

Report of Assistant Chief Executive

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Title Work Programme 2016-17

Wards affected Not applicable

## 1. Action Required

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

## 2. Alternative options

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

## 3. Supporting Information

- 3.1 The Panel's work programme will evolve as the Municipal Year progresses and items of business are commenced and concluded. At each meeting the opportunity is taken for the work programme to be reviewed and, if necessary, amended according to current circumstances.
- 3.2 The Chairman of the Scrutiny Panel requested the inclusion of the Forward Plan of Key Decisions as part of the work programme for the Scrutiny Panel, and this is included an **Appendix A**.
- 3.3 Members of the Panel may wish to request items that could be included on the Work Programme for future meetings. As part of the scoping for suggested items members of the Panel may wish to identify particular objectives or request certain information to be included. To ensure that this can be incorporated in to the agenda item it is recommended that this is provided at the earliest opportunity.
- 3.4 An additional meeting has been scheduled on 12 December 2016 for the Colchester Waste Collection Strategy.

## 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.

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

# COLCHESTER BOROUGH COUNCIL

## FORWARD PLAN OF KEY DECISIONS 1 November 2016 – 28 February 2017

During the period from 1 November 2016 – 28 February 2017 Colchester Borough Council intends to take 'Key Decisions' on the issues set out in the following pages. Key Decisions relate to those executive decisions which are likely to:

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

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

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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.

<b>KEY DECISION REQUIRED</b>	<b>DOES DECISION INCLUDE EXEMPT INFORMATION (or information defined by the Government as Confidential)</b>	<b>DATE OF DECISION or PERIOD DECISION TO BE TAKEN</b>	<b>DECISION MAKER (title and name, including Cabinet, portfolio holders and officers)</b>	<b>DOCUMENTS SUBMITTED OR TO BE SUBMITTED TO DECISION TAKER TO CONSIDER (and from where they are available)</b>	<b>CONTACT DETAILS FROM WHICH DOCUMENTS CAN BE OBTAINED (name of the authors of the reports)</b>
<b>Approval to release up to £543,559k S106 funding from Lakelands Stanway for refurbishment of Stanway Village Hall</b>	No	November 2016	<p>Councillor Mark Cory, Portfolio Holder for Resources, and Councillor Annie Feltham, Portfolio Holder for Business, Leisure and Opportunities</p> <p>Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk</p>	Portfolio Holder report Project proposal for Stanway Village Hall works, costs	Bob Penny Community Development Manager Bob.penny@colchester.gov.uk 01206 282903

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<b>Health and Fitness Refurbishment Building Project at Leisure World Colchester</b> - The Portfolio Holder for Business Leisure and Opportunities to award the contract (over £500,000) to refurbish and extend the health and fitness facilities at Leisure World Colchester to the preferred supplier.	No	November 2016	Councillor Annie Feltham, Portfolio Holder for Business, Leisure and Opportunities  Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk	Tender report	Brett Gooch Business Manager – Fitness <a href="mailto:brett.gooch@colchester.gov.uk">brett.gooch@colchester.gov.uk</a> 01206 282047

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<b>Colchester Northern Gateway (North) Sports &amp; Leisure Development Scheme: Management and Viability</b> - Following from the RIF decision on 16th March 2016 to endorse the outline business case for the proposed sport and leisure scheme on land at Northern Gateway North, to include relocation of Colchester Rugby Club and associated users.  Implications for the Council of the management options and viability of the overall scheme for approval.	Yes	30 November 2016	Cabinet (Cllrs Bourne, Cory, Feltham, Graham, Lilley, B Oxford, Smith, T Young)  Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk	Report Updated Site Layout Plan RIF report 16/03/2016	Fiona Duhamel Economic Growth Manager <a href="mailto:Fiona.Duhamel@colchester.gov.uk">Fiona.Duhamel@colchester.gov.uk</a> 01206 282252

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<b>Garden Communities</b> – To approve the formation and consider funding of delivery vehicles	Yes	30 November 2016	Cabinet (Cllrs Bourne, Cory, Feltham, Graham, Lilley, B Oxford, Smith, T Young)  Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk	Cabinet report	Andrew Weavers Strategic Governance Manager <a href="mailto:Andrew.weavers@colchester.gov.uk">Andrew.weavers@colchester.gov.uk</a> Tel: 01206 282213
<b>Housing Development Company</b>	Yes	30 November 2016	Cabinet (Cllrs Bourne, Cory, Feltham, Graham, Lilley, B Oxford, Smith, T Young)  Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk	Cabinet report and business case	Holly Brett Housing Development Officer <a href="mailto:Holly.brett@colchester.gov.uk">Holly.brett@colchester.gov.uk</a> 01206 508830
<b>2017/18 Revenue Budget, Fees and Charges, Capital Programme and Financial Reserves</b>	No	30 November 2016	Cabinet (Cllrs Bourne, Cory, Feltham, Graham, Lilley, B Oxford, Smith, T Young)  Please contact via	Cabinet report	Sean Plummer Strategic Finance Manager (01206) 282347 Email: <a href="mailto:sean.plummer@colchester.gov.uk">sean.plummer@colchester.gov.uk</a>

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			Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk		
<b>Corporate Asset Management Strategy</b> – to approve the Corporate Asset Management Strategy 2016 - 2019	No	30 November 2016	Cabinet (Cllrs Bourne, Cory, Feltham, Graham, Lilley, B Oxford, Smith, T Young)  Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk	Cabinet report, draft Corporate Asset Management Strategy	Elizabeth Simpson Estates Manager <a href="mailto:elizabeth.simpson@colchester.gov.uk">elizabeth.simpson@colchester.gov.uk</a> 01206 508792
<b>Decision to Appoint the Contractor for the Gas Servicing and Maintenance JCT Contract Award</b> – contract to be procured through an OJEU process, for 4 years with a possible 2x1 year extension.	No	30 November 2016	Cabinet (Cllrs Bourne, Cory, Feltham, Graham, Lilley, B Oxford, Smith, T Young)  Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk	Cabinet report	Lynn Thomas Housing Asset Manager <a href="mailto:Lynn.thomas@colchester.gov.uk">Lynn.thomas@colchester.gov.uk</a> 01206 505863



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<b>Housing Revenue Account Fees and Charges 2017-18</b> To agree the HRA fees and charges for 2017-18	No	December 2016/January 2017	Councillor Tina Bourne, Portfolio Holder for Housing and Public Protection  Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk	Report, including appendices of charges	Daniella Woraker Housing System Business Partner <a href="mailto:Daniella.woraker@colchester.gov.uk">Daniella.woraker@colchester.gov.uk</a> 01206 282392
<b>Decision to Appoint the Contractor for Voids JCT Contract Award</b> – contract will be for 4 years plus a possible 2 x 1 year extension, incorporating both revenue and capital works in empty properties	No	1 February 2017	Cabinet (Cllrs Bourne, Cory, Feltham, Graham, Lilley, B Oxford, Smith, T Young)  Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk	Cabinet report	Lynn Thomas Housing Asset Manager <a href="mailto:Lynn.thomas@colchester.gov.uk">Lynn.thomas@colchester.gov.uk</a> 01206 505863

**CONTACT ADDRESSES  
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