

Cabinet Meeting

**Grand Jury Room, Town Hall, High Street,
Colchester, CO1 1PJ
Wednesday, 16 November 2022 at 18:00**

The Cabinet deals with the implementation of all Council services, putting into effect the policies agreed by Full Council and making recommendations to Full Council on policy issues and the budget.

Information for Members of the Public

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

Most meetings take place in public. This only changes when certain issues, for instance, commercially sensitive information or details concerning an individual are considered. At this point you will be told whether there are any issues to be discussed in private, if so, you will be asked to leave the meeting.

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Facilities

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Colchester Borough Council

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COLCHESTER BOROUGH COUNCIL
Cabinet
Wednesday, 16 November 2022 at 18:00

Leader and Chair	Councillor King (Liberal Democrats) Councillor Cory (Liberal Democrats) Councillor Cox (Labour) Councillor Fox (Labour) Councillor Goss (Liberal Democrats) Councillor Luxford Vaughan (Liberal Democrats) Councillor Nissen (Green) Councillor J. Young (Labour)
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AGENDA
THE LIST OF ITEMS TO BE DISCUSSED AT THE MEETING
(Part A - open to the public)

Live Broadcast

Please follow this link to watch the meeting live on YouTube:

[\(107\) ColchesterCBC - YouTube](#)

1 Welcome and Announcements

The Chair will welcome members of the public and Councillors to the meeting and remind those participating to mute their microphones when not talking. The Chair will invite all Councillors and Officers participating in the meeting to introduce themselves.

2 Urgent Items

The Chair 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.

3 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.

4 Minutes of Previous Meeting

Cabinet will be invited to confirm that the minutes of the meeting held on 12 October 2022 are a correct record.

12-10-22

9 - 16

5 Have Your Say!

Members of the public may make representations to the meeting. This can be made in person at the meeting or by joining the meeting remotely and addressing the Cabinet via Zoom. Each representation may be no longer than three minutes. Members of the public wishing to address the Cabinet remotely may register their wish to address the meeting by e-mailing democratic.services@colchester.gov.uk by 12.00 noon on the working day before the meeting. In addition, a written copy of the representation should be provided for use in the event of unforeseen technical difficulties preventing participation at the meeting.

There is no requirement to pre-register for those attending the meeting in person.

6 Decisions Reviewed by the Scrutiny Panel

Cabinet will consider the outcome of a review of a decision by the Scrutiny Panel under the call-in procedure. At the time of the publication of this agenda, there were none.

7 Strategy

7(i) New Senior Management Team Arrangements and Structure 17 - 56

Cabinet will consider a report providing details of new senior management arrangements including a proposed structure, which Cabinet are invited to endorse.

8 Resources

8(i) Sale of Land at Northern Gateway, Colchester 57 - 62

Cabinet will consider a report inviting it to approve the sale of approximately 5 hectares of land off Axial Way, Northern Gateway, Colchester.

8(ii) Fees and Charges 2023-24 63 - 212

Cabinet will consider a report inviting it to approve the fees and charges for Council services for 2023-24.

8(iii)	Recommendations from Governance and Audit Committee in respect of the Capital Programme	213 - 218
	Cabinet will consider recommendations made by the Governance and Audit Programme at its meetings on 6 September 2022 and 18 October 2022 in respect of the Capital Programme.	
8(iv)	Officer Pay Policy Statement 2023-24	219 - 234
	Local authorities are required to publish an officer pay policy statement each year. Cabinet will consider a report recommending the approval of the Council's Officer Pay Policy Statement and its recommendation to Council for adoption.	
9	Housing and Communities	
9(i)	Request to Delegate Authority for the Award of Contracts for the Phase 3 Garage Sites of the New Council Housing Programme	235 - 240
	Cabinet will consider a report which seeks to delegate authority for the award of "design and build" construction contracts for the Phase 3 Garage Sites, which are part of the Council's New Housebuilding Programme.	
10	General	
10(i)	Nomination for Deputy Mayor 2023-24	
	Cabinet will consider nominations for Deputy Mayor for the 2023-24 municipal year and will make a recommendation to Council.	
10(ii)	Calendar of meetings 2023-24	241 - 248
	Cabinet will consider a report inviting it to agree a calendar of meetings for the 2023-24 municipal year.	
10(iii)	Progress of Responses to the Public	249 - 250
	Cabinet will be invited to note a report setting out the progress of responses to members of the public who had addressed meetings of the Cabinet and Full Council under the Have Your Say! provisions.	
11	Exclusion of the Public (Cabinet)	
	In accordance with Section 100A(4) of the Local Government Act 1972 and in accordance with The Local Authorities (Executive	

Arrangements) (Meetings and Access to Information) (England) Regulations 2012 to exclude the public, including the press, from the meeting so that any items containing exempt information (for example 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)

12 Resources - Part B

12(i) Sale of Land at Northern Gateway - Part B

Cabinet will consider a report containing not for publication information relating to the sale of approximately 5 hectares of land at Axial Way, Northern Gateway, Colchester.

<p style="text-align: center;">CABINET 12 October 2022</p>
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Present: - Councillor King (Chair)
Councillors Cory, Fox, Goss, Luxford Vaughan, Nissen,
J. Young

Also in attendance: Councillors Harris, Scott-Boutell,
Willetts

693. Minutes

RESOLVED that the minutes of the meetings held on 7 September 2022 be confirmed as a correct record.

694. Have Your Say!

Piter Vera addressed the Cabinet pursuant to the provisions of Meetings General Procedure Rule 5(1) to seek the Council's support for a project designed to reduce the amount of plastic that was exported for disposal. The project involved the use of plastics with glass to create a new product which would be fireproof, water resistant and hard to destroy. It was anticipated that it could be used in building projects. It would also be cheap. He was seeking to obtain funding and a four acre site to take the project forward. The local MP had expressed some support for the project and he hoped the Council would indicate its support by signing up for the scheme at the meeting.

Members of the Cabinet expressed support for the principle of the project. It would not be appropriate to sign up to the scheme without undertaking due diligence, particularly in respect of the financial strategy. The Council had a good record on recycling and looked to support local businesses. However, it was the waste collection authority, and was not responsible for waste disposal. It would not have a vacant four acre site, although there may be scope for exploring possible sites allocated for employment in section 1 of the Local Plan. Cabinet thanked Mr Vera for bringing the project forward and it would ask officers to look at the scheme and put him in touch with other organisations such as Colbea who might be able to advise him further.

Councillor Harris attended and with the consent of the Chair addressed Cabinet to express his concern about the recent change in policy that prevented the collection of armchairs and sofas as items of bulky waste. This stemmed from advice from the Environment Agency. The consequence was an increase in such items being left in gardens, where they deteriorated before they could be recycled, or being fly tipped. Concern was expressed about the impact this would have on local neighbourhoods. He had raised similar concerns at Essex County Council.

Councillor Goss, Portfolio Holder for Neighbourhoods and Waste, explained that the Council had had to withdraw this service on 1 September 2022, following a government directive. Essex County Council had advised that residents should be encouraged to donate such items to charity shops, but this was not always possible, as they had limited capacity and such items were often in poor condition. It was felt that a more robust approach was necessary and he would raise the matter further with both Essex County Council and the Environment Agency.

695. Update on Progress in Delivering Cabinet Vision and Priorities

The Interim Chief Operating Officer submitted a report a copy of which had been circulated to each Member.

Cabinet received a presentation from Michelle Tarbun, Group Manager, Wellbeing, Prevention and Communities, on the support being provided to communities and residents in response to the cost of living crisis. This set out the activity that had been taken so far and set out the new approach:-

- Immediate help for those suffering financial hardship/crisis intervention.
- Longer term support for those worried about increasing costs.
- Support in the community (Including warm welcoming spaces).

The scale of the help provided so far to residents was highlighted. Since April 2022 support had been provided to 317 residents to help with housing costs, and 66 residents had received help with Council tax costs. From September more detailed data was being collected and this showed that 129 residents had been referred to the Financial and Employment Support Service. Colchester Borough Homes financial inclusion caseloads were not yet showing significant trends but there was a clear trend of increasing Local Council Tax Support (LCTS) claims which indicated an increase in residents experiencing financial hardship.

A wide range of actions were underway to address these issues. These included plans for increased support through the LCTS scheme for 2023/24, improvements to the Council website to make it more personal and easier to navigate and continued outreach through tools such as leaflets and Facebook videos. In addition, the Council would become a referral partner for the Money and Pensions Service, which would make it easier to provide support for residents in debt, liaison with the University of Essex to use their expertise in data collection and analysis and an internal restructure combining the Financial and Employment Support with the Communities Team which would help provide a more coordinated approach.

Councillor Cory, Portfolio Holder for Resources, thanked the Group Manager for the work undertaken by her team and highlighted the support that had been provided to communities by the Council through the Covid pandemic and the cost of living crisis. The crisis was likely to worsen in view of recent fiscal announcements. 99.4% of council tax rebates had now been paid, and all those in the greatest need had received their rebate. A consultation was underway on a more generous LCTS for 2023/24. The restructure of the relevant teams and the partnership with the Money and Pensions Service enabled the

teams to give much more detailed advice to residents at an early stage. The mapping of warmer places was welcomed. Good communication on the support available was essential and the importance of improvements to the website and the concept of pop up outreach events was stressed.

In discussion, Cabinet members stressed their support for the work undertaken to support residents and communities through the cost of living crisis. It was suggested that although Colchester Borough Homes financial inclusion caseloads may not be increasing significantly, this was because Housing Officers were trained to recognise these issues and were intervening at an early stage. Whilst the mapping of warm welcoming spaces was welcome it needed to be borne in mind that these venues would be facing increased energy costs themselves. It was suggested that there would be value in a dissemination event for this sector organisations for them to provide information about the help and support that they provided. Clarification was also sought about Discretionary Housing Payments, which seemed to be decreasing since April and further information would be provided.

In a response to a question in respect of access to improved data, the Group Manager explained that new Experion software would provide data down to post code level which would allow support to be better targeted.

In terms of the priority on City Status and strengthening Colchester's heritage and cultural offer, Councillor Cox, Portfolio Holder for Heritage and Culture, explained that preparations for City Status were proceeding apace and a three pronged approach was being taken, . The three strands were civic events around the award of City Status, a heritage strategy of events for the year following the award of City Status and a longer term Place Making theme. Several heritage events were being planned and linked to existing events in the calendar.

Councillor Nissen, Portfolio Holder for Environment and Sustainability, provided an update on the priority on improving the quality of life for residents. This included:-

- Working with stakeholders to plan tree planting across the borough. There would be better engagement with communities and ward councillors on the issue.
- Obtaining funding for the planting of over 120 street trees.
- There would a focus on the naturalisation of sites, which would include Cymbeline Meadows becoming a nature reserve under the Woodland and Biodiversity Project.
- Work was underway with the University to open up waterways.
- A community clear air project on North Hill.
- Attendance at a national air quality conference.

