



GREAT YARMOUTH
BOROUGH COUNCIL

Council

Date: Thursday, 20 April 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 PUBLIC QUESTION TIME

To consider the following question from Mr J Cannell, president Great Yarmouth and District TUC:-

"In the light of the decision by the local Conservative MP to decline an invitation from Great Yarmouth Borough Council to attend a public meeting on the impact of Universal Credit, in favour of his Westminster bubble bolthole, when is Great Yarmouth Borough Council going to hold the public meeting to discuss the impact of the Government's Universal Credit trial?"

4 MINUTES

3 - 14

To confirm the Minutes of the meeting held 21 February 2017.

5 APPOINTMENTS TO OUTSIDE BODIES

a) Sentinel Leisure Trust
Council is advised that Councillors Stenhouse and Walch have resigned from the above Trust, and Members will be asked to consider the appointment of replacements to this Trust.

6 SERVICE COMMITTEES - DECISIONS LIST FOR THE PERIOD 7 FEBRUARY 2017 TO 11 APRIL 2017

15 - 18

Decisions made by the Service Committees for the above period are attached.

7 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.

8 EXCLUSION OF PUBLIC

In the event of the Committee wishing to exclude the public from the meeting, the following resolution will be moved:-

"That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 1 of Part I of Schedule 12(A) of the said Act."

9 SERVICE COMMITTEES - CONFIDENTIAL DECISIONS LIST FOR THE PERIOD 7 FEBRUARY 2017 TO 11 APRIL 2017

Details

Council

Minutes

Tuesday, 21 February 2017 at 19:00

Present :

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

Also in attendance :

Mrs S Oxtoby (Chief Executive Officer), Ms K Sly (Section 151 Officer), Mr D Johnson (Deputy Monitoring Officer), Mr R Read (Director of Housing and Neighbourhoods), Mrs K Watts (Transformation Programme Manager), Mrs J Cooke (Head of HR / Organisational Development), Mr R Hodds (Corporate Governance Manager) and Mrs S Harris (HR Manager)

1 MR CHRIS SKINNER - MONITORING OFFICER

His Worship the Mayor referred to the recent death of Mr Chris Skinner Monitoring Officer and Members stood in one minute's silence as a tribute.

2 APPOINTMENT OF MONITORING OFFICER

Council considered the Corporate Governance Manager's report with regard to

the appointment of a Monitoring Officer.

Proposer : Councillor Plant
Seconder : Councillor K Grey

That David Johnson be appointed with immediate effect as the Borough Council's Monitoring Officer.

CARRIED

3 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Andrews and Davis.

4 DECLARATIONS OF INTEREST

With regard to the item relating to the Retroskate Artistic Club, Councillor Wainwright declared a Personal Interest in his capacity as Chair of the Sentinel Partnership Board and Councillors Stenhouse and Walch declared their Personal Interest in their capacity as Trustees of the Sentinel Board.

5 PUBLIC QUESTION TIME

His Worship the Mayor reported that there were no questions to consider at this meeting.

6 PETITION - RETROSKATE ARTISTIC CLUB - MARINA CENTRE

Members were advised that a petition had been received with over 1000 signatures concerning the Retroskate Artistic Club who operate from the Marina Centre.

Article 45 of the Council's Constitution relating to the Petition Scheme states that "If a petition contains more than 900 signatures it will be debated by the full Council".

Accordingly, Mrs Mia McKean presented the petition on behalf of the Retroskate Artistic Club which called upon the Council to support the continuation of the Club and to reject proposals to demolish its venue.

In response to the submission of the petition, the Leader reported that the Marina Centre had been the subject of detailed discussion at the recent meeting of the Policy and Resources Committee and all options with regard to the future of the Marina Centre were currently under consideration. The Leader confirmed that to date no definite decisions had been made by the Borough Council in respect of the future of the Marina Centre.

