



**GREAT YARMOUTH**  
BOROUGH COUNCIL

# Policy and Resources Committee

**Date:** Tuesday, 15 October 2019

**Time:** 18:30

**Venue:** Supper Room

**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 ITEMS OF URGENT BUSINESS**

To consider any items of urgent business.

### **3 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.

- |  |   |         |
|--|---|---------|
| 4  | <b><u>MINUTES</u></b>   | 5 - 10  |
| To confirm the minutes of the meeting held on the 10 September 2019. |   |         |
| 5  | <b><u>FORWARD PLAN</u></b>  | 11 - 14 |
| Report attached.   |   |         |
| 6  | <b><u>PHOENIX POOL CAR PARK EXTENSION BUSINESS PLAN</u></b>                                       |         |
| Report to follow.  |   |         |
| 7  | <b><u>NORTH QUAY SUPPLEMENTARY PLANNING DOCUMENT -<br/>PUBLIC CONSULTATION</u></b>                | 15 - 32 |
| Report attached.   |   |         |
| 8  | <b><u>12 MONTH REVIEW OF PRE-APPLICATION CHARGING FOR<br/>POTENTIAL PLANNING APPLICATIONS</u></b> | 33 - 36 |
| Report attached.   |   |         |
| 9  | <b><u>NORFOLK MINERALS AND WASTE LOCAL PLAN -<br/>PREFERRED OPTIONS CONSULTATION RESONSE</u></b>  | 37 - 44 |
| Report attached.   |   |         |
| 10   | <b><u>REVIEW OF THE TWO-DAY MARKET FEES AND AMENDMENTS<br/>TO MARKET POLICY</u></b>               | 45 - 50 |
| Report attached.   |   |         |

11	<b><u>REVIEW OF POLLING DISTRICTS, POLING PLACES AND POLLING STATIONS</u></b>	51 - 62
	Report attached.	
12	<b><u>DIGITAL STRATEGY</u></b>	63 - 84
	Report attached.	
13	<b><u>POLICY FOR REGISTRATION AND DECLARATION OF OFFICER INTERESTS</u></b>	85 - 112
	Report attached.	
14	<b><u>EXCLUSION OF PUBLIC</u></b>	
	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."	
15	<b><u>WINTERGARDENS</u></b>	
	Confidential report to follow.	
16	<b><u>CONFIDENTIAL MINUTES</u></b>	
	Details	



# Policy and Resources Committee

## Minutes

Tuesday, 10 September 2019 at 18:30

Present :

Councillor Smith (in the Chair); Councillors P Carpenter, Flaxman-Taylor, Grant, P Hammond, Myers, Plant, Wainwright, B Walker, C M Walker

Councillor Candon attended as substitute for Councillor Wells

Also in attendance :

Mrs S Oxtoby (Chief Executive Officer); Mrs C Whatling (Monitoring Officer), Mrs K Watts (Strategic Director), Mrs K Sly (Finance Director), Mrs J Beck (Head of Property and Asset Management), Mr J Wedon (Senior Information and Performance Officer), Mrs M Lee (Head of Customer Services), Mrs L Snow (Capital Projects and Senior Accountant), Mr J Wilson (Head of Environmental Services) Mr T Bunn (PA to Chief Executive Officer) and Mrs S Wintle (Corporate Services Manager)

### **1 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Wells.

## **2 DECLARATIONS OF INTEREST**

There were no declarations of interest declared at the meeting.

## **3 POLICE AND CRIME COMMISSIONER PRESENTATION**

Norfolk Police and Crime Commissioner, Lorne Green presented to the Committee and welcomed the newly appointed Superintendent, Nathan Clark to the Committee.

Members were given the opportunity to ask a number of questions and the Chairman thanked the Police and Crime Commissioner and the Superintendent for attending.

Superintendent Nathan Clark thanked the Council and its elected Members for their support over the years.

## **4 MINUTES**

The minutes of the meeting held on the 23 July 2019 were confirmed.

## **5 FORWARD PLAN**

The Committee received and considered the contents of the Forward Plan.

## **6 QUARTER ONE KEY PROJECT AND PERFORMANCE REPORT**

Members received and considered the Strategic Director's report which provided an update on current performance for the first quarter of 2019/20 where progress is assessed against targets which are set at the start of the financial year.

Councillor Wainwright made reference to HN01 and advised that this matter had also been discussed at the Housing and Neighbourhoods Committee.

Councillor T Wright made reference to the Marina Centre Key Project. The Strategic Director reported that an expression of interest had been submitted to Sports England which would be considered at their Board meeting in October. It was advised that informal discussions had been held with the Local Enterprise Partnership with regard to a Bid proposal. The Chief executive Officer advised that it was important for the Council to continue to progress the works on the site to ensure the Council remained in a strong position for funding opportunities.

Councillor P Carpenter, asked with regard the housing development at Beacon Park and the Show home completion, and it was advised that the show home was due to be completed by the end of the week and that the site had received 9 potential interested parties looking to purchase properties on the site.

Councillor Myers asked whether the the Council identified trends or reasons for tenants getting into rent arrears and whether steps were put in place to prevent tenants falling into arrears. The Strategic Director advised that this question would be referred back to the Service Area for a response and that this would be fed back to Members.

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 aim of maintaining a green status and where possible attaining a green status for those key projects which are currently amber.

## **7 2019-20 PERIOD 4 BUDGET MONITORING**

The Committee received and considered the Capital Projects and Senior Accountant's report which asked Members to consider the 2019/20 budget monitoring position and recommended that a £15,000 contribution be made to the Scratby Steps scheme to be funded from the Coastal fund earmarked reserve.

Councillor Wainwright commented with regard to the funding required towards the Scratby steps, and sought clarification as to the ownership of the Beach.

Reference was made to Appendix A within the report which referred to EU Exit funding / income, the Strategic Director advised that she had contacted Norfolk County Council to acquire how these monies could be spent.

Councillor Wainwright commented on the lower occupancy of the 2 day markets and stated that in his opinion if the rates had been kept at the reduced cost the occupancy rate would have been higher. The Chairman advised that he had requested a report to be brought back to the Committee with regard to the fees and charges on the market place.

RESOLVED :

(1) That the budget monitoring position for 2019/20 be noted.

(2) That approval be given to a £15,000 contribution being made to the Scratby Steps scheme to be funded from the coastal fund earmarked reserve.

## **8 COUNCIL MOTION, LOWERING THE COUNCIL'S CARBON FOOTPRINT**

The Committee received and considered the Strategic Director's report which sought approval of a number of recommendations following a resolution from Full Council asking the Council to look at ways to reduce its carbon footprint.

Officers responded to a number of queries and questions from Members with regard to the Strategic Director's report.

RESOLVED :

(1) That approval be given to the commissioning of specialist external support to map the Council's carbon footprint and develop a carbon reduction plan.

(2) That approval be given to the allocation of a maximum of £12,000 from the Council's special projects reserve to support this work along with providing re-usable cups/glasses for staff, Members and visitors to the Council.

(3) That the Committee agrees that the Environment Committee become the Members Working Group, and will receive regular updates on the progress of this work and will approve the resultant carbon reduction plan and pass onto full Council for ratification.

## **9 ENFORCEMENT GROUP - PROGRESS UPDATE**

The Committee received and considered the Strategic Directors report which presented progress of the Council's Enforcement Group, as part of it's business strategy.

Councillor T Wright asked with regard to Roman Place, the Strategic Director advised that aerial work had been undertaken and discussions had been held with Norfolk County Council and the Norfolk Parking Partnership. Councillor T Wright then commented with regard to the A Frames on the seafront and asked if a report would be brought forward to the Committee with regard to this. Councillor Plant advised that the Council had been given permission to enforce A Boards on the Seafront and the Strategic Director advised that the seafront enforcement policy needed to be looked at to ensure that all enforcement activities were included.

Councillor Grant asked with regard to resource within the Environmental Services Team, the Chief Executive Officer advised that a piece of work would be undertaken with both the police and the Environmental Health team in the Council to understand the needs with regard to enforcement. But she advised that an improvement had been seen over the summer months on the seafront and that regular meetings have been held which included a number of agencies.



Councillor Myers made reference to the peddlars within the Borough and commented that in his opinion there was a need for this matter to be resolved. Councillor Plant asked where peddlars licence could be obtained and it was advised that these were issued by the police.

Councillor C M Walker made reference to the enforcement approach and hoped that residents who were in hardship would be treated with sensitivity and it was advised that a sensitive approach was undertaken and engagement with these residents was a priority.

RESOLVED :

That the Committee note the contents of the report.

## **10 ITEMS OF URGENT BUSINESS**

Members were asked to consider a report by the Head of Property and Asset Management which asked Members to approve an allocation of upto £100,000 from the Asset Management reserve to fund stabilisation works.

RESOLVED :

That the Committee note the contents of the report and approve the allocation of up to £100,000 from the Asset Management reserve to fund stabilisation works.

## **11 ANY OTHER BUSINESS**

There were no items of business to be discussed.

## **12 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."

## **13 ENFORCEMENT GROUP - PROGRESS UPDATE CONFIDENTIAL APPENDIX**

(Confidential Minute on this Item)

## **14 CREMATORIUM TEA ROOM CONFIDENTIAL BUSINESS CASE**

(Confidential Minute on this Item)

**15 LAND DISPOSAL**

(Confidential Minute on this Item)

The meeting ended at: 20:00

## Forward Plan for Policy & Resources Committee

URN	Matter for Decision	Report by	Pre Agenda Meeting (PAM)	Policy & Resources
19-131	Community Housing Fund Policy	Director of Housing	07/10/19	15/10/19
19-154	North Quay SPD	Director of Development	07/10/19	15/10/19
19-041	Digital & IT Strategy	Head of IT, Communications and Marketing	07/10/19	15/10/19
19-095	Register of Officer Interests	Monitoring Officer	07/10/19	15/10/19
19-123	Phoenix Car Parking / PPG Car Park Extension Business Plan Report	Strategic Director (KW)	07/10/19	15/10/19
18-015	Review and updating Pre-Application Charging (Development Control)	Head of Planning & Growth	07/10/19	15/10/19
19-049	Fees and Charges Market Place	Head of Property and Asset Management	07/10/19	15/10/19
	Norfolk Minerals and Waste Local Plan – Preferred Options Consultation Response	Strategic Planning Manager	07/10/19	15/10/19
	Polling Station Review	Licensing and Elections Manager	07/10/19	15/10/19
19-009	Review of Corporate Plan	ELT	18/11/19	26/11/19
19-121	Pops Meadow	Head of Property and Asset Management	18/11/19	26/11/19
	Fees and Charges Policy	Finance Director	18/11/19	26/11/19
	Medium Term Financial Strategy	Finance Director	18/11/19	26/11/19
19-081/19-083	Eastwood Phase 2 - Development Appraisal	Head of Property and Asset Management	18/11/19	26/11/19
19-149	Beach Hut review and charging	Head of Property and Asset Management	18/11/19	26/11/19

URN	Matter for Decision	Report by	Pre Agenda Meeting (PAM)	Policy & Resources
19-048	Ocean Rooms	Head of Property and Asset Management	18/11/19	26/11/19
	Quarter 2 Performance Report	Strategic Director (LB)	18/11/19	26/11/19
19-005	Council Tax Reduction Scheme Report	Head of Customer Services	18/11/19	26/11/19
19-006	Council Taxbase Report	Head of Customer Services	18/11/19	26/11/19
19-007	Council Tax Discounts Report	Head of Customer Services	18/11/19	26/11/19
19-030	Period 6 Budget Monitoring - General Fund	Finance Director	18/11/19	26/11/19
	Housing System Capital Budget - Business Case for the Housing Management IT System Replacement	Housing Director	23/12/19	07/01/20
19-142	General Fund Budget Report	Finance Director	27/01/20	04/02/20
19-144	Treasury Management Strategy, Investment and Capital strategies 2020/21	Finance Director	20/01/20	04/02/20
	Period 10 Budget Monitoring - General Fund	Finance Director	09/03/20	17/03/20
19-125	Marina Centre Governance Report	Strategic Director (KW)	TBC	TBC
	Annual Action Plan 2019/20	Strategic Director (KW)	TBC	TBC
	Customer Services - Customer Care Standards	Head of Customer Services	TBC	TBC
	Market Redevelopment - Options	Head of Property and Asset Management	TBC	TBC

Economic Development	Environment	Housing & Neighbourhoods	Council
18/11/19			

<b>Economic Development</b>	<b>Environment</b>	<b>Housing &amp; Neighbourhoods</b>	<b>Council</b>
			19/12/19
			19/12/19
			19/12/19
			20/02/20

Subject: North Quay Supplementary Planning Document – Public Consultation

Report to: Policy & Resources Committee

15 October 2019

Report by: Samuel Hubbard – Strategic Planning Manager

## **SUBJECT MATTER**

**Public consultation to inform the development of the North Quay Supplementary Planning Document**

## **RECOMMENDATIONS**

**That the Policy & Resources Committee:**

- 1) endorses the attached leaflet questionnaire for consultation);**
- 2) endorses the consultation approach as set out in this report.**

## **1 INTRODUCTION**

1.1 The Council's Local Plan Part 1 Core Strategy identifies an ambitious vision for the regeneration of the Great Yarmouth's waterfront. Land at North Quay is central to this vision. The Local Plan sets out that a Supplementary Planning Document will be prepared as a key instrument to help support delivery of development in the waterfront area. The Supplementary Planning Document is expected to provide detail on development constraints and how they can be overcome, possible mixes of uses, quantum, design principles, public realm and matters relating to the delivery of development.

1.2 As reported to Council on 11<sup>th</sup> July 2019 under Item 14 'Strategic Site Allocation, North Quay, Great Yarmouth', consultants have been commissioned to prepare a Supplementary Planning Document for the North Quay area. The appointed consultants have also been undertaking supporting technical studies.

1.3 The Town and Country Planning (Local Planning) Regulations 2012 require two stages of consultation during the preparation of a Supplementary Planning Document. Firstly, consultation is required during the initial preparation of the document to inform a draft Supplementary Planning Document. Once a draft Supplementary Planning Document has been prepared this must then be subject to further consultation prior to adoption. This report requests Member's endorsement of the first stage of consultation on the Supplementary Planning Document. The purpose of consultation at this stage is to inform the content and scope of the draft Supplementary Planning Document.

## **2 NORTH QUAY**

2.1 The North Quay site covers nearly 4 hectares and is located to the west of North Quay road between the accountancy offices at 66 North Quay to the south and the Fullers Hill roundabout to the north. It currently comprises a mixture of light industrial and commercial buildings, yards and car parks, two areas of open or cleared land and a row of houses at 73-82 North Quay.

2.2 The North Quay site is allocated for mixed-use development as part of Policy CS17 in the Council's Local Plan Core Strategy. Policy CS17 sets out an ambitious vision and objectives for mixed use development along 40 hectares of Great Yarmouth's waterfront of which the North Quay area is only a small part of. The waterfront area also includes the railway station and surrounding land, land further south on North Quay and Hall Farm and significant areas on the western side of the River Yare. The policy identifies the potential for up to 1,000 homes alongside new retail and leisure development across the several waterfront sites.

2.3 In the summer of 2018 Policy and Resources Committee received and endorsed a confidential report to explore the development of a strategy to deliver the land assembly and redevelopment of North Quay. To facilitate redevelopment, in July 2019, Council resolved to endorse continuing engagement with North Quay property owners, commit £2.5 million budget for the acquisition of properties and to note the preparation of technical studies and the preparation of a Supplementary Planning Document.

## **3 PROPOSED CONSULTATION AND NEXT STEPS**

3.1 Consultation during the preparation of a Supplementary Planning Document needs to be carried out in accordance with legislation and be consistent with the Council's adopted 'Statement of Community Involvement'.

3.2 The purpose of consultation at this stage is to inform the content and scope of a draft Supplementary Planning Document. To achieve this, a consultation leaflet has been prepared which will be used as the basis for consultation. The consultation leaflet is included in the attachment to this report. The consultation leaflet will be made available both electronically and in print.

3.3 The leaflet provides background to the North Quay proposals, together with a summary of some of the emerging findings from the technical studies referred to above. It seeks views on constraints and evidence which should be considered in the preparation of the Supplementary Planning Document. It also asks a series of questions to help inform the eventual content of the document.

3.3 The consultation will take place for four weeks and members of public and stakeholders on the Council's Local Plan consultation database will be informed of the consultation. It is proposed that residents and businesses situated within the North Quay



area will be directly notified of the consultation and sent a printed copy of the leaflet and a comments form.

3.4 Copies of the leaflet will also be available during (and following) the consultation period:

- on the Council's website;
- in the Town Hall reception;
- at Great Yarmouth Library.

Electronic copies will be provided to each Borough Councillor. A staffed drop-in exhibition will be held for an afternoon in the Town Hall.

3.5 People will be strongly encouraged to submit their comments via the Council's consultation portal, but they may also do so by letter or email. All submitted comments, whether made online or otherwise, are made available for the public to view (with addresses/personal data redacted) via the consultation portal.

3.6 Following the consultation a draft Supplementary Planning Document will be prepared considering the comments made during this consultation. The document will be subject to Strategic Environmental Assessment and Habitat Regulations Assessment Screening at this stage.

3.7 It is expected that the draft Supplementary Planning Document will be put to the January 2020 Policy and Resources Committee for approval for a formal four-week consultation period under Regulation 12/13 of the Town and County Planning (Local Planning) Regulations 2012. Following the formal consultation, the draft Supplementary Planning Document may be amended to take into account comments received. It will then be brought back to Policy and Resources Committee for formal adoption, likely to be in March 2020.

## **4 FINANCIAL IMPLICATIONS**

4.1 The costs associated with the consultation and the wider costs associated with the preparation of the Supplementary Planning Document which is being undertaken by consultants, Urban Delivery, are being funded by the North Quay budget approved by Policy and Resources Committee in summer 2018. Fifty percent of the costs associated with this will be claimed back through Norfolk Pooled Business Rates Fund.

## **5 RISK IMPLICATIONS**

5.1 Risks are considered low at this early stage of the preparation of the SDP. Consultation is a necessity in the preparation of a Supplementary Planning Document and if not done correctly could lead to future scope for challenge.

## **6 CONCLUSIONS**

6.1 Preparation of a Supplementary Planning Document is a key part of bringing forward the redevelopment and regeneration of North Quay. This report requests

endorsement of the first stage of consultation in the preparation of the Supplementary Planning Document.

