



**GREAT YARMOUTH**  
BOROUGH COUNCIL

# Council

**Date: Thursday, 05 October 2017**

**Time: 19:00**

**Venue: Council Chamber**

**Address: Town Hall, Hall Plain, Great Yarmouth, NR30 2QF**

## AGENDA

**Open to Public and Press**

### **1 APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

### **2 DECLARATIONS OF INTEREST**

You have a Disclosable Pecuniary Interest in a matter to be discussed if it relates to something on your Register of Interests form. You must declare the interest and leave the room while the matter is dealt with.

You have a Personal Interest in a matter to be discussed if it affects

- your well being or financial position
- that of your family or close friends
- that of a club or society in which you have a management role
- that of another public body of which you are a member to a greater extent than others in your ward.

You must declare a personal interest but can speak and vote on the matter.

Whenever you declare an interest you must say why the interest arises, so that it can be included in the minutes.

- 3      MINUTES      5 - 12**
- To confirm the minutes of the meeting held on the 13 July 2017.
- 4      SERVICE COMMITTEE DECISION LIST FOR THE PERIOD 10 JULY TO 11 SEPTEMBER 2017      13 - 15**
- Report attached.
- 5      ICE RINK**
- Report to follow.
- 6      TERMS OF REFERENCE FOR NEW COMMITTEES      16 - 18**
- Report attached.
- 7      OFFICER APPOINTMENTS TO DIRECTOR POSTS**
- Council is asked to note, for information, the Chief Executive Officer's decision under delegated authority to appoint the following :-
- Neil Shaw to replace Robert Read as a Director on the Equinox Board
  - Neil Shaw to replace Jane Beck as a Director on GYBS
  - Jane Beck to replace Robert Read as a Director on GY Norse
- 8      APPOINTMENTS TO OUTSIDE BODIES 2017/18**
- Council is asked to agree the following :-
- Neighbourhood Management Board - Make it Happen (Southtown, Cobholm and Halfway House) - Councillor Williamson to replace Councillor Borg
  - Great Yarmouth Sports Council and Great Yarmouth Sports Partnership - Councillor Wainwright to replace Councillor

Borg

- Great Yarmouth and Waveney CCG - Primary Care Community Committee - appoint Councillor Carpenter

## **9 APPOINTMENTS TO COMMITTEES 2017/18**

Council will be asked to agree a replacement Member for Councillor Waters-Bunn on the Local Authority Trading Company Shareholder Committee.

## **10 MOTIONS ON NOTICE**

To consider the following :-

(a) Motion from Councillors Wainwright, Jeal, Walker, Borg, Williamson and Waters-Bunn :-

"We call upon this Council to retain the housing related support services of eleven full time equivalent Supported Housing Officers, who are on average each responsible for 94 properties, and the four Supported Housing Officers who provide sickness and holiday cover, and the one full time equivalent manager who oversees the management and delivery of the Sheltered Housing Services".

(b) Motion from Councillors Jeal, Wainwright, Walker, Borg, Williamson and Waters-Bunn :-

"That this Council immediately freeze the scheduled timetable (previously agreed at the full Council meeting on the 16 May) for 2017 to 2018, and that at future Council meetings once the annual timetable for meetings is agreed it shall not be changed during that year. All Councillors will be aware of these dates and can arrange their diaries accordingly therefore leaving no one at a disadvantage of a last minute change".

(c) Motion from Councillors Wainwright, Jeal, Walker, Borg, Williamson and Waters-Bunn :-

"This Council resolves that GYBC negotiates with the Great Yarmouth Sport and Leisure Trust for them to work in partnership by investing their residual finances into the regeneration of the Wellesley Recreation Ground, and that these finances be used as matched funding for the project for the benefit of Great Yarmouth residents as in accordance with the charitable aims of the Trust".

**11     ANY OTHER BUSINESS**

To consider any other business as may be determined by the Chairman of the meeting as being of sufficient urgency to warrant consideration.

**12     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 involved the likely disclosure of exempt information as defined in paragraph 1 of Part I of Schedule 12(A) of the said Act."