Councillor Wainwright stated that he concurred with the Leaders comments and reiterated the fact that no decisions had been made about the future of the Centre. Councillor A Grey stated that he supported the decisions of the Policy and Resources Committee who had asked for a further report regarding the future options for the Centre and assured the Retroskate officials that the Council would give full consideration to their comments about the future of the Retroskate Artistic Club.

The Council noted the receipt of the petition from the Retroskate Artistic Club.

7 COUNCIL MINUTES

The Mayor presented the Council Minutes of the 22 December 2016 and 17 January 2017.

With regard to the list of Members present it was agreed that Councillor Walch should be included in the list of those Members present.

With regard to the item in respect of the Electoral Cycle, Councillor B Coleman stated that at the Council meeting it had been indicated that to hold a Referendum with regard to Electoral Cycle would be at no cost to the Council, and he also asked whether procedurally the Policy and Resources Committee had the authority to make an alternative decision to agree the staging of a postal vote for the Referendum which would be contrary to the decision made by Full Council to hold a Referendum on the same date as the Norfolk County Council Elections in May 2017. The Monitoring Officer explained that in accordance with the Council's Constitution the decision made at Council was made at short notice and as a result it had since transpired that that particular decision could not be enacted upon and consequently Policy and Resources Committee whose decision was not a reversal of the Council decision but an alternative decision that could be acted upon by the Council.

Councillor Walker reported that in making his proposition at the Council meeting he was not aware at the time that the County Council would not be prepared to allow a Referendum to be held at the same time as the County Council Elections. He stated that he felt that the Postal Referendum should still go ahead. Councillors K Grey and Jeal both stated that they agreed the Postal Referendum should go ahead.

With regard to the item in respect of the Employment Committee Members were asked to give consideration to increasing Membership on this Committee from 5 Members to 7 to be politically balanced.

Proposer : Councillor Wainwright
Seconder : Councillor Jeal

That the Employment Committee Membership be increased from 5 to 7 Members and that the 2 additional Members to serve on this Committee will be

Councillors Smith and Walker.

CARRIED

In connection with Item 6 Motion on Notice Councillor Wainwright asked whether a response had been received from Brandon Lewis MP and it was confirmed that the MP had declined to attend a public meeting and that a copy of the MP's response would be sent to all Members of Council.

8 SERVICE COMMITTEE MINUTES

Proposer : Councillor Plant

Seconder : Councillor B Coleman

That subject to the inclusion of Councillor Waters Bunn attending the Environment Committee and Councillor Thirtle attending the Economic Development Committee the minutes of the November and December meetings of the Policy and Resources, Economic Development, Environment and Housing and Neighbourhoods Committee be received.

CARRIED

9 HOUSING REVENUE ACCOUNT BUDGET SETTING 2017/18

Council considered the Director of Housing and Neighbourhood's report as presented by the Chair of the Housing and Neighbourhood's Committee which set out the Housing Revenue Account (HRA) Budget 2017/18 to 2021/22, HRA Capital Budget 2017/18 to 2021/22, HRA Rent and Service Charge proposal 2017/18 and the revised HRA Revenue and Capital Forecast for 2016/17.

Proposer : Councillor Carpenter

Seconder : Councillor Plant

(1) To note the reduction in rents of 1% as set out in the Welfare Reform and Work Act 2016.

(2) To review and recommend revenue and capital budget estimates 2017/18 to 2021/22.

(3) To agree the proposed fees and charges for 2017/18

(4) To agree the revised forecast for 2016/17

(5) To review Government proposals as set out by the Welfare Reform and Work Act 2016 and Housing Planning Act 2015 impacting on the HRA in the future.

CARRIED.

10 TREASURY MANAGEMENT STRATEGY 2017/18

Council considered the Group Manager (Resource's) report on the Treasury Management Strategy 2017/18.

