



GREAT YARMOUTH
BOROUGH COUNCIL

AGENDA

**for the
meeting of**

CABINET

19 March 2008

at 6.30 pm

**LARGER PRINT COPY AVAILABLE
PLEASE TELEPHONE: 01493 846325**

CABINET

To be held in the Council Chamber, Town Hall, Great Yarmouth
on Wednesday, 19 March 2008 at 6.30 pm

A G E N D A

DECLARATIONS OF INTEREST

You have a **PERSONAL INTEREST** in a matter being discussed at a meeting IF

- It relates to something on your Register of Interests form; or
- A decision on it would affect you, your family or friends more than other people in your Ward.

You have a **PREJUDICIAL INTEREST** in a matter being discussed at a meeting IF

- It affects your financial position or that of your family or friends more than other people in your Ward; or
- It concerns a planning or licensing application you or they have submitted
- **AND IN EITHER CASE** a reasonable member of the public would consider it to be so significant that you could not reach an unbiased decision.

If your interest is only **PERSONAL**, you must declare it but can still speak and vote. If your interest is **PREJUDICIAL**, you must leave the room. However, you have the same rights as a member of the public to address the meeting before leaving.

1. MINUTES

... To confirm the minutes of the 20 February 2008 (pages 1 - 6).

2. ISSUES ARISING FROM SCRUTINY, ADVISORY GROUPS AND REGULATORY COMMITTEES

No issues to report.

3. FORWARD PLAN – 1 MARCH TO 30 JUNE 2008

The Forward Plan for the period 1 March to 30 June 2008 will follow.

4. ARRANGEMENTS FOR LEISURE SERVICE PROVISION AT MARINA CENTRE AND PHOENIX POOL – APRIL 2008 ONWARDS

The Head of Regeneration and Environment's report will follow.

5. FEES AND CHARGES 2008/09

(a) Gambling Act Licences

... The Licensing and Elections Manager's report is attached (pages 7 - 9).

(b) Land Charges

... The Head of Planning and Development's report is attached (pages 10 - 16).

6. CABINET ADVISORY GROUPS

... The Member Services Manager and Scrutiny Officer's report is attached (pages 17 - 19).

7. 2007/08 BUDGET MONITORING

The Head of Financial Services' report will follow.

8. FRONTLINE VISITS BY MEMBERS

... The Managing Director will report at the meeting.

9. EXCLUSION OF PUBLIC

In the event of the Committee wishing to exclude the public from the meeting, the following resolution will be moved:-

"That under Section 100(A)(4) of the Local Government Act, 1972, the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph(s).....Part I of Schedule 12(A) of the said Act."

* * * * *

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CABINET

20 February 2008 – 6.30 pm

PRESENT:

Councillor B Coleman (in the Chair); Councillors Peck, Plant, Shrimplin, Smith and Stone.

Councillor Williamson attended by invitation.

Apologies for absence were received from Councillors Castle and Wainwright.

Mr R Packham (Managing Director), Mrs J Ratcliffe (Executive Director – Customers and Resources), Mr T Howard (Head of Regeneration and Environment), Mr M Kemp (Housing Finance Manager), Mr S Mutton (Environmental Strategy Manager) and Mr R Hodds (Member Services Manager and Scrutiny Officer).

1. MINUTES

The minutes of the 23 January 2008 were confirmed.

2. ISSUES ARISING FROM SCRUTINY, ADVISORY GROUPS AND REGULATORY COMMITTEES

No issues to report.

3. FORWARD PLAN – 1 FEBRUARY TO 31 MAY 2008

Cabinet received the Forward Plan for the period 1 February to 31 May 2008.

4. MEDIUM TERM FINANCIAL STRATEGY 2008/09 TO 2010/11

Cabinet considered the Head of Financial Services' report on the Medium Term Financial Strategy for the period 2008/09 to 2010/11.

RESOLVED:

That Council be recommended to:-

- (i) Approve the Medium Term Financial Strategy 2008/09 to 2010/11.
- (ii) Approve the policy on the level and nature of Reserves as set out in the Head of Financial Services' report.

