



GREAT YARMOUTH
BOROUGH COUNCIL

Full Council

Date: Monday, 26 January 2015
Time: 19:00
Venue: Council Chamber
Address: Town Hall, Hall Plain, Great Yarmouth, NR30 2QF

AGENDA

Open to Public and Press

1 **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.

2 **APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

3 PUBLIC QUESTION TIME

To consider the following questions:-

(a) Question from Mr R Hudson:-

Having not abdicated responsibility to others could the Leader of the Council explain in more than one word since May 2012 the number of consultants the Council has engaged each year and the cost of those consultants each year and the salary saving in 2012, 2013 and 2014 of staff who left under a severance scheme. Whether the Council has re-employed or engaged staff that left under a severance or similar scheme since 2012 and the numbers involved.

One would hope that the savings in staff cuts would be greater than the cost of consultants

(b) Question from Mr J Cannell:-

" The current Chief Executive was appointed in July however no invoices are shown for July, August and September on the Council's website paid to Solace Enterprises however invoices for Executive Team Agency staff, of £19,900 paid on 5 October 2014, £16,915, paid on 19 October and £21,890 on 9 November are paid to Solace Enterprises.

Could the Leader of the Council explain why there is an apparent lack of invoices reflecting the Chief Executive's consultancy charge of £1000 per day given that he is a contractor and could the Leader provide further detail as to the payments to Solace Enterprises for Executive Team Agency staff in October and November? For example what are the invoices for and whether he expects more such invoices over the coming months?"

4 REPORTS TO COUNCIL FOR DECISION

(a) Committee Form of Governance

4 - 12

Report attached.

(b) Appointments to Committees 2014/15

To agree the appointments to:-

Appeals Committee - Councillor Robinson - Payne

Housing Appeals Committee - Councillor Sutton

(c) Public Toilet Review Working Group Recommendations

13 - 17

Report attached.

- (d) **Scrutiny Committee Annual Report 2013-14** **18 - 26**
Report attached.

- (e) **Car Parking Working Group Recommendations** **27 - 37**
Report attached.

5 MINUTES OF MEETINGS

- (a) **Council Minutes** **38 - 45**
The Mayor will present the minutes of the 25 November and 11 December 2014.

- (b) **Cabinet Minutes** **46 - 49**
The Leader will present the minutes of the 10 December 2014 and 21 January 2015 (to be tabled at the meeting).

- (c) **Scrutiny Minutes** **50 - 54**
The Chairman will present the minutes of the 4 December, 18 December 2014 and the 22 January 2015 (to be tabled at the meeting).

6 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."

- (d) **Scrutiny Minutes**
Details

Subject: **COMMITTEE SYSTEM OF GOVERNANCE**

Report to: **SCRUTINY COMMITTEE – 4 DECEMBER 2014**
CABINET – 10 DECEMBER 2014
COUNCIL – 13 JANUARY 2015

Report by: **CHIEF EXECUTIVE OFFICER**

SUBJECT MATTER/RECOMMENDATIONS

To consider changing to a Committee Form of Governance for Great Yarmouth Borough Council.
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1. INTRODUCTION

Members will recall that Council at its meeting on the 23 September 2014 agreed the following:

“To consider a change to the Council’s form of Governance in accordance with Section 915 and 9 KC of the Local Government Act 2000 to a committee form of governance as provided in Section 9 B (i) (B) of that Act, but that the implications of the costs and requirements of introducing a committee form of governance which is already included in the Scrutiny Committee Work Programme for 2014/15, be fully considered by the Scrutiny Committee, Cabinet and full Council before a final decision is made”.

2. BACKGROUND

A local authority’s structure and decision making processes are governed by the statutory framework contained in the various Local Government Acts and the regulations made under those acts.

The division is largely into “executive” and “committee system”. An executive is somewhat equivalent to a board of directors of a company and the leader of the council or the elected mayor (depending upon the type of executive chosen) could be seen as equivalent to an Executive Chairman.

In the committee system there is a less focused more collegiate form of decision taking. Further differences between each are explained in more detail in this report. GYBC has operated a Leader and Executive system since 2001. In 2010 a petition was presented to the Council calling for a referendum on a change from leader and Executive to Elected Mayor. This referendum was held in May 2011 and the result was that the Elected Mayor proposal was rejected and the fall back position of Leader and Executive retained. The fact that there was a referendum may be significant in any future decision. Further legal advice and possibly counsel’s opinion

is being sought on whether a referendum is mandatory in our current circumstances before any change to the governance arrangements is implemented.

3. EXECUTIVE ARRANGEMENTS

Executive arrangements can take one of two forms:-

- Strong Leader and Cabinet, or
- Elected Mayor and Cabinet

The main features of executive systems of governance are as follows:

A local authority which has adopted executive arrangements must ensure that its executive takes the form specified in section 9C (2) of the Local Government Act 2000. An executive is responsible for certain functions of a local authority and executive arrangements require a division between the making of a decision and the scrutiny of that decision.

An Executive can be either a:

Mayor and Cabinet Executive (an Elected Mayor of the authority and two or more Councillors of a local authority appointed by the Elected Mayor).

Or

A Leader and Cabinet Executive - a Councillor of the authority (Executive Leader) elected as Leader of the Executive by full Council and two or more Councillors of the authority appointed by the Executive Leader.

A local authority Executive can only have up to a maximum of ten members unless an alternative number has been specified by the Secretary of State in regulations.

An Executive does not have to be politically balanced – it can be a single party body if the Leader so chooses. Under the Constitution, the Leader has the authority to appoint the Executive.

The Executive is responsible for most day to day management of the authority's functions. It may take those decisions collectively as a Cabinet, by delegating to a Cabinet Committee, to a Cabinet Member or to an officer.

The Full Council sets the budget and major policy framework. These matters are 'reserved' for the Full Council in the Local Government Act. Some statutory functions of a planning and licensing must also be exercised in Committees which cannot involve members of the executive.

A Scrutiny Committee must be established and non executive Councillors appointed to it. Its role is to hold the Executive to account. It can challenge and request the

Executive to re-consider decisions and under certain circumstances delay the implementation of Executive decisions but it cannot overturn them. Many Councils establish more than one Scrutiny Committee.

4. A COMMITTEE SYSTEM

The main features of this system are as follows:-

- There is no “Executive” set up to carry out day to day management of the authority.
- The Full Council sets up committees to deal with different functions and delegates decision making to these committees and / or to officers.
- There is therefore no split between Executive and non-Executive functions – all functions are council functions.
- Under the committee system no delegations to individual Councillors are possible.

- Each committee and sub-committee must be politically balanced unless the Council decides “nem con” otherwise.
- There is no legal requirement to set up a Scrutiny Committee although the Council may if it wishes set up a committee with scrutiny type or similar functions.
- If Council resolves to move to a committee system of Governance, then detailed work will need to be undertaken on changes to the Constitution, which will be brought to Council for consideration, with a view to any new form of governance coming into effect from the AGM in May 2015.
- In passing a resolution to move to a committee system of governance, it is open to full Council to specify in the resolution that the change will take place at a later annual meeting than the next scheduled one. If it does not specify this, the change must be at the next annual meeting.

5. TYPE OF COMMITTEE

Committees will comprise of Councillors, reflecting the political balance of the Council unless the Council decided “nem con” (i.e. with no member voting against) that it should not do so. The decision to be taken on a committee system will need to reflect the needs of the approach the Council wishes to take to governance, (i.e the form (structure, processes etc, will need to reflect the function).

In terms of configuring the structure, there are a number of options:

- (a) Thematic (i.e. Committee, that cut across services)
- (b) Programme/Service based (i.e. aligned to Directorates or covering specific areas of activity)
- (c) Other model that may be appropriate for local circumstances, e.g to reflect the Council’s strategic ambitions (priorities)

One option would be to align the committees to the current structure, at least initially. This would give a decision-making committee system that might look like:

- Strategic
- Resources
- Tourism and Business Services
- Communities
- Environment
- Transformation and Regeneration

Another option would be to configure the structure on a thematic basis, so that the committees could address cross-cutting issues such as “People Services”, “Place”, “The Environment”, “Economy”. This could allow greater join up and may also be more facilitative of partnership working. It might also address the danger of silos developing.

There are a number of ways of structuring such a system and it could be aligned to the priorities set out in “Putting People First” or any other cross-cutting strategic objectives.

Once a committee system of governance is in place, the precise structure of the system could be changed by the Council at any time in the future.

- (d) In addition to whatever structure is decided upon for the main committees, there is an option to have a Policy and Resources Committee sitting above or in addition to them.

A Policy Committee could have responsibility for taking decisions on the following issues:-

- Policy development and approval except on matters reserved for the full Council
- Review of performance
- Review of day to day operational matters taken by officers
- Approving staffing structures

It could also be responsible for deciding specified issues that cut across service committees. Where it is not clear which is the most appropriate committee to consider an issue, the report is discussed and determined by the Policy Committee. Therefore the Policy Committee takes most policy decisions and considers cross-cutting issues.

6. ROLE OF FULL COUNCIL AND BALANCE OF RESPONSIBILITIES BETWEEN COUNCIL AND COMMITTEES

Members need to consider the role of the full Council and the balance of responsibilities between Council and its service committees.

One option is to have a “Strong Council”, which in addition to the functions reserved to it by statute, would retain responsibility for approving a Policy Framework, as currently happens.

If members decide not to have a Policy and Resources Committee, the Council would also be responsible for cross-cutting functions. The service committees would be responsible for taking day to day decisions for the area for which they are responsible, other than any decisions delegated to officers.

