

Scrutiny Panel Meeting

**Online Meeting,
Tuesday, 16 March 2021 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 observe all meetings of the Council, its Committees and Cabinet including those which may be conducted online such as by live audio or video broadcast / webcast. 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>.

Occasionally certain issues, for instance, commercially sensitive information or details concerning an individual have to be considered in private. When this is the case an announcement will be made, the live broadcast will end and the meeting will be moved to consider the matter in private.

Have Your Say!

The Council welcomes contributions in the form of verbal or written representations from members of the public at most public meetings. Each representation may be no longer than three minutes (or 500 words, if a written submission). Written submissions must be submitted via Democratic Services (democratic.services@colchester.gov.uk) before noon on the working day before the meeting date. If you wish to speak in person to the Panel, you must register your wish by noon on the previous working day, by emailing democratic.services@colchester.gov.uk, and include a written copy of what you wish to say, in case technical difficulties prevent you joining the meeting. The Chairman will invite members of the public to make their representations at the start of the meeting.

If you would like to submit representations to a meeting and need to find out more, please refer to the Have Your Say! arrangements here:

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

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 off-street 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 of those functions 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 March 2021 at 18:00

The Scrutiny Panel Members are:

Councillor Kevin Bentley
Councillor Lewis Barber
Councillor Tina Bourne
Councillor Paul Dundas
Councillor Chris Hayter
Councillor Mike Hogg
Councillor Sam McCarthy
Councillor Lorcan Whitehead

Chairman
Deputy Chairman

The Scrutiny Panel Substitute Members are:

All members of the Council who are not Cabinet members or members of this 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 (Virtual Meetings)

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. The Chairman will, at regular intervals, ask Councillors to indicate if they wish to speak or ask a question and Councillors will be invited to speak in turn by the Chairman. A vote on each item of business will be taken by roll call of each Councillor and the outcome of each vote will be confirmed by the Democratic Services Officer.

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 26 January 2021 are a correct record.

Minutes of Scrutiny Panel meeting 26 January 2021

9 - 16

6 Have Your Say! (Virtual Meetings)

Members of the public may make representations to the meeting. Each representation may be no longer than three minutes (500 words). Members of the public may register their wish to address the meeting by registering online 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.

7 Decisions taken under special urgency provisions

The Councillors will consider any decisions by the Cabinet or a Portfolio Holder which have been taken under Special Urgency provisions.

8 Cabinet or Portfolio Holder Decisions called in for Review

The Councillors will consider any Cabinet or Portfolio Holder decisions called in for review.

9 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.

10 Review of Bus Service Provision 17 - 28

The Scrutiny Panel has requested a review of bus service provision in Colchester and to consider what further action needs to be taken in respect of the review. This review follows on from the earlier 2017 review, but is a separate review, looking at current circumstances affecting bus services.

11 Alternative ways of working and service provision involving partners and communities (verbal presentation)

The Scrutiny Panel has requested to examine this subject. Richard Block, Assistant Director - Corporate and Improvement, will give an initial presentation on this.

12 Work Programme 2020-21 29 - 50

This report sets out the current Work Programme 2020-2021 for the Scrutiny Panel. This provides details of the reports that are scheduled for each meeting during the municipal year.

13 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

26 January 2021

Present: - Councillor Barber, Councillor Bentley, Councillor Bourne, Councillor Dundas, Councillor Hayter, Councillor Hogg, Councillor McCarthy, Councillor Whitehead

Substitutions: - None.

Also present: - Councillor Cory, Councillor Fox, Councillor King.

289. Minutes of Previous Meeting

RESOLVED that the minutes of the meeting held on 18 August 2020 be confirmed as a correct record.

290. 2021/22 Budget and 2021/25 Medium-Term Financial Forecast

Councillor King, Portfolio Holder for Business and Resources, presented the Budget and Medium-Term Financial Forecast, noting that these had been produced following the budget updates which had been provided to the Scrutiny Panel over 2020-21. The macroeconomic background and local economic conditions had led to a 50% reduction in the Council's income, whilst driving up the number of calls on Council for support.

There was a focus on recovery, business support and a new capital programme, including a wider town deal, on which news from Whitehall was awaited.

The £2m loss to the budget had led to the loss of around 20 jobs, with voluntary redundancies sought where possible. A remaining budget gap of £1m, following savings and Government support, would need to be funded by use of reserves. A further net £0.3m loss was expected, mitigated down from £0.7m with expected additional Government support. Plans to reduce Council costs included work to make better use of the Council's headquarters.

An increase in Council tax will be recommended, in line with most other local authorities, but there was no consensus wish to go further than this. A long-term consultation and change process would then go ahead over coming years. It was not expected that services would need to be cut in 2021-22, but there was uncertainty after that. It was hoped that Government would continue to provide support to local authorities.

Paul Cook, Head of Finance and Section 151 Officer noted the drop in New Homes Bonus funding but highlighted moves by the Council to make it easier for necessary write-offs of unrecoverable debts to be decided, allowing officers to concentrate on recoverable debts.

The Panel praised the quality and clarity of the reports and thanked officers and the Portfolio Holder for Business and Resources for the information provided and the improvements made to its presentation. It was highlighted that a continuance of budget briefings and workshops would be very helpful and that it would help members to receive ongoing guidance as to how residents and local employers could access available support. The Portfolio Holder confirmed his commitment to ongoing openness and explanation of budgetary matters and their background.

The Portfolio Holder and officers were asked what they felt would be a reasonable timescale for the Council to obtain greater clarity and certainty regarding the Council's income and outgoings. The Portfolio Holder explained that current indicators expected at least a two-year recovery time, leading up to 2024. Local authorities remained dependant on government support and a continuation of this would be necessary for the coming two years at least. The Head of Finance gave an assurance that a cautious approach was taken to making estimates for the future (such as reduced council tax collection and an increase in uptake of support from the Council).