**13     CONFIDENTIAL COUNCIL MINUTES**

Details

**14     CONFIDENTIAL SERVICE COMMITTEE DECISION LIST FOR  
THE PERIOD 10 JULY TO 11 SEPTEMBER 2017**

Details

# Council

## Minutes

Thursday, 13 July 2017 at 19:00

Present :

Her Worship the Mayor Councillor Robinson-Payne (in the Chair); Councillors Andrews, Annison, Bensly, Bird, Borg, B Coleman, M Coleman, Connell, Cutting, Davis, Fairhead, Flaxman-Taylor, Grant, A Grey, K Grey, Hammond, Hanton, Jeal, Lawn, Mavroudis, Myers, Plant, Pratt, Reynolds, Rodwell, Smith, Thirtle, Wainwright, Walker, Waters-Bunn, Weymouth, Williamson and Wright.

Also in attendance :

Mrs S Oxtoby (Chief Executive Officer), Mr D Johnson (Monitoring Officer), Ms K Sly (Finance Director) Mrs K Watts (Strategic Director), Mr R Hodds (Corporate Governance Manager) and Mrs S Wintle (Senior Member Services Officer).

### **1 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Carpenter, Hacon, Jones and Stenhouse.

### **2 DECLARATIONS OF INTEREST**

Councillor Mavroudis declared a personal interest in the item relating to the confidential report on Business Rates Write Offs and took no part in the voting or discussion there on and left the meeting when this matter was considered.

### **3 PUBLIC QUESTION TIME**

Council considered the following question from Mr J Cannell (Great Yarmouth and District Trades Union Council):-

"What is the current total debt and age profile of that debt owed in; a)Business Rates and b)Commercial Rents, to Great Yarmouth Borough Council."

In response, the Leader reported that following the June meeting of the Policy and Resources Committee where the annual debt and recovery report for 2016/17 was considered, within the report it was recognised that over the last few years 'in year' collection rates had fallen and the amount of overall debt had started to increase. The report indicated a number of reasons for this including :-

- The introduction of Council Tax reduction
- The impact of wider welfare reforms and introduction of Universal Credit
- But also highlighted the key factor that the Revenues Team, had a reduction in resource by 2.5fte.

The report outlined some key areas of improvement to address and improve in year collection rates and reduce overall debt. Following the report to Policy and Resources Committee a Business Case and Improvement Plan was considered and agreed by the Senior Management Team which included additional resource which is now being recruited to along with collection targets to be met over the next three years with targets to reduce the overall debt.

In relation to the Public question the Leader gave details of the outstanding debt and age debt profile in relation to Business Rates and Commercial Rents. In relation to the debt outstanding, recovery and enforcement action is underway or under consideration or arrangements to pay are already in place.

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

" In relation to a particularly high outstanding debt to the Council, how was this amount allowed to build up and would other ratepayers in the Borough be allowed to do this ? ".

The Leader reported on how this particular confidential matter was being dealt with through the debt recovery process.

### **4 MINUTES**

Proposer : Councillor Plant

Seconder : Councillor Grant

That the minutes of the Council meetings held on the 15 May, 16 May and the 12 June 2017 be approved.

CARRIED

**5 SERVICE COMMITTEE DECISION LIST FOR THE PERIOD 12 APRIL 2017 TO 22 JUNE 2017**

Council considered the Service Committee decision list for the 12 April to the 22 June 2017.

In relation to the item on redundancy and re-deployment policy, Councillor Williamson on the process that had been pursued under this particular item. In particular he referred to the changes that had taken place to the Council's Terms and Conditions of Employment he reiterated the need for the Council to value the Council's employees. Councillor Waters-Bunn supported Councillor Williamson's comments on the changes that had taken place and commented on her disappointment of the decision taken by the Policy and Resources Committee on this matter. Councillor Jeal also endorsed the comments made by both Councillors Williamson and Waters-Bunn and commented on the need for the Council to be fair to all employees.

The Leader reported that all of these comments had been expressed at the Policy and Resources Committee and he made the point that Unison had put forward their proposals for consideration on this matter. Councillor Wainwright commented that he had spoken to a representative from Unison who had indicated that the proposal considered by the Policy and Resources Committee had not in fact been suggested by Unison. The Chief Executive Officer reported that there had been a formal consultation with Unison and as a result Unison had written to the Head of Organisational Development with their proposals and the Chief Executive assured Members that full details of the comments made by Unison through the consultation period would be sent to all Members.

