

Report of Assistant Chief Executive

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Title Work Programme 2016-17

Wards affected Not applicable

1. Action Required

- 1.1 The Panel is asked to consider and comment on the 2016-17 Work Programme.

2. Alternative options

- 2.1 This function forms part of the Panel's Terms of Reference and, as such, no alternative options are presented.

3. Supporting Information

- 3.1 The Panel's work programme will evolve as the Municipal Year progresses and items of business are commenced and concluded. At each meeting the opportunity is taken for the work programme to be reviewed and, if necessary, amended according to current circumstances.
- 3.2 The Chairman of the Scrutiny Panel requested the inclusion of the Forward Plan of Key Decisions as part of the work programme for the Scrutiny Panel, and this is included an **Appendix A**.
- 3.3 Members of the Panel may wish to request items that could be included on the Work Programme for future meetings. As part of the scoping for suggested items members of the Panel may wish to identify particular objectives or request certain information to be included. To ensure that this can be incorporated in to the agenda item it is recommended that this is provided at the earliest opportunity.
- 3.4 Following the request from Councillor Lilley at the November Scrutiny Panel meeting, a review of Advertising 'A' Boards has been provisionally scheduled for March 2017.

4. Strategic Plan References

- 4.1 The Council recognises that effective local government relies on establishing and maintaining the public's confidence, and that setting high standards of self governance provides a clear and demonstrable lead. Effective governance underpins the implementation and application of all aspects of the Council's work.

5. Standard References

- 5.1 There are no particular references to publicity or consultation considerations; or financial; equality, diversity and human rights; community safety; health and safety or risk management implications.

Meeting date / agenda items and relevant portfolio
21 June 2016 <ol style="list-style-type: none"> 1. Call-in of Executive Decision – Gosbecks Archaeological Park Work Plan 2016-19 2. Financial Monitoring Report – End of Year 2015/16 3. Capital Expenditure Monitor – End of Year 2015/16
19 July 2016 <ol style="list-style-type: none"> 1. Year End 2015/16 Performance Report including progress on Strategic Plan Action Plan 2. Annual Scrutiny Report 3. 2017/18 Budget Strategy, Medium Term Financial Forecast and Budget Timetable 4. Treasury Management – Annual Report 2015/16
23 August 2016 <ol style="list-style-type: none"> 1. Staff Survey 2. Questions to Bus Companies in Colchester
20 September 2016 (Crime and Disorder Committee) <ol style="list-style-type: none"> 1. Safer Colchester Partnership (Crime and Disorder Committee) (Planning and Community Safety)
21 September 2016 <ol style="list-style-type: none"> 1. Colchester Waste Collection Strategy
8 November 2016 <ol style="list-style-type: none"> 1. Local Council Tax Support – Year 16/17 2. 2016-17 Revenue Monitor, period April – September 3. 2016-17 Capital Monitor, period April – September 4. Review of Colchester Borough Homes Performance 2015/16 5. Homelessness Strategy Progress Report and Delivery Plan 2015-2019
12 December 2016 <ol style="list-style-type: none"> 1. Colchester Waste Collection Strategy
13 December 2016 <ol style="list-style-type: none"> 1. 2016-17 6-monthly Performance report and SPAP (Leader / Business and Resources) 2. The Mercury Theatre and Colchester Arts Centre
31 January 2017 <ol style="list-style-type: none"> 1. 2017-18 Revenue Budget, Capital Programme and MTFF (Pre-scrutiny of Cabinet Decision (Leader / Business and Resources) 2. Treasury Management Investment Strategy 3. Digital Challenge – One Year On
28 February 2017 <ol style="list-style-type: none"> 1. Firstsite
28 March 2017 <ol style="list-style-type: none"> 1. Advertising 'A' Boards Review

COLCHESTER BOROUGH COUNCIL

FORWARD PLAN OF KEY DECISIONS 1 December 2016 – 31 March 2017

During the period from 1 December 2016 – 31 March 2017 Colchester Borough Council intends to take 'Key Decisions' on the issues set out in the following pages. Key Decisions relate to those executive decisions which are likely to:

- result in the Council spending or saving money in excess of £500,000;
- have a significant impact on communities living or working in an area comprising two or more wards within the Borough of Colchester.

This Forward Plan should be seen as an outline of the proposed decisions and it will be updated on a monthly basis. Any questions on specific issues included on the Plan should be addressed to the contact name specified in the Plan. General queries about the Plan itself should be made to Democratic Services (01206) 507832 or email democratic.services@colchester.gov.uk

The Council invites members of the public to attend any of the meetings at which these decisions will be discussed and the documents listed on the Plan and any other documents relevant to each decision which may be submitted to the decision taker can be viewed free of charge although there will be a postage and photocopying charge for any copies made. *All decisions will be available for inspection at the Library and Community Hub, Colchester Central Library, 21 Trinity Square, Colchester and they are also published on the Council's website, www.colchester.gov.uk*

If you wish to request details of documents regarding the 'Key Decisions' outlined in this Plan please contact the individual officer identified.

If you wish to make comments or representations regarding the 'Key Decisions' outlined in this Plan please submit them, in writing, to the Contact Officer highlighted two working days before the date of the decision (as indicated in the brackets in the date of decision column). This will enable your views to be considered by the decision taker.

Contact details for the Council's various service departments are incorporated at the end of this plan.