Another option is to have “Strong Committees”. In this system, the service committees would approve service related policies and strategies, including financial decisions, as well as taking day to day decisions. The full Council would only be responsible for its statutory functions.

7. FREQUENCY OF MEETINGS

Members need to consider what frequency of meetings a committee system would require. Members may take the view that whilst any new system of governance should allow improved member engagement, it must also seek to retain as far as possible the efficient decision-making which was the intention underlying the Cabinet system.

Currently, the Cabinet meets and takes its decisions on a monthly basis. There is of course the possibility that its decisions are Called In for Scrutiny but, for the most part, the vast majority of Cabinet’s decisions can be implemented very soon after they are made. If that benefit is to be retained in a new system in which service committees take the decisions currently taken by Cabinet, members may consider that there would be a need for each Committee to have scheduled monthly meetings. It may be the case that some of the meetings can be cancelled if on occasions there is no business that requires decisions to be taken.

Under the current arrangements, Cabinet meets on a monthly basis, whilst the regulatory Committees and Scrutiny currently meet on a six weekly basis. Council meetings take place every eight weeks. Other meetings that are serviced by the Member Services Team currently meet on a mixture of frequency, some monthly, quarterly and bi annually for example.

Obviously if Council was minded to change to a monthly frequency of meetings under a committee system this would result in a significant increase in the number of meetings to be serviced by the Member Services Team, and also senior officers who are required to attend these meetings.

Members will need to consider the relative merits of different sized committees. At present the representation on the committees is as follows:-

- Cabinet - 6
- Scrutiny - 13
- Audit and Risk - 9
- Housing Appeals - 13
- Development Control - 13

- Licensing - 13
- Appeals - 5

Members will need to consider the relative merits of different sized committees. It may be that a range of between 8 to 10 members is a reasonable size for a decision-making committee to operate speedily and effectively. However, the representation on committees of that size of each party group needs to be examined - larger committees will have all the political groups represented if that is the authority's aim.

As well as striking a balance between being politically fair and being functional, any system of governance must be designed principally so that the Council can function effectively.

8. WHETHER OR NOT THERE SHOULD BE A SCRUTINY FUNCTION

Members need to consider overview and scrutiny and whether there is a role for it in a committee system of governance. The purpose of scrutiny in the existing system of governance is to hold to account the Executive, which has a high level of autonomy in terms of its decision making role. The Cabinet is responsible for the overwhelming majority of decision-making and Council does not have the power to overrule the Cabinet. Consequently, there is a need to have a strong system to hold the Cabinet to account and that is the role carried out by the Scrutiny Committee.

In a committee system, the committees will have decision-making powers, but derive all those powers from the full Council, which will have the authority to take those powers back if it considers they are being misused. Nevertheless, members may consider that there ought to be some mechanism whereby committees can be challenged and held to account for their decisions.

9. CONTESTED BUSINESS

Members will need to consider whether a committee system of governance should have some facility and process for committee decisions to be contested and referred to the full Council for determination. Naturally, such a facility could be abused and decisions might be contested and delayed for inappropriate reasons. It may be possible to design a process that sets out very clear and reasonable criteria by which committee decisions can be contested and that the criteria could ensure that no abuse of the system is possible. The criteria might also limit the number of occasions on which decisions can be contested.

10. URGENT BUSINESS

Whatever system of governance is in place, there will be times when, for reasons of urgency, there will need to be a process for taking account of the need for a decision to be taken quickly.

The Chief Executive Officer may be given the power to act in cases of urgency. Or, a small urgent business sub-committee might be set up to meet for this purpose.

11. ARRANGEMENT FOR DELEGATION TO OFFICERS

Any system of governance must recognise that it will not be possible for all decisions to be taken by committees. It must also be noted that in a committee system, unlike the current system, it is not legally possible to delegate decisions to individual members of the Council. Consequently, any system needs to set the level of delegation to officers at an appropriate level. Too much delegation to officers could negate the reason to implement a committee system whereas too little risks agendas having to be packed with operational matters.

If the Council were minded to agree to introduce a committee form of governance it may be appropriate, at least for the initial stage of a new committee system, to continue with the present delegation arrangements as set out in the Constitution.

12. GYBC – VISION FOR THE FUTURE

GYBC is an ambitious and striking Council which has already experienced an extensive period of turbulence and uncertainty. The Council is now facing further changes as it deals with on-going reductions in the level of central government funding that it receives. GYBC has embarked on 'Our Council' a programme of organisational development and changes which is designed to deliver savings to meet the budget deficit and to improve services.

Members will be aware of the work currently being progressed through the Transformation Programme and the likely decisions that will need to be made which could affect how the Council works and operates in the future.

In considering the option of implementing a committee system of governance, Members may wish to consider how they perceive that GYBC structure will be in the future, and whether, in fact, changing its current form of governance will fit into the way forward for the Council.

13. COSTS/STAFFING IMPLICATIONS

Whether or not and the extent to which a committee system will lead to additional costs mainly depends upon the effect on the number of meetings that will take place.

It is extremely likely that changing to a committee system will result in additional committee meetings from those currently being held under the present system, and also by the nature of a committee system form of governance, to meetings being held on a more frequent basis.

This will result in the need to increase the staffing level in Member Services by at least one additional officer (estimated cost being £31,145, which includes on costs). There will also be costs from nplaw in their involvement to amend the Council's Constitution, portering costs for an increase in evening meetings, and extra Member costs associated with attending additional meetings. Extra costs will also be incurred by senior officers being required to attend more meetings, and as a consequence taking them these staff away from service delivery.

14. REFLECTIONS ON PAST PRACTICE AND EXPERIENCE

(a) Cabinet System

Advantages

- Provides clarity on who is responsible for what
- As a result of higher public profile for Leader and Cabinet members, the agenda is often driven to be more focused on external issues
- Strategic decisions can be taken in a swifter and more coordinated way
- Easier for partnership organisations to work with a Cabinet rather than a number of committees
- Portfolio holders offer a clear point of contact with the Council. This is a mechanism through which partners can access and navigate the organisation and its information

Disadvantages

- The political balance on Scrutiny Committees can favour the majority party (unless the Council chooses to do otherwise)
- Councillors not on the Cabinet can feel disengaged with the decision making process
- Great deal of authority in the hands of a few

(b) Committee Systems

Advantages

- The Committee system can allow more Councillors to feel directly involved in making decisions
- Allows a wider range of Members to be involved in discussions prior to decisions

Disadvantages

- There was a tendency for decisions to be made in silos and cross cutting issues were difficult to address
- Considered to be slow in decision making and overly focused on operational matters rather than policy, results and community impact

- This system can require a greater amount of Officer time to provide briefings and support than has generally been experienced under most executive systems
- A conservative approach to strategy and community leadership
- Difficulty for Councils in taking difficult decisions
- A tendency for member discussions to be inward focused

15. CONCLUSIONS

- Members should be aware that any proposal to change the Council's form of governance will result in a significant change in the way the democratic process will operate.
- A change to a committee form of governance will lead to, in all probability, an increase in the number of, and frequency, of meetings to be serviced, which will result in additional costs as identified in this report.
- As a result of (b) above there will be a significant cost to the Council to change its form of governance.

FINANCIAL IMPLICATIONS:

As detailed in the report.

LEGAL IMPLICATIONS:

As detailed in the report.

EXECUTIVE BOARD OR DIRECTOR CONSULTATION:

EMT – 20 November 2014

RECOMMENDATIONS

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	Yes
	Financial	Yes
	Risk	Yes
	Sustainability	Yes
	Equality	No
	Crime and Disorder	No
	Human Rights	No
	Every Child Matters	No

Subject: Public Toilet Review Working Group Recommendations
Report to: Council – 26th January 2015

Report by: Director of Customer Services

This report details the work undertaken by the Public Toilet Review Working Group and recommends changes to the operation for the coming 2015/16 year.

1. INTRODUCTION

The Council currently operates a total of 22 toilet blocks across the Borough. A map of locations is attached for information. Opening times vary according to summer and winter schedules. Currently customers are not charged for using any facilities. It should be noted that the Council does not have any statutory obligation to provide public toilets.

The toilet service is currently delivered through the Joint Venture Company GYB Services. Toilets operate on a summer and winter schedule particularly in relation to seafront and rural facilities.

The current costs of operation total £477,000 and as part of the Transformation work the authority wished to re-evaluate and redesign where possible and practical.

To move to future operations as part of either an in house (GYB Services) or third party delivery, significant savings and operational improvements must form part of the overall package.

The Council's aspiration is to continue to deliver the services that our stakeholders prioritise and value. The recent consultation process asked for views in relation to Public Toilets and whether customers would be willing to see the number of facilities reduce. Responses in relation to this question indicated no clear overall view with the split of 'fors' and 'against' being very dependant upon age groupings.

2. INVESTIGATIONS

The toilet provision is clearly split between the rural parishes and the town with 10 toilets located within the northern parishes and a further 12 located either within Great Yarmouth or Gorleston.

A thorough review has been undertaken in relation to running costs, operational hours, anomalies and overall condition. Findings were mixed with a number of facilities being highlighted by the group for possible investment and others being of such low footfall that continued operation was both impractical and cost prohibitive.

The following identifies in detail the findings:

Parishes -

Of the 22 existing toilet blocks a total of 10 are located within the Northern Parishes of the Borough as follows:

- Caister x 3
- California Cliffs
- Scratby
- Hemsby
- Winterton
- Martham
- Thurne
- Acle

Of the 10 locations currently 8 are seasonal with Caister High Street and Martham being the only all year operation although as part of this process it has been identified that Winterton is currently opened, cleaned and operated by the Winterton Beach Café for the benefit of Coastwatch and café customers.

