



GREAT YARMOUTH
BOROUGH COUNCIL

AGENDA

for the

CABINET

28 November 2007

at 5.30 pm

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

CABINET

To be held in the Supper Room, Town Hall, Great Yarmouth
on Wednesday, 28 November 2007 at 5.30 pm

A G E N D A

DECLARATIONS OF INTEREST

Members must declare any personal interests in any items on the agenda and state whether they are also prejudiced interests. In the case of personal non prejudicial interests the Member may speak and vote on the matter. In the case of personal prejudicial interests the Member must leave the room while the matter is discussed.

1. MINUTES

... To confirm the minutes of the 24 October 2007 (pages 1 - 4).

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

(a) Day to Day Housing Maintenance Repairs

Following the Scrutiny Committee's review of the above, Cabinet is asked to consider the following recommendations:-

- (a) That the Tenant and Residents Handbook be amended to include the same priority codes as detailed in the Head of Housing Management's presentation. That a summary of the handbook be issued to Tenants to include the priority codes and the main names and contact details of officers at the Council.
- (b) That an efficient logging system be introduced that allows residents to be issued with a Unique Reference Number to be used when accessing the records.
- (c) That all jobs should be logged electronically.
- (d) That a system be introduced to ensure that a 100% of the priority times are achieved. That the Council's priority times are the same as the contractors and that the priority times start as soon as the fault is logged.
- (e) That there is a need to improve the customer satisfaction survey process by issuing the surveys after all work is carried out and giving pre-paid envelopes to increase the percentage returned.

- (f) That there is a need to ensure that 10% quality control checks are carried out to ensure that the Council is receiving value for money.
- (g) That there is a need to ensure that there is better liaison between the Estate Managers and the Tenants.
- (h) That there is a need for the Borough Council to be clear about the Contractor that is carrying out the work as contractors are sub-contracting.
- (i) That there is a need to ensure that there is adequate Bank Holiday cover provided and that residents and tenants are aware of how to access this.
- (j) That there is a need to ensure that there is a system in place for elderly or vulnerable residents to be given a higher priority code.

(b) Housing Major Works Programme Review

Following the Scrutiny Committee's review of the above, Cabinet is recommended to agree that information on the Housing Major Works Programme be placed on the Intranet with the information being provided to Members by e-mail until such arrangements have been put in place.

3. FORWARD PLAN – 1 NOVEMBER 2007 TO 29 FEBRUARY 2007

The Forward Plan for the period 1 November to 29 February 2007 will follow.

4. CORE VALUES

... The Service Manager (Policy and Performance)'s report is attached (pages 5 - 6)

5. MEMBERS ALLOWANCES 2007/08

... The Member Services Manager and Scrutiny Officer's report is attached (pages 7 - 8).

6. FEES AND CHARGES 2008/09

... The Environmental Health Manager's report is attached (pages 9 - 10).

7. SHORELINE MANAGEMENT PLAN

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

8. FOOTWAY LIGHTING

... The Service Manager (Environment)'s report is attached (pages 11 - 14).

9. COUNCIL TAX BASE 2008/09

... The Service Manager (Revenues – Enforcement)'s report is attached (pages 15 - 18).

10. LOCAL GOVERNMENT REORGANISATION

... The notes of the meeting of the Local Government Reorganisation Working Group held on the 7 November 2007 are attached (pages 19 - 20).

The Managing Director's further report on this issue will follow.

11. EXCLUSION OF THE 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) 3 Part I of Schedule 12(A) of the said Act."

12. PREMISES FOR LOCAL ENTERPRISE GROWTH INITIATIVE (LEGI) HUB, THE CONGE, GREAT YARMOUTH

... The Property Services Manager's report is attached (pages 21 - 22, green paper).

* * * * *

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THE CABINET

24 October 2007 – 6.30 pm

PRESENT:

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

Councillors Castle and Williamson attended by invitation.

Mr R Packham (Managing Director), Mr S Duncan (Head of Financial Services) and Mr R Hodds (Member Services Manager and Scrutiny Officer).

1. MINUTES

The minutes of the 19 September 2007 were confirmed.