With regard to the item relating to Voluntary Sector Grants Councillor Wainwright commented that he was pleased to see that this issue had been completed and that he understood that a further update report would be presented to the Housing and Neighbourhoods Committee in the near future.

Proposer : Councillor Smith

Seconder : Councillor B Coleman

That the decision list for the period 20 April to the 22 June 2017 be received.

CARRIED

## **6 FINANCIAL OUTTURN REPORT 2016-17**

The Leader reported that the Outturn report reflects the financial position for the year 2017/18 and it was pleasing to be able to report an overall underspend for the year which had been allocated to the General Reserve. Whilst there are a significant variances reported against the budget for the year, Finance Officers will be reviewing these for the current year and also starting work on next years budget to allow sufficient planning for future financial challenges. Overall the Council holds a satisfactory level of reserves which can be used as one off funding to help achieve longer term efficiencies and real savings to assist in addressing future financial challenges.

Councillor Wainwright commented that he was pleased about the details regarding the reserves but expressed his concern about the funding gap of £3M. He understood that both the Chief Executive Officer and the Leader had been to see the relevant Secretary of State with regard to future funding. Councillor Wainwright also referred to the recent Queen's speech where there had been no reference to Local Government finance.

Proposer : Councillor Plant

Seconder : Councillor B Coleman

That approval be given to :-

### **(1) General Fund**

(a) The Outturn position for the General Fund Revenue Account for 2016/17 as included in the Finance Director's report and appendices

(b) The transfers to and from reserves (general and earmarked) as detailed within the Finance Director's report (and Appendix C) along with the corresponding updates to the 2017/18 budget.

(c) Transfer the surplus of £389,704 to the general reserves.

(d) The balance on the general reserves of £4,97,335 at 31 March 2017 (after allowing for recommendation 1c)

### **(2) Capital Programme**

(e) The financing of the 2016/17 Capital Programme as detailed within the Finance Directors report and at Appendix D

(f) The updated Capital Programme (General Fund and Housing Revenue Account) 2017/18 to 2018/19 and the associated financing of the schemes as outlined within the Finance Director's report and detailed at Appendix E.

**CARRIED**



## **7 2016/17 TREASURY MANAGEMENT OUTTURN REPORT**

The Leader reported that the report presented as to the Treasury Management activity for the Financial year including borrowing and investment activity. The Treasury Strategy is approved annually alongside the budget and treasury activities undertaken in line with the strategy during the year. At the end of the year the Council had external debt of just under £90M of which £58M was attributable to the Housing Revenue Account. The Council has continued to undertake its treasury activity on a prudent basis and it has remained under borrowed and has continued to take informed decisions around borrowing for the short to medium term.

Proposer : Councillor Plant

Seconder : Councillor B Coleman

That the Treasury Management Outturn report and Indicators for 2016/17 be approved.

CARRIED.

## **8 APPOINTMENT TO COMMITTEES 2017/18**

Proposer : Councillor Plant

Seconder : Councillor Smith

That Councillor Lawn replace Councillor Grant on the Development Control Committee.

CARRIED

## **9 MOTION ON NOTICE**

Council was asked to consider the following Motion on Notice from Councillors Wainwright, Williamson, Wright, Walker and Borg :-

" Now that the Government has found a magic money tree and agreed to give £1 Billion to the DUP, we call upon this Council to write to the Prime Minister Theresa May MP and Brandon Lewis MP, demanding an immediate abandonment of the Austerity programme and a lifting of the maximum 1% pay cap on our vital Public Services."

Councillor Wainwright reported that the programme of Austerity was clearly not working and agreed that the deficit had been reduced but that the national debt since 2010 had doubled to £1.9 Trillion pounds, 84% of GDP. He stated

that the average public sector worker was earning £1000 a year less than a decade ago and stated that things were far worse for nurses who had seen an average real terms pay cut of £3000 a year since 2010. By the end of the decade the Government will have cut their wages by 14% and some nurses were now being forced to use food banks. He stated that the Government also plans to cut the pay of firefighters in real terms and also referred to the issue of salaries for police constables.