Discussions have previously been undertaken with Parishes highlighting the need to carry out service reviews to best identify and deliver the services which are high priority to our stakeholders.

It is clear from reviewing information that there are differences in relation to provision of public toilet facilities across the Borough not only in relation to locations but usage and opening hours. Some of the northern parish sites are not only seasonal but relatively low usage. During this review period Parishes have been offered the opportunity to take over the ownership and operation of the toilets giving them the flexibility to adjust service requirements or leave the buildings free for an alternate use should the Parish decide they no longer require operational public toilet facilities.

The current responses indicate that the parishes are unwilling to take over this role without appropriate funding allocation, but in some cases would welcome the opportunity to consider further how by the Council and Parishes working together a solution could be identified.

Expressions of interest have also been received from businesses within the northern Parish areas who would like to take over the ownership and operation of the toilets rather than see the facilities closed, this requires further consideration.

Great Yarmouth and Gorleston –

The remaining 12 toilet blocks are located in Great Yarmouth (7 total) and Gorleston (5). It is recognized that some of these facilities require updating, are difficult to keep clean to modern standards and in some cases are scenes of anti social behaviour, petty vandalism, indecent and unpleasant activity. The low footfall and use of the facilities is an indicator as to how the public views some of these. These are all factors to take into account when considering the delivery of safe, clean and accessible services for all customers.

The location of facilities has also been considered, reviewing the need for more than one toilet block within a small geographical area.

3. RECOMMENDATIONS

In order to rationalize and improve toilet provision within the Borough there would be benefit in agreeing a number of tasks, and the Working Group recommends the following options:

- i. Reduce operational costs of the Northern Parish Public Toilets for the 2015/16 year allowing the opportunity to further review the position and work with Parishes and Businesses to identify and agree alternative options. This would mean that the facilities at California, Caister (two toilet blocks - Parish to agree priority) and Acle are not opened for the 2015/16 season and considered for longterm closure / transfer.

The Working Group recommend that facilities at the following locations remain in place until 31st October 2015 at which point alternative options must be agreed to enable future operation:

- Caister x 1
- Hemsby Beach
- Scratby Cliffs
- Winterton Beach
- Martham
- Thurne (alternative cleaning, opening/closing to be identified to enable this toilet block to operate for the 2015/16 summer period).

Reduce operational costs at two locations in Great Yarmouth (North Drive and Caister Road) and two locations in Gorleston (Alpha Road and Brush Quay) all of these locations suffer from a mixture of anti social behaviour, low usage or the close proximity of other facilities. The Council will continue to review facilities as and when required. It is proposed that these facilities are not operated for the 2015/16 year and options for reuse, disposal or demolition are reviewed.

The transfer of any toilet block will be considered by the Working Party on a case by case basis identifying any appropriate conditions.

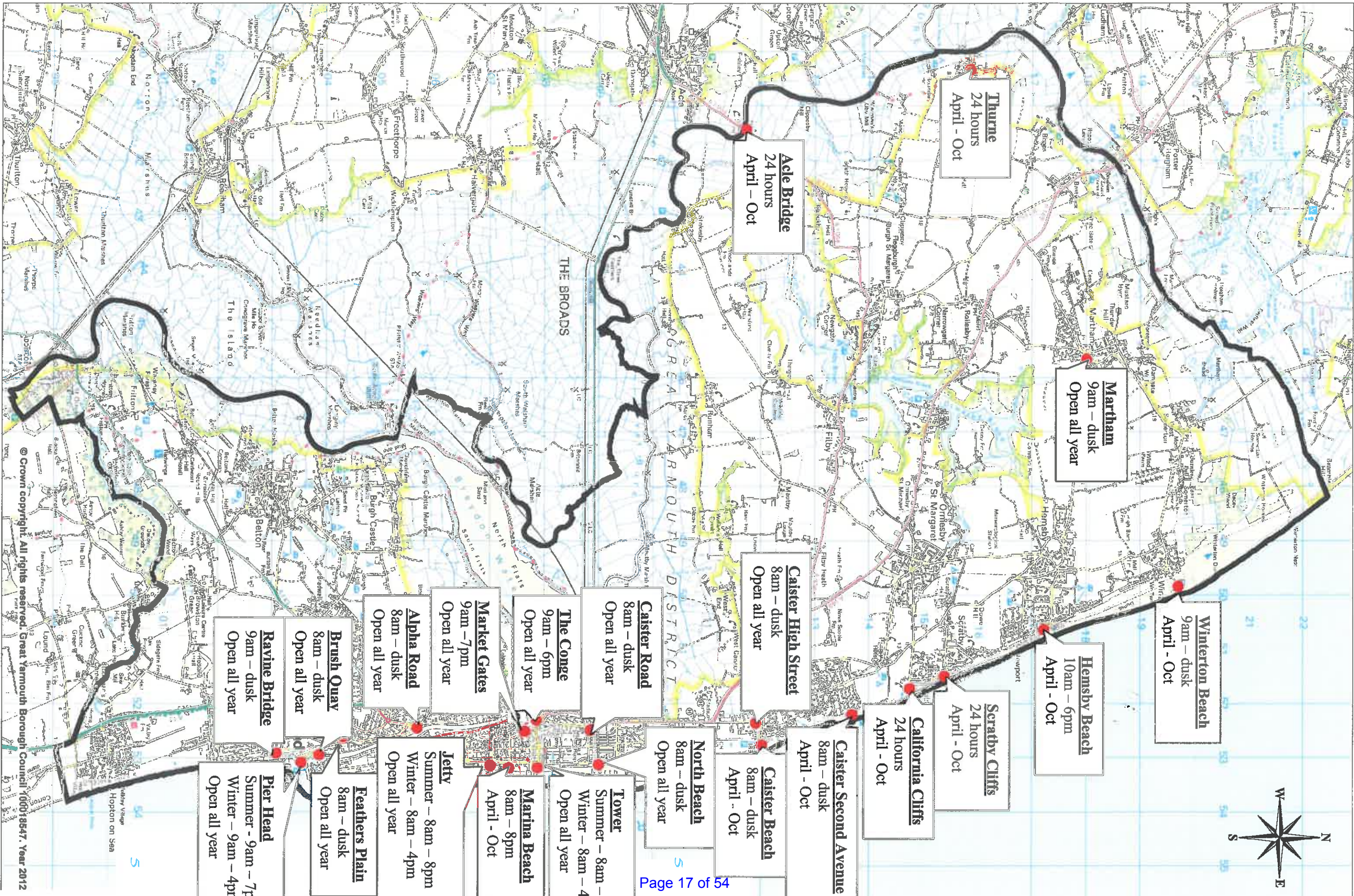
- ii. To ensure that facilities which remain in operation are of a suitable standard and during the 2015/16 year identify opportunities throughout the estate to refurbish/enhance facilities.
- iii. Currently all public toilets within the Borough are free of charge, the group would recommend that an evaluation in relation to charging for facilities be undertaken to better understand the operational issues and investment opportunities of introducing charging.
- iv. The existing budget of £477K would be reduced to £337K for the 2015/16 financial year by approval of the above recommendations. A further £40K per annum would be achieved through full realisation of the above recommendations.

FINANCIAL IMPLICATIONS:

An overall budgetary saving of £140,000 if all recommendations are introduced.

LEGAL IMPLICATIONS: Ongoing investigations are being undertaken in relation to land ownership/transfer.

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	Yes
	Financial	Yes
	Risk	Yes
	Sustainability	Yes
	Equality	Yes
	Crime and Disorder	Yes
	Human Rights	Yes
	Every Child Matters	Yes





GREAT YARMOUTH

BOROUGH COUNCIL

SCRUTINY COMMITTEE ANNUAL REPORT 2013/2014

1. INTRODUCTION

The purpose of this Annual Report is to inform Council and Members of the Public of the work undertaken by the Scrutiny Committee during 2013/2014.

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

2. BACKGROUND

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

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

3. BACKGROUND

(i) Functions of the Scrutiny Committee

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

- (a) to review or scrutinise existing policy, and develop new policy for approval by the Cabinet or Council
- (b) to review or scrutinise existing services or functions of the Council

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

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

(ii) **Powers of the Scrutiny Committee**

The Scrutiny Committee may:-

- (a) appoint Sub-Committees or Informal Working Groups
- (b) appoint non-voting co-optees
- (c) hold meetings as and when the Chairman or majority of the Committee deem them necessary
- (d) within available resources, require the attendance of Cabinet Members, Directors, Group Managers and the Head of Paid Service, or invite other Officers or witnesses, or Members of the Council, provided that any person required or invited to attend:-
 - is given reasonable notice of the meeting
 - is informed in advance of the nature of the investigation, the reasons for their attendance and the procedure to be followed
 - is treated with respect and courtesy
 - is not permitted to vote on any matter
- (e) require copies of any document to be supplied:-
 - which relates to business transacted, or to be transacted, at any public or private meeting of Cabinet
 - which relates to a decision made, or to be made, by a Cabinet Member

- which relates to a key decision made, or to be made, by an Officer

but this does not apply to:-

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

(iii) **Call In**

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

In 2013/14 the following issues were the subject of Call-In:-

- Accelerating Transformation at GYBC
- Revised Housing Allocations Scheme

(iv) **Councillor Call for Action**

The Councillor Call for Action gives powers to Councillors to help them tackle local problems on behalf of their constituents by calling for consideration of any issue of concern affecting their Ward by the Scrutiny Committee.

