

# COLCHESTER BOROUGH COUNCIL

## FORWARD PLAN OF KEY DECISIONS 1 November 2020 – 28 February 2021

During the period from 1 November 2020 – 28 February 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](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.

| <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>The award of a contract for the Council's new affordable homes to be constructed at Military Road</b> | Yes  | October 2020   | Portfolio Holder for Housing, Councillor Adam Fox<br><br>Please contact via Democratic Services (01206) 507832<br>email: democratic.services@colchester.gov.uk | Portfolio Holder report   | Andrew Tyrrell<br>Client Services Manager<br>01206 282390<br><a href="mailto:Andrew.tyrrell@colchester.gov.uk">Andrew.tyrrell@colchester.gov.uk</a> |
| <b>Approval of Award of Contract for Replacement Windows and Doors</b>                                   | Yes  | October/November 2020                                  | Portfolio Holder for Housing, Councillor Adam Fox<br><br>Please contact via Democratic Services (01206) 507832<br>email: democratic.services@colchester.gov.uk | Portfolio Holder report   | Clare Lawrance<br>Client Asset Manager<br>01206 282506<br>Clare.lawrance@colchester.gov.uk  |

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| <b>Award of Contract for the Supply of an Integrated Parking System</b> | No  | October/November 2020                           | Portfolio Holder for Communities, Wellbeing and Public Safety<br><br>Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk      | Portfolio Holder report, framework links   | Richard Walker<br>Parking Partnership Group Manager<br>01206 282708<br>richard.walker@colchester.gov.uk   |
| <b>Award of Contract for Caged Vehicles Fleet</b>                       | Yes   | 14 October 2020                                 | Cabinet (Cllrs Cory, J Young, Fox, Goss, Higgins, King and Lilley)<br><br>Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk | Cabinet report   | Tracy Allen<br>Specialist and Contracts Manager<br>01206 282256<br><a href="mailto:Tracy.allen@colchester.gov.uk">Tracy.allen@colchester.gov.uk</a> |

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| <b>Covid 19 Recovery Business Case for Council Efficiency and Transformation Programme</b> | No  | 14 October 2020                                 | Cabinet (Cllrs Cory, J Young, Fox, Goss, Higgins, King and Lilley)<br><br>Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk | Cabinet report   | Richard Block<br>Assistant Director, Corporate and Improvement Services<br>01206 506825<br><a href="mailto:Richard.block@colchester.gov.uk">Richard.block@colchester.gov.uk</a> |
| <b>Procurement of Liquid Fuel</b>  | Yes   | 14 October 2020                                 | Cabinet (Cllrs Cory, J Young, Fox, Goss, Higgins, King and Lilley)<br><br>Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk | Cabinet report   | Tracy Allen<br>Specialist and Contracts Manager<br>01206 282256<br><a href="mailto:Tracy.allen@colchester.gov.uk">Tracy.allen@colchester.gov.uk</a>                             |

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|---|--|--|--|---|---|
| <b>Submission of Colchester's "Town Deal" to Government</b> | No   | 14 October 2020  | Cabinet (Cllrs Cory, J Young, Fox, Goss, Higgins, King and Lilley)<br><br>Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk | Cabinet report  | Matthew Brown<br>Economic Development Manager<br>01206 507348<br><a href="mailto:matthew.brown@colchester.gov.uk">matthew.brown@colchester.gov.uk</a> |
| <b>Budget 2021/22 and Medium Term Financial Forecast</b>    | No   | 14 October 2020  | Cabinet (Cllrs Cory, J Young, Fox, Goss, Higgins, King and Lilley)<br><br>Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk | Cabinet report  | Paul Cook<br>Head of Finance<br>01206 505861<br>Paul.cookx@colchester.gov.uk  |

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| <b>Award of Contract for Light Vehicles</b>               | Yes   | November 2020                                   | Dan Gascoyne, Chief Operating Officer, in consultation with Councillor Martin Goss, Portfolio Holder for Waste, Environment and Transportation, under delegated authority from Cabinet<br><br>Please contact via | Officer report   | Robert Doran<br>Fleet and Depot Contract Manager<br>01206 282612<br>Robert.Doran@colchester.gov.uk   |
| <b>Matters Relating to Third Party Rights at Queen St</b> | Yes   | 23 November 2020                                | Cabinet (Cllrs Cory, J Young, Fox, Goss, Higgins, King and Lilley)<br><br>Please contact via Democratic Services (01206) 507832<br>email: democratic.services@colchester.gov.uk                                  | Cabinet report and plans   | Ian Vipond<br>Strategic Director, Policy and Place<br>01206 282717<br><a href="mailto:ian.vipond@colchester.gov.uk">ian.vipond@colchester.gov.uk</a> |