Councillor Plant stated that scrapping the pay cap and offering pay rises in line with inflation across the public sector would cost £4bn a year. He stated that the Labour Party would fund a pay rise by reallocating a portion that the Government currently spends on the Corporate Welfare State. Councillor Wainwright commented that the pay cap was in place for ideological reasons because the Government was committed to finding the Corporate Welfare State rather than the Public Welfare State.

In response to the comments expressed by Councillor Wainwright, the Leader reported that the reference to the magic money tree was in fact first discovered by the current leader of the labour Party. The Leader considered it an excellent use of money to spend in an area of our Country that had years of devastation and now has hope of a bright future. Should this Country totally abandon the Austerity Programme interest rates would rocket as those worldwide institutions that lent money to responsible Governments at reasonable rates would jack up interest rates accordingly. This would mean higher mortgage repayments, higher cost of fuel and goods with out of control inflation. The Leader also referred to the comments that had been expressed relating to the current student debt issue.

The Leader made the point that to abandon austerity would be currently unaffordable but measures are being looked at to ease the burden on the residents of this Country but they must be costed properly and not impose further long term burdens on us and our children. The Government has increased the amount you can earn before tax and has increased employment throughout the land.

Councillor B Coleman commented that the Labour Party had in the past undertaken discussions with the DUP. He also referred to figures relating to spending on Public Services that had been issued by the Institute of Financial Studies in that the overall gap between the rich and poor had reduced and was better than most other countries he agreed that we were fortunate to have a National Health Service and referred to issues relating to pensioners.

Councillor Myers commented that there was a need to put figures that had been quoted to one side because this was an issue of recruitment of teachers and nurses and the fact that there was insufficient funds to support necessary services.

Councillor Williamson commented that we currently had a low wage economy and that the public sector had been hit the most. He stated that the Labour Party in the past had invested in the economy and that with regard to wage

increases other countries had agreed to implement certain level of increases. He reported on the need to re-energise the economy.

Councillor Walker commented that the Motion discussed at Parliament to agree to the lifting of the 1% pay gap had not been dealt with by the Government when this was discussed at the House of commons.

Councillor Reynolds commented that the former Labour Prime Minister of the Country had put this Country into debt and commented that it was enterprise and not the state that creates jobs. He felt that money was being allocated into public services by the current Government.

In summing up, Councillor Wainwright commented that all of the Labour Party proposals had been costed while he did not feel that those proposed by the Conservative ones had not been properly costed.

Proposer : Councillor Wainwright

Seconder : Councillor Walker

Now that the Government has found a magic money tree and agreed to give £1 Billion to the DUP, we call upon this Council to write to the Prime Minister Theresa May MP and Brandon Lewis MP, demanding an immediate abandonment of the Austerity programme and a lifting of the maximum 1% pay cap on our vital Public Services.

Propser : Councillor Connell

Seconder : Councillor Jeal

That a recorded vote be taken on the above motion.

CARRIED

For the Motion - Councillors Andrews, Annison, Borg, Connell, Cutting, Davis, Fairhead, K Grey, Jeal, Myers, Pratt, Robinson-Payne, Rodwell, Wainwright, Walker, Waters-Bunn, Williamson and Wright.

Against the Motion - Councillors Bensly, Bird, B Coleman, M Coleman, Flaxman-Taylor, Grant, Hammond, Hanton, Lawn, Mavroudis, Plant, Reynolds, Smith, Thirtle and Weymouth

Abstentions - Councillors A Grey and Walch

For the Motion 18 votes, against the Motion 15 votes, abstentions 2 votes.

Motion CARRIED

**10 EXCLUSION OF PUBLIC**

Resolved :

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 involved the likely disclosure of exempt information as defined in paragraph 1 of Part I of Schedule 12(A) of the said Act.

