



**GREAT YARMOUTH**  
BOROUGH COUNCIL

# Scrutiny Committee

**Date:** Thursday, 03 September 2015  
**Time:** 18:30  
**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**     **MINUTES**

**3 - 6**

To confirm the minutes of the meeting held on 15 July 2015.

**4**     **UPDATE ON TRANSFORMATION PROGRAMME**

The Transformation Programme Manager will report on progress so far. Savings made, savings anticipated and any further savings required in respect of the following:-

Flexible Working  
Digital by Design  
Leisure update

**5**     **MEDIUM TERM FINANCIAL STRATEGY**

The Chief Financial Officer will report on Changes needed to be made to meet the Medium Term Financial Strategy.

**6**     **SCRUTINY COMMITTEE WORK PROGRAMME 2015-16**

**7 - 9**

To consider the 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**     **NOTICE OF CALL IN - NORFOLK CAPACITORS DEBT WRITE**

**OFF**

Details

# Scrutiny Committee

## Minutes

Wednesday, 15 July 2015 at 18:00

### PRESENT:

Councillor Williamson (in the Chair); Councillors M Coleman, Collins, Grant, Jeal, Jones, Lawn, Myers, Sutton, T Wainwright and Walker.

Councillor Connell attended as substitute for Councillor Grey.

Councillor C Smith also attended.

Mrs J Beck (Director of Customer Services), Mr R Read (Director of Housing and Neighbourhoods), Mrs K Watts (Transformation Programme Manager), Mr R Gregory (Group Manager Neighbourhoods), and Mr R Hodds (Cabinet Secretary).

### 1. DECLARATIONS OF INTEREST

Councillor T Wainwright declared a personal interest in the item relating to the business case for an investment in leisure facilities in his capacity as one of the Borough Council's representatives on the Sentinel Leisure Trust but was allowed to speak and vote on the item.

### 2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Grey and Mavroudis.

### 3. MINUTES

The minutes of the meeting held on the 17th June 2015 were confirmed.

### 4. PROPOSED SCRUTINY COMMITTEE RESPONSE TO THE CCG'S CONSULTATIONS

The Committee was reminded that at their last meeting they had considered a presentation from Andy Evans the Chief Executive Officer of the CCG on the consultations relating to GP Practice premises in Gorleston and Bradwell and on the "The Shape of the System - Developing Modern and Sustainable Health Services in Great Yarmouth and Waveney". The Committee at their last meeting had agreed to defer this matter to the July meeting and had asked the Chairman to prepare a proposed response to the consultation papers.

Accordingly the Committee now considered the Chairman's proposed response to the two consultations being carried out by the Clinical Commissioning Group (CCG).

The Cabinet Secretary advised Members that under the terms of the Council's Constitution any response to the two consultations by the CCG was the responsibility of Cabinet. The Committee discussed whether it would be appropriate for this item to be considered by Full Council at its meeting next week prior to Cabinet giving its formal approval at its meeting on the 12th August.

RESOLVED:

That the proposed response to the two consultations being carried out by the CCG, as now amended, be approved, and be referred to Full Council for consideration.

## **5. IT ROLL OUT AND FLEXIBLE WORKING**

The Committee considered a presentation by the Director of Customer Services with regard to the Council's new website and on the ITGY App. Members were advised that on the 21st July there would be a drop-in session for all Members to view the new flexible working arrangements in Room 1 at the Town Hall.

## **6. ANNUAL PERFORMANCE REPORT AND QUARTER 4 KEY PROJECTS REPORT**

The Committee considered the Transformation Programme Manager's report which gave details of the Annual Performance Report for the 2014/15 and key projects for quarter four of 2014/15. The report summarised the key projects and highlighted some of the performance measures.

RESOLVED:

1. That the Annual Performance Report and Quarter Four Key Project Report be approved.
2. That the following issues be considered at the next meeting of the Scrutiny Committee on the 3rd September:-
  - Sundry Debt Arrears.
  - Uncollected Council Tax - Half Yearly Report.

## **7. GREAT YARMOUTH SPORT LEISURE AND PLAY STRATEGY**

The Committee considered the Director of Housing and Neighbourhoods' report which summarised the context and headline findings of the Sport, Play and Leisure Strategy.

The Committee considered issues relating to the following items within the Play Strategy:-

- Overall Strategy.
- Key Findings.
- Playing Pitches (organised sports).
- Non Sports (Play, Leisure and Recreation).
- Strategic Framework and next steps.

The Director of Housing and Neighbourhoods reported that the Strategy would be considered by Cabinet at its meeting on the 12th August 2015.

The Committee gave detailed consideration to the proposed next steps in relation to the strategy. Members were advised that as part of the process it was recommended that a Members Working Group for Sport and Leisure be re-convened to ensure Members remain part of this process. Members were assured that the membership of this Working Group would be politically balanced.

