

# Full Council

## Minutes

Wednesday, 24 February 2016 at 19:00

### PRESENT :

Her Worship the Mayor Councillor Weymouth (in the Chair), Councillors, Andrews, Annison, Bird, Carpenter, B Coleman, M Coleman, Collins, Connell, Cutting, Davis, Fairhead, Fox, Grant, Grey, Hanton, Jeal, Germany, Lawn, Linden, Mavroudis, Myers, Plant, Reynolds, Robinson-Payne, Rodwell, C Smith, J Smith, Stenhouse, Sutton, Thirtle, H Wainwright, T Wainwright, Walker, Williamson and Wright

In attendance were :

Mrs S Oxtoby (Interim Chief Executive Officer), Ms K Sly (Interim Section 151 Officer), Mrs J Beck (Director of Customer Services), Mr R Read (Director of Housing and Neighbourhoods), Mr D Johnson (Deputy Monitoring Officer), Mrs D Summers (Group Manager Resources), Mrs J Cooke (Head of HR) and Mr R Hodds (Cabinet Secretary).

### **1 DECLARATIONS OF INTEREST**

Councillors B Coleman, Jeal and Linden declared a Non Pecuniary interest as Members of the Great Yarmouth BID.

### **2 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Blyth, Jones and Pratt.

### **3 PUBLIC QUESTION TIME**

Council considered a question from Stephen Siegert as follows :-

“Retroskate Artistic Club has very successfully delivered an Annual Gala for the past 6 years, last years gala attracted nearly 300 skaters and had over 1000 spectators over the weekend, bringing significant benefits to the borough through tourism alone. The club is under threat due to the continuing uncertainty over the Marina Centre. Please can the council provide a guarantee that this years Gala in November can continue to be part of the National Skating calendar at the Retroskate Venue?”

In response the Cabinet Member for Neighbourhoods reported that he could provide a guarantee that this years Gala in November could take place at the retroskate Venue.

In accordance with the Constitution Mr Siegert was then entitled to ask a supplementary question as follows :-

" With regard to the proposals for the future for the Marina Centre and the redevelopment plan how much will it cost to demolish the Retroskate facility and how many car park spaces would be provided through such demolition?"

In response, the Cabinet Member reported that the Marina Centre Working Group was currently looking at all options and that no decisions have been made as yet on the future proposals in respect of the Marina Centre.

#### **4 REPORTS TO COUNCIL FOR DECISION**

##### **a) Treasury Management Strategy 2016/17**

Council considered the Group Manager (Resources) report on the Treasury Management Strategy 2016/17.

Proposer: Councillor Plant

Seconded: Councillor B Coleman

1) To approve the Treasury Management Strategy 2016/17.

2) To approve the prudential indicators and limits for the 3 year period 2016/17 to 2018/19 as detailed in the Group Manager's report.

3) To approve the Minimum Revenue Provision Statement.

4) To approve the Annual Investment Strategy.

**CARRIED**

##### **b) 2016/17 Budget Report**

The Cabinet Secretary reported that the Local Authorities (Standing Orders) (England) regulations 2014 require Local Authorities to take recorded votes at Budget Council meetings in relation to the item regarding the setting of the Local Authorities Budget.

Proposer: Councillor Plant

Seconded: Councillor B Coleman

That Paragraph 13.4 of Part IV (Rules of Procedure) of the Constitution be waived in respect of the main speakers in the budget debate, both of the opening speeches and the summing up.

**CARRIED**

(The Cabinet Secretary explained that the main speakers on this item would be the Group Leaders, Deputy Leader and the Shadow Cabinet Members with responsibility for Resources.)

Ahead of making decisions in relation to setting the Council Tax each year, the Chief financial Officer is required to report to the Council on the robustness of the estimates made for the purpose of the calculations along with the adequacy of reserves held by

Council.

In respect of the robustness of the estimates - in reference to pages 70 to 73 of the agenda, this provided details of the process carried out in producing the budget.

It highlighted a number of financial risks facing the authority including :-

- The level of income from a number of demand led services for example Car parking, planning income and waste ad recycling credits, upon which the budget is reliant, for which external factors can have a significant impact on;
- Local Authority funding and in particular the risks around the retention of business rates and the impact of current and new appeals on the level of income retained locally;
- The level of planned savings and additional income factored into the budget for the year.

In order to mitigate these risks estimates should be put together within a robust framework which reflects past financial performance, along with current service delivery which is regularly monitored within developed financial control processes.

The report highlighted that there had been a lack of financial reporting to Members over a number of years and that the current systems an financial processes are not sufficiently developed to ensure there is a pro active financial management approach.

Whilst there has been significant work by the Finance team and EMT into the production of the budget, which has been informed by the quarter three financial monitoring programme, without the assurance of regular in year financial monitoring reports this does reduce the robustness of the estimates for the budget process.

A more thorough detailed review of the Council's spending would be carried out and used to inform the updated financial strategy to be presented to Members later in the year. In addition a more pro-active approach to financial management needed to be developed further to ensure that the financial reporting is aligned to the Council's decision making and reporting processes.