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

(a) Public Broadcasting Screens

On reference from the Scrutiny Committee of 17 September 2007, Cabinet was asked to consider a series of recommendations as a result of the Scrutiny Committee's review into the issue relating to Public Broadcasting Screens.

RESOLVED:

That the recommendations of the Scrutiny Committee, as amended, be agreed as follows:-

- (i) Recommend that all business cases and procurement should include a Risk Assessment and a Project Plan.
- (ii) That protocols be put in place for the Council to effectively manage the outside organisations and hold Partnership Boards to account.
- (iii) That all projects should have an accountable Officer normally the Head of Department, to liaise with the relevant Cabinet Member who in turn would report to the Cabinet.
- (iv) The Cabinet Portfolio Member should monitor and ensure that robust reporting methods were being applied.

- (v) That specifications of a scheme are detailed and have identified outcomes which must be performance managed and not purely vision driven.
- (vi) That contact should be made with the relevant Government funding bodies to express concern at the short time scales required for spending funding.
- (vii) Whenever a regeneration is carried out, sustainability needs to be considered and taken account of as part of the Risk Assessment.
- (viii) The implications of ongoing revenue costs must be considered before submitting an application for any major grant aided Capital Project.
- (ix) That updates be given to Cabinet on any major schemes being carried out so that all Members are fully informed.

3. FORWARD PLAN – 1 OCTOBER 2007 TO 31 JANUARY 2008

Cabinet received a Forward Plan for the period 1 October 2007 to 31 January 2008.

4. TOWN HALL RE-ROOFING

Cabinet considered the Head of Customer Services report which provided a foundation for the initiation of a scheme to re-roof and carry out structural repairs to the Town Hall which is a Grade II Listed Building. Members were informed that the roof had reached its life limit and the building was currently suffering from dry rot on the south elevation and water ingress on the east and north elevations as a result. A number of emergency works are currently underway but the underlying problem of the condition of the roof needed to be addressed as a matter of urgency.

Members were informed that the main objective was to repair the fabric of the Town Hall given its prominence as a key public building within an important Conservation Area, ensuring that the stonework is repaired and the intrusive scaffolding is removed as a priority. It was the aim to have the Town Hall structurally stable, safe and waterproof and to enable the continued operation of the building for both staff and customers. This will allow the Council to increase the potential of the Town Hall to offer revenue generated events, private hire and conference facilities which are only possible once internal refurbishment had been undertaken.

Cabinet were informed that to expedite the repair work needed, Officers had embarked on a Cost Plus Contract Process, and an external surveyor had been appointed to ensure that the Council meets its legal and audit obligations without compromise.

The current Capital Programme includes £300,000 for 2007/08 and £250,000 for 2008/09 for the renovation of the Town Hall. Additional funding had been identified in the sum of £520,770.00 in 2007/08 and £159,480.00 in 2008/09. An additional £250,000 contingency fund was recommended, giving a total project cost of £1.48m. Cabinet was informed that it was proposed that the additional expenditure of £930,250 would be met in part by a transfer of funds which are no longer required for another project (£250,000) and in part by additional Prudential borrowing (£680,250.00). The revenue implications of this additional Prudential borrowing, is estimated to be £30,000 in 2008/09, and £50,000 in 2009/10 and future years.

It was proposed that these additional revenue implications are built into the base budgets for 2008/09 and in future years, and that the proposed capital expenditure is built into future Capital Programmes.

RESOLVED:

That Council be recommended to agree to undertaking the repairs to the Town Hall as detailed in the Head of Customer Services report as a matter of urgency, and that Council be also asked to amend the Capital Programme on the lines outlined above.

5. REVIEW OF LOCAL GOVERNMENT STRUCTURES IN NORFOLK

Cabinet were informed that the Secretary of State for Communities and Local Government has indicated that she is minded to instruct the Boundary Committee of the Electoral Commission to conduct a review of Local Government Structures in Norfolk with a view to creating unitary Councils, including one based on a "Greater Norwich". However, it will require the enactment of the Local Government and Improvement of Health Bill to enable such a review to take place. In anticipation of such enactment by late October/early November, the Boundary Committee had met representatives of Norfolk's County and District Councils on the 17 October to discuss the review and the scope for agreement on the preferred option(s).