5. CAPITAL PROGRAMME AND PRUDENTIAL INDICATORS 2008/09

Cabinet considered the Head of Financial Services' report which presented the proposed Capital Programme for 2007/08 – 2010/11 together with the proposed approach to the overall financing of this Programme for the next three years. The report also outlined the Council's Prudential Indicators for 2007/08 – 2010/11 which is required by the CIPFA Prudential Code for Capital Finance in Local Authorities. In accordance with the Capital Finance Amendment Regulations the report contained a Statement of a policy the Council will follow with regard to the calculation of the Minimum Revenue Provision (MRP) for 2008/09.

RESOLVED:

That Council be recommended to:-

- (i) Approve the Capital Programme and its associated financing for 2008/09 to 2010/11.
- (ii) Adopt Prudential Indicators and limits for 2007/08 to 2010/11.
- (iii) Approve the Minimum Revenue Provision (MRP) Statement which sets out the Council's policy on MRP.

6. TREASURY MANAGEMENT STRATEGY 2008/09

As part of CIPFA's Prudential Code, and the CIPFA Code of Practice on Treasury Management requirements, Cabinet was asked to consider the Head of Financial Services' report on the Treasury Management Strategy which included both the Investment and Borrowing Strategies for the forthcoming year

RESOLVED:

That Council be recommended to:-

- (i) Approve the Treasury Management Strategy 2008/09, and the Treasury Prudential Indicators.
- (ii) Approve the Investment Strategy 2008/09 contained in the Treasury Management Strategy and the detailed criteria relating to specified and non-specified investments.

7. BUDGET 2008/09 TO 2010/11 AND COUNCIL TAX 2008/09

Cabinet considered the Head of Financial Services' report which set out the Budget for 2008/09 and estimates for 2009/10 and 2010/11, together with Council Tax for 2008/09.

RESOLVED:

That Council be recommended to approve:-

- (i) That the Budget for 2008/09, as detailed in the Head of Financial Services' report, be approved.
- (ii) That the Estimates for 2009/10 – 2010/11 be noted, as detailed in the Head of Financial Services' report.

- (iii) That the amounts being calculated by the Council in accordance with Regulation 6 of the Regulations as the amount of Council Tax Base for the year for dwellings in those parts of its area to which one or more special items relate, be agreed as detailed in the Head of Financial Services' report.
- (iv) That the following amounts be now calculated by the Council for the year 2008/09 in accordance with Sections 32 to 36 of the Local Government Finance Act 1992.
- (a) £64,367,306 Being the aggregate of the amounts which the Council estimates for the items set out in Section 32(2)(a) to (e) of the Act.
- (b) £49,353,009 Being the aggregate of the amounts which the Council estimates for the items set out in Section 32(3)(a) to (c) of the Act.
- (c) £15,014,297 Being the amount by which the aggregate at (a) above exceeds the aggregate at (b) above, calculated by the Council, in accordance with Section 32(4) of the Act, as its budget requirement for the year.
- (d) £10,468,732 Being the aggregate of sums which the Council estimates will be payable for the year into its general fund in respect of redistributed business rates and revenue support grant increased by the amount of the sums which the Council estimate will be transferred in the year from its collection fund to its general fund in accordance with Section 97(3) of the Local Government Finance Act 1988 and increased by the amount of any sum which the Council estimates will be transferred from its collection fund to its general fund pursuant to the Collection Fund (Community Charges) directions under Section 98(4) of the Local Government Finance Act 1988, as amended by the Collection Fund (General) (England) Direction 2002.
- (e) £145.94 Being the amount at (c) above less the amount at (d) above, all divided by the amount at Recommendation 3 above, calculated by the Council, in accordance with Section 33(1) of the Act, as the basic amount of its Council Tax for the year.
- (f) £261,121 Being the aggregate amount of all special items referred to in Section 34(1) of the Act.
- (g) £137.56 Being the amount at (e) above less the result given by dividing the amount at (f) above by the amount in Recommendation 4 above, calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no special items relate.
- (h) Being the amounts given by adding to the amount at (g) above the amounts of the special items or items relating to dwellings in those parts of the Council's area mentioned in Appendix C divided in each case by the amount at Appendix C, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its Council Tax for the year for dwellings in those parts of its area to which one or more special items relate.

