

# COLCHESTER BOROUGH COUNCIL

## FORWARD PLAN OF KEY DECISIONS 1 November 2021 – 28 February 2022

During the period from 1 November 2021 – 28 February 2022\* 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](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 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 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) – details of decision makers correct at time of publication                               | 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)   |
|--|---|---|--|--|---|
| Approval of Award of Contract for Replacement Windows and Doors                                    | Yes   | October 2021                                    | Portfolio Holder for Housing and Planning, Councillor Ellis<br><br>Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk        | Portfolio Holder report  | Ernie Gray<br>Client Asset Manager<br>01206 282506<br>ernie.gray@colchester.gov.uk  |
| Update on the Northern Gateway Heat Network and Contract for the Construction of the Energy Centre | Yes   | 13 October 2021                                 | Cabinet (Cllrs Dundas, Crow, Ellis, Laws, Lissimore and B. Oxford)<br><br>Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk | Cabinet report with not for publication appendix   | Andrew Tyrrell<br>Client and Business Manager<br>01206 282390<br><a href="mailto:Andrew.tyrrell@colchester.gov.uk">Andrew.tyrrell@colchester.gov.uk</a> |

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|---|---|---|---|--|--|
| City Status Bid                                   | No  | 13 October 2021                                 | <p>Cabinet (Cllrs Dundas, Crow, Ellis, Laws, Lissimore and B. Oxford)</p> <p>Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk</p> | Cabinet report   | <p>Karen Turnbull<br/>Economic Development Officer<br/>01206 282915<br/>karen.turnbull@colchester.gov.uk</p>                             |
| Budget 2022/23 and Medium-term Financial Forecast | No  | 13 October 2021                                 | <p>Cabinet (Cllrs Dundas, Crow, Ellis, Laws, Lissimore and B. Oxford)</p> <p>Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk</p> | Cabinet report   | <p>Paul Cook<br/>Head of Finance<br/>01206 505861<br/><a href="mailto:paul.cookx@colchester.gov.uk">paul.cookx@colchester.gov.uk</a></p> |

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|---|---|---|---|--|---|
| <b>Creation of a new Solar PV Park and Micro Grid</b> | No  | 17 November 2021                                | <p>Cabinet (Cllrs Dundas, Crow, Ellis, Laws, Lissimore and B. Oxford)</p> <p>Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk</p> | Cabinet report   | <p>Andrew Tyrrell<br/>Client and Business Manager<br/>01206 282390<br/><a href="mailto:Andrew.tyrrell@colchester.gov.uk">Andrew.tyrrell@colchester.gov.uk</a></p>                 |
| <b>Officer Pay Policy</b>                             | No  | 17 November 2021                                | <p>Cabinet (Cllrs Dundas, Crow, Ellis, Laws, Lissimore and B. Oxford)</p> <p>Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk</p> | Cabinet report   | <p>Jessica Douglas<br/>Strategic People and Performance Manager<br/>01206 282239<br/><a href="mailto:jessica.douglas@colchester.gov.uk">jessica.douglas@colchester.gov.uk</a></p> |

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| <b>Estate Regeneration Fund</b> | Yes   | 17 November 2021                                | <p>Cabinet (Cllrs Dundas, Crow, Ellis, Laws, Lissimore and B. Oxford)</p> <p>Please contact via Democratic Services (01206) 507832<br/>email: democratic.services@colchester.gov.uk</p> | Cabinet report   | <p>Matthew Brown<br/>Economic Development Projects Manager<br/>01206 507348<br/><a href="mailto:matthew.brown@colchester.gov.uk">matthew.brown@colchester.gov.uk</a></p> |
| <b>Levelling Up Fund</b>        | No  | 17 November 2021                                | <p>Cabinet (Cllrs Dundas, Crow, Ellis, Laws, Lissimore and B. Oxford)</p> <p>Please contact via Democratic Services (01206) 507832<br/>email: democratic.services@colchester.gov.uk</p> | Cabinet report   | <p>Matthew Brown<br/>Economic Development Projects Manager<br/>01206 507348<br/><a href="mailto:matthew.brown@colchester.gov.uk">matthew.brown@colchester.gov.uk</a></p> |

