

GREAT YARMOUTH
BOROUGH COUNCIL

AGENDA

**for the
meeting**

of the

COUNCIL

28 August 2008

at 7.00 pm

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

COUNCIL

To be held in the Council Chamber, Town Hall, Great Yarmouth
on Thursday, 28 August 2008 at 7.00 pm

AGENDA

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 meeting of 26 June 2008.

2. PUBLIC QUESTION TIME

To consider any questions raised by a member of the public. No questions have been received to date.

3. REPORTS TO COUNCIL FOR DECISION

(a) Terms of Reference – Audit and Risk Committee

Council is advised that under the terms of the Constitution, the Executive Board recently approved a Business Continuity Policy and Management Strategy which would ensure that the Borough Council meets the requirements of the Civil Contingencies Act 2004.

On reference from Cabinet of the 23 July 2008, Council is recommended to agree to the part of this Policy which recommends an addition to the Terms of Reference of the Audit and Risk Committee as follows:-

"The Audit and Risk Committee will act as a point of strategic leadership and support regarding business continuity and receive recommendations and assessments from the Business Continuity Workgroup".

4. SCRUTINY COMMITTEE ANNUAL REPORT 2007/08

... The Chairman of the Scrutiny Committee will present the attached report (pages 1 - 17).

5. MINUTES OF MEETINGS

(i) Council – 26 June 2008 (White Paper)

... The Mayor will present the above minutes (pages 18 - 25).

(ii) Cabinet – 23 July 2008 (Cream Paper)

... The Leader will present the above minutes (pages 26 - 28).

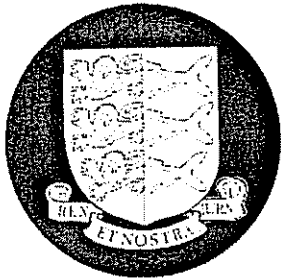
(iii) Scrutiny Committee – 7 July 2008 and 26 August 2008 (Pink Paper)

... The Chairman will present the above minutes (minutes of 7 July attached, (pages 29 - 32), pink paper, and the minutes of 26 August will be tabled at the meeting.

6. REPORT OF LEADER ON URGENT KEY DECISIONS MADE SINCE THE LAST COUNCIL MEETING WHICH WERE NOT IN THE FORWARD PLAN

The Leader will report.

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GREAT YARMOUTH BOROUGH COUNCIL

AGENDA
ITEM
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SCRUTINY COMMITTEE ANNUAL REPORT 2007/2008

1. INTRODUCTION

The purpose of this Annual Report is to inform Council and Members of the Public of the work undertaken by the Scrutiny Committee during 2007/2008.

The report provides details on reviews carried out, details the structure of Scrutiny within the Council's Constitution, Scrutiny processes and the principles of Scrutiny, along with membership details of the Scrutiny Committee.

2. BACKGROUND

The principle of Scrutiny was introduced with the Cabinet system under the Local Government Act 2000 to provide a counterbalance, examining decisions made by Cabinet.

Article 6 of the Council's Constitution details the function, responsibilities, composition and powers of the Scrutiny Committee, which are in line with Section 21 of the Local Government Act 2000 and subsequent regulations and are described in paragraph 3 below.

3. BACKGROUND

(i) Functions of the Scrutiny Committee

The roles and functions of the Scrutiny Committee are as follows:-

- (a) to review or scrutinise existing policy, and develop new policy for approval by the Cabinet or Council
- (b) to review or scrutinise existing services or functions of the Council
- (c) to hold Cabinet decision makers to account by the call-in of decisions made, but not implemented, or by a review or scrutiny of decisions already made
- (d) to influence the Cabinet and Council through reports and recommendations in connection with (a), (b) and (c) above, or in connection with the discharge of any of the Council's functions or any other matter affecting the Borough or its inhabitants

These functions are set out in Section 21 of the Local Government Act 2000 and in regulations made under that Act.

(ii) Powers of the Scrutiny Committee

The Scrutiny Committee may:-

- (a) appoint Sub-Committees or Informal Working Groups
- (b) appoint non-voting co-optees
- (c) hold meetings as and when the Chair or majority of the Committee deem them necessary
- (d) within available resources, require the attendance of Cabinet Members, Heads of Departments, Directors and the Head of Paid Service, or invite other Officers or witnesses, or Members of the Council, provided that any person required or invited to attend:-
 - o is given reasonable notice of the meeting
 - o is informed in advance of the nature of the investigation, the reasons for their attendance and the procedure to be followed
 - o is treated with respect and courtesy
 - o is not permitted to vote on any matter

(e) require copies of any document to be supplied:-

- o which relates to business transacted, or to be transacted, at any public or private meeting of Cabinet
- o which relates to a decision made, or to be made, by a Cabinet Member
- o which relates to a key decision made, or to be made, by an Officer

but this does not apply to:-

- o draft documents
- o any part of a document which contains exempt or confidential information unless that information is relevant to their consideration

(iii) Call In

The Chairman or any three Members of Council (except Cabinet Members) may call-in a Cabinet decision within five working days of the publication of the decision. Any called-in decision shall be considered by the Scrutiny Committee within 21 days of the call-in.

