its merits.

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- This authority will not apply a rigid rule in making its decision. However, it will consider the examples provided in section 3 of part 8 of the Commission's Guidance (reproduced below) The authority will also consider the Commission's Guidance that "has business interests" should be given the widest possible interpretation and include partnerships, charities, faith groups and medical practices.

Section 3 - Interested parties

8.9 S.158 of the Act defines interested parties. To accept a representation from an interested party, the licensing authority must take the view that the person:

- *lives sufficiently close to the premises to be likely to be affected by the authorised activities*
- *has business interests that might be affected by the authorised activities*
- *represents persons in either of these two groups. Licensing authorities will need to have regard to anything an interested party says about their status to make representations.*

8.10 The approach taken by licensing authorities in determining who is an interested party should be dealt with in their policy statement. As with responsible authorities, regulations require this information to be in a separate section of the policy statement, as outlined in Part 6 at paragraph 6.18 onwards.

8.11 The following gives further advice on how licensing authorities can determine whether someone is an interested party.

People living close to the premises

8.12 There are a number of factors that licensing authorities should take into account when determining whether a person 'lives sufficiently close to the premises'. These might include:

- *the size of the premises*

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- *the nature of the premises*
- *the distance of the premises from the location of the person making the representation*
- *the potential impact of the premises such as the number of customers, routes likely to be taken by those visiting the establishment*
- *the circumstances of the person who lives close to the premises. This is not their personal characteristics, but their interests which may be relevant to the distance from the premises.*

8.13 Relevant factors will depend on the particular application. For example, it is reasonable for a licensing authority to consider that living sufficiently close to premises to likely be affected could have a different meaning for (a) a private resident, (b) a residential school for children with truanting problems and (c) a residential hostel for vulnerable adults.

The nature and scope of business interests that could be affected

8.14 It could be argued that any gambling business could be affected by another gambling business expanding into any part of Great Britain. But that is unlikely to be enough to satisfy the test of being 'a person with business interests that might be affected by the premises' under consideration. For example, an operator in a particular sector be it casino, bingo, betting etc, should not be able to lodge representations on every application put in by a rival operator anywhere in the country, simply because they are in competition within the same gambling sector. Specifically, licensing authorities are reminded that the 'demand test' from previous gambling legislation does not apply under the Act.

8.15 The licensing authority should be satisfied that the relevant business is likely to be affected. Factors that are likely to be relevant include:

- *the size of the premises*
- *the 'catchment' area of the premises, that is, how far people travel to visit the premises*

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- *whether the person making the representation has business interests in that catchment area that might be affected.*

People representing those in the above categories

8.16 Interested parties can be people who are democratically elected such as councillors, MSPs, MSs and MPs, as persons representing individuals in the other categories. This would include county, parish and town councillors. Other representatives might include bodies such as trade associations and trade unions, and residents' and tenants' associations. A school head or governor might act in representing the interests of pupils or parents and a community group might represent vulnerable people living near to the proposed premises.

8.17 Save for democratically elected persons, licensing authorities should satisfy themselves on a case-by-case basis that a person does represent interested parties and request written evidence where necessary. A letter from the interested person(s) they are representing would be sufficient.

- 5.3 Interested parties can be persons who are democratically elected such as councillors and Members of Parliament. No specific evidence of being asked to represent an interested person will be required as long as the Councillor / Member of Parliament represents the ward likely to be affected. Other than these persons, this Authority will generally require written evidence that a person/body (for example an advocate or relative) 'represents' someone who either lives sufficiently close to the premises to be likely to be affected by the authorised activities and/or has business interests that might be affected by the authorised activities. A letter from one of these persons, requesting the representation is sufficient.
- 5.4 If individuals wish to approach councillors to ask them to represent their views, then care should be taken that the councillors are not part of the Licensing sub-committee dealing with the licence application. If there are any doubts, please contact the Authority's licensing team.

6. Information exchange

- 6.1 In fulfilling its functions and obligations under the Act, this Licensing Authority may exchange relevant information with other regulatory bodies. In exchanging such

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information, this Licensing Authority will conform to the requirements of data protection and freedom of information legislation and act in accordance with the Council's existing policies.

- 6.2 This Licensing Authority will also have regard to any Guidance issued by the Commission on this matter, as well as any relevant regulations issued by the Secretary of State under the powers provided in the Act.
- 6.3 Details of those persons making representations will be made available to applicants to allow for negotiation and, in the event of a hearing being held, will form part of a public document. Anyone making representations or applying for the review of a premises licence will be informed that their details will be disclosed.
- 6.4 In seeking to achieve its aim to safeguard all vulnerable persons of whatever age, the City Council as Licensing Authority will work with the Norfolk Safeguarding Adults Board and seek input where appropriate from Norfolk County Council Adult services and the Norfolk and Suffolk NHS Foundation Trust in respect of mental health services. Such agencies are not responsible authorities as defined in the Act, but this Licensing Authority will consider valid representations from such agencies if they are made as Interested parties representing local residents or businesses.

7. Enforcement

- 7.1 Licensing authorities are required by regulation under the Act to state the principles to be applied by the authority in exercising the functions under Part 15 of the Act with respect to the inspection of premises; and the powers under the Act to institute criminal proceedings in respect of the offences specified.
- 7.2 This Licensing Authority's **principles** are that it will be guided by its own enforcement policy and the Commission's Guidance and will endeavour to be:
- **Proportionate**: regulators should only intervene when necessary: remedies should be appropriate to the risk posed, and costs identified and minimised.
 - **Accountable**: regulators must be able to justify decisions and be subject to public scrutiny.
 - **Consistent**: rules and standards must be joined up and implemented fairly.

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- **Transparent:** regulators should be open, and keep regulations simple and user friendly; and
- **Targeted:** regulation should be focused on the problem and minimise side effects.

7.3 This Licensing Authority will endeavour to avoid duplication with other regulatory regimes as far as possible.

7.4 This Licensing Authority's main enforcement and compliance role in terms of the Act will be to ensure compliance with the premises licences and other permissions that it authorises. The Commission is the enforcement body for Operating and Personal Licences. Concerns about manufacture, supply or repair of gaming machines will not be dealt with by this Licensing Authority but should be notified to the Commission.

7.5 The Council's enforcement policy will be followed in respect of any compliance monitoring and enforcement action concerning gambling activities under this Licensing Authority's enforcement jurisdiction. This is accessible via the council's website.

7.6 Enforcement inspections- This Licensing Authority has adopted and implemented a risk-based enforcement approach to inspections, based on;

- The licensing objectives
- Relevant codes of practice
- Guidance issued by the Commission,
- The principles set out in this Statement of Licensing Policy

7.7 As well as sanctions available under the Act this Licensing Authority will seek to use all appropriate powers available to it.

7.8 Where there is a Primary Authority scheme in place, this Licensing Authority will seek guidance from the Primary Authority before taking any enforcement action. The current Primary Authorities are detailed on the Gambling Commission website as per the following link

<https://www.gamblingcommission.gov.uk/authorities/guide/premises-assessments-toolkit#list-of-primary-authority-gambling-agreements>

7.9 This licensing authority will work together with the Commission and other

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responsible authorities to identify and investigate organised or persistent illegal activity.

7.10 Fees for certain gambling permits and licensing transactions are set nationally by statute. They include

- Unlicensed Family Entertainment Centre Gaming Machine Permits
- Registration of Small Society Lottery (including an annual maintenance fee)
- Club Gaming Permits
- Club Gaming Machine Permits
- Alcohol Licensed Premises Gaming Machine Permits
- Prize Gaming Permit

However, fees for licences issued under the Act by this Licensing Authority are set in accordance with statutory and other legal provisions. Fees are approved each year by the Full Council and are published on the Council's website.

8. Licensing Authority functions

Licensing Authorities are required under the Act to:

- Be responsible for the licensing of premises where gambling activities are to take place by issuing Premises Licences
- Issue Provisional Statements
- Regulate members' clubs and miners' welfare institutes who wish to undertake certain gaming activities by issuing Club Gaming Permits and/or Club Machine Permits
- Issue Club Machine Permits to Commercial Clubs
- Grant permits for the use of certain lower stake gaming machines at unlicensed Family Entertainment Centres
- Receive notifications from alcohol licensed premises (granted under the Licensing Act 2003) for the use of two or fewer gaming machines
- Issue Licensed Premises Gaming Machine Permits for premises licensed to sell/supply alcohol for consumption on the licensed premises, under the Licensing Act 2003, where there are more than two machines

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- Register small society lotteries below prescribed thresholds
- Issue Prize Gaming Permits
- Receive and Endorse Temporary Use Notices
- Receive Occasional Use Notices
- Provide information to the Commission regarding details of licences issued (see section above on 'information exchange')
- Maintain registers of the permits and licences that are issued under these functions

It should be noted that this Licensing Authority will not be involved in licensing remote gambling. This will fall to the Commission via operating licences.

Part B - Premises Licences

9. General Principles

- 9.1 Premises licences will be subject to the requirements set out in the Act and regulations, as well as specific mandatory and default conditions detailed in regulations issued by the Secretary of State. Licensing Authorities can exclude default conditions and also attach others, where it is believed to be appropriate.
- 9.2 In accordance with Section 153 of the Act, this Licensing Authority is aware that in making decisions about premises licences it should aim to permit the use of premises for gambling in so far as it thinks it is:
- in accordance with any relevant code of practice issued by the Commission;
 - in accordance with any relevant guidance issued by the Commission.
 - reasonably consistent with the licensing objectives; and
 - in accordance with the Authority's Statement of Principles (Gambling Policy).
- 9.3 It is appreciated that as stated in the Commission's Guidance "moral and ethical objections to gambling are not a valid reason to reject applications for premises

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licences". Also, that unmet demand is not to be a criterion that a licensing authority is permitted to consider when considering an application for a premises licence.¹

9.4 **Premises Types** -

In accordance with s.150 of the Act, premises licences can authorise the provision of facilities on:

- casino premises
- bingo premises
- betting premises, including tracks and premises used by betting intermediaries
- adult gaming centre (AGC) premises (for category B3, B4, C and D machines)
- family entertainment centre (FEC) premises (for category C and D machines)
 - the licensing authority may issue a FEC gaming machine permit, which authorises the use of category D machines only.

9.5 By distinguishing between premises types, the Commission is of the view that the Act makes it clear that the gambling activity of the premises should be linked to the premises described. Thus, in a bingo premises, the gambling activity should be bingo, with gaming machines as an ancillary offer on the premises. This principle also applies to existing casino licences (but not to licences granted under the Gambling Act 2005) and betting premises licences. The Licence conditions and codes of practice (LCCP) sets out in full the requirements on operators. Subject to the gaming machine entitlements which various types of licence bring with them (except in the case of tracks), the Act does not permit premises to be licensed for more than one of the above activities.