## **7 RECOMMENDATIONS**

**That the Policy & Resources Committee:**

- 1) endorses the attached leaflet for consultation;**
- 2) endorses the consultation approach as set out in this report.**

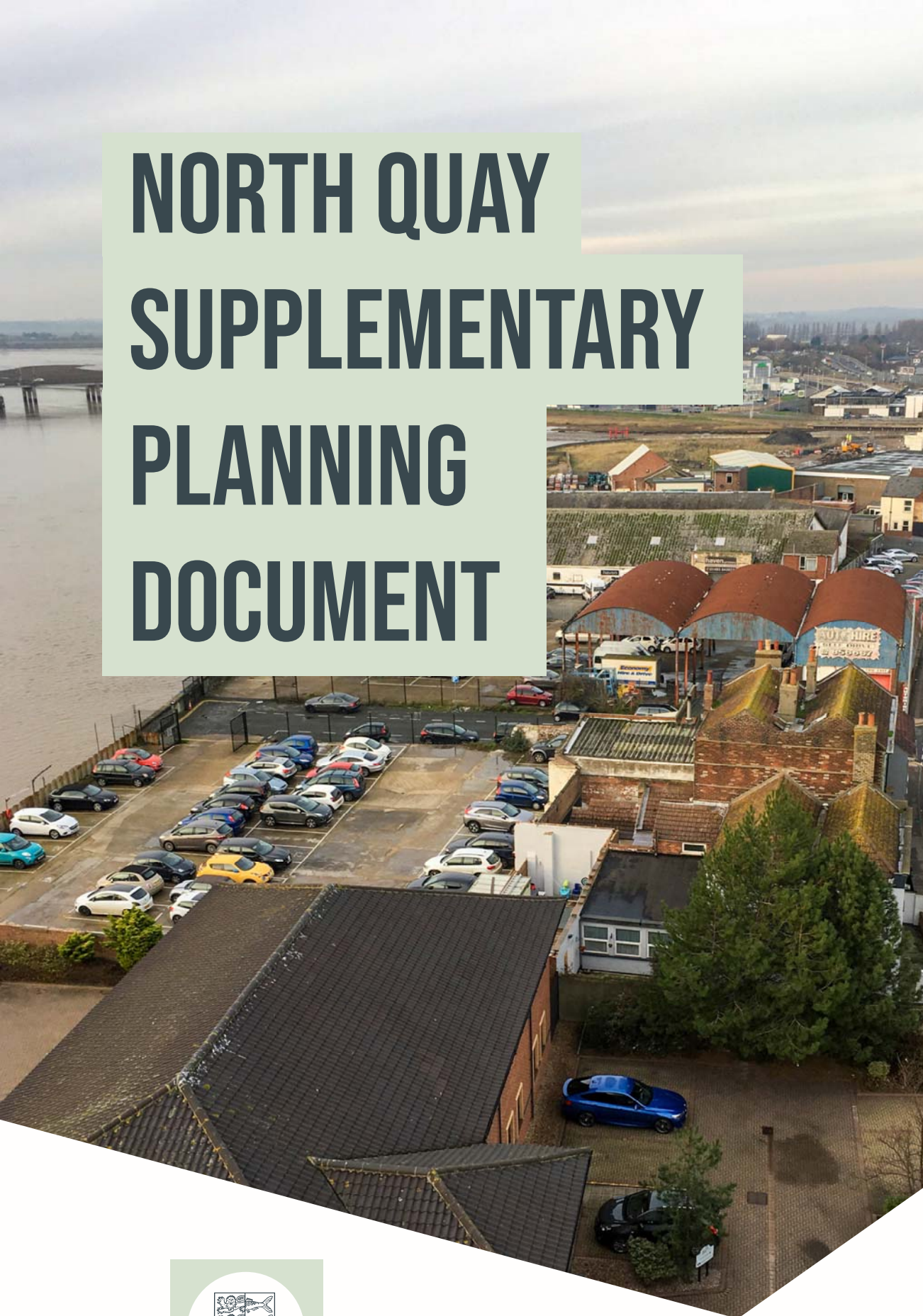
## **8 ATTACHMENT**

North Quay Supplementary Planning Document Consultation Leaflet

*Areas of consideration: e.g. does this report raise any of the following issues and if so how have these been considered/mitigated?*

<b>Area for consideration</b>	<b>Comment</b>
Monitoring Officer Consultation:	N/A
Section 151 Officer Consultation:	N/A
Existing Council Policies:	Corporate Plan; Local Plan Core Strategy
Financial Implications:	Addressed in the report
Legal Implications (including human rights):	Addressed in the report
Risk Implications:	As detailed under Section 5.
Equality Issues/EQIA assessment:	None.
Crime & Disorder:	None.
Every Child Matters:	None.

# NORTH QUAY SUPPLEMENTARY PLANNING DOCUMENT



**GREAT  
YARMOUTH**  
BOROUGH COUNCIL

Consultation Leaflet  
**October 2019**

Page 20 of 112

# HAVE YOUR SAY

Your chance to  
influence the  
development of  
North Quay in  
Great Yarmouth

North Quay  
Supplementary  
Planning  
Document Initial  
Consultation

**Consultation  
Deadline XX  
November**

## SETTING THE SCENE

Land at North Quay presents a prime opportunity for transformational regeneration in a centrally located area with strong connections to the town centre, waterfront and the rail station. The comprehensive redevelopment of North Quay could transform this key riverside and gateway site to Great Yarmouth and maximise the potential by creating a vibrant waterfront development.

The North Quay site covers nearly 4 hectares and is located to the west of North Quay road between the accountancy offices at 66 North Quay to the south and the Fullers Hill roundabout to the north. It currently comprises a mixture of light industrial and commercial buildings, yards and car parks, two areas of open or cleared land and a row of houses at 73-82 North Quay.







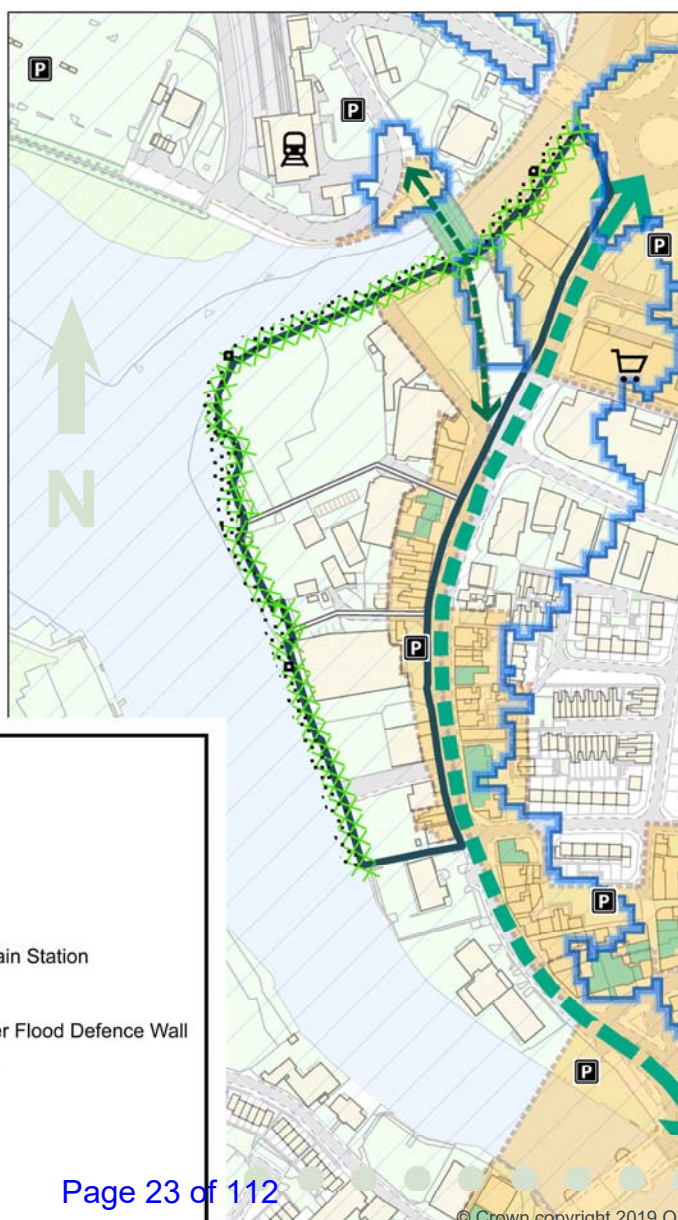
# PLANNING POLICY CONTEXT

The North Quay site is allocated as part of Policy CS17 in the Council's Local Plan Core Strategy (2015). Policy CS17 sets out an ambitious vision and objectives for mixed use development along parts of Great Yarmouth's waterfront. The policy identifies the potential for up to 1,000 homes alongside new retail and leisure development across several waterfront sites. The North Quay site is envisioned to take a proportion of this development. As such the principle of mixed-use redevelopment on the site has already been established. Policy CS17 sets out a requirement for the preparation of a Supplementary Planning Document to provide additional planning and design guidance.

# SITE CONTEXT AND CONSTRAINTS

The location and nature of the site means that there are a number of constraints which the Supplementary Planning Document and future development proposals will have to consider. The sites location also presents numerous opportunities which the Supplementary Planning Document will need to recognise, and future development

proposals can take advantage of. These include the waterfront nature of the site which offers spectacular views towards Breydon Water and its highly accessible location between rail station and centre. The d of the site also opportunity to more of the w the public.



## Legend

- Development Boundary
- Conservation Area
- Listed Buildings
- Main Road (noise and pollution source)
- Pedestrian and Cycle Link Between Site and Train Station
- Utilities (pipework)
- Potential Buffer Between Development and River Flood Defence Wall
- Influence from Internationally Protected Habitat
- Flood Zone
- Train Station
- Large Retail Unit Generating Traffic
- Parking Area

# QUESTION 1

**Are there any other constraints, issues or opportunities which we need to be aware of when drafting the Supplementary Planning Document?**





To help guide the preparation of the Supplementary Planning Document a number of technical background studies have been commissioned. These are still under preparation but some of the initial findings are set out below.

<b>ARCHAEOLOGY</b>  Whilst there is a high potential for archaeological remains within the site, the desk-based work done to date indicates that there are no over-arching constraints which would likely prohibit development on North Quay.	<b>AIR QUALITY</b>  An Air Quality Assessment has been drafted which indicates that existing conditions within the area are good with measured and predicted levels of fine particulates (PM10, PM2.5) and nitrogen dioxide below air quality objectives. Further studies are likely to be required when the nature of the development is better understood.	<b>ECOLOGY</b>  A preliminary ecological appraisal has identified that nearby protected habitats could be impacted by development on North Quay. The appraisal has also noted the potential for invertebrates, reptiles, barn owls and red starts, and bats and has recommended further surveys. Nevertheless, it concludes that with mitigation, ecological issues should not be a barrier to development.
<b>FLOOD RISK</b>  A flood risk assessment is currently being prepared. The site is protected by defences along the waterfront in the present day from all but the most extreme events (1 in 1000 chance). However, in the future with climate change, the site will be at risk from up to a 1 in 200 chance event. On-site protection and mitigation will therefore be needed to ensure the development remains safe in the event of flooding.	<b>GROUND CONDITIONS</b>  The site is partially made ground associated with the industrial history of the site. There is a risk of unexploded ordinances from WW II. There is also shallow groundwater, running sand and a risk of contamination. If private gardens were provided on the site there is a moderate-high risk from potential contamination. However, if these were not provided the risk reduces to a low-moderate risk. The results of studies so far do not indicate any fundamental constraints to development, however, the poor conditions will influence methods of construction.	<b>NOISE</b>  A baseline assessment has identified that the main sources of noise are traffic from the North Quay road and from Acle New Road. The risk from noise across the site is highest on the eastern side of the site next to North Quay Road. It is expected that impacts can be mitigated through layout, orientation and noise screening.

Other studies being prepared with respect to landscape and design and transport impact. However, these can only be progressed once the content for the Supplementary Planning Document has been refined following this consultation. Other constraints and issues relevant to the site include the Conservation Area and several listed buildings both on and adjacent the site. Utilities are also a

constraint with two water pipes within the site which need to be protected. The site is currently in numerous land ownerships, which is a potential issue to be overcome to achieve timely and comprehensive redevelopment. The physical constraints of the site coupled with local market conditions means that the financial viability of redevelopment needs to be addressed.

**QUESTION 2**  
**Is there any other evidence which you think would be useful to support the preparation of the Supplementary Planning Document?**



## QUESTION 3

Do you agree with the overall proposed content of the Supplementary Planning Document and is there anything else that the Supplementary Planning Document should contain?

## CONTENT OF THE SUPPLEMENTARY PLANNING DOCUMENT

It is proposed that the Supplementary Planning Document will cover the following matters:

- **Context** – including detail on location, historic uses, land ownership boundaries, connectivity, land uses, townscape and heritage, public realm, ground conditions, utilities, flood risk and relationship to other areas.
- **Planning Policy Context** – explanation of relevant policies to the site including the Core Strategy, Town Centre Masterplan, Corporate Plan and the National Planning Policy Framework.
- **Vision and Opportunities** – including the vision for the area, possible mixes of land uses, possible development parcels, connectivity and environmental performance.
- **Planning Considerations** – including potential quantum and density of development, design principles, public realm, access and movement, heritage, flood risk mitigation and ecology.
- **Delivery** - including approach to bringing the site forward for development, possibilities for joint working, funding opportunities, infrastructure requirements, and key actions.



## QUESTION 4

Do you have any thoughts as to what the vision should be for the North Quay site?

## VISION AND OPPORTUNITIES

The Local Plan Core Strategy sets out an overall vision for the Great Yarmouth waterfront to become a vibrant urban quarter that utilises its rich heritage and prime urban riverside location to create a unique and high quality environment for housing and shopping and offices which is attractive, to existing and new residents and visitors and investors. The North Quay area will need its own more specific vision to be included in the Supplementary Planning Document.



## MIX OF USES

The Local Plan Core Strategy allocates the waterfront area for a mix of uses including retail, leisure, employment and residential. The Core Strategy explains that North Quay, together with the Conge is best placed for the retail and leisure elements of mixed use given the strong links to the town centre. The Supplementary Planning Document could provide greater detail on the potential uses or mix of uses and how they could be distributed across the site.



## QUESTION 5

**Do you have any thoughts of the best mix of uses for North Quay and how they could be distributed across the site? Or should there be just a single use on this site?**

## QUESTION 6

**Are there any buildings or features on the site which should be retained as part of any redevelopment?**

There are a number of existing uses and buildings on the site. Some of the buildings are listed buildings. The Supplementary Planning Document could provide guidance on which existing buildings might be retained as part of redevelopment.



## QUESTION 7

**Should the Supplementary Planning Document set limits or guidance on building heights? If so how many storeys do you think would be appropriate in different parts of North Quay?**

## DESIGN PRINCIPLES

The Supplementary Planning Document will need to contain guidance to help ensure that the design of the scheme is of highest possible quality. Things which will need to be considered include the scale and height of development, layout of the development, approach to the public realm and detailing of building design.

## QUESTION 8

**Do you have any thoughts on what elements of urban design should be included in the design guidance for the site?**



# QUESTION 9

Are you aware of any capacity issues in local infrastructure (such as schools, healthcare, transport network) which may require improvements as a result of development on North Quay?

## DELIVERY

The Supplementary Planning Document will need to include information and guidance on how the site could be delivered. Part of this will be considering any infrastructure requirements such as schools, health and transport. Much of this will be dependant on the nature and mix of the development.



## QUESTION 10

**Do you have any other comments which could help the Council in preparing a Supplementary Planning Document for North Quay?**

## NEXT STEPS

Following the completion of this consultation the Council will prepare a draft Supplementary Planning Document. The Council will then consult on this before adopting it. This is expected to take place over Winter 2019/20. Once adopted the Supplementary Planning Document will become a material consideration in the determination of planning applications.

## YOUR VIEWS

We would welcome your thoughts on the above questions about the preparation of a Supplementary Planning Document to guide the development of North Quay. Comments can be made online here: <INSERT WEB ADDRESS> . Alternatively comments can be emailed to [localplan@great-yarmouth.gov.uk](mailto:localplan@great-yarmouth.gov.uk). A paper based comment form is also available which can be posted to the Council.



**GREAT YARMOUTH**  
BOROUGH COUNCIL





Subject: 12-month review of pre-application charging for potential planning applications

Report to: Policy and Resources Committee, 15<sup>th</sup> October 2019

Report by: Dean Minns, Planning Manager, and Adam Nicholls, Head of Planning & Growth

## **SUBJECT MATTER**

The Council introduced pre-application charging for (most) planning applications on 1<sup>st</sup> October 2018. As an innovation for the Council, Council resolved (when agreeing to introduce it at their meeting on 13<sup>th</sup> September 2018), that there would be a 12-month review of the policy. This paper constitutes this review.

Overall, the policy has been successful. Income has been greater than originally projected, feedback from those using the service has generally been very good and the guidance has not generated too many concerns or questions. Some small-scale changes to the guidance are proposed, in particular to make pre-application requests to relocate properties away from Coastal Change Management Areas. There have been no changes in fees since the original introduction, and an increase will be recommended to come into effect from 1<sup>st</sup> April 2020, through the Council's Fees and Charges policy for 2020-21.

### **Policy and Resources Committee is asked to resolve that:**

- a) That the successful first year of pre-application charging is noted;
- b) That an exemption from charging for proposed "relocation" schemes within Coastal Change Management Areas be made; and
- c) That an appropriate proposed increase in fees be made later through the Council's Fees and Charges Schedule for 2020/21.

## **1. INTRODUCTION/BACKGROUND**

1.1 Council (on 13<sup>th</sup> September 2018) agreed to introduce pre-application charging for most categories of potential planning applications and [that Council paper details the background and rationale to pre-application charging](#). The charging regime came into effect from 1<sup>st</sup> October 2018 and [the Council's website contain details of the explanatory note, charges schedule and enquiry form](#).

1.2 The charges are split into four categories (simplified):

- i) works to an existing dwelling – £92 + VAT;
- ii) minor development (1-9 dwellings and less than 1000m<sup>2</sup> non-residential development) – from £423 + VAT;
- iii) medium development (10-199 dwellings and non-residential development of 1000-9,999 m<sup>2</sup>) – from £1148 + VAT
- iv) major development (200+ dwellings and non-residential floorspace of 10,000m<sup>2</sup>)
- v) Planning Performance Agreements – all will be bespoke

Additional fees are levied if, in addition to the written reply, an office or site visit is requested by the applicant.

1.3 Various categories of proposal are not charged for, including parish council proposals, 100% affordable housing sites, adaptations for disabled people and

anything within a Local Development Order area.

## **2. EXPERIENCES OF THE FIRST 12 MONTHS**

2.1 The first year of the pre-application charging regime has generally exceeded the Council's expectations. Whilst not all those considering lodging a planning application have chosen to use it, this is entirely unsurprising – there will always be those who do not see the value in it or perhaps refuse out of principle to pay for such a service.