The Panel discussed and questioned expectations as to the likelihood that any changes to the percentage of business rate retention would be made, Government thinking on this and whether the Council had been hit by a reduction in New Homes Bonus money to the same extent as other local authorities. The Head of Finance directed attention to information given on the New Homes Bonus and Business Rates situation, shown at section 7.4 of the report. The Council had been harder hit than many others by the loss of New Homes Bonus money, which in 2019-20 had amounted to £1.28m

A Panel member asked for more detail about use of spare cash balances, how much money this entailed and how they were being used. The Head of Finance explained that section 3. of the Treasury Management Strategy Statement gave more information on this subject and that it was expected that the total value of these balances would be between £20m and £30m.

It was queried whether the £2.6m savings to be made should be given, in detail, when the Budget came to Full Council on 24 February 2021.

It was noted that the report expected around £3m to be gained from parking income and queried as to whether this projection was still realistic, given the effects of Covid restrictions. The Portfolio Holder for Business and Resources detailed the expectation that Covid restrictions would be in place until the Spring, followed by a gradual return to normal. Changes were expected through the year, including in use of town centre and retail facilities. The Head of Finance confirmed that income targets were set to be challenging but achievable.

A clarification was requested as to whether projects funded by New Homes Bonus cash would continue, with alternative funding. The Portfolio Holder for Business and Resources explained that many were one-off projects for 2020-21, and that the remaining projects would continue if alternative funding could be found.

The Panel discussed whether it would be better for the Council's finances if it were to move to an all-up election system. The Portfolio Holder for Business and Resources noted that there was a range of different views across the Council and that no change to elections was planned currently.

The Panel queried the proposed rise in Council Tax, what it would mean in practical terms, and whether it was being imposed on the Council by Government expectations. The Portfolio Holder for Business and Resources explained that central government looked at the resources available to each council and had committed to ensure all local authorities would maintain their core spending power. The Government assumption was for a rise of 2% in Council Tax, which is what the Budget proposes.

The proposed use of Council reserves was discussed, with assurances given that the Council's reserves had not been drawn upon to the extent expected, and that they were being employed prudently. The Head of Finance elucidated the situation, informing the Panel that significant funds had been held in Right-to-Buy reserves, which could be used to address the need for funds elsewhere, such as to pay off deficit payments. The current situation was described as being serious but not yet critical.

A Panel member queried why the Council was bearing 25% of the lost revenue from Council Tax, and whether there was any way for the Council to retain a higher percentage of Council Tax collected. The Portfolio Holder for Business and Resources confirmed that this could not be changed by the Council, and that the share of responsibilities and principles for allocation of Council Tax had been set down in law for many years. The Head of Finance informed the Panel that the Ministry of Housing, Communities and Local Government [MHCLG] had extended the Income Loss Scheme to cover 2020-21 losses, including irrecoverable losses and debts. The Council continued to work with Essex County Council to maximise Council Tax collection rates, which were being maintained at higher rates than expected, but were being continually monitored.

Questions were asked regarding the recycling of waste collected, the options which had been investigated and where savings could potentially be made. Regarding resident engagement on this subject, questions were asked as to how this was being carried out and whether news outlets and social media would be employed.

The Portfolio Holder for Business and Resources detailed the challenges facing recycling services in the UK and the engagement work being carried out. 184 members of the public had responded to the online survey and further options would be explored, with members' views being sought on the best ways to conduct engagement. Dan Gascoyne, Chief Operating Officer, gave his assurance that a written response would be provided to give a full answer to the questions raised concerning the recycling service. Challenging work had been carried out to get a fair price for recyclable materials collected, with retendering carried out where necessary. The Chairman asked for the written response to be provided to the full Panel for their information.

It was asked whether the interest payable noted at 9.6 of the report was high and, if so, why this was the case. The Head of Finance was asked to give more detail regarding the borrowing from the Public Works Loan Board. The Portfolio Holder for Business and Resources explained that, relative to the scale of the Capital Programme, the amounts of interest charged are low. More detail on this was within the Treasury Management Strategy report. The loans market continued to be monitored and borrowing adjusted where appropriate. The Head of Finance pointed attention to 2.10 in the Strategy report for more detail on capital financing costs.

A Panel member queried how budget, which had been previously allocated to work on the Garden Communities Project, would be used and what provisions had been put in place for future work on the Local Plan, if Part One of the Plan were not to be approved. The Portfolio Holder confirmed that the size of investments in the Garden Community had decreased to match the smaller scheme now expected. Regarding questions regarding the Local Plan, the Portfolio Holder agreed to bring a response to the Panel in the event that Part One was not approved.

It was asked whether further budgetary detail could be given regarding the Queen Street/Alumno development. The Portfolio Holder for Business and Resources explained the Council's approach, looking for friendly agreement with First Site and neighbours, with statutory compensation payable if necessary. The sums involved were relatively small.

A member of the Panel welcomed the imminent meeting of the Revolving Investment Fund [RIF] Committee and requested further information on the £100k cost pressure regarding climate change, and more detail on locality budgets, new expenditure, investments made and Covid Marshals. The Portfolio Holder clarified that the RIF Committee only met when meaningful decisions needed to be made, to minimise the draw upon officer resources. Regarding reporting of expenditure and investments, a balance was sought between detail and brevity. The Portfolio Holder offered to look at what additional details could be given. The use of Covid Marshals involved some funding from Government. The two Marshals employed had wide duties, coordinating advice and enforcement actions, taking walkabouts, providing advice on compliance and prevention of breaches, working to support the Environmental Health Team in ensuring business and public compliance. The Panel suggested that it would help if all members were briefed on Covid Marshals, so they could then inform their residents.

The Panel praised the work of the Waste Collection Team, working to provide a service even when levels of sickness had been high, addressing missed collections swiftly and coping with workloads. The Chairman noted that increased homeworking was likely to increase the amount of waste and recycling to collect and asked whether provisions were being put in place to increase the service to cope, and to distribute more clear recycling sacks. The Chief Operating Officer gave assurance that officers were working to ensure the service balanced its budget after a challenging year and were looking at how to do this. The recent Task and Finish Group had looked at options for recycling and how to ensure residents received the receptacles they needed. Options continued to be sought and assessed as to how best to do this.