In 2013/14 no issues were the subject of the Councillor Call for Action.

(v) **Work Programme**

The Scrutiny Committee agrees their Work Programme annually, based on the following criteria:-

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

(vi) **Carrying Out Reviews**

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

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

4. MONITORING OF THE BUDGET AND PERFORMANCE INDICATORS

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

5. MEMBERSHIP AND COMPOSITION

The Scrutiny Committee of 2013/14 comprised 13 Members made up of seven Members of the Ruling Group and six Members from the Opposition Group Chaired by the Opposition as follows:-

Councillors:-

- Castle
- M Coleman
- Collins
- Fairhead
- Field
- Hacon
- Hanton
- Marsden (Vice Chairman)

- Robinson-Payne
- Shrimplin
- J Smith
- Stone (Chairman)
- Wright

6. NORFOLK SCRUTINY NETWORK

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

7. 2013/2014 WORK PROGRAMME AND REVIEWS

The Scrutiny Committee's Work Programme for 2013/14 is attached at Appendix A detailing the reviews considered by the Committee.

8. CONCLUSION

(a) Chairman's Comments

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

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

(b) The Future

The Scrutiny Committee for 2014/2015 will consist of 13 Members made up of five Members of the Ruling Group, and four Members each from the Conservative and UKIP Groups as follows:-

Councillors:-

- Bird
- M Coleman
- Collins
- Grey

- Jones
- Myers
- Plant (Chairman)
- Robinson-Payne
- Smith (Vice-Chairman)
- Sutton
- H Wainwright
- Weymouth
- Wright

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

**Former Councillor Stone
Chairman
Scrutiny Committee**

(NB: Former Councillor Stone was Chairman for the Municipal Year 2013/14)

**Robin Hodds
Cabinet Secretary and Deputy Monitoring Officer**

26 January 2015

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COMMITTEE ANNUAL REPORT 2013-2014.doc

SCRUTINY COMMITTEE

WORK PROGRAMME 2013/14

SUBJECT	ISSUES TO BE ADDRESSED	DATE OF SCRUTINY COMMITTEE	RESPONSIBLE OFFICERS/MEMBERS
Management Structure	To review the Management re-structure including all levels of management to examine the structure's resilience and if it is fit for purpose.	July 2013	Chief Executive Officer Leader
Efficiency Support Grant (ESG)	To review how the ESG will be spent on discretionary services or otherwise and what are the plans when ESG has ended.	September 2013	Director of Resources, Governance and Growth Deputy Leader
Senior Management Performance	To review the processes in place for reviewing Senior Management performance.	August 2013	Chief Executive Officer Leader
Tourism Review – Great Yarmouth Market Gates Travel Information Improvements	<ul style="list-style-type: none"> Entrances to Great Yarmouth Lack of toilets at the bus station Signposting Cleaning of pavements Pigeon droppings Shop doorways Adshel Shelter 	Sub-Committee set up to report direct to Scrutiny Committee June/July 2013	Director of Customer Services J Wiggins (Norfolk County Council) Owners of Market Gates Network Rail First Bus Town Centre Partnership

SUBJECT	ISSUES TO BE ADDRESSED	DATE OF SCRUTINY COMMITTEE	RESPONSIBLE OFFICERS/MEMBERS
Review of Golden Mile Activities Including the Marina Centre	Review of area of Golden Mile including the Marina Centre.	TBA	Group Manager – Property Cabinet Member (Resources)
Budget Monitoring	Review and maintaining of Council's budget book.	Quarterly	Head of Resources, Governance and Growth
Review of Key Performance Indicators	To review and scrutinise existing services or functions of the Council.	Quarterly	Chief Executive Officer Leader
Town Centre Partnership Accounts & Report	To review the activities of the Town Centre Partnership.	Annual	Town Centre Manager
St George's Chapel and Pavilion	Structural faults found in Pavilion Café Building, and Consulting Engineers are investigating in consultation with the builders own engineers. Awaiting outcome of this investigation. Works to Chapel are almost complete. Review of overall situation, including original contract details.	August 2013	Conservation Officer Leader Peter Hardy
North Beach Area – Britannia Pier to Salisbury Road (Incl The Waterways)	Review of future use of this area.	TBA (NB: Yarmouth Area Committee to look at this first)	Group Manager (Property)

SUBJECT	ISSUES TO BE ADDRESSED	DATE OF SCRUTINY COMMITTEE	RESPONSIBLE OFFICERS/MEMBERS
Land Holdings	Review of ground rent and leases for land holdings owned by the Council (except South Denes).	October/November 2013	Group Manager (Property)
Role of Ward Councillors	Review of Role and Activity of Ward Councillors.	July 2013	Cabinet Secretary Group Manager (Governance) Group Manager (Neighbourhoods)
Vauxhall Bridge	Review of programme of works to refurbish the Vauxhall Bridge.	August 2013	Conservation Officer Director of Resources, Governance and Growth Chairman of GY Preservation Trust
Boarded Up Derelict Houses	To review the reasons for the number of Boarded Up Houses in the Borough and possible future courses of action to bring them back into use.	September/October 2013	Director of Housing and Neighbourhoods Group Manager (Housing Services)
Public Information Pillars	Review of operation of the PIPs. (As agreed by Council on 23 July 2013.)	TBA	Group Manager (Tourism) Director of Customer Services
Impact of Benefit Changes	To review the impact of benefit changes.	March 2014	Group Manager (Housing) Employment & Skills Co-ordinator
Review of Civic Protocols	To review the civic protocols.	March 2014	Group Manager (Tourism)

Subject: Car Parking Working Group Recommendations
Report to: EMT – 8th January 2015
Council – 26th January 2015

Report by: Director of Customer Services

This report details the work undertaken by the Car Parking Working Group and identifies recommendations moving forward by operation, charging, utilisation and review.

1. BACKGROUND

The car parking service has remained static for the last few years with changes identified and initiated on an ad hoc basis. Fees for the Pay and Display car parks have not increased since 2009 other than on the seafront in the last 12 month period.

Price Waterhouse Cooper as part of their work with the authority in 2014 reviewed Car Parking fees and charges with our CIPFA family comparators. From the information it was clear that further detailed investigation into the options across the service would be beneficial to provide a borough wide perspective. In order to undertake this project a working group was formulated from officers and members offering an opportunity to investigate in detail all options.

The working group was formed in late September with a deadline for initial findings of 31st October 2014. The group included members from all political groups and concentrated on the overall car parking service.

2. CURRENT POSITION

Across the borough there are a total of 19 Pay and Display car parks and 14 free, for the purpose of this report these car parks will be referred to as non-fee paying. It should be noted that the non-fee paying car parks create a cost to the Council in terms of general operation and maintenance.

Operationally the Pay and Display car park enforcement follows a seasonal pattern with two of the 19 being closed for the winter season (November to March inclusive).

The first meeting of the working group focused on understanding the current operation, reviewing financial comparisons with both the CIPFA family grouping and similar coastal authorities. Detailed analysis of the income and expenditure of the service was also undertaken.

The analysis with the PWC table and the CIPFA family indicators identified that authorities were not measuring like for like statistics (size of service, number of operational car parks, operation of Civil Parking Enforcement on behalf of the County Council, it became clear that the overall impact on the borough and any opportunities which could be identified would be the focus for the group.

3. **DETAILED INVESTIGATIONS**

The group resolved to thoroughly investigate all aspects of the service without focusing on income but taking a view of incorporating local initiative for the benefit of residents these areas included:

- Analysis of the running costs of each car park, these are identified on the maps attached (appendix A) the non-fee paying car parks total an expenditure in excess of £39,000. The working group tasked officers with identifying income generating opportunities on these sites which would cover the cost of operation.
- Rationalisation of staff car parking passes including substantiation of the issue and continued review.
- Further opportunities for additional permit parking across the town centre area.
- Review of staffing structure, salary costs within the service has been undertaken and an annual saving of £80K has been achieved.
- Investigation into current Pay and Display charges for near neighbours and like locations (appendix B).
- Detailed analysis of charging together with comparison costs from near neighbours and other coastal locations. (appendix C).

4. **OUTCOMES / PROPOSALS**

The following proposals were endorsed by the group:

- i. There is currently one concession that operates on a non-fee paying car park which off sets the costs of operation in this location. It would be prudent to investigate further opportunities across other non-fee paying locations to offer concessions and alternate options for usage before taking any further decisions. The group has therefore agreed that Officers investigate this area further.
- ii. A total of 374 passes are issued to staff and partners. It was agreed as part of the working group that a total review should be undertaken to verify the requirement of the pass and as an alternative to individual passes, issue Departmental passes which could be utilised as needed across the sections reducing the overall number of vehicles parked on the Pay and Display areas.
- iii. The Greyfriars south car park which is for staff parking only during the week should be considered for operation through a permit parking option. With the rationalisation of staff passes the requirement for two staff only designated car parks will reduce, giving the opportunity to offer the spaces to commuters as part of a permit parking scheme. South Quay car park although currently non-fee paying would also offer the opportunity for permit parking. This together with Fullers Hill would make a strong contribution to commuter options at reduced season ticket rates.
- iv. The Parking Services section has been restructured delivering efficiencies and savings. The new structure will be fully operational by January 2015
- v. It is important to find a balance in relation to car park charges, offering opportunities for residents whilst keeping costs relevant for non residents. The group investigated a number of different opportunities particularly to provide incentives for the town centre offer.
 - The existing machines will allow smart card technology to be utilised and this is the route which has been investigated by the group.
 - In order to benefit residents of the borough an opportunity to park for an additional hour free on town centre car parks is being recommended.