The robustness of the estimates is not the only factor that should be considered as part of the approval of the budget for the coming year as the adequacy of the Reserves needs to be considered.

In relation to the Adequacy of reserves the report provided a commentary on the adequacy of reserves held by the Council, including both earmarked and general reserves. Local authorities should have a clear statement on their level and use of reserves and this had been reflected in the Council's reserves policy framework.

When calculating the Council Tax requirement billing authorities must have regard to the level of reserves needed for meeting future expenditure.

The policy framework for reserves outlines the process for determining the minimum level of general reserve which takes into account a number of factors.

Following the assessment the recommended minimum level of general reserve for the coming year is £2m.

The Interim Section 151 officer advised that in her opinion on the adequacy of

reserves, the balance of the general reserve is not considered in isolation but alongside :-

- The level of earmarked reserves
- the robustness of the estimates that are presented for approval and used for calculating the Council Tax
- The level of financial risks facing the authority.

In conclusion, the Interim Section 151 Officer advised that :-

- There is sufficient contingency within the current general reserve balance to mitigate any unforeseen weaknesses in the 2016/17 budget and the overall level of reserves held remains adequate in the short to medium term.

Council considered a number of questions submitted by the Labour Group in relation to specific issues concerning the budget, and Council agreed that written responses to all of the questions submitted should be made to the Shadow Leader to be shared with the Labour Group Members.

Proposer : Councillor Sutton

Seconder : Councillor T Wainwright

That with reference to page 35 recommendation 5 an appendix of the Capital Programme approval be given to an amendment that £20,000 of unsupported borrowing is added for the year 2016/17 for a phased £200,000 project to improve the Beaconsfield play area, the additional £180,000 to be found through external funding.

LOST

Councillor Myers asked a question with regard to the Town Centre BID and asked why the same terms did not apply to the Tourism BID. The Chief Executive Officer gave an assurance that she would personally look at the Tourism bid process and would respond direct to Councillor Myers on this issue.

Councillor Fox asked for an explanation as to why the baseline budget for the Executive Team had increased from the 2015/16 Budget Plan.

Councillor Fox was assured a written response to his question.

With regard to the issue of the proposed fees and charges in respect of dog kennelling Council discussed whether the imposition of increased charges would have an impact on those Members of the public who could not afford to meet the cost of the increased charges. And as a result questions were raised as to what would happen to those dogs where the charges could not be met. The Director of Customer Services reported that the proposed fees and charges for dog kennelling was in line with the Council's fees and charges policy. Councillor Grey sought an assurance as to whether the Council could give a guarantee that no dogs would be destroyed where there was a case where the charges could not be met. In response the Deputy Leader reported that he could not give this guarantee although he would expect every effort would be made to ensure that the dogs would be returned to their owners. The Interim Chief Executive Officer stated that the Officers would look at the appeal process with regard to the dog kennelling issue.

Proposer : Councillor Fox

Seconder : Councillor T Wainwright

That the fees and charges in respect of dog kennelling be kept to the current statutory limit of £25.

CARRIED

The Shadow Leader asked Council to consider the allocation of funds from the General Reserves to be ear marked for Committee Grants to celebrate her Majesty the Queen's 90th birthday celebrations.

Proposer : Councillor T Wainwright

Seconder : Councillor Jeal

That an allocation of £90,000 form the General Reserve be earmarked for a Community Grants fund to celebrate her Majesty Queen Elizabeth II 90th birthday, to be overseen by a cross party of Councillors and prominent Members of our community to consider application from groups across the Borough for awards of up to £1500.

CARRIED

The Shadow Leader asked Council to consider amendments to the proposed recommendations in respect of the 2016/17 budget report.

Proposer : Councillor T Wainwright

Seconder : Councillor Jeal

That recommendation 6 be amended as follows :-

That an allocation of £1m from the General Reserves be earmarked in a invest to save reserve as detailed within the Interim Section 151 Officers report and that decisions on the spend be referred to the appropriate Committee.

CARRIED

Proposer : Councillor T Wainwright

Seconder : Councillor Jeal

That recommendation 8 be amended as follows :-

" That delegated authority be given to the appropriate Committee to submit the Council's Efficiency Plan in consultation between the Interim Chief Executive Officer and the Group Leaders as required once further guidance is published and that the Council accepts the 4 year finance settlement as referred to within the Section 151 Officers report.

CARRIED

Proposer : Councillor Plant

Seconder : Councillor B Coleman

That the substantive motion in respect of the 2016/17 Budget report be agreed as follows :-

- 1) The 2016/17 Revenue Budget as detailed in Appendix a of the report be approved.
- 2) The surplus of £107,223 be allocated to the General Reserve.
- 3) The demand on the collection fund for 2016/17 will be :-
  - a) £3,914,239 for District Purposes
  - b) £354,143 for Parish Precepts
- 4) The Statement of and Movement of Reserves as detailed in Appendix d of the report be approved.
- 5) The updated Capital Programme and financing for 2015/16 to 2018/19 as detailed in Appendix e of the report be approved.
- 6) That an allocation of £1m from the General Reserves be earmarked in an invest to save reserves as detailed within the Interim Section 151 Officers report and that decisions on the spend be referred to the appropriate Committee.
- 7) That Members note the current financial projections for 2017/18 to 2019/20.
- 8) That delegated authority be given to the appropriate Committee to submit the Councils Efficiency Plan in consultation between the Interim Chief Executive Officer and Group Leaders as required once further guidance is published and that the Council accepts the 4 year finance settlement referred to within the Section 151 Officers report.

