

GREAT YARMOUTH
BOROUGH COUNCIL

A G E N D A

for the

SCRUTINY COMMITTEE

22 October 2007

at 6.30pm

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

SCRUTINY COMMITTEE

To be held in the Council Chamber, Town Hall, Great Yarmouth
On Monday, 22 October 2007 at 6.30 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 prejudicial 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 meeting held on 17 September 2007 (pages 1 – 5).

2. SECONDARY HOLIDAY AREA REGENERATION PROJECT (SHARP)

A Joint Report from the Head of Community Services and Executive Officer (Economy and Environment) will follow.

3. HOUSING MAJOR WORKS PROGRAMME

... The Director of Community Housing's report is attached (pages 6 – 10)

4. WORK PROGRAMME AND TOPIC UPDATE 2007/08

... The Member Services Manager and Scrutiny Officer's report is attached (pages 11 – 20)

5. FORWARD PLAN

... The Forward Plan for the period 1 October 2007 to 31 January 2008 is attached (page 21).

6. DATE OF NEXT MEETING

To note the date of the next Scrutiny meeting as Monday, 25 November 2007 at 6.30 pm.

7. 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."

* * * * *

AGENDA
ITEM
1

**LARGER PRINT COPY AVAILABLE
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SCRUTINY COMMITTEE

17 September 2007 – 6.30 pm

PRESENT:

Councillor Williamson (in the Chair); Councillors Burroughs, M Coleman, Cook, Reynolds, Wainwright and Weymouth

Councillor Ames attended as a substitute for Councillor Collins

Councillor Holmes attended as a substitute for Councillor Easter

Councillor Plant attended for item 2 on the agenda

Mr P Hardy (Executive Director – Economy and Environment), Mr R Hodds (Member Services Manager and Scrutiny Officer), Mr T Howard (Head of Regeneration and Environment), Mr C Skinner (Head of Central Services), Miss H Speechley (Executive Officer – Strategic Projects) and Miss K Edmonds (Senior Member Services Officer)

Apologies for absence were received from Councillors Collins, Easter, Field, Howard and C Walker

1. MINUTES

The minutes of the meeting held on 9 August 2007 were confirmed subject to an amendment that under item 8 (Future Items for the Scrutiny Committee) the reference as to how the Tourist Authority markets Great Yarmouth should be one item.

2. ARRANGEMENTS FOR LEISURE PROVISION IN THE BOROUGH

The Committee were asked to consider the call-in of the Cabinet Decision relating to the arrangements for leisure service provision at the Marina Centre and Phoenix Pool made on 22 August 2007. This decision was called in by Councillors Easter, Field and Wainwright. In the absence of Councillors Easter and Field Councillor Wainwright was asked to outline the reasons for the call in which were as follows:-

- (i) Why has the Cabinet decided to proceed with a tender process for management of both the phoenix and the Marina Centre without regard to a fully-worked up strategy for replacing facilities currently available at the Marina Centre and a clear vision of what will be required by way of new provision across the Borough?

The Cabinet Member (Regeneration and Tourism) informed the committee that research was currently being carried out into alternative sites for leisure facilities in the Borough and

that consultation was being carried out with local schools to secure their full participation in providing leisure opportunities.

Councillor Wainwright felt that this item should not have been presented to the Cabinet for a decision when a Leisure Strategy was in the process of being prepared. As there had been no complaints about the service provided by Waveney District Council at the Phoenix Swimming Pool he asked if the contract could be extended for 18 months after it expires in April 2008 in order to complete the Leisure Strategy for the Borough.

The Cabinet Member (Regeneration and Tourism) stated that the Great Yarmouth Sport and Leisure Trust had run the Marina Centre for two years at a profit and that many of the systems now in place at the Marina Centre could be transferred to the Phoenix Pool. It was also reported that Waveney District Council were considering setting up a Trust and had met with the Great Yarmouth Sport and Leisure Trust and had discussed the possibility of having a joint Trust.

A Member pointed out that since the Trust had taken over the running of the Marina Centre the service delivery had improved and that more schools were using the facilities.

The Chairman asked what the timeline for a Strategy would be along with the milestones and was there a Service Level Agreement in place to monitor the Trust's delivery.

