



# **GREAT YARMOUTH**

## **BOROUGH COUNCIL**

### **SCRUTINY COMMITTEE ANNUAL REPORT 2014/2015**

#### **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 2014/2015.

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 2014/15 the following issues were the subject of Call-In:-

- Management and Governance of Marina Centre and Phoenix Pool and Future Development and Sports and Leisure Facilities.
- Seachange Loan
- Waste Services – Kerbside Collections
- Promoting Recycling and Waste minimisation

**(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 2014/15 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 2014/15 comprised 13 Members made up of five Members of the Ruling Group, four Members from the Opposition Group and four Members from the UKIP Group, Chaired by the Opposition as follows:-

**Councillors:-**

- Bird
- M Coleman
- Collins
- Grey
- Jones

- Myers
- Plant (Chairman)
- Robinson-Payne
- Smith
- Sutton
- H Wainwright
- Weymouth
- 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. **2014/2015 WORK PROGRAMME AND REVIEWS**

The Scrutiny Committee's Work Programme for 2014/15 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 2015/2016 will consist of 13 Members made up as follows:-

#### **Councillors:-**

- M Coleman
- Collins

- Grey
- Jeal
- Jones
- Lawn
- Mavroudis
- Myers
- Sutton
- T Wainwright
- Walker
- Williamson (Chairman)

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

**Councillor Plant  
Chairman  
Scrutiny Committee**

(NB:Councillor Plant was Chairman for the Municipal Year 2014/15)

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

10 November 2015

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**SCRUTINY COMMITTEE**

**WORK PROGRAMME 2014/15**

<b>SUBJECT</b>	<b>ISSUES TO BE ADDRESSED</b>	<b>DATE OF SCRUTINY COMMITTEE</b>	<b>RESPONSIBLE OFFICERS/MEMBERS</b>
Tourism Review – Great Yarmouth Market Gates Travel Information Improvements	<ul style="list-style-type: none"> <li>Entrances to Great Yarmouth</li> <li>Lack of toilets at the bus station</li> <li>Signposting</li> <li>Cleaning of pavements</li> <li>Pigeon droppings</li> <li>Shop doorways</li> <li>Adshel Shelter</li> </ul>	Sub-Committee set up to report direct to Scrutiny Committee	Director of Customer Services J Wiggins (Norfolk County Council)  Owners of Market Gates  Network Rail  First Bus  Town Centre Partnership
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
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

SUBJECT	ISSUES TO BE ADDRESSED	DATE OF SCRUTINY COMMITTEE	RESPONSIBLE OFFICERS/MEMBERS
Review of the working of GYB Services.	To review the services provided following the approval of the new contract last year.	2 April 2015	J Jane Beck (Director of Customer Services) Graham Jermyn (GYB Services) Cabinet Member (Environment) – Cllr Pratt
Review of Allocations Scheme	Following the review of the Allocations Scheme in April 2014, Committee agreed to review its operation in six months time	23 October 2014	Group Manager (Housing Services) Service Manager (Strategic Housing and Housing Options)
Car Parking	<ul style="list-style-type: none"> <li>• Charging regime</li> <li>• Additional pay and display car parks</li> <li>• Operation of car parking services</li> </ul>	25 September 2014	Director of Customer Services Cabinet Member (Tourism and Business Services)
Seachange Arts	Review of activities and services provided by Seachange Arts	23 October 2014	Joe Mackintosh CEO Seachange Arts
Committee System	Review of introduction of a Committee System to include:- <ul style="list-style-type: none"> <li>• What would it look like</li> <li>• Costs</li> <li>• What are the benefits</li> <li>• What are the negatives</li> <li>• Effect on the democratic process</li> </ul>	20 November 2014	Group Manager (Governance) Cabinet Secretary
Great Yarmouth Market Place	Review of the operation of both the Six and Two Day Market	TBA	Director of Resources, Governance and Growth Market Manager Cabinet Member (Tourism and Business Services)



<b>SUBJECT</b>	<b>ISSUES TO BE ADDRESSED</b>	<b>DATE OF SCRUTINY COMMITTEE</b>	<b>RESPONSIBLE OFFICERS/MEMBERS</b>
Events at Town Hall	Review of number of events (including weddings, meetings, functions) used at Town Hall	20 November 2014	Director of Customer Services Group Manager (Tourism and Communications)
Transformation Programme	Review and update on the Council's Transformation Programme	23 October 2014 (then on ¼ basis)	Chief Executive Officer
Coast share	To review the viability of this initiative	2 April 2015	Group Manager (Resources) Cabinet Member (Resources)
Tourism BID	To review the criteria used for the process and on details of businesses that had been selected under this initiative.	26 February 2015	Group Manager (Tourism) Director of Customer Services Special Projects Consultant

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