A Panel member sought assurances that the Council was not being pulled into 'fashionable' spending and kept focus on its Strategic Plan 'Better Colchester 2020-23', going on to recommend that the report be amended to focus on specific consideration of ways to reduce inequality within the Borough, especially where this had been brought into relief by the pandemic.

RESOLVED that the Scrutiny Panel has reviewed and commented upon the 2021/22 Revenue Budget, Medium-Term Financial Forecast, Treasury Management and Capital Programme reports and thanks Cabinet for the opportunity to scrutinise the Budget and Medium-Term Financial Forecast, and officers and Portfolio Holders for their work and openness on these items.

RECOMMENDED to CABINET that the following paragraph be added to section 14 of the 'Budget 2021/22 and Medium-Term Financial Forecast' report which they will consider, and that Cabinet approves its content:

- 14.2 All budget measures will be assessed for their likely impact on inequality, reflecting the Council's commitment to addressing the inequality existing within our Borough, as highlighted by the effects of the Covid-19 pandemic.

291. 2021/22 Housing Revenue Account Estimates and Housing Investment Programme

Councillor Adam Fox, Portfolio Holder for Housing, introduced the report and set out the Council's plans for investment in new and existing housing stock. Rents would be raised by 1.5%, in line with the guidelines under which local authorities were currently operating. This would help to fund substantial investment in the maintenance programme for existing Council housing stock, the buying back of former Council stock and new builds planned for the Borough. These measures would all act to lower inequality by improving people's housing standards and reduce costs from energy usage. Work would be overseen by Colchester Borough Homes and would provide work to local firms and contractors.

The Portfolio Holder was asked to explain why investment was being pushed so hard and whether there was a prospect of more Government support to expand this still further. The Portfolio Holder explained the background, including the past four years of Government-enforced cumulative reductions in social housing rents of 1% per annum, and the serious effect this had on the Housing Revenue Account [HRA], diminishing the ability of the Council to invest, borrow and improve stock. The removal of the debt cap has also now helped. It was noted that borrowing from the Public Works Loan Board used to be encouraged to fund investment, but that such investment funding could now be problematic, with lockdowns reducing local authority incomes. Borrowing rates were currently very reasonable, but if this changed then borrowing would be reviewed.

The Panel was informed that the new Local Plan would increase the target for percentage of affordable housing created from 20% to 30%. The Council's focus would first be on those households on low incomes which were in need of affordable rental properties, especially those in emergency accommodation.

A question was asked, comparing the HRA summary of 2019-20 with that of 2020-21, as to why an impairment and depreciation charge of £17m was being reduced down to £6m and whether this was due to the end of a depreciation within this time period.

Regarding modelling based, in part, on expected inflation, a Panel member noted that many nations were producing additional currency at this time and that this could act to increase inflation. It was asked whether modelling had or could be carried out to show the effects of future increases in inflation rates.

Darren Brown, Finance Manager, explained the modelling and expectations regarding inflation, and that the way these are calculated, a reasonable variation in inflation is unlikely to affect this and that a number of variables could act upon the 30-year outturn position. Inflation could be beneficial for the business plan, as a number of costs borne by the Council were fixed, whereas inflation could act to increase rental income.

Regarding the annual impairment reviews, the net cost effect on the HRA was £6m, but it was necessary to show the full gross figure of £16.8m in the budget, and a credit from the Asset Management account of around £10.7m. A £17m loan had recently been refinanced when it had matured, originally taken out 25 years previously at an interest rate of around 9%. This was now converted to a loan maturing in 50 years, with a fixed interest rate of 1%.

Praise was given to the plans detailed, including the new housing units proposed. A member of the Panel noted the intention of the Council to focus on providing better homes over providing a greater number of minimalist properties. The refurbishment of Elfreda House was noted, as described at 7.4 of the Housing Investment Programme report. The review and improvement of sheltered accommodation was a long-term Council project, not universally popular but felt to be necessary. A possible trade-off between environmental aims and aims for providing enough socially affordable housing was raised by the Panel member, who argued that the decision-making regarding this trade-off should be explained in the discussion of these matters. The Portfolio Holder for Housing praised the Elfreda House Project to provide one of the best sheltered schemes in the UK. Every new development was made to the highest environmental standards possible, within the Council's budget. Trade-offs may need to be considered in the future, but decision making would be made in cooperation with Colchester Borough Homes and Amphora Housing. Public engagement would also be key in this decision making, informing Cabinet in their deliberations.

An explanation was asked for regarding the policy being pursued to collect housing rent, especially where residents' incomes had been negatively affected. The Portfolio Holder detailed the proactive approach of the Council and Colchester Borough Homes to engage with tenants to provide compassionate advice and support to be able to manage their rental payments. Data collected showed the success of this approach. The additional £20 increase of Universal Credit had been very helpful to many.

RESOLVED that the Scrutiny Panel had reviewed the 2021/22 Housing Revenue Account Estimates and the Housing Investment Programme Reports and thanked Portfolio Holders and officers for the information provided to the Panel, and their help in detailing the content.

292. Work Programme 2020-21

The Chairman noted that the Panel would sit as the Crime and Disorder Committee on 16 February and that the Police, Fire and Crime Commissioner would be in attendance. It was clarified that the Committee would not be there to scrutinise the Commissioner, but that the Commissioner was to attend in order to participate in discussions of issues and provide information, if appropriate.

RESOLVED that the Work Programme for 2020-21 be noted and approved.

16 March 2021

Report of	Assistant Director Policy and Corporate	Author	Jane Thompson ☎ 508642
Title	Review of Bus Service Provision		
Wards affected	Not applicable		

1. Executive Summary

- 1.1. The Scrutiny Panel has requested a review of bus service provision in Colchester and to consider what further action needs to be taken in respect of the review. This review follows on from the earlier 2017 review, but is a separate review, looking at current circumstances affecting bus services.