Cabinet considered the Managing Director's briefing update on the meeting held with the Boundary Committee at County Hall. Members were advised that the Chairman of the Boundary Committee and its Director had given a presentation outlining how the review would be conducted. They had emphasised that Ministers had been very clear about the Government's intent and they gave a clear impression that the "ground rules" are non-negotiable. In particular, they had emphasised three points time and time again namely:-

- The review would cover the whole of Norfolk but would not extend beyond the County boundary. They explicitly ruled out the "Yarstoff" option.
- Status Quo (ie two-tier) for all or part of Norfolk was not an option. The only route to a two-tier outcome would be to prove that all unitary options failed to meet the Government's criteria. The Boundary Committee did not believe this would be feasible in practice.
- The review will be evidence based. Assertions will not be accepted unless they are supported by clear evidence.

In arriving at their recommendations, the Boundary Committee will apply the same criteria as those used by the Secretary of State in assessing the bids for unitary status that arose from the Local Government White Paper namely affordability; strong leadership; improved local services; empowered communities; and broad cross section of support.

The Managing Director reported that the timetable would be as follows:-

By end of November 2007 – identify the options
 January – March 2008 – produce evidence on each option
 April – July 2008 – produce draft recommendations
 July – August 2008 – public and stakeholder consultation
 August – December 2008 – produce final recommendations

The Managing Director reported that the Boundary Committee will not be conducting a review of Electoral arrangements and that this will be carried out by the Electoral Commission during 2009 if a new structure is agreed by the Secretary of State. Elections to the new Councils would take place in May 2010.

In conclusion the Managing Director reported that the workload implications for Norfolk's eight Councils would be significant. Detailed financial information would be needed for each of the options and the task would be eased if the Councils are able to agree a limited number of options and to collaborate on the provision of information. Cabinet discussed the need to form a cross-party Working Group with power to act on this issue.

RESOLVED:

(i) That the Managing Director's Briefing Note be received.

(ii) That Council be asked to agree to the establishment of a Member Working Group with power to act on the review of Local Government structures in Norfolk, such membership to comprise Councillors B Coleman, Smith and Stone and two Members from the Minority Group to be nominated at Council, and the Working Group be given power to act and Council be also asked to agree the terms of reference for the Working Group.

6. 2007/08 BUDGET MONITORING

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

RESOLVED:

That the Head of Financial Services report be noted.

7. BUDGET COUNCIL

Cabinet agreed to recommend to Council that the date of Budget Council be amended from Monday, 25 February 2008 to Thursday, 21 February 2008.

8. CLOSURE OF MEETING

The meeting ended at 7.05 pm.

2007/8

Subject:

CORE VALUES – this report recommends the Authority adopts a set of core values.

AGENDA
LD4
ITEM

4

Is this decision for:

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

Date for Decision:

28th November 2007

For publication/ Not for publication?

If not for publication, why is the information exempt?

Report by:

Service Manager (Policy & Performance)

Matter for decision

In preparing for the adoption of the Authority's current departmental structure, and before making recommendations on the final structure, the Corporate Director (Social Policy) consulted widely with stakeholders (customers, Council Members, managers, UNISON, etc) on how the Authority ought to operate. In implementing the final structure the CDSP also recommended that the Authority adopt a competency framework which would complement the structure by focussing on the performance, and behaviour of each employee and culture of the organisation

There are obvious uses for the framework in areas of management which need descriptions of how employees should do things at work. These include:

- job descriptions and person specifications
- recruitment and selection
- probation
- appraisal
- identifying training needs and designing training events
- measuring work place performance
- references
- career planning for employees
- workforce development planning and succession planning

This list is by no means exhaustive and the Authority will be looking to use its framework wherever it is appropriate.