In respect of the priority relating to tackling climate change and reducing litter and graffiti, Councillor Nissen, Portfolio Holder for Environment and Sustainability, and Councillor Goss, Portfolio Holder for Neighbourhoods and Waste, provided an update on the work undertaken which included:-

- Looking at ways to protect the borough's coastline.
- Increased education programmes for residents to help them make better ecological choices.

- The Climate Emergency Action Plan was being reviewed to update existing actions and add additional actions, including a new bike shelter at the Shrub End depot.
- Representatives from partners would be attending the COP 27 conference in Egypt.
- There had been a 4.3% decrease in emissions from pre-Covid levels.
- The Rowan House decarbonization project had progressed well and Rowan House should reopen in December
- A dedicated graffiti team had been established which meant response times to reports of graffiti had reduced.
- The possibility of recharging the costs of cleaning graffiti from public utilities to the relevant company or authority was being explored.
- Funding had been obtained from Keep Britain Tidy for an additional vehicle to support the cleaning of gum from footways.
- Monthly Days of Action had been reinstated.

Councillor J. Young Portfolio Holder for Housing and Communities, provided an update on the work undertaken on the priority relating to Affordable Housing and Physical and Digital Infrastructure as follows:-

- The need to be creative on the delivery of affordable housing was stressed. The 100 Homes project had been very successful and had proved a quicker way of delivering affordable housing than through section 106 contributions.
- The Council was working with Winslee Charity on a project that would deliver an increased number of almshouses.
- Garage sites had provided good quality sustainable housing, which would also act as a lever to make other larger housing units available. The housing on garage sites could be used as a show case for the quality of build expected by private developers.

Councillor King, Leader of the Council and Portfolio Holder for Strategy highlighted that engagement had now commenced on the new Strategic Plan. It was important to engage with Councillors across the Council and the consultation included a specific survey for Councillors. The key issue to address was how far the strategic priorities might need to change and how that change could be managed in a sustainable way. Councillor Fox, Deputy Leader of the Council and Portfolio Holder for Local Economy and Transformation, stressed the opportunity that City Status provided to consider the future of Colchester and how it might look in ten years' time, and what residents might want and need. He welcomed the input of the Policy Panel on this issue.

RESOLVED that the progress against the Key Priorities to deliver the Cabinet's vision be noted.

REASONS

To ensure satisfactory delivery of Cabinet's vision and key priorities this municipal year.

ALTERNATIVE OPTIONS

No alternative options were presented to Cabinet.

696. Cost of Living Crisis – Council Response

Minute 56 of the Policy Panel meeting of 21 September was submitted to Cabinet, a copy of which had been circulated to each member.

Councillor Scott-Boutell, Chair of Policy Panel, attended and with the consent of the Chair, addressed the Cabinet. She considered that the Panel was working in a positive way and was a useful link between non-executive members and the Cabinet. The Panel had brought forward a number of useful suggestions and she endorsed the recommendations made in minute 56.

Councillor Willetts attended and with the consent of the Chair addressed the Cabinet to express concern about the recommendation in respect of the Council's website. If the recommendation was approved there was a danger that this could lead to the home page of the website becoming cluttered with a number of links to other organisations. This had been an issue previously and made the website confusing and difficult to navigate. Any changes to the website should only be implemented after being successfully trialled by a group of Councillors and a focus group of residents.

Councillor King, Leader of the Council and Portfolio Holder for Strategy, thanked the Policy Panel for the recommendations. The Cabinet was committed to consulting with members at an early stage on proposals to give an opportunity for meaningful input. In terms of the website, it was not easy to get the balance between clarity and depth right. However, the parts of the website dealing with cost of living were very clear and used links appropriately to allow users to access more detailed information.

RESOLVED that

- (a) The Council makes its website more user-friendly, with better branding to maximise its effectiveness at providing information and links to organisations which could provide advice and assistance.
- (b) Future resourcing reflects the need to support people across all communities within the Borough.

ALTERNATIVE OPTIONS

It was open to Cabinet not to agree the recommendations from the Policy Panel.

697. Policy Panel Work Programme

Minute 77 of the Policy Panel meeting of 21 September 2022 was submitted to Cabinet, a copy of which had been submitted to each member.

Councillor Scott-Boutell, Chair of Policy Panel, attended and with the consent of the Chair, addressed the Cabinet. She emphasised the Panel's role in engaging with residents and

highlighted that the naming of items on its work programme was sometimes confusing to members of the public. An example of this was Blue/Green Infrastructure. More clarity was needed so they were more readily understandable.

Councillor Goss, Portfolio Holder for Neighbourhoods and Waste, endorsed Councillor Scott=Boutell's comments.

Councillor King, Leader of the Council and Portfolio Holder for Strategy, explained that the Rapid Transit System was an emerging project. Some further detail had been shared with members of the Joint Committee for Tending Colchester Borders Garden Community recently. It would be appropriate to share this with members more widely, but this would be best be done through an alternative method such as an all member briefing.

RESOLVED that:-

- (a) The Policy Panel be given permission to consider Council support for small local businesses.
- (b) Information on proposals for a Colchester Rapid Transport System, including design, plans and connectivity be provided through an alternative method such as an all member briefing.

REASONS

Cabinet considered it was more appropriate for information on the Colchester Rapid Transport System to be provided through an alternative method such as all member briefing.

ALTERNATIVE OPTIONS

It was open to Cabinet to approve both of the recommendations from the Policy Panel.

698. Colchester's Housing Strategy 2022-27

Minute 359 of the Scrutiny Panel meeting of 5 July 2022 was submitted to Cabinet, a copy of which had been submitted to each member.

Councillor Willetts, Chair of the Scrutiny Panel, attended and with the consent of the Chair addressed the Cabinet. The Scrutiny Panel had fully supported the Housing Strategy, and in particular the target of 30% of properties to be built on a major development be affordable housing. There was some concern that some developers sought to undermine this through arguments on viability, and the Panel wanted to emphasise the importance of maintaining the 30% target. The Panel had also raised a concern that the collection of section 106 contributions was not as effective as it could be and had requested a report so that it could be satisfied that the system was fit for purpose. It would also be receiving a report on the appropriateness of family/local affiliations in setting of local leasing and sales policies.

Councillor Luxford-Vaughan, Portfolio Holder for Planning and Infrastructure, stressed the need for the Council to develop the necessary expertise to better understand and counter

developers' arguments on viability.

Councillor J. Young, Portfolio Holder for Housing and Communities, emphasised that the 30% target was in the Housing Strategy. This was a live document which would be actively pursued. The Panel would be receiving reports on issues relating to section 106 collection and local lettings and sale policies.

Councillor King, Leader of the Council and Portfolio Holder for Strategy, stressed that the 30% affordable housing was being broadly achieved across all sites. He was grateful to the Panel for the recommendation which the Cabinet was content to accept. The value of the work of the Scrutiny Panel and the Council's approach to scrutiny had been recognised by the recent Peer Review.

RESOLVED that the Council retain a target that 30% of the properties to be built for any major development must be required to be affordable housing.

REASONS

The recommendation by the Scrutiny Panel was already Council policy.

ALTERNATIVE OPTIONS

No alternative options were proposed.

699. Progress of Responses to the Public

The Assistant Director, Corporate and Improvement Services, submitted a progress sheet a copy of which had been circulated to each Member.

RESOLVED that the contents of the Progress Sheet be noted.

REASONS

The progress sheet was a mechanism by which the Cabinet could ensure that public statements and questions were responded to appropriately and promptly.

ALTERNATIVE OPTIONS

No alternative options were presented to the Cabinet.

16 November 2022

Report of

Chief Executive

Author

Pam

Donnelly

Title

New Senior Management Team Arrangements and Structure

Wards

Not applicable

affected

1. Executive Summary

- 1.1 This report provides details of new senior management arrangements including a proposed structure. The proposed structure will ensure the organisation has effective senior leadership whilst providing at least £200K of budget savings.

2. Recommended Decision

- 2.1 That Cabinet endorses the new senior management arrangements and structure as set out in the report and notes that it will come into effect on 1 December 2022.
- 2.2 That Cabinet approves the revised Scheme of Delegation to Officers (which will come into effect on 1 December 2022) as detailed in Appendix C.
- 2.3 That Cabinet authorises the Monitoring Officer to make all consequential changes to the Constitution required by these new arrangements.

3. Reason for Recommended Decision

- 3.1 To ensure appropriate senior leadership arrangements are in place for the organisation and to release £200K of savings.

4. Alternative Options

- 4.1 To not endorse the new arrangements.

5. Background Information

- 5.1 As the Council recovers from the pandemic, there is consensus that we need to reset and realign our organisation and senior management team to reflect resource pressures and significant changes in working arrangements to support residents effectively.
- 5.2 This process has started with an extensive and far-reaching internal listening exercise intended to drive change in a way that understands where the organisation is at and what we need to deliver effectively given the context above. Key themes that have emerged with current arrangements include:
- Structures which create barriers
 - Service groups which could work more efficiently and improve delivery
 - Unnecessary administration and bureaucracy
 - Huge passion and commitment for Colchester
 - A sense of optimism for the future
- 5.3 Support has also been provided by Red Quadrant, an external agency who have worked across the senior leadership team to identify key issues that should underpin the future senior leadership structure. These are a need for:
- Fluidity and flexibility without hierarchy
 - Distributed and inclusive leadership
 - Outward looking focus
 - Agreement on common purpose, outcomes and priorities
 - Clearer accountability, more autonomy, cross organisational working
 - Drive a progressive, inclusive and diverse culture
 - Remain open to dynamic change
 - Enable leaders to lead with discretion
- 5.4 These findings have been carefully considered and discussed with the current senior management team to get their feedback and to capture ideas to inform a new structure that will respond to the above themes.
- 5.5 The existing senior management team structure is shown at Appendix A and the proposed structure and arrangements are shown at Appendix B.
- 5.6 Under the new arrangements, the Senior Management Team will operate as a Senior Board to provide leadership over the organisation. The Executive Director for Place and Chief Operating Officer roles have been updated to reflect the change from working as a Senior Management Team to a Board. The vacant Strategic Director of Customer and Relationships role is removed from the proposed structure.
- 5.7 The new Director roles within the senior team will be different to the current Assistant Director roles. The focus will no longer be on leading a set of defined services but to be responsible for the delivery of the Council's strategic priorities and outcomes and provide strategic leadership over key drivers including resources, organisational culture, environmental sustainability and reducing inequalities. These roles have been evaluated against the Council's current job evaluation scheme. The Assistant Directors were interviewed to assess their suitability for the new role and will have personal development plans to support their transition.
- 5.8 The arrangements will involve Group Managers becoming service delivery heads with the full autonomy and space to operate services whilst being accountable to the Senior

Team (the Chief Operating Officer will retain a responsibility to maintain oversight of all Council Services and performance). This represents a significant shift and is in line with the development of a wider and more inclusive leadership team. This has commenced through an initial meeting with existing Group Managers which will be followed by a further facilitated meeting to design the new service head roles and service groupings.