- (i) Being the amounts given by multiplying the amounts at (g) and (h) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

8. HOUSING REVENUE ACCOUNT BUDGET 2008/09

Cabinet considered the report of the Director of Community Housing on the draft Housing Revenue Account Budget for 2008/09. The report sets out the reasons for requesting a rent increase for all Council dwellings and garages over the rents currently charged for such properties and also for all associated service charges.

RESOLVED:

That Council be asked to:-

- (i) Approve the Housing Revenue Account (HRA) (Great Yarmouth Community Housing Service Plan) 2007/08 revised and 2008/09 original budgets.
- (ii) Approve the three year Budget Forecast for the Housing Revenue Account for the years 2009/10, 2010/11 and 2011/12.
- (iii) Make any amendments it thinks appropriate.
- (iv) Approve an average rent increase, in accordance with the Government formula, which is the equivalent of 5.42% for dwellings and garages.
- (v) Approve that service charges for the Caretaking Service be increased by 4.4%.
- (vi) Approve that the service charge for the Maintenance of OAP Gardens be increased to £1.60 (plus VAT).
- (vii) Approve that the service charge for the Communal Heating Charge be increased to £4.50.
- (viii) Approve that the service charge for the Warden Service be increased by 4.4%.

9. HOUSING MAJOR WORKS PROGRAMMES 2008/09 TO 2011/12

Cabinet considered the Director of Community Housing's report on the Housing Major Works Programme 2008/09 to 2011/12. The report presents the proposed HRA Major Works Programme for 2008/09 together with details of the finance available to support it. The Programme is based upon the Council's Business Plan and the outcome of the Stock Options Appraisal in 2005.

RESOLVED:

That Council be recommended to:-

- (i) Approve the levels of funding to support the Housing Major Works Programme for 2008/09 as set out in the Director of Community Housing's report.
- (ii) Agree the inclusion of the schemes, as set out in the Director of Community Housing's report, in the 2008/09 Programme.
- (iii) Agree over-programming in order to accommodate slippage of 12.5%.
- (iv) Authorise the Director of Community Housing to modify the Programme, by way of extensions, additions or deferrals, should the need arise during the year, in order to achieve the appropriate Programme Spend.
- (v) Note the draft Housing Major Works Programmes for subsequent years.

10. 2007/08 BUDGET MONITORING

Cabinet considered the Head of Financial Services' report which presented the General Fund Revenue Budget Performance as at 31 December for the nine months from 1 April 2007 to 31 December 2007.

RESOLVED:

That the Head of Financial Services' report be noted.

11. LOCAL GOVERNMENT RE-ORGANISATION

Cabinet received for information the Ministerial Statement from the Department for Communities and Local Government on proposals for future Unitary Structures for Norfolk.

Following the issue of this Statement, the Leader reported that the Boundary Committee had now accepted the Government's request to investigate Unitary Structures for Norfolk. Cabinet was advised of the details of meetings arranged with the Boundary Committee involving Norfolk Local Authorities and Waveney District Council to be held in the near future.

12. LOCAL COLLECTIVE AGREEMENT FOR IMPLEMENTATION OF SINGLE STATUS

Cabinet was asked to give consideration to amendments to the Local Collective Agreement for Implementation of Single Status as endorsed by the Single Status Working Group at its meeting on 12 February.

RESOLVED:

That Council be recommended to approve the proposed amendments to the Local Collective Agreement for Implementation of Single Status.

Cabinet

13. ISSUES DETERMINED BY THE CABINET UNDER THE TERMS OF THE CONSTITUTION

- (a) Shoreline Management Plan (Revision – SMP2)**
- (b) Climate Change Action Plan.**

14. CLOSURE OF MEETING

The meeting ended at 7.30 pm.