In 2007/08 two issues were the subject of Call-In and were considered by the Scrutiny Committee namely:-

- 23 April 2007 – Great Yarmouth Town Area Forum.
- 17 September 2007 – Arrangements for Leisure Provision in the Borough.

(iv) Work Programme

The Scrutiny Committee agrees their work programme annually, based on the following criteria:-

- (a) The Council's Strategic Direction and List of Priorities.
- (b) Recommendations of Committee Members.
- (c) Recommendations from Council/Cabinet.

(v) **Carrying Out Reviews**

Reviews are carried by the full Committee and are carried out using the following general format:-

- (a) Agree the purpose and consider desirable outcomes.
- (b) Agree terms of reference at a planning/scoping preliminary meeting.
- (c) Liaison with stakeholders.
- (d) Carry out interviews/information gathering (request reports/statistics).
- (e) Questions and analysis.
- (f) Conclusions and formulation of recommendations.
- (g) Feedback to all parties.
- (h) Monitoring.

4. **MONITORING OF THE BUDGET AND PERFORMANCE INDICATORS**

Additionally, the full Committee receives information and statistics on a regular basis for the purpose of monitoring the Budget and Service Delivery (Performance Indicators).

5. **MEMBERSHIP AND COMPOSITION**

The Scrutiny Committee of 2007/08 comprised 12 Members made up of seven Members of the Ruling Group and five Members from the Opposition Group Chaired by the Opposition as follows:-

Councillors:-

- Burroughs
- M Coleman
- Collins

- Cook
- Easter
- Field
- Reynolds (V/C)
- D Thompson
- Wainwright
- C Walker
- Weymouth
- Williamson (C)

6. NORFOLK SCRUTINY NETWORK AND CONFERENCE

Officers from the eight Local Authorities in Norfolk meet regularly, as part of the Norfolk Scrutiny Network, to share good practice and keep up to date with current initiatives and legislation.

Additionally, the Norfolk Scrutiny Network organises an Annual Conference, the last of which was held on 16 November 2007 at the University of East Anglia Sports Park and four Members and three Officers from Great Yarmouth Borough Council were able to attend and benefit from the days training and networking opportunities. This was particularly useful for new Members to the Scrutiny Committee, and workshops were held dealing with:-

- The four principles of Scrutiny.
- Developing a Scrutiny Work Programme and scoping of Scrutiny projects.
- Scrutinising Partnerships.
- Scrutiny of Performance

7. 2007/2008 WORK PROGRAMME AND REVIEWS

The Scrutiny Committee's Work Programme for 2007/08 is attached at Appendix A detailing the reviews considered by the Committee.

The Scrutiny Committee also considered the following issues during the 2007/08 Municipal Year:-

- Recycling Banks and Refuse Collection in the Urban Area.
- Sickness Details for Departments.
- Partnership Working with Waveney District Council.
- Ombudsman's Annual Letter.
- Town Hall Repairs.
- The Great Yarmouth Sport and Leisure Trust Accounts.
- Planning/Development Control Performance and Recruitment Issues.

8. CONCLUSION

(a) Chairman's Comments

The Committee undertook a number of important and interesting reviews throughout the year and received comprehensive and detailed information as part of the review process. All recommendations made to Cabinet were agreed and actioned. The Committee plays a very important and significant role as part of the Council's processes.

I would like to take this opportunity to thank all Members and Officers who contributed to an excellent years work.

(b) The Future

The Scrutiny Committee for 2008/2009 will consist of 13 Members made up of eight Members of the Ruling Group and five Members of the Opposition Group as follows:-

Councillors:-

- Barker
- Burroughs
- M Coleman
- Collins
- Field
- Grey
- S Hacon
- Hewitt
- Page
- Pettit

- Reynolds (V/C)
- Weymouth
- Williamson (C)

The Committee will continue to focus their attention to issues which reflect the Council's priorities and public interest.