Proposer : Councillor Plant

Seconder : Councillor Carpenter

- (1) That the Treasury Management Strategy for 2017/18 be approved
- (2) To approve the Prudential Indicators and Limits for the three year period 2017/18 to 2019/20 as detailed in the Group Manager's report.
- (3) To approve the Minimum Revenue Provision Statement
- (4) To approve the Annual Investment Strategy

CARRIED

11 2017-18 BUDGET REPORT

Council was reminded that the Local Authorities (Standing Orders) (England) Regulations 2014 require Local Authorities to take recorded votes at Budget Council meetings in relation to the item regarding the setting of the Local Authorities Budget.

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

In respect of the Robustness of the Estimates – the report provides details of the process carried out in producing the budget which has being presented for approval this evening.

It highlights a number of the financial risks facing the authority including:

- The level of income from a number of demand led services for example car parking, planning, crematorium income and waste and recycling credits, upon which the budget is reliant, for which external factors can have a significant impact on;
- In addition it also flags the risks around the delivery of planned savings and

additional income that are factored into the budget for the year;

- Local Authority funding and in particular the risks around the retention of business rates and the impact of current and new appeals on the level of income retained locally.

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

The report highlights that there have been improvements to the financial reporting that is provided to Members during the year, although there are still further developments required to ensure a more proactive approach to budgetary control and financial management.

The budget for 2017/18 has been informed by the in-year monitoring position in addition to input from EMT, budget managers and through budget workshops with members of the Policy and Resources Committee.

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

In relation to the Adequacy of Reserves - the report provides a commentary on the adequacy of reserves held by the Council, including both earmarked and general reserves.

The policy framework for reserves outlines the process for determining the minimum level of general reserve which takes into account a number of factors, the recommended minimum level of the general reserve for the coming year is £2.5million.

When providing the opinion of the Chief Finance Officer on the adequacy of reserves, the balance of the general reserve is not considered in isolation but alongside:

- the level of earmarked reserves
- the robustness of the estimates that are presented for approval and used for calculating the Council tax

- and the level of financial risks facing the authority.

In conclusion, it is therefore the opinion as the Chief Financial Officer that,

- there is sufficient contingency within the current general reserve balance and the overall level of reserves held remains adequate in the short to medium term.

In discussing the Budget, Councillor Wainwright commented that he would be reluctantly supporting the budget and also expressed his thanks and appreciation to the Section 151 Officer and her team for the production of the Councils budget.

Proposer : Councillor Plant

Seconder : Councillor Carpenter

(1) That the 2017/18 General Fund revenue budget as detailed at Appendix A of the report be approved.

(2) That the fees and charges as detailed at Appendix D of the report be approved.

(3) That the Council Tax for 2017/18 for the Borough Council tax be £151.48 (for an average Band D).

(4) The Policy framework for reserves as detailed at Appendix G of the report be approved.

(5) That the updated Capital Programme and financing for 2017/18 to 2019/20 as detailed at Appendix H in the report be agreed.

(6) That Members note the current financial projections for the period 2018/19 to 2020/21.

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

For the Motion - Councillors Bensly, Borg, Carpenter, B Coleman, M Coleman, Fairhead, Flaxman-Taylor, Grant, Hanton, Jeal, Lawn, Mavroudis, Myers, Plant, Pratt, Reynolds, Robinson-Payne, Smith, Thirtle, Wainwright, Walker, Waters-Bunn, Weymouth, Williamson and Wright.

Against - Councillor Connell.

Abstentions - Councillors Annison, Bird, Cutting, A Grey, K Grey, Hacon, Hammond, Rodwell, Stenhouse and Walch.

CARRIED

12 REVENUE BUDGET AND COUNCIL TAX SETTING 2017/18

Council considered the Section 151 Officer's report which presented for approval the Budget for 2017/18 and to make statutory calculations in accordance with the Local Government Finance Act 1992 to set the Council Tax for 2017/18. The report also included the Chief Financial Officer's report on the robustness of the Estimates and adequacy of Reserves.

Proposer : Councillor Plant

Seconder : Councillor Myers

(1) That the Budget for 2017/18 as detailed in the Budget report to Policy and Resources Committee and outlined at Appendix A of the report be approved.

(2) That the Statement of and movement on Reserves as detailed in Appendix B of the report be approved.