9.6 Definition of 'premises' - Premises is defined in the Act as 'any place'. Different premises licences cannot apply in respect of a single premise at different times. However, it is possible for a single building to be subject to more than one premises licence, provided they are for different parts of the building and the different parts of the building can be reasonably regarded as being different premises. This approach has

¹ UNMET DEMAND - The Licensing Authority must not consider whether there are enough gambling outlets within a given area to fulfil customer's needs, wants and expectations.

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been taken to allow large, multiple unit premises such as pleasure parks, tracks, or shopping malls to obtain discrete premises licences, where appropriate safeguards are in place. However, the Commission suggests that licensing authorities should pay particular attention if there are issues about sub-division of a single building or plot and should ensure that mandatory conditions relating to access between premises are observed.

9.7 This Licensing Authority takes note of the Commission's Guidance which states that whether different parts of a building can properly be regarded as being separate premises will depend on the circumstances. The location of the premises will clearly be an important consideration and the suitability of the division is likely to be a matter for discussion between the operator and the licensing authority.

9.8 This Licensing Authority will also pay particular attention to applications where access to the licensed premises is through other premises (which themselves may be licensed or unlicensed). Specific issues for consideration would be whether children can gain access; compatibility of the two establishments; and ability to comply with the requirements of the Act. Additionally, an overriding consideration would be whether, taken as a whole, the co-location of the licensed premises with other facilities has the effect of creating an arrangement that would otherwise be prohibited under the Act.

9.9 This Authority appreciates that it is perfectly legitimate for an application to be made for a premises licence even though the premises are not finished (as an alternative to making an application for a provisional statement). In such cases this Authority will require sufficient detail to be submitted with the application to enable an application to be properly considered and determined.

9.10 Location - This Licensing Authority is aware that demand issues cannot be considered regarding the location of premises but that considerations in terms of the licensing objectives can. In accordance with the Commission's Guidance, this Licensing Authority will pay particular attention to the protection of children and vulnerable persons from being harmed or exploited by gambling, as well as issues of crime and disorder. Should any specific policy be decided upon in respect of areas where gambling premises should not be located, this statement will be updated. It should be noted that any such policy does not preclude any application being made and each application will be decided on its merits, with the onus on the applicant to show how potential concerns can be overcome. Norwich City Council has a local area profile to help inform industry

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operators of specific risks that need to be addressed in their own risk assessments (see paragraph 2.15). The Local Area Profile is on our website: [Gambling Act 2005 - Local Area Profile | Gambling Act 2005 - Local Area Profile | Norwich City Council](#)

9.11 When determining an application to grant a Premises Licence or review a Premises Licence, careful consideration will be taken regarding the proximity of the premises to:

- schools, and other educational establishments
- vulnerable adult centres
- residential areas where there may be a high concentration of families with children
- premises licensed under the Licensing Act 2003
- premises licensed under the Local Government (Miscellaneous Provisions) Act 1976
- areas of high deprivation

The proximity of premises taken into consideration will vary, depending on the size and scope of the gambling premises concerned. Each case will, however, be decided on its merits. Therefore, if an applicant can effectively demonstrate how they might overcome licensing objective concerns, this will be taken into account.

9.12 *Duplication with other regulatory regimes* - This Licensing Authority will seek to avoid any duplication with other statutory/regulatory systems wherever possible. This Authority will not consider whether a licence application is likely to obtain planning or building regulation consent, in its consideration of it. It will however listen to, and consider carefully, any relevant concerns about conditions which are not able to be met by licensees due to planning restrictions, should such a situation arise.

9.13 *Licensing objectives* - Premises licences granted must be reasonably consistent with the licensing objectives. With regard to these objectives, this Licensing Authority has considered the Commission's Guidance and some comments are made below.

A. **Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime** - This Licensing Authority is aware that the Commission will be taking a leading role in preventing gambling from being a source of crime. The Commission's Guidance

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does however envisage that Licensing Authorities should pay attention to the proposed location of gambling premises in terms of this licensing objective. Thus, where an area has known high levels of crime and anti-social behaviour, this Authority will consider carefully whether gambling premises are suitable to be located there and whether conditions may be suitable such as the provision of door supervisors or CCTV. This Licensing Authority is aware of the distinction between disorder and nuisance and will consider factors such as whether police assistance was required and how threatening the behaviour was to those who could see it, so as to make that distinction.

- B. **Ensuring that gambling is conducted in a fair and open way** – This Licensing Authority has noted that the Commission has stated that it would generally not expect Licensing Authorities to become concerned with ensuring that gambling is conducted in a fair and open way, as this will be a matter for either the management of the gambling business (and therefore relevant to the Operating Licence), or will be in relation to the suitability and actions of an individual (and therefore relevant to the Personal Licence).

However, in relation to the licensing of tracks this Licensing Authority's role will be different from other premises in that track operators will not necessarily have an operating licence. Tracks are defined in section 353 of the Act to mean horse-race course, dog track or other premises on any part of which a race or other sporting event takes place or is intended to take place. In these circumstances, the Premises Licence may need to contain certain conditions to ensure that the environment in which betting takes place is suitable and that betting areas are properly administered (see **Tracks** below).

- C. **Protecting children and other vulnerable persons from being harmed or exploited by gambling** – This Licensing Authority has noted the Commission's Guidance states that this objective means preventing children from taking part in gambling (as well as restriction of advertising so that gambling products are not aimed at, or are particularly attractive to, children).

As stated previously, this Licensing Authority when considering this objective, will seek to protect all vulnerable persons whatever their age and take into account advertising accordingly.

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This Licensing Authority will therefore consider, as suggested in the Commission's Guidance, whether specific measures are required at a particular premises, with regard to this licensing objective. Appropriate measures may include such matters as the supervision of entrances, the segregation of gambling from areas frequented by children and the supervision of gaming machines in non-adult gambling specific premises.

This Licensing Authority will also make itself aware of any Codes of Practice issued by the Commission concerning this licensing objective in relation to specific premises, such as casinos.

Regarding the term "vulnerable persons" it is noted that the Commission is not seeking to offer a definition but states that "it will for regulatory purposes assume that this group includes people who gamble more than they want to; people who gamble beyond their means; and people who may not be able to make informed or balanced decisions about gambling due to, for example, mental health, a learning disability or substance misuse relating to alcohol or drugs." This Licensing Authority will consider this licensing objective on a case-by-case basis.

9.14 **Conditions** - Any conditions attached to licences will be proportionate and will be:

- relevant to the aim to permit the use of the premises for gambling.
- necessary to promote the licensing objectives.
- directly related to the premises and the type of licence applied for.
- fairly and reasonably related to the scale and type of premises; and
- reasonable in all other respects.

9.15 Decisions upon individual conditions will be made on a case-by-case basis, although there will be a number of control measures this Licensing Authority will consider utilising should there be a perceived need, such as the use of door supervisors, supervision of adult gaming machines and appropriate signage for adult only areas. There are specific comments made in this regard under some of the licence types below. This Licensing Authority will also expect the licence applicant to offer their own suggestions as to ways in which the licensing objectives can be met effectively.

9.16 This Licensing Authority will also consider specific measures which may be required for buildings which are subject to multiple premises licences. Such measures may include the supervision of entrances; segregation of gambling from non-gambling areas frequented by children; and the supervision of gaming machines in non-adult gambling specific premises in order to pursue the licensing objectives.

9.17 This Licensing Authority will also ensure that where category C or above machines are on offer in premises to which children are admitted:

- all such machines are located in an area of the premises which is separated from the remainder of the premises by a physical barrier which is effective to prevent access other than through a designated entrance.
- only adults are admitted to the area where these machines are located.
- access to the area where the machines are located is supervised.
- the area where these machines are located is arranged so that it can be observed by the staff or the licence holder; and
- at the entrance to and inside any such areas there are prominently displayed notices indicating that access to the area is prohibited to persons under 18.

These considerations are not applicable to clubs and alcohol licensed premises as defined in Part 12 of the Act but will apply to premises including buildings where multiple premises licences are applicable.

9.18 This Licensing Authority is aware that tracks may be subject to one, or more than one, premises licence, provided each licence relates to a specified area of the track. In accordance with the Commission's Guidance, this Licensing Authority will consider the impact upon the third licensing objective and the need to ensure that entrances to each type of premises are distinct and that children are excluded from gambling areas where they are not permitted to enter.

9.19 It is noted that there are conditions which the Licensing Authority cannot attach to premises licences. These are:

- any condition on the premises licence which makes it impossible to comply with an operating licence condition

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(Operating licences are issued by the Gambling Commission).

- conditions relating to gaming machine categories, numbers, or method of operation.
- conditions which provide that membership of a club or body be required (the Act specifically removes the membership requirement for casino and bingo clubs and this provision prevents it being reinstated); and
- conditions in relation to stakes, fees, winnings or prizes.

9.20 Applicants may offer licence conditions to the licensing authority as a part of their application. The following are examples of conditions that may be applicable to the premises, and which may be included in the application:

1. There shall be a minimum of 2 staff (excluding back room staff) on duty at the premises at all times when it is open, whose duties are to include the age verification of persons entering the premises who appear to be under the age of 21 years.
2. "Challenge 25":
 - (a) The Licensee shall have a "Challenge 25" policy whereby all customers who appear to be under the age of 25 are asked for proof of their age.
 - (b) The Licensee shall prominently display notices advising customers of the "Challenge 25" policy.
 - (c) The following evidence of age are the only ones to be accepted:
 - Proof of age cards bearing the "Pass" hologram
 - UK Photo Driving licence
 - Passport
 - Military identity card
3. The Licensee shall ensure that prominent signage shall be displayed in areas accessible to the public, promoting support organisations, such as, but not limited to, GAMSTOP, Gamcare, Samaritans and Citizens Advice.

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4. The Licensee shall complete a risk assessment assessing the local risks to the licensing objectives posed by the provision of gambling facilities at the premises, and to have policies, procedures and control measures in place to mitigate those risks.

The Licensee shall also ensure the following: -

- (a) All documents produced in compliance with the above shall be reviewed on a regular basis and kept up to date.
 - (b) A copy of all the relevant documents shall kept at the licensed premises and made available for inspection by an officer of the Licensing Authority, Trading Standards or the Police.
 - (c) The Licensee shall ensure that each member of staff has received adequate training on the contents of the relevant documents and that this is properly documented and training records kept. The training records to be kept on the licensed premises and made available for inspection by an officer of the Licensing Authority, Trading Standards or the Police.
5. Staff Competence and Training:
 - (a) The Licensee shall keep a written record of all staff authorised to verify the age of customers, the record to contain the full name, home address, date of birth and national insurance number of each person so authorised. The staff record to be kept on the licensed premises and made available for inspection by an officer of the Licensing Authority, Trading Standards or the Police.
 - (b) The Licensee shall ensure that each member of staff authorised to verify the age of customers has received adequate training on the law with regard to under-age gambling and the procedure if an underage person enters the premises, and that this is properly documented and training records kept. The training records to be kept on the licensed premises and made available for inspection by an officer of the Licensing Authority, Trading Standards or the Police.
 - (c) The Licensee shall ensure that each member of staff authorised to verify the age of customers is fully aware of his /her responsibilities in relation to verifying a customer's age and is able to effectively question customers and check evidence of proof of age.