2. Reason for Scrutiny

- 2.1 At its meeting in September 2017 the Panel agreed to review the bus services operating in Colchester. Further details of the scope and history of the review are set out in section 4 of this report. However, at its meeting in August 2018 the Panel determined that a series of questions should be sent to Essex County Council (ECC), the bus operators and Community 360. These responses were considered at the Panel meeting in July 2019 and it was agreed to recommend to Cabinet that a Passenger Transport Strategy be drafted.
- 2.2 The Panel decided to carry out a further review of the bus operation and update themselves on the current situation in light of Covid-19, the Council's declared Climate Emergency and new Strategic Plan objectives.
- 2.3 The Panel is also invited to consider what further action, if any, it wishes to undertake to conclude the review.

3. Action Required

- 3.1. To review and note the responses received from Essex County Council, the bus operators and Community 360 to the Panel's request for information and information presented at the meeting
- 3.2. To consider what further action needs to be taken in respect of the review of bus services in Colchester.

4. Background Information

- 4.1. In July 2017 Councillor Scordis submitted a scoping document to the Panel to request a review be held to examine the operations of bus companies in Colchester Borough. In

September 2017 the Scrutiny Panel resolved to hold this review and objectives and a formalised scope were agreed.

4.2. The review followed the objectives as agreed at the September meeting.

These included:

- To understand the strategic role and benefits of bus operation and how it can best serve the community;
- To investigate and scrutinise what bus companies are doing to:
 - Improve the punctuality of services
 - Increase bus usage
 - Reduce emissions
 - Make buses more accessible
 - Communicate with passengers when services are cancelled or altered.
- To improve the dialogue between bus companies that operate in the Borough and Colchester Borough Council, Councillors and Residents.

4.3. The Scrutiny Panel meeting on 16 April 2018 was attended by representatives of bus companies, Community360 and ECC. Prior to this meeting, officers had collected information from the invited organisations and the Panel discussed this with the representatives in attendance.

4.4. The Panel resumed its consideration of the issue in August 2018: A follow-up letter with questions to operators and ECC was approved by Panel. The questions related to the Bus Services Act 2017, Colchester Blueprint and follow-up questions based on the objective areas for the review and responses to the Panel's initial questions. A summary of the responses to the questions are attached as appendix 1.

4.5. At its meeting on 29 January 2019 the Panel resolved to schedule an update on the review for the 2019-20 municipal year. At the Panel meeting held on 11 June 2019 the Panel further resolved that this update be scheduled for its meeting on 16 July 2019, and that the supplementary questions be re-sent to those bus companies which had not yet provided responses.

4.6. At the 16 July 2019 meeting the Panel recommended to Cabinet that the Panel's work in reviewing bus operations presented and that Cabinet be invited to draft a Public Transport Strategy. However, Cabinet chose not to draft a Public Transport Strategy. This was due to public transport not being a mandatory strategy for the Borough Council as it is a function of the Transport Authority, who in this case is ECC. Cabinet did reiterate its commitment to working with ECC on public transport issues.

4.7. Following consideration by Cabinet it was decided to revisit the review and send new questions to ECC, Community 360 and the bus operators. These questions were sent out on 26 February.

4.8. ECC passenger Transport and Sustainable Transport Managers will present their policies to the Panel and explain how the policies help promote bus travel in Colchester.

The bus operators and Community 360 have also been invited to discuss their operational issues with the Panel.

4.9 The Panel has prepared topic areas where they would like to further consider the issues facing the operation of bus services and how more people can be encouraged to use public transport. At the Panel meeting representatives of the bus operators working within the Borough, and representatives of the County Council, as the Transport Authority, will be invited to discuss areas. These are likely to cover:

- Ways in which Covid-19 restrictions are affecting the provision and use of buses
- Post-Covid planning
- How bus provision can affect and be affected by our Council's local plan
- Route planning and new residential developments
- How the Borough's bus network fits into wider transport strategies, such as the transport strategies of Essex County Council
- How the Borough Council engages with transport and environmental strategies at different levels, including those of the County Council.

4.10 The Panel may also consider the following:

Policy Planning and Strategic Issues

- How do bus services fit into wider plans for modal shift away from cars and to public transport, cycling, walking and other sustainable transport options?
- Taking a holistic view of the transport system. How do the County strategies on public transport/bus use fit within the sustainable transport strategy and overarching Transport Strategy?
- How can bus service providers be more involved in the process for designing the Local Plan, and interact with local developments, to ensure services develop to match new communities.
- The potential use, in the medium-term, of transport hubs to allow motorists to drive or cycle, park, then use bus services to journey into Colchester.
- Discussion of ways to potentially improve use of Park & Ride system. E.g., charge per car [not per passenger] and 'park & drop' system to ferry shopping back to car park.
- Impacts on inequality which can be achieved through a comprehensive, accessible and affordable public transport system.
- Concerns for service providers, especially given the effect of the Covid-19 situation and restrictions.

Ticketing

- Cost of tickets, compared to alternative options such as parking or taxis.
- Use of contactless payment and whether this has produced any change in the demographics of service users.
- Whether it would be possible for a one-stop-shop app and/or ticket system to be developed to offer tickets covering a range of different transport services/options, potentially including rail and e-scooter travel. Could this also include a 'booking' system for car sharing?
- Are 'one-touch' scannable passes possible, to reduce payment times and improve punctuality.

Punctuality and Increasing Usership

- What are the driving factors where service unreliability and unpunctuality are experienced?
- How is punctuality measured and what constitutes a late-running bus?
- What new Tech options are there which could improve punctuality, ease of use and passenger numbers.
- Have the service providers conducted any research or sought best-practice ideas to seek to increase service use by the public?
- What incentivisation options are there to entice potential passengers? E.g., discounts on use of service, or work with Colchester BID/businesses for passengers to enjoy benefits from local firms?
- What plans are there for continued improvements in environmental standards of vehicles?