- 5.9 These arrangements will respond to the themes described above as well as delivering significant ongoing revenue savings.
- 5.10 These changes will necessitate the Scheme of Delegation to Officers being amended. A more detailed scheme will be presented to Cabinet once the service delivery heads and service area details have been finalised. In the interim a revised Scheme of Delegation to Officers is attached to this report at Appendix C which is proposed to be in place during this period.

6. Equality, Diversity and Human Rights implications

- 6.1 All Human Resource processes used to manage the transition to the new arrangements will ensure equality and diversity implications are managed effectively.
- 6.2 The new arrangements will also enable the Senior Board to have a greater focus on developing an organisational culture that supports equality and diversity.

7. Strategic Plan References

- 7.1 The arrangements described will ensure an even greater senior team focus on delivering the vision, themes and objectives of the [Strategic Plan 2020-23](#). The Directors will work across the organisation to ensure delivery of strategic objectives and the Senior Board will have overall accountability for delivery of the plan.

8. Consultation

- 8.1 Significant informal consultation has underpinned the design of this new structure and arrangements.
- 8.2 Under the arrangements, the Senior Management Team will reduce from 9 roles to 6. There are 3 current vacancies in the Senior Management Team and the same number of team members as posts in the new Board. There is therefore no requirement to put staff members at risk or conducting a formal consultation process on the proposals at this stage.

9. Publicity Considerations

- 9.1 It will be important to communicate the new arrangements to all elected members and partner organisations, so they are aware of the changed responsibilities. The changes will also be reflected on the Council website.

10. Financial implications

- 10.1 The new structure will generate an ongoing budget saving of £200K. As there are 3 current vacancies in the Senior Management Team there are also no additional associated implementation costs with these changes.

11. Health, Wellbeing and Community Safety Implications

- 11.1 The new Senior Board will have a key focus on Inequalities and working with system partners to improve the health and wellbeing of communities.

12. Health and Safety Implications

- 12.1 The Council's health and safety policy and arrangements will be updated to reflect the changes in responsibilities referred to in this report.

13. Risk Management Implications

- 13.1 With any change to organisational structure there is a risk that the experienced staff leave the organisation due to the associated uncertainty and potential redundancy. This has been managed by making the process extremely inclusive and collaborative and by securing financial savings through vacancies rather than redundancy.

14. Environmental and Sustainability Implications

- 14.1 The new arrangements will ensure an even greater focus by the Senior Board on Environment and Sustainability and the related strategic plan objectives.

Appendices

Appendix A – Current senior team structure

Appendix B - Proposed senior team structure and arrangements

Appendix C – Proposed constitution with revised scheme of delegation

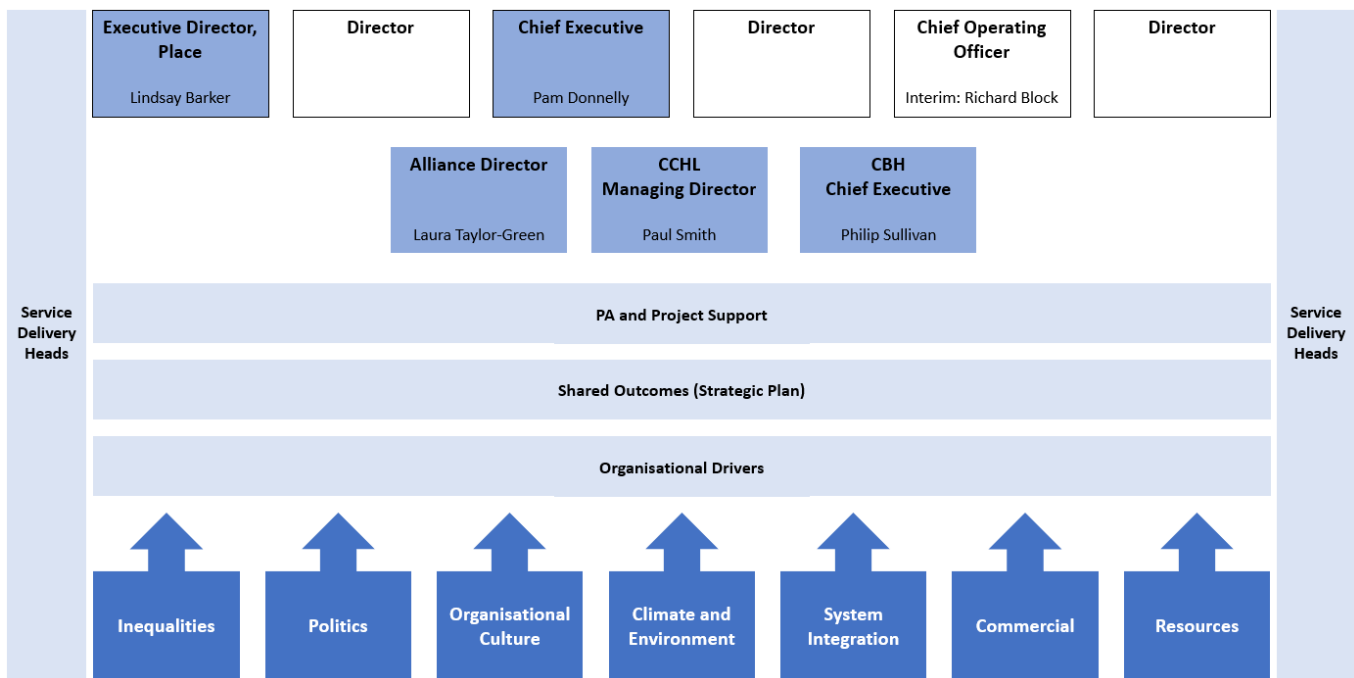
Background Papers

None

Appendix A – Existing senior management structure and council family leadership arrangements



Appendix B - Proposed senior management structure and council family leadership arrangements



SCHEME OF DELEGATION TO OFFICERS

November 2022

The Leader of the Council has delegated to individual members of the Cabinet most of the executive powers of implementation within the confines of the Council's budget and policy framework.

In addition, the Council has delegated some of its regulatory powers to the Planning Committee, Local Plan Committee, Licensing Committee and Governance and Audit Committee.

In order to ensure that business is conducted efficiently and that services are provided to the specified standards, the Council, the Leader of the Council, Planning Committee, Local Plan Committee and Licensing Committee has delegated some of their powers to officers.

There are two schemes of delegation which have been approved by the Leader of the Council:

1. Powers delegated to Cabinet Members.
2. Powers delegated to officers.

The following conditions apply to the powers delegated to officers by the Leader of the Council, the Council, Planning Committee, Local Plan Committee and Licensing Committee.

1. Every delegated power shall be exercised in the name of the Council.
2. The exercise of delegated powers shall be subject to the decision not being contrary to any policy of the Council as embodied in a formal resolution and recorded in the minutes of the Council or Cabinet.
3. All Key Decisions taken under this scheme are subject to the Call-in Procedure.
4. No officer shall exercise any delegated power that comprises a Key Decision unless that decision is contained within the Council's Forward Plan and complies with the Forward Plan process.
5. An officer exercising delegated powers shall do so in a manner consistent with the policy of the Council current at the time. The Proper Officer shall be the final arbiter of the interpretation of policy in relation to any matter.
6. In exercising delegated powers, an officer may incur expenditure only if appropriate provision has been made in the approved annual estimates and/or capital programme except as otherwise provided for in Financial Regulations.

7. No action may be taken which is contrary to the Council's Constitution.
8. Where powers to acquire or dispose of property or land are being exercised, the delegation is subject to such acquisition or disposal being in accordance with terms approved by the District Valuer or other professional officer.
9. Delegated powers to acquire property shall not include power to acquire property compulsorily and any proposal to make a Compulsory Purchase Order shall be submitted to the Council as a recommendation.
10. Powers delegated to an officer may be exercised by another officer (including an officer of a Council owned company) acting on behalf of the named officer, provided the latter has authorised the other officer so to act.
11. The Proper Officer may require that a decision which may be taken by an officer under this scheme shall be referred to the Council, the Leader of the Council or the Committee, as appropriate, for determination.
12. An officer exercising delegated powers in respect of any Key Decision shall record the decision and the reasons for it on the Decision Notice and shall deliver it to the Proper Officer who shall publish the Decision Notice in the approved manner.

Note Any reference to an Act of Parliament or Statutory Instrument shall include any statutory amendment or modification thereof.

SCHEME OF DELEGATION BY THE LEADER OF THE COUNCIL TO OFFICERS

Delegated to the Chief Executive

GENERAL

1. To act as District Controller in all emergency matters.
2. To implement the electoral registration function.

HUMAN RESOURCES

1. The implementation of locally determined pay awards to the employee group in accordance with the Council's agreed pay strategy for Council employees.
2. To hear and determine all appeals by the Executive Director Place and Chief Operating Officer relating to dismissal following the Council's Disciplinary Procedures.
3. Approval as Head of Paid of Service of any Special Severance Payments between £30k and £100k following approval by the Leader of the Council

Delegation to Executive Director Place and Chief Operating Officer

1. Where matters have been delegated in this Scheme to Directors, the delegation may also be exercised by the Executive Director Place or the Chief Operating Officer.
2. Power to authorise requests in relation to applications for, renewal of and cancellation of covert or directed surveillance in accordance with the Regulation of Investigatory Powers Act 2000. Any application that involves any confidential material (as defined within the Act) must be authorised personally by the Chief Executive.

Delegated to the Chief Executive, Executive Director Place, Chief Operating Officer and all Directors

FINANCIAL RESOURCES

1. To authorise financial remedies or compensation including; waiver or reduction of fees, ex-gratia or goodwill payments up to £3000 (Chief Executive) or £1000 (Directors).
2. To incur revenue expenditure and recover revenue income up to the levels contained in the annual estimates of expenditure and income or any other approved revisions thereto.
3. Authority on behalf of the Council subject to sub paragraph (a) to enter into any contract or variation(s) for works, supplies and services which do not exceed the value of £100,000 or does not form part of a series of contracts or variations the total aggregate value or amount of which does not exceed £100,000.

Delegated to the Chief Executive, Executive Director Place, Chief Operating Officer and all Directors (continued)

- (a) Provided that such contract(s) or variation(s) are in accordance with the existing practice of the Council and the expenditure involved is authorised within the Council's Financial Regulations.
- 4. To dispose of surplus or obsolete equipment, plant, vehicles and stock on the most favourable terms in accordance with the Council's Financial Regulations.
- 5. When a contract is won in open competition with another local authority or public body, following acceptance of the tender, power to offer to amend the tender sum if the authority or body is prepared to waive the requirement of a performance bond.
- 6. To employ such sub-contractors as may be required to fulfil all obligations entered into by the Council.
- 7. To purchase such works, supplies or services required to fulfil all obligations entered into by the Council.