6. Refusals Book:

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- (a) The licensee shall keep a register (Refusals Book) to contain details of self-excluded customers as well as the time and date, description of under-age persons entering the premises, and the name/signature of the salesperson who verified that the person was under-age.
- (b) The Refusals book to be examined on a regular basis by the licensee and date and time of each examination to be endorsed in the book.
- (c) The Refusals Book to be kept on the licensed premises and made available for inspection by an officer of the Licensing Authority, Trading Standards or the Police.

7. CCTV:

- (a) The CCTV system shall be maintained in a good working order and fully operational covering both internal and external areas when the premises are open to the public.
- (b) The medium on which CCTV images are recorded will be clearly identifiable, stored securely and shall be retained for a period of 31 days and shall be made available for inspection by the Police or an officer of the licensing authority, upon request.

9.21 **Door Supervisors** - The Commission advises in its Guidance that Licensing Authorities may consider whether there is a need for door supervisors in terms of the licensing objectives of protection of children and vulnerable persons from being harmed or exploited by gambling, and also in terms of preventing premises becoming a source of crime.

9.22 Where it is decided that supervision of entrances and/or machines is appropriate for particular cases a consideration of whether these need to be SIA licensed or not will be necessary. It will not be automatically assumed that they need to be licensed as the statutory requirements for different types of premises vary.

There is a specific exemption from SIA licensing requirements for those persons directly employed by the operator of a bingo club or casino. Therefore, only third party contract staff are required to be SIA licensed for such premises

10. Adult Gaming Centres

- 10.1 Persons operating an adult gaming centre (AGC) are able to make category B, C and D gaming machines available. No-one under the age of 18 is permitted to enter an AGC

This Licensing Authority will specifically have regard to the need to protect children and vulnerable persons, such as persons with dementia, from harm or being exploited by gambling and will expect the applicant to satisfy the authority that there will be sufficient measures to, for example, ensure that under 18 year olds do not participate in adult-only gaming activities at the premises.

This Licensing Authority may consider measures to meet the licensing objectives such as:

- Proof of age schemes
- CCTV
- Supervision of entrances / machine areas
- Physical separation of areas
- Location of entry
- Notices / signage
- Specific opening hours
- Self-exclusion schemes
- Provision of information leaflets / helpline numbers for organisations such as GamCare.

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

11. (Licensed) Family Entertainment Centres

- 11.1 Persons operating a licensed Family Entertainment Centre (FEC) must hold a relevant operating licence issued by the Gambling Commission. They will be able to make category C and D gaming machines available. Children and young persons are permitted to enter an FEC and may use category D machines. They are not permitted to use category C machines and it is a requirement that there must be clear segregation between the two types of machines, so that under-18s do not have access to them.

This Licensing Authority will specifically have regard to the need to protect children and vulnerable persons, such as persons with dementia, from harm or being exploited by gambling and will expect the applicant to satisfy the authority, for example, that there will be sufficient measures to ensure that under 18 year olds do not have access to the adult only gaming machine areas.

This Licensing Authority will expect applicants to offer their own measures to meet the licensing objectives however appropriate measures / licence conditions may cover issues such as:

- CCTV
- Supervision of entrances / machine areas
- Physical separation of areas
- Location of entry
- Notices / signage
- Specific opening hours
- Self-barring schemes
- Provision of information leaflets / helpline numbers for organisations such as GamCare.
- Measures / training for staff on how to deal with suspected truant school children on the premises

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

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- 11.2 This Licensing Authority will refer to the Commission's website to view any conditions that apply to Operating Licences covering the way in which the area containing the category C machines should be delineated. This Licensing Authority will also make itself aware of any relevant regulations, including mandatory or default conditions, applicable to these Premises Licences.

12. Casinos

- 12.1 There are currently no casinos operating within Norwich. Norwich City Council recognises that current legislation (The Gambling (Geographical Distribution of Large and Small Casino Premises Licences) Order 2008 No.1327) prevents the authority issuing a premises licence for a casino. However, should the legislation be altered to allow such a possibility the full Council may pass a resolution not to issue casino licences within the City of Norwich as provided for in Section 166 of the Gambling Act 2005. This resolution must be reviewed as necessary, and at least every three years. There is no right of appeal against this resolution. Potential licence applicants should note that if a 'no-casino' resolution has been passed by this Council, no applications for casino premises licence will be considered. Any applications received will be returned with a notification that a 'no casino' resolution is in place.

13. Bingo premises

- 13.1 Cash bingo is the main type of bingo played in commercial bingo premises. They can also offer prize bingo, largely as games played in the intervals between main stage games. Premises with a bingo premises licence will be able to offer bingo in all its forms.

This Licensing Authority will need to be satisfied that bingo can be played in any bingo premises for which a premises licence is sought.

This Licensing Authority will need to be satisfied that any premises licensed for bingo will operate in a manner which a customer would reasonably be expected to recognise as premises licensed for the purposes of providing facilities for bingo.

- 13.2 The Act provides that the holder of a bingo premises licence may make available for use a number of category B gaming machines not exceeding 20% of the total

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number of gaming machines on the premises. Premises that were licensed before 13 July 2011 are entitled to make available eight category B gaming machines, or 20% of the total number of gaming machines, whichever is the greater. There are no restrictions on the number of category C or D machines that can be made available.

13.3 Children and young people may be allowed into bingo premises; however, they are not permitted to participate in the bingo and if category B or C machines are made available for use these must be separated from areas where children and young people are allowed. In considering applications for bingo premises licences this Authority will take account of these points.

13.4 This Licensing Authority may consider measures to meet the licensing objectives such as:

- Proof of age schemes
- CCTV
- Supervision of entrances / machine areas
- Physical separation of areas
- Location of entry
- Notices / signage
- Specific opening hours
- Self-exclusion schemes
- Provision of information leaflets / helpline numbers for organisations such as GamCare.

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

13.5 **Bingo in clubs and alcohol licensed premises** - Bingo is a class of equal chance gaming permitted on alcohol-licensed premises, and in clubs and miners welfare institutes, under the allowances for exempt gaming in Part 12 of the Act. There are regulations setting controls on this form of gaming, to ensure that it remains low stakes and prizes activity. Where the level of bingo played in these premises reaches a certain threshold, it must continue to comply with these rules and a bingo operating licence will have to be obtained from the Commission for future bingo

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games. The aim of these provisions is to prevent bingo becoming a predominant commercial activity on such non-gambling premises.

The threshold is that if bingo played during any seven-day period exceeds £2,000 (either money taken or prizes awarded), all further games of bingo played on those premises in the next 12 months will require an operating licence to be legal. The Commission has developed a statutory code of practice (The Code of Practice for gaming in clubs and premises with an alcohol licence) which is available on its website.

14. Betting premises

- 14.1 The Act contains a single class of licence for betting premises although within this, there are different types of premises which require licensing.

The Act also permits betting intermediaries to operate from premises. Section 13 of the Act defines a betting intermediary as a person who provides a service designed to facilitate the making or acceptance of bets between others. Although betting intermediaries usually offer their services via remote communication, such as the internet, a betting intermediary can apply for a betting premises licence to offer intermediary services upon the premises, such as a premises based trading room.

- 14.2 Licensing authorities are responsible for issuing and monitoring premises licences for all betting premises. Children and young persons are not permitted to enter betting premises. This Licensing Authority will expect applicants and licence holders to take account of the structure and layout of their gambling premises in order to prevent underage gambling.

A betting operating licence authorises the holder to 'provide facilities for betting' and a betting premises licence authorises premises to be used for the 'provision of facilities for betting'. Thus, the primary gambling activity of the premises should be betting with gaming machines as an ancillary offer on the premises.

- 14.3 **Gaming machines** - The holder of a betting premises licence may make available for use up to four gaming machines of category B, C or D. Regulations state that category B machines at betting premises are restricted to sub-category B2, B3 and B4 machines. (Appendix 3 below summarises current gaming machine entitlements)

14.4 Self Service Betting Terminals (SSBTs) - The Act provides that a machine is not a gaming machine if it is designed or adapted for use to bet on future real events.

Some betting premises may make available machines that accept bets on live events, such as horse racing, as a substitute for placing a bet over the counter.

These SSBTs are not gaming machines and therefore neither count towards the maximum permitted number of gaming machines, nor have to comply with any stake or prize limits. SSBTs merely automate the process that can be conducted in person and the Act exempts them from regulation as a gaming machine.

However, where a machine is made available to take bets on virtual races (that is, results and / or images generated by computer to resemble races or other events) that machine is a gaming machine and counts towards the maximum permitted number of gaming machines and must meet the relevant category limitations for the premises.

14.5 This Licensing Authority may restrict the number of SSBTs, their nature and the circumstances in which they are made available by attaching a licence condition to a betting premises licence. When considering whether to impose a condition to restrict the number of SSBTs in particular premises, the Authority, amongst other things, will take into account the ability of employees to monitor the use of the machines by children and young persons or by vulnerable people. This Licensing Authority may consider measures to meet the licensing objectives such as:

- Proof of age schemes
- CCTV
- Supervision of entrances / machine areas
- Physical separation of areas
- Location of entry
- Notices / signage
- Specific opening hours
- Self-exclusion schemes
- Provision of information leaflets / helpline numbers for organisations such as GamCare.

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This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

15. Tracks

15.1 The Act defines a track as a horse racecourse, greyhound track or other premises on any part of which a race or other sporting event takes place or is intended to take place.

Examples of other tracks include (this is not an exhaustive list):

- a point-to-point horserace meeting
- football, cricket and rugby grounds
- an athletics stadium
- a golf course
- venues hosting darts, bowls, or snooker tournaments
- premises staging boxing matches
- a section of river hosting a fishing competition
- a motor racing event

There are differences between track premises licences and other premises licences. Tracks admit third-party operators to provide betting facilities, whereas other premises licence holders – for example, betting shops, bingo clubs and casinos – provide the gambling facilities themselves and are subject to the conditions of the operating licence as well as the premises licence.

This Licensing Authority is aware that tracks (as defined in section 353 of the Act) may be subject to one or more than one premises licence, provided each licence relates to a specified area of the track. This Licensing Authority will especially

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consider the impact upon the third licensing objective (i.e., the protection of children and vulnerable persons from being harmed or exploited by gambling) and the need to ensure that entrances to each type of premises are distinct and that children are excluded from gambling areas where they are not permitted to enter.

- 15.2 Persons under 18 years old are not permitted to enter premises when betting facilities are being provided, other than at tracks. This dispensation allows families to attend premises such as greyhound tracks or racecourses on event days, and children to be permitted into areas where betting facilities are provided, such as the 'betting ring', where betting takes place.