4.11 We are aware of various ticketing arrangements and promotions that are in place to promote bus travel in Colchester;

- University of Essex negotiate a special Uni Card with Firstgroup which give generous annual season ticket for staff and students. This has now been transferred to an app-based ticket.
- Borough Card allows unlimited bus travel in and around Colchester on First Essex, Arriva Colchester, Panther Travel, Ipswich Buses, Stephenson's of Essex, and Heddingham Omnibuses.
- PlusBus – bus journey add-on to rail ticket

4.12 It is brought to the Panel's attention that Essex County Council are the Highway and Transport Authority the Borough Council has limited influence on bus operations. However, the Borough Council can influence and assist bus services in the borough is as follows -

1. Responding to ECC's Colchester Future Transport Strategy consultation – the Council endorsed the strategy and included the following in our response –

- **Integrating transport** schemes including creating interchange hubs at bus stops and rail stations with access to e-bikes, e-scooters or quality walking routes, or cycle parking for onward travel to the town centre or other destinations. Also integrated booking and payment systems for easy access to move between transport modes.
- **Public Transport Improvements** Considering options for expanding the public transport offer to allow faster, seamless access and connectivity to destinations. Examples are closer integration with the Park and Ride service, rapid transit and demand responsive transport. As well as looking at prioritising public transport to allow better, inclusive and faster access to destinations, considering smarter ticketing and integration with other transport modes, and working with commercial transport providers to encourage costs effective and family friendly pricing.
- **Eco Parking (Park and Choose)** The recently adopted Positive Parking Strategy includes environmental charging, which seeks to move away from charging for parking and instead focus on the environmental impact of vehicles driving into the town, and the looking at the possibility of a workplace levy on parking spaces. Also, closer integration of the park and ride offer with the newly adopted Colchester Positive Parking Strategy to ensure park and ride is favoured over town centre car parks for those working or visiting Colchester.

2. **The Borough Council's Local Plan and other Planning policies** promote development in sustainable locations, ensuring that development is located to reduce the need to travel or development is of a scale that promotes sustainable transport that is accessible for all.
 3. **Air Quality requirements** – The Borough Council work with operators to consider the impact of their services on the air quality in the town centre and how to reduce emissions. We have also assisted with catalytic conversions of some buses to reduce emissions.
 4. **Colchester Travel Plan Club (CTPC)** – the Council hosts the CTPC which promotes bus use and other forms of sustainable transport to encourage alternatives to car travel to work. The club liaises with the bus operators to offer incentives to use public transport such as ticket discounts. Member organisations employ approximately 10,000 staff and teach 20,000 students in the borough.
 5. **ECC Bus operators meeting** – The Sustainability and Climate Change team attend the quarterly ECC Bus Operators meeting, however meetings ceased for a year due to the Covid-19 pandemic, with the last meeting taking place in December 2019. The meetings recommenced in December 2020 and will attend future meetings. Agenda items include future developments, marketing, ticketing and infrastructure. The Environmental Protection Manager also attends meetings to update on air quality and the current Defra project, Clean Air for Colchester, which encourages drivers to switch off their engine while they wait to help reduce air pollution from idling engines, as well as walk and cycle for short journeys.
- 6. Equality, Diversity and Human Rights implications**
- 6.1 There are no specific implications regarding Human Rights, however there are implications regarding equality and diversity, in that the efficient and comprehensive operation of local bus services should be inclusive of all people and take account of the needs of disabled service users including people who have sensory impairments, such as those people who are partially sighted.
- 7. Standard References**
- 7.1 There are no particular references to consultation or publicity considerations or financial, community safety, health and safety or risk management implications.
- 8. Strategic Plan References**
- 8.1 The operation of efficient and environmentally sustainable bus services within Colchester Borough has reference to the following themes and priorities of the [Strategic Plan 2020-23](#) -
 - [Tackling the climate challenge and leading sustainability](#)
 - Reduce carbon emissions to help achieve a net zero Carbon footprint for Council Services by 2030.
 - Air quality across Colchester is improved.

- [Creating safe, healthy and active communities](#)
 - Tackle the causes of inequality and support our most vulnerable people
 - Provide opportunities for young people
- [Growing a fair economy so everyone benefits](#)
 - Enable Economic Recovery from Covid-19 ensuring all residents benefit from growth
 - Work with partners to deliver a shared vision for a vibrant town
 - Create an environment that attracts inward investment to Colchester and help businesses to flourish

Appendices

1. Summary of responses to the 2018 questions to bus operators

Background Information

Borough Council Policies and Plans

CBC Climate Emergency Action Plan - [Document.ashx \(cmis.uk.com\)](#)

Colchester Air Quality Action Plan - [Colchester Air Quality Action Plan 18-03-16.pdf \(windows.net\)](#)

National Policies

Climate Change Act 2008 - [Climate Change Act 2008 \(legislation.gov.uk\)](#)

Clean Air Strategy 2019 - [Clean Air Strategy 2019 - GOV.UK \(www.gov.uk\)](#)

Ambient Air Quality Directive - [LexUriServ.do \(europa.eu\)](#)

Essex County Council Policies

Colchester Future Transport Strategy (consultation document)
[colchester-future-transport-strategy.pdf \(essexhighways.org\)](#)

Getting around in Essex -A Bus and Passenger Transport Strategy
https://www.essexhighways.org/uploads/docs/DS14_4705_Bus_Strategy_WEB.pdf

Other Links

University Discount FirstBus Card

[UoE Student travel | Essex | First Bus \(firstgroup.com\)](#)

Department for Transport – Statistical Release – Annual Bus Statistics 2016/17 -
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/666759/annual-bus-statistics-year-ending-march-2017.pdf

Local Bus Passenger Journeys information datasets
<https://www.gov.uk/government/statistical-data-sets/bus01-local-bus-passengerjourneys#table-bus0103>

Transport Focus – Bus Passenger Transport Survey – March 2018
<https://www.transportfocus.org.uk/research-publications/publications/buspassenger-survey/>

Essex County Council Bus Information
<http://www.essexhighways.org/getting-around/bus.aspx>

Getting Around in Essex – A Bus and Passenger Transport Survey

http://www.essexhighways.org/uploads/files/DS14_4705_Bus_Strategy_WEB.pdf

Concessionary Fares in Essex <http://www.essexhighways.org/bus/Fares-and-bus-passes/concessionaryfares.aspx>