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| <b>Housing Revenue Account Business Plan 2021 - 2051</b> | No  | 17 November 2021                                | <p>Cabinet (Cllrs Dundas, Crow, Ellis, Laws, Lissimore and B. Oxford)</p> <p>Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk</p> | Cabinet report with draft HRA Business Plan  | <p>Geoff Beales<br/>Client Services Manager<br/>01206 516504<br/><a href="mailto:Geoff.beales@colchester.gov.uk">Geoff.beales@colchester.gov.uk</a></p> |
| <b>Approval of Fees and Charges</b>                      | No  | 17 November 2021                                | <p>Cabinet (Cllrs Dundas, Crow, Ellis, Laws, Lissimore and B. Oxford)</p> <p>Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk</p> | Cabinet report, schedule of fees and charges   | <p>Paul Cook<br/>Head of Finance<br/>01206 505861<br/><a href="mailto:paul.cookx@colchester.gov.uk">paul.cookx@colchester.gov.uk</a></p>                |

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| <b>Local Council Tax Support</b> | No  | 17 November 2021                                | <p>Cabinet (Cllrs Dundas, Crow, Ellis, Laws, Lissimore and B. Oxford)</p> <p>Please contact via Democratic Services (01206) 507832<br/>email: democratic.services@colchester.gov.uk</p> | Cabinet report, draft Local Council Tax Support Scheme   | <p>Jason Granger<br/>Group Manager – Customer<br/>01208 288824<br/><a href="mailto:jason.granger@colchester.gov.uk">jason.granger@colchester.gov.uk</a></p>               |
| <b>Litter and Dog Bin Policy</b> | No  | 17 November 2021                                | <p>Cabinet (Cllrs Dundas, Crow, Ellis, Laws, Lissimore and B. Oxford)</p> <p>Please contact via Democratic Services (01206) 507832<br/>email: democratic.services@colchester.gov.uk</p> | Cabinet report, draft Litter and Dog Bin Policy  | <p>Rosa Tanfield<br/>Group Manager – Neighbourhood Services<br/>03300 538047<br/><a href="mailto:Rosa.tanfield@colchester.gov.uk">Rosa.tanfield@colchester.gov.uk</a></p> |

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|---|-----|------------------|---|------------------------------------|---|
| <b>Membership of Parking Partnership Joint Committee, Lead Authority provider of services &amp; Essex County Council shared services.</b> <ul style="list-style-type: none"> <li>Deciding Colchester's Membership of the Joint Parking Committee (North Essex Parking Partnership).</li> <li>Deciding that Colchester will act as Lead Authority for this Partnership.</li> <li>Decide to discharge functions delegated by, enter into contracts and and provide operational services via the Partnership Agreement with the County Council</li> <li>Decide to provide shared services for the County Council.</li> </ul> | Yes | 17 November 2021 | <p>Cabinet (Cllrs Dundas, Crow, Ellis, Laws, Lissimore and B. Oxford)</p> <p>Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk</p> | Cabinet report and draft agreement | <p>Rory Doyle<br/>Assistant Director, Environment<br/>01206 507885<br/>rory.doyle@colchester.gov.uk</p> |
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| <b>Establishment of a Joint Committee for Tendring Colchester Borders Garden Community</b>   | No  | 17 November 2021                                | Cabinet (Cllrs Dundas, Crow, Ellis, Laws, Lissimore and B. Oxford)<br><br>Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk | Cabinet report   | Andrew Weavers<br>Strategic Governance Manager<br>01206 282213<br><a href="mailto:andrew.weavers@colchester.gov.uk">andrew.weavers@colchester.gov..uk</a> |
| <b>Housing Revenue Account Fees and Charges 2022 – 2023</b><br>To agree the Housing Revenue Account fees and charges for 2022-2023 | No  | December 2021                                   | Portfolio Holder for Housing and Planning, Councillor Ellis<br><br>Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk        | Portfolio Holder report, including appendices of charges   | Geoff Beales<br>Client Services Manager<br>01206 516504<br><a href="mailto:Geoff.beales@colchester.gov.uk">Geoff.beales@colchester.gov.uk</a>             |