The exemption allowing children access to betting areas on tracks does not extend to areas within a track where category C or above machines are provided, or other premises to which under 18 year olds are specifically not permitted access. For example, where betting facilities are provided through a self-contained betting office on a track which has a separate betting premises licence, the betting operator of the self-contained premises is required to exclude under-18s from their premises.

The Act creates offences relating to gambling by children and young people and operating licence conditions require operators to have policies and procedures in place to prevent betting from persons who are under 18 years old. As under-18s are permitted to enter betting areas on tracks on event days, this needs to include policies and procedures to mitigate the likelihood of underage betting occurring. The track premises licence holder is also required to display a notice in a prominent place at every public entrance stating that no person under the age of 18 is permitted to bet on the premises.

The Act prohibits the employment of anyone under 18 years old on tracks.

This Licensing Authority will therefore expect the premises licence applicant to demonstrate suitable measures to ensure that children do not have access to adult only gaming facilities.

This Licensing Authority may consider measures to meet the licensing objectives such as:

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- Proof of age schemes
- CCTV
- Supervision of entrances / machine areas
- Physical separation of areas
- Location of entry
- Notices / signage
- Specific opening hours
- Self-exclusion schemes
- Provision of information leaflets / helpline numbers for organisations such as GamCare

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

- 15.3 **Gaming machines** - This Licensing Authority will consider the location of gaming machines at tracks, and applications for track premises licences will need to demonstrate that, where the applicant holds a pool betting operating licence and is going to use their entitlement to four gaming machines, these machines are located in areas from which children are excluded. Children and young persons are not prohibited from playing category D gaming machines on a track.
- 15.4 **Betting machines** - Betting operators may make available machines that accept bets on live events, such as horseracing, as a substitute for placing a bet with a member of staff. These self-service betting terminals (SSBTs) are not gaming machines; they automate the process that can be conducted in person and therefore are not regulated as gaming machines. There is no restriction on the number of SSBTs that may be in use, but operators must, by virtue of their operating licence conditions, supervise such terminals to prevent them being used by persons under 18 years of age. This Licensing Authority will take into account the size of the premises, and the ability of staff to monitor the use of the machines by children and young persons (it is an offence for those under 18 to bet) or by vulnerable people, when considering the number/nature/circumstances of betting machines an operator wants to offer.

- 15.5 **Condition on rules being displayed** - The Commission has advised in its Guidance that:

“It is a mandatory condition of premises licences that clear and accessible information about the terms on which a bet may be placed must be displayed at betting premises, including tracks.15.6

Applications and plans - The Act requires applicants to submit plans of the premises with their application, to ensure that this Licensing Authority has the necessary information to make an informed judgement about whether the premises are fit for gambling. The plan will also be used for this Licensing Authority to plan future premises inspection activity.

Plans for tracks do not need to be in a particular scale but should be drawn to scale and should be sufficiently detailed to include the information required by regulations. This Authority appreciates that it is sometimes difficult to define the precise location of betting areas on tracks. The precise location of where betting facilities are provided is not required to be shown on track plans, both by virtue of the fact that betting is permitted anywhere on the premises and because of the difficulties associated with pinpointing exact locations for some types of track.

This Licensing authority will need to satisfy themselves that the plan submitted indicates the main areas where betting might take place and provides sufficient information to enable them to assess the application.

16. Travelling Fairs

- 16.1 The Act defines a “fair” as wholly or principally providing amusements on a site that has been used for a fair for no more than 27 days in a calendar year. In addition, the fair must be provided wholly or principally by persons who travel from place to place for the purpose of providing fairs.

Travelling fairs may provide an unlimited number of Category D gaming machines provided that facilities for gambling amount to no more than an ancillary amusement at the fair. They do not require a permit to provide these gaming machines but must comply with legal requirements about how the machine operates.

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Travelling fairs are also able to offer equal chance prize gaming without a permit, provided that, taken together, the facilities for gambling are an ancillary amusement at the fair.

Current stakes and prizes limits can be found in the Commission's guidance.

Higher stake category B and C gaming machines, like those typically played in adult gaming centres and pubs, are not permitted. Fairground operators must source their machines from a Commission licensed supplier and employees working with gaming machines must be at least 18 years old.

This Licensing Authority is responsible for deciding whether, where category D machines and / or equal chance prize gaming without a permit is to be made available for use at travelling fairs, the statutory requirement that the facilities for gambling amount to no more than an ancillary amusement at the fair is met.

- 16.2 This Licensing Authority will also consider whether the applicant falls within the statutory definition of a travelling fair.
- 16.3 It has been noted that the 27-day statutory maximum for the land being used as a fair, is per calendar year, and that it applies to the piece of land on which the fairs are held, regardless of whether it is the same or different travelling fairs occupying the land. This Licensing Authority will work with its neighbouring authorities to ensure that land which crosses our boundaries is monitored so that the statutory limits are not exceeded.

17. Provisional Statements

- 17.1 Developers and others may wish to apply for provisional statements before entering into a contract to buy or lease property or land to judge whether a development is worth taking forward in light of the need to obtain a premises licence. There is no need for the applicant to hold an operating licence in order to apply for a provisional statement.

The Act provides for a person to make an application to this Licensing Authority for a provisional statement in respect of premises that they:

- expect to be constructed;

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- expect to be altered; or
- expect to acquire a right to occupy.

17.2 Once the premises are constructed, altered or acquired the holder of a provisional statement can apply to this Licensing Authority for the necessary Premises Licence. Section 205 of the Act sets out how the Authority should consider this application.

17.3 However, this Licensing Authority recognises that it is perfectly legitimate for an application to be made for a premises licence even though the premises are not finished. For example, a Provisional Statement may be applied for if the applicant cannot provide adequate information for a full Licence application to be considered and determined.

17.4 In terms of representations about Premises Licence applications, following the grant of a provisional statement, no further representations from relevant authorities or interested parties can be taken into account unless they concern matters which could not have been addressed at the provisional statement stage, or they reflect a change in the applicant's circumstances. In addition, the Authority may refuse the Premises Licence (or grant it on terms different to those attached to the provisional statement) only by reference to matters:

- (a) which could not have been raised by objectors at the provisional statement stage;
- (b) which in the authority's opinion reflect a change in the applicant's circumstances; or
- (c) where the premises have not been constructed in accordance with the plans and information submitted with the application.

17.5 The Authority has noted the Commission's Guidance that "A licensing authority should not take into account irrelevant matters.... One example of an irrelevant matter would be the likelihood of the applicant obtaining planning permission or building regulations approval for the proposal."

18. Reviews

18.1 Requests for a review of a premises licence can be made by interested parties or responsible authorities. However, it is for the Licensing Authority to decide whether the review is to be carried out. This will be on the basis of whether the request for the review is relevant to the matters listed below:

- in accordance with any relevant code of practice issued by the Commission;
- in accordance with any relevant guidance issued by the Commission;
- reasonably consistent with the licensing objectives; and
- in accordance with the authority's statement of licensing policy.

The request for the review may also be rejected if this Licensing Authority considers that the request is frivolous, vexatious, or whether it will certainly not cause this Authority to alter/revoke/suspend the licence, or whether it is substantially the same as previous representations or requests for review.

18.2 This Licensing Authority can also initiate a review of a particular premises licence, or a particular class of premises licence in the following circumstances:

- in relation to particular premises, this Licensing Authority may review any matter connected with the use made of the premises if:
 - o it has reason to suspect that premises licence conditions are not being observed, or
 - o for any other reason which gives them cause to believe that a review may be appropriate, such as a complaint from a third party.
- in relation to a class of premises, this Licensing Authority may review the use made of premises and in particular, the arrangements that premises licence holders have made to comply with licence conditions.

18.3 Once a valid application for a review has been received by this Licensing Authority, representations can be made by responsible authorities and interested parties during a 28 day consultation period. This period begins 7 days after the application was received by this Licensing Authority, who will publish notice of the application within 7 days of receipt.

- 18.4 This Licensing Authority must carry out the review as soon as reasonably practicable after the 28-day period for making representations has passed.
- 18.5 The purpose of the review will be to determine whether this Licensing Authority should take any action in relation to the licence. If action is justified, the options open to the Licensing Sub-Committee are:
- add, remove or amend a licence condition imposed by this Licensing Authority;
 - exclude a default condition imposed by the Secretary of State (e.g., opening hours) or remove or amend such an exclusion.
 - suspend the premises licence for a period not exceeding three months; and
 - revoke the premises licence.
- 18.6 In determining what action, if any, should be taken following a review, this Licensing Authority must have regard to the principles set out in section 153 of the Act, as well as any relevant representations.
- 18.7 In particular, this Licensing Authority may take action on the grounds that a premises licence holder has not used the licence.

Part C: Permits/Temporary & Occasional Use Notice

19. Unlicensed Family Entertainment Centre (FEC) gaming machine permits

(Statement of Principles on Permits – Gambling Act 2005 Schedule 10)

- 19.1 Where the proprietor of a premises does not hold a premises licence but wishes to provide only category D gaming machines, they may apply to the licensing authority for a family entertainment centre gaming machine permit.

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This category of permit provides an alternative to the family entertainment centre premises licence available under the Act (which allows the operation of higher-value gaming machines (Category C) but is subject to more rigorous application procedures).

It should be noted that the applicant must show that the premises will be wholly or mainly used for making gaming machines available for use.

- 19.2 The Act states that a Licensing Authority may prepare a statement of principles that it proposes to consider in determining the suitability of an applicant for a permit and in preparing this statement, and/or considering applications, it need not (but may) have regard to the licensing objectives and shall have regard to any relevant guidance issued by the Commission. The Commission's Guidance also states:

"In its policy statement, a licensing authority may include a statement of principles that it proposes to apply when exercising its functions in considering applications for permits. In particular it may want to set out the matters that it will take into account in determining the suitability of the applicant. Given that the premises is likely to appeal particularly to children and young persons, licensing authorities may wish to give weight to matters relating to protection of children from being harmed or exploited by gambling and to ensure that staff supervision adequately reflects the level of risk to this group."

- 19.3 An application for a permit may be granted only if this Licensing Authority is satisfied that the premises will be used as an unlicensed FEC, and the chief officer of police has been consulted on the application.

A permit will remain in force for 10 years. A renewal application must be made prior to the expiry date in accordance with the procedure contained in the Act

- 19.4 It is noted that this Licensing Authority cannot attach conditions to this type of permit.

- 19.5 **Statement of Principles** - This Licensing Authority will expect the applicant to show that there are policies and procedures in place to protect children from being harmed or exploited by gambling. The efficiency of such policies and procedures will each be considered on their merits; however, they may include appropriate measures / training for staff as regards suspected truant school children on the premises, measures / training covering how staff would deal with unsupervised very young

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children being on the premises, or children causing perceived problems on / around the premises. This Licensing Authority will also expect, in accordance with the Commission's Guidance, that applicants demonstrate a full understanding of the maximum stakes and prizes of the gambling that is permissible in unlicensed FECs; that the applicant has no relevant convictions (those that are set out in Schedule 7 of the Act); and that staff are trained to have a full understanding of the maximum stakes and prizes.