The Authority has development a draft competency framework in co-operation with Waveney District Council. In drafting this framework it was crucial to use a set of 'core values' which captured what the organisation is working toward and/or how it aspires to work. The draft values for the Authority were identified from the consultations undertaken by the CDSP and examination of other key documents (e.g. the 2020 Vision). The four draft values for this authority, and what they are seen as meaning, are:

- **FOCUSSING ON PEOPLE**
 - We will be customer focused, ensuring that the needs of our community are at the heart of everything we do.
 - We will communicate in ways that suit our customers, keep them informed, and listen to what they say.
 - We will support and recognise the people who work for and with us.
- **TREATING EVERYONE FAIRLY**
 - We will be open, honest, and act with integrity.
 - We will treat people fairly, and with dignity and respect at all times
 - We will ensure all sectors of the community have access to our services and can influence how those services are delivered
- **PROVING CLEAR LEADERSHIP**
 - We will lead the community and set an example to others
 - We will promote the Borough as a place the community can have pride in.
 - We will make decisions that benefit both present and future generations by considering the social, economic and environmental implications.
- **ENSURING CONTINUOUS IMPROVEMENT**
 - We will manage our performance to provide high quality, value for money services and strive for continuous improvement.
 - We will work with others to improve what we do.
 - We will be reliable, have a 'can do' attitude and take responsibility for the services we provide

It is recommended that, before the Authority seeks to implement the framework, that the Cabinet formally adopts the values for the Authority that the framework is based upon.

Existing relevant Council policies
n/a
Budget details
n/a
Consultations
Consultations with stakeholders were undertaken by the CDSP prior to recommending the current departmental structure. The views derived from these consultations formed the bases of the proposed core values.
Possible options and recommendations
It is recommended that the Cabinet formally adopts the values for the Authority.
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

Report No.	LD4.....
Date circulated to Members of Council
Expiry of call in
Called in	Yes/No

Subject: **MEMBERS' ALLOWANCES**

Report to: Cabinet – 28 November 2007
Council – 28 November 2007

Report by: Member Services Manager and Scrutiny Officer

SUBJECT MATTER/RECOMMENDATIONS:

This report sets out the recommendations for Members' Allowances for the Municipal Year 2007/08, and will be effective as from 1 May 2007.

1. INTRODUCTION/BACKGROUND

- 1.1 Members are reminded that Council at its meeting on 6 April 2006 agreed that, in future, Members' Allowances will be annually index-linked to the Local Government Staff Pay Award. The award has now been agreed at 2.475%.
- 1.2 Members are also reminded that as well as determining the increase to the basic allowance, the Schedule of Special Responsibility Allowances (SRA's) also need to be agreed.

2. RECOMMENDATIONS

- 2.1 Cabinet is asked to recommend to Council the following proposed scheme of Members' Allowances with effect from 1 May 2007:-
 - (a) To increase the basic allowance from £3,399 to £3,483.
 - (b) SRA's as follows:-

		£
Leader	1	9,573
Cabinet Members	6	5,328
Shadow Cabinet Members	4	870
Cabinet Support Members	5	870
Shadow Leader	1	4,040

		£
Mayor (Chairman of Council)	1	1,740
Deputy Mayor	1	698
 Scrutiny Committee		
Chairman	1	3,483
Vice-Chairman	1	698
 Audit and Risk Committee		
Chairman	1	3,483
Vice-Chairman	1	698
 Regulatory Committees		
- Housing Appeals	Chairman 1	870
- Licensing	Chairman 1	1,826
- Appeals	Chairman 1	264
 Development Control Committee		
Chairman	1	3,483
Vice-Chairman	1	698
 BASIC ALLOWANCES		
All Members	39	3,483

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	No
	Financial	Yes
	Sustainability	No
	Equality	No
	Crime and Disorder	No
	Human Rights	No

Dept Reference: REGH/SYB/Y:\HMLS\MemberServices\Robin Hodds\Reports\Members' Allowances - Cabinet and Council 28.11.doc

Date: 9 November 2007

Background Papers:

Subject: Fees and Charges 2008/09

Report to: Cabinet & Council

Date: 28 Nov 2007 & 10 Jan 2008

Report by: Environmental Health Manager

SUBJECT MATTER AND RECOMMENDATIONS/DECISIONS REQUIRED:

This report seeks Cabinet and Council approval for fees and charges to be applied to Annual Environmental Health Licences for 2008/09.