(3) That Members undertake the Council Tax and Statutory Calculations as set out in Section 4 of the report and set the Council Tax for 2017/18.

(4) That the demand on the Collection Fund for 2017/18 will be :-

(a) £4,141,766 for the Borough Council purposes

(b) £354,487 for Parish Precepts.

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

For the Motion - Councillors Bensly, Borg, Carpenter, B Coleman, M Coleman, Fairhead, Flaxman-Taylor, Grant, Hacon, Hammond, Hanton, Jeal, Lawn, Mavroudis, Myers, Plant, Pratt, Reynolds, Robinson-Payne, Smith, Thirtle, Wainwright, Walker, Waters-Bunn, Weymouth, Williamson and Wright.

Against the Motion - Councillor Connell.

Abstentions - Councillors Annison, Bird, Cutting, A Grey, K Grey, Rodwell, Stenhouse and Walch.

CARRIED

13 REVIEW OF COMMITTEE FORM OF GOVERNANCE AND THE COUNCIL'S CONSTITUTION

Council was advised that the Constitutional Working Party at its meeting on the 23 January 2017 had given detailed consideration to the review of the Committee Form of Governance and the Council's Constitution following six months of operation of the Committee Form of Governance and has subsequently made a number of recommendations for Council to approve as

follows :-

1. Size of Committees Recommendation

That no change be made to the numbers of Members on Committees as at present, with the exception that the Audit and Risk Committee should reduce from 9 Members to 5 Members.

2. Frequency of Meetings Recommendation

That the frequency of meetings remain on the present six weekly basis and that this issue be reviewed in six months time.

3. Number of Service Committees Recommendation

That the number of Service Committees remain at four, namely Policy and Resources, Economic Development, Environment and Housing and Neighbourhoods.

4. Timings of Meetings Recommendation

That the timings of meetings be amended so that all four Service Committees and regulatory Committees commence at 6pm with Full Council commencing at 7pm.

5. Venue of Meetings Recommendation

That the current arrangements for Committee meetings remain unchanged.

6. Terms of Reference of Service Committees Recommendation

That the current Terms of Reference for the Service Committees remain unchanged.

7. Pre Agenda Meetings (PAM's) Recommendation

That the relevant Chairman be asked to agree to fixed times for Pre Agenda Meetings.

8. Scheme of Delegation Recommendations

That the Scheme of Delegation for progressing Neighbourhood Plans be agreed.

That the Scheme of Delegation be reviewed by the Constitutional Working Party in a further six months time with support from the Council's legal Officer's.

9. Council Procedure Rules Recommendation

That a best practice protocol be included in the Constitution with regard to the issue of Members voting at Development Control and Licensing Committee meetings when they do not take part in a full discussion on any particular item, and that an appropriate paragraph be included on both Development Control and Licensing Committee agendas to advise Members on this issue.

That Key Decisions of Service Committees be considered at Council meetings rather than the full set of Service Committee minutes.

10. Training Requirements Recommendation

That approval be given to the establishment of a Member Development Group

to consider an annual training programme for Members.

11. Outside Bodies Recommendation

That the Monitoring Officer undertake a programme of advising all Members of the responsibilities of being on an Outside Body.

That Group Leaders be requested to review Member allocations to Outside Bodies prior to consideration at the annual Council meeting.

12. Review of Constitution Recommendation

That approval be given to the amendments to the Council's Constitution as detailed in the report of the Corporate Governance Manager / Transformation Programme Manager / Deputy Monitoring Officer.

13. Protocol for putting items on Committee agendas

That the Monitoring Officer prepare a protocol for inclusion in the Constitution

Proposer : Councillor Williamson

Seconder : Councillor Plant

(1) That the recommendation with regard to the timings of meeting be amended to state that all four Service Committees and regulatory Committees will commence at 6:30pm with Full Council commencing at 7pm.

(2) That recommendations 1 to 3, and 5 to 13 as outlined above be approved.