- 19.6 This Licensing Authority will require the following to be submitted in addition to the application form and fee:
- (1) (Where the applicant is an individual) Proof of the applicant's identity and age.
 - (2) Proof of the applicant's right to occupy the premises for which the permit is sought.
 - (3) (Where the applicant is an individual) a 'basic' Criminal Records disclosure dated no earlier than one calendar month on the day the application is received by this Licensing Authority. Holders of operating licences issued by the Commission are exempt from this requirement.
 - (4) An insurance certificate (or certified copy) confirming the availability of public liability insurance covering the proposed activity.
 - (5) A plan drawn to an appropriate scale of the premises showing:
 - a. The boundary of the premises including any internal and external walls, entrances, exits, doorways and windows, and indicating the points of access available to the public.
 - b. The location of any fixed structures.
 - c. The location of any counters, booths, offices or other locations from which staff may monitor the activities of persons on the premises.
 - d. The location of any public toilets within the boundary of the premises.
 - e. The location of CCTV cameras.

20. (Alcohol) Licensed Premises Gaming Machine Permits - (Gambling Act 2005 Schedule 13)

- 20.1 There is provision in the Act for some premises licensed to sell alcohol for consumption on the premises, to automatically have no more than a total of 2 gaming machines of categories C and/or D. The premises must satisfy the

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conditions in the Act, notify the Licensing Authority and pay the relevant fee. The conditions restrict the entitlement to premises:

- with an on-premises alcohol licence,
- that have a bar at which alcohol is served, and
- without a requirement that alcohol is only served with food

This Licensing Authority is aware it can remove the automatic authorisation in respect of any particular premises if it is satisfied that:

- provision of the machines is not reasonably consistent with the pursuit of the licensing objectives.
- gaming has taken place on the premises that breaches a condition of section 282 of the Act (i.e., the requirements that written notice has been provided to this Licensing Authority, that a fee has been provided and that any relevant code of practice issued by the Commission about the location and operation of gaming machine has been complied with).
- the premises are mainly used for gaming; or
- an offence under the Act has been committed on the premises.

20.2 If relevant alcohol licensed premises wish to have more than 2 machines, then the alcohol premises licence holder must apply for a licensed premises gaming machine permit for any number of category C and/or D machines. This would replace any automatic entitlement under the Act. This Licensing Authority must consider that application based upon the licensing objectives, any guidance issued by the Commission under Section 25 of the Act, and "*such other matters as they think relevant.*" This Licensing Authority considers that "such matters" will be decided on a case by case basis but generally there will be regard to the need to protect children and vulnerable persons from being harmed or exploited by gambling and will expect the applicant to satisfy this Authority that there will be sufficient measures to ensure that under 18 year olds do not have access to the adult only gaming machines.

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Measures which will satisfy this Authority that there will be no access may include the adult machines being in sight of the bar, or in the sight of staff who will monitor that the machines are not being used by those under 18. Notices and signage may also be of help. As regards the protection of vulnerable persons, applicants may wish to consider the provision of information leaflets / helpline numbers for organisations such as GamCare.

- 20.3 It should be noted that this Licensing Authority can decide to grant the application with a smaller number of machines and/or a different category of machines than that applied for. Conditions (other than these) cannot be attached.
- 20.4 A permit may be varied or transferred. An annual fee is payable, but a permit does not require renewal. The permit will lapse if the alcohol premises licence ceases to have effect.
- 20.5 It should also be noted that the holder of a permit must comply with any Code of Practice issued by the Commission about the location and operation of gaming machines.

21. Prize Gaming Permits - (Statement of Principles on Permits – Gambling Act 2005 Schedule 14)

- 21.1 Gaming is “prize gaming” if the nature and size of the prize is not determined by the number of people playing or the amount paid for or raised by the gaming. The prizes are determined by the operator before play commences.

Prize gaming may take place without a permit in various premises. These are casinos, bingo halls, adult gaming centres, licensed and unlicensed family entertainment centres and travelling fairs.

A prize gaming permit is a permit issued by this Licensing Authority to authorise the provision of facilities for prize gaming on specified premises occupied, or proposed to be occupied, by the applicant.

The Act states that a licensing authority may “prepare a statement of principles that they propose to apply in exercising their functions under this Schedule” which “may,

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in particular, specify matters that the licensing authority propose to consider in determining the suitability of the applicant for a permit”.

21.2 This Licensing Authority has prepared this Statement of Principles which requires (where the applicant is an individual) a ‘basic’ Disclosure & Barring Service (BDS) disclosure dated no earlier than one calendar month on from the day the application is received by this Licensing Authority. Holders of operating licences issued by the Gambling Commission are exempt from this requirement. In addition, the applicant should set out the types of gaming that they are intending to offer and the applicant should be able to demonstrate:

- that they understand the limits to stakes and prizes that are set out in Regulations.
- that the gaming offered is within the law; and
- that appropriate measures will be taken to protect children from harm.

21.3 In making its decision on an application for a permit this Licensing Authority need not (but may) have regard to the licensing objectives but must have regard to any Commission Guidance. A permit will remain in force for 10 years. A renewal application must be made prior to the expiry date in accordance with the procedure contained in the Act.

21.4 It should be noted that there are conditions in the Act by which the permit holder must comply, but that this Licensing Authority cannot attach conditions.

The conditions in the Act are:

- the limits on participation fees, as set out in regulations, must be complied with.
- all chances to participate in the gaming must be allocated on the premises on which the gaming is taking place and on one day; the game must be played and completed on the day the chances are allocated; and the result of the game must be made public in the premises on the day that it is played.
- the prize for which the game is played must not exceed the amount set out in regulations (if a money prize), or the prescribed value (if non-monetary prize); and
- participation in the gaming must not entitle the player to take part in any other gambling.

22. Club Gaming and Club Machine Permits

22.1 The Act creates a separate regime for gaming in clubs from that in other relevant alcohol licensed premises. It defines three types of clubs for the purposes of gaming:

- members' clubs
- commercial clubs
- miners' welfare institutes

Members' clubs and miners' welfare institutes (but not commercial clubs) may apply for a club gaming permit. The club gaming permit will enable the premises to provide gaming machines (a maximum of three gaming machines of category B, C or D), equal chance gaming and games of chance as set out in the regulations.

Members clubs, miner's welfare institutes and commercial clubs may apply for a club machine permit. A club machine permit will enable the premises to provide gaming machines (a maximum of three gaming machines of category B, C or D).

A members' club is a club that is not established as a commercial enterprise and is conducted for the benefit of its members. The Act states that members' clubs must have at least 25 members and be established and conducted 'wholly or mainly' for purposes other than gaming unless the gaming is restricted to that of a prescribed kind (currently bridge or whist). Members' clubs must be permanent in nature but there is no need for a club to have an alcohol licence. Examples include working men's clubs, branches of the Royal British Legion and clubs with political affiliations.

A commercial club is a club established for commercial gain, whether or not they are actually making a commercial gain. Examples include commercial snooker clubs, clubs established as private companies and clubs established for personal profit.

Miners' welfare institutes are associations established for recreational or social purposes. They are managed by representatives of miners or use premises regulated by a charitable trust which has received funds from one of a number of mining organisations.

22.2 This Licensing Authority notes that the Commission's Guidance states:

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“25.44 The Local Authority has to satisfy itself that the club meets the requirements of the Act to obtain a club gaming permit. “In doing so this Authority will take into account a number of matters as outlined in the Commission’s Guidance. These include the constitution of the club, the frequency of gaming and ensuring that there are more than 25 members.

The club must be conducted ‘wholly or mainly’ for purposes other than gaming unless the gaming is permitted by separate regulations. The Secretary of State has made regulations and these cover bridge and whist clubs.

22.3 The Commission Guidance also notes that licensing authorities may only refuse an application for either permit on the grounds that:

- (a) the applicant does not fulfil the requirements for a members’ or commercial club or miners’ welfare institute and therefore is not entitled to receive the type of permit for which it has applied
- (b) the applicant’s premises are used wholly or mainly by children and/or young persons.
- (c) an offence under the Act or a breach of a permit has been committed by the applicant while providing gaming facilities.
- (d) a permit held by the applicant has been cancelled in the previous ten years;
or
- (e) an objection has been lodged by the Commission or the police.

If this Licensing Authority is satisfied that the first or second ground applies, it must refuse the application. In exercising its functions in relation to club permits the Authority will have regard to any relevant guidance issued by the Commission and (subject to that guidance), the licensing objectives

22.4 There is also a ‘fast-track’ procedure available under the Act for premises which hold a Club Premises Certificate under the Licensing Act 2003. Under the fast-track procedure there is no opportunity for objections to be made by the Commission or the police, and the grounds upon which an authority can refuse a permit are

Statement of Principles

reduced. The grounds on which an application under the process may be refused are:

- (a) that the club is established primarily for gaming, other than gaming prescribed under schedule 12.
- (b) that in addition to the prescribed gaming, the applicant provides facilities for other gaming; or
- (c) that a club gaming permit or club machine permit issued to the applicant in the last ten years has been cancelled."

22.5 There are statutory conditions on club gaming permits that no child uses a category B or C machine on the premises and that the holder complies with any relevant provision of a code of practice about the location and operation of gaming machines.

This Licensing Authority may grant or refuse a permit, but it may not attach conditions to a permit.

A permit will normally remain in force for 10 years. A renewal application must be made prior to the expiry date in accordance with the procedure contained in the Act. However, a permit granted under the "fast track" process does not require renewal, but it will lapse if the club premises certificate ceases to have effect.

23. Temporary Use Notices

23.1 Temporary use notices (TUNs) allow the use of premises for gambling where there is no premises licence but where a gambling operator wishes to use the premises temporarily for providing facilities for gambling. Premises that might be suitable for a TUN, according to the Commission, would include hotels, conference centres and sporting venues.

The Licensing Authority can only grant a TUN to a person or company holding a relevant operating licence, i.e., a non-remote casino operating licence.

23.2 The Secretary of State has the power to determine what form of gambling can be authorised by a TUN, and the relevant regulations - The Gambling Act 2005 (Temporary Use Notices) Regulations 2007 - state that temporary use notices can only be used to permit the provision of facilities for equal chance gaming, where the gaming is intended to produce a single winner, which in practice means poker tournaments.

Statement of Principles

- 23.3 Temporary use notices are subject to a statutory limit that a set of premises may be used for no more than 21 days in any 12 month period. As with "premises", the definition of "a set of premises" will be a question of fact in the particular circumstances of each notice that is given. In considering whether a place falls within the definition of "a set of premises", this Licensing Authority will look at, amongst other things, the ownership/occupation and control of the premises.

The holder of an operating licence must give notice to the Licensing Authority in whose area the premises are situated. A temporary event notice must be given to this Licensing Authority not less than three months and one day before the day on which the gambling event will begin.