- 1 Introduction
- 1.1 Many licences issued by Environmental Health apply for the Annual rather than Fiscal year and it is essential that fees for these due in January 2008 are advised in 2007 prior to the Annual Inspection Process.
- 2 Proposed Fees and Charges 2008/09

Item		2007/08	2008/09
Skin Piercing	(Registration)	£340 1 April	£354
Tattoo/Skin Piercing	(Conventions per Individual or Event fee –whichever is the Greater)	£57 £340	£59 £354
Pet Shop	(Annual)	£88 1 Jan	£92
Riding Establishments (Vet charges are recoverable)	(Annual)	£160 1 Jan	£166
Dog Breeding	(Annual)	£88 1 Jan	£92
Dangerous Wild Animals	(Annual)	£88 1 Jan	£92
Animal Boarding	(Annual)	£88 1 Jan	£92
Zoo	a) Application	£176 1 Jan	£184
	b) Grant	£73 1 Jan	£76
	c) Renewal	£248 1 Jan	£258
	(Vet charges are recoverable)		
Health Certificates	a) Authorisation	£ 9.00 1 April	£ 9.50
	b)Preparation/ Authentication	£16.50	£17.25
	c) Port Health	£ 2.50	£ 2.75
Food/Water Samples	(upon request)	Cost Recovery	Cost Recovery
Scheduled Processes		Statutory Fee	Statutory Fee
Ships Sanitation Certificate		Statutory Fee	Statutory Fee
Food Premises Register	a) Copy of Entry	£ 7.75	£8.00
	b) Copy of Register	£640	£665

Commercial Pest Control Charges

From 1 April 2008

	Normal Rate (per hour)	Out of Hours (per hour)
Rats/Mice	£54.00 + VAT	£81.00 + VAT

Date:

Departmental Reference: H:\veh\health\Committee Reports\Executive\Executive Committee - Fees 08-09.doc PJA

AGENDA
ITEM
8

Subject: Footway Lighting

Report to: Cabinet/Council 28th November 2007

Report by: Environmental Services Manager
Managing Director GYB Services

SUBJECT MATTER/RECOMMENDATIONS

Members are asked to note the current situation with regard to the management of the Borough Councils Footway Lighting stock.

1. INTRODUCTION/BACKGROUND

The Borough Council owns footway lights throughout the Borough. These are of varying ages and types, and are managed and maintained through the partnership agreement with GYB Services. Over the years the number of lights has steadily grown, and this has placed increasing pressures on maintenance budgets, which have in the main been restricted to inflation linked increases or less. Three years ago it was decided that the rolling Capital programme for footway lighting should be concentrated on the replacement of the oldest stock (mainly concrete columns) rather than adding to the existing stock, to begin addressing the problem of increasing numbers of life-expired and potentially dangerous columns which could not be replaced through existing maintenance budgets.

During a joint review by officers of the Borough and GYB Services this year of the management and maintenance regime inherited by GYB Services, it became clear that this was inadequate in terms of meeting our respective obligations under Health and Safety, and, coupled with the increase in stock over the years, has led to a significant backlog in terms of delivering a proper Asset Management regime, including regular structural and electrical testing.

With this in mind, and with a view to addressing the need to identify ongoing savings as part of the Councils financial strategy, GYB Services put forward a proposal to work in partnership with Norfolk County Council (of which GYB

Services is a part) and their lighting contractor Cartledge to deliver the footway lighting service, including the development and incorporation of a long term Asset Management programme. As part of this, GYB Services were able to offer up approximately £51,000 of efficiency savings to the Council from 2008/9 onwards (subject to agreement on payment of the redundancy/pension strain costs) through rationalisation of the engineering staff function.

2. CURRENT SITUATION

Following agreement on this method of service delivery, a survey has been undertaken of the Councils Footway Lighting stock and details placed on the County's 'Mayrise' Lighting Software system, together with a programme of bulb replacement and cleaning/ visual structural and electrical inspection to all columns. The initial list shows a stock of approximately **3200** columns, although the survey has identified a significant number of columns not on previous inventories or where ownership requires clarification, so this number is likely to increase.