CARRIED

14 APPOINTMENTS TO OUTSIDE BODIES

Proposer : Councillor K Grey

Seconder : Councillor Hacon

That the following amendments be made to Appointments to Outside Bodies :-

a) St George's Trust - Councillor K Grey to replace Councillor Walch.

b) Great Yarmouth Preservation Trust - Councillor Stenhouse to replace Councillor A Grey.

c) Great Yarmouth Transport and Infrastructure Steering Group - Councillor K Grey to replace Councillor A Grey.

CARRIED

15 DECISIONS TO EVICT COUNCIL TENANTS WHERE A POSSESSION ORDER HAS BEEN GRANTED

Council considered the Monitoring Officer's report with regard to the recommendation from the Housing and Neighbourhoods Committee to establish a Housing Appeals Committee. He advised Members that the Terms of Reference could be referred to the Chief Executive officer for determination.

Council also considered the issue that in the event of the Housing Appeals Committee being reinstated then Ward Members should be advised of any issues that affect their Wards.

Proposer : Councillor K Grey

Seconder : Councillor A Grey

That the Housing Appeals Committee be established but without the power to make decisions on evictions and that the Terms of Reference for the Housing Appeals Committee be determined by the Chief Executive Officer.

CARRIED

16 ORGANISATIONAL DEVELOPMENT

On reference from the Policy and Resources Committee of the 7 February Council was recommended to agree the following changes in relation to the Senior Management arrangements of the Council as follows :

Recommendation 1

Reduce the size of the management cohort to create a management team which is slightly smaller and more agile with strengthened strategic capacity.

To recruit a management team comprising CEO, two Strategic Directors, Finance Director and eight Heads of Service. Revised job descriptions to be prepared for Strategic Directors and Heads of Service.

Recommendation 2

To appoint a Development Director who will be responsible for driving forward the Council's ambitions in respect of regeneration, commercialisation and asset management with an initial focus on Beacon Park and the Town Centre Initiatives (3 Year Appointment)

Recommendation 3

To review the current Monitoring Officer arrangements with NPLaw to further strengthen internal governance and contract management arrangements.

Proposer : Councillor Plant

Seconder : Councillor K Grey

That the recommendations 1 to 3 as detailed above be approved.

CARRIED

17 PAY POLICY STATEMENT 2017/18

The Committee considered the Head of HR/Organisational Development's report with regard to the Pay Policy Statement 2017/18.

Proposer : Councillor Carpenter

Seconder: Councillor Reynolds

That the Pay Policy Statement for 2017/18 be adopted and be published on the Council's website.

CARRIED

18 COMMITTEE TIMETABLE

Council considered the proposed Committee Timetable for 2017/18.

Proposer : Councillor Plant

Seconder : Councillor Carpenter

That, subject to the amendment of timings on Service and Regulatory Committees and also the Gorleston Area Committee, the Committee Timetable for 2017/18 be approved.