That a recorded vote be taken on this issue as follows :-

For the Motion - Councillors Andrews, Annison, Bird, B Coleman, M Coleman, Collins, Cutting, Grant, Grey, Hanton, Lawn, Mavroudis, Myers, Plant, Reynolds, Rodwell, C Smith, Stenhouse, Thirtle, Weymouth.

Against the Motion - Councillor Connell

Abstentions - Councillors Carpenter, Davis, Fairhead, Fox, Jeal, Linden, Robinson-Payne, J Smith, Sutton, H Wainwright, T Wainwright, Walker, Williamson and Wright.

CARRIED

#### c) Council Tax Setting Report 2016/17

Council considered the Interim Section 151 Officers report which presented for approval the Budget for 2016/17 and to make statutory calculations in accordance with the Local Government Finance Act 1992 to set the Council Tax for 2016/17. The report also includes the Chief Financial Officer's report on the robustness of the estimates and adequacy of reserves.

Proposer : Councillor Plant  
Seconder : Councillor B Coleman

1. That the Budget for 2016/17 as detailed in the Revenue Budget and Council Tax 2016/17 is approved
2. The Policy Framework for the Earmarked Reserves and the Optimum Level of the General Reserve 2016/17 to 2019/20 (Appendix A within this report) is approved.

3. That Members undertake the Council Tax and statutory calculations set out in the following recommendations:

4. Under the Localism Act 2011, the Council is recommended that it be noted that on 9 December 2015 the following was calculated:

(a) the Council Tax Base 2016/17 for the whole Council area as 26,722 [Item T in the formula in Section 31B(3) of the Local Government Finance Act 1992, as amended (the "Act")] and,

(b) for dwellings in those parts of its area to which a Parish precept relates as in the Revenue Budget and Council Tax 2016/17 Report Appendix C.

5. Tax requirement for the Council's own purposes for 2016/17 (excluding Parish precepts) is £3,914,268.

6. That the following amounts be calculated for the Council for the year 2016/17 in accordance with Sections 31A to 36 of the Local Government Finance Act 1992 and the relevant regulations and directions as follows:

(a) £71,013,400 Being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils.

(b) £66,744,989 Being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.

(c) £4,268,411 Being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 31A(4) of the Act).

(d) £159.73 Being the amount at 3(c) above (Item R), all divided by Item T (2 above), calculated by the Council, in accordance with Section 31B(1) of the Act, as the basic amount of its Council Tax for the year (including Parish precepts).

(e) £354,143 Being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act.

(f) £146.48 Being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by Item T (2 above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish precept relates.

(g) Appendix D being the amounts given by adding to the amount at 6(f) above to the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned above divided in each case by the amount at 4(b) above, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its Council Tax for the year for dwellings in those parts of its area to which one or more special items relate

7. That it be noted that for the year 2016/17 Norfolk County Council have issued their precepts to the Council in accordance with Section 40 of the Local Government Finance Act 1992 for each category of dwellings within the Council's area as indicated in the table in Appendix B. Norfolk County Council met on 16 February 2015 and set their precept at £1190.79. The Council's precept has increased by 3.99% on last year.

This results in a Band D Council Tax of £1190.79 and an increase of £45.72 from 2015/16.

8. That it be noted that The Norfolk Police and Crime Commissioner has issued his precept of £5,690,225 to the Council in accordance with Section 40 of the Local Government Finance Act 1992 for each category of dwellings within the Council's area as indicated in the table in Appendix B. The Commissioner's precept has increased by 1.98% on last year. This results in a Band D Council Tax of £212.94 and an increase of £4.14 from 2015/16.

9. The Council, in accordance with Sections 30 to 36 of the Local Government Finance Act 1992, hereby sets the aggregate provisional amounts shown in the table in Appendix C as the amounts of Council Tax for 2016/17 for each of its area and categories of dwellings.

10. Excessiveness Determination - The Council's basic amount of council tax as calculated above is the same as that calculated for 2015/16, and therefore within the 2.0% and £5 increase limit at which a referendum would be required.

11. The Council has determined that its relevant basic amount of Council Tax for 2016/17 is not excessive in accordance with principles approved under Section 52ZB Local Government Finance Act 1992. As the billing authority, the Council has not been notified by a major precepting authority that its relevant basic amount of Council Tax for 2016/17 is excessive and that the billing authority is not required to hold a referendum in accordance with Section 52ZK of the Local Government Finance Act 1992.