The inspection has so far highlighted a significant level of serious structural failure in the older concrete columns which has resulted in their condemnation by Cartledge and a recommendation for removal as soon as is practicable, on the basis that they constitute a Health and Safety risk to the public. As of the beginning of November this constituted **150** columns out of a total of **700** so far inspected. The bulk of the inspections have so far taken place in Caister and Bradwell, where it is known there is a significant % of these types of columns, although they are present throughout the Borough

In addition, a significant majority of the columns have failed the electrical inspection. (This may be due to the age of the equipment and the upgrading of standards for installation in the intervening years, and clarification is being sought from Cartledge on this point.)

Officers from the Council and GYB Services are liaising closely with NCC/Cartledge over the survey so far and organising more detailed inspections to ascertain exactly what remedial action is necessary. However it is clear that some columns will need to be removed/replaced, and it is almost certain that the current years capital monies, together with a review of existing R&M budgets to identify areas for virement to footway lighting, will not be sufficient to address the immediate problem.

Current projections, based on the surveys to date, and the number of elderly concrete columns, suggests that around 15% of the Councils total stock is likely to be condemned as unsafe, with a recommendation for immediate action to remove or make safe.

The average cost of a column replacement (where this is the only option) is **£1300**.

3. ITEMS FOR CONSIDERATION

The current situation is obviously subject to change as more detailed investigations take place. This will highlight better potential options available e.g. scope for temporary repair, use of 6m rather than 5m columns to enable increased spacings and possible '3 for 4' or '2 for 3' replacement. However, there will still be a requirement for some columns to be attended to quickly.

There are two options available to deal with these immediate problems;

- Provision of additional funding
- Removal of columns without providing immediate replacement

With regard to the first option, based on the current level of condemnations, and assuming **30%** of those condemnations would require immediate removal, straight replacement cost approximately **£200,000** and would require an additional budget of **£150,000** this financial year. This would enable us to replace 153 columns based on the average cost per column.

The projected total cost of dealing with the remaining condemned column replacement programme is estimated at **£425,000** Revised Capital Bids for this are being prepared for next year and beyond for consideration by Members as part of the 2008/9 budget process.

Option two would reduce the level of expenditure required immediately by simply disconnecting and removing the dangerous columns, and address the liability risks associated with taking no action. This will however clearly impact significantly on the lighting levels in the areas affected, particularly where a number of sequential columns along footways may require removal. This would be likely to result in a significant number of complaints from the public and adversely affect the Council reputationally, particularly as the long nights are now upon us. This could be mitigated by positive press releases which

focus on the genuine Health and Safety aspects of what we are doing and why.

4. RECOMMENDATIONS

Members are requested to agree the following recommendations;

- To recommend to full Council the approval of supplementary funding to deal with the most dangerous columns as identified through the detailed survey
- To approve where necessary the immediate removal of dangerous columns to eliminate risks to the public, where immediate replacement would not be possible for financial or technical reasons
- To instruct Officers to provide Members with an updated report to the next meeting on progress and the latest position with regard to the ongoing inspections of the remainder of the Council's footway lighting stock.

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	Yes
	Equality	No
	Crime and Disorder	Yes
	Human Rights	No

07/08

Subject:

Council Tax – Tax Base

AGENDA
RESOLUTION
ITEM
9

Is this decision for:

Full Executive	Yes	Is it a Key Decision?	No
Single Member	No	Is it a Key Decision?	No
		Portfolio Holder:	Councillor A. Smith
or a Key Decision for an Officer			No

Date for Decision:

28 November 2007

For publication/ Not for publication?

If not for publication, why is the information exempt?

Report by:

Revenue Services - Service Manager (Enforcement)

Matter for decision

The Council Tax base has to be formally set each year. The attached report asks the Executive to approve the calculation of the 2008/09 tax base totalling 31,146. It is recommended that the estimated tax bases for the Borough and for each parish, as shown in Appendices A and B be approved.