The Cabinet Member stated that it was unclear what the future of the Marina Centre would be and that the Great Yarmouth Sport and Leisure Trust was a company independent from the Council.

(ii) Why has the Cabinet not waited the outcome of discussion on the future of the Marina Centre site and drawn up robust plans if necessary for providing replacement services for Great Yarmouth residents either by way of community use of the Great Yarmouth High School/Beaconsfield Road campus and/or by way of new build as appropriate? Is not a change to management arrangements premature and ill-advised?

The Cabinet Member stated that there was a need to look at the management of the Centre, and that a robust plan could not be implemented until the Marina Centre's future was decided.

Members expressed concern that they had not seen evidence of the finances of the Marina Centre and were not aware who the Trustees were.

Members were informed by the Head of Regeneration and Environment that comprehensive schools were required to become extended schools by 2008 and that the Council was in discussion with Great Yarmouth High School and others about the best way to progress this and that a temporary arrangement was in place for the school to use the Beaconsfield Recreation Ground for physical education classes.

(iii) Could not the job security of staff employed by the Sport and Leisure Trust be better safeguarded without compromising the excellent service afforded to users of the Phoenix Pool under Waveney District Council management?

The Cabinet Member stated that the staff from the Phoenix pool could be "TUPed" over to the Great Yarmouth Sport and Leisure Trust.

(iv) Can the Council first investigate the potential economies of scale that might be achieved by a closer working relationship with Waveney District Council with regard to a

leisure facilities, either independent of or part of a possible Great Yarmouth/Waveney Unitary bid; and

(v) Should not the Cabinet extend existing arrangements for a further 18 months to allow for an informed decision to be taken once the Marina Centre and associated issues are finally resolved?

Councillor Wainwright expressed concern at making any decisions now about the management of the Phoenix Pool when the possibility of a Waveney and Great Yarmouth Unitary Council was being investigated as a possible option under Local Government reorganisation.

The Head of Regeneration and Environment informed Members that the current management arrangement with Waveney District Council did not include the provision to extend the current arrangement and that a new contract would have to be prepared and notice given to end the current contract.

The Member Services Manager and Scrutiny Officer informed the Committee that the item identified by Councillor Williamson at the Council meeting on 5 April 2007 relating to the undertaking of work to produce contingency plans and long term strategy for leisure facilities was being considered by the Regeneration and Tourism Advisory Group.

A Member stated that they would like assurance that the quality of service provided at the Phoenix Pool would remain the same and the Cabinet Member stated that the level of service provided would improve as the staff would be experienced and the systems had been working well at the Marina Centre.

RESOLVED:

(i) That the Cabinet Decision made on the 22 August 2007 relating to the arrangements for leisure service provision at the Marina Centre and Phoenix pool be endorsed.

(ii) That the Member Services Manager and Scrutiny Officer be requested to write to the Great Yarmouth Sport and Leisure Trust formally requesting that they provide Members with their accounts and performance figures.

4. PUBLIC BROADCASTING SCREENS

The committee considered the Head of Regeneration and Environment's report on the detailed examination of the Public Broadcasting Systems and in particular the circumstances surrounding the acquisition and operation of the seafront and market place public broadcasting 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. Members also considered the Executive Officer's investigation report of the development and procurement of the Public Broadcasting Screens and the Business Plan. The Head of Regeneration and Environment report referred in detail to issues relating to Project Governance and Management, Project Inception, Project Consolidation, Project Procurement, Contract Arrangements, Operational Arrangements and Lessons Learned.

The Head of Regeneration and Environment stated that the *inteGREAT* scheme was correct in its dealings with various stakeholders but that the Council needed to learn some lessons from this scheme, particularly about the way in which it discharged its responsibilities. It was reported that there were two main points from the findings, namely that there was a need to

make sure that the level of appraisal was robust and to ensure that the Council as the accountable body had an effective role.

The screens concept was initially led by the Greater Yarmouth Tourist Authority who progress the scheme as far as they could with limited funding. Members noted that EEDA would not allow the carry over of any funds and that this resulted in the funding having to be spent in a short time scale which was a regular problem with government funding.

The Head of Regeneration and Environment stated that what was achieved could not have occurred without partnership arrangements although such an arrangement puts extra pressure on the Council as the accountable body. Members were informed that the concept of the screens was warmly received by all parties involved but that many were over optimistic about what could actually be achieved. This had resulted in some of the more routine tasks such as risk assessments not being detailed enough.