2.2 Over the first 12 months (the period to 30<sup>th</sup> September 2019), a total of **37** chargeable pre-application responses were prepared by the Council. Of these 37, **12** subsequent planning applications have been made, which is a respectable ratio (one-third) given that some of the pre-application responses are very recent and there is inevitably a lag between receiving pre-application advice and lodging a planning application (if indeed this is to be done at all). Advice has been/is being sought on a range of different schemes, from extensions to existing dwellings to very significant development proposals.

2.3 At the time of the original Council paper in September 2018, a cautious estimate of £6-8,000 of income for the six-month period 1<sup>st</sup> October 2018-31<sup>st</sup> March 2019 was made. Overall income for the 12-month period has been **£24,131** (excluding VAT), which is pleasing.

2.4 The feedback from users of the service has been generally good. Overall the quality and quantity of advice given has been felt to be helpful and there have been very few concerns expressed to the Council. Questions have been asked at several recent meetings of the Borough Developers' and Agents' Forum and little negative feedback voiced.

2.5 It is too early to be able to fully judge whether pre-application advice is clearly leading to better quality applications being made (and also potential applications with little prospect of being approved never being made at all), but the anecdotal view of the Council's planning officers is that it is.

2.6 From the perspective of the officers running the pre-application service, there have been very few difficulties in terms of unclear guidance or uncertainties about how any particular scenario is covered under pre-application charging. It helps that officers have been – and are prepared to be – pragmatic; for example, if further information is provided by the applicant (perhaps pre-application advice from an external body such as the Lead Local Flood Authority or Natural England), officers are prepared to make minor alterations/additions to their original advice report

## **3 PROPOSED CHANGES**

3.1 As detailed in paragraph 1.3 and the Charges Schedule, various categories of pre-application advice are not charged for. Following internal and external discussions, it is proposed to add a further category of not-charged-for advice.

3.2 The borough is, as a coastal authority, an area with susceptibility to coastal erosion, and there have been several serious erosion incidents in recent years, most notably at Hemsby in 2013 and 2018, when houses were lost. The Council's [emerging Part 2 Local Plan](#) includes Policy E2-dp, Relocation from Coastal Change Management

Areas, which encourages the timely relocation of developments at risk of being affected by coastal change within 25 years to safer 'inland' locations.

3.3 In order to encourage this movement, it is proposed to exempt potential relocation schemes from pre-application fees. The number of developments falling within this category is likely to be small, and the benefits are potentially considerable (both to the applicant and the Council).

3.4 There has been no increase in pre-application fees since the introduction in October 2018. An increase in the fees will therefore be recommended through the Council's Fees and Charges Policy for 2020-21, which will be considered by Council in December 2019.

3.5 No other changes are proposed at this time (although some very minor clarifications and formatting changes may be made), but the matter will be kept under regular review.

## 4 CONCLUSIONS

4.1 Pre-application charging in the Borough has got off to a positive start with good uptake and feedback of the service and some anecdotal evidence of improvements to the quality of planning applications.

4.2 A small change to exempt from charging potential "relocation" schemes from areas at risk of impact from coastal change is recommended, and an increase in fees to come into effect from April 2021 is also proposed.

## 5 RECOMMENDATIONS

**Policy and Resources Committee is asked to resolve that:**

- a) That the successful first year of pre-application charging is noted;
- b) That an exemption from charging for proposed "relocation" schemes within Coastal Change Management Areas be made; and
- c) That an appropriate proposed increase in fees be made later through the Council's Fees and Charges Schedule for 2020/21.

*Areas of consideration: e.g. does this report raise any of the following issues and if so how have these been considered/mitigated against?*

Area for consideration	Comment
Monitoring Officer Consultation:	N/A
Section 151 Officer Consultation:	See report above
Existing Council Policies:	Covered in report
Financial Implications (including VAT and tax):	Covered in report
Legal Implications (including human rights):	Covered in report
Risk Implications:	No new risks <a href="#">Page 35 of 112</a>
Equality Issues/EQIA assessment:	N/A (although pre-application advice for some housing adaptations for disabled people is free of

	charge)
Crime & Disorder:	N/A
Every Child Matters:	N/A

Subject: Norfolk Minerals and Waste Local Plan – Preferred Options  
Consultation Response

Report to: Policy & Resources Committee

15 October 2019

Report by: Samuel Hubbard – Strategic Planning Manager

## **SUBJECT MATTER**

**Proposed consultation response to the Norfolk Minerals and Waste Local Plan Preferred Options Consultation**

## **RECOMMENDATIONS**

**That the Policy & Resources Committee:**

**Endorses the attached consultation response to the Norfolk Minerals and Waste Local Plan Preferred Options consultation, which in particular:**

- i) agrees with the County Council's proposed non-allocation of two potential minerals sites in Great Yarmouth Borough and**
- ii) seeks to have Beacon Business Park and the Port and Harbour area excluded from areas judged acceptable in principle for general waste management activities**

## **1 INTRODUCTION**

1.1 Norfolk County Council is the Minerals and Waste Local Planning Authority for the County. This means they have responsibility for determining planning applications for minerals and waste developments as well as preparing a Local Plan for minerals and waste. The Minerals and Waste Local Plan (which is currently made up of three development plan documents) sets out the amount of minerals resource which needs to be planned for and how it will be met. It also details the amount of waste management infrastructure needed and how it will be provided for. The plan allocates sites for minerals extraction and waste management development. The plan also includes planning policies to help determine planning applications for minerals and waste developments. The plan identifies safeguarding areas which are material considerations for non-minerals and waste developments.

1.2 The County Council is currently in the process of reviewing their Local Plan for minerals and waste. The existing three development plan documents are proposed to be replaced by a single Local Plan document which will cover a period to 2036.

1.3 An initial consultation took place last August which asked a number of questions about minerals and waste planning policies and also sought comments on some sites which had been submitted by landowners/developers for consideration. This consultation

now sets out the County Council's preferred policies and sites for allocation, taking into account those comments received last year.

## **2 CONTENT OF THE CONSULTATION AND PROPOSED RESPONSE**

2.1 The Preferred Options consultation document essentially represents a first draft of the Minerals and Waste Local Plan with preferred vision, objectives and policies. For site allocations, the document assesses all the sites previously considered and makes recommendations on which sites should be allocated. The plan can be read in full here: <https://www.norfolk.gov.uk/what-we-do-and-how-we-work/policy-performance-and-partnerships/policies-and-strategies/minerals-and-waste-planning-policies/norfolk-minerals-and-waste-local-plan-review>. A hard copy of the plan and supporting documentation is also available to read in the Town Hall reception.

2.2 Two sites for mineral extraction have been considered within the Great Yarmouth Borough Council area; one at Waveney Forest (Fritton Woods) and one at Welcome Pit, Butt Lane, Burgh Castle.

2.3 Site MIN 38 at Waveney Forest comprises a 96.35-hectare site of which 43.11 hectares would be used for extraction. The document estimates there is a sand and gravel resource of 1.87 million tonnes. The consultation document concludes that the site is unsuitable for allocation in the plan as the majority of the site is within the Broads. The site is also discounted due to the harm to the significance of Waveney Forest as a heritage asset (having been a World War II training area). The recommendation is to agree with this decision.

2.4 Site MIN 203 at Welcome Pit, Burgh Castle comprises a 4.38-hectare site (an extension to the current site) with an estimated sand and gravel resource of 280,000 tonnes. The consultation document concludes that this site is unsuitable due to the surrounding road network being sub-standard and narrow. Whilst the quarry extension would be a local source of sand, which is beneficial for local construction projects, the inadequacies of the local road network are recognised and the recommendation is to agree with the non-allocation, with the caveat that if the roads could be improved adequately the site may be able to be supported. (It is also of note that there is a current planning application under determination by the County Council, for essentially the same site, albeit for a slightly smaller area (4.1 ha) and quantity of sand (200,000 tonnes). Comments on the planning application must be submitted by 16<sup>th</sup> October 2019 and officers will submit a response.)

2.5 The Preferred Options plan does not propose to allocate any sites for waste management development as there is sufficient capacity in existing operations to meet the growth forecasted in waste arisings. The existing Waste Site Specific Allocations Development Plan (part of the existing Minerals and Waste Local Plan) allocates three sites within Great Yarmouth for waste development. The adoption of this new plan would lead to these allocations being deleted. The consultation document indicates the reason for these sites not being allocated in the new plan is because they are either on

employment land (Harfreys area) or part of an existing operation where generic criteria based policies would support the principle of development.

2.6 The Strategic Planning Team in consultation with Environmental Services has reviewed the Preferred Options plan. It is considered that the consultation document sets out a positive and appropriate strategy for ensuring the needs for minerals and waste development are met. However, there are several points where it is considered the Borough Council should make a comment. In particular, it is considered that, given their strategic significance for the offshore and related industries, Beacon Business Park and the Port and Harbour area are excluded from areas judged acceptable in principle in the Minerals and Waste Local Plan to accommodate general waste management development. It is also considered necessary to support the conclusions in respect of the two potential mineral site allocations discussed above. A draft response to the consultation is included as an attachment to this report.

2.7 Following this consultation, Norfolk County Council indicate they will prepare the proposed submission version of the Minerals and Waste Local Plan which they intend to publish in May 2020. On publication of the proposed submission document there will be a period where representations can be made on the plan before it is submitted to the Secretary of State for examination. Submission is expected in September 2020 with hearings taking place in January 2021. The document is expected to be adopted in September 2021.

### **3 FINANCIAL IMPLICATIONS**

3.1 There are no financial implications associated with responding to the consultation.

### **4 RISK IMPLICATIONS**

4.1 It is considered that there are no risks associated with responding to the consultation at this stage.

### **5 CONCLUSIONS**

5.1 The Minerals and Waste Local Plan sets out planning policies and site allocations to meet and manage the needs for minerals and waste development. It is considered that the Borough Council should make a response to the consultation as drafted in the attachment to this report.

### **6 RECOMMENDATIONS**

**That the Policy & Resources Committee:**

**Endorses the attached consultation response to the Norfolk Minerals and Waste Local Plan Preferred Options consultation, which in particular:**

**i) agrees with the County Council's proposed non-allocation of two potential minerals sites in Great Yarmouth Borough and**

**ii) seeks to have Beacon Business Park and the Port and Harbour area excluded from areas judged acceptable in principle for general waste management activities**

## **7 ATTACHMENT**

Draft consultation response to the Norfolk Minerals and Waste Local Plan Preferred Options consultation

*Areas of consideration: e.g. does this report raise any of the following issues and if so how have these been considered/mitigated?*

<b>Area for consideration</b>	<b>Comment</b>
Monitoring Officer Consultation:	N/A
Section 151 Officer Consultation:	N/A
Existing Council Policies:	Local Plan Core Strategy (2015) and saved policies of the Borough-Wide Local Plan (2001).
Financial Implications:	None
Legal Implications (including human rights):	Accords with relevant planning legislation.
Risk Implications:	None
Equality Issues/EQIA assessment:	None.
Crime & Disorder:	None.
Every Child Matters:	None.





**GREAT YARMOUTH**  
BOROUGH COUNCIL

## Strategic Planning

Town Hall, Hall Plain  
Great Yarmouth  
Norfolk, NR30 2QF

### Customer Contact Centre

**Tel: (01493) 856100**

**Fax: (01493) 846110**

Email: [enquiries@great-yarmouth.gov.uk](mailto:enquiries@great-yarmouth.gov.uk)

DX: 41119 Great Yarmouth 1

Head of Planning & Growth: Adam Nicholls

**Please ask for: Mr A Parnell**

Direct Line: (01493) 846483

Email: [andrew.parnell@great-yarmouth.gov.uk](mailto:andrew.parnell@great-yarmouth.gov.uk)

Our ref:

XX October 2019

Planning Services  
CES  
Norfolk County Council  
County Hall  
Martineau Lane  
Norwich  
NR1 2SG

Dear Sir/ Madam,

Thank you for consulting Great Yarmouth Borough Council (GYBC) on this document. Following consideration of the documentation, the Borough Council's response is set out below:

Policy	Comment
Strategic Vision & Objectives	Support for the aims of the Strategic Vision and Objectives
MW2 – Development Management Criteria	The supporting text to the Policy doesn't explicitly reference 'all sources of flooding' just notes flood risk, GYBC would suggest that reference is made to all sources of flooding as well as reference to the Environment agency's flood mapping as well as the Strategic Flood Risk Assessments which have been produced across Norfolk. The supporting text should make clear that site specific flood risk assessments will be required where flood risk is identified within the Strategic Flood Risk Assessments.
MW6 – Agricultural Soils	Parts of the Great Yarmouth Borough are classified as Grade 1 agricultural land. The need for development of land for housing and other uses mean that some of this land will be lost to development. The Council therefore supports this policy to minimise the loss of grade 1 agricultural land, when there are sufficient areas of lower grade agricultural land elsewhere in the County to accommodate minerals and waste developments.
WP3 – Land potentially suitable for waste management facilities and WP6- Transfer, storage, processing and	These policies set out a criteria based approach to waste development and hazardous waste. The criterion indicates that land in B2 (general industrial) or B8 (storage and distribution) use would be potentially suitable for waste development. It also indicates that waste development would be suitable on land allocated for B2 and B8 uses in Local Plans or other development plan documents.

Policy	Comment
treatment of hazardous waste	<p>Whilst the Council considers this a broadly acceptable approach, it has significant concerns with respect to two strategic employment areas within the Borough. It is considered that new generic waste development would not be suitable on the proposed Beacon Business Park extension or the existing Beacon Park Business Park. It is also considered that new generic waste development would not be suitable within the identified Great Yarmouth port and harbour area. The Council's objectives for these sites are to promote businesses within the offshore energy and port related sectors. Generic waste developments in these areas would either be incompatible with these proposed uses or use land needed to create a cluster of these proposed uses. The strategic significance of these sites is also recognised through the Enterprise Zone status of Beacon Business Park and its extension, and the wider area associated with the outer harbour.</p> <p>The Council therefore requests that some exception is made to this policy for the above employment areas. The Council recognises that there may be some waste operations which are associated with port and offshore energy/engineering activities and would therefore be more compatible. The Council would welcome the opportunity to discuss how the policy could be redrafted to best support the strategic aims of these employment areas within the Borough.</p> <p>The extent of the above areas can be seen in the August 2018 Local Part 2 consultation document. Beacon Park Business Park is defined in emerging policy GN4-dp. The Beacon Park extension is defined in emerging policy GN5-dp. The Great Yarmouth Port and Harbour area is defined in policy GY12-dp</p>
MP1 - Provision for minerals extraction	<p>Given that the plan will allocate sufficient land to meet forecasted need, the Council supports this policy to resist proposals for Mineral extraction sites for sand and gravel outside of allocated sites.</p>
Site Min 203 – Land North of Welcome Pit, Burgh Castle	<p>The Council recognises that the allocation (an extension to the existing site) would be a local source of sand to potentially help supply new developments in the Borough (albeit that the annual extraction rate is low) and that having a site close by is helpful in terms of reducing miles travelled. However, the Council recognises the highways concerns identified by the County Council about the appropriateness of the surrounding road network and therefore agrees that the extension site should not be allocated. That being said, if appropriate highways improvements could be made, the Council would be supportive of the extension being allocated.</p> <p>It should be noted that the description of the location of the site in respect of Belton and Burgh Castle is incorrect in the amenity paragraph. The settlement of Burgh Castle is to the west, south and north of the site.</p> <p>The Council's Environmental Services team has noted the following:</p>

Policy	Comment
	<p>If this site was brought forward, contrary to the emerging Norfolk Minerals and Waste Local Plan, noise and dust assessments would be required in line with the pertinent PPG and NPPF, in order to design appropriate mitigation. Land contamination matters would have to be considered through a Phase I (desk study and site walkover) report, due to the potential for ground gas from filled pits.</p>
<p>Site Min 38 – Land at Waveney Forest</p>	<p>The Council supports the conclusion that this site should not be allocated. The Council considers that the forest whilst not open-access, does serve as an important recreational asset to the Borough given the public rights of way around and within the site. It is also worth noting that saved policy REC11 identifies an area of recreation space to the east of the site which is not mentioned in the assessment. Therefore, the recreational value of the site should be given greater weight in the assessment.</p> <p>The Council's Environmental Services team has noted the following:</p> <p>If this site was brought forward, contrary to the emerging Norfolk Minerals and Waste Local Plan, noise and dust assessments would be required in line with the pertinent PPG and NPPF, in order to design appropriate mitigation. Land contamination matters would have to be considered through a Phase I (desk study and site walkover) report, due to the historic military and railways land uses.</p>

I trust this is all in order, however, should you have any queries on the above please do not hesitate to contact me.

Yours sincerely

**Andrew Parnell**  
**Strategic Planner**

---

Web: [www.great-yarmouth.gov.uk](http://www.great-yarmouth.gov.uk) - Text Messages: (07760) 166366



**Subject: Review of the Two-Day Market Fees and amendments to Market Policy**

Report to: Management Team – 1<sup>st</sup> October 2019  
Policy and Resources Committee – 15<sup>th</sup> October 2019

Report by: Jane Beck, Head of Property and Asset Management

## **RECOMMENDATIONS**

### **Two Day Market Fees & Charges**

To recommend to Full Council the following:

- January 2019 – April 2020/21 fees and charges for two day Markets rate for permanent traders of £0.80 per foot (depth calculations will remain unchanged) with a 50% addition for casual traders.
- Fixed rate daily electricity charge of £3.

To approve amendments as detailed in relation to the Market Policy

## **1. Introduction**

- 1.1 Great Yarmouth Market continues to be recognised as an important part of Great Yarmouth's Town Centre and one of the key priorities for the Council as part of the Town Centre Masterplan and the Future High Street Fund.
- 1.2 This report looks at the fees and charges for the two day market in addition to addressing issues around operational times of the six day market and holiday payments.
- 1.3 The six day market has seen stable occupation over recent years with some vacancies taken up by traders renting stalls rather than purchasing but some stalls have already changed hands through market sale.
- 1.4 Trader numbers on the two day market have reduced this year due to a number of issues including long term traders retiring and casual traders leaving. Overall numbers are clearly significantly down on years past although this is representative of many markets.
- 1.5 Policy and Resources Committee of January 2019 received a report recommending a rate for permanent traders of £1 per foot on the two day market and this was introduced from April 2019.

- 1.6 As part of the Full Council meeting in November 2017 a range of benefits were agreed for both the two and six day traders including: reduced price parking permits, 5% discount for payment in advance or by direct debit and holiday allocation for the equivalent of two weeks per year for both areas of the market.
- 1.7 The Market Policy agreed by Economic Committee in October 2017 mentions the operation of the six day market on Sundays by agreement with the Council this will also be considered as part of this report to provide clear guidance for all traders.