Councillor B Williamson
Chairman
Scrutiny Committee

Robin Hodds
Member Services Manager and Scrutiny Officer

23 June 2008

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**SCRUTINY COMMITTEE
WORK PROGRAMME 2007/08
AND TOPIC UPDATE**

APPENDIX 'A'

Subject/Aims of Review Topic	Issues addressed	Date of Scrutiny Committee	Lead Officer/s	Date of Referral to Cabinet	Action
<p>1. Day to Day Housing Maintenance Repairs</p> <p>The aim of this review was to ensure that adequate and effective procedures were in place, particularly in relation to elderly or vulnerable residents</p>	<p>Members considered a presentation by DCH on Day to Day Housing Repairs.</p> <ul style="list-style-type: none"> • Scrutiny Committee at its meeting on the 29 November 2006 agreed:- <ul style="list-style-type: none"> (i) How do the priorities work with regards to Elderly/Disabled customers and what protocols are adhered to. (ii) How does Great Yarmouth Borough Council Bench Mark against other authorities or organisations with regards to financial levels. (iii) Is there a facility that when a repair is logged and given a priority code that this will chase up when the priority is due to have been completed. (iv) Look at how the partnership working is carried out to ensure that value for money is given. (v) Details to be given on how many priorities are dealt with in the correct time. (vi) What percentage of the satisfaction surveys are returned. 	29/11/06	DCH		
	<ul style="list-style-type: none"> • Scrutiny Committee on the 29 January 2007 	29/1/07	DCH		

Subject/Aims of Review Topic	Issues addressed	Date of Scrutiny Committee	Lead Officer/s	Date of Referral to Cabinet	Action
	<p>received the report from the DCH on Day to Day Housing Repairs.</p> <ul style="list-style-type: none"> <li data-bbox="454 638 694 974">• Scrutiny Committee on 19 March 2007 received the report from the DCH which answered questions previously raised by Members on Maintenance and Repairs. The DCM was asked to remove the Capital figures and prepare the figures for consideration at the next meeting. <li data-bbox="726 1019 869 1220">• Scrutiny Committee also at its meeting on the 19 March considered the SMSO report which detailed the aims of the review together with recommendations. <p>Cabinet were asked to consider the following:-</p> <p>(a) That the Tenant and Residents Handbook be amended to include the same priority codes as detailed in the Head of Housing Managements 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.</p> <p>(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.</p>	19/3/07	DCH	21/11/07	

Subject/Aims of Review Topic	Issues addressed	Date of Scrutiny Committee	Lead Officer/s	Date of Referral to Cabinet	Action
	<p>(c) That all jobs should be logged electronically.</p> <p>(d) That a system be introduced to ensure that a 100% of the priority times are achieved. That the Councils priority times are the same as the contractors and that the priority times start as soon as the fault is logged.</p> <p>(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.</p> <p>(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.</p> <p>(g) That there is a need to ensure that there is better liaison between the Estate Managers and the Tenants.</p> <p>(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.</p> <p>(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.</p> <p>(j) That there is a need to ensure that there is a system in place for elderly or</p>				

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	<p>vulnerable residents to be given a higher priority code.</p> <ul style="list-style-type: none"> • Scrutiny Committee on the 23 April 2007 considered the DCH report on the cost of day to day housing repairs. • Scrutiny Committee on the 9 July 2007 considered a presentation giving an overview of the Housing Major Works Programme. The Committee agreed:- <p>That the Director of Community Housing be asked to report to the next meeting on the following:-</p> <ul style="list-style-type: none"> • Elderly people in warden control complexes – should they be given a higher priority? • Ill-fitting doors and windows need addressing • Smoke detectors should be fitted in all Council properties • How do Ward Councillors know when work is being carried out in their Ward or if scheduled to be carried out? • Environmental improvements. 	<p>23/4/07</p> <p>9/7/07</p> <p>22/10/07</p>	<p>DCH/TD</p> <p>DCH/TD</p> <p>DCH</p>	<p>21/11/07</p>	
<p>2. Public Broadcasting Systems</p> <p>To review the project inception, project</p>	<p>Scrutiny Committee on the 9 July 2007 considered a report from the Regeneration Manager on the long term maintenance and management arrangements</p>	<p>9/7/07</p>	<p>HR&E</p>		

Subject/Aims of Review Topic	Issues addressed	Date of Scrutiny Committee	Lead Officer/s	Date of Referral to Cabinet	Action
<p>implementation and identification of current issues</p>	<p>for the Screens, associated overhead costs and income.</p> <ul style="list-style-type: none"> • Scrutiny Committee on the 9 July agreed:- <ul style="list-style-type: none"> (i) That the Regeneration Manager be requested to provide a breakdown of the Running Costs and Total Costs along with the Business Plan and details of the insurance cover at the next meeting. (ii) That the Regeneration Manager be requested to look into the partnering arrangements of the screens. (iii) That the Member Services Manger and Scrutiny Officer be requested to invite ADI to the next Scrutiny Committee meeting. (iv) That the Member Services Manager and Scrutiny Officer be requested to invite Jim Dumolo, Herbert Tonkin and David Marsh to the next Scrutiny Committee meeting. (v) That the Regeneration Manager be requested to seek legal advice from the Head of Central Services on the details of the contract to be reported back at the next Scrutiny Committee meeting. (vi) That advice be sought from other sites that currently use ADI screens. (vii) That a programme of the ADI charges for the maintenance of the screens be produced at the next Scrutiny Committee 				