HUMAN RESOURCES

- 1. Subject to corporate policies and standards, to determine staffing levels for services within their Services, including variations to meet budgetary and business plan requirements and to maintain efficient and effective services.
- 2. Subject to corporate policies and standards to determine recruitment, training and dismissal of staff.
- 3. Subject to corporate policies and standards to approve secondary employment, leave, overtime, training courses, membership of and attendance at professional bodies, granting of ex-gratia payments up to £1000 (Chief Executive) or £500 (Directors) to staff for damage and/ or destruction of personal items resulting directly from their employment.
- 4. To hear and determine all appeals by all employees (below Director level) relating to dismissal following the Council's Disciplinary Procedures

GENERAL

- 1. In respect of every function of the Council, power to serve Notices under section 16 of the Local Government (Miscellaneous Provisions) Act 1976 requiring information on interests in land.
- 2. To select shortlists of contractors to be invited to tender for contracts with the Council from those available pursuant to the Contract Procedure Rules.

CUSTOMERS

1. To manage customers demand for Council services and the availability of multi-channel service delivery via the Council's on-line processes and customer service via the Council's customer relationship management systems.
2. To manage the Council's triage function for customers to ensure they receive the level of service their request and need deserves.
3. To manage the Council's corporate complaint handling process.

TAX COLLECTION

The collection and recovery of any Council Tax, rates or residual community charge payable and to carry out or make appropriate arrangements for the carrying out of all the Council Tax, rating and residual community charge functions of the Council including the following powers in respect of Council Tax, residual community charge and national non-domestic rating: -

Council Tax and Residual Community Charge

- To impose and/or quash penalties.
- To take summary proceedings in the Magistrates Court for recovery (including penalties).
- To exercise distraint, issue requests for information, apply for attachment of earnings orders, deduction from income support, committal to prison and to issue winding up/bankruptcy proceedings and charging orders.
- To select and appoint bailiffs and tracing agents.
- To refund all payments and interest where appropriate.
- To estimate occupancy level for collective community charge when the landlord has defaulted.
- To execute arrest warrants issued by the Magistrates' Court and to select and appoint suitably qualified contractors if necessary.

National Non-Domestic Rating

- To take summary proceedings in the Magistrates Court for recovery.
- To exercise the Council's power of distraint, committal to prison, bankruptcy/winding up proceedings.
- To select and appoint bailiffs and tracing agents.
- To refund all payments and interest where appropriate.
- To grant allowances under section 44A of the Local Government Finance Act 1988.
- To grant discretionary relief under section 47 of the Local Government Finance Act 1988 within criteria set down by the Council.
- To reduce or remit liability on the grounds of hardship under section 49 of the Local Government Finance Act 1988 within criteria set down by the Council.
- To execute arrest warrants issued by the Magistrates' Court and to select and appoint suitably qualified contractors if necessary.

BENEFITS

1. To operate and administer the Council Tax Support Scheme, including the recovery or waiving of overpayments, and to determine whether to accept late applications (i.e. backdating of support) where appropriate. To also consider topping up payment to vulnerable people who demonstrate exceptional hardship and who are not in receipt of maximum Council Tax Support.
2. To operate and administer the Council Tax Benefit Scheme and the recovery of overpayment Council Tax Benefit and including the waiving of recovery of overpayments and to accept late applications (including consideration of backdating of benefit) where appropriate and to top up the benefit payable to the most vulnerable who are not in receipt of maximum benefit.
3. To operate and administer the Housing Benefit Scheme and the recovery of overpayment Housing Benefit and including the waiving of recovery of overpayments and to accept late applications (including consideration of backdating of benefit) where appropriate and to top up the benefit payable to the most vulnerable who are not in receipt of maximum benefit.
4. The use of debt collection agencies to recover Housing Benefit and Council Tax Benefit overpayments.
5. To commence legal proceedings for the recovery of Housing Benefit overpayments and in cases of fraud.
6. To operate the Council's welfare rights advice service and Macmillan advice service (in accordance with the agreed contractual arrangements).

HUMAN RESOURCES

1. The signing and issuing of all contracts of employment and of any associated terms and conditions.

GENERAL

1. To operate the local land charges service.
2. To administer electoral registration and manage the elections function.

COMMUNITY SAFETY

1. To carry out projects on behalf of the community safety partnership and devise and initiate projects that address crime and disorder in the Borough.

ARTS AND CULTURE

1. Power to take action within the approved budget and policy objectives of the Council in relation to management and funding of the Mercury Theatre, Colchester Arts Centre, Firstsite and any similar organisations.
2. Power to take action within the approved budget and policy objectives of the Council in relation to the promotion and encouragement of events of cultural and artistic merit.

ENVIRONMENTAL PROTECTION

1. Power to agree payments for compensation arising under section 20 of the Public Health (Control of Disease) Act 1984, up to the limit prescribed in the Council's Financial Management Procedures for payments from the Insurance Provision, when satisfied by the Section 151 Officer that the claims are reasonable and justified.
2. To administer relevant environmental protection provisions, give directions, serve notices, enforce, carry out works in default, issue formal cautions and to lay information and complaints to Court in relation to offences in appropriate cases under the following Acts and any Act or Acts extending or amending the same or incorporating them and under any order or regulations made under the said Act or Acts:

Animal Welfare Act 2006

Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018

Anti-Social Behaviour Act 2003

Building Act 1984

Clean Air Act 1993

Clean Neighbourhoods & Environment Act 2005

Control of Pollution Act 1974

Dogs Act 1871

Dangerous Dogs Act 1991

Dangerous Dogs Act (Amendment) 1997

Dogs (Fouling of Land) Act 1996

Environment Act 1995

Environmental Protection Act 1990

Environmental Damage (Prevention and Remediation) Regulations 2009

Essex Act 1987

Local Government Act 1972

Local Government (Miscellaneous Provisions) Act 1976

Local Government (Miscellaneous Provisions) Act 1982

Noise & Statutory Nuisance Act 1993

Pollution, Prevention & Control Act 1999

Prevention of Damage by Pests Act 1949

Private Water Supplies Regulations 2009

Delegated to All Directors

Public Health Act 1936
Public Health Act 1961
Water Industries Act 1991
Health and Safety at Work etc. Act 1974
Food Safety Act 1990
European Communities Act 1972 and legislation made thereunder
Sunday Trading Act 1994
Health Act 2006

3. Power to object to applications for consent to discharge under section 119 of the Water Industry Act 1991.
4. To authorise works being carried out in default up to a maximum cost of £5,000 in cases where a breach of legislation can be remedied by the Council carrying out works in default.
5. Control of the drainage of paved areas under section 84 of the Building Act 1984.
6. Power to take appropriate action under the Safety at Sports Grounds Act 1975 (as amended) following consultation with Essex County Council and Essex Police.
7. Service of Notices under section 262 of the Public Health Act 1936 relating to culverting of watercourses and ditches, and the institution of legal proceedings where Notices are not complied with after consultation with the Ward Councillors.
8. Power to reply to consultations from Essex County Council on licences for the disposal of refuse.
9. Arrangements for funerals under the Public Health (Control of Disease) Act 1984.
10. Take all necessary legal action required to enforce the provisions of relevant legislation relating to the following environmental protection functions:
 - Air quality
 - Contaminated land
 - Culverting of watercourses and ditches
 - Smoke from bonfires
 - Determination of applications for the installation of boilers, furnaces and chimneys
 - Filthy and verminous premises, articles and persons
 - Houseboats
 - Noise from construction sites
 - Noise in the street

Delegated to All Directors

- Obstructed, blocked or defective drains and private sewers and/or insufficient provision of drainage
 - Overflowing cesspools and septic tanks
 - Prescribed processes liable to give rise to air pollution
 - Prevention of damage by pests
 - Private Water Supplies
 - Re-securing empty or unoccupied buildings
 - Statutory nuisances
 - Surface water drainage
 - Water supply
 - Employment of persons relating to health and safety at work in premises
 - Sunday trading
 - Licensing, registration and hygiene standards of food premises and other commercial or domestic premises
 - Quality, safety and content of food produced, sold or stored within the Borough of Colchester
 - Control of infectious diseases
 - Port Health matters
 - Dog control
 - Pest control
 - Sale or keeping of animals
11. To act as lead officer for the Council in accordance with the Essex Countywide Traveller Joint Committee Agreement.
12. Power to serve notices under section 19, commence legal proceedings under section 20 and provide certificates under section 22 of the Criminal Justice and Police Act 2001 in relation to closure orders where there are suspected unauthorised sales of alcohol or breach of licence conditions or unauthorised licensable activities taking place at premises.
13. To work with the NHS and other Health Bodies regarding health issues for residents in the Borough.
- (Delegated to Colchester Borough Homes as part of the Management Agreement dated 9 August 2013 except the agreed client reserved functions) (paragraphs 14 & 15 only).
14. To administer relevant anti-social behaviour provisions, give directions, serve notices, enforce, carry out works in default, issue formal cautions and to lay information and complaints to Court in relation to offences in appropriate cases under the following Acts and any Act or Acts extending or amending the same and under any order of regulations made under the said Act or Acts:
- Anti -social Behaviour Act 2003
 - Crime & Disorder Act 1998
 - Criminal Justice & Police Act 2001
 - Criminal Justice & Public Order Act 1994
 - Housing Act 1996
 - Local Government Act 1972

- Local Government Act 2000
 - Police & Justice Act 2006
 - Policing and Crime Act 2009
 - Protection from Harassment Act 1997
 - Serious Organised Crime & Police Act 2005
15. To take all necessary legal action required to enforce the provisions of relevant legislation relating to the following anti-social behaviour control functions:
- Behaviour which causes alarm, distress or harassment to persons not of the same household
16. Anti-Social Behaviour, Crime and Policing Act 2014, authority to:
- Apply for, vary or discharge a civil injunction under sections 1 to 21
 - Apply for, vary or discharge a Criminal Behaviour Notice under sections 22 to 33
 - Issue a Community Protection Notice under sections 43 and 53
 - Carry remedial works in default following the issue of a Community Protection Notice under section 47
 - Issue Fixed Penalty Notices to anyone who has failed to comply with a Community Protection Notice under section 52
 - Make, vary and discharge a Public Spaces Protection Order under sections 59 to 75
 - Issue Fixed Penalty Notices to anyone who has committed an offence by failing to comply with a Public Spaces Protection Order under Section 68
 - Issue, cancel or vary Closure Notices under sections 76 to 84
 - Enforcement of Closure Orders under sections 85 to 93

PUBLIC PROTECTION

1. Anti-Social Behaviour, Crime and Policing Act 2014, authority to:
- Issue a Community Protection Notice under Sections 43 and 53
 - Carry remedial works in default following the issue of a Community Protection Notice under Section 47
 - Issue Fixed Penalty Notices to anyone who has failed to comply with a Community Protection Notice under Section 52
 - Make, vary and discharge a Public Spaces Protection Order under sections 59 to 75
 - Issue Fixed Penalty Notices to anyone who has committed an offence by failing to comply with a Public Spaces Protection Order under Section 68
2. Authority to take enforcement action and issue Fixed Penalty Notices in accordance with Regulations 4 and 5 of the Health Protection (Coronavirus, Restrictions) (England) Regulations 2020

COMMUNITY

1. Power to take action within the approved budget and policy objective of the Council in relation to the management and maintenance of Activity Centres for the purpose of providing activities for older people.