Subject:

Fees and charges 2008/09

Is this decision for:

Cabinet	Yes	Is it a Key Decision?	No
Single Member	No	Is it a Key Decision?	No
		Portfolio Holder:	Cllr B Stone
or a Key Decision for an Officer			No

Date for Decision:

19 March 2008

**For publication/
Not for
publication?**

If not for publication, why is the information exempt?

Report by:

Licensing and Elections Manager

Matter for decision

1. Cabinet is recommended to agree an increase to gambling premises fees as per the attached schedule.
2. The fees have been increased by more than 4% to take into account the increased enforcement work associated with the new regime. It should also be noted that the annual fees for the first year were set at a lower level to account for the fact that these fees had to be paid 30 days after the licence was granted (as opposed to a year after). This meant that two sets of fees (conversion and annual) were payable by licence holders in the first year.
3. In determining fees licensing authorities must aim to ensure that the income from fees as nearly as possible equates to the cost of providing the service. The Secretary of State sets maximum fee bands for gambling premises and fees must not exceed these bands. The recommended increases are still below the maximum fee bands. The fees for the large casino have been set at the maximum because of the huge amount of work that will be involved in the competition process.

Existing relevant Council policies
Budget details
Proposed income included in budget 2008/09
Consultations
Other licensing authorities in Norfolk and Suffolk for comparison in fee levels.
Possible options and recommendations
1. To agree the proposed licence fee increase for gambling premises in accordance with the recommendations contained in this report. 2. To not agree the proposals and let fees remain the same or set a higher level.
Recommend (1) above
Background Papers

Notes:

- (1) Non confidential reports to Executive must be publicly available for five days beforehand.
- (2) Non confidential reports dealing with key decisions to be taken by a single Executive Member or Officer must be publicly available for five days before the decision is taken. Whether or not such a report is confidential, a copy must be given as soon as practicable to the relevant Overview and Scrutiny Chairman.

For Member Services Department Use

DL2

Report No.

Date circulated to Members of Council

Expiry of call in

Called in

GAMBLING ACT 2005 LICENCES		Existing Charge 2007/08 £-p	Proposed Charge 2008/09 £ - p	Maximum Charge
Large Casino	New		10,000	10,000
	Annual fee		10,000	10,000
	Variation		5,000	5,000
	Transfer		2,150	2,150
	Reinstatement		2,150	2,150
	Provisional Statement		10,000	10,000
	Licence Application (Prov. Holders)		5,000	5,000
Existing Casinos	New	n/a	n/a	
	Annual fee	850	1500	3,000
	Variation	1080	1400	2,000
	Transfer	660	950	1,350
	Reinstatement	660	950	1,350
	Provisional Statement	n/a	n/a	
	Licence Application (Prov. Holders)	n/a	n/a	
Betting premises	New	1080	2000	3,000
	Annual fee	410	450	600
	Variation	660	1000	1,500
	Transfer	660	800	1,200
	Reinstatement	660	800	1,200
	Provisional Statement	1080	2000	3,000
	Licence Application (Prov. Holders)	450	800	1,200
Betting (Tracks)	New	1080	1750	2,500
	Annual fee	410	500	1,000
	Variation	660	850	1,250
	Transfer	660	650	950
	Reinstatement	660	650	950
	Provisional Statement	1080	1750	2,500
	Licence Application (Prov. Holders)	450	650	950
Bingo premises	New	1290	2450	3,500
	Annual fee	560	600	1,000
	Variation	870	1200	1,750
	Transfer	660	800	1,200
	Reinstatement	660	800	1,200
	Provisional Statement	1290	2450	3,500
	Licence Application (Prov. Holders)	660	800	1,200
Adult Gaming Centre	New	930	1400	2000
	Annual fee	410	600	1000
	Variation	450	700	1000
	Transfer	450	800	1200
	Reinstatement	450	800	1200
	Provisional Statement	930	1400	2000
	Licence Application (Prov. Holders)	450	800	1200
Family Ent. Centres	New	930	1400	2000
	Annual fee	410	500	750
	Variation	450	700	1000
	Transfer	450	650	950
	Reinstatement	450	650	950
	Provisional Statement	930	1400	2000
	Licence Application (Prov. Holders)	450	650	950
Copy Licence		12.5	12.5	25
Notification of Change		25	25	50