CARRIED

The meeting ended at: 21:00

Decision List for the period 7 February 2017 to 11 April 2017

	Decision Item	Committee	Committee Date	Details of Decision	Officer Lead
February 2017					
1	Marina Centre Options Appraisal	Policy & Resources	07/02/2017	<p>(1) That approval be given to undertake further investigation into a new build option on the existing site, and that a wider site appraisal be undertaken to explore the potential for Private Sector investment alongside the provision of leisure facilities, this could be either as joint venture proposal or re-configuring the site to allow for further investment to offset the capital or revenue costs of a new build facility.</p> <p>(2) That a development brief be prepared to market the site and that such a brief be approved by the Policy and Resources Committee at its next meeting.</p> <p>(3) That, alongside the development brief, further site specific work be undertaken on the detail of the capital costs for both new build options including the facilities mix.</p> <p>(4) That on completion of both pieces of work as outlined above the site would be marketed for interests through Specialist Property and Leisure Consultants and that approval be given to the budget required to take forward and commission this work of £38,000.</p> <p>(5) That, as there will be displacement of those tenants who have a direct lease with Sentinel, approval be given to instruct Sentinel to only issue leases to sub tenants to March 2018 once the current legal contracts leases and licences have been reviewed and that during this period of time consideration should be given to any sport the Council provides to assist those tenants in relocating from the Marina Centre.</p>	Sheila Oxotby
2	2016/17 Period 9 Budget Monitoring Report	Policy & Resources	07/02/2017	That the 2016/17 Period 9 Budget Monitoring Report be received.	Karen Sly
3	Treasury Management Strategy 2017-18	Policy & Resources	07/02/2017	<p>That Council be recommended to agree :-</p> <p>(a) The Treasury Management Strategy for 2017-18.</p> <p>(b) The Prudential Indicators and Limits for the three year period 2017/18 to 2019/20 as detailed in the Group Manager (Resources) report.</p> <p>(c) The Minimum Revenue Provision Statement as detailed in the Group Manager (Resources) report.</p> <p>(d) The Annual Investment Strategy as detailed in the Group Manager Resources report.</p>	Karen Sly
4	2017/18 Budget Report	Policy & Resources	07/02/2017	<p>(1) That the Policy and Resources Committee recommend to Full Council the following :-</p> <p>(i) The 2017/18 General Fund revenue budget as outlined at Appendix A of the Finance Directors report.</p> <p>(ii) The fees and charges as detailed in the Finance Directors report.</p> <p>(iii) The Council Tax for 2017/18 for the Borough Council tax be £151.48 (for an average Band D)</p> <p>(iv) That the demand on the Collection Fund for 2017/18 be: a. £4,141,766 for the Borough Council purposes b. £352,989 for Parish Precepts</p> <p>(v) The statement of and movement on the reserves as detailed at Appendix F of the Finance Directors report.</p> <p>(vi) The Policy framework for reserves as detailed at Appendix G of the Finance Directors report.</p> <p>(vii) The updated Capital Programme and financing for 2017/18 to 2019/20 as detailed at Appendix H of the Finance Directors report.</p> <p>(viii) That members note the current financial projections for the period 2018/19 to 2020/21</p> <p>(2) That approval be given to the use of earmarked reserves to fund one-off and up-front costs that are required to deliver future savings and additional income as detailed within the reserves statement.</p>	Karen Sly