PRIVATE SECTOR HOUSING

1. To authorise works being carried out in default up to a maximum cost of £5,000 in cases where a breach of legislation can be remedied by the Council carrying out works in default.
2. To exercise the powers available under the provisions of Parts 1, 2, 3,4 and 7 of the Housing Act 2004 ("the 2004 Act") and any orders or regulations made in respect of private sector housing and in particular to:
 - administer the relevant enforcement provisions and serve notices or orders including taking emergency remedial action in appropriate cases as provided for in Part 1 of the 2004 Act
 - be the Proper Officer for the purposes of section 4(2) of the 2004 Act (dealing with official complaints)
 - impose reasonable charges for enforcement action as allowed for by Section 49 of the 2004 Act
 - administer the relevant licensing provisions and determine applications for licences as provided for in Part 2 or Part 3 of the 2004 Act
 - administer the additional control provisions in relation to residential premises including the application of management orders, empty dwelling management orders and overcrowding notices as provided for in Part 4 of the 2004 Act
 - approve and enter into such nomination, management and other agreements as shall be necessary for the purpose of implementing management orders or empty dwelling management orders under Part 4 of the 2004 Act.
 - authorise officers to enter premises in connection with their duties under sections 131, 239, 243(3) and paragraph 3(4) of Schedule 3 and paragraph 25 of Schedule 7 of the Act and to authorise officers to require documents to be produced under section 235 of the 2004 Act
 - take appropriate enforcement action in accordance with the provisions of the Act to recover any costs, expenses, fees or other monies due to the Council from actions taken under the provisions of the 2004 Act
 - determine applications for HMO licences under Part 2 of the 2004 Act
 - grant, revoke or vary such licences and issue any necessary notices or certificates for those purposes
 - grant temporary exemption from licensing under section 62 of the 2004 Act.
 - determine the conditions that should be attached to HMO licences that are granted or varied
 - exercise the enforcement provisions in respect of the licensing of HMO's set out in Part 2 of the 2004 Act
 - the implementation of the transitional arrangements for HMO licensing under section 76 of the 2004 Act and the issue of any necessary notices or certificates
 - The issue of civil penalty notices as an alternative enforcement option to the taking of prosecution proceedings

3. To administer relevant private sector housing provisions, give directions, serve notices, enforce, carry out work in default, issue formal cautions and to lay information and complaints to Court in relation to offences in appropriate cases under the following Acts and any Act or Acts extending or amending the same or incorporating them and under any order or regulations made under the said Act or Acts:
 - Public Health Act(s) 1936 and 1961
 - Local Government (Miscellaneous Provisions) Acts 1976 and 1982
 - Building Act 1984
 - Housing Act 1985
 - Environmental Protection Act 1990
 - Housing Act 2004
 - Energy Act 2013
 - Enterprise and Regulatory Reform Act 2013
 - Housing and Planning Act 2016 -
The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020

PRIVATE SECTOR HOUSING

1. The determination of applications for housing advances.
2. To reclaim money recoverable where conditions relating to house renovation grants are not met, subject to a right of appeal to the appropriate Cabinet Member.
3. To administer the provisions of the Council Financial Assistance Policy for Private Sector Housing including Disabled Facilities Grants, Disabled Facilities Assistance, Home Safety Grants, Home Repair assistance, Home Renovation Assistance, Landlord energy Efficiency Grants, HMO Fire Safety Grants, Landlord Renovation Grants and Landlord Empty Property Loans and in particular to determine all applications, authorise payment of grants or loans, issue certificates, reclaim monies where conditions relating to grants or loans are not met or when a property is sold.

COMMUNITY PARTNERSHIPS

1. Power to take action within the approved budget and approved policy objectives of the Council in relation to:-
 - a) the promotion of Community Partnerships
 - b) the management and maintenance of the Community Partnerships Team
 - c) the Responsible Authorities Group.

PARTNERSHIP WORKING

1. To represent the Council's interests on the Members Council of Colchester Hospital University NHS Foundation Trust in the absence of the Portfolio Holder.
2. To represent the Council's interests on the North East Essex Children's Trust Board and the Health and Wellbeing Board.

Delegated to All Directors

3. To represent the Council's interests on any partnership with which the Council may be involved from time to time.

TOURISM

1. Power to take action within the approved budget and policy objectives of the Council in relation to liaison with other tourist agencies and the development of tourism policies.
2. Power to take action within the approved budget and policy objective of the Council in relation to the management and maintenance of a Visitor Information Centre and the promotion of the Borough for tourism purposes.

MUSEUMS

1. Power to take action within the approved budget and policy objectives of the Council in relation to the museum service.
2. Agreement of reproduction and copyright fees in respect of museum items.
3. Power to take action within the approved budget and policy objectives of the Council in relation to the presentation, conservation and/or restoration of archaeological sites and monuments.
4. Power to take action within the approved budget and policy objectives of the Council in relation to the care of the Council's art collection and artifacts.
5. Power to agree minor amendments to fees and charges relating to museum services in response to changes in market forces after consultation with the appropriate Cabinet Member.
6. To act as lead officer for the Council in accordance with the Colchester and Ipswich Joint Museums Committee Agreement.

SAFEGUARDING

1. To act as the Council's designated Safeguarding Lead Officer.
2. To act as the Council's Lead Counter Signatory to the Disclosure and Barring Service.
3. To ensure that the Council complies with its equality and diversity responsibilities.

CEMETERY & CREMATORIUM

1. Power to take action within the approved budget and policy objectives of the Council in relation to the cemetery and crematorium.
2. The granting of Rights of Burial at the cemetery other than the fixing of charges.

Delegated to All Directors

BUILDING REGULATIONS

1. The approval, disapproval or rejection of plans for the purposes of building regulations and power to dispense with or relax building regulations under statutory requirements.
2. Power to take appropriate action under sections 7 and 13 of the Essex Act 1987 relating to building regulations.
3. Power to take appropriate action under section 77 and 78 of the Buildings Act 1984 in respect of dangerous buildings.
4. Power to take appropriate action and to serve counter-notices relating to the demolition of buildings under sections 80 and 81 of the Buildings Act 1984.
5. To act the Appointing Officer under the Party Wall etc Act 1996.

GENERAL

1. To make objections to the registration of Goods Vehicle Operating Centres pursuant to the approved policy.

Scrap Metal Dealers Act 2013- Delegation of Functions:

Function	Delegated to Group Manager Safety and Protection
The grant, issue, renewal or variation of a Scrap Metal Dealer Licence	Where the applicant is deemed to be a suitable person and no objections are received
The refusal or rejection of an application for a Scrap Metal Dealer Licence	Where no representations are received
The revocation of a Scrap Metal Dealer Licence	Where no representations are received
To ensure all Scrap Metal Dealer Licences are reported to the National database	In all instances

Delegated to All Directors

ENVIRONMENTAL PROTECTION

1. To apply for an injunction to prevent the occurrence of indoor or outdoor entertainments (or similar events) where, in the opinion of a Director, there is risk that a nuisance or a hazard to health and/or safety may be created and to give an undertaking in damages to a court if required.
2. Power to institute legal proceedings under the Dogs (Fouling of Land) Act 1996.
3. To prosecute applicants for hackney carriage and private hire licences who give false information on their application forms.
4. Power to institute legal proceedings under the Shops Act 1950 and the Sunday Trading Act 1994.
5. Power to institute legal proceedings under legislation relating to the quality, safety and content of food.
6. Power to institute legal proceedings under the Environmental Protection Act 1990 in relation to litter control subject to a report to appropriate Cabinet Member on action taken.
7. Power to institute legal proceedings in respect of the unauthorised disposal of trade refuse at Civic Amenity Sites.

GENERAL

1. Power to administer and effect changes in Members' Allowances consequent upon Councillors and any co-opted persons appointment changes.
2. Power to institute, defend or participate in any legal proceedings in any case where such action is necessary to give effect to decisions of the Council or in any case where the Proper Officer considers that such action is necessary to protect the Council's interests.
3. Power to authorise appearances in Court pursuant to section 60(2) of the County Court Act 1984 and section 223 of the Local Government Act 1972 on behalf of the Council.
4. Power to designate officers of the Council or nominated third parties who are performing statutory functions on behalf of the Council as 'authorised officers' for the purposes of carrying out any of the Council's functions under statutory enactments or regulations as may be relevant to that officer including the appointment and authorisation of inspectors under Section 19 of the Health and Safety at Work etc. Act 1974.
5. To institute proceedings where the requirements of Notices under section 16 of the Local Government (Miscellaneous Provisions) Act 1976 requiring information on interests in land are not complied with within the statutory time limits.

Delegated to All Directors

6. Power to make an application for an Anti- Social Behaviour Order under section 1 of the Crime and Disorder Act 1998.
7. Power to institute proceedings relating to abandoned vehicles under the Refuse Disposal (Amenity) Act 1978 (as amended by the Clean Neighbourhoods and Environment Act 2005).
8. To act as registrar of Local Land Charges.

HIGHWAYS

1. Power to take prosecutions arising out of Section 6 of the Essex Act 1987 (damage to grass verges etc).
2. Power to prosecute offences under Paragraph 10 of Schedule 4 to the Local Government (Miscellaneous Provisions) Act 1982 relating to illegal street trading.
3. Authority to determine house numbering and street names under sections 64 and 65 of the Town Improvement Clauses Act 1847 where there are no objections and power to object to a suggested street name.
4. Authority to alter the names of streets in accordance with section 21 of the Public Health Act Amendment Act 1907.

HUMAN RESOURCES

1. The signing and issuing of all contracts of employment and of any associated terms and conditions.
2. To manage the process in relation to employees' grievances and dismissals.
3. To approve regrading following evaluation in accordance with the approved job evaluation scheme.
4. To authorise agreements in respect of applications made to the Advisory Conciliation and Arbitration Services. These agreements to be only used in instances where there are pending employment tribunal claims and with the prior agreement of the relevant Assistant Director. Each agreement must be supported by the appropriate analysis which clearly defines the business benefits of the agreement.
5. To manage and administer the Council's payroll system.
6. To manage employee health and safety.

PUBLIC SECTOR HOUSING

1. After consultation with the Group Manager Safety and Protection, to commence injunction proceedings against tenants causing nuisance/annoyance to their neighbours where he/she is satisfied upon evidence that it is appropriate to do so.

