

Policy and Resources Committee

Minutes

Tuesday, 05 September 2017 at 18:30

Present :

Councillor Plant (in the Chair); Councillors Annison, Grant, A Grey, K Grey, Hacon, Jeal, Smith, Thirtle, Wainwright, Walker and Williamson.

Councillor Carpenter attended as substitute for Councillor B Coleman

Also in attendance :-

Mrs S Oxtoby (Chief Executive Officer), Ms K Sly (Finance Director), Mr N Shaw (Strategic Director), Mrs J Beck (Head of Property and Asset Management) Mrs J Cooke (Head of Organisational Development), Mrs R Crosbie (Deputy Monitoring Officer), Mr R Hodds (Corporate Governance Manager), Mrs L Snow (Capital Projects and Senior Accountant) and Mr C Rowland (Corporate Policy and Performance Officer).

1 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor B Coleman.

2 DECLARATIONS OF INTEREST

There were no Declarations of Interest declared at the meeting.

3 MINUTES

The minutes of the meeting held on the 25 July 2017 were confirmed.

4 FORWARD PLAN

The Committee received and noted the contents within the Forward Plan for the Policy and Resources Committee. The Corporate Governance Manager pointed out that there were a number of significant items for consideration at the Committees next scheduled meeting on the 17 October 2017, and Members discussed the possibility of holding an additional meeting because of the volume of the items to be considered in October.

RESOLVED :

That approval be given to arranging an additional meeting in October and that the date be determined by the Leader and Chief Executive Officer in consultation with the other Group Leaders.

5 QUARTER 1 KEY PROJECT AND PERFORMANCE REPORT

The Committee considered the Head of Organisational Development's Quarter 1 Key Projects and Performance report. The report gave an update on current performance for the first quarter of 2017/18 (April to June) where progress is assessed against targets which are set at the start of the financial year. The report also gave an update to the position of Key Projects that are linked to the Corporate Priorities from "The Plan 2015-2020".

Members were advised that the summary report highlighted performance measures that had not achieved the target for this period and measures that do not have a target but are moving in the wrong direction. The report also highlighted a number of measures that are showing exceptional performance against targets.

In discussing the report Members considered the following Key Projects / Measures :-

- KP05 - Beacon Park Housing Development - Councillor Wainwright asked when work would commence with regard to this development and the Head of Property and Asset Management reported that January 2018 would be the likely start date. Councillor Wainwright referred to the current state of the scaffolding adjacent to the Harfreys roundabout and sought assurance that

this would be removed in the near future. The Head of Property and Asset Management confirmed that this was in the Work Programme to be removed. Councillor Williamson suggested that it would be appropriate to have an electronic signage at the Harfreys roundabout and the Head of Property and Asset Management confirmed that this matter was already being considered although it was unlikely that the necessary planning consent would be given to erect an electronic sign.

- KP10 - Delivery of Town Centre Initiative - Councillor Wainwright referred to a meeting in which he had been an observer held with the Market Place traders to discuss the operation of the Market Place.

Members discussed the issue of Members attending meetings with outside organisations as observers and the Chief Executive Officer suggested that this issue be discussed more fully at the next Group Leaders meeting. Councillor A Grey also referred to comments made by the Market Traders recently published in the local press and the fact that there had not been any comments on this issue expressed officially by the Borough Council.

- KP08 - Wintergardens - Councillor Walker felt that this project should be shown in the indicators as red until such time as a defined plan had been agreed for the future of the Wintergardens. The Chief Executive Officer confirmed that a proposed scheme in respect of the Wintergardens was currently being progressed.
- PR15 - Percentage of FOI and EIR requests - Councillor Wainwright expressed his concern with regard to the response in respect of FOI / EIR requests and the Chief Executive Officer confirmed that work was currently underway to include information on the Council's website that would cover a range of similar FOIs that had been received. The Corporate Governance Manager also clarified the resourcing arrangements that were in place to deal with the number of FOI and EIR requests currently being received by the Council.
- HNO3 - Great Yarmouth Community Housing Rent - GYCH rent collection rate - Councillor Wainwright expressed his concern with regards to the current collection rate and was advised that Universal Credit was having a significant impact with regard to this issue.
- HNO6 - Average time to re-let Local Authority Housing - Members discussed the target for re-letting of Local Authority Housing and the Head of Property and Asset Management confirmed that a Service Review on this issue was currently being undertaken and a report would be presented to Members in the near future. The point was made that a number of houses were currently

lettable but were currently not being taken up at the present time.

RESOLVED :

(1) That all measures be monitored during the next quarter.

(2) That all Key Projects continue to be monitored over the next quarter with the aim of maintaining a green status and where possible obtaining a green status for those Key Projects which are currently amber.

6 2017-18 PERIOD 4 BUDGET MONITORING

The Committee considered the Financial Services Manager's 2017/18 Budget Monitoring report.

The Finance Director reported that the report compares the actual expenditure and income position at the end of July 2017 to the updated budget for 2017/18. The original based budget as agreed by Council in February 2017 has been updated for in year virements and for 2016/17 year end budget carry forwards for planned expenditure in the now current financial year. The base budget for 2017/18 as approved allowed for a transfer from the General Reserve of £188,240 to cover the projected deficit for the year. The report gave the position for the year to date and forecast outturn against this target, adjusted for any in year approved budget movements from reserves.

The Committee also considered a tabled report from the Head of Customer Services with regard to the present trading figures in respect of the crematorium.

In discussing the report Members considered the following issues :-

- Councillor Annison sought clarification with regard to the £37,000 over spend on the traveller's site. The Head of Property and Asset Management confirmed that this had arisen as a result of the necessity to carry out work to secure the site.
- Councillor Walker asked whether it would be possible to provide a family tree for all departments showing which Officers are in posts within each department. The Chief Executive Officer confirmed that she would ask the Head of Organisational Development to send these details to all Members.
- Councillor Wainwright sought clarification with regard to the production of reports for consideration at the next Audit and Risk Committee. The Finance Director reported that there had been a delay in finalising the Statement of Accounts report as the Borough Council had been awaiting advice from the External Auditors in respect of this report. The Chief Executive Officer expressed her congratulations to the Finance Team on finalising the accounts although there remains some issues with regard to recruitment within this

team.

RESOLVED :

That the 2017/18 Period 4 Budget Monitoring report be received.

7 UNITS 1-10 MAIN CROSS ROAD

The Committee considered the Head of Property and Asset Management's report which sought retrospective approval for the release of repairs and maintenance reserves for the demolition of buildings at Units 1-10 Main Cross Road.

RESOLVED :

That approval be given to retrospectively approve a budget of £73,000 from the repairs and maintenance reserve for the purposes of the emergency demolition of Units 1-10 Main Cross Road.

8 MARKET FEES - OPEN FRIDAY FOR OCTOBER

The Committee considered the Head of Property and Asset Management's report which sought approval for the introduction of an additional fee for the Great Yarmouth Market of £10 per pitch to be used for a trial initiative on open markets only.

RESOLVED :

That, subject to appropriate assurances relating to insurances and public liability issues, approval be given for the introduction of a fixed fee of £10 per store for up to 9 metres, this fee be granted for an initial trial of the open market Friday events during October 2017.

9 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 I of Schedule 12(A) of the said Act."

10 CONFIDENTIAL MINUTES

The Committee confirmed the confidential minutes of the meeting held on the

25 July 2017.

The meeting ended at: 19:45