Subject:

New Land Charge Fee Structure from 1st May 2008

Is this decision for:

Cabinet	Yes	<u>Is it a Key Decision?</u>	No
Single Member	No	Is it a Key Decision?	No
		Portfolio Holder:	Cllr G. Plant
or a Key Decision for an Officer			

Date for Decision:

Cabinet: 19th March 2008

**For publication/
Not for publication?**

If not for publication, why is the information exempt?
 Paragraph 9, Schedule 12A Local Government Act 1972
 Confidential terms relating to a development agreement

 For publication.

Report by:

Head of Planning and Development

Matter for decision

Members are asked to agree the new Land Charge Fee Structure, as set out in Option 1 of this report, to be effective from 1st May 2008.

Existing relevant Council policies
Budget details
Land Charge ring fenced budget
Consultations
Head of Financial Services Head of Central Services Neighbouring Local Authority Land Charge Sections
Possible options and recommendations
Subject to Member and Officer views, <ul style="list-style-type: none"> the attached report be endorsed & the fee structure recommendations outlined in Option 1 of the report be effective from 1st May 2008.
Background Papers

Notes:

- (1) Non confidential reports to Executive must be publicly available for five days beforehand.
- (2) Non confidential reports dealing with key decisions to be taken by a single Executive Member or Officer must be publicly available for five days before the decision is taken. Whether or not such a report is confidential, a copy must be given as soon as practicable to the relevant Overview and Scrutiny Chairman.

For Member Services Department Use

RT18

Report No.

Date circulated to Members of Council

Expiry of call in

Called in

New Land Charge Fee Structure from 1st May 2008 & Other Measures

Introduction

The forecast Land Charges budget shortfall for 2007/08 is circa £100,000. The reason for this is that Land Charges finds itself in the following situation:

- The total market for searches nationally is depressed, broadly due to the economic climate and to some extent the implementation of Home Information Packs.
- The Council's share of the smaller market is also reducing due to competition from personal searchers and Home Information Pack providers. The result is that solicitors and estate agents are commissioning searches through these channels and not directly with the Council.

It is worth noting that the total market may yet recover and as a result the demand for searches would naturally increase for all providers. However, the timescale for any recovery is unknown and there is a pressing need for action, particularly as the fee structure has remained unchanged since 2003-04. Also, having significantly modernised the service over the past couple of years, search turnaround times have consistently been at 3 working days for a sustained period of time.

Short - Medium term actions (within 12 months)

1. Revise the fee structure as per Option 1 in the table attached, with a modest increase in fees in most cases. By way of benchmarking, this still compares favourably with the fee structures of neighbouring Local Authorities (see second table attached).
- The proposed LLC1 fee (£10) competes directly with the statutory fee of £11 for a personal search. This is currently £6.
 - The proposed residential CON29 fee (£140) has no personal search comparison since personal searchers/HIPs providers cannot fully complete a CON29. This is currently £132.50. The proposed 'Full' residential search fee (£150) is an increase from the current £138.50.
 - The proposal unifies residential and commercial search fees, meaning a reduction for commercial searches from £165 to £140 (CON29 only) and from £171 to £150 (Full search). This approach simplifies the fee structure and brings it in line with many other Local Authorities. As can be seen in the tabulation, the total number of commercial searches received is significantly lower than residential.
 - The NLIS differential has been removed. The Council currently loses the value of the commission charged by NLIS for every search processed.

Forecast Outcome

The attached fee option scenarios are based on the volume forecast for 2008-09

which generate additional income of between £37,000 and £54,000 depending on the option selected. With a modest recovery (10%) in the housing market, a further £20,000 income is possible.

In assessing the risks, it should be noted that by increasing fees, business may move away from GYBC, but currently none of our competitors can deliver a "full" search.

Option 1 is the preferred fee structure being recommended to Members.