The application must be copied to:

- the Gambling Commission,
- the chief officer of police for the area in which the premises are situated,
- HM Revenue and Customs, and
- if applicable, any other licensing authority in whose area the premises are also situated.

Gaming machines may not be made available under a temporary use notice.

- 23.4 This Licensing Authority will carry out its functions in relation to temporary use notices by applying the same principles as those applied in determining premises licence applications

24. Occasional Use Notices

- 24.1 Occasional use notices may be used to authorise infrequent betting at tracks on no more than 8 days in any calendar year. They cannot be used to authorise any other form of gambling activity (e.g., gaming machines). Providing that the 8-day limit is not breached, there is no provision for correctly served notices to be refused by this Licensing Authority.

The definition of track premises is not restricted to permanent premises but can include any premises or land on which a race or sporting event is to take place. Consideration will therefore be given to the nature of the premises specified in a notice, in addition to whether the person giving the notice is an occupier of the track or is responsible for the administration of events at the track.

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The notice must be given to this Licensing Authority and the chief officer of police, in writing, before the event starts. No fee is payable.

Occasional use notices allow the giver of the notice to invite operators who hold a General Betting Operating Licence to accept bets on the premises. Such persons must hold a relevant betting operating licence and comply with the requirements of any conditions attached to that licence.

25. Small Society Lotteries

25.1 Small society lotteries are required to be registered with the local authority in the area where their principal office is located.

The Act defines a small society lottery by reference to two areas:

- society status - the society in question must be 'non- commercial'
- lottery size - the total value of tickets to be put on sale per single lottery must be £20,000 or less, or the aggregate value of tickets to be put on sale for all their lotteries in a calendar year must not exceed £250,000.

25.2 This Authority must be satisfied that the 'society' is established and conducted:

- for charitable purposes (as defined in S2 of the Charities Act 2006).
- for the purpose of enabling participation in, or of supporting, sport, athletics or a cultural nature activity; or
- for any other non-commercial purpose other than private gain.

In determining whether the Society is non-commercial this Authority may require applicants to provide copies of the society's constitution or terms of reference.

25.3 The society in question must be 'non-commercial' and the total value of tickets to be put on sale per single lottery must be £20,000 or less, or the aggregate value of tickets to be put on sale for all their lotteries in a calendar year must not exceed

Statement of Principles

£250,000. If the operator plans to exceed either of these values, then they would need to be licensed by the Commission to operate large lotteries.

- 25.4 For new applications and where there is a change of promoter, this Authority shall require the promoter of the lottery to produce a 'basic' Criminal Records disclosure dated no earlier than one calendar month on the day the application is received by the Authority.
- 25.5 This Authority must refuse an application for registration if, within the past five years, either of the following applies:
- an operating licence held by the applicant for registration has been revoked, or
 - an application for an operating licence made by the applicant for registration has been refused

In addition, this Authority may refuse an application for registration if, within the past five years, either of the following applies:

- the applicant is not a non-commercial society,
 - a person who is or may be connected with the promotion of the lottery has been convicted of a relevant offence (listed in Schedule 7 of the Act), or
 - information provided in or with the application for registration is false or misleading.
- 25.6 Where this Authority intends to refuse registration by a Society, it will give the Society an opportunity to make representations and will inform the Society of the reasons why it is minded to refuse registration and supply evidence on which it has reached that preliminary conclusion. In any event, the Authority will make clear its procedures on how it handles representations.
- 25.7 This Authority may revoke the registered status of a lottery if it thinks that they would have had to, or would be entitled to, refuse an application for registration if it were being made at that time. However, no revocation will take place unless the Society has been given the opportunity to make representations. This Authority will inform the society of the reasons why it is minded to revoke the registration and will provide an outline of the evidence on which it has reached that preliminary conclusion.
- 25.8 This Authority will adopt a risk based approach towards enforcement responsibilities for small society lotteries. This Authority considers that the following list, although not exclusive, could affect the risk status of the operator:

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- submission of late returns (returns must be submitted no later than three months after the date on which the lottery draw was held)
- submission of incomplete or incorrect returns
- breaches of the limits for small society lotteries

Part D - Exempt Gaming

- 26.1 Exempt gaming is equal chance gaming generally permissible in a club or alcohol-licensed premises that satisfy the criteria in the Act. Gaming should be ancillary to the purposes of the premises. This provision is automatically available to all such premises but is subject to compliance with conditions in the Act, including statutory stakes and prize limits determined by the Secretary of State.
- 26.2 Equal chance gaming is gaming that does not involve staking against a bank and the chances of winning are equally favourable to all participants. It includes games such as backgammon, mah-jong, rummy, kalooki, dominoes, cribbage, bingo and poker.
- 26.3 The Secretary of State has set both daily and weekly prize limits for exempt gaming. Different limits are allowed for exempt gaming in clubs than in alcohol-licensed premises. Current limits are summarised in appendix 3 below.

Part E - Committee, Officer Delegation and Contacts

27 Committee decisions and scheme of delegation

- 27.1 This Licensing Authority is involved in a wide range of licensing decisions and functions and has established a Licensing Committee to administer them.
- 27.2 Licensing Sub-Committees made up of three Councillors from the main Licensing Committee will sit to hear applications where relevant representations have been received from interested parties and responsible authorities. Ward Councillors will not sit on a Sub-Committee involving an application within their ward.
- 27.3 Where a Councillor who is a member of the Licensing Committee is making or has made representations regarding an application or a licence on behalf of an interested party, in the interests of good governance they will disqualify themselves from any involvement in the decision making process affecting the application or licence in question.
- 27.4 The Authority's authorised Licensing Officers will deal with all other licensing applications where no relevant representations have been received.
- 27.5 Decisions as to whether representations are irrelevant, frivolous or vexatious will be made by the Authority's authorised Licensing Officers, who will make the decisions on whether representations or applications for licence reviews should be referred to the Licensing Committee or Sub-Committee. Where representations are rejected, the person making that representation will be given written reasons for the decision. There is no right of appeal against a determination that representations are not accepted.
- 27.6 The table shown at Appendix 2 sets out the agreed delegation of decisions and functions to Licensing Committee, Sub-Committee and Officers.
- 27.7 This form of delegation is without prejudice to Officers referring an application to a Sub-Committee or Full Committee if considered appropriate in the circumstances of any particular case.

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27.8 In taking licensing decisions this Licensing Authority will be mindful of the public sector equality duty under the Equality Act 2010. Decisions will be taken with due regard to the need to:

- Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by or under the Equality Act 2010.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

28. Contacts

28.1 Further information about the Gambling Act 2005, this Statement of Licensing Policy or the application process can be obtained from: -

The Licensing Team Norwich City Council City Hall, St Peter's Street, Norwich NR2 1NH	Phone: 01603 989400 Email: licensing@norwich.gov.uk Website: www.norwich.gov.uk/info/20014/licensing
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Information is also available from: -

The Gambling Commission 4th floor, Victoria Square House, Victoria Square, Birmingham, B2 4BP	Phone: 0121 230 6666 Fax: 0121 230 6720 Email: info@gamblingcommission.gov.uk Website: www.gamblingcommission.gov.uk
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Appendix 1

Responsible Authority Contact Details

Gambling Commission

4th floor Victoria Square House
Victoria Square
Birmingham B2 4BP

Tel: 0121 230 6666

info@gamblingcommission.gov.uk
<http://www.gamblingcommission.gov.uk>

The Chief Officer of Police

Chief Constable
C/O Licensing Section
Central Area Headquarters
Norfolk Constabulary
Norwich Police Station
Bethel Street
Norwich NR2 1NN

licensingteam@norfolk.pnn.police.uk

The Fire Authority

Fire Safety Department
Norfolk Fire Service
Norwich Fire Station
Bethel Street
Norwich NR2 1NW

Tel: 01603 621461

carrowadmin@fire.norfolk.gov.uk

Health and Safety

Health and Safety Team
Norwich City Council
City Hall
St Peter's Street
Norwich NR2 1NH

foodandsafetyteam@norwich.gov.uk

Gambling Act 2005

Statement of Principles

HM Revenue and Customs

HM Revenue and Customs

Excise Processing Teams

BX9 1GL

Tel: 0300 322 7072

NRUBetting&Gaming@HMRC.gsi.gov.uk

Planning Authority

Head of Planning
Norwich City Council
City Hall
St Peter's Street
Norwich

NR2 1NH

planning@norwich.gov.uk

Child Protection

Norfolk Safeguarding Children Board
County Hall
Martineau Lane
Norwich
NR1 2UG

nscb@norfolk.gov.uk

Appendix 2

Table of delegations

Matter to be dealt with	Full Council	Committee or Sub-committee	Officers
Final approval of three year licensing policy	All cases		
Policy not to permit casinos	All cases		
Fee setting (when appropriate)		As appropriate	All cases
Application for premises licences		Where representations have been received and not withdrawn	Where no representations received/ representations have been withdrawn
Application for a variation to a licence		Where representations have been received and not withdrawn	Where no representations received/ representations have been withdrawn
Application for a transfer of a licence		Where representations have been received from the Commission	Where no representations received from the Commission

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Matter to be dealt with	Full Council	Sub-committee	Officers
Application for a provisional statement		Where representations have been received and not withdrawn	Where no representations received/ representations have been withdrawn
Review of a premises licence		All cases	
Application for club gaming /club machine permits		Where representations have been received and not withdrawn	Where no representations received/ representations have been withdrawn
Cancellation of club gaming/ club machine permits		All cases	
Applications for other permits			All cases
Cancellation of licensed premises gaming machine permits			All cases
Consideration of temporary use notice			All cases
Decision to give a counter notice to a temporary use notice		All cases	

Appendix 3

Summary of Gambling Entitlements

Summary of machine provisions by premises

Premises type	Machine category
Pre-2005 Act casino	Maximum of 20 machines categories B to D (except B3A machines), or any number of C or D machines instead
Betting premises and tracks occupied by pool betting	Maximum of 4 machines categories B2 to D (except B3A machines)
Bingo premises¹	Maximum of 20% of the total number of gaming machines which are available for use on the premises categories B3 or B4 No limit on category C or D machines
Adult gaming centre²	Maximum of 20% of the total number of gaming machines which are available for use on the premises categories B3 or B4 No limit on category C or D machines
Licensed family entertainment centre³	No limit on category C or D machines
Family entertainment centre (with permit)³	No limit on category D machines
Clubs or miners' welfare institute (with permits)^{4,5}	Maximum of 3 machines in categories B3A or B4 to D
Qualifying alcohol-licensed premises	1 or 2 machines of category C or D automatic upon notification
Qualifying alcohol-licensed premises (with licensed premises gaming machine permit)	Number of category C-D machines as specified on permit
Travelling fair	No limit on category D machines

¹ **Bingo premises licence** are entitled to make available for use a number of category B gaming machines not exceeding 20% of the total number of gaming machines on the premises. Where a premises licence was granted before 13 July 2011, they are entitled to make available eight category B gaming machines, or 20% of the total number of gaming machines, whichever is the greater. [The Gambling Act 2005 (Gaming Machines in Bingo Premises) Order 2009]. Category B machines at bingo premises are restricted to sub-category B3 and B4 machines, but not B3A machines.