**11 CONFIDENTIAL SERVICE COMMITTEE DECISION LIST FOR THE PERIOD  
12 APRIL 2017 TO 22 JUNE 2017**

(Confidential Minute on this Item)

The meeting ended at: 20:24

**Decision List for 10 July 2017 to 11 September 2017**

	Decision Item	Committee	Committee Date	Details of Decision	Officer Lead
1	Review of Commissioning Process for Voluntary and Community Sector Support Services	Audit & Risk	10/07/2017	That the committee noted the report.	Emma Hodds
2	Report on the Status of Audit Recommendations due for Implementation Between 1 January and 31 March 2017	Audit & Risk	10/07/2017	That the Committee noted the report.	Emma Hodds
2	Progress Report on Internal Audit Activity 21 February To 5 May 2017	Audit & Risk	10/07/2017	That the committee noted the report.	Emma Hodds
3	Head of Internal Audit Annual Report and Opinion 2016-17	Audit & Risk	10/07/2017	That the Committee :- <ul style="list-style-type: none"> <li>Received and considered the contents of the Annual Report Opinion of the Head of Internal Audit for 2016/17</li> <li>Noted that a reasonable opinion has been given in relation to the framework of governance, risk management and controls for the year ended 31 March 2017.</li> <li>Noted that the opinions expressed together with the significant matters arising from the internal audit work and contained within this report also be given due consideration when developing the Annual Governance Statement for 2016/17.</li> <li>Noted the conclusion of the review of the effectiveness of internal audit.</li> </ul>	Emma Hodds
4	Corporate Risk Register	Audit & Risk	10/07/2017	That the Committee agreed the Corporate Risk Register.	Kaye Bate
5	Follow up of External Audit Recommendations	Audit & Risk	10/07/2017	That the Committee noted the current position in relation to the completion of audit recommendations / findings.	Kaye Bate
6	Annual Report on Risk Management Arrangements 2016-17	Audit & Risk	10/07/2017	That the Committee noted and approved the Annual Report on the Council's Risk Management arrangements.	Karen Sly
7	Code of Corporate Governance	Audit & Risk	10/07/2017	That the Audit and Risk Committee approved the updated Code of Corporate Governance.	Kaye Bate
8	Annual Governance Statement	Audit & Risk	10/07/2017	That the Committee noted and approved the Annual Governance Statement.	Kaye Bate
9	Great Yarmouth Sustainable Transport Priorities	Economic Development	17/07/2017	That the Committee endorse the first 2 years of the Sustainable Transport Priorities set out in the Executive Director of Community and Environmental Services report.	David Glason
10	Support for Businesses in Great Yarmouth	Economic Development	17/07/2017	That the Committee note the availability of grants and support for Great Yarmouth businesses and the work of the Economic Development Unit to assist this.	Peter Wright
11	Annual Performance Report 2016/17 for Economic Development	Economic Development	17/07/2017	That the Committee note the Economic Development element of the annual performance report for 2016/17.	David Glason
12	Lighting St. George's - Trial	Environment	18/07/2017	That approval be given for the trial of LED tree decoration in St Georges Park once adequate funds have been raised by Mrs. Staff for the trail scheme subject to the following :- (1) That there is no deviation from the work already presented to Officers, (2) That all finance to provide the lighting and it's future maintenance to be met by the Community. (3) That the Councils Tree Surgeon is satisfied that no damage will be caused to the tree. (4) That planning permission be sought as the park is within a conservation area.	Glenn Buck
13	A Review of Footway and Other Lighting	Environment	18/07/2017	(1) That the Committee note the Head of Environmental Services report (2) That the Committee confirm the future Footway Lighting Policy as detailed in Appendix 1 of the report. (3) That the Committee agree to receive future reports in relation to areas whereby underground cabling rectification has been identified. (4) That a letter be sent to the EDT Committee at Norfolk County Council stating the Committee's concerns and ask that the footway lighting at Riverside Road, Gorleston be reverted back to the County Council for ownership. (5) That the Committee receive a future report detailing options around possible future budget savings.	Glenn Buck
14	Review of the Collection of Domestic Solid Waste	Environment	18/07/2017	That the Committee note the information contained within the Head of Environmental Service's Report.	Glenn Buck
15	Future Provision of ICT Services	Policy & Resources	25/07/2017	(1) That approval be given to open discussions between ourselves, NCC and LGSS (2) Approval be given to commence work on building a joint fully costed Business Case incorporating a Full Transition Plan.	Miranda Lee

