

GREAT YARMOUTH
BOROUGH COUNCIL

AGENDA

for the

**SCRUTINY
COMMITTEE**

26 August 2008

at 6.00 pm

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

SCRUTINY COMMITTEE

To be held in the Supper Room, Town Hall, Great Yarmouth
on Tuesday, 26 August 2008 at 6.00 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 meeting held on 7 July 2008 (pages 1-4).

2. FORWARD PLAN

... The Forward Plan for the period 1 July 2008 to 31 October 2008 is attached (page 5).

3. SAFER NEIGHBOURHOOD TEAMS

The Committee will be given a presentation from the Crime Reduction Manager on the Key issues that the teams are addressing in the Borough along with details of any teething problems experienced by them and the benefits and drawbacks.

4. STAFF ACCOMODATION

The Head of Customer Services will provide the committee with an initial report at the meeting on the action being taken on office accommodation for staff.

5. INTERNAL POST

The Member Services Manager and Scrutiny Officer will update the committee on his investigation into the internal post process.

6. WORK PROGRAMME

Members are asked to note the amended Work Programme attached (pages 6-9)

7. DATE OF NEXT MEETING

To note the date of the next Scrutiny meeting as Monday, 15 September 2008 at 6.00 pm.

8. 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 1 of the Schedule 12(A) of the said Act."

* * * * *

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

SCRUTINY COMMITTEE

7 July 2008 – 6.00 pm

PRESENT:

Councillor Williamson (in the Chair), Councillors Barker, Burroughs, M Coleman, Collins, Field, Grey, S Hacon, Page, Pettit, Reynolds and Weymouth.

Miss K Edmonds (Senior Member Services Officer), Mr R Hodds (Member Services Manager and Scrutiny Officer), Mr S Mutten (Service Manager – Environment) and Mr G Jermyn (Director GYB Services).

1. MINUTES

The minutes of the meeting held on 2 June 2008 were confirmed.

2. FORWARD PLAN

The Forward Plan for the period 1 June 2008 to 30 September 2008 was noted. The Member Services Manager and Scrutiny Officer stated that the call-in period for the item relating to the Golden Mile had now expired and therefore the matter had been dealt with.

3. SEAFRONT MAINTENANCE

Councillor Reynolds informed the Committee that he had raised this issue due to the Greater Yarmouth Tourist Authority being unable to receive costs for the exact work being carried out on the Seafront. The Chairman asked the Member Services Manager and Scrutiny Officer to liaise with the Director of GYB Services and the Greater Yarmouth Tourist Authority in order to receive this information. The Director of GYB Services stated that he could provide the information again that he had already given to the Greater Yarmouth Tourist Authority. It was agreed that the Member Services Manager and Scrutiny Officer would contact Alan Carr and David Marsh with regard to this issue. The Committee agreed that this item should be linked in with the Greater Yarmouth Tourist Authority item which had already been deferred to a future meeting in order for the Greater Yarmouth Tourist Authority to discuss the item. A Member pointed out that the Greater Yarmouth Tourist Authority needed to be able to see if they were getting value for money as they have a limited budget.

RESOLVED:

- (i) That the Committee be given a response from the Greater Yarmouth Tourist Authority at a future meeting.

(ii) That the response of Great Yarmouth Borough Council on the future maintenance plans for Great Yarmouth Seafront be produced and presented at a future meeting.

(iii) That Seafront maintenance and The Greater Yarmouth Tourist Authority item be placed as one agenda item at a future meeting.

4. HEDGES WORK PROGRAMME

A Member thanked the Chairman for the information provided on the agenda detailing the Hedges Work Programme stating that this would be passed onto a local Parish Council. A Member asked how GYB Services knew when there were birds nesting in the hedges in the Borough, and it was reported that it was only possible to check small hedges. The Committee agreed there was a need for Norfolk County Council to provide details of their hedge work programme in Great Yarmouth.

RESOLVED:

That Norfolk County Council be requested to provide details on their Work Programme for hedges in the Great Yarmouth Borough which will be presented at a future meeting.