Delegated to All Directors

FINANCIAL RESOURCES

1. The operation of the Collection Fund including the power to invest surplus monies and to borrow to cover any shortfall in monies required by the Fund.
2. To implement variations to the interest rates chargeable on all Council mortgages and to determine the date for implementation in accordance with the notifications received from the Secretary of State subject to the appropriate Cabinet Member being informed of the action taken.
3. The Council's Treasury Management Function in accordance with the approved Treasury Policy Statement.
4. Matters relating to procurement and the Council's procurement strategy.
5. Authority to exercise discretion to agree such arrangements as are considered appropriate with borrowers in arrears to assist them in meeting their mortgage obligations.

ICT

1. To act as client under the telephony contract with Virgin Media.
2. To manage confidentiality, integrity and availability of ICT systems.
3. To manage and co-ordinate responses in relation to freedom of information and data protection requests.

TOWN TWINNING

Power to take action within the approved budget and policy objective of the Council in relation to town twinning (except civic aspects).

Delegated to All Directors

NEIGHBOURHOODS

1. To manage the Council's Neighbourhood teams in order to improve local streets through street cleaning, litter collection, dog fouling and street care including abandoned cars and graffiti. In addition to provide environmental education, support, advice and enforcement to encouraging positive behaviour change and support local communities as part of consultation work and help coordinate and promote community events.
2. Power to serve notices under sections 92 and 93 of the Environmental Protection Act 1990 in relation to Litter Abatement Notices and Street Litter Control Notices subject to report to appropriate Cabinet Member on action taken.
3. Power to take all necessary action under the following sections of the Highways Act 1980: -

Section

- | | |
|-----------|--|
| 25 | To respond to consultations concerning creation of footpath or
bridleway by agreement |
| 151 | Soil washed on to streets |
| 152 | Removal of projections from buildings |
| 153 | Opening of doors on to streets |
| 154 | Cutting or felling trees |
| 164 | Removal of barbed wire |
| 165 | Dangerous land |
| 166 | Forecourt abutting street |
| 174 | Execution of street works |
| 179 | Control of construction of cellars |
| 293 & 294 | Powers of entry |
| 296 | Execution of works |
| 297 | Information as to ownership of land |
| 305 | Recovery of expenses |
4. Power to take all necessary action in relation to vehicles for sale on a road and vehicles being repaired on a road under sections 3 and 4 of the Clean Neighbourhoods and Environment Act 2005
 5. Power to take appropriate action regarding abandoned vehicles under sections 3, 4 and 5 of the Refuse Disposal (Amenity) Act 1978 (as amended by the Clean Neighbourhoods and Environment Act 2005).
 6. Power to erect suitable Notices on grass verges etc under section 6 of the Essex Act 1987.
 7. Power to arrange for the removal of vehicles on grass verges etc under section 6 of the Essex Act 1987.
 8. Day to day operation of markets and the granting of Christmas markets.
 9. Fixing and levying of charges in accordance with Council policy in relation to street trading.

Delegated to All Directors

10. The granting, suspension or revocation of street trading licences.

WASTE COLLECTION

1. Power to take action within the approved budget and policy objectives of the Council in relation to domestic refuse collection, trade waste collection, recycling, composting, workshops, fleet and toilets.
2. Service of notices under section 46 of the Environmental Protection Act 1990 for the provision of waste receptacles including the issuing of fixed penalty notices and prosecution if necessary.
3. To negotiate and agree contracts for the sale of material collected for recycling or salvage and from time to time to review the operation of such contracts to determine that best value is being achieved in relation to the Council's objectives.

TRAFFIC MANAGEMENT & PARKING

1. Temporary road closures under the Town Police Clauses Act 1847 in connection with functions, after consultation with Essex County Council and the Police.
2. To consolidate into a single order any waiting restriction orders currently in force when amendments to waiting restrictions in the villages are proposed.
3. Power to approve and rescind Traffic Regulation Orders relating to disabled parking bays under the Road Traffic Regulation Act 1984.
4. Day to day management of car parks, residents' parking schemes and decriminalised parking including determination of applications from organisations for the short-term use of car parking spaces on public car parks which are similar to applications previously agreed by the appropriate Cabinet Member.
5. To enable management of parking under appropriate sections of legislation, a power to make or vary Off Street Car Park Orders and Traffic Regulation Orders under either the Road Traffic Regulation Act 1984 or the Traffic Management Act 2004 (as appropriate).
6. To consolidate into a single order any waiting restriction orders currently in force when amendments to waiting restrictions in the villages are proposed.
7. Power to approve and rescind Traffic regulation Orders relating to disabled parking bays under the Road Traffic Regulation Act 1984.
8. To act as lead officer in accordance with the North East Essex Parking Partnership Joint Committee Agreement.

PARKS AND RECREATION

1. Power to take action within the approved budget and policy objectives of the Council in relation to the promotion and encouragement of recreational events.

Delegated to All Directors

2. Power to take action within the approved budget and policy objectives of the Council in relation to liaison with voluntary organisations and clubs in the development and use of sporting and recreational facilities.
3. The granting of easements, way leaves, licences and sale of small areas of parks and recreation land.
4. Letting of beach hut sites and administration thereof other than fixing of charges.
5. Letting of open spaces, allotments and recreation grounds other than fixing of charges.
6. Granting free use of open spaces and recreation grounds to charitable, voluntary and non-profit making organisations.
7. Refusal of applications for the purchase of land held as open spaces, recreation grounds and allotments.
8. Acceptance or refusal of open space donated to the Council in accordance with the conditions of planning consents.
9. Power to take such action as considered necessary to deal with dangerous trees on land under the operational management of the Council.
10. All matters relating to the enforcement of and prosecution of alleged offenders relating to all leisure relating byelaws made by the Council and in particular: -
 - (a) The Maldon District and Colchester Borough Byelaws relating to the River Blackwater made by the Maldon District Council and the Council and confirmed on 21 July 1999.
 - (b) The byelaws for the proper regulation of the speed of pleasure boats within the Harbour of Colchester made by the Council on 7 June 1972 and confirmed on 26 March 1973 (as amended by the byelaws made on 10 June 1985) and confirmed on 19 July 1985.
 - (c) The Seashore byelaws made by the Council on 29 August 2001 and confirmed on 5 November 2001.
11. To provide play equipment on play areas.
12. Power to take action under the Wildlife and Countryside Act 1981.
13. Granting and management of mooring rights in the River Colne.
14. Power to take such action as may be necessary to deal with dangerous trees under section 23 of the Local Government (Miscellaneous Provisions) Act 1976 and to appoint other named officers to enter land to ascertain whether action should be taken under section 23 of the Act.

SPATIAL POLICY

1. Power to take action within the approved budget and approved policy objectives of the Council in relation to:
 - (a) Local Plan and Neighbourhood Planning functions;
 - (b) Development of policy for the provision of homes, jobs and places to create sustainable communities;
 - (c) Development of policy and project implementation with regard to planning and transportation.
2. Power to take action under the Conservation (Natural Habitats) Regulations 1994.

HOUSING POLICY

1. Power to take action within the approved budget and policy objective of the Council in relation to housing strategies.
2. Power to take action within the approved budget and policy objective of the Council in relation to the dissemination of information regarding all housing matters.
3. To act as lead officer for the Council in accordance with the Management Agreement dated 9 August 2013 between the Council and Colchester Borough Homes (as amended and/or varied from time to time).
4. To manage the Housing Revenue Account budget.

WASTE POLICY

Power to take action within the approved budget and approved policy objectives of the Council in relation to development of policy and project implementation with regard to waste.

ENTERPRISE

Power to take action within the approved budget and approved policy objectives of the Council in relation to the promotion of economic development.

GENERAL

Power to take appropriate action under Part II of the Land Drainage Act 1991 (facilitating or securing the drainage of land or dealing with flooding).

Power to take appropriate action under Part 8 of the Anti-Social Behaviour Act 2003 (and regulations made thereunder) in relation to high hedges.

ASSETS OF COMMUNITY VALUE

To manage and administer the Council's Register and process in relation to Assets of Community Value under the Localism Act 2011.

PUBLIC SECTOR HOUSING

(Delegated to Colchester Borough Homes as part of the Management Agreement dated 9 August 2013 except the agreed client reserved functions)

1. The assessment of housing need of applicants admitted to the Housing Needs Register, the allocation of tenancies of Council dwellings, the nomination of applicants for tenancies of Registered Social Landlord dwellings.
2. To use any Council dwellings within the Housing Revenue Account for the purposes of Part VII of the Housing Act 1996 and to use bed and breakfast accommodation for homeless families in cases of emergency.
3. Determination of applications relating to homelessness under Part VII of the Housing Act 1996.

COLCHESTER BOROUGH HOMES LIMITED

1. Authority to act as client officer for the Council in relation to matters related to Colchester Borough Homes Limited
2. Authority to act as the Council's shareholder representative in relation to Colchester Borough Homes Limited and to cast the Council's vote at any relevant Board or shareholder meeting.

COLCHESTER COMMERCIAL (HOLDINGS) LIMITED

1. Authority to act as client officer for the Council in relation to matters related to Colchester Commercial (Holdings) Limited and its subsidiary companies.
2. Authority to act as the Council's shareholder representative in relation to Colchester Commercial (Holdings) Limited and to cast the Council's vote at any relevant Board or shareholder meeting.

COLCHESTER COMMUNITY STADIUM LIMITED

1. Authority to act as client officer for the Council in relation to matters related to Colchester Community Stadium Limited
2. Authority to act as the Council's shareholder representative in relation to Colchester Community Stadium Limited and to cast the Council's vote at any relevant Board or shareholder meeting.

Delegated to the Monitoring Officer

GENERAL

1. To respond on behalf of the Council to all enquiries from the Local Government and Social Care Ombudsman and Housing Ombudsman including the determination of levels of compensation payable in respect of local settlements.
2. To agree with Group Managers responsibility for any other Acts or regulations that may be relevant to Group Managers' area and to maintain a written record of such delegations.
3. Power to designate officers of the Council or nominated third parties who are performing statutory functions on behalf of the Council as 'authorised officers' for the purposes of carrying out any of the Council's functions under statutory enactments or regulations as may be relevant to that officer including the appointment and authorisation of inspectors under Section 19 of the Health and Safety at Work etc. Act 1974.
4. Power to authorise appearances in Court pursuant to section 60(2) of the County Court Act 1984 and section 223 of the Local Government Act 1972 on behalf of the Council.
5. Power to institute, defend or participate in any legal proceedings in any case where such action is necessary to give effect to decisions of the Council or in any case where the Proper Officer considers that such action is necessary to protect the Council's interests.
6. To sign on behalf of the Council all Inland Revenue Land Transaction Return Forms, Land Registry declarations and forms and Court declarations and forms.
7. To sign any required legal documentation on behalf of the Council.

