

# Policy Panel Meeting

**Grand Jury Room, Town Hall, High Street,  
Colchester, CO1 1PJ  
Wednesday, 03 August 2022 at 18:00**

**The Policy Panel** provides legislative, improvement and policy advice to Cabinet and Portfolio Holders on issues that may affect executive functions. The Panel considers issues at the request of Cabinet and Portfolio Holders and must seek approval from Cabinet on whether and how issues proactively identified by the Panel are examined. The Panel also considers initiatives for review from members of the public.

## Information for Members of the Public

### Access to information and meetings

You have the right to attend all meetings of the Council, its Committees and Cabinet. You also have the right to see the agenda (the list of items to be discussed at a meeting), which is usually published five working days before the meeting, and minutes once they are published.

Dates of the meetings are available here:

<https://colchester.cmis.uk.com/colchester/MeetingCalendar.aspx>.

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### Access

There is wheelchair access to the Town Hall from St Runwald Street. There is an induction loop in all the meeting rooms. If you need help with reading or understanding this document please take it to the Library and Community Hub, Colchester Central Library, using the contact details below and we will try to provide a reading service, translation or other formats you may need.

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Toilets with lift access, if required, are on each floor of the Town Hall. A water dispenser is available on the first floor.

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## **Policy Panel – Terms of Reference**

- (1) To consider strategies, policies and legislative changes identified by Cabinet that may require review and improvement and to seek Cabinet's agreement as to whether and how they should be examined.
- (2) To review issues at the request of a Portfolio Holder and to make recommendations back to the Portfolio Holder for decision.

**COLCHESTER BOROUGH COUNCIL**  
**Policy Panel**  
**Wednesday, 03 August 2022 at 18:00**

**The Policy Panel Members are:**

Councillor Lesley Scott-Boutell  
Councillor Chris Pearson  
Councillor Kevin Bentley  
Councillor Phil Coleman  
Councillor John Jowers  
Councillor Jocelyn Law  
Councillor Rhys Smithson

Chairman  
Deputy Chairman

**The Policy Panel Substitute Members are:**

All members of the Council who are not members of the Panel.

**AGENDA**  
**THE LIST OF ITEMS TO BE DISCUSSED AT THE MEETING**  
**(Part A - open to the public)**

**Please note that Agenda items 1 to 5 are normally dealt with briefly.**

**Live Broadcast**

Please follow this link to watch the meeting live on YouTube:

[\(107\) ColchesterCBC - YouTube](#)

**1 Welcome and Announcements**

The Chairman will welcome members of the public and Councillors to the meeting and remind those participating to mute their microphones when not talking. The Chairman will invite all Councillors and Officers participating in the meeting to introduce themselves.

**2 Substitutions**

Councillors will be asked to say if they are attending on behalf of a Committee member who is absent.

3 **Urgent Items**

The Chairman will announce if there is any item not on the published agenda which will be considered because it is urgent and will explain the reason for the urgency.

4 **Declarations of Interest**

Councillors will be asked to say if there are any items on the agenda about which they have a disclosable pecuniary interest which would prevent them from participating in any discussion of the item or participating in any vote upon the item, or any other pecuniary interest or non-pecuniary interest.

5 **Minutes of Previous Meeting**

The Councillors will be invited to confirm that the minutes of the meeting held on 15 June 2022 are a correct record.

**Policy Panel Minutes 15 June 2022**

7 - 10

6 **Have Your Say!**

Members of the public may make representations to the meeting. This can be made either in person at the meeting or by joining the meeting remotely and addressing the Council via Zoom. Each representation may be no longer than three minutes. Members of the public wishing to address the Council remotely may register their wish to address the meeting by e-mailing [democratic.services@colchester.gov.uk](mailto:democratic.services@colchester.gov.uk) by 12.00 noon on the working day before the meeting date. In addition a written copy of the representation will need to be supplied for use in the event of unforeseen technical difficulties preventing participation at the meeting itself.

The Panel is particularly keen to hear suggestions from members of the public of items or policies in line with the Council's strategic priorities that the Panel could review.

There is no requirement to pre register for those attending the meeting in person.

7 **City Status - Meaning and Opportunities**

The Panel will receive a verbal update from Matt Sterling, Strategic Economic Growth Manager, Karen Turnbull, Economic Development Officer and Andrew Weavers, Monitoring Officer.

8 **New Voter ID Requirements**

The Panel will receive a verbal update from the Monitoring Officer.