If you need help with reading or understanding this document please take it to the Library and Community Hub, Colchester Central Library, 21 Trinity Square, Colchester or telephone (01206) 282222 or textphone users dial 18001 followed by the full number that you wish to call and we will try to provide a reading service, translation or other formats you may need.

KEY DECISION REQUIRED	DOES DECISION INCLUDE EXEMPT INFORMATION (or information defined by the Government as Confidential)	DATE OF DECISION or PERIOD DECISION TO BE TAKEN	DECISION MAKER (title and name, including Cabinet, portfolio holders and officers)	DOCUMENTS SUBMITTED OR TO BE SUBMITTED TO DECISION TAKER TO CONSIDER (and from where they are available)	CONTACT DETAILS FROM WHICH DOCUMENTS CAN BE OBTAINED (name of the authors of the reports)
Colchester Waste Collection Strategy – to agree a series of changes in the way the borough collects waste and recycling	No	20 December 2016	Cabinet (Cllrs Bourne, Cory, Feltham, Graham, Lilley, B Oxford, Smith, T Young) Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk	Cabinet report	Ann Hedges Chief Operating Officer Ann.hedges@colchester.gov.uk 01206 282202
Housing Development Company - Following the Cabinet report in March that sought a decision in principle on the establishment of a wholly owned company to deliver housing subject to a full business case, officers are now bringing back an interim business case that sets out the first	Yes	20 December 2016	Cabinet (Cllrs Bourne, Cory, Feltham, Graham, Lilley, B Oxford, Smith, T Young) Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk	Cabinet report and business case	Holly Brett Housing Development Officer Holly.brett@colchester.gov.uk 01206 508830

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stage of legal and financial advice and the next steps					
Corporate Asset Management Strategy – to approve the Corporate Asset Management Strategy 2016 - 2019	No	20 December 2016	Cabinet (Cllrs Bourne, Cory, Feltham, Graham, Lilley, B Oxford, Smith, T Young) Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk	Cabinet report, draft Corporate Asset Management Strategy	Elizabeth Simpson Estates Manager elizabeth.simpson@colchester.gov.uk 01206 508792
Colchester and Ipswich Museums Application to Arts Council England's National Portfolio 2018-22 - to request that an application be made and to delegate authority to make the application to the Head of Community Services	No	20 December 2016	Cabinet (Cllrs Bourne, Cory, Feltham, Graham, Lilley, B Oxford, Smith, T Young) Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk	Cabinet report	Bill Seaman Colchester and Ipswich Museums Manager bill.seaman@colchester.gov.uk 01206 282930
To consider options for progressing development of the	Yes	20 December 2016	Cabinet (Cllrs Bourne, Cory, Feltham, Graham,	Cabinet report, site plans	Ian Vipond Strategic Director, Commercial and Place

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land at Vineyard Street/Osborne Street			Lilley, B Oxford, Smith, T Young) Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk		lan.vipond@colchester.gov.uk 01206 282717
Housing Revenue Account Fees and Charges 2017-18 To agree the HRA fees and charges for 2017-18	No	December 2016/January 2017	Councillor Tina Bourne, Portfolio Holder for Housing and Public Protection Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk	Report, including appendices of charges	Daniella Woraker Housing System Business Partner Daniella.woraker@colchester.gov.uk 01206 282392
Health and Fitness Refurbishment Building Project at Leisure World Colchester - The Portfolio Holder for Business Leisure and	No	January 2017	Councillor Annie Feltham, Portfolio Holder for Business, Leisure and Opportunities Please contact via	Tender report	Brett Gooch Business Manager – Fitness brett.gooch@colchester.gov.uk 01206 282047

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Opportunities to award the contract (over £500,000) to refurbish and extend the health and fitness facilities at Leisure World Colchester to the preferred supplier.			Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk		
Approval to release up to £543,559k S106 funding from Lakelands Stanway for refurbishment of Stanway Village Hall	No	January 2017	Councillor Mark Cory, Portfolio Holder for Resources, and Councillor Annie Feltham, Portfolio Holder for Business, Leisure and Opportunities Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk	Portfolio Holder report Project proposal for Stanway Village Hall works, costs	Bob Penny Community Development Manager Bob.penny@colchester.gov.uk 01206 282903
Appointment for a contractor to undertake redevelopment works	Yes	January – March 2017	Ian Vipond, Strategic Director, Commercial and Place, in consultation with Councillor Cory,	Report	Howard Davies Regeneration Project Manager (Town Centre and East) Howard.davies@colchester.gov.uk

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at 5-6 St Nicholas Street (Jacks)			Portfolio Holder for Resources Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk		01206 507885
Decision to Appoint the Contractor for Voids JCT Contract Award – contract to be for 4 years plus a possible 2 x 1 year extension, incorporating both revenue and capital works in empty properties	Yes	1 February 2017	Cabinet (Cllrs Bourne, Cory, Feltham, Graham, Lilley, B Oxford, Smith, T Young) Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk	Cabinet report	Lynn Thomas Housing Asset Manager Lynn.thomas@colchester.gov.uk 01206 505863
Decision to appoint the contractor for the External painting and Repair external overview JCT contract award – contract to be for 4	Yes	15 March 2017	Cabinet (Cllrs Bourne, Cory, Feltham, Graham, Lilley, B Oxford, Smith, T Young) Please contact via	Cabinet report	Lynn Thomas Housing Asset Manager Lynn.thomas@colchester.gov.uk 01206 505863

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years plus a possible 2 x 1 year extension			Democratic Services (01206) 507832 email: democratic.services @colchester.gov.uk		

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