	Decision Item	Committee	Committee Date	Details of Decision	Officer Lead
16	The Winter Gardens	Policy & Resources	25/07/2017	(1) That approval be given to £20,000 being made available from the Special Projects reserve to commission an external Business Plan consultant to produce a comprehensive Business Plan and analysis for a sustainable re use of the Winter Gardens and to address issues around future governance. (2) That an end use reflects the horticultural origins and use of the building. (3) That a Members Working Group be established to oversee the development of the project comprising, Councillors B Coleman, Plant, Smith, Jeal and Wainwright and two Members from the UKIP Group to be nominated.	Darren Barker
17	Draft Norfolk Strategic (Planning) Framework Consultation	Policy & Resources	25/07/2017	(1) That the Draft Norfolk Strategic Framework be supported. (2) To note that the Norfolk Planning Authorities will shortly issue a public consultation on the draft framework. (3) That the agreement on the Green Infrastructure should be drafted to avoid an unduly mechanistic approach and allow for local decisions on how best to define and treat such areas to achieve their protection and enhancement.	John Clements
18	Council Tax Reduction Scheme 2018	Policy & Resources	25/07/2017	That approval be given to consult on both options for a 2018 scheme.	Miranda Lee
19	Revenue Services - Service Improvement Plan	Policy & Resources	25/07/2017	That approval be given to endorse the Service Improvement Plan as detailed in Appendix 1 of the Head of Customer Services report.	Miranda Lee
20	Discretionary Business Rate Relief	Policy & Resources	25/07/2017	(1) That the new guidelines and application form as set out in Appendix A and B of the Revenue Manager's report for deciding whether to grant Discretionary Rate Relief be adopted. (2) To review the existing qualifying cases during 2017/18 and award relief based on new guidelines. (3) To delegate to the Revenues Manager the power to award under the new criteria in the case of new applications in accordance with the guidelines except for any relief awarded above £15,000 where it will be considered by the Section 151 Officer and Head of Customer Services or Revenues Manager, and the right of appeal against any determination will be reconsidered by the Section 151 Officer or Members if the Section 151 Officer has determined the award of the relief, and that approval be given to appoint a Sub Committee of the Policy and Resources Committee comprising Councillors K Grey, Thirtle and Wainwright.	Stuart Brabben
21	Non Domestic Rates - Discretionary Revaluation Relief	Policy & Resources	25/07/2017	(1) That the new Discretionary Revaluation Relief Scheme for year 1 (2017/18) be a banded scheme (option 1) where a fixed amount of relief is awarded based on the amount the rate payers bill has increased as at the 1 April 2017. (2) That the principle of a banded scheme be retained in years 2,3 and 4 with delegated authority being given to the Section 151 Officer to review and decide the band widths and the value of the relief given to each band.	Stuart Brabben
22	Voluntary and Community Sector Support Services	Housing & Neighbourhoods	27/07/2017	That the Committee note the report.	Robert Read
23	Quarter 1 Performance Report	Housing & Neighbourhoods	27/07/2017	That the Committee note the report.	Trevor Chaplin
24	Quarter 1 Key Project and Performance Report	Policy & Resources	05/09/2017	(1) That all measures be monitored during the next quarter. (2) That all Key Projects continue to be monitored over the next quarter with the aim of maintaining a green status and where possible obtaining a green status for those Key Projects which are currently amber.	Julie Cooke
25	2017-18 Period 4 Budget Monitoring	Policy & Resources	05/09/2017	That the 2017/18 Period 4 Budget Monitoring report be received.	Karen Sly
26	Units 1-10 Main Cross Road	Policy & Resources	05/09/2017	That approval be given to retrospectively approve a budget of £73,000 from the repairs and maintenance reserve for the purposes of the emergency demolition of Units 1-10 Main Cross Road.	Jane Beck
27	Market Fees - Open Friday for October	Policy & Resources	05/09/2017	That, subject to appropriate assurances relating to insurances and public liability issues, approval be given for the introduction of a fixed fee of £10 per store for up to 9 metres, this fee be granted for an initial trial of the open market Friday events during October 2017.	Jane Beck
28	Forward Plan	Environment	06/09/2017	That the Committee agree to cancel the scheduled 10 October 2017 Committee meeting due to no items recorded for consideration and to allow an extra meeting of the Policy and Resources Committee.	Robin Hodds
29	Quarter 1 Performance Report	Environment	06/09/2017	That all measures be monitored during the next quarter.	Glenn Buck
30	Town Centre Reserve - Funding Request	Economic Development	11/09/2017	(1) That the Committee agree to the allocation of £25,000 from the Town Centre Initiative Reserve. (2) That the Committee agree to allocate a maximum of £44,081 to complete a development brief in relation to the King Street / Regent Street leisure based anchor also identified within the Town Centre Masterplan.	Kate Watts

