

Scrutiny Panel Meeting

**Grand Jury Room, Town Hall, High Street,
Colchester, CO1 1PJ
Tuesday, 16 September 2014 at 18:00**

The Scrutiny Panel examines the policies and strategies from a borough-wide perspective and ensure the actions of the Cabinet accord with the Council's policies and budget. The Panel reviews corporate strategies that form the Council's Strategic Plan, Council partnerships and the Council's budgetary guidelines, and scrutinises Cabinet or Portfolio Holder decisions which have been called in.

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, which is usually published 5 working days before the meeting, and minutes once they are published. Dates of the meetings are available at www.colchester.gov.uk or from Democratic Services. Occasionally meetings will need to discuss issues in private. This can only happen on a limited range of issues, which are set by law. When a committee does so, you will be asked to leave the meeting.

Have Your Say!

The Council values contributions from members of the public. Under the Council's Have Your Say! policy you can ask questions or express a view to most public meetings. If you wish to speak at a meeting or wish to find out more, please refer to Attending Meetings and "Have Your Say" at www.colchester.gov.uk

Audio Recording, Filming, Mobile phones and other devices

The Council audio records all its public meetings and makes the recordings available on the Council's website. Audio recording, photography and filming of meetings by members of the public is also permitted. The discreet use of phones, tablets, laptops, cameras and other such devices is permitted at all meetings of the Council, with the exception of Committee members at all meetings of the Planning Committee, Licensing Committee, Licensing Sub-Committee and Governance Committee. It is not permitted to use voice or camera flash functionality and devices must be kept on silent mode. Where permitted, Councillors' use of devices is limited to receiving messages and accessing papers and information via the internet.

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 use one of the contact details at the bottom of this page and we will try to provide a reading service, translation or other formats you may need.

Facilities

Toilets with lift access, if required, are located on each floor of the Town Hall. A vending machine selling hot and cold drinks is located on the ground floor.

Evacuation Procedures

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e-mail: democratic.services@colchester.gov.uk

www.colchester.gov.uk

Scrutiny Panel – Terms of Reference

1. To fulfil all the functions of an overview and scrutiny committee under section 9F of the Local Government Act 2000 (as amended by the Localism Act 2011) and in particular (but not limited to):

- (a) To review corporate strategies;
- (b) To ensure that actions of the Cabinet accord with the policies and budget of the Council;
- (c) To monitor and scrutinise the financial performance of the Council, performance reporting and to make recommendations to the Cabinet particularly in relation to annual revenue and capital guidelines, bids and submissions;
- (d) To review the Council's spending proposals to the policy priorities and review progress towards achieving those priorities against the Strategic and Implementation Plans;
- (e) To review the financial performance of the Council and to make recommendations to the Cabinet in relation to financial outturns, revenue and capital expenditure monitors;
- (f) To review or scrutinise executive decisions made by Cabinet, the North Essex Parking Partnership Joint Committee (in relation to decisions relating to offstreet matters only) and the Colchester and Ipswich Joint Museums Committee which have been made but not implemented referred to the Panel pursuant to the Call-In Procedure;
- (g) To review or scrutinise executive decisions made by Portfolio Holders and officers taking key decisions which have been made but not implemented referred to the Panel pursuant to the Call-In Procedure;
- (h) To monitor the effectiveness and application of the Call-In Procedure, to report on the number and reasons for Call-In and to make recommendations to the Council on any changes required to ensure the efficient and effective operation of the process;
- (i) To review or scrutinise decisions made, or other action taken, in connection with the discharge of functions which are not the responsibility of the Cabinet;
- (j) At the request of the Cabinet, to make decisions about the priority of referrals made in the event of the volume of reports to the Cabinet or creating difficulty for the management of Cabinet business or jeopardising the efficient running of Council business;

2. To fulfil all the functions of the Council's designated Crime and Disorder Committee ("the Committee") under the Police and Justice Act 2006 and in particular (but not limited to):

- (a) To review and scrutinise decisions made, or other action taken, in connection with the discharge by the responsible authorities of their crime and disorder functions;
- (b) To make reports and recommendations to the Council or the Cabinet with respect to the discharge of those functions.