Other Measures

1. Provide new services e.g. Fast-track service (24 hour) and Refresher service.

Risk Assessment: Although the Council has had many requests to expedite searches, there is no proven evidence that a "fast track premium" service will take off. In addition we will need to ensure that other departments and Norfolk County Council can respond (as contributors to the search) within a faster timeframe. Failure to deliver would not only mean loss of additional income, but loss of credibility. However, only a modest volume for this new service is forecast.

The case is similar regarding the proposed "Refresher" search. However, this is more likely as a result of the HIPs regulations and especially so if the property market remains slow.

2. Market our service to the conveyancing community and the general public.
3. Re-deployment and/or freezing of vacant posts.

Re-structuring of the team is also an option to reflect the lower demand (backed up by temporary staff when demand increases) which has been enabled through continued service modernisation.

Risk Assessment: Budget should remain available to secure additional staff resource should the need arise (increased demand and slower turnaround times – as per summer 2006). This is likely because with a minimum staffing level, cover will be required for absences that would otherwise mean the service provision would suffer.

In addition, the modernisation team currently has a vacancy (15 hours per week) which could temporarily be suspended until a more secure financial situation is established (saving up to £10,000). This will of course have repercussions on the progress of modernisation.

4. Continued investment in the Searches / Land Charges modernisation process.

With a particular emphasis on system integration to enable greater efficiencies and improvements. This will create a faster service coupled with opportunities for potential fee reductions in the future, making the Council more competitive.

Conclusion

The measures above are forecast to achieve savings ranging between £64,500 and £87,000. It should be noted that the property market itself could always make either a

dramatic recovery or a further downturn beyond what has been forecast.

Recommendations

Members are asked to agree the new Land Charge Fee Structure, as set out in Option 1 of this report, to be effective from 1st May 2008.

Report Authors: David Glason & Lester Goffin (4th March 2008)

Breakdown of Searches 2008-09

POSTAL	CURRENT FORECAST			OPTION 1 - FEE RESTRUCTURE			OPTION 2 - FEE RESTRUCTURE			OPT 2 - FEE RES+ 10% VOL		
	Volume	Fee	Income	Volume	Fee	Income	Volume	Fee	Income	Volume	Fee	Income
Residential												
LLC1 only	340	6.00	2040	340	10.00	3400	340	10.00	3400	360	10.00	3600
CON29 only		132.50	0		140.00	0		150.00	0		150.00	0
Full	720	138.50	99720	705	150.00	105750	705	160.00	112800	710	160.00	113600
Fast track premium Refresher (Full Search only)				50	100.00	5000	50	100.00	5000	110	100.00	11000
				105	75.00	7875	105	80.00	8400	110	80.00	8800
Commercial												
LLC1 only		6.00	0		10.00	0		10.00	0		10.00	0
CON29 only		165.00	0		140.00	0		150.00	0		150.00	0
Full	100	171.00	17100	95	150.00	14250	95	160.00	15200	100	160.00	16000
Fast track premium Refresher				10	100.00	1000	10	100.00	1000	10	100.00	1000
				15	75.00	1125	15	80.00	1200	15	80.00	1200
NLIS												
Residential												
LLC1 only	49	3.65	178.85	49	10.00	490	49	10.00	490	56	10.00	560
CON29 only	20	113.7	2274	20	140.00	2800	20	150.00	3000	20	150.00	3000
Full	720	117.35	84492	695	150.00	104250	695	160.00	111200	710	160.00	113600
Fast track premium Refresher				30	100.00	3000	30	100.00	3000	100	100.00	10000
				105	75.00	7875	105	80.00	8400	115	80.00	9200
Commercial												
LLC1 only	1	3.65	3.65	1	10.00	10	1	10.00	10	1	10.00	10
CON29 only	3	139.74	419.22	3	140.00	420	3	150.00	450	3	150.00	450
Full	100	143.39	14339	10	150.00	1500	10	160.00	1600	10	160.00	1600
Fast track premium Refresher				5	100.00	500	5	100.00	500	10	100.00	1000
				15	75.00	1125	15	80.00	1200	15	80.00	1200
Personal												
Personal	1066	11	11726	866	11.00	9526	866	11.00	9526	975	11.00	10725
TOTAL	3119		232292.7	3119		269896	3119		286376	3430		306545