Existing relevant Council policies	
None	
Budget details	
None	
Consultations	
Head of Financial Services endorses the report	
Possible options and recommendations	
To approve the calculation of the 2008/09 tax base totalling 31,146 and the estimated tax bases for the Borough and for each parish, as shown in Appendices A and B.	
Background Papers	
Local Authority (Calculation of Tax Base) Regulations 1992. The Local Authorities (Calculation of Council Tax Base) (Amendment) (England) Regulations 2003. ODPM Council Tax Information Letters 7 and 8 2003 Collection Fund (Tax Base) Directions 1993. Joint ADC/AMA Practice Note, 17 October 1993. Print out of analysis of tax base.	
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 Report No. Date circulated to Members of Council Expiry of call in Called in	
Subject	

Appendix A

TAX BASE -EQUIVALENT BAND'D' for 2008/2009 -OVERALL TAXBASE

PARISH:	Current Data base after discounts	Adjustments for Assumptions					Non-collection 1.00%	TAX BASE	% props in parish
		+ New Props	Less Appeals	Less Seasonal	Single person discounts	Adjusted total			
Gt Yarmouth/Gorleston	15,038	222	0	0	-16	15,244	-152	15,092	48.06%
Ashby with Oby	23	0	0	0	0	23	0	23	0.07%
Belton with Browston	1,242	6	0	0	-1	1,247	-12	1,235	3.97%
Bradwell	3,496	79	0	-12	-4	3,571	-36	3,535	11.17%
Burgh Castle	457	11	0	0	-1	455	-5	450	1.46%
Caister on Sea	3,080	17	0	0	-3	3,094	-31	3,063	9.84%
Filby	290	1	0	0	0	291	-3	288	0.93%
Fleggburgh	352	3	0	0	0	355	-4	351	1.12%
Fritton with St Olaves	244	2	0	0	0	246	-2	244	0.78%
Hemsby	1,420	23	0	-118	-2	1,323	-13	1,310	4.54%
Hopton	1,098	5	0	0	-1	1,102	-11	1,091	3.51%
Martham	1,114	23	0	0	-1	1,136	-11	1,125	3.56%
Mautby	144	1	0	0	0	145	-1	144	0.46%
Ormesby St Margaret	1,698	4	0	-50	-2	1,650	-17	1,633	5.43%
Ormesby St Michael	117	1	0	0	0	118	-1	117	0.37%
Repps with Bastwick	164	2	0	0	0	166	-2	164	0.52%
Rolleby	362	1	0	0	0	363	-4	359	1.16%
Somerton	109	1	0	0	0	110	-1	109	0.35%
Stokesby	119	3	0	0	0	122	-1	121	0.38%
Thurne	51	0	0	0	0	51	-1	50	0.16%
West Caister	77	3	0	0	0	80	-1	79	0.25%
Winterton	598	1	0	-29	-1	569	-6	563	1.91%
TOTAL	31,293	409	0	-209	-32	31,461	-315	31,146	100%

TAX BASE -EQUIVALENT BAND'D' for 2008/2009 -Parish Amounts Appendix B

PARISH:	Current Data base after discounts	Adjustments for Assumptions					Adjusted total	Non-collection 1.00%	TAX BASE	% props in parish
		+ New Props	Less Appeals	Less Seasonal	Single person discounts					
Gt Yarmouth/Gorleston	15,038	222	0	0	-16	15,244	-152	15,092	48.31%	
Ashby with Oby	22	0	0	0	0	22	0	22	0.07%	
Belton with Browston	1,236	6	0	0	-1	1,241	-12	1,229	3.97%	
Bradwell	3,487	79	0	0	-4	3,562	-36	3,526	11.20%	
Burgh Castle	451	11	0	-12	-1	449	-4	445	1.45%	
Caister on Sea	3,053	17	0	0	-3	3,067	-31	3,036	9.81%	
Filby	287	1	0	0	0	288	-3	285	0.92%	
Fleggburgh	348	3	0	0	0	351	-4	347	1.12%	
Fritton with St Olaves	239	2	0	0	0	241	-2	239	0.77%	
Hemsby	1,406	23	0	-118	-2	1,309	-13	1,296	4.52%	
Hopton	1,086	5	0	0	-1	1,090	-11	1,079	3.49%	
Martham	1,100	23	0	0	-1	1,122	-11	1,111	3.53%	
Mautby	143	1	0	0	0	144	-1	143	0.46%	
Ormesby St Margaret	1,676	4	0	-50	-2	1,628	-16	1,612	5.38%	
Ormesby St Michael	117	1	0	0	0	118	-1	117	0.38%	
Repps with Bastwick	162	2	0	0	0	164	-2	162	0.52%	
Rollsby	358	1	0	0	0	359	-4	355	1.15%	
Somerton	106	1	0	0	0	107	-1	106	0.34%	
Stokesby	115	3	0	0	0	118	-1	117	0.37%	
Thurne	48	0	0	0	0	48	0	48	0.15%	
West Caister	75	3	0	0	0	78	-1	77	0.24%	
Winterton	578	1	0	-29	-1	549	-5	544	1.86%	
TOTAL	31,131	409	0	-209	-32	31,299	-311	30,988	100%	