A Member expressed concern at the poor link between the Management Board and the Partnership Board, stating that this was not as robust as it should have been and that the scheme did not give the accountability that it should have done.

A Member stated that as a former member of the *inte*GREAT Board he was unaware that the screen was a design and build specification.

The Head of Regeneration and Environment stated that whilst investigating the procurement process no impropriety had been found. However, faults in the process were found which resulted in one supplier complaining that they could not submit a detailed tender in the timescale given.

Members' attention was drawn to the additional costs that Great Yarmouth Borough Council paid to ADI in order to have the screens repaired, which may have been avoidable if there had been a more effective procurement and contract management process.

Members discussed the contractual arrangements and noted that the 10% retention clause was not applied. There had also been a need for significant post contract development of the screens, which was hampered by a shortage of staff with the relevant expertise in this field.

A Member asked how the Council would stand if the screens on the seafront were to stop working now and were informed that the Council was currently in discussions with ADI and other service providers about a maintenance contract.

The Member Services Manager and Scrutiny Officer stated that both ADI and Herbert Tonkin had not responded to letters inviting them to attend and that Jim Dumolo had declined to attend, and David Marsh was on holiday. It was suggested that future contracts should be amended to include a clause whereby any relevant person/organisation may be called to account by the Scrutiny Committee.

The Committee were informed that a dedicated Screen Manager was now in post and would be looking at the longer term future of the screens.

The Chairman expressed his thanks to the Head of Regeneration and Environment and the Executive Officer for their reports.

RESOLVED:

That Cabinet be asked to consider the following recommendations:-

- (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 required for spending funding.
- (vii) Whenever regeneration is carried out, sustainability needs to be considered and taken account of as part of the risk assessment.
- (viii) That ongoing revenue costs need to be included in the funding plan 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.

5. FORWARD PLAN

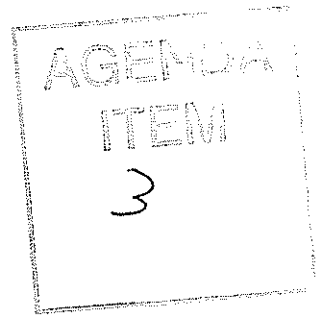
Members noted the Forward Plan for the period 1 September 2007 to 31 December 2007.

6. DATE OF NEXT MEETING

The next meeting will be held on Monday, 22 October at 6.30 pm.

7. CLOSURE OF MEETING

The meeting ended at 8.55 pm.



Subject: HOUSING MAJOR WORKS PROGRAMME

Report to: Scrutiny Committee – 22 October 2007

Report by: Director of Community Housing

SUBJECT MATTER/RECOMMENDATIONS

This report addresses the questions which were raised at the Scrutiny Committee meeting on 9 July 2007.

1. ELDERLY PEOPLE IN WARDEN CONTROL COMPLEXES – SHOULD THEY BE GIVEN A HIGHER PRIORITY?

1.1 The Council's priorities for investment in its housing stock through the housing major works programme are set out in the Housing Revenue Account (HRA) Business Plan. The major priority is – and, indeed, has to be, if we are to meet the Government's requirements and Public Service Agreement targets – to ensure that all of our dwellings achieve the decent homes standard by 2010. There are currently 300 dwellings within our housing stock which fail to meet the standard. This figure includes the warden service bungalows at Charter Close, the refurbishment scheme for which is due to be completed in 2008. Otherwise there are just 24 other warden service dwellings which currently fail the standard, and all of these are included in the central heating programme for either this year or next.

1.2 The underlying rationale for all stock investment decisions must be to maintain all properties in the best possible condition. Against a background of limited – and, in real terms, decreasing – capital availability, we need to ensure that we focus our investment very clearly on the properties and/or building components that are in the worst condition. An effective "just-in-time" approach can achieve efficiencies if it enables works to be undertaken on a planned basis, thus minimising capital costs, and in a timely enough manner to minimise revenue expenditure on reactive repairs.

1.3 To give a higher priority to investment in warden service dwellings would inevitably mean lower investment in the remainder of the stock. This would, in turn, be to the detriment of other tenants, including families with young children.