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	<p>meeting. That the Head of Regeneration and Environment be requested to identify a lead officer to co-ordinate the repair of the screens.</p> <ul style="list-style-type: none"> • Scrutiny Committee on the 9 August 2007 considered the HR&E report which provided further detailed information and suggested a process and methodology for this review. <p>Scrutiny Committee agreed the following:-</p> <p>(i) That the process and methodology for this review as set out in the Head of Regeneration and Environment's report be agreed and that a detailed report be produced at the 17 September 2007 meeting.</p> <p>(ii) That Jim Dumolo, Herbert Tonkin and David Marsh be invited to the September Committee meeting.</p> <ul style="list-style-type: none"> • Scrutiny Committee on the 17 September 2007 considered the HR&E report which gave a detailed examination of the screens, in particular the circumstances surrounding the acquisition and operation of the seafront and market place screens, paying particular attention to project inception, project implementation and the current issues concerning the operation and maintenance of the market place screen in particular. 	9/8/07	HR&E		
		17/9/07	HR&E/EO		

Subject/Aims of Review Topic	Issues addressed	Date of Scrutiny Committee	Lead Officer/s	Date of Referral to Cabinet	Action
	<p>Members also considered the Executive Officer's investigation report of the development and procurement of the screens and the Business Plan</p> <p>Scrutiny Committee agreed to put the following recommendations to Cabinet:-</p> <ul style="list-style-type: none"> (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, who liaises 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 may be performance managed and not vision driven. (vi) That contact should be made with the relevant government funding bodies to express concern at the short timescales 			24/10/07	

	Subject/Aims of Review Topic	Issues addressed	Date of Scrutiny Committee	Lead Officer/s	Date of Referral to Cabinet	Action
		<p>required for spending funding.</p> <p>(vii) Whenever regeneration is carried out, sustainability needs to be considered and taken account of as part of the risk assessment.</p> <p>(viii) That ongoing revenue costs need to be included in the funding plan for any major grant aided capital project.</p> <p>(ix) That updates be given to Cabinet on any major schemes being carried out so that all Members are fully informed.</p>				
3.	<p>SHARP Project (Secondary Holiday Area Regeneration Project)</p> <p>To review this project as it is halfway through its process and to look at what the money was being spent on and whether this was being spent in the right areas, as it was felt that this scheme was being run at a distance from the Council.</p>	<p>Scrutiny Committee to consider the report on the background to, and the current position of, the SHARP Project</p>	22/10/07	ED(E&E)/EO		
4.	<p>Section 106 Funds</p> <p>To review the present position with regard to S106 funds for all wards in the Borough and how to monitor these funds in the future</p>	<p>Scrutiny Committee at its meeting on the 9 August 2007 considered the HFS report which gave a financial summary relating to Section 106 Agreements.</p> <p>Scrutiny Committee agreed:- (i) That the Section 106 Receipts and</p>	9/8/07	HFS		

	Subject/Aims of Review Topic	Issues addressed	Date of Scrutiny Committee	Lead Officer/s	Date of Referral to Cabinet	Action
		<p>Applications, as detailed in the Head of Financial Services' report be noted.</p> <p>(ii) That a report be brought back to Members following the compilation of a database detailing the current position on all outstanding Section 106 agreements.</p> <p>(iii) That an investigation into the database used by Colchester Borough Council be pursued.</p>				
5.	<p>Partnership Working</p> <p>To review the issue of partnership working between the LSP and other such groups as appropriate</p>		15/1/08	LSP Officer		
6.	<p>Town Hall</p> <p>To review and look at improvements to the Town Hall in order to hold weddings and other such functions</p>		tba	Head of Customer Services/ Technical Director		
7.	<p>Integrated Services Centre</p> <p>To review and look at the ISC and the costs involved in staff moving and the savings that could be made</p>		tba	ED (E&E)/ ED (C&R)/ Head of Customer Services		
8.	<p>Great Yarmouth Tourist Authority</p> <p>To review how GYTA markets the Borough of Great Yarmouth, to include heritage marketing issues</p>		tba	HR&E/ Tourism Manager		

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9.	Performance Indicators To continually monitor and review the Council's key PIs.		Quarterly basis	EO (Central Services)		

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