	Decision Item	Committee	Committee Date	Details of Decision	Officer Lead
5	Organisational Development	Policy & Resources	07/02/2017	(1) That the updated Organisational Development plan as detailed at Appendix 1 of the Chief Executive Officers report be agreed. (2) That Council be recommended to agree the following changes in relation to the Senior Management arrangements of the Council :- Recommendation 1 - Reduce the size of the management cohort to create a management team which is slightly smaller and more agile with strengthened strategic capacity. To create a management team comprising Chief Executive Officer, two Strategic Directors, Finance Director and eight Heads of Service. Revised job descriptions to be prepared for Strategic Directors and Heads of Service. Recommendation 2 - To appoint a Development Director who will be responsible for driving forward the Council's ambitions in respect of regeneration, commercialisation and asset management with an initial focus on Beacon Park and the Town Centre Initiatives (3 year appointment). Recommendation 3 - To review the current Monitoring Officer arrangements with NPLaw to further strengthen internal governance and contract management arrangements.	Sheila Oxotby
6	Quarter 3 Key Project Report	Policy & Resources	07/02/2017	That the Key Projects continue to be monitored over the next quarter with the aim of maintaining a green status and where possible attaining a green status for those key projects which are currently amber.	Kate Watts
7	Four Yearly Elections Local Referendum	Policy & Resources	07/02/2017	That approval be given to an all-out postal vote process to commence on 1st June and close on 22nd June 2017 at a budgetary cost of £29,750 to be met from the Invest to Save Budget.	Jane Beck
8	Great Yarmouth Transport And Infrastructure Steering Group Minutes	Economic Development	20/02/2017	(i) That the Committee note the minutes of the Great Yarmouth Transport and infrastructure Steering Group meeting held on the 25 January 2017. (ii) That a letter be sent to Norfolk County Council, the Police Commissioner and Chief Constable of Great Yarmouth Police to raise the concerns of the Committee in relation to the lack of funding received for schemes such as the CCTV cameras within the Town Centre.	David Glason
9	Easter Fair - Progress Update	Economic Development	20/02/2017	That the Committee agree that Officers continue to work with the Guild to implement changes by Easter 2018.	Kate Watts
10	Quarter 3 Performance Report 2016/17	Economic Development	20/02/2017	That all measures continue to be monitored during the next quarter.	David Glason
March 2017					
11	Forward Plan - Environment	Environment	01/03/2017	(1) That subject to the following amendments the Committee received the Forward Plan for the Environment Committee:- (a) That Review of Waste Collection and Air Quality Review be added as additional items to the Environment Forward Plan. (b) That the item relating to the Boardwalk remain on the Environment Forward Plan	Robin Hodds
12	Shoreline Management Plan Policy Change for Hopton	Environment	01/03/2017	(1) That approval be given to the change of policy for sub cell 6.20 Hopton to "Hold the Line" for both medium and long term. (2) That authorisation be given to Officers to seek approval with other organisations in accordance with the change procedure detailed within the report and proceed for endorsement from the Eastern Regional Flood and Coastal Committee (RFCC) and final approval from the Environment Agency.	Jane Beck
13	Quarter 3 Performance Report	Environment	01/03/2017	That all measures be monitored during the next quarter.	Jane Beck
14	Abandoned Vehicles	Environment	01/03/2017	That a letter be sent to both Nathan Clarke, Chief Inspector of Norfolk police and PCC Lorne Green to state the concerns of the Committee in relation to the withdrawal of PNC access.	Jane Beck
15	St Georges Park Lighting	Environment	01/03/2017	That approval be given to Mrs Staff to bring a proposal forward to the Environment Committee on the lighting at St Georges Park.	Jane Beck