2. ILL-FITTING DOORS AND WINDOWS NEED ADDRESSING

- 2.1 The Community Housing Service seeks to ensure that all doors and windows in its dwellings are well maintained and fit well. Every Council dwelling is assessed for its external planned maintenance every five years. This survey includes a detailed inspection of the windows and external doors, which are assessed for repair or replacement if they are beyond economic repair. If windows or external doors do not fit well they will be repaired or replaced as appropriate. When the estimated cost of repairing a window exceeds half of the cost of a PVCU replacement window, the window is usually replaced.
- 2.2 Some twenty years ago the Council found that steel windows were causing particular problems. It was common for opening lights to become distorted in normal use, and, once distorted, they were almost impossible to repair. The Council, therefore, undertook a programme of work to replace the old steel windows with double glazed PVCU windows, and that programme was completed approximately three years ago.
- 2.3 The next priority for the window replacement programme has been the softwood windows that were installed in the 1960s and 1970s. Many of these have failed because they had no chemical treatment to resist rot, and the timber itself was grown quickly and is therefore of inferior quality.
- 2.4 If windows or doors become ill fitting between planned maintenance cycles, Repairs Inspectors will decide what works are needed. Again, where existing windows and doors are beyond economic repair, replacements will be installed. If any tenants are concerned about ill fitting doors or windows they should report this to the responsive repairs service for repair or possible replacement.

3. SMOKE DETECTORS SHOULD BE FITTED IN ALL COUNCIL PROPERTIES

- 3.1 The decision to install smoke detectors in all Council properties was taken a few years ago. At the same time, it was agreed that hard-wired, as opposed to battery operated, detectors should be installed, in the knowledge that this decision would increase the cost and, therefore, the time-scale for completing the programme. The first phase of the programme included dwellings in the southern parishes,

with the programme gradually moving north across the borough. (All properties which are connected to the warden-call system have smoke detectors, connected to the control centre, as part of the system).

3.2 Of the total stock of 6,146 dwellings, there remain 488 without smoke detectors and these are included in the current year's programme.

4. HOW DO WARD COUNCILLORS KNOW WHEN WORK IS BEING CARRIED OUT IN THEIR WARD OR IF SCHEDULED TO BE CARRIED OUT?

4.1 The HRA major works programme is set out in the annual budget book. This shows the nature and location of the works in the current year and the proposed expenditure in the following three years.

4.2 For some projects, the precise addresses are shown, for example "hard to let bungalows, special works, 1-3 Windsor Way, internal improvements". Some projects do not include addresses, for example "Charter Close bungalows, internal improvements, phase 3".

4.3 Although the budget book shows the expenditure for each financial year, it does not show when a particular project is expected to start and finish. At the time the budget book is put together, it is not always possible to list precise addresses where work is to be carried out and the start and finish dates will be subject to change throughout the year.

4.4 Progress reports on the delivery of the housing construction programme have also been included in the "Items for Information" newsletter sent to all Members.

4.5 In recognition, however, that the flow of information needs to improve, an officer working group has been established in Community Housing, to decide how best to assemble and distribute accurate and up to date information on programme delivery in the future. It is proposed that this information will be sent regularly to both Members and relevant officers.

5. ENVIRONMENTAL IMPROVEMENTS

- 5.1 The importance of maintaining and improving the general environment and, in particular, communal areas on flatted estates is highlighted in the following extract from the Council's HRA Business Plan:-

"The achievement of the decent homes standard will inevitably be the major priority for investment in the stock this year and over the next five years. However, existing programmes have developed over the years in response to specific issues ...

"Whilst many of these established programmes would contribute to the decent homes target, not all of them would do so. Extensive environmental improvement schemes have helped significantly in raising the quality of life on many estates. Pre-war developments have benefited from the renewal of boundary walls and fences, the enhancement of communal areas and, where appropriate, traffic-calming measures. Many earlier post-war developments were built with expansive communal areas which are notoriously hard to manage and maintain. Softening of the hard landscape, the creation of individual gardens, improved lighting and measures to enhance privacy and reduce the fear of crime by excluding people who have no business within the residential areas of the estate can radically change the perceptions of the areas held by residents and outsiders alike. It is the Council's experience that, in many areas, improving the environment is as vital to halting the decline into being difficult-to-let as internal improvements to the dwellings. Such schemes must continue to be a priority.