## 2. Current Position – Two Day Market

- 2.1 The following table presents an average over the last three and a half years in relation to attendance and booked footage:

<b>Two Day Market Occupation levels</b>			
Year	Overall Number of Permanent Traders	Overall Number of Casual Traders	Total footage occupied by permanent traders
2016/17 (prior to rent reduction)	26	16	468
2017/18 (prior to rent reduction)	18	16	428
2017/18 (winter period following rent reduction)	25	18	583
2018/19	23	31	565
2019/20 (April to September)	15	19	417

- 2.2 The current rate for two day traders is £1 per foot for permanent traders and £1.30 per foot for casual traders. We have seen two of our casual traders move over to permanent during this financial year. Number of permanent traders has however reduced with traders retiring.
- 2.4 Below is a table of other local market pricing:

<b>Location</b>	<b>Price per foot</b>
North Walsham	Permanent - £0.85p per foot (no restriction on depth)
Dereham	Permanent – £0.87 per foot plus £2.67 per day electricity Casual - £1.09 per foot plus £2.67 per day electricity
Fakenham	3mx3m pitch - £10
Bury St Edmunds	Permanent - £2.23 per foot plus £3 per day electricity (none catering units) £5 per day (catering units)

- 2.5 Going forward based on evidence above from markets within the Norfolk and Suffolk area the rate of £1 per foot as an all inclusive rate may benefit from a different approach.
- 2.6 Markets charge separately in some cases for electricity, the option would therefore be to mirror this approach to incorporate a reduced footage rate and charge individually for electricity should it be required.
- 2.7 Based on the information above the suggestion would be as follows:
- Permanent Traders £0.80 per foot
  - Casual Traders £1.20 per foot (increase from 30% to 50% additional charge for casual traders)
  - Daily electricity charge £3.00

### **3. Current Position – Six Day Market**

- 3.1 The current six day market rate has reduced by 8% based on the 2016/17 charges. A further 5% reduction can be obtained by traders when paying in advance by direct debit therefore representing an overall 13% reduction.
- 3.2 In addition to the above savings there is the opportunity for traders to claim a holiday allocation which offers a rent free period for the equivalent of up to two weeks per year.
- 3.3 In reviewing fees and charges comparisons have again been taken with the nearest permanent market location. Overall rates remain similar to those of other markets.
- 3.4 Occupation on the six day market continues to be stable and interest in pop-up facilities has increased in recent months with the opportunity to use additional space produced through the removal of two units which were beyond their useful life. During 2016/17 the occupation rate was 86% (31 of 36 stalls occupied) this then increased to 92% (33 of 36 stalls occupied) and is currently 91% (31 of 34 stalls occupied) with two of the 31 occupied stalls taken on a rental rather than ownership basis.

### **4. MARKET POLICY**

- 4.1 Since the introduction of the holiday scheme for market traders it has become clear that the limitation of the invoicing system means that holidays are now allocated at the start of the year with any unused holiday being recharged at year end. The attached amended market policy confirms the position in relation to this change (identified red in the policy document). This system has been in operation with the traders for the last 18 months to which the policy now reflects.

4.2 Sunday trading is only mentioned in the existing Market Policy as follows:

“The Market will operate as follows

- Six Day Permanent Market - Mondays to Saturdays and Sundays by agreement with the Borough Council”

It has become clear this year that there is a need for clarity regarding Sunday opening. The original position was to include the summer months and during events on the Market Place. It is clear that additional opening hours are beneficial to the town and with this in mind it is proposed that traders be offered the opportunity to open any Sunday, at no additional charge or restriction, should they wish to do so.

4.3 This will require an amendment to the Market Policy and is suggested as per the attached policy (marked in red for ease of reference).

## **5. FINANCIAL AND RISK IMPLICATIONS**

5.1 There are financial implications in relation to the two day market proposals and they are detailed below.

5.2 The proposed changes in relation to the two day market rate would result in an annual loss to the Council of £16k an element of this cost may be able to be mitigated by additional stall holders and the use of pop-up stalls in the six day market area although this cannot be guaranteed.

5.3 The current footage in use by traders of the two-day market is considerably less than the budgeted footage, there may be an additional budgetary impact should additional usage not be forthcoming.

5.4 Inclusion of Sunday trading is not suggested to generate additional income however will enable the traders to benefit from additional opening hours at no additional charge should they wish.

5.5 At a time when the Council is facing funding reductions and future budget gaps where there are forecast to be reductions in income and/or expenditure growth options to mitigate these need to be considered. Based on the assumed reduction of income of £16k per annum there would need to be an increase in the number of stall holders and use of pop-up stalls to offset the impact to the revenue account. The actual number of increased stall holders will depend on the size of the stalls, as an example an average of 20 foot stalls would require an additional 10 stall holders per week to offset the reduction of income. With a reduced stall frontage the numbers would need to be greater. The overall impact to the revenue account will be monitored to understand the impact of the reduction in fees.



## 6. CONCLUSIONS AND RECOMMENDATIONS

- 6.1 That the Committee considers the content of this report and recommends to Full Council the Fees and Charges for the two day market from January 2020 to March 2021.

### Recommendation for Two Day Market Fees & Charges

To recommend to Full Council the following:

- January 2020 – March 21 fees and charges for two day Markets a year-round rate for permanent traders of £0.80 per foot (depth calculations will remain unchanged) with a 50% addition for casual traders.
- Fixed rate daily electricity charge of £3 if required.

### Recommendations for amendments to the Market Policy

To approve the amended clauses in relation to Holiday and Sunday opening as per the attached document

Area for consideration	Comment
Monitoring Officer Consultation:	
Section 151 Officer Consultation:	Considered
Existing Council Policies:	Considered
Financial Implications:	Considered
Legal Implications (including human rights):	No
Risk Implications:	N/A
Equality Issues/EQIA assessment:	N/A
Crime & Disorder:	N/A
Every Child Matters:	N/A



Subject: Review of polling districts, polling places and polling stations

Report to: Policy and Resources

Date: 14 October 2019

Report by: Licensing and Elections Manager

#### **SUBJECT MATTER AND DECISIONS REQUIRED:**

**Members are reminded of the compulsory review of polling districts, polling places and polling stations which has been subject to consultation from July to September.**

**All comments have been considered and Members are asked to approve the final recommendations as attached.**

### **1. BACKGROUND**

- 1.1 Under the Electoral Registration and Administration Act 2013 all local authorities are required to complete a review of their parliamentary polling districts and polling places at least every five years.
- 1.2 The last review in Great Yarmouth took place in 2014 although polling places are kept under review annually following an election.
- 1.3 The next compulsory review is required to be completed by 31 January 2020.
- 1.4 Polling arrangements for both parliamentary and local elections are the subject of legislation, principally the Representation of People Act 1983 (as amended)
- 1.5 Polling arrangements are determined by three inter-related features:
  - **Polling District** - is a geographical sub-division of an electoral area. For voting purposes, each Parliamentary constituency and every local government ward is divided into smaller polling districts. Great Yarmouth has 17 wards and 46 districts.
  - **Polling Place** – is the building or area in which polling stations are selected. A polling place within a polling district must be designated so that polling stations are within easy reach of all electors
  - **Polling Station** – is the room or area within the polling place where voting takes place.
- 1.6 When undertaking a review, the law says that an authority must
  - a) Seek to ensure that all the electors in the constituency have such reasonable facilities for voting as are practicable in the circumstances;
  - b) Seek to ensure that so far as is reasonable and practicable, the polling places they are responsible for are accessible to all electors,

including those who are disabled, and when considering the designation of a polling place, must have regard to the accessibility of disabled persons.

## **2. REVIEW PROCESS**

- 2.1 As part of the consultation process, existing electoral arrangements were published and sent to the following interested parties:
- Local MP
  - NCC Councillors
  - GYBC Councillors
  - Parish Councils
  - Local political parties
  - Centre 81
  - Dial
- 2.2 The Returning Officer was also consulted for her views on the existing arrangements
- 2.3 The consultation period ran from 25 July – 13 September 2019.
- 2.4 Several comments were received and these are attached in Appendix 1.
- 2.5 It should be noted that the majority of polling places require no change and are fit for purpose. There are, however, three areas that would benefit from amendment and the proposals for these areas are as follows:
- Bradwell South & Hopton Ward - Polling district BS1 should be amended to include some of the existing polling district BS2. Bradwell South ward has been subject to a significant amount of new housing development, all of which is included within polling district BS2. This has resulted in an increased electorate going to the Pavilion, Green Lane, Bradwell. It is hoped that by increasing the electorate within BS1 it will alleviate the pressures on the Pavilion and maintain the numbers to within Electoral Commission guidance. (plan attached)
  - Change of station for polling district EF1, Hemsby. The proposal is to use a room in the main village hall. As this is located in the same vicinity as the existing hall, there should be minimal inconvenience to electors.
  - Gorleston ward – amalgamating GO1 and the most part of GO2 to form one polling district. The remaining area of GO2 over at Beacon Park to remain as GO2. GO3 will be unchanged. (plan attached)
- 2.6 It is proposed that the Electoral register will be updated to reflect these changes on publication of the revised register following the conclusion of the annual canvass.

- 2.7 Following the review it will still be possible to change polling stations if a building became unavailable at election time. This can be achieved by a simple declaration or notice at the Town Hall offices, that a polling place has been changed.

### **3. CONCLUSION**

- 3.1 On completion of the review the Council is required to give reasons for its decisions in the review and to publish the result.
- 3.2 Following the review, it is considered that the proposed arrangements provide all electors with such reasonable facilities for voting as are practicable in the circumstances and so far as is reasonable and practicable, the polling places are accessible to all electors, including those who are disabled.

### **4. RECOMMENDATION/DECISION**

- 4.1 To note the outcome of the review of polling places and polling stations in accordance with the Council's statutory obligations and to approve the attached schedule of polling districts and polling stations incorporating the proposed final recommendations.

#### **LEGAL IMPLICATIONS:**

Statutory Changes

#### **FINANCIAL IMPLICATIONS:**

None

#### **EXECUTIVE BOARD OR DIRECTOR CONSULTATION:**

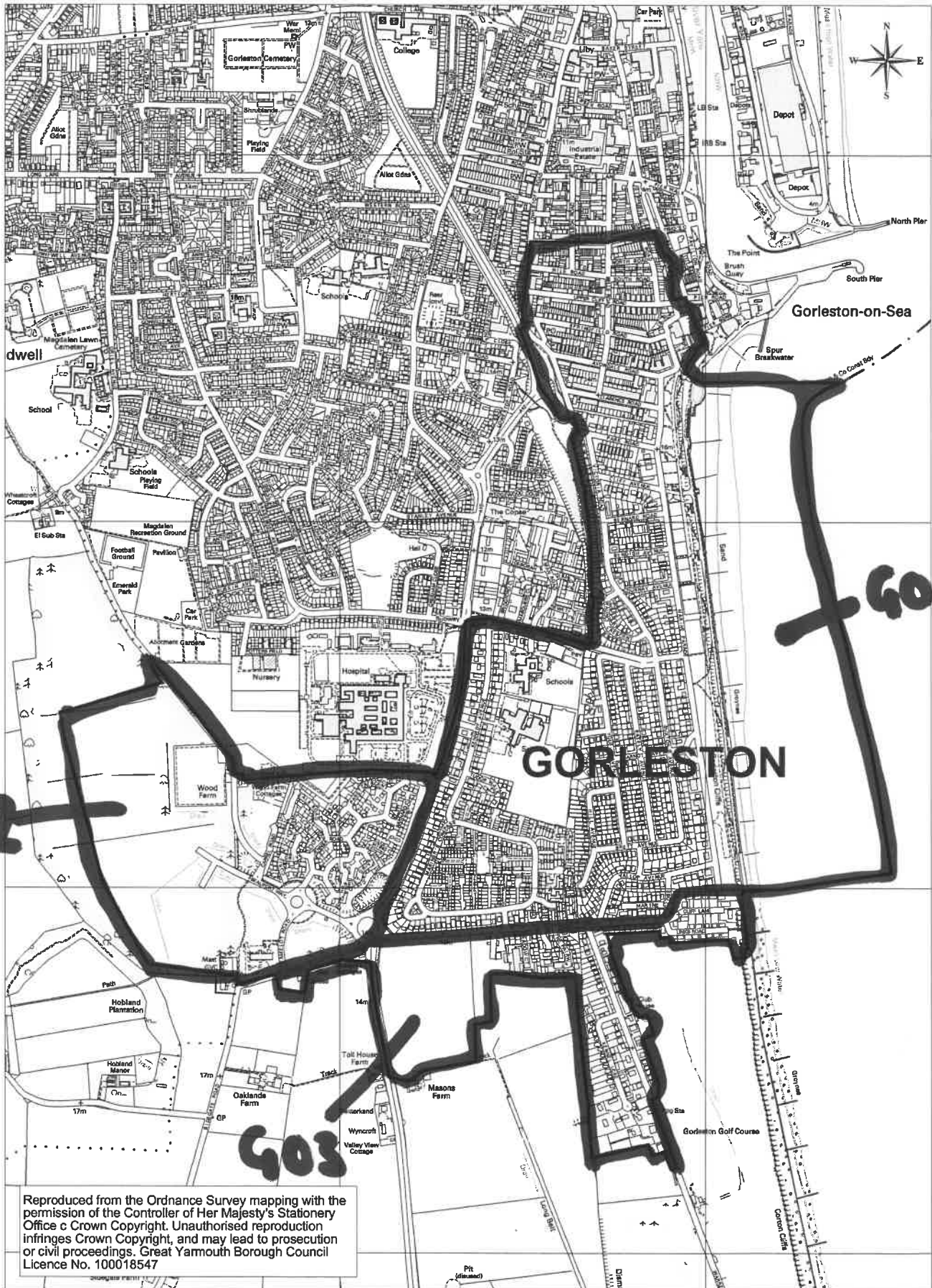
Returning Officer and Monitoring Officer have been notified.

Does this report raise any legal, financial, sustainability, equality, crime and disorder or human rights issues and, if so, have they been considered?	Issues	
	Legal	Yes
	Financial	
	Sustainability	
	Equality	
	Crime and Disorder	
	Human Rights	
	Risk Considerations	



## Comments received on polling station review

Name	Ward	Comments
Great Yarmouth older people's network	Nelson	All the polling stations are accessible to all. I would ask that inside the stations there is enough room for mobility scooter/wheelchair users to negotiate the
Ward Councillor	Ormesby	For the Ormesby Ward all three locations are suitable so no issues
Ormesby st Michael Parish Council	Ormesby	Please be advised that the information held regarding Ormesby St Michael Parish is current and accurate.
Ormesby st Margaret Parish Council	Ormesby	We have the perfect venues for polling stations, our halls are well placed and ideal
Ward Councillor	Bradwell South & Hopton	I have no issues with the current situation at the polling stations in my ward, Bradwell South and Hopton
Filby Parish Council	Fleggburgh	I can see no problems or issues regarding the Filby polling place at the Clubroom on the main road.
Ward Councillor	East Flegg	<p>Due to the nature of the entrance way, in terms of construction and upkeep, many less able, although not necessarily disabled people, struggle to gain safe access. Lack of sufficient handrails and failure to highlight a step make this a trip hazard. Regular use for sports has encouraged mud, cleaned from boots to accumulate near the entrance and to block the only drain.</p> <p>In 2018, remedial works were still needing to be carried out on the day and were only completed by about midday. These amounted to moving rubbish, weeding the disabled access slope and marking the step with tape. Even so, there were many 'stumbles' during the day and countless others were warned before they tried to enter.</p> <p>The following improvements were suggested to the caretakers; to ensure that handrails are provided on both sides of the step, that the drain and entrance way be cleared of mud, that the step be painted yellow / black in accordance with current safety standards.</p> <p>In 2019, sadly, the situation was much the same as before. With some remedial work carried out on the day the polling station was open.</p> <p>There are few other locations that the polling station could use, the Barn Room where traffic could be an issue and the St Mary's room at the village hall. However, the Pavilion is otherwise ideal for this purpose and it seems only minor improvements are required.</p> <p>It is therefore suggested that a more robust policy is applied in future and not to leave anything to trust, but to insist upon a full inspection well before polling day. Otherwise there would appear to be a potential for a serious accident, especially for an elderly person.</p>
Conservative Group	Yarmouth North	The Conservative Group would recommend the abolition of YN2. This polling district is small, and a single polling station could easily handle the logistics of a whole ward PD in Yarmouth North. The currently polling station in YN, is not a well-known site, and many residents struggle to find it. This is reflected by a small turn out. in contrast we have no objection to the polling station at YN1 and would recommend that the council either cited the single polling station at that location, or alternatively considered exploring using the Avenues Pub, which is prominently and conveniently located in the middle of the ward.
Conservative Group	Gorleston	The Conservative Group strongly supports the creation of a single polling station, on Marine Parade, and would recommend that the council considers the use of mobile unit to address concerns regarding the capacity of the Bowls Pavilion. Marine Parade is convenient and accessible, and easily identifiable. Should a single polling place be formalised, we would suggest the merger of the GO1 and GO2. We appreciate that GO3 needs to remain distinct. Should the council continue to use two polling stations, we would support removing the area currently termed GO2a from GO2 to create a standalone Polling District.
Conservative Group	Central & Northgate	We recognise that parking problems exist for residents seeking to access the polling station for CE1. However, we don't have an alternative site to recommend.
Conservative Group	Nelson	We feel that it may be worth considering redrawing the ward Polling District boundaries to create two rather than three Polling Districts
Conservative Group	Bradwell South & Hopton	Considering the housing growth in Bradwell South, we consider it prudent for the council to consider reviewing the capacity of the current polling places.