COLCHESTER BOROUGH COUNCIL
Scrutiny Panel
Tuesday, 16 September 2014 at 18:00

Member:

Councillor Beverly Davies
Councillor Marcus Harrington
Councillor Mark Cable
Councillor Dominic Graham
Councillor Jo Hayes
Councillor Peter Higgins
Councillor Mike Hogg
Councillor Sue Lissimore
Councillor Chris Pearson

Chairman
Deputy Chairman

Substitutes:

All members of the Council who are not Cabinet members or members of this Panel.

AGENDA - Part A
(open to the public including the press)

Members of the public may wish to note that Agenda items 1 to 5 are normally brief.

1 Welcome and Announcements

- a) The Chairman to welcome members of the public and Councillors and to remind all speakers of the requirement for microphones to be used at all times.
- (b) At the Chairman's discretion, to announce information on:
 - action in the event of an emergency;
 - mobile phones switched to silent;
 - the audio-recording of meetings;
 - location of toilets;
 - introduction of members of the meeting.

2 Substitutions

Members may arrange for a substitute councillor to attend a meeting on their behalf, subject to prior notice being given. The attendance of substitute councillors must be recorded.

3 Urgent Items

To announce any items not on the agenda which the Chairman has agreed to consider because they are urgent, to give reasons for the urgency and to indicate where in the order of business the item will

be considered.

4 Declarations of Interest

The Chairman to invite Councillors to declare individually any interests they may have in the items on the agenda. Councillors should consult Meetings General Procedure Rule 7 for full guidance on the registration and declaration of interests. However Councillors may wish to note the following:-

- Where a Councillor has a disclosable pecuniary interest, other pecuniary interest or a non-pecuniary interest in any business of the authority and he/she is present at a meeting of the authority at which the business is considered, the Councillor must disclose to that meeting the existence and nature of that interest, whether or not such interest is registered on his/her register of Interests or if he/she has made a pending notification.
- If a Councillor has a disclosable pecuniary interest in a matter being considered at a meeting, he/she must not participate in any discussion or vote on the matter at the meeting. The Councillor must withdraw from the room where the meeting is being held unless he/she has received a dispensation from the Monitoring Officer.
- Where a Councillor has another pecuniary interest in a matter being considered at a meeting and where the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the Councillor's judgement of the public interest, the Councillor must disclose the existence and nature of the interest and withdraw from the room where the meeting is being held unless he/she has received a dispensation from the Monitoring Officer.
- Failure to comply with the arrangements regarding disclosable pecuniary interests without reasonable excuse is a criminal offence, with a penalty of up to £5,000 and disqualification from office for up to 5 years.

5 Minutes

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To confirm as a correct record the minutes of the meeting held on 19 August 2014.

6 Have Your Say!

a) The Chairman to invite members of the public to indicate if they wish to speak or present a petition at this meeting – either on an item on the agenda or on a general matter not on this agenda. You should indicate your wish to speak at this point if your name has not been noted by Council staff.

(b) The Chairman to invite contributions from members of the public who wish to Have Your Say! on a general matter not on this agenda.

7 Decisions Taken Under Special Urgency Provisions

To consider any Cabinet decisions taken under the special urgency provisions.

8 Decisions taken under special urgency provisions

To consider any Portfolio Holder decisions taken under the special urgency provisions.

9 Referred items under the Call in Procedure

To consider any decisions taken under the Call in Procedure.

10 Items requested by members of the Panel and other Members

(a) To evaluate requests by members of the Panel for an item relevant to the Panel's functions to be considered.

(b) To evaluate requests by other members of the Council for an item relevant to the Panel's functions to be considered.

Members of the panel may use agenda item 'a' (all other members will use agenda item 'b') as the appropriate route for referring a 'local government matter' in the context of the Councillor Call for Action to the panel. Please refer to the panel's terms of reference for further procedural arrangements.

11 Work Programme 2014/15

14 - 21

See report by Assistant Chief Executive.

12 Exclusion of the Public (Scrutiny)

In accordance with Section 100A(4) of the Local Government Act 1972 and in accordance with The Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000 (as amended) 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)

SCRUTINY PANEL

19 AUGUST 2014

<i>Present :-</i>	Councillor Beverly Davies (Chairman) Councillors Mark Cable, Dominic Graham, Jo Hayes, Marcus Harrington, Peter Higgins and Chris Pearson.
<i>Apologies :-</i>	Councillor Peter Higgins
<i>Substitute Member :-</i>	Councillor Nick Cope for Councillor Peter Higgins
<i>Also present :-</i>	Councillor Paul Smith

9. Minutes

The minutes of the meeting held on 16 June 2014 and 9 July 2014 were confirmed as a correct record.