² **Adult gaming centres** are entitled to make available for use a number of category B gaming machines not exceeding 20% of the total number of gaming machines which are available for use on the premises and any number of category C or D machines. Where a premises licence was granted before 13 July 2011, they are entitled to make available four category B gaming machines, or 20% of the total number of gaming machines, whichever is the greater. Category B machines at adult gaming centres are restricted to sub-category B3 and B4 machines, but not B3A machines.

³ **Family entertainment centres** - Only premises that are wholly or mainly used for making gaming machines available may hold an FEC gaming machine permit or an FEC premises licence. Category C machines may only be sited within licensed FECs. They must be in a separate area to ensure the segregation and supervision of machines that may only be played by adults. Category D machines may be provided in both types of FEC. There is no power for the licensing authority to set a limit on the number of machines under the FEC licence or permit.

⁴ **Members' clubs and miners' welfare institutes with a club gaming permit or with a club machine permit**, are entitled to site a total of three machines in categories B3A to D.

⁵ **Commercial clubs with club machine permits** are entitled to a total of three machines in categories B4 to D.

Summary of gaming machine categories and entitlements

Category of machine	Maximum stake (from April 2019)	Maximum prize (from Jan 2014)
A	Unlimited – No category A gaming machines are currently permitted	
B1	£5	£10,000*
B2	£2	£500
B3A	£2	£500
B3	£2	£500
B4	£2	£400
C	£1	£100
D – non-money prize	30p	£8
D – non-money prize (crane grab machines only)	£1	£50
D – money prize	10p	£5
D – combined money and non-money prize	10p	£8 (of which no more than £5 may be a money prize)
D – combined money and non-money prize (coin pusher or penny falls machines only)	20p	£20 (of which no more than £10 may be a money prize)

* With option of max £20,000 linked progressive jackpot on premises basis only

Stakes and prizes for gaming machines are likely to change from time to time. For up to date details consult the Gambling Commission website:

<https://www.gamblingcommission.gov.uk/guidance/guidance-to-licensing-authorities/appendix-b-summary-of-gaming-machine-categories-and-entitlements>

Summary of gaming entitlements for clubs and alcohol licensed premises

	Members' club or MW institute with club gaming permit	Clubs established to provide facilities for gaming of a prescribed kind (currently bridge or whist clubs)	Members' club or commercial club with club machine permit	Members' club, commercial club or MW institute without a club gaming permit or club machine permit	Pubs and other alcohol-licensed premises
Equal chance gaming	Yes	Bridge and/or Whist only	Yes	Yes	Yes
Limits on stakes	No limit	No limit	Poker £1000 / week £250 / day £10 /person per game Other gaming No limit	Poker £1000 / week £250 / day £10 / person per game Other gaming No limit	Poker £100 / premises per day Other gaming £5 / person per game Cribbage & dominoes No limit
Limits on prizes	No limit	No limit	Poker £250 / game Other gaming No limit	Poker £250 / game Other gaming No limit	Poker £100 / game Other gaming No limit
Max participation fees – per person per day	Bridge /whist* £20 Other gaming £3	£18 (without club gaming permit) £20 (with club gaming permit)	Bridge/ Whist* £18 Other gaming £3 commercial club £1 members' club	Bridge/ Whist* £18 Other gaming £1	None permitted
Bankers/ unequal chance gaming	Pontoon <i>Chemin de fer</i>	None permitted	None permitted	None permitted	None permitted
Limits on bingo **	Maximum of £2,000 / week in stakes or prizes.	No bingo permitted	Maximum of £2,000 / week in stakes or prizes.	Maximum of £2,000 / week in stakes or prizes.	Maximum of £2,000 / week in stakes or prizes.

* On a day when no other facilities for gaming are provided.

** If more than the maximum, then an operating licence will be required.



Committee name: Council

Committee date: 20/06/2023

Report title: Appointments of representatives to outside bodies 2023-24

Portfolio: Councillor Kendrick, cabinet member for resources

Report from: Head of legal and procurement

Wards: All wards

OPEN PUBLIC ITEM

Purpose

To consider appointments to outside bodies for the current civic year.

Recommendation:

It is recommended that councillors:

- 1) Make appointments to non-executive outside bodies for 2023-24 as set out in appendix A to this report
- 2) Delegate to the head of legal and procurement, in consultation with the leaders of the political groups to make any changes to the appointments arising during the year.

Policy framework

The council has five corporate priorities, which are:

- People live independently and well in a diverse and safe city.
- Norwich is a sustainable and healthy city.
- Norwich has the infrastructure and housing it needs to be a successful city.
- The city has an inclusive economy in which residents have equal opportunity to flourish.
- Norwich City Council is in good shape to serve the city.

This report meets the Norwich City Council is in good shape to serve the city corporate priority.

This report addresses the reserve and strengthen confidence in the council's governance framework, providing the foundations for a high performing council that is compliant with its statutory obligations action in the Corporate Plan

This report helps to meet the business and the local economy, the arts, culture and heritage and the harnessing social capital objectives of the COVID-19 Recovery Plan

Report details

1. There is a large number of outside bodies to which the council appoints representatives. The council is only required to confirm those appointments in relation to non-executive functions, with the Leader nominating appointees to executive functions. A list of nominations for 2023-24 is appended to this report (appendix A).

Consultation

2. The majority group were consulted, and their nominations are reflected in the appendix.

Implications

Financial and resources

3. Any decision to reduce or increase resources or alternatively increase income must be made within the context of the council's stated priorities, as set out in its Corporate Plan 2022-26 and budget.
4. There are no proposals in this report that would reduce or increase resources.

Legal

5. There are no legal implications to this report.

Statutory considerations

Consideration	Details of any implications and proposed measures to address:
Equality and diversity	Neutral impact
Health, social and economic impact	Neutral impact
Crime and disorder	Neutral impact
Children and adults safeguarding	Neutral impact
Environmental impact	Neutral impact

Risk management

Risk	Consequence	Controls required
No risk	No risk	No risk

Other options considered

6. No other options considered.

Reasons for the decision/recommendation

7. The constitution specifies that appointments to outside bodies should be made by council where it relates to non-executive functions and by the Leader where it relates to executive functions.

Background papers: None

Appendices: Appendix A – Representation on outside bodies 2023-24

Contact officer:

Name: Stuart Guthrie

Telephone number: 01603 989389

Email address: stuartguthrie@norwich.gov.uk



If you would like this agenda in an alternative format, such as a larger or smaller font, audio or Braille, or in a different language, please contact the committee officer above.

REPRESENTATION ON OUTSIDE BODIES 2023-24

Outside bodies

Organisation	Representation
Active Norfolk	Cllr Giles
Broads Authority	Cllr Maguire
District Councils Network Assembly	Cllr Stonard
The Forum Trust Limited	Cllr Oliver
Legislator 1656 Limited	Mark Brown
Legislator 1657 Limited	Mark Brown
Lilian Armitage Charity (4 year term of office)	David Fullman (2026) Sally Button (2026) Gail Harris (2026)
Norfolk (Countywide) Community Safety Partnership Scrutiny Sub Panel	TBC TBC (sub) These appointments will be made at the scrutiny committee on 29 June 2023
Norfolk Health Overview and Scrutiny Committee	TBC TBC (sub) These appointments will be made at the scrutiny committee on 29 June 2023
Inclusive Norwich	Cllr Oliver
Norwich Airport Consultative Committee	Cllr Maguire
Norwich Charitable Trust (4 year term of office)	Cllr Giles (2024) Cllr Maguire (2027) Cllr Vivien Thomas (2024) Laura McCartney-Gray (2025) Cllr Davis (2025) Jeanne Southgate (2026)
The Norwich Historic Churches Trust Limited	Cllr Oliver Cllr Giles
Norwich Preservation Trust Limited	Cllr Fulton-McAlister

APPENDIX A

Organisation	Representation
	Cllr Prinsley TBC Cllr Lubbock
Older People's Forum	Cllr Oliver
Theatre Royal (Norwich) Trust Limited	Louise Rawsthorne

Appointments by the Cabinet to specific groups (as nominated by the Leader)

Organisation	Representation
Association of Retained Council Housing	Cllr Jones
CNC Building Control Services Board	Cllr Kendrick
Eastern Procurement Limited	Leah Mickleborough
Greater Norwich Development Partnership	Cllr Stonard Cllr Jones Cllr Hampton
Greater Norwich Growth Board	Cllr Stonard
Integrated Care Partnership	Cllr Oliver
Joint Norfolk Waste Partnership	Cllr Stonard
LG Pensions Committee	Cllr Kendrick
Lion Homes (Norwich) Limited	Cllr Prinsley Cllr Stutely Non-executive director 1 – Anna Simpson Non-executive director 2 – Paul Newbold
Lion Homes (Norwich) Limited Shareholder Panel	Cllr Stonard Cllr Jones Cllr Kendrick Cllr Galvin
Local Government Association (Norfolk Branch)	Cllr Stonard

APPENDIX A

Organisation	Representation
Local Government Association – General Assembly	Cllr Stonard
Local Government Information Unit	Cllr Jones
Municipal Bond Agency	Cllr Kendrick
New Anglia Limited Enterprise Partnership Limited	Cllr Stonard Cllr Jones (dep)
Norfolk Environmental Waste Services (NEWS)	Cllr Stonard
Norfolk Health and Wellbeing Board	Cllr Oliver
Norfolk Police and Crime Panel	Cllr Jones Cllr Kendrick (dep)
Norwich Business Improvement District Limited	Cllr Stonard
Norwich City Services Limited	Cllr Matthew Fulton-McAlister Cllr Vaughan Thomas
Norwich City Services Limited Shareholder Panel	Cllr Stonard Cllr Jones Cllr Giles Cllr Kendrick Cllr Oliver Cllr Galvin
Norwich Climate Commission	Cllr Hampton
Norwich Health and Wellbeing Partnership	Cllr Jones
Norwich NORSE (Building) Limited	Andy Summers
Norwich NORSE (Environmental) Limited	Dave Shaw
nplaw Board	Cllr Kendrick Leah Mickleborough
NPS Norwich Limited	Dawn Bradshaw
Parking Partnership	Cllr Hampton
PATROL	Cllr Hampton
Three Score Open Space Management Limited	Cllr Kendrick TBC

APPENDIX A

Organisation	Representation
Transport for Norwich Advisory Committee	Cllr Hampton Cllr Stutely
War Memorials Trust	Group Captain Stewart Blackburn Ernie Green Cllr Sands (M) Cllr Peek <i>(4 of 7 trustees are council appointments and 3 appointed by trustees)</i>

Motion to: Council

Item 8

20 June 2023

Subject: Rights of the River Wensum

Proposer: Councillor Schmierer

Seconded: Councillor Hoechner

In April 2022 a celebration of the rights of the river Wensum took place in Wensum Park. Many hundreds of people attended and heard the informal but powerful declaration of its rights.

