

**AGENDA ITEM 13**  
**ANNUAL GENERAL MEETING**  
**COUNCIL – TUESDAY 25<sup>TH</sup> MAY 2021**



**URN:** 19-008  
**Subject:** Review of Outside Bodies  
**Report to:** Council  
**Report by:** Senior Democratic Services Officer

**SUBJECT MATTER**

A review of the Council's member representation on outside bodies.

**RECOMMENDATIONS**

**That Council**

1. Note that the appointments at Paragraph 3.5 are not required to be made and agree to move them from the list.
2. Note that review work being carried out in relation to the Bowls Tournament Working Group.
3. Agree the reporting framework for Outside Bodies as detailed in Appendix A.
4. Agree that the Corporate Services Manager should approach those charitable organisations described at Para 3.3 which have a constitutional requirement to appoint a Borough Councillor, to determine whether this requirement remains necessary.

**1. Introduction**

- 1.1. A review was requested in relation to the list of Outside Bodies to which member appointments are made at the Council's annual meeting.
- 1.2. Other external bodies have officer appointments. These have not been included in this report.
- 1.3. The purpose of this review is to ensure that the Outside Bodies are relevant to the Council's corporate priorities, and to ensure that there is good governance and accountability for the activities of those organisations. The review therefore aims to:
  - determine whether It is necessary to continue member appointments to each Outside Body
  - review and improve reporting lines, by identifying ownership of the reporting process, and the destination and frequency of the report.

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**2. Assessment and Analysis**

2.1. A review has been completed for each of the current Outside Bodies based on the following questions:

- What are the benefits of membership to the Borough Council?
- Is it clear which of the GYBC Corporate Objectives the body addresses or supports?
- What is the Council's financial input, if any?
- Does the Outside Body have a clear governance process and terms of reference?
- Is there a framework for reporting back into the Borough Council?

2.2. Data to support this review was obtained from:

- Documents supplied by officers and outside bodies, some of which are historic.
- Website investigation
- Direct contact with some Members
- Officers identified as responsible for the reporting framework
- Finance - a list of income / expenditure search was undertaken
- The Partnership Register
- Direct contact with some of the outside bodies' representatives

2.3. A directory containing the detailed findings has been compiled by the Senior Democratic Services Officer. This document is still evolving and will be regularly updated to provide a reference guide to the Council's Outside Bodies. Some of this information will be added to the Outside Bodies list on CMIS.

**3. Conclusions**

3.1. The types of Outside Body vary considerably, they range from influential lobbying groups to smaller community organisations and charities.

3.2. It was clear from compiling the information that most of the Outside Bodies do not have a framework for clear and consistent reporting back to the Borough Council. This means that, as well as the Council not being informed about the activity of the organisation, it is also likely that information or feedback from the Council is not necessarily provided into the organisation to support future planning. It also means that accountability for the Council's input (particularly if that input is financial) is inadequate. This creates a degree of reputational risk. Appendix A therefore includes a proposal that in most cases, the member appointed to each Outside Body will take responsibility for reporting back to a nominated Committee, and for taking that Committee's feedback to the Outside Body.

3.3. Some of the Outside Bodies (usually small charities) have, as part of their Constitution, a requirement that a Borough Councillor forms part of the group. Not receiving nominations

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from the Borough Council would mean that these organisations could no longer comply with their constitutional obligations, therefore they are currently retained on the Outside Bodies list. It would be possible to enter dialogue with these charities to see if they wished to amend their articles / company / trust documents to remove the requirement to have a Councillor on their boards. These are Gorleston Poor Land Trustees, Great Yarmouth Municipal Charities, High School Foundation (Great Yarmouth Grammar School Foundation) and Great Yarmouth Seafarers Centre. This may be supported by the organisations as it would enable them to open up their committee membership to the wider community. The results of those enquiries will be reported back to Council in due course.

- 3.4. In respect of the Bowls Tournament Working Party, an officer-led review is already taking place. The Tournament has a financial and amenity impact on the Borough but the governance framework could be improved. The review led by the Head of Marketing and Communications, will establish how the organisation is run and whether beneficial adjustments could be made to governance. A summary of conclusions appears below:

- **Bowls Tournament Working Party,**

*What are the benefits of membership to the Borough Council?*

Ability to influence and support the process to ensure that this goes ahead to benefit the Borough

*Is it clear which of the GYBC Corporate Objectives the body addresses or supports?*

A strong and growing economy

Improved housing and strong communities

*What is the Financial input?*

All expenditure sits within the Tourism and Communications budget and forms part of the review. Significant income is generated in the town during the month-long event.