10. Work Programme 2014-15

Councillor Beverly Davies introduced the Scrutiny Panel work programme for 2014-15. Councillor Davies highlighted the Crime and Disorder Committee which is scheduled in for September and asked for members of the Panel to submit questions in advance of the meeting to ensure that those members attending could provide more in depth answers. The Chairman highlighted that she had already submitted a request for information on knife crime and CCTV in Colchester.

Councillor Hayes highlighted the issues of vandalism and graffiti, as well as in particular persistent tagging. Councillor Lissimore stated that this could be linked to a wider Street Team review.

Regarding future meetings of the Scrutiny Panel, Councillor Davies stated that the Sport and Leisure Fundamental Service Review, currently scheduled for November, would be deferred as the Trading Board will be looking into the commercial aspects of Sport and Leisure in the near future. In addition due to the number of items at the November meeting, the Corporate and Financial Management Fundamental Service Review will be moved to the meeting on 2 December 2014.

A review of public events in castle park has also been scheduled to be included for the October meeting of the Scrutiny Panel.

The inclusion of firstsite into the work programme was also discussed. The Panel would like the opportunity to look at firstsite, and discussions were undertaken around the best timing for this to take place considering that the arts facility will be holding its own review imminently. Councillors also suggested the possibility of reviewing the Service Level Agreement with firstsite.

RESOLVED that:

- 1) the Work Programme for 2014-15 be noted.

- 2) the Chairman of the Scrutiny Panel, on behalf of the members, send a letter to the Director of firstsite, Matthew Rowe, to seek further information about the review of firstsite, and to invite firstsite to attend the Panel.

11. 2015/16 Budget Strategy, Medium Term Financial Forecast and Budget Timetable

Sean Plummer introduced the report, which highlights Colchester Borough Council's Budget strategy for the next municipal year. The report asks for comments on the budget strategy, which was approved by Cabinet on 10 July 2014.

The report highlighted a predicted budget gap of £1,093m. This figure is based on provisional figures provided as part of the 2014/15 Government Grant, which predicts a reduction in funding of £1.5m, however this is yet to be confirmed. In addition, there are a number of cost pressures including an added provision for inflation, and the impact of the new Park and Ride on car park income. The assumptions also include a freeze in Council Tax for the next year.

Sean Plummer stated that this budget gap prediction already includes identified savings of £1.2m, and the assumption is that any increase in the New Homes Bonus would not be used in supporting the underlying budget gap. Work is on-going from 14/15 into 15/16 to identify further measures to address the budget gap, with detailed proposals to be presented to the Scrutiny Panel in January.

The Medium Term Financial Forecast is based on the assumption that Colchester Borough Council will have a budget gap of over £1m for each year, with recurring cost pressures that the Council has to manage.

The following issues were identified by Panel members;

- Councillor Pearson – Queried whether the pay award as listed in Paragraph 3.4 was recurring; asked for further information regarding the China exhibition, and how the £300,000 figure for reduced car parking income was achieved.
- Councillor Harrington – Questioned the election costs for each year, considering the different types of election that take place within the Borough.
- Councillor Lissimore – Queried the level of savings for ground maintenance, and whether the frontline service could still be maintained.
- Councillor Davies – Are the savings identified achievable?
- Councillor Pearson – Requested further information about the VAT exemption limit and the risk associated.
- Councillor Lissimore – Requested further information about what the £318,000 funding for the Gosbecks site will be used for.

In response to the issues raised, the following information was provided by Sean Plummer, Councillor Paul Smith and Ann Hedges:

- The pay award is an agreed non-consolidated amount, a one off payment just for this year. With regard to the China Exhibition there have now been two displays, which are jointly funded by Essex County Council and Colchester Borough Council, although Essex County Council provide a higher level of funding. Both exhibitions saw an increase in income for Colchester. As part of the arrangement, in return for the displays, an exhibition from Colchester will be taken to China this October. As

part of this, school children were able to get involved and choose the exhibits. The agreement will also see a refund of £75,000 in 15/16 which was a form of guarantee for the return exhibition. With regard to the car parking, the figure was an indicative estimate based on early forecasts. The results of more detailed modelling are currently being assessed by the Cabinet.