Other LA fees	Breckland	Broadland	North Nflk	Norwich	South Nflk
LLC1 only	20.00	20.00		25.00	25.00
CON29 only	85.00			95.00	145.00
Full	105.00	90.00	160.00	120.00	170.00
Full (Comm)		108.00		165.00	
Fast track premium					
Refresher					
Part II question	8.50	15.00	8.00	10.50	11.00
Part III question	12.50	15.00	11.00	21.00	14.50
Extra parcel (incl)	13.70	15.00	15.00	17.00	14.50
Extra parcel (Comm incl)				23.50	

Subject: **CABINET ADVISORY GROUPS**

Report to: CABINET – 19 MARCH 2008

Report by: Member Services Manager and Scrutiny Officer

SUBJECT MATTER/RECOMMENDATIONS

To consider the future operation of Cabinet Advisory Groups.

1. INTRODUCTION/BACKGROUND

1.1 In 2007/08 Council agreed to set up the following five Cabinet Advisory Groups:-

- Strategic Advisory Group
- Community Advisory Group
- Environment Advisory Group
- Resources Advisory Group
- Regeneration and Tourism Advisory Group

Each Advisory Group comprised seven Members (politically balanced) and were chaired by the relevant Cabinet Portfolio Member.

1.2 The role of each Advisory Group was as follows:-

- The Advisory Groups will undertake reviews of issues/topics that fall within the relevant Cabinet Portfolio responsibilities, and the work programme will be determined by each Advisory Group.
- Initially the Advisory Group will report on their findings/recommendations to Corporate Management Board. The Advisory Groups will present a final report to the Cabinet when a topic/review has been completed.

1.3 Each individual Advisory Group was expected to agree its own Work Programme, under the chairmanship of the relevant Cabinet Member, topics should be part of the Council's priorities and formulated after initial discussions within Cabinet.

1.4 In practice, some Advisory Groups have been more pro-active than others and

hence the decision to review the Advisory Groups' operation and effectiveness.

2. **OPTIONS FOR THE FUTURE**

2.1 To continue with the five Cabinet Advisory Groups for a further year, and then review their effectiveness at that time.

2.2 To replace the existing five Cabinet Advisory Groups with three Advisory Groups to be based around Directorates rather than Cabinet Portfolios as follows:-

2.2.1 Strategic and Community Advisory Group dealing with:-

- Performance
- LSP
- Civic
- Member Services
- Regional Policy
- Housing Management (GYCH)
- Housing Needs
- Welfare and Advice
- Health
- Children
- Diversity and Cohesion
- Voluntary and Community Sector

2.2.2 Customers and Resources Advisory Group dealing with:-

- Customer Services
- IT
- Communications
- Member Training
- Revenues
- Finance
- Asset Management
- Risk
- Procurement
- HR
- Revenues

2.2.3 Economy and Environment Advisory Group dealing with:-

- Regeneration
- Planning and URC
- Port/East Port
- Tourism
- Arts and Heritage
- Sports and Leisure
- Markets and Car Parks
- Waste and Recycling
- Street Scene Services
- Parks and Open Spaces
- Crime and Disorder
- Coastal Protection
- Emergency Planning
- Casino

2.2.4 The Terms of Reference for the Advisory Groups to remain unaltered but it is suggested that the Membership be increased from 7 Members to 12 (politically balanced), and that each Advisory Group will agree a timetable of meetings for the 2008/9 Municipal Year at its first meeting (ie every 6/8 weeks)

Dept Reference: REGH/JB
 Date: 21 February 2008
 Background Papers:

Does this report raise any legal, financial, sustainability, equality, Crime and Disorder or Human Rights issues and, if so, have they been considered?	Issues	
	Legal	Yes
	Financial	Yes
	Sustainability	No
	Equality	No
	Crime and Disorder	No
	Human Rights	No