12. If the formal Council Tax Resolution is approved, the total Band D Council Tax for 2016/17 will be as follows :

	2015/16 £	2016/17 £	Increase %
Great Yarmouth Borough Council	146.48	146.48	0%
Norfolk County Council	1,145.07	1,190.79	3.99%
Norfolk Police Authority	<u>208.80</u>	<u>212.94</u>	1.98%
Sub-Total	1,500.35	1550.21	
Parish Council (average)	<u>11.94</u>	<u>13.25</u>	11.00%
Total	1,512.29	1,563.46	

That a recorded vote be taken on this issue as follows :-

For the motion - Councillors Andrews, Annison, Bird, Carpenter, B Coleman, M Coleman, Collins, Connell, Cutting, Fox, Grant, Hanton, Lawn, Mavroudis, Myers, Plant, Reynolds, Rodwell, C Smith, Stenhouse, Thirtle, Weymouth and Wright.

Against the motion - None

Abstentions - Councillors Davis, Fairhead, Grey, Jeal, Linden, Robinson-Payne, J Smith, Sutton, H Wainwright, T Wainwright, Walker and Williamson.

CARRIED

d) Housing Revenue Account - Budget estimates 2016/1/ to 2020/21.

Council considered the Director of Housing and Neighbourhoods report as presented by the Cabinet Member (Neighbourhoods) which set out the Housing Revenue Account (HRA) budget, Rent and Service Charge Proposals for 2016/17 and the revised HRA forecast for 2015/16.

The Cabinet Member also reported on an addendum tabled at the meeting with regard to the issue of rent increases for tenants in sheltered housing.

Proposer : Councillor Carpenter  
Seconder : Councillor Plant

1) That the draft budget estimates provided within the budget for the period 2016/17 to 2020/21 be approved.

2) To approve the revised forecast for 2015/16.

3) To approve the proposed fees and charges for 2016/17.

4) To review the Government proposals set out in the Welfare Reform and Work Bill 2015 and the Housing Planning Bill which include the 1% decrease per year for 4 years.

5) To agree to freeze the sheltered housing rents for 2016/17 at the 2015/16 level.

CARRIED

e) Housing Major Works Programme - Budget estimates 2016/17/2020/21

Cabinet considered the Director of Housing and Neighbourhoods, as presented by the Cabinet Member (Neighbourhoods), which provided estimates in respect of the Housing Revenue Account (HRA) Major Works Capital Programme 2016/17 to 2020/21.

Proposer : Councillor Carpenter  
Seconder : Councillor Plant

1) To approve the proposed Housing Major Works Capital Programme budget and programme for 2016/17 and the provisional programme for 2017/18 to 2020/21.

2) To approve the revised forecast programme for 2015/16.

CARRIED

Councillor Jeal raised the issue of the contract with regard to the repair of broken TVs and he was given an assurance that he would receive a written response to his question.

Councillor T Wainwright also raised a question with regards to a maintenance cost and he was assured that he would receive a written response to his question.

f) Pay Policy Statement 2016/17

Council considered the Head of HR's report with regard to the Pay Policy Statement

2016/17.

With regard to the issue of the living wage figure, the Interim Chief Executive Officer reported that the Living Foundation wage would be paid and that this would be included as an amendment to the Pay Policy Statement.

Proposer : Councillor Plant  
Seconder : Councillor B Coleman

That approval be given to adopt the Pay Policy Statement 2016/17 and to publish on the Council's website, subject to the inclusion of the amendment as outlined above.

CARRIED

g) Taxi fees

Council considered the Licensing and Election Manager's report as presented by the Cabinet Member (Environment) which informed Members of the changes to taxi legislation following the Deregulation Act 2015. This act introduced changes to taxi legislation which include the requirement that drivers licenses should last for 3 years and operators licences for 5 years. In light of these changes a review of the taxi licensing policy and license fees had been undertaken.

Proposer : Councillor C Smith  
Seconder : Councillor Plant

1) That approval be given to the option of an annual licence in certain circumstances as detailed in the Licensing and Elections Managers report.

2) That the proposed fees in Table 2 and 3 of the Licensing and Election Managers report be approved and take effect from 1st April 2016.

CARRIED

## **5 MINUTES OF MEETINGS**

a) Minutes of Council meeting 26 January 2016.

The Mayor presented the minutes of the Council meeting held on the 26 January 2016.

With regard to the item in respect of the Council's representation on the St George's Theatre Trust Councillor T Wainwright asked whether there was any update on this matter. Councillor B Coleman reported that the Trustees had held a meeting on the 5 February when the Trust had agreed that extra representation should be agreed from the Borough Council and that final ratification on this matter had now been sought from the Charity Commissioners.

With regard to the item on the issue of grants to the voluntary sector, Councillor T Wainwright stated that the minutes had recorded that the voluntary sector would only receive these for 6 months where infact the Cabinet had agreed that the voluntary sector should receive these for the full 12 month period. The Leader of the Council agreed that the 12 month period should apply in this case.

With regard to the issue of the motion on notice in respect of the British Steel Industry

Councillor Sutton asked whether the Council had received a response from the Prime Minister, and the Cabinet secretary reported that to date no response had been received.