Colchester Travel Plan Club <http://www.colchestertravelplanclub.co.uk/>

Colchester Bus Users Support Group <https://colchesterbususers.wordpress.com/>

Borough Card – one ticket for journeys using more than one bus operator

[Colchester Borough Card | Essex | First Bus \(firstgroup.com\)](#)

Plus Bus – bus journey add-on to rail ticket - [PLUSBUS | Colchester PlusBus](#)

Appendix 1

2019 - Summary of feedback and information from participating companies and organisations including ECC

General feedback

- Town is congested, making bus operations more challenging (Arriva, Panther, Hedingham & First Bus)
- Car parking charges in town centre are too low and prevent modal shift from car to bus (Arriva, Panther & First Bus).
- Community transport schemes benefit from using bus lanes but use of stops is sometimes questioned (when being used for a not-for-profit service run for a community/public use) (Community360 (C360)).
- Community groups operating under Section 19 Permits (transport of members but not the public) also provide support and signposting for service users) (C360).
- Essex County Council (ECC) are investing in local buses, Park and Ride and Community 360. ECC has recorded slight increases for bus use in Colchester and believe competition between operators has kept fares down (ECC).
- Fares and multi-operator season tickets are good value (First Bus).
- Colchester Blueprint meetings are positive and useful (several operators and ECC)
- 40% fewer teenagers have driving licenses, compared to the figures for 1997.

Work underway to improve punctuality

- Arriva: Building live surveillance centres to manage services. All buses have GPS & radios. Trialling of new working method in Southend led to punctuality almost reaching 95%.
- ECC: Reducing congestion by increasing bus use. Bus lanes introduced and A12 junction 28 improved.
- First Bus: Use of AVLS (automatic vehicle location system). Data used to refine future service changes. Feedback from public tracked to improve quality.
- Hedingham: They use satellite tracking and messaging to and from vehicles. Twitter is used to flag issues and a customer line is operated. It would help operators to have ways to work with ECC to manage the impact of road works and recommend a Punctuality Improvement Partnership is developed between ECC and operators.
- Ipswich Buses: Have increased frequency on their route but priority bus lanes on the Ipswich Road route would help.

Current efforts to increase bus usage in Colchester

- Arriva: Looking to engage more with local business community. Lack of ECC funding however leaves a significant risk for operators, with a currently declining market.
- ECC: Held promotional campaign for Park & Ride in early 2018. Promoting use of Colchester Borough Card multi-operator season ticket.
- First Bus: Now using digital platforms, mobile and contactless payment ticketing for buying tickets. This removes barriers. Bus tracking app introduced, and larger buses on busier routes.

- Hedingham: An increase in frequency and timeliness of services can be used as a driver to increase use of buses. Plans include improved marketing/presentation of the fleet and better wi-fi in vehicles.
- Ipswich Buses: A new network is in operation with revised fares, contactless and app payment, along with a new website. Marketing is to be improved.

Work ongoing to reduce emissions

- Arriva: Won £1m from ECC to convert Colchester fleet to the Euro 6 emissions standard.
- Community 360: Have replaced several older, less efficient buses
- ECC Sustainable Travel Planning Team works with firms to implement travel plans. £500k government funding secured to convert 30 Colchester buses to Euro 6 standard.
- First Bus: Introduction of Euro 6 standard buses and upgrading of vehicles already in service. Green road system fitted to improve driving style and cut idling.
- Hedingham: Want to upgrade fleet to Euro 5 standard, but this would be dependent on the awarding of contracts on more than just competitive pricing. Euro 6 standard is commercially sustainable for new additions to the fleet.
- Ipswich Buses: Improving fleet to Euro 5 standard
- Panther: Fleet in Colchester area is 'Low emission zone' compliant

Moves to increase Accessibility

- Arriva: Use of 'ArrivaClick' flexible minibus service.
- Community 360: Most buses are fully accessible. Gradually replacing older models with new ones which include tail lifts. More capital funding support is needed for this.
- ECC: Over 100 smaller infrastructure issues dealt with, but topography and design of town cause difficulties which are difficult to mitigate.
- First Bus: All vehicles now DDA compliant and drivers are trained to consider access issues as part of their CPC course. Improvements to town bus stops would help give access where customers need it.
- Hedingham: Raised concern bus stops present issues e.g. buses not being able to always pull up flush with the kerb, through design of the kerb or illegal parking. Bus station area is poorly laid out (also mentioned by Panther) and improvements for stops should be discussed at Colchester Blueprint meetings.

Ways to achieve improved dialogue with bus companies:

- CBC need to meet bus company representatives individually in private to discuss issues, as commercial sensitivities often apply (Arriva).
- Have a regular meeting for bus users, CBC representatives and bus company representatives to discuss issues and requests (Arriva, Panther and Community 360).
- Make sure that community transport scheme operators are included in meetings on public transport (Community 360)
- Continuation of ECC's 'Colchester Blueprint Programme' (engagement between ECC, CBC and bus operator representatives). Meetings for resident representatives to meet bus operators will continue (ECC and First Bus).
- Voluntary Quality Bus Partnerships can be effective, and it would be useful to engage with key stakeholders (e.g. the BID) to feed into bus operations.

- Regular email newsletters and consultation with operators (Panther).

16 March 2021

Report of	Assistant Director – Corporate and Improvement Services	Author	Owen Howell ☎ 282518
Title	Work Programme 2020-21		
Wards affected	Not applicable		

1. Executive Summary

- 1.1 This report sets out the current Work Programme 2020-2021 for the Scrutiny Panel. This provides details of the reports that are scheduled for each meeting during the municipal year.
- 1.2 An additional meeting has been requested and scheduled for 18 March 2021, to allow the Panel to meet with representatives of the Arts organisations which receive Council funding, and to scrutinise 2021-22 Key Performance Indicator targets for the Council and Colchester Borough Homes.

2. Action Required

- 2.1 The Panel is asked to consider and approve the contents of the Work Programme for 2020-2021.