"During the tenant consultation exercise, lengthy discussions took place in respect of the balance to be struck between local priorities and the decent homes standard. The strongly held view of tenants was that environmental improvements are essential to raising the quality of life and addressing crime and fear of crime on a number of estates."

- 5.2 The importance which tenants attach to environmental improvements was subsequently confirmed during the stock options appraisal exercise.

5.3 The main categories of environmental works undertaken are as follows:-

reconfiguration/reduction of communal areas

security works (door entry systems, area lighting, etc)

resurfacing of car parks, access roads, drying areas, footpaths, etc

5.4 Various schemes have also been carried out over the last couple of years on flatted developments in order to accommodate the introduction of wheeled bins.

5.5 The average annual expenditure on works of this nature during the current year and two previous years has been approximately £300,000, which equates to about 4.5% of the annual capital programme.

6. RECOMMENDATION

Members are asked to note this report.

Dept Reference: DCF/VU - M:\HAS\Arch\Architectural\HAS-DAVID FROWDE\Misc\Report to Scrutiny - Housing
Major Works Programme.doc

Date: 15 October 2007

Background Papers: HRA Business Plan
Budget Book
"Items for Information"

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	Yes
	Equality	Yes
	Crime and Disorder	Yes
	Human Rights	No

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

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. • Scrutiny Committee on the 29 January 2007 	29/11/06	DCH		<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p style="text-align: center;">AGENDA ITEM 4</p> </div>

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"> • 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. • 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>	<p>19/3/07</p> <p>19/3/07</p>	<p>DCH</p> <p>DCH</p>	<p>21/1/07</p>	

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>				

Subject/Aims of Review Topic	Issues addressed	Date of Scrutiny Committee	Lead Officer/s	Date of Referral to Cabinet	Action
	<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 				

Subject/Aims of Review Topic	Issues addressed	Date of Scrutiny Committee	Lead Officer/s	Date of Referral to Cabinet	Action
	<p>meeting. (viii) 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>	9/8/07	HR&E		
	<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. 	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> <p>(i) Recommend that all business cases and procurement should include a risk assessment and a project plan.</p> <p>(ii) That protocols be put in place for the Council to effectively manage the outside organisations and hold partnership boards to account.</p> <p>(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.</p> <p>(iv) The Cabinet Portfolio Member should monitor and ensure that robust reporting methods were being applied.</p> <p>(v) That specifications of a scheme are detailed and have identified outcomes which may be performance managed and not vision driven.</p> <p>(vi) That contact should be made with the relevant government funding bodies to express concern at the short timescales</p>			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>				
<p>3. 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		
<p>4. 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. Partnership Working To review the issue of partnership working between the LSP and other such groups as appropriate		tba	LSP Officer		
6. Town Hall To review and look at improvements to the Town Hall in order to hold weddings and other such functions		tba	Head of Customer Services/ Technical Director		
7. Integrated Services Centre To review and look at the ISC and the costs involved in staff moving and the savings that could be made		tba	ED (E&E)/ ED (C&R)/ Head of Customer Services		
8. Great Yarmouth Tourist Authority To review how GYTA markets the Borough of Great Yarmouth, to include heritage marketing issues		tba	HR&E/ Tourism Manager		

	Subject/Aims of Review Topic	Issues addressed	Date of Scrutiny Committee	Lead Officer/s	Date of Referral to Cabinet	Action
9.	Performance Indicators To continually monitor and review the Council's key PIs.		tba	EO (Central Services)		

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GREAT YARMOUTH BOROUGH COUNCIL

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

Executive Members are:

Barry Coleman Barry Stone
Tony Smith Bob Peck
Jim Shrimplin Graham Plant

1 October 2007 to 31 January 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
Adoption of Environmental and Sustainability Policy for the Borough	Cabinet	October 2007	Members Staff Stakeholders	Meetings, correspondence, presentations	To Environmental Strategy Manager	Draft policy and associated report by Environmental Strategy Manager
Purchase of Premises for the LEGI Hub	Cabinet	November	-	-	To Property Services Manager	Report by Property Services Manager

Notes:

(i) No key decisions were made in September. One key decision has been added, namely the decision to purchase premises for the LEGI Hub.

CFS/SYB – 1/9/1/3
5 October 2007

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