With regard to the motion on notice in respect of the Norfolk Fire and Rescue proposals Councillor Myers reported that the issue of Fire Service cuts had been discussed recently by the Communities Committee at the County Council and that the proposed cuts to areas of the fire brigade had not been agreed.

b) Minutes of Cabinet meeting 10 February 2016

The Leader presented the minutes of Cabinet meeting held on the 10 February 2016.

c) Minutes of Audit and Risk Committee Meeting 2 February 2016.

The Chairman presented the minutes of the Audit and Risk Committee meeting held on the 2 February 2016.

With regard to the item relating to Contract Standing Orders Councillor Fox raised the issue of whether Contracts under £25,000 should be advertised.

With regard to the item in respect of the Annual Audit Letter Councillor Sutton stated that the letter had recommended that there should be an urgent review of the capacity of the Finance Department and he asked if the Chair of the Audit and Risk Committee was happy that this would be adequately resourced. In response the Chair of the Audit and Risk Committee stated that she was confident in the current staff but accepted that the team was under resourced.

## **6 QUESTIONS BY MEMBERS**

In accordance with paragraph 10.2 of Part 4 (Rules of Procedure) of the Constitution, Councillor Bird asked the following question of the Cabinet Member (Tourism and Business Services):-

"Would the Cabinet Member for Tourism and Business Services be so good to supply the Council with details of the operation of the Ice Skating Rink situated in the Market Square over the recent Christmas period to include attendance figures and the cost associated with this festive event. Could the Member also advise us as to whether something similar would be proposed for Christmas 2016?"

In response the Cabinet Member (Tourism and Business Services) reported that Great Yarmouth Town centre has experienced, like most town centres, a steady decline in occupied shops and footfall figures. Businesses, stakeholders and residents are all concerned about this trend. This was confirmed through public consultation at the end of 2014.

In February 2015 Budget, in response to these concerns, the previous Labour administration allocated £1 million for a Town Centre Initiative to fund short term initiatives and implement a longer term master planning exercise for future investment in the Town Centre.

By the middle of May 2015, when I became responsible for the Initiative, all that had been agreed was the spending of £120,000 on consultants to produce a master plan.

This is a lengthy and detailed exercise and is still progressing.

Whilst waiting to see what long term developments could take place, I felt that the Borough needed a bold statement of intent. Following discussions with officers the opportunity of a real ice rink became a real possibility at an approx. cost to the Town Centre Initiative of £100,000.

Following supportive comments from both other party leaders, the decision to proceed was taken in early October. Leaving just 5 weeks to get it operational. Something that the whole Council should congratulate the relevant offers on magnificent job.

The end result on January 3rd was a resounding success and vindicated the installation of the ice rink as a bold headlined feature – This can be evidenced through footfall figures in comparison with previous years, the highlights of which include;-

- The opening night combined with the Christmas Lights switch- on up 25%
- Last Wednesday before Christmas up 10%
- Boxing Day up 10%
- Tuesday after Bank Holiday up 12%

December saw Great Yarmouth buck both local and national trends by increasing footfall compared with previous years, a remarkable achievement, down to the presence of the ice rink.

The final cost to the Town Centre Initiative fund was £108,545.25 – a few thousand pounds less than Budget.

This figure would have been below £100,000 had it not been for extra security costs & exceptionally mild weather in December resulting in higher fuel costs, remember, some rinks melted completely!!!

Income surpassed budget expectations considerably;-

Sponsorship hit its target

Ticket sales at £67,000 were 20% higher than expected.

Auxiliary advertising for the Borough was considerable from extensive media coverage;-

- Hardly a week went by without an associated article in Mercury.
- Radio coverage was extensive including the whole 2 hour David Whitely Breakfast show on December 12th.
- Ice hockey Tournament that brought competitors from all over the county.

While this project was designed to improve the commercial activity of the Town Centre, it also gave a unique opportunity for the residents of the Borough to experience a new activity, at a reasonable cost.

£6 (£5 for children) for 45 minutes entertainment was excellent value.

I and others in the room here spend 3/4 times that amount for the equivalent time at Carrow Road quite regularly. Which often results in increased stress levels and raised blood pressure!!

The cost was set to be as inclusive as possible

There was no part of the Borough where children and adults of all ages did not take advantage of enjoying this opportunity.  
It was especially popular with school children.

Some 11,200 skaters took to the rink over the 5 weeks.

Why should the people of Great Yarmouth Borough not have such a marvellous opportunity?

All this commercial success and community wellbeing was achieved in 5 weeks against a backdrop of completion from a rink in Norwich, which was not known when we decided to proceed.

Will something similar be proposed for 2016?

At the moment it is probably a little too soon to say, however, if we are to be successful as a Borough we have to build on this success, especially the investment in time, energy and money that has been spent already in upgrading the Christmas Market.

I personally would like to see a landmark feature in the town centre next December, and I think it would be difficult to better an ice rink. I am happy to campaign to offer residents such opportunities.

Following the May elections we have the opportunity to investigate all options with a much longer lead in period.

- If we can build on our experience gained this year.
- Substantially increase the sponsorship for the event
- Get the backing and financial support from the commercial sector of the town.