3. Background Information

- 3.1 The Panel's work programme evolves 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. The current work programme for 2020-21 is appended to this report.
- 3.2 The Forward Plan of Key Decisions is included as part of the work programme for the Scrutiny Panel, and this is included an **Appendix A**.
- 3.3 It is envisaged that meetings of the Scrutiny Panel will be conducted remotely online until the Government regulations allowing remote meetings lapse in May 2021. Councillors, officers and members will be informed of any developments regarding meeting arrangements/future venues, and these will be publicised for members of the public who may wish to participate or attend.
- 3.4 It should be noted that the Work Programme has been redrawn to reflect the use of online meetings and the need to focus greater scrutiny work on consideration of a smaller number of agenda items per meeting.

4. Standard References

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

5. Strategic Plan References

- 5.1 Good governance 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.
- 5.2 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.

Appendices

Appendix A – Scrutiny Panel Work Programme

Appendix B – Forward Plan of Key Decisions – 1 April 2021 to 31 July 2021.

Work Programme for 2020/21

Scrutiny Panel meeting - 1 June 2020
Scrutiny Panel Chairman's briefing – 23 May 2020
<ol style="list-style-type: none"> 1. Finance and Council Response Reports relating to Covid-19 2. Work Programme 2020-21
Scrutiny Panel meeting – 7 June 2020
Scrutiny Panel Chairman's briefing - TBC
<ol style="list-style-type: none"> 1. Pre-Scrutiny of Proposed changes to Garden Waste Collection 2. Work Programme 2020-21
Scrutiny Panel meeting - 21 July 2020
Scrutiny Panel Chairman's briefing – 16 July 2020
<ol style="list-style-type: none"> 1. Year End 2019/20 Performance Report and Strategic Plan Action Plan 2018-21 2. N.E. Essex Health and Wellbeing Alliance 3. Annual Scrutiny Report 4. Work Programme 2020-21
Scrutiny Panel meeting (Call-in) - 27 July 2020
Scrutiny Panel Chairman's briefing – N/A
<ol style="list-style-type: none"> 1. Call in of Response to Bradwell B Stage One Consultation
Scrutiny Panel meeting – 17 August 2020
Scrutiny Panel Chairman's briefing – 13 August 2020
<ol style="list-style-type: none"> 1. North Essex Garden Communities Project and NEGC Ltd Update and Financial Information
Scrutiny Panel meeting - 18 August 2020
Scrutiny Panel Chairman's briefing – 13 August 2020
<ol style="list-style-type: none"> 1. Recovery work by CBC, CBH and CCHL relating to the Covid-19 situation 2. Colchester Business Improvement District 3. Work Programme 2020-21
Scrutiny Panel (Crime and Disorder Committee) - 15 September 2020
Scrutiny Panel Chairman's briefing – 10 September 2020
<ol style="list-style-type: none"> 1. Safer Colchester Partnership (Crime and Disorder Committee) 2. Work Programme 2020-21

Scrutiny Panel – 13 October 2020
Scrutiny Panel Chairman's Briefing – 8 October 2020
<ol style="list-style-type: none"> 1. Local Council Tax Support – Year 2021/22 (Provisional) 2. Budget Strategy for 2021-22 3. Work Programme 2020-21
Scrutiny Panel meeting - 10 November 2020 – MEETING CANCELLED
Scrutiny Panel Chairman's briefing – 5 November 2020
<ol style="list-style-type: none"> 1. Reports from Arts Organisations (Mercury, The Arts Centre, FirstSite) 2. Work Programme 2020-21
Scrutiny Panel meeting - 15 December 2020
Scrutiny Panel Chairman's briefing – 10 December 2020
<ol style="list-style-type: none"> 1. Half Year 2020-21 Performance Report & Strategic Plan Action Plan progress 2. Colchester Commercial Holdings Ltd [TBC] 3. Work Programme 2020-21
Scrutiny Panel meeting - 26 January 2021
Scrutiny Panel Chairman's briefing – 21 January 2021
<ol style="list-style-type: none"> 1. 2021-22 Revenue Budget, Capital Programme, Medium Term Financial Forecast and Treasury Management Investment Strategy 2. Housing Revenue Accounts Estimate and Housing Investment Programme 3. Corporate Key Performance Indicator Targets for 2021-22 – put back to 16 March 2021 4. Work Programme 2020-21
Scrutiny Panel (Crime and Disorder Committee) - 16 February 2021
Scrutiny Panel Chairman's briefing – 11 February 2021
<ol style="list-style-type: none"> 1. Safer Colchester Partnership (Crime and Disorder Committee) 2. Work Programme 2020-21
Scrutiny Panel meeting– 16 March 2021
Scrutiny Panel Chairman's briefing – 11 March 2021
<ol style="list-style-type: none"> 1. Alternative ways of working and service provision involving partners and communities. 2. Bus Service Provision in Colchester Borough 3. Work Programme 2020-21 <p>Corporate Key Performance Indicator Targets for 2021-22 – moved from 26 January 2021 – Rescheduled to 18 March 2021</p> <p>Colchester Borough Homes: Key Performance Indicator Targets for 2021-22 – Rescheduled to 18 March 2021</p> <p>Review of the Council's use of its property estate – Rescheduled to 2021-22</p>

Scrutiny Panel meeting – 18 March 2021 – Additional meeting
Scrutiny Panel Chairman's briefing – 11 March 2021
<ol style="list-style-type: none">1. Arts Organisations receiving Council Funding2. Corporate Key Performance Indicator Targets for 2021-22 – moved from 26 January 20213. Colchester Borough Homes: Key Performance Indicator Targets for 2021-22

COLCHESTER BOROUGH COUNCIL

FORWARD PLAN OF KEY DECISIONS 1 April 2021 – 31 July 2021

During the period from 1 March 2021 – 30 June 2021* 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 either:

- result in the Council spending or saving money in excess of £500,000; or
- 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 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 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.

*The Forward Plan also shows decisions which fall before the period covered by the Plan but which have not been taken at the time of the publication of the Plan.