- The scheme will see residents able to apply for a Residents Advantage Card which will allow park on any Town Centre Car Park for an additional hour when used in conjunction with a 2 hour purchase (buy two hours get one hour free).
- vi. As an additional incentive for Town Centre users three car parks; Brewery Plain, George Street and King Street will offer free parking from midday until 4.00pm on every Wednesday.

It is important to recognise the necessity to increase charges but in undertaking this review and considering the wider benefits to residents the overall benefits to both the Town Centre and the Borough can be maximised.

Attached are the proposals in detail identifying the opportunities and incentives firstly for residents but with the opportunity of free parking on a Wednesday also benefiting non-residents. (appendix D)

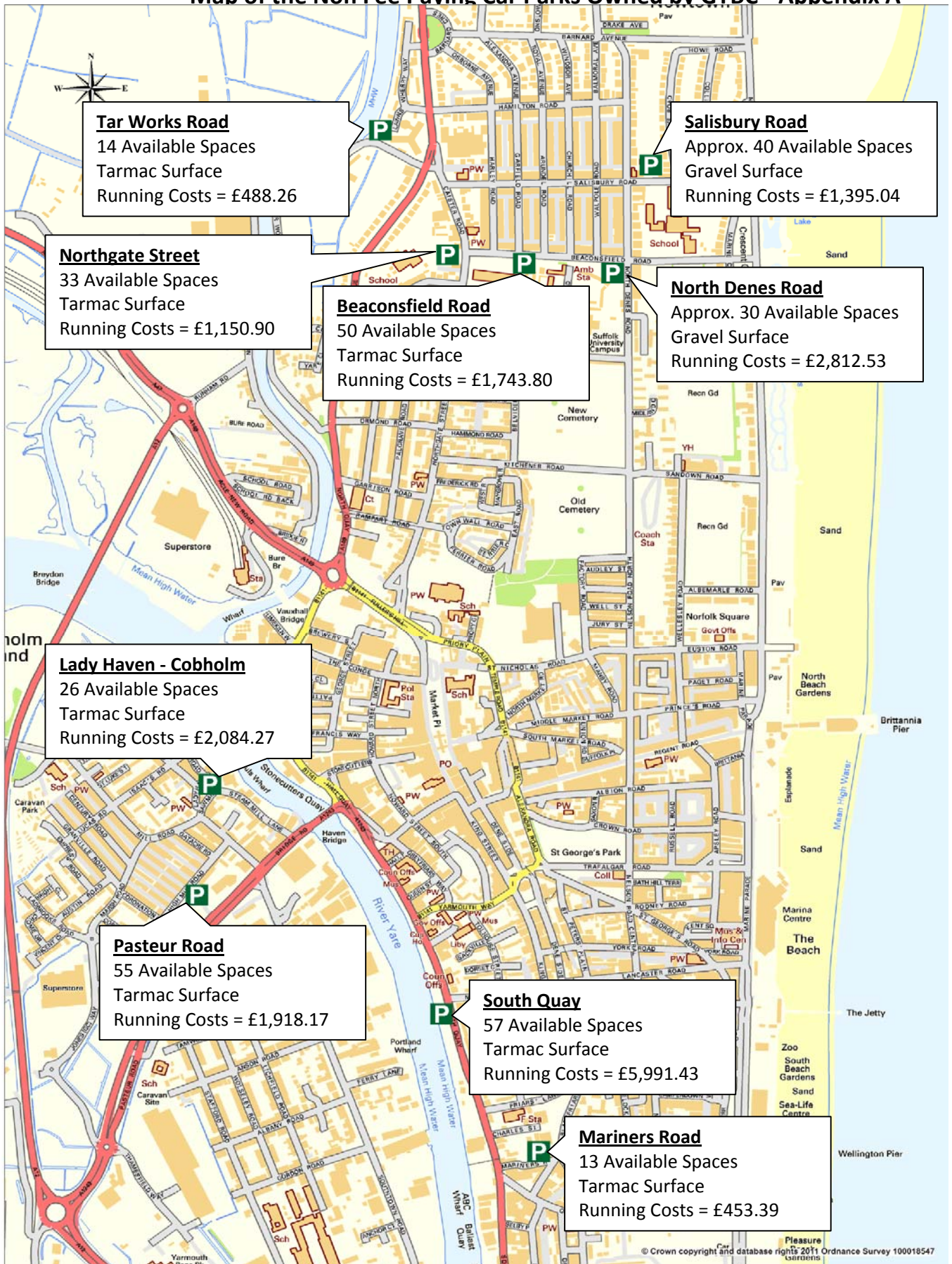
5. RECOMMENDATIONS

That the recommendations attached at appendix D be endorsed for approval.

FINANCIAL IMPLICATIONS: Pay and Display rates included as part of appendix D		
LEGAL IMPLICATIONS: None		
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	None
	Financial	Yes
	Risk	Yes
	Sustainability	No
	Equality	No
	Crime and Disorder	No
	Human Rights	No
	Every Child Matters	No



Map of the Non Fee Paying Car Parks Owned by GYBC Appendix A



Council	Area	Location	Type	No of spaces	Opening Times	Tariff	Additional Information	Surface
Hastings	Pelham Place/ Rock a Nore Road	Pelham Place - Located on the A259 on Hastings sea front between the Pier and the Old Town, with direct access to the beach Rock a Nore Road - Located on the beach at the eastern end of Hastings sea front	Sea front	276/ 450 Respectively	24 hours/7 days a week	<u>01 April to 31 October</u> •Up to 1 hour: £1.40 •Up to 2 hours: £2.80 •Up to 3 hours: £3.90 •Up to 5 hours: £6.00 •Up to 10 hours: £7.00 •Up to 24 hours: £8.00 <u>01 November to 31 March</u> •Up to 1 hour: £1.20 •Up to 2 hours: £2.40 •Up to 3 hours: £3.30 •Up to 5 hours: £5.50 •Up to 10 hours: £6.50 •Up to 24 hours: £7.00	Long Stay	Information not provided
Hastings	Carlisle Parade	Located on the A259 on Hastings sea front	Sea front	171	24 hours/7 days a week	<u>01 April to 31 October</u> •Up to 1 hour: £1.10 •Up to 2 hours: £1.80 •Up to 3 hours: £2.30 •Up to 5 hours: £3.50 •Up to 10 hours: £6.00 •Up to 24 hours: £7.00 <u>01 November to 31 March</u> •Up to 1 hour: £1.10 •Up to 2 hours: £1.80 •Up to 3 hours: £2.30 •Up to 5 hours: £3.50 •Up to 10 hours: £5.50 •Up to 24 hours: £7.00	Long Stay	Information not provided
Hastings	Priory Street	Situated in Hastings town centre	Town Centre	250	24 hours/7 days a week	<u>01 April to 31 October</u> •Up to 1 hour: £1.10 •Up to 2 hours: £1.80 •Up to 3 hours: £2.30 •Up to 5 hours: £3.50 •Up to 10 hours: £6.00 •Up to 24 hours: £7.00 <u>01 November to 31 March</u> •Up to 1 hour: £1.10 •Up to 2 hours: £1.80 •Up to 3 hours: £2.30 •Up to 5 hours: £3.50 •Up to 10 hours: £5.50 •Up to 24 hours: £7.00	Long Stay	Information not provided
Kings Lynn	Surrey Street/ Albert Street	Surrey Street - PE30 1EG Street - PE30 1ED	Albert Town Centre	37/ 126 Respectively	24 hours, Monday to Sunday including Bank Holidays	1 hour..... £1.40 3 hours..... £2.10 5 hours..... £4.10 <i>From 6.00pm to 8.00am a standard charge of £1.00 applies</i>	Short Stay	Information not provided
North Norfolk	Cromer/ Holt/ Sheringham	Meadow Road, NR27 9E Street, NR25 6HX Chequers, NR26 8BQ	Albert Town Centre	265/ 122/ 34 Respectively	24 Hours	<u>8.00am - 6.00pm</u> 30 minutes.....50p Up to 2 hours.....£1.00 Each additional hour....70p <u>6.00pm - 11.00pm</u> 30 minutes.....50p Flat Rate.....£1.00 24 hours.....£5.00	Long Stay	Tarmac
North Norfolk	Happisburgh/ Mundesley/ Wells	Cart Gap, NR12 0QL Road/ Gold Park, NR11 8BG Stearmans Yard, NR23 1BA	Beach Sea front	160/ 80/ 160 Respectively	24 Hours	<u>8.00am - 6.00pm</u> 30 minutes.....50p Per Hour.....£1.20 <u>6.00pm - 11.00pm</u> 30 minutes.....50p Flat Rate.....£1.00 24 hours.....£5.00	Long Stay	Hard Standing / Tarmac / Tarmac Respectively
Waveney	Southwold/ Lowestoft	North Parade, Southwold, IP18 6BN Kirkley Cliff Road, Lowestoft, NR33 0BS Cliff Road, Lowestoft, NR33 0BZ	Sea front	345/ 105/ 51 Respectively	8.00am - 6.00pm	•Up to 1 hour: 0.90p •1 - 2 hours: £1.80 •2 - 3 hours: £2.70 •3 - 4 hours: £3.60 •Over 4 hours: £4.50 •6.00pm - 8.00am: Free	Short Stay	Information not provided
Waveney	Lowestoft	Regent Road, Lowestoft, NR32 1PA	Town Centre	54	8.00am - 6.00pm	•Up to 1 hour: 0.90p •1 - 2 hours: £1.80 •2 - 3 hours: £2.70 •3 - 4 hours: £3.60 •Over 4 hours: £4.50 •6.00pm - 8.00am: Free	Short Stay	Information not provided

