

**Report of** Assistant Chief Executive

**Author** Jonathan Baker  
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**Title** Work Programme 2014-15

**Wards affected** Not applicable

## 1. Decisions Required

- 1.1 The Panel is asked to consider and comment on the 2014-15 Work Programme.

## 2. Alternative options

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

## 3. Supporting Information

- 3.1 The Panel's work programme will evolve as the Municipal Year progresses and items of business are commenced and concluded. At each meeting the opportunity is taken for the work programme to be reviewed and, if necessary, amended according to current circumstances.
- 3.2 As requested by the Panel the results of the Colchester Borough Homes Peer Homelessness Review has now been scheduled in for the meeting in January. This was due to the number of items included on the agenda for the meeting in December.
- 3.3 The Chairman of the Scrutiny Panel requested the inclusion of the Forward Plan of Key Decisions as part of the work programme for the Scrutiny Panel.

## 4. Strategic Plan References

- 4.1 The Council recognises that effective local government relies on establishing and maintaining the public's confidence, and that setting high standards of self governance provides a clear and demonstrable lead. Effective governance underpins the implementation and application of all aspects of the Council's work.

## 5. Standard References

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

<b>Meeting date / agenda items and relevant portfolio</b>
<b>8 July 2014</b> <ol style="list-style-type: none"> <li>1. Review of Colchester Borough Homes' Performance 2013/14</li> <li>2. Year End 2013/14 Performance Report including progress on Strategic Plan Action Plan</li> <li>3. Financial Monitoring Report – End of Year 2013/14</li> <li>4. Capital Expenditure Monitor 2013/14</li> </ol>
<b>19 August 2014</b> <ol style="list-style-type: none"> <li>1. Budget Strategy, Timetable and MTFF (Leader / Business and Resources)</li> <li>2. Annual Report on Treasury Management (Business and Resources)</li> <li>3. 2014-15 Capital Monitor, period April – June</li> <li>4. 2014-15 Financial Monitor, period April – June</li> <li>5. Annual Scrutiny Report</li> </ol>
<b>16 September 2014</b> <ol style="list-style-type: none"> <li>1. Safer Colchester Partnership (Crime and Disorder Committee) (Planning and Community Safety)</li> </ol>
<b>21 October 2014</b> <ol style="list-style-type: none"> <li>1. Review of Public Events in Castle Park</li> </ol>
<b>11 November 2014</b> <ol style="list-style-type: none"> <li>1. Briefing paper on the former Garrison Gym</li> <li>2. Local Council Tax Support – Year 3</li> <li>3. 2014-15 Revenue Monitor, period April – September</li> <li>4. 2014-15 Capital Monitor, period April – September</li> <li>5. Treasury Management – Half yearly update</li> </ol>
<b>2 December 2014</b> <ol style="list-style-type: none"> <li>1. Colchester Hospital University Foundation Trust</li> <li>2. Half-yearly Performance Report including progress on Strategic Plan Action Plan</li> <li>3. Fundamental Service Review of Corporate and Financial Management – progress update for the year following the business case.</li> </ol>
<b>27 January 2015</b> <ol style="list-style-type: none"> <li>1. 2015-16 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. Colchester Borough Homes – Peer Homelessness Review Result</li> <li>4. Strategic Plan Action Plan 2015/16</li> </ol>
<b>24 February 2015</b> <ol style="list-style-type: none"> <li>1. 2014-15 Capital Monitor, period April – December</li> <li>2. 2014-15 Revenue Monitor, period April – December</li> </ol>
<b>17 March 2015</b> <ol style="list-style-type: none"> <li>1. Arts Review</li> </ol>

# COLCHESTER BOROUGH COUNCIL

## FORWARD PLAN OF KEY DECISIONS 1 DECEMBER 2014 – 31 MARCH 2015

During the period from 1 December 2014 – 31 March 2015 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.