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| <b>New Climate Change Response Works in the Housing investment Programme</b>          | No  | 23 November 2020                                | Cabinet (Cllrs Cory, J Young, Fox, Goss, Higgins, King and Lilley)<br><br>Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk | Cabinet report   | Andrew Tyrrell<br>Client Services Manager<br>01206 282390<br><a href="mailto:Andrew.tyrrell@colchester.gov.uk">Andrew.tyrrell@colchester.gov.uk</a> |
| <b>Extension of the Management Agreement with Colchester Borough Homes by 5 years</b> | No  | 23 November 2020                                | Cabinet (Cllrs Cory, J Young, Fox, Goss, Higgins, King and Lilley)<br><br>Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk | Cabinet report   | Geoff Beales<br>Client Services Manager<br>01206 506514<br><a href="mailto:Geoff.beales@colchester.gov.uk">Geoff.beales@colchester.gov.uk</a>       |

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| <b>Officer Pay Policy 2021/22</b>               | No   | 23 November 2020                                       | Cabinet (Cllrs Cory, J Young, Fox, Goss, Higgins, King and Lilley)<br><br>Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk | Cabinet report, draft Officer Pay Policy  | Chris Reed<br>People and Performance Specialist<br>01206 282240<br>chris.reed@colchester.gov.uk  |
| <b>Local Council Tax Support Scheme 2021-22</b> | No   | 23 November 2020                                       | Cabinet (Cllrs Cory, J Young, Fox, Goss, Higgins, King and Lilley)<br><br>Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk | Cabinet report  | Jason Granger<br>Customer Solutions Manager<br>01206 508824<br>Jason.granger@colchester.gov.uk   |



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| <b>Budget 2021-2022 Update and Approval of Fees and Charges</b> | No  | 23 November 2020                                | Cabinet (Cllrs Cory, J Young, Fox, Goss, Higgins, King and Lilley)<br><br>Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk | Cabinet report, schedule of fees and charges   | Paul Cook<br>Head of Finance<br>01206 505861<br>Paul.cookx@colchester.gov.uk  |
| <b>Colchester Northern Gateway Heat Network Update</b>          | Yes   | 23 November 2021                                | Cabinet (Cllrs Cory, J Young, Fox, Goss, Higgins, King and Lilley)<br><br>Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk | Cabinet report and tender analysis   | Andrew Tyrrell<br>Client Services Manager<br>01206 282390<br><a href="mailto:Andrew.tyrrell@colchester.gov.uk">Andrew.tyrrell@colchester.gov.uk</a> |

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| <b>Award of contract for external decorations (12 week package)</b> | Yes   | November/December 2020                          | Portfolio Holder for Housing, Councillor Adam Fox<br><br>Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk | Portfolio Holder report, including summary of procurement exercise                                       | Clare Lawrance<br>Client Asset Manager<br>01206 282506<br><a href="mailto:Clare.lawrance@colchester.gov.uk">Clare.lawrance@colchester.gov.uk</a> |
| <b>Award of Contract for the Replacement of 100 Kitchens 2020</b>   | Yes   | November/December 2020                          | Portfolio Holder for Housing, Councillor Adam Fox<br><br>Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk | Portfolio Holder report, including summary of procurement exercise                                       | Clare Lawrance<br>Client Asset Manager<br>01206 282506<br><a href="mailto:Clare.lawrance@colchester.gov.uk">Clare.lawrance@colchester.gov.uk</a> |