Anything is possible.

In accordance with the Constitution Councillor Bird was entitled to asked a supplementary question and he reinforced his question as to whether anything was proposed for 2016.

In response the Cabinet Member reported that events for 2016 were currently being looked at.

## **7 GREAT YARMOUTH SPORT AND LEISURE TRUST**

Councillor Plant reported that as the Great Yarmouth Sport and Leisure Trust was no longer funded by Great Yarmouth Borough Council it would be appropriate for the Council to consider whether it would be necessary to appoint Members to serve on the Trust and whether appointments through the Outside Bodies list should be discontinued.

Proposer : Councillor Plant  
Seconder : Councillor B Coleman

That the Borough Council's representation on the Great Yarmouth Sport and Leisure

Trust be deleted from the Outside Bodies list.

CARRIED

(Councillor Sutton stated that he would wish for the Borough Councils representation to be retained on the Great Yarmouth Sport and Leisure Trust and he asked that his views be recorded).

The meeting ended at: 11:04

# Cabinet

## Minutes

Monday, 04 April 2016 at 18:30

### PRESENT :

Councillor Plant (in the Chair); Councillors Carpenter, B Coleman, Hanton, C Smith and Thirtle.

Councillors Grey, T Wainwright and Walker attended as observers.

### Also in attendance :

Mrs S Oxtoby (Interim Chief Executive Officer), Mrs J Beck (Director of Customer Services), Mr R Read (Director of Housing and Neighbourhoods), Mrs K Watts (Transformation Programme Manager), Mrs D Summers (Group Manager Finance), Mrs J Cooke (Head of HR) and Mr R Hodds (Cabinet Secretary).

### **1 APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor Williamson.

### **2 DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

### **3 MINUTES**

The minutes of the meeting held on the 10 February 2016 were confirmed.

### **4 QUARTER 3 PERFORMANCE REPORT**

Cabinet considered the Transformation Programme Manager's Quarter 3 Performance Report which gave an update on the current performance for the third quarter of 2015/16 (October - December 2015) for performance measures. The report highlighted some of the performance measures, with a detailed summary of performance in the planning and sickness measures, and gave an update on the position of key projects that are linked to the corporate priorities from the plan 2015 to 2020.

The Cabinet Secretary reported that this matter would be subject to Call In.

### RESOLVED :

(1) That all corporate measures be monitored during the next quarter.

(2) That further investigation is undertaken by appropriate service leads in Planning and HR to work to improve performance for the next financial year.

## **5 WHISTLEBLOWING POLICY, ANTI FRAUD, CORRUPTION AND BRIBERY POLICY AND ANTI MONEY LAUNDERING POLICY**

Cabinet considered the joint report of the Internal Audit Consortium Manager and the Corporate Risk Officer on the revised Whistleblowing Policy, Anti Fraud, Corruption and Bribery Policy and Anti Money Laundering Policy.

The Cabinet Secretary advised that this matter was subject to Call In.

RESOLVED :

(1) That the changes to the Whistleblowing Policy be noted and that the policy be endorsed.

(2) That the changes to the Anti Fraud, Corruption and Bribery Policy be noted and that the policy be endorsed.

(3) That the changes to the Anti Money Laundering Policy be noted and that the policy be endorsed.

## **6 CODE OF CORPORATE GOVERNANCE**

Cabinet considered the Interim Head of Finance's report which provided an update on the Council's Code of Corporate Governance, in accordance with best practice.

The Cabinet Secretary advised that this matter was subject to Call In.

RESOLVED :

(1) That the updated Code of Corporate Governance be approved.

(2) That approval be given to delegate to the Monitoring Officer the power to make such changes to the Code of Corporate Governance as are necessitated by the Council's change to a Committee System from May 2016.

## **7 RISK MANAGEMENT FRAMEWORK**

Cabinet considered the Corporate Risk Officer's report on the revised Risk Management Framework.

RESOLVED :

(1) That the revised Risk Management Framework be approved.

(2) That approval be given to delegate to the Monitoring Officer the power to make such changes to the Risk Management Framework as are necessitated by the Council's change to a Committee System from May 2016.

## **8 ASSET MANAGEMENT STRATEGY**

Cabinet considered the Director of Customer Services report on the Asset Management Plan 2016 to 2018. Members were advised that the Asset Management Plan considers the Council's asset holdings in relation to the Corporate Plan and Medium Term Financial Strategy objectives. It sets out aspirations to improve management and performance, both financial and operational, of the Council's property assets and the Property and Construction Services Team. The Plan aligns with the Borough Council's "Plan" and identifies assets using the same 6 key objectives reporting income and expenditure in addition to raising awareness of issues which are currently outside budget provision.

The Director of Customer Services reported that the action plan outlines the activities to be undertaken and the proposed timescales for delivery to achieve these aims. It was suggested that as part of this process regular updates are progressed through the new Committee process to ensure objectives are achieved and opportunities identified.

The Cabinet Secretary advised that this matter would be subject to Call In.