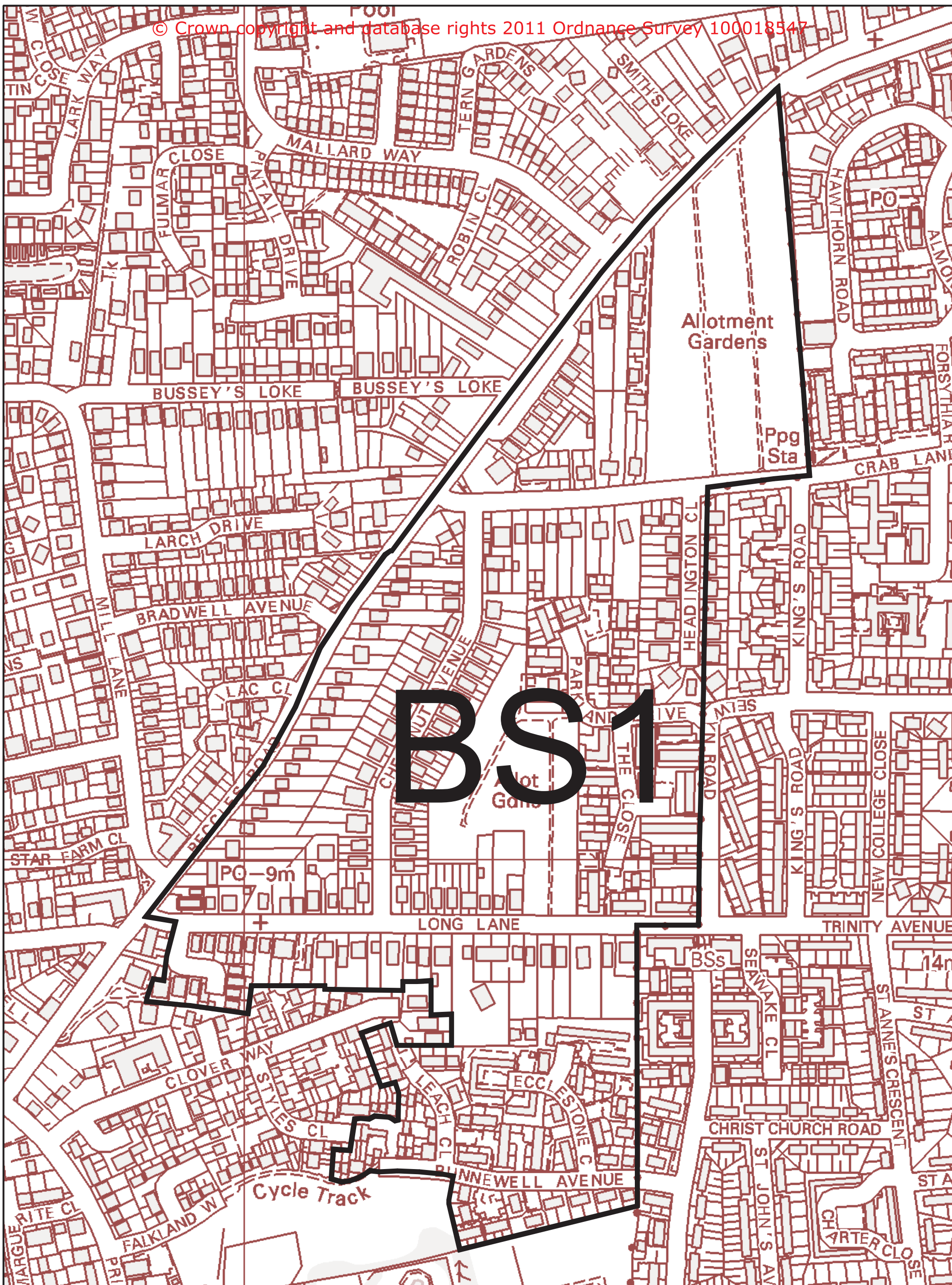
**GREAT YARMOUTH**  
BOROUGH COUNCIL

**Planning & Development Department**  
Maltings House, Malthouse Lane, Gorleston  
Great Yarmouth, Norfolk, NR31 0GY  
Customer Contact Centre Tel: (01493) 856100  
Email: [Plan@great-yarmouth.gov.uk](mailto:Plan@great-yarmouth.gov.uk)  
Web: [www.great-yarmouth.gov.uk](http://www.great-yarmouth.gov.uk)

Page 55 of 112

Operator:	
Department:	
Drawing No:	
Date: 03/08/07	Scale: 1:10000





**GREAT YARMOUTH**  
BOROUGH COUNCIL

**Strategic Planning, Housing and  
Regeneration Development**

Town Hall, Hall Plain  
Great Yarmouth, Norfolk NR30 2QF  
Page 58 of 112  
Customer Contact Centre Tel: (01493) 856100  
Email: plan@great-yarmouth.gov.uk  
Web: www.great-yarmouth.gov.uk

Drawn by:	
Checked by:	
Drawing No:	
Date: 07:02:13	Scale@ A3: 1:3000



# BS1 Alternative



**GREAT YARMOUTH**  
BOROUGH COUNCIL

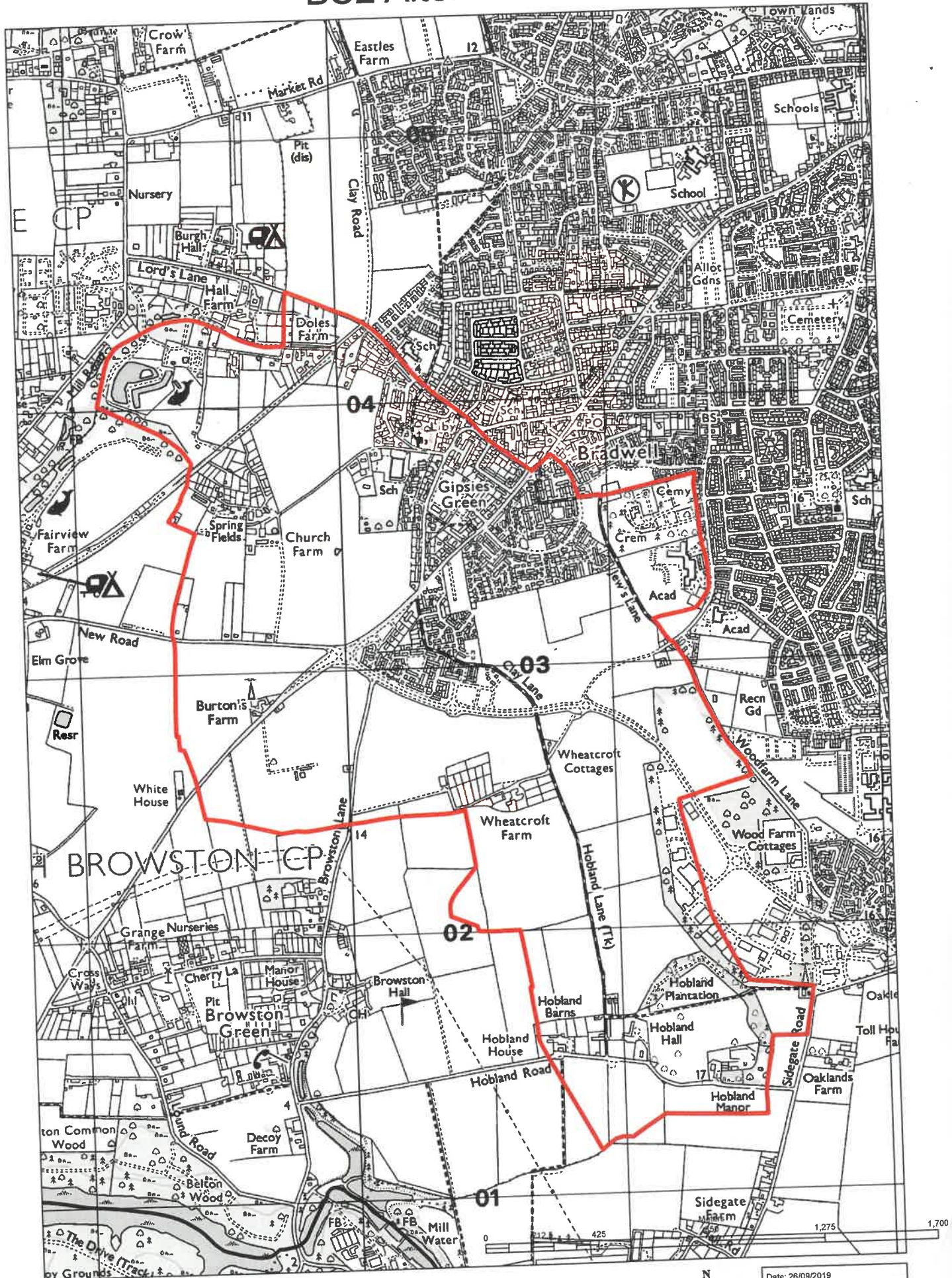
Strategic Planning  
Town Hall  
Great Yarmouth, Norfolk, NR30 2QF  
Customer Contact Centre Tel. (01493) 856100  
E-mail: [localplan@great-yarmouth.gov.uk](mailto:localplan@great-yarmouth.gov.uk)  
Web: [www.great-yarmouth.gov.uk](http://www.great-yarmouth.gov.uk)



Date: 26/09/2019
User Name: aparnell
Drawing No.:
Scale @ A4: 1:6,000



# BS2 Alternative



**GREAT YARMOUTH**  
BOROUGH COUNCIL

Strategic Planning  
Town Planning  
Great Yarmouth, Norfolk, NR30 2QJ  
Customer Contact Centre Tel. (01493) 856100  
E-mail: localplan@great-yarmouth.gov.uk  
Web: www.great-yarmouth.gov.uk

Page 58 of 112



Date: 26/09/2019
User Name: apamell
Drawing No.
Scale @ A2: 1:9,000



Polling Station no.	Polling Station Name	Polling Station Address	Polling District	Electorate	Electoral Ward	Accessability	Returning Officer Comments	Alternative suggested	Recommendation to Council
1-2	Mill Lane Centre	Playing Field Mill Lane Bradwell	BN1	5,178	Bradwell North	Level	This polling station is suitably located and accessible. It has a large car park and is able to accommodate the two polling stations needed for the electorate.		No change necessary
3	Communal Room	The Close Bradwell	BS1	706	Bradwell South and Hopton	Level	This is a suitable location for the area it covers, good accessibility and availability		No change necessary to polling station, however Polling district BS1 has been redrawn to include some of BS2. Bradwell South has been subject to a significant amount of new housing development within the last few years. This should alleviate pressures on the Pavilion, Green Lane, Bradwell
4	Leo Coles Pavillion	Green Lane Bradwell	BS2	2,922		Level	This polling station is well positioned for the polling district. It is a little small for the area it covers but no complaints received.		No change necessary to polling station, however as comment above Polling district BS1 has been redrawn to include some of the existing BS2. This should alleviate pressures on the Pavilion, Green Lane, Bradwell
5	Village Hall	Hopton	BS3	2,063		Level	Village Hall purpose built and accessible		No change necessary
6-7	The Centurion	Ormesby Road Caister	CN	3,612	Caister North	Level	Polling station is used for two polling stations to accommodate large electorate. Premises is centrally located with large car park.		No change necessary
8-9	Council Hall	Yarmouth Road Caister	CS1 AND CS2	3,524 and 147	Caister South	Level	Premise used is accessible and has good availability. Car parking can be a little difficult but the area does have short stay spaces on roadside		No change necessary
10	Emmanuel Church	Northgate Street Great Yarmouth	CE1	2,605	Central and Northgate	Ramp for disabled access but stops just before the entrance creating a lip that may cause problems	First time this station was used for both elections in 2019. Feedback from staff was positive and no adverse comments received to the new location. Issue with ramp will be investigated.		There is currently no alternative for this polling district that would improve problems with parking. We ensure cones are placed outside the station to allow for polling day parking only and will continue to do so. Therefore no change is recommended at this stage.
11	The Priory Centre	Priory Passage Great Yarmouth	CE2	2,863		Level	Accessible premise, although it is hidden from the main road. Extra signage is provided to alleviate this difficulty. Car parking is available on road side		No change necessary
12	Communal Room	Manor Close Gorleston	CL1 AND CL2	1,439 and 1,094	Claydon	Level	Good accessible building with confirmed availability.		No change necessary
13	Communal Room	Genista Green Gorleston	CL3	1,253		Purpose built ramp	Accessible building with the use of a ramp. Confirmed availability and centrally located. Extra signage required to identify location from main road.		No change necessary
14	Youth and Adult Centre	Magdalen Way Gorleston	CL4	1,625		Level	Accessible building . A little dark on entry to premise at night. Consideration given to extra lighting		No change necessary
15	Pavillion	Playingfield Hemsby	EF1	2,657	East Flegg	Purpose built ramp with additional step to top of ramp for able bodied voters	The building is a sports pavilion and there is often excess mud which blocks the drains outside the venue. The ramp available also needs attention. This venue is centrally located, however, with ample parking so these issues can be addressed and resolved.	St Mary's Room, Village hall, Waters Lane, Hemsby	Comments received and change of venue considered appropriate. Therefore recommend change to St Mary's Room, Village Hall, Waters Lane, Hemsby

16	Village Hall	Somerton	EF2	220	Fleggburgh		Village Hall for parish - centrally located and known to the area		No change necessary
17	Village Hall	Kings Corner Winterton	EF3	1,080		Removable ramp	Village Hall for parish - centrally located and known to the area		No change necessary
18	Club Room	Main Road Filby	FL1	691		External ramp to rear of building	Accessible building - village hall for parish, centrally located		No change necessary
19	Village Hall	Fleggburgh	FL2	856		Level	Accessible building - village hall for parish, centrally located		No change necessary
20	Village Hall	Runham	FL3	347		Level	Accessible building - village hall for parish, centrally located and known to area		No change necessary
21	Community Centre	Old School Stokesby	FL4	274		Level	Centrally located with ample parking. Known to area		No change necessary
22	Bowls Pavillion	Marine Parade Gorleston	GO1 and GO2	1,258 and 1,235 (part GO2)	Gorleston	level but metal lip in doorway	Access difficult due to no dropped kerb, parking and steep ramp. There is also a metal lip on doorway. Extra signage is required as entrance is difficult to see from road. Metal Lip on doorway. Room small to accommodate staff, equipment and electors. No suitable station is available in GO1. Great difficulty in finding alternatives for this area, however special attention is being given to the Gorleston Ward during this review.	Mobile Unit, Car Park, Marine Parade, Gorleston	To combine Polling districts GO1 and GO2 to create one area and call it GO1. Alternative premise considered of mobile unit on Marine Parade Car Park with a back up plan of Bowls Pavilion.
23	<a href="#">Beacon Park</a>	Unit 1 Wellington Park	GO2 and GO3	1,235 (part GO2) and 183		Level	Access good and good location for residents on the Beacon Park estate. This estate has grown in size in the last few years and having an extra station here eases the pressure slightly on the Bowls Pavilion. Need to secure a more permanent solution though as Unit is available to let. Great difficulty in finding alternative premises, however special attention is being given to the Gorleston Ward during this review.	To investigate any alternatives within the area	To create a new polling district GO2 which includes housing estate at Beacon Park and leave GO3 as existing. No change to current station at this time.
24	The Institute	Station Road South, Belton	LO1	2,912	Lothingland	Level with separate entrance for disabled access	Building accessible, although no specified parking. Well known to area with good availability		No change necessary
25	Village Hall	Church Road Burgh Castle	LO2	939		Level	Accessible village Hall, centrally located for village. External lighting could be improved		No change necessary
26	Village Institute	Fritton	LO3	240		Level	Accessible village hall well known to residents, good availability.		No change necessary
27	Village Institute	St Olaves	LO4	239		Level	Accessible village Hall, centrally located for village.		No change necessary
28	Methodist Church Hall	Magdalen Way Gorleston	MA1	2,399	Magdalen	Level	Accessible hall, adequate for polling district		No change necessary
29	St Mary's Church Hall	Fastolff Avenue Gorleston	MA2	2,246		Level	Accessible hall, adequate for polling district		No change necessary
30	Community Building	Amethyst Close Gorleston	MA3	531		Alternative arrangement for disabled access	Small room for a compact polling district. Extra signage is required, especially on main road as can be difficult to locate		No change necessary
31	St Georges Theatre	King Street Great Yarmouth	NE1	2,146	Nelson	Level	Good location and easily identified. Accessible building		No change necessary
32	South Yarmouth Housing Office	King Street Great Yarmouth	NE2	1,848		Level	Office building so good availability. Accessible and well known.		No change necessary
33	Community Centre	Peggotty Road Great Yarmouth	NE3	1,251		Level	Accessible hall, centrally located		No change necessary
34	Village Centre	Ormesby St Margaret	OR1	2,321		Level with ramp access for disabled.	Accessible hall, centrally located within village. Adequate parking		No change necessary

35	Village Hall	Ormesby St Michael	OR2	255	Ormesby	Alternative arrangement for disabled access	Accessible hall, centrally located within village. Adequate parking		No change necessary
36	All Saints Parish Hall	Beach Road Scratby	OR3	973		Level	Accessible hall, ample parking.		No change necessary
37	Communal Room	Priory Street Gorleston	SA1	1,452	St Andrews	Level	Accessible hall, good availability		No change necessary
38	Methodist Church	Lowestoft Road Gorleston	SA2	2,073		Small lip - temporary ramp available	Accessible with temporary ramp. Parking only available on roadside		No change necessary
39	Cobholm Community Centre	St Luke's Terrace Cobholm	SC1	1,778	Southtown and Cobholm	Fitted ramp to front door with small lip	Accessible building. Parking very limited on roadside.		No change necessary
40	Lichfield Community Centre	Southtown	SC2	1,840		Level	Accessible building, adequate for polling district		No change necessary
41	Chapel Schoolroom	Thurne	WF1 and WF5	44 and 103	West Flegg	Level	Joint station for adjoining villages,		No change necessary
42	Village Hall	Martham	WF2	2,802		Gently sloping ramp to entrance	Village hall, centrally located within the village		No change necessary
43	Village Hall	Playingfield Repps	WF3	351		Level	Village hall, centrally located within the village. Ample parking		No change necessary
44	The Pavillion	Playingfield Rollesby	WF4	792		Level	Village hall, centrally located within the village.		No change necessary
45	Communal Room	Hawkins Close	YN1	2,214		Level	Convenient hall with good availability		No change necessary
46	Communal Room	Beatty Close Great Yarmouth	YN2	1,259	Yarmouth North	Level	Accessible unit - a little difficult to locate so extra signage is required.		Alternatives have been considered for this polling district. Including sending the entire area to Hawkins Close. Unfortunately this is not large enough to accommodate the 2 polling stations required for the size of the electorate. It is therefore proposed no change at this time, but will continue to monitor. Extra signage will be provided to address the concerns regarding location.



**Subject: Digital Strategy**

**Report to: Policy & Resources Committee – 15 October 2019**

**Report by: Neil Shaw, Strategic Director & Alan Quinton, IMT Manager**

## **RECOMMENDATIONS**

- 1. That the Digital Strategy and Action Plan is approved.**
- 2. That the IT partnership agreement with Norfolk County Council is renewed for a further four years from June 2020.**

## **1. INTRODUCTION**

- 1.1. To realise our vision for the borough the council is focused on delivering the priorities detailed in its Corporate Plan. To do this the council needs to strengthen its foundations in terms of the work we do and the way this work is done. One part of this is the need to make better use of technology, to enable service users to interact with the council in ways that meet their changing expectations and also equip our workforce with the tools to provide services efficiently and effectively.
- 1.2. To explain how the council will embrace new technology we have developed a Digital Strategy. This report explains the purpose and focus of the strategy and the action plan to deliver on the strategic aims.