Income and Expenditure Comparison with a neighbouring authority

APPENDIX C

2012/13			
		Great Yarmouth Borough Council	Neighbouring Authority
Expenditure	Premises	£344,000	£385,000
	Salary & Other	£445,037	£503,000
Total Expenditure		£789,037	£888,000
Income		(£1,418,048)	(£1,965,100)
Net		(£629,011)	(£1,077,100)
% Recovery Rate		179%	221%

Comparison Information		
Expenditure	Premises	Although Great Yarmouths costs are lower the above neighbouring authority have 50 Car Parks across their towns (2 Multi-storey, 29 Surface, 18 uncharged and 1 resident). This compares with Great Yarmouth having only 33 car parks across the borough (14 uncharged).
Expenditure	Salary & Other	The Great Yarmouth costs are slightly lower than the above neighbouring authority costs, however Great Yarmouth have far less car parks - The review of service has identified £80k savings which in the 2015/16 financial year will show a minimum 200% recovery rate

Notes

Premises includes rents, Rates, R&M, Utilities etc

Other includes Cash Collection, Security, Support charges, P&D Services ect

Opportunities - Appendix D

TOWN CENTRE CAR PARKS	
Opportunity	Tariff
<p>Smart Card Residents - with the purchase of a two hour car parking ticket they will receive 1 hours additional free parking</p> <p>All Town Centre Car Parks Operation time - 8:00am - 6:00pm</p> <p>NB - Greyfriars Way Car Park is operational Saturday and Sunday only.</p>	<p>Monday - Saturday 1 - 4 Hours - 90p per hour Over 4 hours - £7.00 charge</p> <p>Sundays Hourly rate applied up to £2.50 maximum charge</p> <p>Overnight Charge From 6:00pm - 8:00am - £1.00 only</p>
Town Centre Car Parks - Brewery Plain, George Street and King Street only	<p>Wednesday Free parking between 12:00pm - 4:00pm</p>
<p>Charges on Fullers Hill Car Park</p> <p>Included within Resident Smart Card offer of buy two hours get one free.</p>	<p>Monday - Saturday 1 - 4 Hours - 90p per hour Over 4 hours - £4.00 charge</p> <p>Sundays Hourly rate applied up to £2.50 maximum charge</p> <p>Overnight Charge From 6:00pm - 8:00am - £1.00 only</p>

Opportunities - Appendix D

SEAFRONT (LONG STAY AND SHORT STAY) AND BEACH COACH STATION	
Opportunity	Tariff
Short Stay Car Parks (to include Jetty North and Jetty South, Anchor Gardens and Euston Road)	Summer Tariff - £1.90 for first 2 hours, then £2.40 per hour thereafter Winter Tariff - 90p per hour Overnight Charge From 9:00pm - 8:00am - £1.00 only
Changes to Beach Coach Station	Cars Summer Tariff Up to 4 hours - £4.50 Over 4 hours - £7.00 Winter Tariff - £1.00 only all day parking Overnight Charge From 9:00pm - 8:00am - £1.00 only Lorries (All year Parking) £11.00 per 12 hour period Coaches (All year Parking) Up to 3 hours - £4.50 All day - £8.00 Weekly - £44.00
Long Stay Car Parks (to include St Nicholas and North Drive)	Summer Tariff 1/2 day - £4.50 Full Day - £7.00 Winter - Closed

Smart Cards	
GYBC Cost per Card (based on 50k)	£1.40
Total cost for cards	£70k
P&D Machine changes and software	£2k
Customer cost per card (includes admin and posatge)	£2.50

APPENDIX D

Potential options for additional Permit Scheme (restricted Car Parks Only)

South Quay as Permit Parking

Monday to Friday 9.00 to 4pm (free all other times)

	Permit Cost Per Month	Income
Option 1	£30	£17,100

Greyfriars (southern part) as Permit Parking

Monday to Friday 8.am to 4pm

	Permit Cost Per Month	Income
Option 1	£30	£6,000

Current Permits

Fullers Hill £30 per month
All other car Parks £70 per month

Stone Cutters Car Park permit holders mainly Haven Bridge House Staff so these options are unlikely to have impact

King Street Car Park may be impacted however these options only offer limited spaces

Full Council

Minutes

Tuesday, 25 November 2014 at 19:00

PRESENT:

The Mayor Councillor Fairhead (in the Chair); Councillors Andrews, Annison, Bird, Blyth, B Coleman, M Coleman, Collins, Connell, Cutting, Fox, Grey, Hacon, Jeal, Jones, Linden, Myers, Peck, Plant, Pratt, Robinson-Payne, Shrimplin, Stenhouse, Sutton, H Wainwright, T Wainwright, B Walker, Weymouth and Williamson.

Apologies for absence were received from Councillors Cunniffe, Jermany, Reynolds and Rodwell.

In attendance were Mr G Mitchell (Chief Executive Officer), Mrs J Beck (Director of Customer Services), Mr C Skinner (Monitoring Officer) and Mr R Hodds (Cabinet Secretary).

1. DECLARATIONS OF INTEREST

Councillor Jeal declared a personal interest in the item relating to appointments to outside bodies in his capacity as an employee of First Move Furnishaid, and left the meeting for the discussion of this item.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Cunniffe, Jermany, Reynolds and Rodwell.

3. PUBLIC QUESTION TIME

Council considered the following public question:-

(a) Questions from Mr R Hudson

"Does the appointment of a £200,000 a year Chief Executive to oversee cuts in Council spending, effectively mean the Leader of the Council has abdicated all responsibility to a paid mercenary and that the Public Consultation is a total sham?"

In response, the Leader responded to the above question to state no.

In accordance with the provisions of the constitution, Mr Hudson was then entitled to

ask a supplementary question as follows:-

"Given that you say that you have not abdicated responsibility to the Chief Executive, how many other mercenaries/consultants have you engaged since the appointment of the Chief Executive? What advice are these people giving on how to slash budgets and at what cost to the Tax Payer?"

In response, the Leader stated that the Chief Executive Officer had been brought in on a temporary contract to carry out a specific job on behalf of the Council together with supporting consultants and that it was considered this had been money well spent in order to secure the services of these staff.

The Leader also stated that he took exception to the abusive accusations and remarks that had been made by Mr R Hudson at the end of this item.

4. REPORTS TO COUNCIL FOR DECISION

5. Revised List of Committee Memberships for 2014-15

Following a number of recent changes to membership of political groups, Council was now asked to consider amendments to the appointments to committees for 2014/15.

In discussing the report, Councillor Fox expressed his concern with regard to his deletion from the membership of the Scrutiny Committee, and Councillor Shrimplin also commented on his removal as a member of the Development Control Committee and expressed a view that this committee should have at least one independent Member serving on that committee. Councillor Fox confirmed that he did not wish to be a member of either the Housing Appeals or Appeals Committee as allocated under that revised amendments.

The Leader advised the two independent Members that if they were willing to form a group then they would have the same rights as all the other political groups with regard to the allocation of numbers of Members to committees.

(Councillor Jeal here left the meeting)

Proposer: Councillor T Wainwright Second: Councillor Williamson

That the proposed amendments to the appointments to committees for 2014/15 as detailed in the Chief Executive Officers report be agreed.

CARRIED

6. Appointments to Outside Bodies 2014/15

Council was asked to give consideration to a number of replacements on appointments to Outside Bodies for 2014/15.

Councillor Grey expressed her concern with regard to the proposed amendments to Outside Bodies and the fact that not all of the Council's political groups had been nominated as representatives on the Outside Bodies.

Proposer: Councillor Grey Second: Councillor Jones

That the status quo should remain Councillor Hacon's nominations on the Outside Bodies for 2014/15.

LOST

Proposer: Councillor Plant Second: Councillor Williamson

That approval be given to the following replacements on Outside Bodies for 2014/15:-

- St Nicholas Church Preservation Trust - Councillor M Coleman to replace Councillor Hacon
- Active Norfolk Board - Councillor Weymouth to replace Councillor Hacon
- Norfolk Coast Partnership (Joint Advisory Panel) - Councillor Weymouth to replace Councillor Shrimplin
- Waveney, Lower Yare and Lothingland IDV - Councillor Tate to replace Councillor Hacon
- First Move Furnishaid - Councillor Walker to replace Mrs V Pettit and Councillor T Wainwright to replace Councillor Pratt
- Great Yarmouth Racecourse - Councillor Peck to replace Councillor Hacon
- High School Foundation - Councillor Williamson to replace Councillor Robinson-Payne

CARRIED

7. Council Minutes

The Mayor presented the minutes of the Council Meeting held on the 23 September 2014.

With regard to item 5, Motions on Notice, Councillor Myers stated that there had been no inclusion in the minutes of the comments expressed by the Leader of the Council to Councillor Field during the course of the debate on this item.

Proposer: Councillor Myers
Second: Councillor Grey

That the comments expressed by the Leader of the Council to Councillor Field during the course of the debate on the Motions on Notice at the Council Meeting on the 23 September 2014 should be included in the minutes of the meeting.

7a. Cabinet Minutes

The Leader presented the minutes of the Cabinet meetings held on the 8 October and 12 November 2014.

7b. Scrutiny Minutes

The Chairman presented the minutes of the meetings held on the 25 September and 23 October 2014.