Delegated to the Section 151 Officer

1. Authority to write-off individual bad Council Tax and Community Charge debts up to £5,000.
2. Authority to write-off individual bad National Non-Domestic Rate debts up to £5,000.
3. Authority to write-off individual irrecoverable Housing Benefit Overpayments up to £5,000.
4. Authority to write-off individual bad debts not exceeding £5,000.

SPORT AND LEISURE - GENERAL

1. Power to take action within the approved budget and approved policy objectives of the Council in relation to the management and maintenance of sport and leisure facilities including Colchester Leisure World and joint sports use facilities in the Borough
2. Power to agree minor amendments to fees and charges relating to sport and leisure services in response to changes in market forces.

COMMUNITY ALARMS

Power to take action within the approved budget and policy objective of the Council in relation to the management and provision of the Council's community alarm (Helpline) service for the elderly.

CCTV

Power to take action within the approved budget and policy objective of the Council in relation to the management and provision of the Council's CCTV system to contribute to the reduction of crime and disorder in Colchester.

REGENERATION

Power to take action within approved programme, budget and policy objectives of the Council in relation to regeneration activities across the Borough as a whole and specifically in the four main regeneration areas: St Botolph's, East Colchester, North Colchester and the Garrison.

PROPERTY

In relation to the Council's properties the Authority to: -

- (a) grant licences, easements and way leaves and agree the sale of small areas of land and electricity sub-station sites.
- (b) manage and let land or property
- (c) let and assign leases in respect of shops on Council housing estates.
- (d) grant leases on the Council's industrial estates after consultation with the appropriate Cabinet Member.
- (e) negotiate and agree rent reviews on the Council's leasehold properties
- (f) sign on the Council's behalf tenancies at will, notices of assignment, licences to occupy, licences to alter and rent review memoranda, notices under section 25 of Landlord and Tenant Act 1954 and to sign any required statutory declarations

PROVIDED THAT nothing in this delegation will permit Colchester Commercial (Holdings) Limited or its officers to sign any leases or transfers on the Council's behalf or to sign anything where the document is required to be sealed and signed by an "Authorised Officer" of the Council under the terms of the Council's Constitution or to sign any property transactions that have not been approved by the Council in accordance with the requirements of its Constitution.

**SCHEME OF DELEGATION TO OFFICERS BY:
THE COUNCIL
PLANNING COMMITTEE,
LOCAL PLAN COMMITTEE
LICENSING COMMITTEE**

SCHEME OF DELEGATION TO OFFICERS BY THE COUNCIL

Delegated to the Chief Executive

ELECTIONS

1. To act as the Electoral Registration Officer.
2. To act as the Returning Officer for the following elections: Borough Council, Parish Council, County Council and Parliamentary elections.
3. All other functions relating to elections and electoral registration.
4. Fees for and conditions of supply of elections documents.

GAMBLING ACT 2005

1. Power to request a review of Premises Licences.

Delegated to Chief Executive, Executive Director Place, Chief Operating Officer and Directors

1. Power to appoint officers for particular purposes (appointment of "Proper Officers").
2. Power to appoint staff (below Director level), and to determine the terms and conditions on which they hold office (including procedures for their dismissal).
3. Power to make payments or provide benefits in cases of maladministration.

Delegated to the Section 151 Officer

1. Functions relating to local government pensions.
2. Duty to make arrangements for proper administration of financial affairs etc.
3. Power to make and amend Financial Regulations.

SCHEME OF DELEGATION TO OFFICERS BY THE PLANNING COMMITTEE

Delegated to Lead Officer for Planning and Place Strategy
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1. The determination of all applications for the determination as to whether prior approval is required.
2. The determination of all Lawful Development Certificates.
3. The determination of all applications for Permission in Principle (first stage)
4. The determination of all planning applications irrespective of scale and size (including changes of use and all applications for Listed Building Consent, Certificates of Lawfulness, consent to display advertisements and other notifications) except any application which is:
 - (a) significantly contrary to adopted policies or a departure from the development plan, and which is recommended for approval;
 - (b) which any Ward Councillor requests in writing to the Assistant Director for Place and Client Services within 25 days of notification, should be subject of consideration by the Committee;
 - (c) which constitutes a major application, that is recommended for approval and where a section 106 Agreement is required (excluding unilateral undertakings) and the terms of that agreement are in dispute;
 - (d) submitted by or on behalf of a Colchester Borough Council Councillor, Honorary Aldermen (or their spouse/partner) or by any Council officer (or their spouse/partner);
 - (e) submitted by or on behalf of Colchester Borough Council (for clarity, this does not include applications made by other parties on land owned by the Council where the development is not by or on behalf of the Council).
2. The determination of any application for a determination as to whether the prior approval of the authority will be required under The Town and Country Planning (General Permitted Development) (Amendment) (England) Order 2015 (as amended, or any Order replacing, re-enacting or modifying that Order).
3. The determination of applications for the approval of reserved matters or minor material amendments, unless the Planning Committee at the granting of the outline / original planning permission indicates that it requires to determine the aforementioned matter itself.
4. The determination of details required by a condition on a planning permission and applications for a non-material amendment, unless the Planning Committee at the granting of the outline / original planning permission indicates that it requires to determine the aforementioned matter itself.
5. Authority to refuse planning applications where a proposed section 106 Agreement remains uncompleted for six months from the decision regarding its provision.

Delegated to Lead Officer for Planning and Place Strategy (continued)
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6. Authority to make observations on applications to be determined by another planning authority.
7. Authority to appoint consultants where the Council's case may be enhanced or when specialist information needs to be provided.
8. That, subject to written confirmation from the Chief Finance Officer and the Monitoring Officer, the Lead Officer for Planning and Place Strategy be authorised to agree the release of funds secured by means of a legal agreement under the Planning Acts for expenditure, for purposes solely in accordance within the specified legal agreement. Such delegated powers would only operate where such expenditure is entirely in accordance with the legal agreement attached to the development.
9. Where an appeal has been lodged against a refusal of planning permission, the Lead Officer for Planning and Place Strategy has authority to conclude a legal agreement which complies with the Council's current policies where we would expect to see the provision of such requirements a may include affordable housing, open space contribution, education contribution in circumstances where time does not permit a referral to the Planning Committee.
10. Where an application has already been considered by the Planning Committee who have given authorisation to enter into a legal agreement delegated authority is given to the Lead Officer for Planning and Place Strategy to agree alterations whereby: -
 - (a) The mechanism for delivering the required outcomes for the agreement have changed, but the outcome remains the same (including changes to triggers, phasing and timing);
 - (b) There is a need to issue a delegated refusal where a legal agreement is not completed within the statutory time limit and it is considered by the Lead Office for Planning and Place Strategy reasonable to do so;
 - (c) There is a need to remove a legal agreement from a local land charge where all clauses have been compiled with;
 - (d) To enter into a new planning obligation relating to gain previously secured that needs to link back to a previous planning permission via a Deed of Variation.
11. Authority to institute proceedings in respect of any offence against the advertisement regulations, including prosecution where it is considered appropriate. In the cases where repeated prosecution fails, this includes the authority to seek an injunction under Section 222 of the Local Government Act 1972.

**Delegated to the Lead Officer for Planning and Place Strategy
(continued)**

12. Authority to institute proceedings in respect of any enforcement actions where a valid notice exists, no appeal decision thereon is pending, the prescribed time for compliance with the notice has expired, and where the breach of planning control continues to exist.
13. Authority to sign and serve "Planning Contravention Notices" under the Town and Country Planning Act 1990, Sections 171(C) and 171(D), and to arrange for the institution of proceedings where the requirements of such Notices are not complied with within statutory time limits.
14. Authority to sign and serve enforcement notices, stop notices, temporary stop notices, section 215 notices, section 224 discontinuance notices or breach of condition notices under the Town and Country Planning Act 1990 (Parts VII & VIII) and Listed Building Enforcement Notices under Town and Country Planning (Listed Building and Conservation Areas) Act 1990 (Part IV).
15. Power to serve a notice under Section 330 of the Town and Country Planning Act 1990 (to require information as to interests in land).
16. Authority to give a screening opinion under the Town and Country Planning (Environmental Impact Assessment) Regulations 1999 (as amended) as to whether an Environmental Impact Assessment is required and to determine the scope of the environmental issues to be covered in any such assessment.
17. Authority to defend the Council's decision in respect of any appeal proceedings, provided that where any additional or revised information is submitted which may overturn the Council's initial decision; the case shall be referred back to Planning Committee to determine the Council's case only in circumstances where the Committee itself made the initial decision. In the event that timescales do not allow the matter to be referred back to Planning Committee, then the Lead Officer for Planning and Place Strategy shall consult the Planning Committee Chairman, and Group Spokespersons, before determining the Council's case. In the unlikely event that none of the foregoing is possible, then as an emergency procedure, Executive Director, Place or the Chief Operating Officer can determine the action required, which will be reported to the Planning Committee as soon as is practical thereafter.
18. Authority to institute legal proceedings (including the serving of injunctions and enforcement notices) under the Town and Country Planning Act 1990 (Part VII and Part VIII) and the Town and Country Planning (Listed Building and Conservation Areas) Act 1990 (Part IV) where it is considered the most appropriate remedy in relation to the circumstances of the case, and expedient to do so.
19. Authority to prosecute for the failure to comply with the statutory time limit imposed by any notices served in respect of Section 16 of the Local Government (Miscellaneous Provisions) Act 1976 and Sections 171C, 171D and 330 of the Town and Country Planning Act 1990, or for providing false/misleading information.

Delegated to the Lead Officer for Planning and Place Strategy (continued)
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20. Power to make orders for the creation, diversion or extinguishment of public rights of way.
21. Authority to administer the Hedgerow Regulations 1997 and to issue notices in accordance with the Council's policy.
22. Determination of enforcement cases where:
 - (a) investigations conclude that no breach of planning has occurred and therefore no further action is required; or
 - (b) a breach of control has occurred, but it is not expedient in the public interest to take action; or
 - (c) investigations conclude that a breach has occurred in excess of four years or ten years (as appropriate) and is therefore, immune from further action.
23. Power to make and confirm tree preservation orders where there are no unresolved objections thereto and to determine applications to carry out works to preserved trees and trees in Conservation Areas.

SCHEME OF DELEGATION TO OFFICERS BY THE LOCAL PLAN COMMITTEE

Delegated to Lead Officer for Planning and Place Strategy
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1. Power to approve Neighbourhood Plan Area Designation Applications made in accordance with the Neighbourhood Planning (General) Regulations 2012 (as amended).