- The increase in the total for elections for 2014/15 reflected the fact that there were no Borough Elections in the previous year. This cost is then classified as recurring and is built into the budget. Costs when there are other elections (e.g Essex County) will be higher but Colchester receives a contribution to cover these costs.
- Councillor Smith stated that in reducing the budget for the grounds maintenance, Colchester Borough Council will do its best to minimise the impact on frontline services.
- Councillor Smith stated that the savings identified are achievable, and that the identified savings in previous years had also been achieved. Sean Plummer commented that the Financial Monitor item later in the agenda contains information showing that the savings are currently on track.
- The claim for exempt VAT can be no more than 5% of the total VAT that Colchester Borough Council pays. If this 5% is breached then Colchester Borough Council would have to pay back all of the exempt VAT, which would total £500,000.
- Councillor Smith stated that the funding for the site is currently being used for site maintenance, particularly since the Roman Circus was discovered. However, if an improved usage for the site can be found the funding will be utilised.

RESOLVED that the 2015/16 Budget Strategy, Medium Term Financial Forecast and Budget Timetable be noted.

12. Treasury Management – Annual Report 2013/14

Steve Heath presented the report on Treasury Management performance during 2013/14. Treasury Management is considered by the Panel on three different occasions during the year, with an update of half year progress being reported in November, and the strategy for the coming year considered as part of the pre-scrutiny of the budget in January.

The report is a requirement of the Chartered Institute of Public Finance and Accountancy Code of Practice, and the Council's own Treasury Management Policy Statement, and it highlights all borrowing and investment activities of the Council. The Council employs Capita Asset Services to provide a consultancy service for treasury management, including advice on debt and investments.

Steve Heath highlighted the main elements of the strategy for the year, which anticipated that the UK Bank Rate would remain at a historically low 0.5%. The borrowing strategy has been to continue borrowing internally, as the investment rates are lower than long term borrowing rates, and the exposure to risk was reduced. The Council's investments during the year had no direct exposure to the Eurozone, and Colchester Borough Council is no longer a creditor of the Icelandic Bank LBI.

The following issues were identified by Councillors:

- Councillor Pearson – Questioned the level of return from the Icelandic bank investments.
- Councillor Harrington – Asked for further clarification of the figures regarding the Icelandic Bank investment, and whether it was prudent to go with Banks that are not

triple A rated. In addition Councillor Harrington also questioned the long term debt level.

- Councillor Pearson – Requested a confidential item to discuss the matter of the Icelandic banks investments.
- Councillor Davies – Questioned the disparity between the estimated new borrowing requirement of £64,000 and the actual borrowing requirement of £1,013m in 2013/14.

In response to the issues raised, the following information was provided by Steve Heath and Councillor Paul Smith:

- The original amount impaired was £872,000 as shown in the 2010/11 accounts. As a result of the Council subsequently gaining priority creditor status and a revised repayment schedule the impairment was reduced to £347,000 in the 2012/13 accounts. The proceeds of the sale were slightly higher than the resulting carrying value of the investments.
- In response to Councillor Harrington, the Icelandic claim made included the level of interest for the original three months of the investment. With regard to the banks there is currently a shortage of British banks that have a triple A rating, however as they are backed by the Bank of England and the Government, investments are recommended.
- The level of long term debt was increased by £74m in 2011/12 as a result of the Government's reform of the Housing Revenue Account subsidy system. This formed the best possible strategy at the time as favourable interest rates were available for this new debt.
- The disparity occurs as the 13/14 estimate is made in November/December prior to the new financial year. The Council's Capital programme is a rolling one, and in many cases it is difficult to estimate the total spend until the end of the year when all the precise details have been received.

RESOLVED that the Treasury Management – Annual Report 2013/14 be noted.

13. 2014-15 Financial Monitor, April-June

Sean Plummer introduced the report regarding the General Fund Services and Housing Revenue Account for the first three months of the financial year, and current projections for the full year. The current projected outturn for the General Fund is an underspend of £92,000, and the Housing Revenue Account is £50,000.

RESOLVED that the 2014-15 Financial Monitor for April-June be noted.

14. Capital Expenditure Monitor 2014/15

Councillor Cable entered the meeting prior to this item.

Steve Heath presented the Capital Expenditure Monitor for the first three months of the financial year up until the end of June.

The total spend so far in the quarter is £1.9m, which represents 7.6% of the predicted spend for the year. There are currently no schemes categorised as red, and ten schemes as amber.