9 **Work Programme 2022-23**

11 - 12

The Panel will consider a report which sets out the Work Programme for 2022-2023 for the Policy Panel and gives the Panel an opportunity to consider if there are further subjects for which it may wish to request Cabinet approval for the Panel to consider in the 2022-23 municipal year.

10 **Exclusion of the Public (not Scrutiny or Executive)**

In accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public, including the press, from the meeting so that any items containing exempt information (for example confidential personal, financial or legal advice), in Part B of this agenda (printed on yellow paper) can be decided. (Exempt information is defined in Section 100I and Schedule 12A of the Local Government Act 1972).

**Part B**  
**(not open to the public including the press)**

## **POLICY PANEL**

### **15 June 2022**

**Attendees:** Councillors Scott-Boutell [Chairman], Bentley, Coleman, Jowers, Law, Pearson and Smithson.

**Substitutes:** None.

#### **47. Have Your Say!**

Ms. Vivien Collins addressed the Panel pursuant to the provisions of Meetings General Procedure Rule 5(1) to raise her concerns regarding the recent Elections Act and its requirement that, as of May 2023, voters will need to show valid photographic identification documentation [ID] at polling stations when voting in parliamentary or local elections. Ms. Collins provided the background to this issue, including Cabinet Office research which had stated that, of 46m voters, it was estimated that around 3.5m would not have in-date or valid photographic ID.

Government laid out that local authorities would be responsible for providing a service to provide free photographic ID to those who needed it in order to vote. Ms Collins raised a number of potential problems, including where photos in ID became out of date and unlike the valid ID holder's current appearance, and who would adjudicate whether an ID was valid. Ms. Collins requested that information be provided as to how the Council intended to advertise the service for providing photo ID which it would have to start operating, as this would be necessary to tell people how they could go about applying for an ID. Ms. Collins also asked for information to be provided as to what training would be given to those officers who would be called upon to adjudicate as to whether or not an ID being presented was accepted as being valid and legitimately presented.

The Panel addressed and shared Ms. Collins concerns, suggesting that this may well be a matter for Cabinet to look into, or to direct Policy Panel to consider what measures the Council could take to ensure voters were not disenfranchised. Councillor David King, Leader of the Council, attended and, with the permission of the Chairman, addressed the Panel to give his assurance that it would be a fundamental priority for the Council to ensure access to voting and to make this as easy as possible. The Panel agreed that a recommendation should be made [under the agenda item relating to the Panel's Work Programme] to Cabinet that Policy Panel be authorised to examine the issues relating to voter ID requirements. It was requested that officers provide Ms. Collins with the details as to how this issue would be addressed, following the meeting.

#### **48. Work Programme**

The Panel considered whether to recommend that changes be made to its terms of reference, potentially to codify a proactive role for the Panel to recommend subjects

to Cabinet for future consideration by the Panel. It was noted that the Leader of the Council had indicated an openness to suggested changes if these might encourage more members of the public to bring ideas forward. The Panel considered whether a change in wording was necessary to achieve this. Councillor David King, Leader of the Council, gave his support for encouraging members of the public to raise ideas with the Panel, whilst ensuring that such ideas were within the remit of the Council to take action, and were feasible when considering officer time and finance that they might require. The Leader posited his view that the precise wording of the terms of reference were less-important than the Panel and Cabinet working in a spirit of cooperation, with two-way conversation and flexibility. In light of the commitments made by the Leader of the Council, the Panel gained assurance and did not wish to pursue wording changes to its terms of reference at the present time.

The Panel discussed the items for scheduling in to its Work Programme, and possible subjects to recommend for Cabinet approval to be added to the Panel's Work Programme. Rory Doyle, Assistant Director (Environment), suggested that, being conscious of the need to focus officer time on delivering the Council's priorities, it might be helpful to Cabinet for the Policy Panel to focus its efforts on these priorities, to get the most out of finite officer resources.

The Leader of the Council suggested that the Panel might wish to first look at whether and how it wished to proceed with its existing workstreams on the structure of future Grounds Maintenance services and stewardship of Green and Blue Infrastructure, finding ways to maximise the utility gained from the Council's open spaces and address priorities such as increasing biodiversity. These subjects could potentially be considered by the Environment and Sustainability Panel, should the Policy Panel wish to examine other issues.

The Panel welcomed and considered the Leader's suggestions. A Panel member argued that the current and future Grounds Maintenance arrangements was a long-running item of work for the Policy Panel, and should remain so.