## **2. THE DIGITAL STRATEGY**

- 2.1. Over recent years technology has improved and many service users' expectations of how they wish to interact with the council has changed. The council currently makes use of over 70 different IT systems. As this has grown over the years each service area has adopted individual systems to meet their needs. This has led to a very complex arrangement of systems with no overarching plan.
- 2.2. The council is currently in a partnership with Norfolk County Council to provide its core IT service. This includes the use of key IT services such as network/servers, online access and the helpdesk arrangements based at the Town Hall.
- 2.3. The council has fallen behind the curve in its use of technology. The key IT challenges for the council include:
  - To increase the quality of our service by increasing speed, reliability and consistency of core systems
  - To improve the accessibility and availability of our services
  - To become more efficient, reduce duplication of effort and reduce manual intervention where possible
  - Taking a more joined up approach to existing IT systems
  - Providing a good quality day-to-day core IT service



- To use technology to deliver services in a more efficient and cost-effective way
  - Supporting service users to achieve the benefits of using better IT to access services whilst supporting residents who currently struggle to engage with digital services
  - Enabling the council's workforce to be more agile and flexible
- 2.4. The council has developed a Digital Strategy (attached as Appendix 1). The strategy explains the council's vision to become a *Smart Borough*. This provides an overarching plan in how the council will improve its digital services. The strategy identifies three strategic aims:
- **Digital services** – this will focus on data sharing across services with a single view of our residents, land and property, capturing information at the first point of contact and increasing automation as far as is practical
  - **Digital communities** – this will focus on providing easily accessible, always available information online for customers, self-service for paying online, reporting and claiming and upskilling residents to enable them to access and use technology
  - **Digital workforce** – this will focus on providing the workforce with the right information, equipment, systems, training, confidence and providing technology staff can rely on
- 2.5. These three strategic aims will be achieved by identifying a programme of projects to improve our approach to self-service, increase the integration between our systems to allow for more efficient data communication, equip our staff and residents with the right digital tools and platforms and upskill both our staff and residents to be able to utilise technology. Considerable work has been undertaken over the last 6-12 months to both improve the council's core IT provision and bring forward some immediate improvements as well as reviewing the council's current provision of systems, licenses and devices. This work, including detailed work with each service area, has informed the development of the strategy.
- 2.6. The strategy is underpinned by an Action Plan (attached as Appendix 2). This provides detail on the scheduling of specific projects over the next four years to deliver against each of the three strategic aims. The Action Plan contains the detail, but to give a flavour of some of these projects, this will include:
- **Systems Review** – conducting a systems review, integration and automation project. Reviewing all systems used by council to deliver services as end to end processes to identify and implement automation of manual tasks and integration between systems to facilitate digital services and single views of residents, land and property.
  - **Single Sign On** – implementation of Single Sign On for the most commonly used applications across the organisation. To increase efficiency and security of our systems by having one password to remember and protect.
  - **Information Dashboards** – introducing service-based information dashboards utilising Microsoft Power, to provide our workforce with the right management and performance information on their services.

- **Community IT Skills Workshops** – delivering community upskilling and access training workshops, to provide residents with access to technology and digital services.

### **3. IT PARTNERSHIP WITH NORFOLK COUNTY COUNCIL**

- 3.1. Norfolk County Council has provided the core IT service to the council since June 2010. The delegation agreement underwent a review in 2015 with a view to providing an improved service delivery model that would improve the experience of service users. The agreement came into effect in June 2015 for a five-year period.
- 3.2. Under the agreement, the council employs a small ICT team direct, including an IMT Manager. The network and server services are delivered by Norfolk County Council with staff based remotely. System administration for individual business systems is performed within service areas.
- 3.3. Before developing a Digital Strategy, the council has been keen to improve key elements of the day-to-day IT service to better enable staff to do their jobs. During the last 12 months the relationship with Norfolk CC has strengthened and overall IT services have improved. Server provision has become more stable and consistent. There has also been an upgrade to Windows 10 and the council has experienced a number of improvements in IT, including the launch of a new intranet – The Loop and a rollout of new devices. The partnership with Norfolk CC will play a key role in the delivery of the council's core IT services underpinning the digital transformation work, such as upgrading of internal network infrastructure, which will take place over the next four years. As a result, this report is recommending that the IT partnership agreement is renewed for a further four years from June 2020.

### **4. FINANCE**

- 4.1. The annual revenue cost of the IT service is in the region of £1.9 million and includes the Service Level Agreement with Norfolk County Council, maintenance contracts, lease arrangements and employee costs.
- 4.2. Funding has already been agreed as part of the council's Medium Term Financial Plan to support IT improvements over the three year period (2019/20 to 2021/22) of £1.029m is within the capital programme. An element of this has already been committed and used in the current financial year for planned IT investment that supports the aims of the digital strategy.

The uncommitted budget will be used to support the delivery of the Digital Strategy. Specific projects which require capital investment that have been identified in the Action Plan. As the action plan progresses future capital investment requirements will be considered for approval and these will take into account both the direct benefits of the investment and the efficiencies including the achievement of cashable savings from the investment. The business cases for investment will be considered for approval in line with the appropriate decision-making processes.

- 4.3. Savings from the digital strategy and associated plan will be realised over the medium to long-term, whilst there are anticipated to be savings from software and direct IT costs there will also be a level of efficiency savings from changes to processes by

increased automation and self-service. The level of savings is not easily quantifiable at this stage, although as part of the financial planning and budget process it would be prudent to factor a savings target into future financial projections.

## **5. LEGAL**

Data protection and data security issues have significant implications for all on-going IT work the council undertakes. The programme of projects required to deliver this strategy will comply with the following key legislation:

- General Data Protection Regulation 2018 - EU law requiring the council to identify any personal data held on EU subjects, have a lawful reason to retain, process and/or share personal data.
- Data Protection Act 2018 - with particular attention applied to the retention, processing and sharing of data. This law works in conjunction with GDPR following many of the same principles. The DPA 2018 has sections specifically applying to public authorities.
- Payment Card Industry Data Security Standard (PCI DSS) - we must comply with the standard for organisations that handle branded credit cards from the major card schemes.
- EU Directive on web accessibility 2016 & Equality Act - websites, mobile applications or customer facing web portals must conform to the EU directive on website accessibility achieving specific standards in accessibility.
- Public Services Network Compliance - the council is required to maintain Public Services Network Compliance to enable us to connect to the public services network, which is required for us to carry out statutory duties.

## **6. RISK**

Effective management of the individual digital projects will be critical to mitigating the overall risks associated with the implementation of the Digital Strategy. Risks associated with individual projects will be assessed, monitored and managed through a risk register. This will include the delivery of financial savings for those digital projects which are designed to yield a financial saving. The anticipated level of saving has been identified for those relevant projects in the Action Plan.

## **7. RECOMMENDATIONS**

- 7.1. That the Digital Strategy and Action Plan is approved.**
- 7.2. That the IT partnership agreement with Norfolk County Council is renewed for a further four years from June 2020.**

<b>Area for consideration</b>	<b>Comment</b>
Monitoring Officer Consultation:	Yes
Section 151 Officer Consultation:	Yes
Existing Council Policies:	No
Financial Implications:	Yes
Legal Implications (including human rights):	Yes
Risk Implications:	Yes
Equality Issues/EQIA assessment:	Yes
Crime & Disorder:	No
Every Child Matters:	No



# DIGITAL GREAT YARMOUTH

**WORKING SMARTER FOR A BETTER BOROUGH**  
**DIGITAL STRATEGY 2024**

# Contents

Executive Summary.....	8
Introduction.....	9
Our Digital Vision.....	10
Our Customers .....	11
Our Customers - Residents.....	12
Our Customers – Visitors .....	13
Our Customers – Business .....	14
Our IT Infrastructure .....	15
Our Strategy .....	16
Our Action Plan .....	17



# Executive Summary

**Great Yarmouth Borough Council has been working with partners to support economic growth, revive our tourism industry, showcase the wealth of heritage that this borough has to offer and to tackle challenges in our communities.**

To realise our vision for the borough the Council needs to deliver on the priorities detailed in our corporate plan. To do we need to strengthen our foundations in terms of the work we do and the way this work is done.

Part of this recognition is that we need to make better use of technology, to bring the way we work up to date. We have identified the opportunity for use technology to deliver a better standard of service to our residents at a lower cost.

It is also recognised that our current digital services are underutilised by our residents and we are keen to increase our use of digital technology to improve our services.

It is our digital vision to become a Smart Borough, where digital will be the first choice for our customers and no-one will be left behind.

To meet this challenge, we will aim to work smarter as an organisation creating a digital workforce, to deliver digital services which will ultimately digitally enable our communities.

This will be achieved by reviewing our current position, systems and processes to identify a programme of projects to improve our self-service portals, increase the integration between our systems to allow for more efficient data communication, equip our staff and residents with the right digital tools and platforms and upskill both our staff and residents to be able to utilise technology.

**This will result in real cost savings, and measurable improvements in service.**

# Introduction

The world is changing. Just over 30 years ago the internet was an obscure new emerging technology.

Today almost everyone carries a high powered 'computer' with wireless highspeed access to the internet on their person.

The private sector has embraced this change and the public can now choose to shop, bank, socialise, gather information, and be entertained online.

However, the public sector has fallen behind the curve in this digital revolution. This is something we have recognised and we are keen to use new technology to provide services which better meet the needs and expectations of local people.

Great Yarmouth Borough Council has already taken the first steps towards making better use of technology by signing the Local Digital Directive. This has committed us to:

- Design services that best meet the needs of citizens
- Challenge the technology market to offer the flexible tools and services we need
- Protect citizens' privacy and security
- Deliver better value for money

This digital strategy looks at who our citizens are, their needs, how we can use technology to meet those needs, the benefits of digital transformation and a road map of how this will be accomplished.

# Our Digital Vision

---

*Great Yarmouth will become a **Smart Borough with digital communities, services and workforce.** As a council we will **make use of technology and data to improve the lives of those who live in, work in and visit our Borough** whilst ensuring no-one is left behind.*

---

The strategic objectives that will ensure the delivery of this vision are:

- Enable the delivery of the Shared Services agenda
- Save money and deliver improved customer service
- Join up technical projects across departments so we maximise returns from any one investment
- Differentiate Great Yarmouth from other district councils and put us in the driving seat for shared services opportunities with other organisations
- Supporting commercial opportunities with other organisations

# Our Customers

When considering how Great Yarmouth Borough Council can make the best use of technology to improve our service we must first look at who our customers are and what services they want from the council.

We serve a diverse range of citizens which make up three types of customers; residents, visitors and businesses.

Each of these types of customer are unique and need to access differing services and support from us as a council.

We recognise the expectations of many of our service users are changing. To meet the ever-changing requirements of our customers we will review our current provision and implement digital transformation when



## RESIDENTS

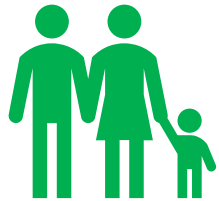


## VISITORS



## BUSINESSES

# Our Customers - Residents



## Population

99,417

## Gender

51% Female

49% Male

## Age

23% 0-19

54% 20-64

22% 65+



## Skills & Education

51.9% vs 65.5%

## GCSE Pass Rate

GY vs National Average

## 18-64 Qualification Level

12% vs 7.6%

## Have No Qualifications

GY vs National Average



## Employment

65% vs 75%

## Employment Rate

GY vs National Average

£482 vs £574

## Weekly Salary

GY vs National Average

59.5% Full Time

40.5% Part Time



## Housing

45,490

## Dwellings

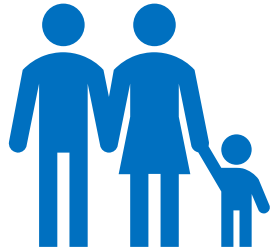
17% Social Housing

£124,000 Average Value

(Lower quartile values)

Feedback from our residents tells us people want a simple way to access services and information - where they can find information, pay bills, report problems and communicate with the council – all in one place. We also recognise some of our residents will need support to access to technology and to be equipped with the skills to make it work for them.

# Our Customers – Visitors



## Visitors

**430,000 trips**

**76% Day Visits**

**24% Stay Visits**

**82% Self Catering**

**85% Tourists**

**6% Visit for Business**

**8% Other (Such as visiting**



## Origination

**92% Domestic**

**8% Overseas Visitors**



## Reasons for Visits

**Over 60 Individual  
Tourist Attractions  
Including**

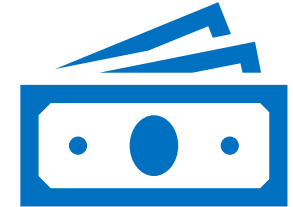
**Golden Mile**

**Sandy Beaches**

**The Broads**

**Theme Parks**

**Holiday Parks**



## Value

**£591M Visitor Economy**

**Tourism Sector Employs  
36% of the Borough  
Workforce**

**£3.3M**

**Generated by Overnight  
Visits**

The majority of our visitors are tourists that want a safe, clean and exciting destination to visit. To meet these needs, we need to make use of technology to provide services to our workforce to enable the provision of clean streets, visitor attractions, events, facilities and visitor information.



# Our Customers – Business



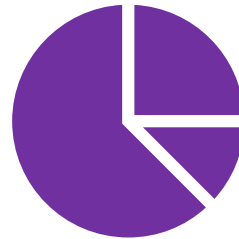
**2,830 Enterprises**

**2,450 Micro**

**325 Small**

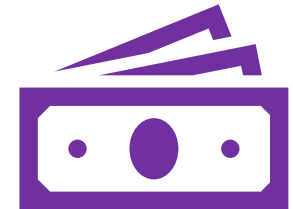
**50 Medium**

**5 Large**



## Industry Sectors

Wholesale & retail trade, repair of motor vehicles	24%
Other	16%
Professional, scientific & technical services	13%
Tourism and recreation	13%
Public Administration, Education and Health	10%
Construction	8%
Administrative & support service activities	8%
Manufacturing	7%
Agriculture, forestry & fishing	0%



## Value

**GVA £1,813m**

**£4.85m**

## Business Rates

Great Yarmouth is predominantly made up of small and micro businesses – the majority of these support our three largest sectors of the local economy – tourism, energy and social care. From the council they require simple and efficient access to information and advice such as planning applications, grants, business start-up support and licensing.

# Our IT Infrastructure



Microsoft



CAPITA



**GREAT YARMOUTH**  
BOROUGH COUNCIL



**CIVICA**

Transforming the way you work

We recognise that to deliver the strategy we must have a robust and proven IT infrastructure to support us.

That is why we partner with globally recognised leaders in the field of delivering IT solutions to the public sector.

We also partner with Norfolk County Council to support our core IT services. Enabling us deliver more efficient digital services via reducing the cost of providing IT solutions and helping us to find the right solution first time by sharing lessons learned.

# Our Strategy

## Why?

To become more efficient via automation, reducing duplication of effort and reducing manual intervention.

To increase the quality of our service by increasing speed, reliability and consistency.

To improve the accessibility and availability of our services.

To promote Great Yarmouth as a great place to live, work, do business and visit.

## Key Areas

Digital Communities

Digital Services

Digital Workforce

## What will this look like?

- Up to date, easily accessible, always available information online for our customers in appropriate formats, such as GIS, web pages, dashboards.
- Self-service digital portals that initiate end-to-end digital transactions for paying online, reporting, claiming, access their history data.
- Our customers prefer to use digital channels over traditional channels.
- Exploring new technologies as they become available
- No one left behind via the provision of training to upskill our customers, and access to technology

- Service based dashboards giving high level overviews and quick access to key data enabling informed decision making.
- Data shared across our services with single views of our citizens, land and property.
- Tell Us Once. We will capture the required information the first point of contact.
- All new processes will be digital by default, automated as far as is reasonably practical, removing the need for paper, duplication of effort and manual intervention.

- Streamlined digital internal processes with automation reducing data entry tasks and manual intervention.
- A workforce that has the right information, equipment, systems, training and confidence to do their job in a digital workplace.
- A flexible anytime, anyplace anywhere enabled workforce with always on reliable technology.
- A digital first culture with digital skills as part of job descriptions, person specifications and objectives for every member of staff.

## How will we do this?

Review our current systems to design a deliverable program of digital improvement, automation, systems integrations and partner integrations projects.

Review our customer facing websites to provide a consistent look and feel and to design a deliverable programme of improvements.

Develop new and improve existing self service platforms

Implement new systems as digital by default

Implement service based dashboards

Create an upskilling and accessibility programme for our customers

Revise our Annual Performance Review and Recruitment process to include digital skills

Develop a rolling technology refresh programme to ensure our systems, network connectivity and hardware stay up to date.

Collaborate with partners, suppliers and other organisations to learn, discover and pilot new technologies, and share services where appropriate.

Design and deliver a digital training and upskilling program for our workforce

Agree a duty to co-operate and share information across service departments.