The following issues were identified by Councillors:

- Councillor Lissimore – Is there any resale value for the old bailer currently in use at the Shrub End Depot?
- Councillor Harrington – Questioned who the statue at Layer Road was going to be? Is there any hope for further funding for the Creative Business Hub after the EU funding was lost?
- Councillor Hayes – What are the new issues that have been uncovered at the Pumping Main?
- Councillor Hogg – Sought further information regarding the volume of cases waiting for Disabled Facilities Grants.
- Councillor Lissimore – Questioned the progress of flat recycling schemes, which has yet to be implemented, and an update on food waste for flats as this issue was not mentioned in the reports.
- Councillor Cope – Queried why the Castle was regarded as amber in project progress, when the museum is complete.
- Councillor Davies – Asked for clarification over the Garrison Gym being classified as amber, when spend and forecast is listed as £0.

In response to the issues raised, the following information was provided by Steve Heath and Councillor Paul Smith:

- The bailer that is situated at Shrub End is currently 25 years old, and was reconsolidated when purchased. A resale of the bailer is therefore unlikely, but there may be scrap value which would be added to the Capital budget if achieved.
- The statue is going to be of Peter Wright, who was voted by Colchester United fans as the player of the century.
- The Creative Business Hub scheme is on the South East Local Enterprise Partnership priority list, and progress will hopefully be made in seeking additional funding.
- Further information regarding the Pumping Main will be provided to the Panel after the meeting.
- The Disabled Facilities Grant is to be spent across the whole of the Borough, looking into residents housing needs. Further information about this will be provided after the meeting.
- Further information will be provided after the meeting on the progress of recycling in flats and the situation with regards to food waste.
- The castle museum is still categorised as an amber project due to retentions on building projects of this size. The facility is operating correctly, coming in under budget, with the amber categorisation relating to the invoices that have yet to be received.
- The Garrison Gym is categorised as amber as Colchester Borough Council are awaiting information from the insurance company in regard to the claim. In theory the payment should be equal to the cost, but this may not be the case, as the Council is still awaiting information from the assessors.

15. Annual Scrutiny Report

Councillor Beverly Davies introduced the draft version of the Annual Scrutiny Report, which provides a summary of the work undertaken by the Scrutiny Panel during 2013/14. The final report will be presented to Council for consideration in October.

The Panel discussed the contents of the report particularly regarding the Call-in of the Allotment Charges and Review of Tenancy Agreements. Councillor Smith highlighted that the issue of Allotment Charges had been to the Trading Board for review, and will seek further information about the report coming to the Scrutiny Panel.

Councillor Davies stated that she would attend the Council meeting to present the report and outline the lessons learnt from the Allotment Call-in.

In addition, the Panel considered the possibility of creating a meeting between the Chairman of the Scrutiny Panel, Governance Committee, and the Trading Board to ensure that the work programmes of each meeting do not overlap.

RESOLVED that the Annual Scrutiny Report be noted.

Report of Assistant Chief Executive

Author Jonathan Baker
Tel. 282274

Title Work Programme 2014-15

Wards affected Not applicable

1. Decisions Required

- 1.1 The Panel is asked to consider and comment on the 2014-15 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.
- 3.3 The Panel indicated that it wished to scrutinise firstsite and its role within Colchester, which is yet to be scheduled in the work programme. Councillors also requested a review of the events taking place in Castle Park which has been scheduled for the meeting on 21 October.
- 3.5 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.