RESOLVED:

1. That the completion of the Sport, Play and Leisure Strategy be noted and that the initial findings contained in the Summary Document and the overall approach be endorsed.
2. That if Members have any individual comments on the strategy document these should be passed direct to the Director of Housing and Neighbourhoods.

## **8. CORPORATE PLAN 2015 - 2020**

Members considered the Chief Executive Officer's report on the Corporate Plan 2015-2020. Members were advised that the Corporate Plan is a key organisational document which sets the overall strategy and direction for the Council in terms of its future work to benefit the Borough of Great Yarmouth. The Corporate Plan provides a strategic framework for Officers and Members to work within, outlining key priorities and actions for the Council, helping to guide decisions around investment and resourcing for the organisation. The Corporate Plan clearly outlines this direction of travel in terms of future strategy for the Borough, and as such creates an opportunity for stakeholders, partners and major agencies to understand this and align their own efforts to support the future strategic direction of the Borough.

The Transformation Programme Manager explained the process of consultation that had already been carried out in respect of the plan which had been considered at Staff Briefings, Transformation Board and also at the Members Transformation Briefings.

Councillor T Wainwright commented that in his opinion the Corporate Plan should be considered in the first instance by the political groups before it is formally considered by Full Council. The Chairman also commented that everybody needs to take ownership of this document.

The Cabinet Secretary reported that Chief Executive Officer's report had been considered by Cabinet at its meeting on the 13th July 2015 who had recommended to Council that the Council should adopt the Corporate Plan 2015-2020; investing in the future of Great Yarmouth as detailed in his report.

RESOLVED:

That Cabinet be advised that in future Scrutiny Committee would prefer to pre scrutinise the Corporate Plan document before the matter is formally considered by Cabinet and Council.

## **9. SCRUTINY COMMITTEE WORK PROGRAMME 2015-16**

The Cabinet Secretary reported on the proposed Scrutiny Committee Work Programme for 2015/16. The Committee agreed to include additional items relating to Sundry Debt Arrears, uncollected Council Tax, a review of procedures at Wherry Way and on Police staffing levels.

**10. DATE OF NEXT MEETING**

Members noted that the date of the next meeting would be Thursday 3rd September 2015.

**11. EXCLUSION OF PUBLIC**

RESOLVED:

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

**12. BUSINESS CASE FOR INVESTMENT IN LEISURE FACILITIES**

The meeting ended at: 19:35

## SCRUTINY COMMITTEE

### WORK PROGRAMME 2015/16

SUBJECT	ISSUES TO BE ADDRESSED	DATE OF SCRUTINY COMMITTEE	RESPONSIBLE OFFICERS/MEMBERS
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>	TBA	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	Chief Financial Officer
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
Review of Allocations Scheme	Following the review of the Allocations Scheme in April 2014, Committee agreed to review its operation in six months time	TBA	Group Manager (Housing Services) Service Manager (Strategic Housing and Housing Options)

<b>SUBJECT</b>	<b>ISSUES TO BE ADDRESSED</b>	<b>DATE OF SCRUTINY COMMITTEE</b>	<b>RESPONSIBLE OFFICERS/MEMBERS</b>
Great Yarmouth Market Place	Review of the operation of both the Six and Two Day Market	TBA	Transformation Programme Manager
Transformation Programme	Review and update on the Council's Transformation Programme and the Medium Term Financial Strategy	23 October 2014 (then on ¼ basis)	Chief Executive Officer Chief Financial Officer
Coast share	To review the viability of this initiative and receive the latest update	TBA	Group Manager (Resources) Cabinet Member (Resources)
Outside Bodies	Update from GYBC's representatives on Outside Bodies	TBA	Various Members
IT Roll Out and Flexible Working	Update on the IT Roll out and Flexible Working Programme	15 July 2015	Transformation Programme Manager Director of Customer Services
Marina Centre	Review of Business Plan	TBA	Director of Housing and Neighbourhoods
Health Services in Great Yarmouth and Waveney	Presentation from CEO of the CCG on the consultation document	17 June 2015 15 July 2015	Chief Executive Officer of CCG
GYBC Constitution	Clarification of the provisions of constitution relating to release of documents and Freedom of Information related issues	17 June 2015	Monitoring Officer

<b>SUBJECT</b>	<b>ISSUES TO BE ADDRESSED</b>	<b>DATE OF SCRUTINY COMMITTEE</b>	<b>RESPONSIBLE OFFICERS/MEMBERS</b>
GY Area Board	Review of operation of the Great Yarmouth Area Board	TBA	Chief Executive Officer
Investment in Leisure Facilities	Review of the Business Case	15 July 2015	Director of Housing and Neighbourhoods Cabinet Member (Environment)
Great Yarmouth Sport Play and Leisure Strategy	Review of the Strategy	15 July 2015	Director of Housing and Neighbourhoods Cabinet Member (Environment)
Corporate Plan 2015 - 2020	Review of the Plan	15 July 2015	Chief Executive Officer Leader