The Panel considered whether it wished to seek Cabinet approval to examine ways in which the Council could act to mitigate effects of the cost of living crisis on residents in vulnerable financial positions, and to continue to provide vital services and identify those residents in need.

Support was voiced for the consideration of the ramifications and opportunities presented by Colchester's achievement of city status. It was suggested that the Leader and Chief Executive talk to the leadership of Chelmsford City Council to gain their experiences of the process, effects and opportunities. It was also suggested that residents of the Borough should be asked their views on the achieving of city status. A Panel member urged that the Council should still maintain its Borough ethos and not lose sight of the rural parts of the Borough. The possibility of potential future boundary changes, as a result of population increases, was raised, along with a suggestion that the Council should examine the current rights of the Borough and the Council, and to seek assurance that these would be transferable to still apply once Colchester's city status was formally confirmed by the issuing and receipt of the relevant letters patent. The Leader of the Council emphasised that the Council wanted to do more than just change nameplates and letterheads and wanted to ensure that the Council put energy into moving forward and showing stakeholders



the opportunities which city status could hold for them and for the progress of projects and improvements within the Borough. A key question would be how best to use the momentum generated.

The Panel considered whether it should request permission to examine ways to pursue measures to address the Climate Change Emergency and achieve the Council's target of carbon neutrality. A member queried whether there was a formal policy to codify the Council's approach, arguing strongly in favour of having such a policy to show how the Council was working and would work to meet its targets.

A request was made by a member of the Panel for a recommendation to be put to Cabinet that the Policy Panel be allowed to examine potential ways to strengthen the Council's enforcement of planning conditions on developments, such as where work deadlines were breached, work was left unfinished or necessary maintenance not carried out, all causing problems for residents. The Panel member suggested that a policy should be drawn up to hold property management companies to account. If this would be impossible under current law, a further suggestion was made that the Panel could discuss how best to lobby parliamentarians to push for a change in current legislation in order to allow such a policy to be drawn up by local authorities. The Panel discussed these suggestions, with a view being given by one member that there were already ways for the Council to enforce planning conditions. A Panel member noted that a similar discussion had been held in the previous year, with the advice from the Monitoring Officer being that this would be a matter for the Local Plan Committee, rather than for the Policy Panel. There was some debate and differing views regarding whether Local Plan Committee would be the appropriate body for this. Officers agreed to raise this question with the Monitoring Officer and provide his view on this subject at the next meeting of the Panel. The Leader of the Council opined that the best way to address enforcement of planning conditions could be via the Portfolio Holder pushing for action. The Panel then discussed whether training could be provided to all councillors to detail planning and development issues, the enforcement powers of the Council and ways in which enforcement could be carried out, within the existing legislative framework. Richard Clifford, Democratic Services Manager, explained that this could be provided by officers in-house and so could potentially be arranged quickly, once he had discussed this with relevant colleagues.

The Panel discussed the scheduling of its work programme, on the assumption that Cabinet would approve the subject put forward by the Panel. It was suggested that Voter ID requirements and city status ramifications should be tabled for early in the municipal year, with an update on the Grounds Maintenance contract to be scheduled for later in the year. Rosa Tanfield, Group Manager (Neighbourhood Services), offered to arrange a site visit and briefing for the Panel at the Shrub End Depot, followed by a formal report to a future meeting of the Panel. This was welcomed by the Panel. It was also suggested that the update on Council mitigations of financial inequality be moved to an earlier meeting, on 21 September 2022, given the worsening cost-of-living crisis.

An update on the drafting of a Green and Blue Infrastructure Strategy was requested, and it was proposed that an initial update be given on 21 September, with a broader report on this later in the municipal year, once more work had been carried out. A Panel member suggested that some of the initial work on this could be done

by the Environment and Sustainability Panel before it returned to Policy Panel. Rory Doyle, Assistant Director (Environment) advised that the Panel could work with the Environment and Sustainability Panel on this, albeit that the Green and Blue Strategy would cover a wider range of subjects than those within the remit of that Panel, including economic regeneration, health and wellbeing and other issues. This meant that it would therefore be appropriate for examination by the Policy Panel. The Council was currently working with Essex University on examining potential uses of riverways and an update on this could be provided at the Panel's meeting on 21 September 2022. A suggestion was made by the Panel that the two Panels could potentially hold a joint meeting on this subject.

The Panel considered a suggestion that it should look at whether to recommend a move to change the election cycle to one where elections to all Council seats would be held once in a single election every four years. The Panel discussed this and agreed that this was a political issue which would need considerable discussion, and would not be a good fit for the work of the Policy Panel.