Our freshwater environments and waterways are facing numerous pressures from pollution, climate change, land management practices, development and amenity use. It is clear that our environmental laws and regulations are failing to prevent the destruction of nature, often simply regulating the rate of destruction. The United Nations has called for the human race to rethink its relationship with the natural world in order that we might enable the recovery of nature upon which humans and all species are dependant: ('Solutions for a Planet in Crisis' speech from Inger Anderson in January 2021).

At the same time there is an emerging global movement of governments recognising the Rights of Nature and in particular the rights of rivers. Rights of Nature is a way of re-thinking our relationship with nature - from one of dominance to one of interdependency requiring a respectful, holistic and empathic approach.

It can also act as a catalyst to shift our thinking from an extractive economy towards a regenerative economy. The idea of nature having rights is not new. Nature has rights. What is new is how we can intervene using a rights of nature lens to protect nature and to give the river a voice as a single entity, from source to sea. We have extended rights to corporations globally – a company which is a wholly fictional entity has gained legal rights and is recognised as a legal entity distinct from its individual decision makers.

If we can define a corporation as having the rights of personhood, then we can imagine a River having these personhood rights?

The Universal Declaration of River Rights establishes that all rivers shall possess, at minimum, the following fundamental rights: (1) The right to flow, (2) The right perform essential functions within the river's ecosystem, (3) The right to be free from pollution, (4) The right to feed and be fed by sustainable aquifers, (5) The right to native biodiversity, and (6) The right to regeneration and restoration.

This approach is supported by many local wildlife bodies. It offers an enormous opportunity to help develop a River Wensum Charter over the next 2 years which establishes the rights listed above.

Council RESOLVES:

- 1) to acknowledge the growing global movement of 'rights of nature' as a framework for rethinking its relationship with the environment.
- 2) that there is a case to be made for considering our interactions with our local waterways in the context of 'Rights of Rivers' and through which the health and wellbeing of the River Wensum can be addressed.
- 3) to explore with local communities and relevant stakeholders the implementation of Rights of Rivers along the River Wensum. This will involve working towards the production of a 'Declaration on the Rights of the River Wensum' by relevant stakeholders for possible endorsement by the council within 2 years.

Motion to: Council

20 June 2023

Subject: Local Traffic Schemes

Proposer: Councillor Stonard

Seconded: Councillor Hampton

Council welcomes the proposals from Norfolk County Labour councillors to devolve local traffic schemes and road maintenance to joint bodies consisting of district and county councillors. Council believes this will give our communities a greater say, enable this council to involve more local people and integrate local traffic schemes into other local initiatives and neighbourhood plans.

Council **RESOLVES:**

To engage with the county council to discuss the best way of setting up a joint body, governance and budgeting arrangements and all associated matters with a view to including considering any financial consequences as part of our 2024 budget and starting such joint arrangements from April 2024 or soon thereafter as possible.

Motion to: Council

20 June 2023

Subject: Sewage discharges in rivers and coastal waters

Proposer: Councillor Mike Sands

Seconded: Councillor Hampton

Council believes sewage discharges in rivers and coastal waters is unacceptable. There is a direct and indirect adverse impact on water quality, the environment, human health, amenity, and businesses. It also damages the reputation of our beautiful city and county. Council regrets the lack of urgency and meaningful sanctions for sewage discharges and recognises increased development in Norwich and Norfolk will add to the problem in future unless action is taken at source.

Council **RESOLVES:**

- 1) Welcome the government's intention to consult on the introduction of Schedule 3 of the Flood and Water management Act 2010 and urges government to expedite the process. Council believes water companies should be held automatically liable for any sewage discharge. In addition to fines levied upon them, water companies should automatically be liable for compensation for direct and indirect impacts on those, particularly businesses, near to or affected by the discharge assessed by an independent body funded by water companies but not appointed by or accountable to them.
- 2) Support all options to bring water companies back into public, municipal or co-operative ownership whereby profits can be put towards much needed infrastructural improvements rather than going to shareholders as dividend payments, and to ensure greater adherence to regulation as well as opportunity to enhance environmental protection.

Motion to: Council

20 June 2023

Subject: Protection and recovery of the swift population

Proposer: Councillor Champion

Seconded: Councillor Fox

Swift populations are rapidly declining across the UK. Between 1995 and 2016, numbers of the birds declined by 53%, with first-year survival of the fledgling birds being similarly in decline. In 2021, they were added to the Red list on the UK Conservation Status report.

A simple action that can be taken to support swift populations is the addition of swift boxes or swift bricks across urban areas, providing homes for the birds when they arrive back in the UK in the spring to nest. Without homes they can return to each year, swifts will not nest, as they return each year to the same locations.

Local projects such as Wild King Street and the Norwich Swift Network have been working to make sure that homes exist for returning swifts; multiple swift boxes have gone up on sites across the city. Norwich City Council owns residential and commercial property across Norwich that would be suitable for aiding in this endeavour, and with local planning policies, can influence the provision of swift homes on many more buildings in our city.

Council **RESOLVES** to:

- 1) require its wholly-owned company, Norwich Regeneration Limited, to include swift bricks or swift boxes as standard on all its new properties, and to, where practicable;
- 2) require Norwich City Services Limited to install swift boxes onto current council-owned properties when roof repairs or similar at-height works are carried out;
- 3) update planning policies to include a requirement for swift bricks to be used in all new buildings;
- 4) as part of the Love Norwich scheme, arrange for the council's at-height working equipment and staff trained in the use of it to be available to help put swift boxes onto private properties at intervals through the year;
- 5) use Citizen magazine and the council's social media accounts to raise awareness about swifts, inform residents how to install their own swift

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boxes, and publicise other appropriate actions members of the public can take; and

- 6) work with the Norwich Historic Churches Trust and the caretakers of other tall buildings in the city to find appropriate ways church towers and other high places can be used to support swift colonies.

Motion to: Council

20 June 2023

Subject: Worker representation on boards

Proposer: Councillor Schmierer

Seconded: Councillor Hoechner

Worker representation on boards has a long tradition in many European countries. A number of studies have highlighted beneficial outcomes for both companies and workers associated with worker representation on boards. These benefits include increased firm market value and capital formation, more effective governance due to the valuable operational knowledge workers hold, higher engagement and motivation of workers and more career opportunities. It is rightfully argued that *'Employees are key stakeholders whose contribution is necessary for the success of innovative enterprises'* and that *'Workforce relationships are central to company success, and worker board representation would help boards to manage these key stakeholder relationships more effectively.'*

Council **NOTES** that:

- 1) as part of the recent LGA Corporate Peer Challenge peers have recommended a further review of the governance arrangements in line with best practice.
- 2) The council has committed to addressing peer recommendations in the coming months.

Council **RESOLVES** to ask cabinet to restructure the NCSL Board of Directors to include direct worker representation on the board.

Motion to: Council

31 January 2023

Subject: National Housing Crisis

Proposer: Councillor Jones

Seconded: Councillor Huntley

The worst cost of living crisis since the 1950s is coinciding with a national housing crisis. The result of this will be an increasing number of our residents deprived of one of the most fundamental pillars to a healthy and happy life – a secure, stable, and affordable home.

Homeownership is in decline following a period of rising house prices that has made buying a home unaffordable for too many. This combined with a drastic depletion in social housing stock has forced an increasing number of Norwich residents into the private rented sector and at the mercy of rising rents and under-regulated tenancies. Worse still, many are left without a permanent residence at all, as levels of homelessness remain high.

Whilst this Council has welcomed the Norwich Council Housing Strategy 2020-26 it is now calling for the acceleration of its delivery to increase the provision of affordable, secure, high-quality, and energy-efficient housing across the city to tackle the root of the housing crisis locally.

However, in the face of a worsening national economic crisis, urgent action is needed to protect our residents, especially those in the most precarious living circumstances, from its severest impacts.

To support residents through the immediate and acute period of the cost-of-living crisis, this Council **RESOLVES** to call upon Government to:

- 1) Increase Local Housing Allowance rates in line with rising private market rents - making these more affordable and reducing the proportion of income spent on rent at a time when household budgets are increasingly squeezed.
- 2) Introduce rent reforms and delegate powers to local authorities to set rent caps to protect private tenants from further rental increases or exploitative charges at a time of crisis.
- 3) Legislate a no winter evictions guarantee to protect private tenants from homelessness through the most challenging period of the cost-of-living crisis.

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- 4) Abolish the Right to Buy in favour of expanding the provision of high-quality, energy-efficient, and environmentally sustainable social housing stock providing homes for residents and their families.
- 5) Expand pathways to homeownership so that owning a home can still be a realistic aspiration for any residents.
- 6) Prioritise the passing of the Renters' Reform Bill that seeks to improve standards and regulations across the private rented sector to better protect tenants.

Motion to: Council

31 January 2023

Subject: Norwich Bus Fares

Proposer: Councillor Stonard

Seconded: Councillor Hampton

This council recognises the vital importance of affordable, reliable, and high-quality public transport to the functioning of Norwich. We therefore strongly welcome the recent IPPR research on public transport, published on 6 October 2022 under the title "To support low-income households, it's time to reduce the cost of daily bus travel". While the report makes clear that reducing fares is not the only issue needed to increase bus patronage – interventions to improve speed, reliability and the experience of passengers are all required as well - reductions in the costs of public transport for passengers are essential for a fair transport system.

Council **RESOLVES** to

- 1) note that; -
 - a) Low-income households are the most likely to use buses, while research by the RAC Foundation shows that since 2013 the cost of bus travel has risen by a greater extent than all other forms of transport. It is the poorest households, without access to other forms of travel, that have borne the brunt of these increases driven by de-regulation and lack of long-term funding.
 - b) Any reduction in bus fares would therefore be of the greatest benefit to those least well off. Capping bus fares at no more than £1 per day would save the poorest 20% of households in England £0.8bn a year. Making all bus fares in England free would save the poorest 40% of households £1.5bn a year.
 - c) This Council notes that a policy of making bus fares in England entirely free would cost £2.3bn a year, with the greatest benefits going to the least well off. For comparison, the recent 'fiscal event' in September 2022 proposed £40bn worth of tax cuts, mostly to the most well off. The current proposed Government funding for new roads is £27bn, for schemes that are likely to increase pollution and make the climate and biodiversity crises worse. For the same money, bus travel could be made free for at least ten years, helping to reduce car journeys, and making progress towards a net zero transport system.

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- 2) ask that the Leader of the Council writes to the Secretary of State for Transport, the Shadow Secretary State for Transport, Norwich's two MPs and to the Leader of the county council expressing this Council's support for making public transport in Norwich free of charge; and
- 3) Use its existing partnerships and relationships with the county council and bus operators, to work to promote this objective.