RESOLVED :

- (1) That the Asset Management Plan 2016 to 2018 be approved.
- (2) That a rolling programme be considered through the relevant Committee process.

## **9 BUSINESS CASE FOR DEVELOPING HOUSING AT SITE 25 BEACON PARK**

Cabinet considered the Director of Housing and Neighbourhood's report which set out the case for the Council, through the establishment of a Local Authority Trading Company, undertaking the development of residential properties at Site 25 Beacon Park. Cabinet was informed that the report was accompanied by a Business Plan which set out the strategic objectives and financial detail of the investment. Cabinet was asked to recommend that Council approved the required addition to the Capital Programme and the establishment of a Local Authority Trading Company to undertake the investment.

The Cabinet Secretary advised that a number of the recommendations were Cabinet decisions and would be subject to Call In whilst the issues relating to the capital funding would be matters for determination by Full Council.

RESOLVED :

- (1) That Cabinet resolves to :-
  - a) Approve the establishment of a Local Authority Trading Company limited by shares
  - b) Approve the model of Governance and Board Appointments as recommended by the Members Working Group as set out in the Director of Housing and Neighbourhoods report.
  - c) Approve the first Business Plan for the company, including the development of Phase 1 Site 25 Beacon Park.

d) To delegate to the Director of Housing and Neighbourhoods, in consultation with the Cabinet portfolio holder for Transformation (and after May to the relevant Committee), the Deputy Monitoring Officer and the Section 151 Officer, the power to make any decisions in order to establish the Local Authority Trading Company.

2) That Council be recommended to agree :-

a) That the Capital Programme, Treasury Strategy and Medium Term Financial Strategy reflect the financial implications contained in the Director of Housing and Neighbourhoods report.

b) That it approves the release of Capital Funding for the project as detailed in the Director of Housing and Neighbourhoods report and Business Plan.

c) To include the required borrowing in the Treasury Management Strategy.

The meeting ended at: 19:25

# Scrutiny Committee

## Minutes

Thursday, 25 February 2016 at 18:30

### PRESENT :

Councillor Williamson (in the Chair); Councillors M Coleman, Collins, Grant, Grey, Jeal, Jones, Lawn, Mavroudis, Sutton, T Wainwright and Walker.

Mr D Barker (Principal Conservation Manager), Mrs J Beck (Director of Customer Services), Mr A Carr (Group Manager - Tourism & Communications), Mr R Hodds (Cabinet Secretary), Mrs D Summers (Group Manager - Resources), Mrs K Watts (Transformation Programme Manager) and Mrs S Wintle ( Member Services Officer).

### **1 DECLARATIONS OF INTEREST**

Councillors Grant and Mavroudis declared a Non Pecuniary interest in the item relating to the Great Yarmouth Sport and Leisure Trust.

Councillors Williamson, M Coleman and Jeal declared a Non Pecuniary Interest in the item relating to the Winter Gardens in their capacities as Members of the Preservation Trust.

### **2 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Fox.

### **3 MINUTES**

The minutes of the meeting held on 3 December 2015 were confirmed.

### **4 MATTERS ARISING**

A Member raised a question in relation to item 7 Transparency Code / Publication Scheme and asked for an update to be given at the next meeting from the HR Manager.

### **5 GREAT YARMOUTH SPORTS AND LEISURE TRUST**

Councillor Plant gave an update to Members on the current position and future plans for the Great Yarmouth Sport and Leisure Trust.

The Chairman raised a question in relation to the applications and asked would they be for both public and voluntary sectors, Councillor Plant confirmed that these would be for both sectors.

Councillor Sutton asked for an indication as to how the Sports and Leisure Trust were to use monetary balances to pursue assets, Councillor Plant advised that a business plan would be produced.

## **6 THE WINTER GARDENS**

The Committee received and considered the Principal Conservation Officers' report which informed Members of the current position and proposed programme for the Wintergardens.

A number of concerns were raised in regard to the restoration and redevelopment of the site.

The Principal Conservation Officer reported that the Winter Gardens is a dangerous structure and appears on Historic England's Buildings at Risk Register.

The Principal Conservation Officer advised Members that the last survey and cost report was produced by Morton Partnership in 2014 and at that time the estimated cost of repair was between £2.5 and £3m. He advised that it was likely that the cost would now have risen due to the continuing deterioration of the building.

It was reported that should an application for a Heritage Lottery Fund be successful the funding would be used to develop the application, and fund important elements such as the business plan, conservation plan and management plan.

Concern was raised over the previous leases of the site and a Member asked if copies of these were available, further concern was raised in regard to the annual cost to the Council for the building whilst standing empty.

A Member stated that the Wintergardens was a highly protected building and that officers working on the project would be governed by the law of the land. A suggestion was made in regard to obtaining a report from the English Heritage in regard to the dismantling of the premises and storing.

Members requested assurance from Morton Partnership and the Conservation Team and asked for a further update to be brought to the next meeting of Scrutiny.

RESOLVED :

1) That an update from the Conservation Team together with assurances from Morton Partnership be brought to the next meeting of Scrutiny.

2) That a report be sought from the English Heritage Association in regard to the disposal and storage of the Wintergardens.