The Panel agreed that it was important for all of its meetings to be open and welcoming to encourage members of the public to attend and speak. Suggestions were made that the Panel could engage with parish councils and the local councillor network. A Panel member requested that the Panel's meeting on 3 August be advertised as widely as possible, to invite members of the public to attend and present their views, ideas and suggestions. The Panel also agreed that it wished to be able to receive updates on progress attained on issues and work that it had examined, to talk through how progress was being made on any recommendations from the Panel which gained Cabinet approval.

*RECOMMENDED* to CABINET that Policy Panel be given approval to examine the following subjects:

- a) City Status, ramifications and opportunities
- b) New voter ID requirements
- c) Cost of living crisis
- d) Green/Blue infrastructure strategy
- e) Developing the roles of CBC Champions
- f) Climate Change Policy [potentially in cooperation with the Environment and Sustainability Panel]
- g) Enforcement of Planning conditions and how to strengthen this [dependent on advice from Monitoring Officer]

*RESOLVED* that the Chairman and Lead Group Members on the Policy Panel agree the scheduling of items for the Policy Panel's work programme for 2022-23, prior to the Panel's next meeting and subject to those items being approved by Cabinet for the Panel to consider.

## Policy Panel

Item  
**9**

3 August 2022

Report of	Assistant Director, Environment	Author	Owen Howell
Title	Work Programme 2022-23		☎ 282518
Wards affected	Not applicable		

### 15. Executive Summary

- 1.1 This report sets out the dates of the Work Programme for 2022-2023 for the Policy Panel and gives the Panel an opportunity to consider what subjects for which it may wish to request Cabinet approval for the Panel to consider in the 2022-23 municipal year. Cabinet may also wish to consider what subjects it might want the Policy Panel to consider during 2022-23.

### 2. Recommended Decision

- 2.1 The Panel is asked to note the dates of the Panel's Work Programme for 2022-2023 as set out below and to consider if it wishes to request Cabinet approval for work items to be added.

### 3. Alternative Options

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

### 4. Background Information

- 4.1 The Policy Panel's Work Programme will evolve as the municipal year progresses. Items can be added to the Work Programme by request of Portfolio Holders and/or Cabinet requesting policies, strategies or other issues to be reviewed.

- 4.2 The Panel did not receive Cabinet approval for the Panel's request to examine 'Enforcement of Planning conditions and how to strengthen this'. Cabinet's reasoning on this was as follows:

*'The Cabinet supported the recommendation that Policy Panel look at the subjects identified but considered it was more appropriate that the issue of enforcement of planning conditions be looked at by the Planning Committee or Local Plan Committee.'*

- 4.3 The Panel received approval to examine the following items, which have now been scheduled. It should be noted that the items relating to 'Voter ID requirements' and 'city status ramifications' will both consist of verbal updates at this point, with substantive reports to be produced once sufficient detail is possible and, in the case of 'Voter ID requirements', if and when the necessary secondary legislation is laid down and approved by Parliament:

- a) City Status, ramifications and opportunities
- b) New voter ID requirements
- c) Cost of living crisis
- d) Green/Blue infrastructure strategy update
- e) Developing the roles of CBC Champions
- f) Climate Change Policy [potentially in cooperation with the Environment and Sustainability Panel]

## 5. Standard References

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

## 6. Strategic Plan References

- 6.1 Policy review is integral to the delivery of the Strategic Plan's priorities and direction for the Borough as set out under the four themes of growth, responsibility, opportunity, and wellbeing.

### Policy Panel Work Programme 2022-23

<b>15 June 2022</b>
<ul style="list-style-type: none"> <li>Work Programme 2022-23</li> </ul>
<b>3 August 2022</b>
<ul style="list-style-type: none"> <li>City Status – meaning and opportunities [verbal update]</li> <li>New Voter ID requirements [verbal update]</li> <li>Hear ideas from the public</li> </ul>
<b>21 September 2022</b>
<ul style="list-style-type: none"> <li>Cost of Living Crisis and update on Council mitigations of financial inequality</li> <li>Green/Blue infrastructure strategy</li> </ul>
<b>23 November 2022</b>
<ul style="list-style-type: none"> <li>How to develop roles of CBC Champions</li> </ul>
<b>11 January 2023</b>
<ul style="list-style-type: none"> <li>Climate Change Policy</li> </ul>
<b>1 March 2023</b>
<ul style="list-style-type: none"> <li>Grounds Maintenance Contract</li> </ul>