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)
<b>Award of Lease at Shrub End Sports Ground</b>	Yes	December 2014	Portfolio Holder for Communities and Leisure Services (Cllr Annie Feltham)  Please contact via Democratic Services (01206)507832 email: democratic.services@colchester.gov	Portfolio Holder report, which will contain brief details of tender submissions.	Simon Grady, Sport and Leisure Participation Manager (01206) 282908 <a href="mailto:Simon.Grady@colchester.gov.uk">Simon.Grady@colchester.gov.uk</a>
<b>Appointment of Main Contractor for the Rebuilding of the Former Garrison Gymnasium</b> – decision on the appointment of the main contractor including the scope of the works which will be set to best facilitate the subsequent conversion to a community centre.	Yes	December 2014	Portfolio Holder for Business and Resources (Cnllr Paul Smith)  Please contact via Democratic Services (01206)507832 email: democratic.services@colchester.gov	Portfolio Holder report, which will contain brief details of tender submissions and the scope of works.	Neil Hopkins, Regeneration Project Co-ordinator (01206) 282245 neil.hopkins@colchester.gov.uk

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<b>Strategic Plan 2015 –</b> to recommend the approval of the Strategic Plan 2015 to Full Council	No	28 January 2015	Bourne, Feltham, Hunt, B. Oxford, Smith, Turrell, T. Young)  Please contact via Democratic Services (01206)507832 email: democratic.services@colchester.gov.uk		Ann Hedges, Chief Operating Officer (01206) 282202 Email: <a href="mailto:ann.hedges@colchester.gov.uk">ann.hedges@colchester.gov.uk</a>
<b>Vineyard Gate – Approval of Development Agreement and key financial terms</b>	Yes	28 January 2015	Cabinet (Cnllrs Barlow Bourne, Feltham, Hunt, B. Oxford, Smith, Turrell, T. Young)  Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk	Cabinet Report	Fiona Duhamel, Economic Growth Manager (01206) 282252 Email: <a href="mailto:Fiona.duhamel@colchester.gov.uk">Fiona.duhamel@colchester.gov.uk</a>
<b>Environmental Sustainability Strategy</b>	No	28 January 2015	Cabinet (Cnllrs Barlow Bourne, Feltham, Hunt, B. Oxford, Smith, Turrell, T. Young)  Please contact via Democratic Services (01206)507832	Cabinet report.  Background papers: Environmental Sustainability Strategy to be considered in conjunction with the existing Climate Risk	Wendy Bixby, Sustainability & Projects Officer (01206) 282566 mobile 07876440406 Email: <a href="mailto:Wendy.bixby@colchester.gov.uk">Wendy.bixby@colchester.gov.uk</a>

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			email: democratic.services@colchester.gov.uk	Assessment, new draft Action Plan and Evidence Base document.	
<b>Housing Strategy 2015</b> - to approve a new Housing Strategy for Colchester for 2015 to 2018 To recommend to full Council that the strategy be adopted as part of the Council's Policy Framework.	No	18 March 2015	Cabinet (Cnllrs Barlow Bourne, Feltham, Hunt, B. Oxford, Smith, Turrell, T. Young)  Please contact via Democratic Services (01206)507832 email: democratic.services@colchester.gov.uk	Cabinet Report Housing Strategy and action plan Evidence base	Tina Hinson, Housing Strategy Manager (01206) 506903 Email <a href="mailto:tina.hinson@colchester.gov.uk">tina.hinson@colchester.gov.uk</a>  Karen Paton, Housing Strategy Officer (01206) 282275 Email: <a href="mailto:karen.paton@colchester.gov.uk">karen.paton@colchester.gov.uk</a>
<b>Pay Award 2015/16</b>	No	March 2015	Portfolio Holder for Business and Resources (Cnllr Paul Smith)  Please contact via Democratic Services (01206)507832 email: democratic.services@colchester.gov	Portfolio Holder report	Jessica Douglas, Strategic People and Performance Manager (01206) 282239 Email: <a href="mailto:Jessica.douglas@colchester.gov.uk">Jessica.douglas@colchester.gov.uk</a>

**CONTACT ADDRESSES  
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