8. SPECIAL COUNCIL - 11 DECEMBER 2014

Her worship the Mayor reminded Members that a special meeting of the Council to

consider budget issues would be held on Thursday 11 December 2014 at 7:00pm.

The meeting ended at: 19:28

Full Council

Minutes

Thursday, 11 December 2014 at 19:00

PRESENT:

The Mayor Councillor Fairhead (in the chair); Councillors Andrews, Annison, Blyth, B Coleman, M Coleman, Collins, Connell, Cutting, Grey, Hacon, Jeal, Jones, Linden, Myers, Peck, Plant, Pratt, Reynolds, Robinson-Payne, Rodwell, Shrimplin, Smith, D Thompson, H Wainwright, T Wainwright, Walker, Weymouth, Williamson and Wright.

Apologies for absence were received from Councillors Bird, Field, Fox, Stenhouse and Sutton.

In attendance were Mr G Mitchell (Chief Executive Officer), Mrs J Beck (Head of Customer Services), Mr R Read (Director of Housing and Neighbourhoods), Mr C Skinner (Monitoring Officer), Mrs D Summers (Group Manager, Finance), Mr R Hodds (Cabinet Secretary), and Mr A Radford (Consultant).

1. DECLARATIONS OF INTEREST

There were no declarations of interest.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Bird, Field, Fox, Stenhouse and Sutton.

3. DIGITAL COUNCIL BUSINESS CASE

Council considered the Director of Customer Services' report which detailed the Digital Council Business Case for achieving the Council's objective to create an excellent customer experience and achieve low transaction cost while enabling those who can to self serve and provide consistent support to those least able to meet their own needs.

Proposer: Councillor Williamson
Seconded: Councillor T Wainwright

That the Digital Council Business Case be agreed.

CARRIED

4. COUNCIL TAX AND BUSINESS RATES COURT COSTS

Council considered the Group Manager - Transformation's report which sought approval for the proposed increase in the court costs for Council Tax and Business Rates in accordance with the regulations.

Councillor Myers asked for a breakdown of the costs of pursuing outstanding debts.

Proposer: Councillor Walker
Seconded: Councillor Jeal

That the increase in the court costs for Council Tax and Business Rates be increased to £75 with effect from the 1 April 2015.

CARRIED

5. COUNCIL TAX REDUCTION SCHEME 2015

Council considered the Director of Customer Services' report which sought approval of the 2015 Local Council Tax Support/Reduction Scheme.

Proposer: Councillor B Coleman
Seconded: Councillor Jeal

That approval be given to option 1 - Current Scheme as detailed in the Director of Customer Services' Report for the Council Tax Reduction Scheme for 2015.

CARRIED

6. CAR PARKING WORKING GROUP RECOMMENDATIONS

The Cabinet Member (Transformation and Regeneration) advised Council of the work that had been undertaken by the Car Parking Working Group to identify recommendations moving forward by operation, charging, utilisation and review. The Cabinet Member was now asking Council to agree to withdraw consideration of this item at this meeting as there is further outstanding work for the Working Group to consider and to then give detailed consideration to the Car Parking Working Group's recommendations at the next Council meeting on the 13 January 2015.

In response to a question from Councillor Reynolds, Councillor Williamson confirmed that the deferment of this matter to the January Council meeting would not effect the smart card for residents.

Councillor Plant expressed his concerns at the request to withdraw this item as he felt that the Working Group had cross party representation and had agreed their recommendations for consideration by Council. Councillor Jones confirmed that the

Car Parking Working Group had not had a meeting since the publication of the Council's agenda detailing the Working Group's recommendations.

Proposer: Councillor Williamson
Seconded: Councillor Plant

CARRIED

7. MEDIUM TERM FINANCIAL STRATEGY UPDATE - FEES AND CHARGES POLICY

Council considered the Chief Executive Officer's report which advised Council on the progress on the Transformation Programme, its impact on moving to a balanced budget for financial year 2015/16 and a sustainable medium term financial strategy. The report also detailed the revised fees and charges policy.

Councillor Reynolds commented on the need to look at a wider range of options to reduce costs and asked that consideration should be given to investigating the Economic Development Department to be strategically linked with Planning Policy, the level of collection rate undertaken by the Property Department, and on the contracts with GYB Services and Norse.

The Leader stated that there was still money to be saved within the Council's budget and that every department was being looked at and that the budget was being considered line by line. With reference to the Economic Development Department, the Leader referred to the significant developments that had taken place in the Borough and especially at Beacon Park.

Councillor Plant commented that consideration of this matter was premature as the Council had still to receive the finance settlement from the Government.

Councillor Williamson commented that the figures in the medium term financial strategy had been based on all the proposed changes that needed to take place.

Proposer: Councillor Walker
Seconded: Councillor T Wainwright

(i) That Council approves the strategy contained in the Chief Executive Officer's report in order to develop a balanced budget for Council consideration in February 2015.

(ii) That Council approves the Fees and Charges Policy.

CARRIED

8. MAYORALTY

Council considered the Chief Executive Officer's report on the process for the appointment of the Mayor.

Proposer: Councillor T Wainwright
Seconded: Councillor Plant

That in view of the current political make-up of the Council, approval be given to the

appointment of the Mayor to continue to alternate between the political groups but that this should now be based on the three party system rather than the previous two party system, and that the appointment of the Mayor for 2015/16 to be nominated from the Conservative Group; for 2016/17 from the UKIP Group; for 2017/18 from the Labour Group; and then to alternate for future years.

CARRIED

9. MAYOR OF THE BOROUGH OF GREAT YARMOUTH 2015/16

On reference from Cabinet, Council was recommended to agree that Councillor Shirley Anne Weymouth be appointed as Mayor of the Borough of Great Yarmouth for 2015/16. Proposer:Councillor T Wainwright Seconder:Councillor Plant That Councillor Shirley Anne Weymouth be appointed as Mayor of the Borough of Great Yarmouth for 2015/16.

CARRIED

10. CIVIC CAROL SERVICE

Her Worship reminded Members of the Civic Carol Service to be held on Monday the 15 December at St Nicholas Minster.

The meeting ended at: 19:40

Cabinet

Minutes

Wednesday, 10 December 2014 at 18:30

Present: Councillor T Wainwright (in the chair), Councillors Linden, Pratt, Walker and Williamson.

Councillors Plant, Connell, Grey and Weymouth attended as observers.

Mrs J Beck (Director of Customer Services), Mr R Read (Director of Housing and Neighbourhoods), Mr R Hodds (Cabinet Secretary) and Mr A Radford (Consultant)

1. DECLARATIONS OF INTEREST

There were no declarations of interest.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Jeal and the Chief Executive Officer.

3. MINUTES

The minutes of the meeting held on the 12th November 2014 were confirmed.

4. ISSUES ARISING FROM SCRUTINY COMMITTEE, ADVISORY GROUPS, REGULATORY COMMITTEES AND AREA COMMITTEES

Cabinet was advised that there were no issues to consider.

5. OCTOBER 2014 FINANCE REPORT

Cabinet considered the Group Manager (Finance) report on the October 2014 Finance Monitoring Report.

The Cabinet Secretary reminded Cabinet that this matter was subject to call in.

RESOLVED:

That the October 2014 Finance Monitoring Report be noted.

6. COUNCIL TAX AND BUSINESS RATES COURT COSTS

Cabinet considered the Group Manager (Transformation) report which sought approval to the proposed increase in the court costs for council tax and business rates in accordance with the regulations.

RESOLVED:

That Council be requested to approve the court summons costs to £75 with effect from the 1st April 2015.

7. COUNCIL TAX REDUCTION SCHEME 2015

Cabinet considered the Director of Customer Services report which sought approval of the 2015 Local Council Tax Support/ Reduction Scheme.

The Director of Customer Services reported that each year it is a legal requirement for Council to decide what the following years Local Council Tax Support/ Reduction Scheme will be, even if there are no changes to it from the existing previous year. Members were advised that consultation in relation to the consideration for a new scheme closed on the 23rd November 2014, and that consultation was based on the original government reduction of 10% across all authorities with pensioners protected.

RESOLVED:

That Council be recommended to approve option 1 - current scheme, as detailed in the Director of Customers Services report.

8. GREAT YARMOUTH SIGNAGE STRATEGY

Cabinet considered the Director of Customer Services report which, as part of the work undertaken by the Great Yarmouth Signage Working Group, detailed progress to date on developing a new policy to promote high quality signage in the Great Yarmouth town centre.

Members were reminded that at its meeting on the 10th June 2014 the Great Yarmouth Area Committee endorsed the proposal that the Council should seek the repair of existing signage, consolidate the positioning of existing finger posts and help to de-clutter the urban environment.

RESOLVED:

1. That approval be given to repair existing signage, consolidate/rebalance positioning and de-clutter existing signage, to be met from within existing budget.
2. That further consideration be given to an overall signage strategy, hierarchy for the Borough together with investigation of funding opportunities.
3. That the Great Yarmouth Area Committee be advised of 1 and 2 above.

9. COMMITTEE FORM OF GOVERNANCE

Cabinet considered the Chief Executive Officer's report on the proposal to change to a committee form of governance for Great Yarmouth Borough Council.

The Cabinet Secretary reminded Cabinet that this matter had been discussed at full

Council on the 23rd September 2014 when a motion had been agreed to consider a change to the Councils form of governance but that the implications of the costs and requirements of introducing a committee form of governance, which is already included in the Scrutiny Committee Work Programme for 2014/15 be fully considered by the Scrutiny Committee, Cabinet and full Council before a final decision is made.