	Decision Item	Committee	Committee Date	Details of Decision	Officer Lead
16	Council Safeguarding Policies	Housing & Neighbourhoods	02/03/2017	(1) That the Committee agree to the adoption and publication of the four draft Policies (Child Protection updated, Safeguarding Adults Policy, Human Trafficking and Modern Slavery Policy, and Domestic Abuse Workplace Policy) subject to Unison (where appropriate) sign off. (2) To note that the Organisation plans to create "Designated Safeguarding Officers" (DSO's) for both child and adult safeguarding enquires and referrals rather than have separate Child Protection and Adult Safeguarding Officers, and new Officers to be recruited in Service Areas where no Safeguarding Officer is currently in place. (3) To note that any allegations against a Member of staff or representative will now be made to the Head of HR/OD and the HR Manager (to replace the current Deputy Monitoring Officer / Information Manager arrangement). (4) To note that a comprehensive training programme and information section for staff is planned for 2017 to raise awareness of safeguarding and to fulfil the Council's legal obligations under safeguarding legislation, and training and awareness will be tailored to each team and their roles across the suite of subjects highlighted in the report.	Rob Gregory
17	Car Enthusiasts Progress Report	Housing & Neighbourhoods	02/03/2017	That the Committee note the content of the Group Manger's report and the progress of the Multi Agency Group in tackling the issue of vehicle enthusiasts :- a) Note that the PSPO has gone live, but awaiting signage before enforcement commences. b) Note that the Pleasure Beach TRO is being progressed by NCC. c) Note that work is underway to ensure that adequate numbers of staff are available to enforce the PSPO and that they are trained / supported appropriately. d) Note the financial implications both for overtime costs and potential income opportunities. e) Agree to receive a review and update of the first six week enforcement under Op Clarion. This review to include consideration of ongoing commitment to Sunday / weekend enforcement until September 2017.	Rob Gregory
18	Housing & Neighbourhoods Performance Report Quarter 3	Housing & Neighbourhoods	02/03/2017	That the Quarter 3 Performance Report be received and noted.	Trevor Chaplin
19	Proposals for Use Of The Community Housing Fund	Housing & Neighbourhoods	02/03/2017	(1) That approval be given to procure services to the equivalent of Gold Service support from CLT East at the cost of £35,000, through comparison of providers. (2) To agree to develop a costed plan for submission by 10th march based on building capacity within identified willing communities to bring forward housing development. (3) To agree to allocate the majority and maximum amount of funding to a ringfenced capital pot to enable individual sites to come forward for development, based on a set of criteria to be developed.	Robert Read
20	Quarter 3 Performance Report	Policy & Resources	21/03/2017	That the Quarter 3 Performance report be received.	Kate Watts
21	Great Yarmouth Ambitions - Looking Forward	Policy & Resources	21/03/2017	That approval be given to establish a Working Group comprising the four Group Leaders and their respective Deputies for the three largest Groups with Terms of Reference to be defined by the Group at its first meeting and reported to Policy and Resources Committee.	Sheila Oxotby
22	On Street Pay and Display Parking Amendments - North Drive, Marine Parade, and South Beach Parade, Great Yarmouth	Policy & Resources	21/03/2017	That approval be given to the Borough Council seeking legal advice with regard to the proposed Pay and Display Parking amendments.	David Johnson
23	Planning Application Fees	Policy & Resources	21/03/2017	That approval be given to support the decision to accept the 20% increase in Planning Fees from July 2017.	Karen Sly/Dean Minns
April 2017					
24	Great Yarmouth Rail Station to Market Place Improvement Public Consultation Results	Economic Development	03/04/2017	That the Project Engineer's report be noted and approval be given to the Great Yarmouth Rail Station to Market Place Improvement Plans progression to detail design with a view to a start of construction late Autumn 2017.	David Glason
25	Highways England - Improving the A47 - Great Yarmouth Junction Improvements and Blofield to North Burlingham Dualling	Economic Development	03/04/2017	That the Committee agree to support and provide comments on the proposals as part of the Consultation which ends on the 21 April 2017	David Glason

	Decision Item	Committee	Committee Date	Details of Decision	Officer Lead
26	Great Yarmouth Cultural Investment Programme	Economic Development	03/04/2017	(1) That the progress made to date towards the implementation of the Culture Strategy be noted. (2) That the progress towards creating a sustainable business model for St Georges Theatre moving forwards be noted. (3) That the successful grant award through the Great Place Scheme be noted. (4) That approval be given to the budget allocations for 2017-18 as outlined in 3.2 of the Group Manager (Neighbourhoods and Communities) report. a) St George's funding should be subject to Council being satisfied that a sustainable business model exists and expects to receive it in time to present it to the next Economic Development Committee. b) Seachange Funding to be subject to the development of a new Service Level Agreement to be presented to the next Economic Development Committee. (5) That confirmation be given that representatives from each of the main political groups from the Committee be appointed to sit on the Cultural Board and that Council at its meeting on the 20 April be asked to agree these appointments.	Rob Gregory
27	Shopfront Improvement Grant Scheme Sub-Committee	Economic Development	03/04/2017	That approval be given to the terms of reference for the Shopfront Improvement Grant Scheme subcommittee and the subcommittee recommendations for the awarding of grant funding to recent applicants of this scheme.	Kate Watts
28	Building our Industrial Strategy - Green Paper	Economic Development	11/04/2017	1.The Committee noted the focus on energy, infrastructure and skills as Great Yarmouth is a growth area for the New Anglia Local Enterprise Partnership with energy, the port and Enterprise Zones at the forefront. 2.The Committee agreed to encourage the Government to produce a strategy that will drive growth in Great Yarmouth through key sector development, infrastructure provision and skills development.	David Glason
29	Great Yarmouth Economic Growth Strategy 2017-2021	Economic Development	11/04/2017	The Committee approved the new look Great Yarmouth Economic Growth Strategy 2017/21 together with the associated Action Plan.	David Glason