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 Northern Gateway – Turnstone Leisure Development (Approval to enter the Income Strip Agreement)	Yes	10 March 2021	Cabinet (Cllrs Cory, J Young, Fox, Goss, Higgins, King and Lilley) Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk	Cabinet report with supporting documents and plans	Ian Vipond Strategic Director, Policy and Place 01206 282717 ian.vipond@colchester.gov.uk
Town Deal Update: to consider any further implications arising from progressing Town Deal programme to business case development and delivery	No	10 March 2021	Cabinet (Cllrs Cory, J Young, Fox, Goss, Higgins, King and Lilley) Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk	Cabinet report with supporting documents and plans	Matthew Brown Economic Development Manager 01206 507348 matthew.brown@colchester.gov.uk

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Decarbonisation and Regeneration of Rowan House To approve the works outlined in the report to reduce the carbon footprint of Rowan House and to delegate authority to to award contracts resulting from appropriate procurement processes. To approve the revised use of Rowan House including transforming the way the Council uses the building and release a floor that can be leased to generate income.	No	10 March 2021	Cabinet (Cllrs Cory, J Young, Fox, Goss, Higgins, King and Lilley) Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk	Cabinet report	Richard Block Assistant Director, Policy and Corporate 01206 506825 Richard.block@colchester.gov.uk

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Redevelopment of Vineyard Street and Britannia Car Parks	Yes	10 March 2021	<p>Cabinet (Cllrs Cory, J Young, Fox, Goss, Higgins, King and Lilley)</p> <p>Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk</p>	Cabinet report	<p>Andrew Tyrrell Client Services Manager 01206 282390 Andrew.tyrrell@colchester.gov.uk</p>

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Annual Review of the Business Plans of Council's Wholly Owned Companies	Yes	10 March 2021	<p>Cabinet (Cllrs Cory, J Young, Fox, Goss, Higgins, King and Lilley)</p> <p>Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk</p>	Cabinet report, draft business plans	<p>Andrew Tyrrell Client Services Manager 01206 282390 Andrew.tyrrell@colchester.gov.uk</p>

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Award of Contract for Light Vehicles	Yes	March 2021	Dan Gascoyne, Chief Operating Officer, in consultation with Councillor Martin Goss, Portfolio Holder for Waste, Environment and Transportation, under delegated authority from Cabinet Please contact via	Portfolio Holder report and tender analysis	Robert Doran Fleet and Depot Contract Manager 01206 282612 Robert.Doran@colchester.gov.uk
Award of Contract for Caged Tipping Vehicles	Yes	March 2021	Dan Gascoyne, Chief Operating Officer, in consultation with Councillor Martin Goss, Portfolio Holder for Waste, Environment and Transportation, under delegated authority from Cabinet Please contact via	Portfolio Holder report and tender analysis	Robert Doran Fleet and Depot Contract Manager 01206 282612 Robert.Doran@colchester.gov.uk

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Approval of Award of Contract for Replacement Windows and Doors	Yes	March 2021	Portfolio Holder for Housing, Councillor Adam Fox Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk	Portfolio Holder report	Clare Lawrance Client Asset Manager 01206 282506 Clare.lawrance@colchester.gov.uk
Award of Contract for External Decorations Contract 2021	Yes	March 2021	Portfolio Holder for Housing, Councillor Adam Fox Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk	Portfolio Holder report, including summary of procurement exercise	Clare Lawrance Client Asset Manager 01206 282506 Clare.lawrance@colchester.gov.uk

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Award of Contract for Heating Renewals	Yes	March 2021	Portfolio Holder for Housing, Councillor Adam Fox Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk	Portfolio Holder report	Clare Lawrance Client Asset Manager 01206 282506 Clare.lawrance@colchester.gov.uk
Award of Contract for the Colchester Northern Gateway Heat Network	Yes	May 2021	Portfolio Holder for Commercial Services (Cllr T. Higgins) in consultation with the Assistant Director, Place and Client Services Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk	Portfolio Holder report and tender analysis	Andrew Tyrrell Client Services Manager 01206 282390 Andrew.tyrrell@colchester.gov.uk

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Award of contract for construction works for Stanway Community Facility on the Western Bypass	Yes	June 2021	<p>Assistant Director, Community, in consultation with the Portfolio Holder for Communities, Wellbeing and Public Safety</p> <p>Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk</p>	Officer report,	<p>Cathy Doyle Community Enabling Officer 07970 991601 cathy.doyle@colchester.gov.uk</p>
Award of Agency Staff Contract	Yes	9 June 2021	<p>Cabinet (Cllrs Cory, J Young, Fox, Goss, Higgins, King and Lilley)</p> <p>Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk</p>	Cabinet report	<p>Jess Douglas Strategic People & Performance Manager Tel 01206 282239 Jessica.Douglas@colchester.gov.uk</p>

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Colchester Northern Gateway – Utility Infrastructure (Approval to enter contracts for the provision of the prime utilities)	No	9 June 2021	Cabinet (Cllrs Cory, J Young, Fox, Goss, Higgins, King and Lilley) Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk	Cabinet report with supporting documents and plans	Andrew Tyrrell Client Services Manager 01206 282390 Andrew.tyrrell@colchester.gov.uk
Colchester Youth Zone	Yes	9 June 2021	Cabinet (Cllrs Cory, J Young, Fox, Goss, Higgins, King and Lilley) Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk	Cabinet report and tender analysis	Lucie Breadman Assistant Director, Communities 01206 282726 lucie.breadman@colchester.gov.uk

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St Marks Community Centre	No	9 June 2021	Cabinet (Cllrs Cory, J Young, Fox, Goss, Higgins, King and Lilley) Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk	Cabinet report	Alison Fogg Development Manager 01206 508906 alison.fogg@colchesteramphora.com
Award of key contracts for construction phase of Queen Street Growth scheme	Yes	9 June 2021	Cabinet (Cllrs Cory, J Young, Fox, Goss, Higgins, King and Lilley) Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk	Cabinet report	Matthew Brown Economic Development Projects Manager 01206 507348 matthew.brown@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)
Town Deal programme: initial (fast-track) business cases	No	7 July 2021	<p>Cabinet (Cllrs Cory, J Young, Fox, Goss, Higgins, King and Lilley)</p> <p>Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk</p>	Cabinet report	<p>Matthew Brown Economic Development Projects Manager 01206 507348 matthew.brown@colchester.gov.uk</p>

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