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| <b>Award of contract for Asbestos Surveys to Housing and Corporate Assets</b> | No  | December 2021                                   | Portfolio Holder for Housing and Planning, Councillor Ellis<br><br>Please contact via Democratic Services (01206) 507832<br>email: democratic.services@colchester.gov.uk        | Portfolio Holder report  | Geoff Beales<br>Client Services Manager<br>01206 516504<br><a href="mailto:Geoff.beales@colchester.gov.uk">Geoff.beales@colchester.gov.uk</a>                  |
| <b>Town Deal Business Cases</b>   | No  | 26 January 2022                                 | Cabinet (Cllrs Dundas, Crow, Ellis, Laws, Lissimore and B. Oxford)<br><br>Please contact via Democratic Services (01206) 507832<br>email: democratic.services@colchester.gov.uk | Cabinet report   | Matthew Brown<br>Economic Development Projects Manager<br>01206 507348<br><a href="mailto:matthew.brown@colchester.gov.uk">matthew.brown@colchester.gov.uk</a> |

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| <b>2022/23 General Fund Revenue Budget, Capital Programme and Medium-Term Financial Forecast –</b><br>Cabinet will consider the 2022/23 General Fund Revenue Budget and make a recommendation to Council. | No  | 26 January 2022                                 | Cabinet (Cllrs Dundas, Crow, Ellis, Laws, Lissimore and B. Oxford)<br><br>Please contact via Democratic Services (01206) 507832<br>email: democratic.services@colchester.gov.uk | Cabinet report   | Paul Cook<br>Head of Finance<br>01206 505861<br><a href="mailto:paul.cookx@colchester.gov.uk">paul.cookx@colchester.gov.uk</a>                            |
| <b>Housing Revenue Account Estimates 2022/23</b><br><br>To approve the HRA Estimates 2022/23  | No  | 26 January 2022                                 | Cabinet (Cllrs Dundas, Crow, Ellis, Laws, Lissimore and B. Oxford)<br><br>Please contact via Democratic Services (01206) 507832<br>email: democratic.services@colchester.gov.uk | Cabinet report   | Darren Brown<br>Finance Manager (Business Partners)<br>01206 282891<br><a href="mailto:darren.brown@colchester.gov.uk">darren.brown@colchester.gov.uk</a> |

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| <b>Housing Investment Programme 2022/23</b><br><br>To approve the Housing Investment Programme 2022/23 | No  | 26 January 2022                                 | Cabinet (Cllrs Dundas, Crow, Ellis, Laws, Lissimore and B. Oxford)<br><br>Please contact via Democratic Services (01206) 507832<br>email: democratic.services@colchester.gov.uk | Cabinet report   | Darren Brown<br>Finance Manager (Business Partners)<br>01206 282891<br><a href="mailto:darren.brown@colchester.gov.uk">darren.brown@colchester.gov.uk</a> |
| <b>Business case for an in-house Grounds Maintenance delivery model</b>                                | No  | 26 January 2022                                 | Cabinet (Cllrs Dundas, Crow, Ellis, Laws, Lissimore and B. Oxford)<br><br>Please contact via Democratic Services (01206) 507832<br>email: democratic.services@colchester.gov.uk | Cabinet report and business case   | Rory Doyle<br>Assistant Director, Environment<br>01206 507885<br><a href="mailto:rory.doyle@colchester.gov.uk">rory.doyle@colchester.gov.uk</a>           |

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COLCHESTER BOROUGH COUNCIL**

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