*Are there clear governing processes in respect of the outside body?*

The governance processes are fluid, but this is being addressed by the internal review.

*Is there a defined reporting framework back into the Borough Council?*

None currently.

- 3.5. Having reviewed the information obtained in respect of the Outside Bodies detailed below it is recommended that they are removed from the Outside Bodies appointments list, as it is not appropriate or necessary for a formal appointment to be made.

- **Sentinel Leisure Trust**

No longer required due to new Leisure proposals

- **Sentinel Leisure Trust Partnership Board**

No longer required due to new Leisure proposals

- **Parking and Traffic Regulations Outside London Adjudication Joint Committee (PATROL AJC)**

This appears to duplicate the role of the Norfolk Parking Partnership Joint Committee.

- **Community Association Management Committee - South Yarmouth**

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Current member appointments are not Trustees or formal members of an organisation.  
Members may continue to attend informally if they wish.

- **Community Association Management Committee - Claydon Pavilion**

Current member appointments are not Trustees or formal members of an organisation.  
Members may continue to attend informally if they wish.

- **Great Yarmouth in Bloom**

This has been an informal arrangement under which a budget has been allocated within Environmental Services which is accessed on an ad hoc basis. This allocation will continue. There is an 'Anglia in Bloom' campaign run as a charitable trust which aligns with the aims of the RHS run 'Britain in Bloom' competition. However there is no formal appointment by GYBC to any organisation.

## **Appendices**

Appendix A – List of Outside Bodies and Proposed reporting framework

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

<b>Area for consideration</b>	<b>Comment</b>
Monitoring Officer Consultation:	Completed

## Appendix A

### Outside Body List and Proposed Reporting Framework

Ref No	Outside Body	Proposed Reporting Framework	Reporting Timeframe	Nominated Reporting Lead
1	A47 Alliance	Economic Development Committee <b>and</b> the Great Yarmouth Transport & Infrastructure Member Steering Group (in place)	At least Annual but also when specific activity required	Director of Planning and Growth
2	Bowls Tournament Working Party REVIEW ONGOING	Economic Development	Pre and Post event	Head of Marketing and Communications during review, then appointed member
3	Broads Authority	Environment Committee	Annual update	Appointed Member
4	Broads Internal Drainage Board	Environment Committee <i>Coastal / Drainage / Flooding</i>	Annual Update	Appointed Member
5	Chamber of Commerce - Norfolk (Great Yarmouth Committee) Chamber Council	Economic Development	Annual Update	Appointed Member
6	Coastal Partnership East	Environment Committee <i>Coastal / Drainage / Flooding</i>	Quarterly	Head of Property and Asset Management
7	Community Association Management Committee - South Yarmouth	Proposed for removal from list		
8	Community Association Management Committees - Claydon Pavilion	Proposed for removal from list		
9	Community Rail Partnership	GY Transport and Infrastructure Member Steering Group	As required, annual	Kim Balls
10	Community Safety (Great Yarmouth) Ltd (CCTV Co)	ELT Policy and Resources Committee	Quarterly	Strategic Director and Appointed Member
11	East of England LGA	Policy and Resources	Annual	Leader
12	Gorleston Poor Land Trustees	Housing and Neighbourhoods <i>Charities</i>	Annual	Appointed Member
13	Great Yarmouth and Rambouillet Twinning Association	Policy and Resources Committee	Annual	The Mayor
14	Great Yarmouth in Bloom	Proposed for removal from list		