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| Approval to award a contract over the value of £500,000 for the delivery and procurement of parking bay sensors for installation in various locations in both Colchester and Clacton-on-Sea. | Yes   | December 2020                                   | Portfolio Holder for Communities, Wellbeing and Public Safety, Councillor Michel Lilley (under delegated powers from Cabinet)<br><br>Please contact via Democratic Services (01206) 507832 email: democratic.services | Portfolio Holder report will detailing the proposed contract to be awarded, including the supplier and works to be carried out by Ringway Jacobs/Essex Highways. | Jason Butcher<br>Parking Project Manager<br>01206 282901<br>Jason.butcher@colchester.gov.uk  |
| Award of Contract for Housing Renewals   | Yes   | December 2020                                   | Portfolio Holder for Housing, Councillor Adam Fox<br><br>Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk   | Portfolio Holder report  | Clare Lawrance<br>Client Asset Manager<br>01206 282506<br><a href="mailto:Clare.lawrance@colchester.gov.uk">Clare.lawrance@colchester.gov.uk</a> |

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| <b>Update on Proposed New Grow-on Business Centre in Queen Street</b>                      | Yes   | 27 January 2021                                 | Cabinet (Cllrs Cory, J Young, Fox, Goss, Higgins, King and Lilley)<br><br>Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk | Cabinet report   | Matthew Brown<br>Economic Development Manager<br>01206 507348<br><a href="mailto:matthew.brown@colchester.gov.uk">matthew.brown@colchester.gov.uk</a>                           |
| <b>Covid 19 Recovery Business Case for Council Efficiency and Transformation Programme</b> | No  | 27 January 2021                                 | Cabinet (Cllrs Cory, J Young, Fox, Goss, Higgins, King and Lilley)<br><br>Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk | Cabinet report   | Richard Block<br>Assistant Director, Corporate and Improvement Services<br>01206 506825<br><a href="mailto:Richard.block@colchester.gov.uk">Richard.block@colchester.gov.uk</a> |

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| <b>2021/22 General Fund Revenue Budget, Capital Programme and Medium Term Financial Forecast –</b><br>Cabinet will consider the 2021/22 General Fund Revenue Budget and make a recommendation to Council. | No  | 27 January 2021                                 | Cabinet (Cllrs Cory, J Young, Fox, Goss, Higgins, King and Lilley)<br><br>Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk | Cabinet report   | Paul Cook<br>Head of Finance<br>01206 505861<br><a href="mailto:Paul.cookx@colcehster.gov.uk">Paul.cookx@colcehster.gov.uk</a>        |
| <b>Housing Revenue Account Estimates 2021/22</b><br><br>To approve the HRA Estimates 2021/22  | No  | 27 January 2021                                 | Cabinet (Cllrs Cory, J Young, Fox, Goss, Higgins, King and Lilley)<br><br>Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk | Cabinet report   | Darren Brown<br>Finance Manager<br>01206 282291<br><a href="mailto:Darren.brown@colchester.gov.uk">Darren.brown@colchester.gov.uk</a> |

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| <b>Housing Investment Programme 2021/22</b><br><br>To approve the Housing Investment Programme 2021/22 | No  | 27 January 2021                                 | Cabinet (Cllrs Cory, J Young, Fox, Goss, Higgins, King and Lilley)<br><br>Please contact via Democratic Services (01206) 507832<br>email: democratic.services@colchester.gov.uk | Cabinet report   | Darren Brown<br>Finance Manager<br>01206 282291<br><a href="mailto:Darren.brown@colchester.gov.uk">Darren.brown@colchester.gov.uk</a>               |
| <b>Award of Contract for the Colchester Northern Gateway Heat Network</b>                              | Yes   | 27 January 2021                                 | Cabinet (Cllrs Cory, J Young, Fox, Goss, Higgins, King and Lilley)<br><br>Please contact via Democratic Services (01206) 507832<br>email: democratic.services@colchester.gov.uk | Cabinet report and tender analysis   | Andrew Tyrrell<br>Client Services Manager<br>01206 282390<br><a href="mailto:Andrew.tyrrell@colchester.gov.uk">Andrew.tyrrell@colchester.gov.uk</a> |

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| <b>Award of Contract for External Decorations Contract 2021</b> | Yes   | February 2021                                   | Portfolio Holder for Housing, Councillor Adam Fox<br><br>Please contact via Democratic Services (01206) 507832<br>email: democratic.services@colchester.gov.uk | Portfolio Holder report, including summary of procurement exercise                                       | Clare Lawrance<br>Client Asset Manager<br>01206 282506<br><a href="mailto:Clare.lawrance@colchester.gov.uk">Clare.lawrance@colchester.gov.uk</a> |

## **CONTACT ADDRESSES FOR COLCHESTER BOROUGH COUNCIL**

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