Note: Under the Regulations Second Homes and Long Term Empty properties for the parish precept amounts are calculated on the basis of a 50% discount rather than the reduced discount of 10%, which is why the parish tax bases are lower.

AGENDA
ITEM
10

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LOCAL GOVERNMENT RE-ORGANISATION WORKING GROUP

7 November 2007 – 6.00 pm

PRESENT:

Councillor B Coleman (in the Chair); Councillors Castle, Stone and Wainwright.

Councillor Plant attended as substitute for Councillor Smith.

Mr R Packham (Managing Director), Mrs J Ratcliffe (Corporate Director – Customers and Resources) and Mr R Hodds (Member Services Manager and Scrutiny Officer).

1. LOCAL GOVERNMENT RE-ORGANISATION

The Working Group gave consideration to the following issues:-

- (a) **The present position on the Review Process** - (The Working Group considered the Managing Director's update report as considered by Cabinet at its meeting on 24 October).
- (b) **The current thinking on Options** - (The Working Group considered the Leader's key points as presented to the Boundary Committee).
- (c) **An update on the work of the Lead Officer's Group**

The Managing Director confirmed that his update report still reflected the current position. Members were advised that guidance from the Minister had not yet been received although the arrival of the guidance should be imminent. The Managing Director tabled for consideration a copy of the Key Lines of Enquiry with regard to the Norfolk Review that had recently been received from the Boundary Committee. Members were informed that this framework should be used to inform and support both the proposals that are submitted at the end of November and the full business cases to be developed during Stage One of the Review.

In discussing in detail issues relating to the Norfolk Review, the following matters were discussed:-

- The Shadow Leader made the point that the Minister may still instruct the Boundary Committee to consider the "Yartoft" option even after the closing date for submission of the preferred options
- The Boundary Committee will undertake a filtering process of all options received. The point was made that the Boundary Committee was looking for a limited size of document on options identified at this stage

- The need to not be constrained by the current District boundaries and to use Parish boundaries as building blocks
- There would be a significant amount of shared data with other Local Authorities. The Managing Director made the point that if an option gets through to the Second Stage the Borough Council will be required to provide any necessary information
- It was expected that a significant proportion of the allocation of up to £100,000 as agreed by Council at its last meeting would be spent on assembling evidence about the Council's preferred identified option
- The need to think about a new way of delivering services for Norfolk as part of the determination of the Council's preferred option
- The point was made that Great Yarmouth and Kings Lynn are the major economic and regeneration areas in Norfolk (excluding Norwich).

The Chairman referred to a request from the local branch of UNISON to sit as an observer at the future meeting of this Working Group. At this stage the Chairman reported that it was not expected that the Working Group would meet prior to the special meeting of Council on 28 November and accordingly the Managing Director agreed that he would arrange to have regular briefings with UNISON to update them on this issue.

In conclusion, the Working Group was advised of the following likely courses of action:-

- It was likely that the preferred option of the Ruling Group of the Borough Council would be to support the option to create an East Coast Council comprising the areas of Great Yarmouth Borough Council, North Norfolk District Council and parts of Broadland and South Norfolk District Councils
- It was likely that the Minority Group's preferred option would remain to be the "Yarstoff" option and that the local Labour Group would be likely to make a separate submission to the Boundary Committee on this particular option
- It was likely that the Managing Director would be producing a report for consideration by the special meeting of Council on 28 November on all options to be considered and that it was also likely that the Leader of the Council would be submitting a report on the Majority Group's preferred option.

2. CLOSURE OF MEETING

The meeting ended at 7.55 pm.