# Our Action Plan

2019/20

- Systems Review Integrations & Automation: Finance
- Website Review & Rebrand - User Experience focused website review to make actions to simplify and streamline digital transactions and access to information.
- Power BI Dashboard Installation & Dashboard creation for Finance
- Rolling technology refresh - to ensure our systems, network connectivity and hardware stay up to date.
- GYBC Network Upgrade
- GYBC WiFi Upgrade
- Establish Collaborations with suppliers, partners and other organisations to learn, discover and pilot new technologies.
- Collaboration Agreements - Agree a duty to co-operate and share information across service departments.
- Norfolk Single Citizen Collaboration - BID, system set up training
- Open Portal Upgrade (Revenue and Benefits system)
- LoRaWAN - Proof of concept projects - Car Parks
- New HR system
- Corporate Services Database Replacement
- Comms Room Relocation
- Chip & Pin
- Microsoft Enterprise Agreement Renegotiation
- NCC Shared Service Agreement Renegotiation
- Local Full Fibre Network
- Share Point Roll Out & Shared Drive Retirement

2020/21

- Systems Review Integrations & Automations: Customer Services & Environmental Services
- Website Continuous Improvement - Review, Update, Implement portals and integrations from systems reviews
- Mobile Device Management - Bring Your Own Device
- Utilise the internet of things (LoRaWAN) to collect, process and analyse data.
- Dashboards - Customer Services, Environmental Services, Housing, Planning, Property
- Rolling technology refresh - to ensure our systems, network connectivity and hardware stay up to date.
- Norfolk Single Citizen Collaboration - Integration with website
- LoRaWAN - Proof of concept projects - Car Parks, Waste Management
- Revenue and Benefits (Open Portal) Single Sign On with My Account
- Community Digital Upskilling and Technology Access Workshops
- Single Sign On Services - Integra, The Loop, Civica, Housing System
- New Housing System
- Telephony Replacement

2021/22

- Systems Review Integrations & Automations: Housing, Planning and Property
- Website Continuous Improvement - Review, Update, Implement portals and integrations from systems reviews
- Rolling technology refresh - to ensure our systems, network connectivity and hardware stay up to date.
- Community Digital Upskilling and Technology Access Workshops
- Single Sign On Services - Bartec, Concert, Ocella
- LoRaWAN

2022/23

- Systems Review Integrations & Automations: Organisational Development, Neighbourhoods, Inward Investment

## APPENDIX 2

### DIGITAL STRATEGY ACTION PLAN

Strategic Objective	Specific Actions	Lead	Start Date	End Date	Additional Resource Requirements
<p>A</p> <p>To make our service provision more efficient via automation, reducing duplication of effort and reducing manual intervention.</p>	<p>A1</p> <p>Conduct a systems review, integration and automation project. Reviewing all 80 systems used by council service by service to deliver services as end to end processes to identify and implement automations of manual tasks and integrations between systems to facilitate single views of residents, land and property.</p>	Digital Improvement Manager	Sept 19	Oct 22	Norfolk County Council IMT and support on specific systems service by service
	<p>A2</p> <p>Set up of integration and automations sever to facilitate automation.</p>	Digital Improvement Manager	Oct 19	Jan 20	Training of IMT developers to work with integration server
	<p>A3</p> <p>Implementation of new HR System to facilitate self-service and electronic payslips to reduce manual intervention.</p>	IMT Manager	Feb 20	May 20	Procurement Officer
	<p>A4</p> <p>Implementation of Single Sign On for most commonly used applications across the organisation.</p>	IMT Manager	Feb 20	Jul 21	
	<p>A5</p> <p>Finance Systems review (Integra) integrations and automations</p>	Digital Improvement Manager	Dec 19	Apr 20	Support from system provider or other external expertise (as required)
	<p>A6</p> <p>Customer Services Systems review (Civica OR, Civica DM, CRM) integrations and automations</p>	Digital Improvement Manager	May 20	Sep 20	Support from system provider or other external expertise (as required)
	<p>A7</p> <p>Environmental Services Review Customer Services Systems review (Civica APP, BBits, LaLPac, EROS) integrations and automations</p>	Digital Improvement Manager	Oct 20	Jan 21	Support from system provider or other external expertise (as required)
	<p>A8</p> <p>Housing systems review integrations and automations</p>	Digital Improvement Manager	Feb 21	May 21	Support from system provider or other external expertise (as required)
	<p>A9</p> <p>Planning systems review integrations and automations</p>	Digital Improvement Manager	Jun 21	Sep 21	
	<p>A10</p> <p>Property systems review integrations and automations</p>	Digital Improvement Manager	Oct 21	Jan 22	
	<p>A11</p> <p>Replacement of OHMS system</p>	IMT Manager	Jun 19	Mar 20	

Strategic Objective	Specific Actions	Lead	Start Date	End Date	Additional Resource Requirements
B To increase the quality of our service, by increasing speed, reliability and consistency.	B1 Replace and upgrade GYBC local area network infrastructure.	IMT Operations Manager	Oct 19	Nov 19	Norfolk County Council IMT
	B2 Replace and upgrade GYBC Wi-Fi	IMT Operations Manager	Oct 19	Dec 19	Norfolk County Council IMT
	B3 Relocation of communications equipment to improve business continuity and disaster recovery.	IMT Operations Manager	Jul 19	Sep 19	
	B4 Upgrade of Crematorium connection to Fibre Optic	IMT Manager	Jul 19	Sep 19	
	B5 Renegotiate NCC Shared Service Agreement SLAs	Head of Marketing, Communications & IT / IMT Manager	Jul 19	Dec 19	Norfolk County Council IMT
C Increase data sharing across services	C1 Implementation of integration of systems across services as identified in A1	Digital Improvement Manager	Sep 19	Oct 22	
D Create a single view of residents, land and property	D1 (C2) Collaborate with NCC and SNDC on the single citizen view project	Digital Improvement Manager	Sep 19	Ongoing	
E To promote Great Yarmouth as a great place to live, work, do business and visit.	E1 Provision of public Wi-Fi in the Great Yarmouth Market Place	IMT Operations Manager	Oct 19	Jan 20	BID Grant
	E2 Wider digital provision in the town centre (details to be determined in 2020/21)	IMT Operations Manager	To be determined in 2020/21	To be determined in 2020/21	Dependent on Future High St Fund bid
	E3 Collaborate with NCC to discover and utilise LoRaWAN	Digital Improvement Manager	Ongoing	Ongoing	
	E4 Collaborate with NCC to assist with delivery of the LLFN (Local Full Fibre Network) across Great Yarmouth.	IMT Manager	Ongoing	Ongoing	
F To improve the accessibility and availability of our services.	F1 Conduct Customer Experience focussed review and rebrand of GYBC website and implement improvements.	Digital Improvement Manager	Sep 19	Feb 20	
	F2 Implement end to end self-service online portals – as identified in the systems review project (A1)	Digital Improvement Manager	Sep 19	Oct 22	
	F3	Digital Improvement Manager	Sept 2019	Ongoing	Local Digital Fund Bid Grant



Strategic Objective	Specific Actions	Lead	Start Date	End Date	Additional Resource Requirements
	Create a single sign on portal for customers via working in collaboration with NCC and SNDC on the Norfolk Single Citizen Identity project integrating MyAccount with Single Citizen Identity.				
	F4 Deliver three community upskilling and access training workshops. Including promotion of the workshops.	IMT Manager / Neighbourhoods	Apr 2021	Oct 22	Neighbourhoods Team Communications and Marketing Team Community grant fund
	F5 Integrate Civica Open Portal with GYBC MyAccount as a single sign on.	Digital Improvement Manager	Apr 20	June 20	
G To provide up to date always available information online for our customers	G1 Develop and implement a continuous improvement programme for the website.	Digital Improvement Manager	Ongoing	Ongoing	
H To have a workforce that has the right information, equipment, systems, training and confidence to do their job in a digital workplace.	H1 Implement service-based information dashboards utilising Microsoft Power BI (Business Information).	Digital Improvement Manager	Dec 19	Oct 21	
	H2 Conduct a rolling device refresh to keep technology up to date. Planned roll out to Environmental Services, Inward Investment, Finance and Planning in Y1 and Customer Services, Housing, Organisational Development and Property Y3.	IMT Operations Manager	Ongoing	Ongoing	
	H3 Instil a continuous improvement cycle for GYBC Intranet 'The Loop'	Digital Improvement Manager	Ongoing	Ongoing	
	H4 Replace current Avaya telephony solution (due to end of life) with a modern telephony system.	IMT Manager	Apr 20	Dec 21	
	H5 Implement digital skills as part of job descriptions, person specifications and PDR objectives	HR	Ongoing	Ongoing	
	H6 Provision of ICT training courses to upskill workforce.	HR	Ongoing	Ongoing	
	H7 Facilitate digital training via online learning hub – such as cyber security training.	HR/IMT	Ongoing	Ongoing	
	H8 Provision of BYOD capabilities via Mobile Device Management Microsoft Intune.	IMT Manager	March 20	May 20	







**Report to:** Policy & Resources Committee

**Report of:** Monitoring Officer

**Date:** September 2019

**Subject:** Policy for Registration and Declaration of Officers Interests

---

**1. PURPOSE**

To inform and advise members regarding the adoption of a Policy relating to officers' interests, in order to support openness and transparency in the way the Council does business.

**2. RECOMMENDATIONS**

That Committee approve the Policy and associated documents attached as Appendices A to D.

**3. BACKGROUND**

The Council currently has a Register of Officer interests, but it is not maintained consistently across the authority and there is no supporting policy or guidance.

**4. KEY INFORMATION**

4.1 All employees who are paid at salary points on Band 10 or above, or who hold a politically restricted post, or who authorise payment or procurement on behalf of the authority are required to complete annually the Register of Officer Interests. The Constitution and terms of employment for relevant officers are to be reviewed to ensure consistency with this requirement. The Officer's Code of Conduct within the Constitution at present includes the following relevant provisions:

*"The public is entitled to expect the highest standards of conduct from all Council employees. ...*

*The public always demands the highest standards of conduct from the employees of Great Yarmouth Borough Council. The public's confidence in the integrity of the Council would be damaged if the actions of any employee allowed suspicion to arise*

*that they would be influenced in any way by improper motives.*

*Selflessness: holders of public office should take decisions solely in terms of the public interests. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.*

*Integrity: Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.*

*Objectivity: in carrying out public business, including making public appointments, awarding contracts, or recommending individuals for reward and benefits, holders of public office should make choices on merit.*

*Accountability: Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.*

*Openness: holders of public office should be as open as possible about the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.*

*Honesty: holders of public office have a duty to declare any private interest relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.*

*Furthermore employees will treat all members of the local community, customers and other employees with fairness and equality.*

*All employees must be clear about their contractual obligations to the council and shall not take outside employment which conflicts with the Council's interest, or which is of such a nature as to raise concerns that the employees work for the Council may be adversely affected.*

*All employees must accordingly obtain their Senior Manager's permission before accepting any outside employment. Where necessary, authority for permission may be required from Council rather than the Senior Manager. This information will be recorded on the employee's personal file. Detail of outside employment of senior managers will also be recorded on the Council's website.*



...

*No special favour may be shown to friends, partners, relatives or to current or former employees. Employees must therefore disclose all relevant relationships to their Senior Manager, whether of a business or private nature which might have the potential to bring about a conflict with the Council's interest. Such relationships will include those with lessees. Benefit claimants and grant applicants for example. If employees have doubts over the relevance of a particular relationship, they are advised to disclose it anyway.*

*Employees must declare to the Chief Executive Officer and Monitoring Officer membership of any organisation which is: not open to the public without formal membership, has a commitment of allegiance and which has secrecy about its rules, membership or conduct.*

*Orders and contracts must be awarded on merit, by fair competition in accordance with Council standing orders. Employees must disclose all relationship with current or potential contractors.*

*Employees involved in the tendering process and dealing with contractor must be clearly aware of the separation of client and contractor roles within the Council. Senior employees who have both a client and contractor responsibility must be aware of the need for accountability and openness.*

*If there is the slightest possibility of a conflict between an employee's duties to the Council and their relationship with the contractor, lessees or benefit claimant etc, then the Senior Manager must report that relationship to the Executive Leadership Team. In cases where the employee concerned is a Senior Manager, then the Chief Executive officer or Monitoring Officer must be informed.*

..."

4.2 The Register of Officers' Interest is not currently available for public inspection.

4.3 Driven by the Council's own desire to work with openness and transparency, the government's 'transparency agenda' and the prevailing public mood, members are asked to consider the proactive publication of the register, at least for members of Management Team (not currently widespread normal practice). The proactive sharing of such personal information should be proportional to the role and responsibilities of

the officer. It is therefore recommended that if the Committee wish to see the register published, this should be limited to Senior Officers only.

The Monitoring Officer has consulted with members of Management Team. Of those who commented all had no objection to publication save that concerns were expressed about disclosure of home addresses because of concerns about public safety.

## **5. FINANCIAL IMPLICATIONS AND BUDGET PROVISION**

None

## **6. LEGAL IMPLICATIONS**

Section 117 of the Local Government Act 1972 states that:

*“If it comes to the knowledge of an officer employed... by a local authority that a contract in which he has any pecuniary interest, whether direct or indirect, has been, or is proposed to be entered into by the authority or any committee thereof, he shall, as soon as practical, give notice in writing to the authority of the fact that he is interested therein.”*

The policy requirements underpinning the Register of Officer Interests are intended to support and secure compliance with this statutory provision.

## **7. RISK IMPLICATIONS**

That without clear underlying policy and procedure, declarations will not be made by officers as required by statute, exposing the authority to accusation of bias, favouritism or other unfairness in its processes.

## **8. CONCLUSIONS**

## **9. BACKGROUND PAPERS/EXISTING COUNCIL POLICIES**

### **BACKGROUND PAPERS**

Code of Conduct for Employees within Article 42 of the Council's Constitution.

### **APPENDICES:**

Appendix A – Policy

Appendix B – Register Format

Appendix C – Guidance for Officers

Appendix D – Declaration Form for Officers

Area for consideration	Comment
Monitoring Officer Consultation:	N/A
Section 151 Officer Consultation:	At ELT
Environmental Implications:	None
Equality Analysis: is Equality Impact Assessment required?	No

# Officer Register of Interests Policy

1. Employees of the Council (otherwise known as 'Officers') are required to promote and demonstrate the values of good governance through upholding high standards of conduct and behaviour. This includes ensuring that as employees of the authority, they are not influenced by prejudice, bias or conflicts of interest. This policy relates to employee declarations of interest and sets out the requirements for employees to declare potential conflicts of interests and maintain an Officer Register of Interests. The Officer Register of Interests is not proactively published, but is made available for public inspection, in so far as it relates to Senior Managers, or those with significant political, financial or procurement responsibility. The Register is separated into three parts designated according to the role and responsibility of the employee, as the obligation to share such information publicly should be proportionate to role and responsibility of the employee concerned. The content made available for public inspection is therefore redacted in some aspects of personal information according to the part of the register in which it appears.
2. The monitoring, and review of the Officer Register of Interests shall be the responsibility of the Council's Standards Committee and the Committee will from time to time be granted access to the Register of Officer Interests, together with the Register for Hospitality, Gifts and Sponsorship, to review compliance.
3. The Committee will consider an annual report with regard to the content of the Officer Register of Interests. Parts 1 and 2 of the Register which relate to Category 1 and 2 Employees is maintained by Corporate Services on behalf of the Monitoring Officer, and Committee will have the opportunity to inspect these parts of the Register. Part 3 of the Register in relation to Category 3 employees is maintained by the relevant Head of Service. Each Head of Service is to provide an annual anonymised return in respect of entries in Part 3 of the Register in respect of their service area for inspection by the Committee and/or the Monitoring Officer as part of the annual report, and on request at any other time.

## **Constitutional and Legal Obligations – Registration and Declaration of Interests**

5. The Officers' Code of Conduct within the Council's Constitution require employees to "give the highest possible standards of service to the public and ... to provide appropriate advice to councillors and fellow employees with impartiality."
6. Section 117 of the Local Government Act 1972 states that:

*"If it comes to the knowledge of an officer employed... by a local authority that a contract in which he has any pecuniary interest, whether direct or indirect, has been, or is proposed to be entered into by the authority or any committee*

*thereof, he shall, as soon as practical, give notice in writing to the authority of the fact that he is interested therein."*

This statutory provision relates to all officers, regardless of category under this policy.

7. The Council's Constitution includes the Officer Employment Procedure Rules which state that all candidates for appointment shall declare in writing whether they are a close friend or relative of and existing Councillor or Officer and that no candidate related to a member or officer shall be appointed without the agreement of the relevant Director of Service or his/her nominee.
8. The Council's Standing Orders require officers to declare any interest, note relevant interest in any written report they submit and if they are advising any meeting verbally on any matter where they have a declared interest, they should state the nature of the interest during the meeting and have this recorded in the minutes.
9. The Officer Register of Interest is for the most part a document open to public inspection. The content is governed by data protection legislation and access, ultimately by freedom of information legislation. The authority does have to comply with the Freedom of Information Act and general information (even in Part 3 of the register) may have to be released. Each request for disclosure will be carefully considered against the authority's legal obligations and exemptions to disclosure applied as appropriate.
10. The Officer Register of Interests forms part of the authority's arrangements for ensuring that the Council meets the highest standards when carrying out the authority's business. The process of declarations and the Register will help bring consistency and transparency to the authority's governance arrangements which underpins the delivery of high quality services.

### **Employee Obligations to Declare**

11. This policy on the Officer Registers of Interests and the declaration of interests has been developed by the Monitoring Officer. The policy sets out a clear requirement to declare any conflicts of interest, together with a requirement for the authority to keep a register of declarations of employees' interests to provide an assurance to the public that the employees are acting transparently. Certain categories of employee are compulsorily required to proactively declare their interests by completing a declaration form to record potential conflicts of interests. Other employees are potentially required to declare their interests but on a need basis. For ease, employees are divided into three categories.

#### **Category 1 Employees**

- Equating to the term 'Senior Manager' as defined in Article 42 of the Constitution, this category shall encompass the Chief Executive Officer, officers subject to the Conditions of Service for Chief Officers of Local Authorities, and Heads of Service. This includes all members of the Council's Management Team.

**Category 1 Employees are subject to compulsory requirement to complete a declaration of interest in Part 1 of the Register – which shall not be published but will be available for public inspection (no personal address details shall be displayed).**



### **Category 2 Employees**

- Employees at salary points in Band 10 or above
- Those holding politically restricted posts
- Those involved in awarding contracts for the procurement of goods, services or works
- Those authorised to certify payment transactions.

**Category 2 Employees are subject to compulsory requirement to complete a declaration of interests in Part 2 of the Register - which shall not be published but will be available for public inspection in anonymised form.**

### **Category 3 Employees**

- This category covers all other employees

**Category 3 Employees are subject to a requirement to complete a declaration of interests in Part 3 of the Register, but only as considered necessary, following consultation with their manager and/or the Monitoring Officer or as circumstances arise which create the potential for a conflict of interest.**

**Part 3 of the Register will not be published, or be made available for public inspection, but will be subject to inspection by the Monitoring Officer and Standards Committee from time to time, and as with other parts of the Register, is ultimately subject to the Freedom of Information legislation.**

### **Administration**

12. The process with regard to Category 1 and 2 employees is managed by Corporate Services on the Monitoring Officer's behalf. The process for all remaining employees (Category 3 employees) is the responsibility of the relevant Head of Service.
13. All employees are reminded annually to review their position and if required in accordance with their category status, to submit an updated form/register each year. In addition, employees are required to update their register as soon as possible when new interests arise if it is likely that a conflict of interest may arise.

# Officer Declarations of Interest

## Guidance on Notification of an Interest



**GREAT YARMOUTH**  
BOROUGH COUNCIL

## **Officer Register of Interests Officer Declaration of Interests Avoiding Potential Conflicts of Interest**

### **Why do we need to declare our interests?**

As officers of the Council, we are required to promote and demonstrate the values of good governance through upholding high standards of conduct and behaviour. This includes ensuring that employees of the authority are not influenced by prejudice, bias or conflicts of interest. There are several arrangements that have been put in place by the authority to safeguard employees against conflicts of interest and protect the public interest. Some of these requirements are derived from law.

For example:-

The Officers' Code of Conduct as set out in the Council's Constitution requires employees to "give the highest possible standard of service to the public" and ... "to provide appropriate advice to councillors and fellow employees with impartiality."