The Cabinet Secretary also reported that this matter had been considered by the Scrutiny Committee and at its meeting on the 4th December when it had been agreed to recommend to Cabinet that the current status quo should remain for the Councils form of governance.

In accordance with the agreed motion at Council, the Chairman reminded Cabinet that this matter would be discussed by Council at its meeting on the 13th January 2015.

RESOLVED:

That Council be recommended to agree that the status quo should remain for the Councils form of governance.

10. MAYORALTY

Cabinet considered the Chief Executive Officers report on the process for the appointment of the Mayor.

Cabinet was also advised that it was proposed that Councillor Shirley Weymouth be appointed as Mayor of the Borough of Great Yarmouth for the Municipal Year 2015/16.

RESOLVED:

1. That in view of the current political make up of the Council, the Council be asked to consider that the appointment of the Mayor should continue to alternate between the political groups but that this should now be based on the three party system rather than the previous two party system, and that the appointment of the Mayor for 2015/16 be nominated from the Conservative Group, for 2016/17 from the UKIP Group and for the 2017/18 from the Labour Group and then to alternate for future years.

2. That Council be recommended to approve the appointment of Councillor Shirley Weymouth as Mayor of the Borough of Great Yarmouth for 2015/16.

11. DETERMINATION OF FUTURE SPECIFICATION, LEASE AND MANAGEMENT ARRANGEMENTS FOR THE MARINA CENTRE AND PHOENIX POOL

Cabinet considered the Director of Housing and Neighbourhoods report which set out the current position in relation to the Marina Centre and Phoenix Pool, the lease and management agreement, current work in progress and a position statement for the future of the Marina Centre.

The Cabinet Secretary reminded Members that this matter was subject to call in.

RESOLVED:

That approval be given to the forward plan and draft position statement as set out in the Director of Housing and Neighbourhoods report.

The meeting ended at: 20:30

Scrutiny Committee

Minutes

Thursday, 04 December 2014 at 18:30

Present:

Councillor Plant (in the Chair), Bird, Collins, M Coleman, Jones, Myers, Robinson-Payne, Smith, Sutton, H Wainwright, Weymouth and Wright.

Councillor Connell attended as a substitute for Councillor Grey.

Councillor T Wainwright and Councillor Fox (attended as observers).

Mrs V McNeil (Head of Nplaw), Mr G Mitchell (Interim Chief Executive), Mr Robin Hodds(Cabinet Secretary) and Mrs K Smith (Senior Member Services Officer).

1 DECLARATIONS OF INTEREST

There were no declarations of interest.

2 COMMITTEE FORM OF GOVERNANCE

The Cabinet Secretary read out the introduction to the report stating that this report would also be considered by Cabinet on 10 December 2014, and to Council on 13 January 2015.

The Head of nplaw explained to the committee the difference between the leader/cabinet system and the committee system. It was reported that following the 2011 mayoral referendum it appeared that there would not be a need to have another referendum in order to introduce the committee system. Counsel's opinion to confirm this was expected shortly.

It was reported that the committee system does not have to be politically balanced on committee's if there was unanimous agreement from all Councillors and did not have to have a Scrutiny Committee. The Council could agree that any decision for funding over £1/2 m would have to go to full Council for decision.

Concern was expressed that there was insufficient information on costs in the report. The Committee were informed that the reason for this was that without an exact structure for a new committee system it was unclear what the increase in the amount of work and meetings would be and therefore could not be costed accurately. Comments were made about the addition of an additional member

services officer along with the costs at a time when the council is trying to make savings. The Head of nplaw re-iterated that the cost would be dependent on the number of committees set up and the frequency of the meetings and that by meeting less frequently this could balance out the costs. It was reported that Council would not be able to ratify decisions that had already been made by a committee through its delegated authority it would only be able to ask a committee to re-look at it's decision. Single Member Cabinet decisions would not be made in the Committee System.

A Member asked how the new committee system was working at Norfolk County Council and did this cost them more or less as the Council can not afford additional costs. A Member replied that they had been told that it had saved them £5,000 but this had not been confirmed.

The Cabinet Secretary reported that under the previous Committee system the Councils Member Services department consisted of five full time and one part time employee, and now the Member Services Department consists of two full time and one part time employees.

Concern was expressed that the current system could be open to manipulation if a cabinet member was persuaded on a decision and that single member decisions were made with no evidence of how that decision was made.

A Member stated that he felt that the committee system devolves decision making to a larger political group of people allowing more opinions and input and cross party debates. Another member stated that the current system could be amended to include more Councillors and involvement.

The Chief Executive Officer reported on the discussion that had taken place prior to the change to the Cabinet form of governance in 1999 when the shortcomings and limitations of the Committee form of governance had been recognised over many years. The discussions about changing an executive form of governance had shown that this system would provide further clarity for the democratic process, would also provide a more efficient decision making process, and was widely promoted by business and partners.

It was pointed out that the Council was looking to reduce its number of officers asked how the Council would cope with running this system.

It was suggested that a Sub Committee of the Scrutiny Committee be created to look at possible structures and costings for a committee system. After clarification of the motion, this motion was lost.

(Councillor Sutton requested that it be recorded that he did not vote in favour of this recommendation).

RESOLVED:

That the Scrutiny Committee recommends to Cabinet that the current status quo should remain for the Councils term of governance.

The meeting ended at: 20:32

Scrutiny Committee

Minutes

Thursday, 18 December 2014 at 18:30

Present:

Councillor Plant (in the Chair), Councillors Collins, Bird, Grey , Jones, Myers, Robinson-Payne, Smith, Sutton, Weymouth and Wright.

Councillor T Wainwright attended for item 7.

Apologies for absence were received from Councillors M Coleman and H Wainwright.

Mrs J Beck (Director of Customer Services), Mr A Carr (Group Manager - Tourism & Communications), Mr C Rowland (Corporate Policy and Performance Officer), Mrs L Goodman (Events Manager), Mr R Hodds (Cabinet Secretary) and Mrs K Smith (Senior Member Services Officer).

1 DECLARATIONS OF INTEREST

There were no declarations of interest given at the meeting.

2 MINUTES

The minutes of the meeting held on 23 October were confirmed subject to the amendment that Councillor Bird was present at the meeting as a substitute for Councillor Myers.

3 Item Title

The minutes of the meeting held on 4 December 2014 were confirmed subject to the amendment that the figure stated as a saving by Norfolk County Council was not £5,000 but should be £65,000 and that Councillor Sutton had stated that a structure could be implemented to allow Council to make decisions.

4 PERFORMANCE INDICATORS

The Corporate Policy and Performance Officer reported that a number of indicators were now completed and these included KP05, KP20, KP08, KP19 and KP16. Also there were some that now fall into the Transformation remit and these included KP01, KP10, KP18, KP15 and KP17.

The Cabinet Secretary reminded the committee that it had been previously agreed that the Chief Executive Officer would report quarterly to Scrutiny on the Transformation Programme.

A member spoke of KP05 and asked if the council was satisfied that its systems are robust enough to cope with the increase in the number of applications. The Director of Customer services stated that she was confident that the Council has processes in place to cope. A member pointed out that there were still 105 cases awaiting a decision and asked how long these would take to finalise, it was reported that these were predominantly renewals.

A Member noted that three Strategic Planners had left and asked if these had been replaced. It was reported that one of the posts had been removed by a restructure and the other two posts were now being advertised but this would not affect the Local Plan deadline.

Clarification was sought on KP11 and why 60% of bottle banks would be reduced. It was reported that there are certain areas where the bins gain credits for the Council as businesses use these but residents are now able to put glass into their wheelie bins so this meant that some of the bottle banks could be removed. The committee then discussed the recycling contamination rate and the cost of this to the council along with recycling on the go.

A member asked what benefit the council had received from Coastshare. The Director of Customer Services stated that Finance and printing were currently involved and that they were looking to include HR.

RESOLVED:

- (i) That the report be noted.
- (ii) That Coastshare be included in the Scrutiny Work Programme and be considered at a future meeting.

5 SCRUTINY COMMITTEE WORK PROGRAMME 2014-15

Members were advised that the following items should be included on the agenda on the 22 January 2015 meeting:-

Budget Monitoring

Town Centre update by the Town Centre Manager

Flexible Working Business Case

It was agreed that a Review of GYB Services and Great Yarmouth Market Place would also be considered in the future. Members asked for clarification on the progress of the PIP's. The DCS clarified that this tender for the PIP's will be advertised and let by April 2015 with a commencement date of November 2015 to avoid the issues previously experienced with the contract.

6 COUNCIL EVENTS

The Director of Customer Services presented the report on Council Events including the SWOT analysis and Market Research. She stated that 127 events had been held which shows a steady growth. Clarification was sought on the amount spent on weddings in May and it was reported that the weddings were held during the day

when the building was already open and staff were at work so there were no other costs. It was confirmed that there had been an increase in the number of weddings booked. A Member asked for clarification on the Charity's rate if this was the same as a not for profit rate. It was pointed out that if events were being run as a business the Council needed to be clear about the income that they wanted to achieve. The Director of Customer Services stated that the increased salary costs related to Job Evaluation changes which is not specific to events. The events profit ratio is currently being looked at.

RESOLVED:

- (i) That the report be noted.
- (ii) That Council Events be reviewed again by Scrutiny in 12 months time.

7 EXCLUSION OF PUBLIC

The following paragraph was moved for pages 72-75 of the report:-

"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 and contains details of confidential financial matters."

8 COUNCIL EVENTS

The meeting ended at: 19:57