



# **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

W:\Central services\Member Services\MemberServices\Robin Hodds\Reports\SCRUTINY  
COMMITTEE ANNUAL REPORT 2013-2014.doc

# **SCRUTINY COMMITTEE**

## **WORK PROGRAMME 2013/14**

<b>SUBJECT</b>	<b>ISSUES TO BE ADDRESSED</b>	<b>DATE OF SCRUTINY COMMITTEE</b>	<b>RESPONSIBLE OFFICERS/MEMBERS</b>
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"> <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  June/July 2013	Director of Customer Services J Wiggins (Norfolk County Council)  Owners of Market Gates  Network Rail  First Bus  Town Centre Partnership

<b>SUBJECT</b>	<b>ISSUES TO BE ADDRESSED</b>	<b>DATE OF SCRUTINY COMMITTEE</b>	<b>RESPONSIBLE OFFICERS/MEMBERS</b>
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)



<b>SUBJECT</b>	<b>ISSUES TO BE ADDRESSED</b>	<b>DATE OF SCRUTINY COMMITTEE</b>	<b>RESPONSIBLE OFFICERS/MEMBERS</b>
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)

Ref: REGH/JB

W:\Central services\Member Services\MemberServices\Robin Hodds\Misc\SCRUTINY COMMITTEE WORK PROGRAMME 2013-14 (Rev 12.02.14).doc