5. TRADE REFUSE

The Director for GYB Services tabled the final year end figures which replaced the draft figures attached to the agenda. It was reported that the overall refuse profit for last year was £106,994. A Member asked if trade refuse was recycled and the Director for GYB Services stated that a trade recycling service was available for customers, at present it is limited to paper and card but GYB Services is looking at how it can expand the range of products. Trade customers also benefit with a cheaper price as well as contributing to the environment if they take up this service. Another Member pointed out that a company called Eastex also offers a trade recycling scheme.

6. FLYTIPPING

In the absence of the Environmental Strategy Officer for Waste and Recycling, the Chairman explained that the figures provided were in fact costs that showed the Council spent less on collecting flytipping rubbish than the Government states. The flytipping budget for 2008 is £88,200 and £86,000 was spent last year. It was reported that the total instance by land types were as such as they were linked in with National Indicator 195 for Street Cleanliness. The Chairman raised the point that if waste collection was free would this reduce the overall cost for collecting flytipping. The Service Manager (Environment) stated that he felt that this increased disposal costs to the Authority. He pointed out that Environmental action days are used to reduce flytipping, however the Director of GYB Services stated that 80% of reported fly tipping occurred in the South Yarmouth Area and that education, community responsibility and enforcement needed to be used. A Member praised GYB Services for swift clearance of rubbish in their area. A Member also praised GYB Services for the reduced figures. A Member suggested more covert cameras being used and therefore the Committee discussed the following recommendations:-

- Free collections
- Better education and use of Police Community Support Officers
- More evidence gathering.

RESOLVED:

That the Scrutiny Committee's above recommendations be forwarded to Cabinet.

7. OMBUDSMAN'S ANNUAL LETTER

The Member Services Manager and Scrutiny Officer reported there had been a decrease in the number of complaints received last year. There had also been a decrease in the response time for dealing with these complaints. The Chairman pointed out that it was good that the number of complaints had decreased but asked if action was being taken to improve services as lessons had been learnt from the complaints.

RESOLVED:

That the Scrutiny Committee note the Ombudsman's Annual Letter and that the Member Services Manager and Scrutiny Officer be asked to obtain further information on the details of the actual complaints received and present these to a future meeting of the Scrutiny Committee.

8. WORK PROGRAMME

Members were advised of the following suggested items for review:-

- Investigate the systems in place for receiving and sending posted items from and to the Town Hall along with items delivered by hand
- Norfolk Constabulary, Safer Neighbourhood Teams
- Look at concurrent and non-concurrent funding of Parish Councils
- Look at what the Town Hall could be used for to receive extra funding
- Integrated Service Centre and accommodation of staff
- Performance Indicators to be produced every quarter.

The Committee then agreed to add further items to the Work Programme:-

- Community affected by Environmental Issues, Highway Issues and Police Issues
- Highways and General Maintenance
- Pay and Display in the Borough.

It was agreed that the Member Services Manager and Scrutiny Officer would amend the Work Programme to include the three items above and would produce a Work Programme detailing the order in which these issues would be investigated.

9. DATE OF NEXT MEETING

It was agreed that the date of the next meeting would be 26 August 2008 at 6.00 pm.

10. CLOSURE OF MEETING

The meeting ended at 7.00 pm.

GREAT YARMOUTH BOROUGH COUNCIL

FORWARD PLAN LISTING KEY DECISIONS LIKELY TO BE MADE DURING THE PERIOD

Executive Members are:

Stephen Ames
 Barry Coleman
 Jim Shrimplin
 Barry Stone
 Bob Peck
 Graham Plant

1 July 2008 to 31 October 2008

NB Key decisions are Executive decisions (i) likely to result in savings or expenditure of more than £100,000; or (ii) which are significant in terms of the effect on people living or working in two or more electoral wards.