	Decision Item	Committee	Committee Date	Details of Decision	Officer Lead
31	Ice Rink Installation for Christmas and New Year 2017-18	Economic Development	11/09/2017	That Council be recommended to purchase an ice rink, and to consider the options for purchase as detailed within the Strategic Director's report, and that the Business Case be revised following the outcome of the procurement exercise including a review of some of the assumptions detailed within the report.	Kate Watts

Subject: TERMS OF REFERENCE FOR NEW COMMITTEES

Report to: COUNCIL – 5 OCTOBER 2017

Report by: MONITORING OFFICER

**SUBJECT MATTER/RECOMMENDATIONS**

1. To settle the terms of reference of the Shareholders Committee
2. To settle the terms of reference of the Housing Appeals Committee

**1. INTRODUCTION/BACKGROUND**

The Council's Constitution is a public facing document which contains all the decision making powers of the committees and their membership and rules of procedure.

From time to time new committees are set up or changes made to the council's decision making structure and these need to be reflected in revisions to the Constitution.

This report is for members to approve two such changes.

**2. MAIN BODY**

At its meeting on 12 April 2016 the Council resolved to create a Shareholders Committee specifically to exercise oversight of its wholly owned company Equinox Enterprises Limited.

At its meeting on 21 February 2017 the Council resolved to create a Housing Appeals Committee specifically to consider appeals on housing management decisions other than decisions on evictions



### **Terms of reference of Shareholders Committee**

The following are proposed as terms of reference for the Shareholders Committee.

The Committee shall:-

1. Represent the Council's shareholding interest in Equinox Enterprises Limited
2. Receive reports and briefings from Equinox Enterprises Limited
3. Appoint and remove directors to Equinox Enterprises Limited from time to time as required.
4. Be accountable to Full Council
5. Provide the Council's direction and consent for investment and any other decisions of Equinox Enterprises Limited requiring council consent.

Meetings will be held on an ad hoc basis.

Membership – 13 Members appointed by Council under the political balance rules.

### **Terms of reference of Housing Appeals Committee**

The following are proposed as terms of reference for the Housing Appeals Committee.

The Committee shall:-

consider appeals on housing management decisions other than decisions on evictions but including appeals against the refusal of consent to mutually exchange and refusal of right of succession

Meetings will be held on an ad hoc basis.

Membership – 13 Members appointed by Council under the political balance rules.

### **3. FINANCIAL IMPLICATIONS**

There are no financial implications.

### **4. RISK IMPLICATIONS**

The terms of reference take into account risk issues in the management of the

committee's business.

## CONCLUSIONS

### Next Steps

Once members have settled the terms of reference these will be inserted into the Council's Constitution.

## 5. RECOMMENDATIONS

Please see box at the head of this report.

## 6. BACKGROUND PAPERS

None

*Areas of consideration: e.g. does this report raise any of the following issues and if so how have these been considered/mitigated against?*

Area for consideration	Comment
Section 151 Officer Consultation:	No financial implications
Existing Council Policies:	Council's Constitution
Financial Implications:	None
Legal Implications (including human rights):	Monitoring Officer has cleared legal implications
Risk Implications:	No significant risk
Equality Issues/EQIA assessment:	No equality issues
Crime & Disorder:	No issues
Every Child Matters:	No issues