Ref No	Outside Body	Proposed Reporting Framework	Reporting Timeframe	Nominated Reporting Lead
15	Great Yarmouth Municipal Charities  * 4 Year Appointment *	Housing and Neighbourhoods  <i>Charities</i>	Annual	Appointed Member
16	Great Yarmouth Preservation Trust	Policy and Resources Committee	Annual	Appointed Member
17	Great Yarmouth Racecourse	Policy and Resources Committee	Annual	Appointed Member
18	Great Yarmouth Seafarers Centre	Housing and Neighbourhoods  <i>Charities</i>	Annual	Appointed member
19	Great Yarmouth Transport & Infrastructure Steering Group (formerly Car Parking Strategy Steering Group)	Great Yarmouth Transport & Infrastructure Steering Group (this is an internally administered steering group)	As scheduled	Head of Customer Services
20	Greater Yarmouth Tourism & Business Improvement Area Ltd/Interim Board of Directors	Economic Development Committee	Annual	Head of Communications and Marketing
21	GY Norse Company Board	Housing and Neighbourhoods	Quarterly	Head of Property and Asset Management
22	GY Norse Liaison Board	Housing and Neighbourhoods	Quarterly	Head of Property and Asset Management
23	GYB Services Company Board	Policy and Resources Committee	Quarterly	Strategic Director Paula Boyce
24	GYB Services Liaison Board	Policy & Resources Committee	Quarterly	Chris Silverwood, James Wilson & Paula Boyce
25	High School Foundation Also known as Great Yarmouth Grammar School Foundation	Housing and Neighbourhoods  <i>Charities</i>	Annual	Appointed member
26	James Paget Healthcare NHS Trust (Governors' Council)	Housing and Neighbourhoods	Annual	Appointed Member
27	Local Government Association - Coastal Issues	Environment Committee  <i>Coastal / Drainage / Flooding</i>	Annual	Appointed Member
28	Local Government Association - General Assembly	Policy and Resources Committee	Annual	Leader
29	Merchant Navy Welfare Board	Housing and Neighbourhoods	Annual	Appointed member

Ref No	Outside Body	Proposed Reporting Framework	Reporting Timeframe	Nominated Reporting Lead
30	Neighbourhood Management Board - MESH (Gorleston)	Housing and Neighbourhoods <i>Community associations and Neighbourhoods</i>	Annual	Dean Wilson
31	Neighbourhood Management Boards - Make It Happen (Southtown, Cobholm and Halfway House)	Housing and Neighbourhoods <i>Community associations and Neighbourhoods</i>	Annual	Dean Wilson
32	Neighbourhood Management Boards - Yarmouth	Housing and Neighbourhoods <i>Community associations and Neighbourhoods</i>	Annual	Dean Wilson
33	Norfolk Coast Partnership (Joint Advisory Panel)	Environment Committee <i>Coastal / Drainage / Flooding</i>	Annual	Appointed Member
34	Norfolk Countywide Community Safety Partnership	Policy and Resources Committee	Annual	Appointed member / Kate Watts
35	Norfolk County Joint Museums Committee	GY Area Museums Working Group	Quarterly	Head of Inward Investment
36	Norfolk Health & Wellbeing Board	Housing and Neighbourhoods	Annual	Appointed member & Strategic Director Paula Boyce
37	Norfolk Health Overview & Scrutiny Committee	Housing and Neighbourhoods	Annual	Appointed member
38	Norfolk Parking Partnership Joint Committee	Great Yarmouth Transport & Infrastructure Steering Group, Policy & Resources Committee, Economic Development Committee	Annual (sometimes more)	Head of Customer Services
39	Norfolk Rail Group	Economic Development Committee	Annual	Appointed member & Strategic Planning Manager
40	Norfolk Records Committee	Not known	??	???
41	Norfolk Strategic Planning Framework Now known as the Norfolk Strategic Planning Member Forum	Policy and Resources Committee	Annual	Appointed Member
42	Norfolk Waste Partnership	Environment Committee	Annual	Head of Environmental Services & Appointed member
43	Nplaw Board	Policy and Resources Committee	Quarterly	Finance Director
44	Older Peoples Partnership	Housing and Neighbourhoods	Annual	Appointed member

Ref No	Outside Body	Proposed Reporting Framework	Reporting Timeframe	Nominated Reporting Lead
45	Parking and Traffic Regulations Outside London Adjudication Joint Committee (PATROL AJC)	Proposed for removal		
46	Police and Crime Panel	Policy and Resources Committee	Annual	Police and Crime Commissioner usually reports
47	SeaChange Board	Arts and Culture Liaison Board	Quarterly	Head of Inward Investment
48	Sentinel Leisure Trust PROPOSED FOR REMOVAL	Proposed for removal		
49	Sentinel Leisure Trust Partnership Board PROPOSED FOR REMOVAL	Proposed for removal		
50	Great Yarmouth Town Centre Partnership Company (Great Yarmouth) Ltd	Economic Development Committee	Quarterly	Strategic Director Paula Boyce supporting Appointed member
51	Waveney, Lower Yare and Lothingland Internal Drainage Board	Environment Committee <i>Coastal / Drainage / Flooding</i>	Annual	Appointed Member
52	Youth Advisory Board	Housing and Neighbourhoods	Annual	Appointed Member