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
8 July 2014 <ol style="list-style-type: none"> 1. Review of Colchester Borough Homes' Performance 2013/14 2. Year End 2013/14 Performance Report including progress on Strategic Plan Action Plan 3. Financial Monitoring Report – End of Year 2013/14 4. Capital Expenditure Monitor 2013/14
19 August 2014 <ol style="list-style-type: none"> 1. Budget Strategy, Timetable and MTFF (Leader / Business and Resources) 2. Annual Report on Treasury Management (Business and Resources) 3. 2014-15 Capital Monitor, period April – June 4. 2014-15 Financial Monitor, period April – June 5. Annual Scrutiny Report
16 September 2014 <ol style="list-style-type: none"> 1. Safer Colchester Partnership (Crime and Disorder Committee) (Planning and Community Safety)
21 October 2014 <ol style="list-style-type: none"> 1. Review of Public Events in Castle Park
11 November 2014 <ol style="list-style-type: none"> 1. 2014-15 Revenue Monitor, period April – September 2. 2014-15 Capital Monitor, period April – September 3. Treasury Management – Half yearly update 4. Local Council Tax Support – Year 3
2 December 2014 <ol style="list-style-type: none"> 1. 2014-15 6-monthly Performance report and SPAP (Leader / Business and Resources) 2. Corporate and Financial Management Fundamental Service Review – One Year Business Case Update
27 January 2014 <ol style="list-style-type: none"> 1. 2015-16 Revenue Budget, Capital Programme and MTFF (Pre-scrutiny of Cabinet Decision (Leader / Business and Resources) 2. Treasury Management Investment Strategy
24 February 2014 <ol style="list-style-type: none"> 1. 2014-15 Capital Monitor, period April – December 2. 2014-15 Revenue Monitor, period April – December
17 March 2014 <ol style="list-style-type: none"> 1. Arts Review

COLCHESTER BOROUGH COUNCIL

FORWARD PLAN OF KEY DECISIONS 1 OCTOBER 2014 – 31 JANUARY 2015

During the period from 1 October 2014 – 31 January 2015 Colchester Borough Council intends to take 'Key Decisions' on the issues set out in the following pages. Key Decisions relate to those 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)
Former Garrison Gymnasium – Decision on future arrangements for rebuilding the former Garrison Gym to provide community facilities and future management arrangements including confirmation of the project budget and its sources	No	October 2014	Portfolio Holder for Communities and Leisure Services (Cllr Annie Feltham) Please contact via Democratic Services (01206)507832 email: democratic.services@colchester.gov.uk	Portfolio Holder report. Previous consultations and expressions of interest have been provided leading to a tender process for organisations to submit their proposals for the use of the former Garrison gymnasium for community facilities. Correspondence with the Abbey Fields Church Group. Layout drawings and costings.	Bob Penny, Community Development Manager (01206) 282903 Email: Bob.penny@colchester.gov.uk
Award of Lease at Shrub End Sports Ground	Yes	October 2014	Portfolio Holder for Communities and Leisure Services (Cllr Annie Feltham) Please contact via	Portfolio Holder report, which will contain brief details of tender submissions.	Simon Grady, Sport and Leisure Participation Manager (01206) 282908 Simon.Grady@colchester.gov.uk

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)
Vineyard Gate – Approval of Development Agreement and key financial terms	Yes	15 October 2014	Democratic Services (01206)507832 email: democratic.services@colchester.gov Cabinet (Cnllrs Barlow Bourne, Feltham, Hunt, B. Oxford, Smith, Turrell, T. Young) Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk	Cabinet Report	Fiona Duhamel, Economic Growth Manager (01206) 282252 Email: Fiona.duhamel@colchester.gov.uk
Rent Setting and Service Charge Policy – to agree a revised rent policy for Colchester Borough Council owned housing stock	No	October 2014	Portfolio Holder for Housing (Cllr Tina Bourne) Please contact via Democratic Services (01206)507832 email: democratic.services@colchester.gov	Portfolio Holder report, Rent Setting and Service Charge Policy	Daniella Woraker Housing Systems Team Leader (01206 282392) Daniella.woraker@colchester.gov.uk
Housing Revenue Account Fees and Charges 2015-2016 to	No	October 2014	Housing (Cllr Tina Bourne)	Portfolio Holder report, Housing Revenue Account Fees and	Daniella Woraker Housing Systems Team Leader (01206 282392)

agree the Housing Revenue Account Fees and charges for 2015/2016			Please contact via Democratic Services (01206)507832 email: democratic.services@colchester.gov	charges	Daniella.woraker@colchester.gov.uk
Environmental Sustainability Strategy	No	26 November 2014	Cabinet (Cnllrs Barlow Bourne, Feltham, Hunt, B. Oxford, Smith, Turrell, T. Young) Please contact via Democratic Services (01206)507832 email: democratic.services@colchester.gov.uk	Cabinet report. Background papers: Environmental Sustainability Strategy to be considered in conjunction with the existing Climate Risk Assessment, new draft Action Plan and Evidence Base document.	Wendy Bixby, Sustainability & Projects Officer (01206) 282566 mobile 07876440406 Email: Wendy.bixby@colchester.gov.uk

CONTACT ADDRESSES FOR COLCHESTER BOROUGH COUNCIL

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