Section 117 of the Local Government Act 1972 states that:

*"if it comes to the knowledge of an officer employed... .. by a local authority that a contract in which he has any pecuniary interest, whether direct or indirect, has been, or is proposed to be entered into by the authority or any committee thereof, he shall as soon as practical give notice in writing to the authority of the fact that he is interested therein".*

**What does this mean to you?**

Basically, all relationships of a business or private nature with contractors, or potential contractors, must be declared. Contracts must be awarded on merit and following fair competition. The Council's Standing Orders require that you as an employee must declare any interests, note relevant interests in any written report you submit for information or decision and if you are advising any meeting verbally on any matter where you have declared an interest, you must state the nature of the interest during the meeting and have this recorded in the minutes.

Similarly appointments to posts within, or associated with, the Council should be made on the basis of merit. As an employee you should not be involved in an appointment where you may be related to an applicant or have a close personal relationship outside work with him or her. Personal interests, financial and non-financial, that could bring about conflict with the authority's interests should be declared to your manager - the Council's Constitution includes the Officer Employment Procedure Rules which state that no candidate related to a member or officer will be appointed without the agreement of the relevant Director or their nominee.

Employees are also required to declare to the Chief Executive and Monitoring Officer membership of any organisation which is not open to the public without formal membership, has a commitment of allegiance and which has secrecy about its rules, membership or conduct.

The Constitution, containing the Officers' Code of Conduct and Standing Orders can be accessed online.

The registration of interests protects you as an employee by giving early warning of any possible areas of conflict of interest and provides assurance to the public that, as an employee, you are acting transparently. Only registration of personal interests in areas where there are clear grounds for concern that such an interest could give rise to accusations of impartiality in decision making and working practice of the authority are required. If in doubt, ask your manager for advice.

### **Who has to declare their interests?**

All employees are potentially required to declare their interests, but some are on a need only basis and others are a compulsory requirement. For ease of understanding, employees are divided into three categories:

#### **Category 1 Employees**

- Equating to the term 'Senior Manager' as defined in Article 42 of the Constitution, this category shall encompass the Chief Executive Officer, officers subject to the Conditions of Service for Chief Officers of Local Authorities, and Heads of Service. This includes all members of the Council's Management Team.

**Category 1 Employees are subject to compulsory requirement to complete a declaration of interest in Part 1 of the Register – which shall not be published but will be available for public inspection (no personal address details will be shown).**

#### **Category 2 Employees**

- Employees at salary points in Band 10 or above
- Those holding politically restricted posts
- Those involved in awarding contracts for the procurement of goods, services or works
- Those authorised to certify payment transactions.

**Category 2 Employees are subject to compulsory requirement to complete a declaration of interests in Part 2 of the Register - which shall not be published but will be available for public inspection in anonymised form.**

#### **Category 3 Employees**

- This category covers all other employees

**Category 3 Employees are subject to a requirement to complete a declaration of interests in Part 3 of the Register, but only as considered necessary, following consultation with their manager and/or the Monitoring Officer or as circumstances arise which create the potential for a conflict of interest.**

**Part 3 of the Register will not be published, or be made available for public inspection, but will be subject to**



**inspection by the Monitoring Officer and Standards Committee from time to time, and as with other parts of the Register, is ultimately subject to the Freedom of Information legislation.**

### **What types of interest are there?**

- Other remuneration or employment (including running your own business)
- Property (other than ordinary place of residence) within the Borough
- Non-financial interests (for example membership of any professional bodies, clubs, societies, trusts or other organisations, particularly if you have a leadership or managerial role)
- Financial interests (for example directorships of any company, and or any shareholdings over 1% of issued share capital or value of the company, or more than £25,000)

An interest could be considered to be a matter which affects your financial well-being, or could relate to a licensing, planning or other regulatory matter where a member of the public would reasonably think your interest is so significant that it is likely to prejudice your judgment. “You/your interest” also means the same interests of your partner, a relative, or a close friend.

For example, approval of a licence or planning permission may affect a person or body with which you have a personal interest or may affect you personally.

Put simply, if anyone could assume that you were doing anything in your role as a Council employee that would benefit yourself or anyone you know in a personal capacity then you need to be open about it and register it. Again, if in doubt ask your manager or the Monitoring Officer for advice.

### **Are there any examples of a “conflict of interest”?**

Some examples of potential conflicts of interest requiring declaration are as follows:

- Where the Council is dealing with or considering dealing with any business you might own or have a share in, where that shareholding is greater than £25,000 or have a stake of more than 1/100th of the value or share capital of the company
- Where the Council is dealing with a decision impacting on a School in the Borough and you are on the Board of Governors for that School
- Your membership, or position of control or management, in bodies exercising functions of a public nature (that is, carrying out a public service, taking the place of a local or central governmental body in providing a service, exercising a function delegated by a local authority or exercising a function under legislation or a statutory power)
- Any contracts between the authority and any company/body you have an interest in, as above.
- Any political appointment
- Employment of an employee's direct family (wife, husband, partner, son, daughter, brother, sister, mother or father) by SMB
- Businesses that employ an employee's direct family (wife, husband, partner, son, daughter, brother, sister, mother or father) where the employee has any ability to affect or potentially affect SMBC decisions to use that company's services
- Involvement with an organisation receiving grant aid from the Council
- Any land or property in the authority's area in which you have a beneficial interest
- Membership of any organisation not open to the public without formal membership and commitment to allegiance and which has secrecy about rules and membership or conduct

There may be other situations that could give rise to a conflict of interests which should also be declared. The key is that good judgement should be exercised and if in doubt seek advice.

**What if registering an interest may put me at personal risk?**

As an employee you can seek to exempt your personal interests from the register of interests if you consider, for instance that having this information on record might put yourself or others at risk. If this is the case, you should discuss the matter with the Council's Monitoring Officer.

**Where can I get advice?**

If you require advice on whether something should be registered then speak to your line manager in the first instance. If they are unable to help or you remain uncertain that you are doing the right thing then please contact any of the following:

Monitoring Officer, Corporate Services Manager, nplaw public law team, Data Protection Officer

**Completing a Declaration of Interest Form**

**Is there a form I must use?**

You should use the attached declaration form to record potential conflicts of interest. Your line manager must also sign the declaration form. Either of you may seek further advice (see contact details above).

**What is the line manager's role?**

Your line manager in signing the form is confirming that they are aware of the potential conflict of interest as declared by the employee and that one of the following applies:-

The line manager does not consider that the interest has a material effect in relation to your work employee with GYBC **OR** the line manager will work with you to ensure that an actual conflict of interest will not arise (this may involve re-distributing work when necessary to avoid a situation in which the Council's interests might be prejudiced).

If your line manager cannot identify an obvious way to avoid you having a conflict of interest, then this situation must be reported to the Monitoring Officer for advice. In extreme circumstances, the Council may potentially require employees to relinquish certain responsibilities or interests to remain in the employ of GYBC. The Monitoring Officer will keep a record of the advice provided and any decisions taken in this regard.

### **What do I do with my completed form?**

#### Category 1 and 2 employees

**NB - where the above categories of employee have no declarations to make an active 'nil' declaration is required.** Enclose the signed original Declaration of Interests Form in an envelope marked **Private and Confidential** and send it to the Monitoring Officer, care of Corporate Services. The detail in your Declaration will be retained in the official Register. Retain a copy of the declaration if you wish, but do so in a way that your personal information is safeguarded. **NB Part 1** of the Register is available for public inspection, but will contain no personal address details. Part 2 is available for public inspection but the data is anonymised. The content is subject to FOI requests.

#### Category 3 Employees

**NB -** a 'nil' declaration is **not** required from employees in Category 3, where there are no declarations to be made. Enclose the signed original Declaration of Interests Form in an envelope marked **Private and Confidential** and send it to your Head of Service, who will notify the Monitoring Officer of any content needing to be added to the register. If you have made a declaration you may retain a copy of the declaration if you wish (but do so in a way that your personal information is safeguarded) Part 3 of the Register is not made publicly available and access to it is restricted under the Data Protection provisions. The content is subject to FOI requests.

## **Monitoring Compliance**

### **Will I be reminded of the need to declare interests?**

It is **your responsibility** to declare any interests in advance where you know of them and as new interests arise, to register them as soon as possible when you become aware of a potential conflict. To assist, you will receive an annual reminder from Corporate Services. Updated forms should be submitted in the same way as for the original declaration. **Remember – it is your responsibility to make declarations.**

### **Who will monitor compliance with the process?**

The Monitoring Officer may call in the official Register of Declarations held by Corporate Services and the Registers within each Service Area, held by Heads of Service on an annual basis. In addition, Audit Services and or the Standards Committee will conduct compliance checks at appropriate intervals. If you do not make appropriate registrations and declarations as required you may be the subject of disciplinary action particularly if you have influenced a matter in which you have a conflict of interest.

It is the responsibility of line managers to ensure that any declarations made by a category 3 employee receive due consideration and action and that the forms are then submitted in accordance with this scheme.

## **Use of the Register**

### **What will the information be used for and who will see it?**

The Employees' Register of Interests forms part of the authority's arrangements for ensuring that we meet the highest standards when carrying out the authority's business. The process of declarations and the Register will help bring consistency and transparency to the authority's governance arrangements. Only Parts 1 and 2 of the Register are intended to be publicly available on request. Part 3 is not made publicly available. However the authority does have to comply with the Freedom of Information Act and general information may have to be released. Each request for disclosure will be carefully considered against the authority's legal obligations and exemptions to disclosure applied as appropriate.



## DECLARATION FOR REGISTER OF OFFICER INTERESTS

Name of Officer: .....

Job Title:.....

Employee Category (1, 2 or 3):.....

**This form must be completed by Category 1 and 2 employees within 28 days of appointment and thereafter at least annually.**

Within 28 days of any change to your interests occurring, you must notify the changes to the Monitoring Officer, care of Corporate Services

### **I certify that I have not:**

- (1) omitted information that ought to be given on this register; or
- (2) provided information that is intentionally false or misleading

**and I recognise that I am obliged to give further notices in order to:**

- bring up to date information given in this notice; and
- declare an interest that I acquire after the date of this notice and am obliged to declare within 28 days of any such change.

**Signed:** .....

**Date:** .....

Once completed, this form must be sent to the Monitoring Officer, care of the Democratic Services Manager, at the Town Hall, in a sealed envelope marked 'Strictly Private and Confidential'.

---

Received by: .....

Date: .....





**GREAT YARMOUTH**  
BOROUGH COUNCIL

### **Why have a Register of Officer Interests?**

The Government has carried out a consultation exercise on codes of conduct for local government employees in relation to the White Paper, '*Communities in control: Real people, real power*'. One of the proposals made in the consultation document is the introduction of a requirement for certain senior employees to formally declare various types of personal interest to their employing authority.

The Government has not yet proceeded with the proposals made in the consultation document by implementing statutory provisions. However, as a matter of good practice, in the interests of transparency and the proper administration of public affairs, Great Yarmouth Borough Council (the 'Council') requires you to declare certain interests to the Monitoring Officer on this Register. This Register includes categories of interest that the consultation document proposed that senior officers be obliged to register.

The information on your declaration form will be fed into the Council's Register of Officer Interests. The purpose of the Register of Officer Interests is to identify any interests you have which might conflict with the Council's interests. The types of interests that you are asked to register on this form are those which could potentially give rise to concerns of partiality in decision making and the working practices of the Council.

The Register of Officer Interests is held by Corporate Services on behalf of the Monitoring Officer. Depending on the category of employee, part of the information will be available for public inspection and part will be withheld, with Category 1 being the most subject to disclosure and Category 3 being the least subject to disclosure. All of the content is potentially subject to disclosure under the Freedom of Information legislation, but any requests for information over and above that already made available for public inspection will be assessed in accordance with legislation, including the protections applicable (exemptions or exclusions from FOIA disclosure) under the Data Protection legislation.

If you have any queries about filling in this form, please ask the Monitoring Officer or Corporate Services Manager for guidance.

## **Declaration by an Officer of Financial and Other Personal Interests**

***Please note that you must make a 'nil' return if you have no interests to declare***

**(1) Details of any employment or other work in addition to your employment with the Council**

*(If you are an employee, you should give the name of your employer below. Where you hold an office, please give below the name of the person or body which appointed you. In the case of a public office, this will be the authority which pays you).*

**(2) Names of any businesses you own or which you have a share in, where that shareholding is greater than £25,000, or your stake is more than one hundredth of the value or share capital of the company**

*(Please include any such interests that are held in the name of other people in which you have a beneficial interest, for example, shares that are held in the name of someone other than you as trustee on trust for your benefit).*

**(3) Description of any contracts for goods, services or works between:**

- the Council and you;
- the Council and any firm in which you are a partner; and
- the Council and any business which you have an interest in as in paragraph (2) above

*(Please note that your contract of employment with the Council does not need to be included).*

**(4) Address (or other description sufficient to identify the location) of any land or property in the Council's area in which you have a beneficial interest**

- ((a) You should include all land in the Council's area in which you have a beneficial interest, that is, in which you have some proprietary interest for your own benefit, for example land which you own or have a leasehold interest in.*
- ((b) You should also include any property in the Council's area from which you receive rent, or of which you are the mortgagee (lender).*
- ((c) "Land" includes any buildings or parts of buildings).*
- ((d) You should include your personal address on this form, but indicate that it is your residence, as this information will only be held of this form, and NOT placed on the register.*

**(5) Address or other description (sufficient to identify the location) of any land where the landlord is the Council and the tenant is:**

- a firm in which you are a partner;
- a company of which you are a remunerated director; or
- a business which you have an interest in as in paragraph (2) above.

*(Please note that "land" includes any buildings or parts of buildings).*

**(6) I am a member or hold a position of general control or management of the following public authority/ies or body/ies exercising functions of a public nature (that is, carrying out a public service, taking the place of a local or central governmental body in providing a service, exercising a function delegated by a local authority or exercising a function under legislation or a statutory power).**

**(7) I am a member or hold a position of general control or management of the following company/ies, industrial and provident society/ies, charity/ies or body/ies directed to charitable purposes.**

- (8) I am a member or hold a position of general control or management of the following body/ies, whose principal purposes include the influence of public opinion or policy

- (9) I hold a position of general control or management of the following trade union(s) or professional association(s)

- (10) I hold a position of general control or management of the following body/ies

- (11) Relationships with Great Yarmouth Borough Councillors

- (12) Membership of any organisation which is not open to the public without formal membership, has a commitment of allegiance and which has secrecy about its rules, membership or conduct.

## **Notes:**

### **Submission of forms**

- Declarations by Category 1 and 2 employees must be sent in an envelope marked private and confidential to the Monitoring Officer care of Democratic Services. Category 3 employees who have consulted with their manager and have declarations to make should submit them in the same way, but to their Head of Service.
- The employee is responsible for making his or her declarations and should retain a copy for their own reference.
- In addition, employees should update their forms as soon as is practicable when new interests arise (rather than just annually) if it is likely that a conflict may arise.

## **Note 1**

### **Category 1 Employees**

- Equating to the term 'Senior Manager' as defined in Article 42 of the Constitution, this category shall encompass the Chief Executive Officer, officers subject to the Conditions of Service for Chief Officers of Local Authorities, and Heads of Service. This includes all members of the Council's Management Team.

**Category 1 Employees are subject to compulsory requirement to complete a declaration of interest in Part 1 of the Register – which shall not be published but will be available for public inspection with personal address details removed.**

### **Category 2 Employees**

- Employees at salary points in Band 10 or above
- Those holding politically restricted posts
- Those involved in awarding contracts for the procurement of goods, services or works
- Those authorised to certify payment transactions.

**Category 2 Employees are subject to compulsory requirement to complete a declaration of interests in Part 2 of the Register - which shall not be published but will be available for public inspection in anonymised form and with personal address details removed.**

### **Category 3 Employees**

- This category covers all other employees

**Category 3 Employees are subject to a requirement to complete a declaration of interests in Part 3 of the Register, BUT ONLY AS CONSIDERED NECESSARY, FOLLOWING CONSULTATION WITH THEIR MANAGER AND/OR THE MONITORING OFFICER or as circumstances arise which create the potential for a conflict of interest.**

**Part 3 of the Register will not be published, or be made available for public inspection, but will be subject to inspection by the Monitoring Officer, Standards Committee or Audit from time to time, and as with other parts of the Register, is ultimately subject to the Freedom of Information legislation.**

Great Yarmouth Borough Council

OFFICER REGISTER OF INTEREST – PART 1

<b>Name and Job Title</b>	<b>Other Remuneration/Employment/Other Income and any contracts for goods services and works</b> (sections 1 or 3 on form)	<b>Property</b> in the Borough PLACE OF RESIDENCE IS NOT TO BE ENTERED AS IS WITHHELD FROM PUBLIC INSPECTION (sections 4 and 5 on form)	<b>Non-Financial Interests</b> (e.g. membership of any professional bodies, clubs, societies, trusts, charities or other organisations – indicate if role is managerial/leadership) (sections 6 to 10 and 12 on form)	<b>Financial Interests</b> (e.g. directorships of any company and or any significant shareholding (section 2 on form)	<b>Relationships with Borough Councillors</b> (section 11 on form)
<b>Sheila Oxtoby</b> Chief Executive Officer					
<b>Karen Sly</b> Section 151 Officer					
<b>Kate Watts</b> Strategic Director					
<b>Neil Shaw</b> Strategic Director					



<b>David Glason</b> Director of Development					
<b>Nicola Turner</b> Director of Housing					
<b>Adam Nicholls</b> Head of Planning and Growth					
<b>Paula Boyce</b> Director of GYBS					
<b>Miranda Lee</b> Head of Customer Services					
<b>James Wilson</b> Head of Environmental Services					
<b>Jane Beck</b> Head of Property and Asset Management					
<b>Rebecca Waldron</b> Human Resources Manager					
<b>Michelle Burdett</b>					

Head of Inward Investment					
---------------------------	--	--	--	--	--

OFFICER REGISTER OF INTERESTS – PART 2

<b>EMPLOYEE URN</b>	<b>Other Remuneration/Employment/Other Income and any contracts for goods services and works</b> (sections 1 or 3 on form)	<b>Property</b> in the Borough PLACE OF RESIDENCE IS NOT TO BE ENTERED AS IS WITHHELD FROM PUBLIC INSPECTION (sections 4 and 5 on form)	<b>Non-Financial Interests</b> (e.g. membership of any professional bodies, clubs, societies, trusts, charities or other organisations – indicate if role is managerial/leadership) (sections 6 to 10 on form)	<b>Financial Interests</b> (e.g. directorships of any company and or any significant shareholding (section 2 on form)	<b>Relationships with Borough Councillors</b> (section 10 on form)