## **7 BUDGET MONITORING PERIOD 9**

The Committee received and considered the Budget Monitoring report which compared the actual expenditure and income position at the end of December 2015 to the updated budget for 2015/16.

A question was raised in regard to the IT Services and whether IT services would be separated across departments.

A Member asked in relation to the Benefits Section whether the introduction of Universal Credit had been taken into account. The Director of Customer Services advised that a grant had been secured for 2016/17.

Concern was raised in regard to the calculation for car parking, it was advised that the calculation is based on an estimated income.

In relation to a question raised in regard to a secondment post to Sports England, Members were advised that this post had been extended and had been fully funded by Sports England.

A Member asked for clarification how footway lighting is charged to the Council, the Director of Customer Services advised that this was paid direct to the utility companies.

RESOLVED:-

That the Budget Monitoring Report (Period 9) be noted.

## **8 TRANSFORMATION UPDATE**

The Transformation Programme Manager provided an update on the Transformation Programme.

Members were advised that the Transformation Board were meeting next week and a further update would be provided to Members at the next meeting of Scrutiny.

Concern was raised in regard to length of time in relation to the Asset Management database, although it was reported that all assets had now been plotted and that the database is available for members of the public to view.

## **9 TOWN HALL EVENTS**

The Committee considered the Transformation Programme Manager's report which provided an overview of the business case for the Town Hall and exploration of alternative delivery models.

The Transformation Programme Manager advised that the original business case figures for the development of the events were unrealistic, therefore this had resulted in changes to the 16/17 budget for these areas of work.

Members were advised that the catering contract was due for renewal in March 2016. Members were advised that this had presented an opportunity to see if a more cost effective way to run events could be sought by seeking a contractor who will manage the event in their entirety, from marketing, booking, setting of the venue, running the bar and catering elements and in return pay a fee to the Council. It was reported that an invitation to tender had been advertised.

A Member asked whether there were other plans in place if the tender process was unsuccessful. The Transformation Programme Manager advised that the Events

Team were reviewing the business case for the Town Hall events to further increase the forecasted income.

The Committee expressed their support for the Town Hall events although concern was raised in regard to expenditure and profit losses.

## **10 ANY OTHER BUSINESS**

The Chairman advised Members that the next meeting would be held on the 7 April 2016.

## **11 EXCLUSION OF PUBLIC**

The meeting ended at: 20:15

# Audit and Risk

## Minutes

Tuesday, 29 March 2016 at 18:30

### PRESENT:

Councillor Grey (in the Chair); Councillors Lawn, Walker and Williamson.

Mrs K Sly (Section 151 Officer) and Mrs C Webb (Senior Member Services Officer)

Mrs E Hodds (Internal Audit Consortium Manager)

Mrs T Myer (Ernst & Young LLP)

### **1 DECLARATIONS OF INTEREST**

It was noted that there were no declarations of interest declared at the meeting.

### **2 APOLOGIES FOR ABSENCE**

It was noted that there were no apologies for absence given at the meeting.

### **3 MINUTES**

The minutes of the meeting held on 2 February 2016 were confirmed.

### **4 MATTERS ARISING**

It was noted that there were no matters arising from the above minutes which were not covered elsewhere on the agenda.

### **5 PROGRESS REPORT ON INTERNAL AUDIT ACTIVITY 25 NOVEMBER 2015 TO 21 MARCH 2016**

The Committee received and considered the comprehensive report from the Internal Audit Consortium Manager.

The Internal Audit Consortium Manager reported the progress made between 25 November 2015 and 21 March 2016 in relation to delivery of the Annual Internal Audit Plan for 2015/16, which included abbreviated executive summaries in respect of four audit reviews; Corporate Governance - Data Protection and Freedom of Information, Council Tax and National Non-Domestic Rates, Housing Benefit and Council Tax

Support and Private Sector Housing - Disabled Facilities Grants and Discretionary Improvement Loans.

In addition, the Internal Audit Consortium Manager reported two Position Statements with regard to Member Services and Business Continuity/Disaster Recovery and the salient areas of the summary of the Cross Authority Review of the Accounts Payable service.

RESOLVED:-

That the Committee received and noted the outcomes of those audits finalised during the period.

## **6 GYBC AUDIT PLAN YEAR ENDING 31 MARCH 2016**

The Committee received and considered the Audit Plan for the year ending 31 March 2016 from the External Auditor which set out how they intended to carry out their responsibilities as auditor. The Audit Plan provided the Committee with a basis with which to review the proposed audit approach and scope for the 2015/16 audit in accordance with statutory requirements, auditing standards and other professional requirements. It was also to ensure that the audit was aligned with the Council's service expectations.

The Plan summarised the assessment of the key issues which drove the development of an effective audit for the Council and outlined the planned audit strategy in response to those risks.

RESOLVED:-

That the Committee received and noted the Audit Plan.

## **7 ANY OTHER BUSINESS**

The Chairman reported that there was no other business for consideration.

## **8 EXCLUSION OF PUBLIC**

The meeting ended at: 18:45