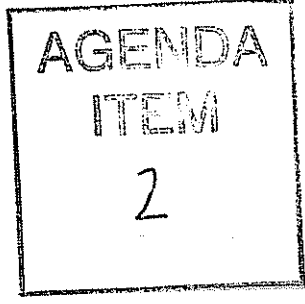
Matter for key decision	Who will make decision	Date/Period when decision likely	Groups/organisations to be consulted	How consultations are to take place	How representations are to be made, and by when	List of documents to be submitted to decision taker
-	-	-	-	-	-	-

One key decision was made in June, namely to proceed with option agreements for the Golden Mile Development.
 No key decisions have been added

CFS/MJG – 1/9/1/3
 14 July 2008

Y:\HML\SLegal\IC F Skinner\Committee Admin\Forward Plan 1 June to 30 September 2008.doc

5



**SCRUTINY COMMITTEE
WORK PROGRAMME 2008/09**

Subject	Issues to be Addressed	Date of Scrutiny Committee	Responsible Officer(s)
<p>Internal Post</p> <p>Investigate systems in place for receiving and sending posted items from and to the Town Hall along with items delivered by hand.</p>	<ul style="list-style-type: none"> • Identify the procedures currently in place. • Outline action to be taken to overcome existing problems. 	<p>26 August 2007</p>	<p>MSM&SO (in conjunction with Head of Customer Services)</p>
<p>Safer Neighbourhood Teams (SNT) (Norfolk Constabulary)</p>	<ul style="list-style-type: none"> • Are these working properly? • Committee to receive initial presentation from Crime Reduction Manager on:- <ul style="list-style-type: none"> (a) Key issues (b) Teething problems (c) What are the benefits/drawbacks • Once issues identified, invite Police to attend future meeting to address these issues. • Possible consultation with Community Groups/Parish Councils to find out their comments on SNT's. 	<p>26 August 2007</p>	<p>Crime Reduction Manager Police</p>

<p>AGENDA ITEM</p> <p>6</p>

<p>Concurrent and Non-current Funding for Parish Councils</p>	<p>HFS to report on:-</p> <ul style="list-style-type: none"> • How much is raised in each area. • How much money is being spent. • What VFM are we getting. • How much is being held in reserve by Parish Councils. • What performance management do we operate. • What has the money been spent on. • Issues of accountability. 	<p>TBA</p>	<p>HFS</p>
<p>Town Hall</p> <ul style="list-style-type: none"> • Alternative uses • Repairs 	<p>Alternative Uses</p> <ul style="list-style-type: none"> • Potential alternative uses of the building in light of LGR eg registrar, entertainment venue. • Other uses could potentially include former court room. <p>Repairs</p> <ul style="list-style-type: none"> • Likely on-going cost of repairs • Seek report from Asset Management Board on a review of on-going repairs. 	<p>15 September 2008</p>	<p>Head of Customer Services Technical Director Executive Director (Customers and Resources) Head of Financial Services</p>

<p>ISC and Accommodation of Staff</p>	<ul style="list-style-type: none"> • Head of Customer Services developing an Accommodation Strategy. • What action is being taken about office accommodation now that the ISC is currently off the agenda. • Initial report to Committee from Head of Customer Services. 	<p>26 August 2007</p>	<p>Head of Customer Services</p>
<p>Highways – General Maintenance in South Yarmouth</p>	<ul style="list-style-type: none"> • What action is being taken in the areas of Queens Road, Main Cross Road and Admiralty relating to:- <ul style="list-style-type: none"> - Policing - Trafficking - Controlling environmental nuisance • Questionnaire to local residents. • Invite Ward Councillors and Community Leaders to give their views to Committee at initial meeting. • Invite representatives from the Police, NCC and Environmental Services to meet with the Committee once issues have been identified. 	<p>TBA</p>	<p>Police Norfolk County Council Environmental Services</p>

Tender Procedures Capital Projects	<ul style="list-style-type: none"> • Report on protocols for tendering procedures. • Need to ensure VFM and best value. 	TBA	Executive Director (Customers and Resources) Technical Director
------------------------------------	---	-----	---

Y:\H\ML\Si\MemberServices\Robin Hodds\Misc\SCRUTINY COMMITTEE WORK PROGRAMME 2008-09.doc