SCHEME OF DELEGATION TO OFFICERS BY THE LICENSING COMMITTEE

Delegated to the Group Manager Safety and Protection

1. Determination of applications and issue of licences, permits, registrations and certificates where no objections have been received in respect of: -

Caravan Sites
Dangerous Wild Animals
Dog Breeding Establishments
Food Exports
Food Hawkers
Food Premises
Hackney Carriage and Private Hire Vehicles drivers and operators
House to House and Street Collections
Hypnotism – exhibitions, demonstrations or performances
Pet Shops
Pleasure Boats and Boatmen
Premises and persons involved in acupuncture, tattooing, ear piercing and electrolysis
Riding Establishments
Sex Shops
Zoos
2. Revocation or suspension of licences, permits, registrations, certificates.
3. Approval of individual identification signs for display on taxis and private hire vehicles, after consultation with the Chairman of the Licensing Committee.
4. To determine applications for permission to place advertisements on hackney carriages and private hire vehicles.
5. To determine applications for pavement licences in accordance with sections 1 to 7 of the Business and Planning Act 2020

Licensing Act 2003 – Delegation of Functions

Function	Licensing Committee	Group Manager Safety and Protection
Section 18(3) Application for a Premises Licence	Where representations have been received	Where there are no representations
Section 20 Application for authorisation of films	All cases	
Section 25A (6) Disapplication of Designated Premises Supervisor	Following police objection	Where there are no representations
Section 31(3) Application for a provisional statement	Where representations have been received	Where there are no representations
Section 35(3) Application to vary a premises licence	Where representations have been received	Where there are no representations
Section 39(3) Application to vary a Designated Premises Supervisor	Following police objection	Where there are no representations
Section 41B Application for a Minor Variation		Where representations have been received
Section 44 (5) Transfer of a Premises Licence	Following police objection	Where there are no representations
Section 48(3) Interim Authority Notice	Following police objection	Where there are no representations
Section 52(2) (3) Determination of application to Review a Licence	All cases	
Section 72(3) Application for Club Premises Certificate	Where representations have been received	Where there are no representations
Section 85(3) Application to vary Club Premises Certificate	Where representations have been received	Where there are no representations
Section 88 (2) or (3) Determination of application to review a Club Premises Certificate	All cases	
Section 105(2) Decision to give counter notice following police objection to Temporary Event Notice	All cases	
Section 120(7) Application for Grant of Personal Licence	Following police objection	Where there are no representations

Licensing Act 2003 – Delegation of Functions (continued)

Function	Licensing Committee	Group Manager Safety and Protection
Section 124(4) Revocation of Personal Licence where convictions come to light after grant etc.	All cases	
Section 167(5) Review following Closure Order	All cases	
Decision on whether a complaint is irrelevant, frivolous, vexatious		All cases
Decision to object when the local authority is a consultee and not the lead authority		All cases
Dispensation of the need to hold a hearing if all persons required by the Licensing Act 2003 (other than the Authority) have written and agreed that it is unnecessary		All cases

Gambling Act 2005 - Delegation of functions:

Function	Committee	Group Manager Safety and Protection
Application for a Premises Licence	Where representations have been received	Where there are no representations or representations have been withdrawn
Section 204 Application for a provisional statement	Where representations have been received	Where there are no representations or representations have been withdrawn
Application to vary a Premises Licence	Where representations have been received	Where there are no representations or representations have been withdrawn
Transfer of a Premises Licence	Following representations from the Gambling Commission	Where there are no representations from the Gambling Commission
Section 201 Determination of application to Review a Licence	All cases	
Section 224 Decision to issue a counter notice in respect of a Temporary Use Notice	All cases	
Sections 271 and 273 Application for club gaming permit or club machine permit	Where representations have been received	Where there are no representations or representations have been withdrawn
Cancellation of a Gaming Permit or Club Machine Permit	All cases	
Licensing Policy in respect of powers under the Gambling Act 2005	To make recommendations to Council	

Report of	Executive Director Place	Author	Elizabeth Simpson Head of Estates (CATL)
Title	Sale of land at Northern Gateway, Colchester		
Wards affected	Mile End		

1. Executive Summary

- 1.1 This report seeks approval for the sale of approximately 5 hectares (12.4 acres) of land off Axial Way, Northern Gateway, Colchester.
- 1.2 The land is vacant and has outline planning consent for a Healthcare Campus incorporating a hospital, medical centre, care home and up to 300 older people's homes. This site is a key part of the Northern Gateway vision and the healthcare development is a vital part of the overall Northern Gateway masterplan to provide a mixed scheme of healthcare, sport, leisure, business and residential uses.

2. Recommended Decision

- 2.1 To agree to the disposal of the healthcare site at Northern Gateway on the terms set out in Parts A and B of this report.
- 2.2 To note the offers received as set out in Appendix B of Part B of this report and to agree to a disposal to an alternative bidder, if the preferred developer does not perform.
- 2.3 To give delegated authority to the Executive Director Place, in consultation with the Portfolio Holder for Resources to negotiate terms, conclude the legal documents or any relevant consequential matters to complete the disposal.

3. Reason for Recommended Decision

- 3.1 The site is a key part of the Northern Gateway masterplan and has a resolution to grant outline planning consent for a healthcare development. Along with the new mixed leisure scheme and the new sports hub, this will help establish and complete the Northern Gateway masterplan.
- 3.2 The site has been fully marketed by external agents and several offers were received for the land.
- 3.3 The final development will retain skilled staff in the Borough and create circa 500 jobs to include full time, part time and apprenticeships.
- 3.4 The mix of health, care and older people's homes proposed for the site will help to meet any gaps in provision across the Borough.

4. Alternative Options

- 4.1 Do nothing. This is not a viable option given the Council's vacant property strategy, the Northern Gateway masterplan and vacant property costs.
- 4.2 CBC could redevelop the site itself. This has been reviewed but this is a specialist healthcare site and this would not be practical or cost effective.
- 4.3 Other disposal options have been considered but these are covered in the Part B paper as there is market sensitivity to this information.

5. Background Information

- 5.1 The vision for the development of the land at Northern Gateway has been set out in the North Colchester Masterplan document, with the board vision to create:-
 - A new gateway for Colchester
 - A cutting edge destination for sport and leisure
 - A distinctive place defined by memorable buildings and spaces
 - An exemplary approach to sustainability
 - A place for enterprise and employment opportunities
- 5.2 The development of Northern Gateway as a leisure, sport and business destination is already well underway. A variety of employment uses are already in place along Axial Way including Flakt Woods and Easter Park. The new sports hub has been open for over a year and complements David Lloyd and Colchester Community Stadium. The 200,000 sq ft mixed commercial leisure scheme is under construction now and will provide a variety of leisure uses including a cinema, hotel and restaurants. This is scheduled to open in Autumn 2023.
- 5.3 Various infrastructure works have been completed including access roads, the new pedestrian walkway and the enabling works for ultra-fast broadband and the ground source heat pump network to provide heat and hot water to the area.
- 5.4 The subject site is a key part of the larger Northern Gateway vision. An outline planning consent was made for c. 24 hectares (c. 59 acres) which was for the healthcare site as well as up to 45,100 sqm of business use (B1a), up to 350 homes (C3), various infrastructure works, ancillary retail and a community centre and village green.
- 5.5 A resolution to grant outline planning consent was approved in July 2021, which included the following consents for the c. 5 hectare (c. 12 acre) healthcare site
 - 4,300 sqm hospital (C2)
 - 1,200 sqm medical centre (D1)
 - 3,600 sqm 75-bed care home (C2)
 - Up to 300 older people's homes (C3)

Negotiations are being finalised over planning and highways arrangements with agreement expected shortly which will enable formal authorisation of the outline planning consent.

- 5.6 External agents were used to market the property given its specialist nature and to ensure as wide an exposure to potential bidders as possible. Jones Lang Lasalle (JLL) started formally marketing the site in April 2022. After an extensive marketing campaign initial bids and expressions of interest were received in June 2022. After a further period

of negotiations, best and final bids were received in Sept 2022, and a summary of these is detailed in Appendix B of the Part B paper.

- 5.7 It is recommended that delegated authority be given to the Executive Director Place in consultation with the Portfolio Holder for Resources.
- 5.8 See Part B for more information on the bids (5.9 – 5.18) which is confidential because it contains sensitive financial commercial information.

6. Equality, Diversity and Human Rights implications

- 6.1 Section 149 of the Equality Act 2010 places a local authority under a legal duty ("the public sector equality duty") to have due regard to the following matters in the exercise of all its functions, namely the need to:
 - a. eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act;
 - b. advance equality of opportunity between persons who share a "relevant protected characteristic" (i.e. age, disability, sex, gender reassignment, pregnancy and maternity, race, religion or belief and sexual orientation) and persons who do not share it; and
 - c. foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
- 6.2 The public sector equality duty is a continuing duty which Members must consider and review at all stages of decision-making. An EqIA report in respect of property disposals to which Members are referred to is as follows:

<https://www.colchester.gov.uk/equality-and-diversity/equality-impact-assessments/disposal-of-property/>

- 6.3 Breach of human rights - the property was fully and transparently marketed giving all interested parties the opportunity to bid.

7. Strategic Plan References

- 7.1 The sale of this land for a healthcare development meets a number of the Council's Strategic Plan goals, and these are set out in more detail below.
- 7.2 Tackling the climate challenge and leading sustainability. One of the key priorities of this goal is to 'Respond to the Climate Emergency'. All buildings on the site will be required to use the low carbon Renewable Heat Network which, using a ground source heat pump, will supply properties with heat and hot water significantly reducing the carbon footprint of the scheme.
- 7.3 Creating safe, healthy and active communities. This is a healthcare development and with the hospital and medical centre, the care home and older people's homes, it will make a positive impact on the local area. It will also provide s.106 contributions to further improve the community infrastructure. The scheme will also create approximately 500 additional jobs which will help the sustainability of the local community and the wider Borough.
- 7.4 Creating a fair economy so everyone benefits. One of the key priorities is to promote the recovery from Covid 19 and includes developing opportunities and the 'Transformation of

the Northern Gateway as a hub for improved wellbeing, physical activity, jobs, housing and renewable energy'. This development will meet a number of these aims and will bring a significant amount of investment to Northern Gateway and Colchester.

- 7.5 Another priority is to 'Create an environment that attracts inward investment to Colchester and help businesses to flourish'. The Council has proactively created the infrastructure at Northern Gateway where investors are prepared to spend substantial sums to create this healthcare hub. This investment into Colchester along with the additional jobs will positively impact on the local community and businesses.

8. Consultation

- 8.1 The property has been fully marketed through a variety of mediums to ensure full exposure to all interested parties.
- 8.2 The outline planning application process provided the opportunity for the NHS, community and stakeholders to provide their feedback.

9. Publicity Considerations

- 9.1 The premises have already gone through the public planning process and been advertised for sale.

10. Financial implications

- 10.1- See confidential Part B
10.6

11. Health, Wellbeing and Community Safety Implications

- 11.1 With the planned hospital, medical centre, care home and older people's homes, there will be a positive benefit to the health and wellbeing of Colchester.

12. Health and Safety Implications

- 12.1 There is no potential impact to the Health and Safety of the public as a result of this sale. The purchaser would need to follow all relevant statutory health and safety protocols when developing the site.

13. Risk Management Implications

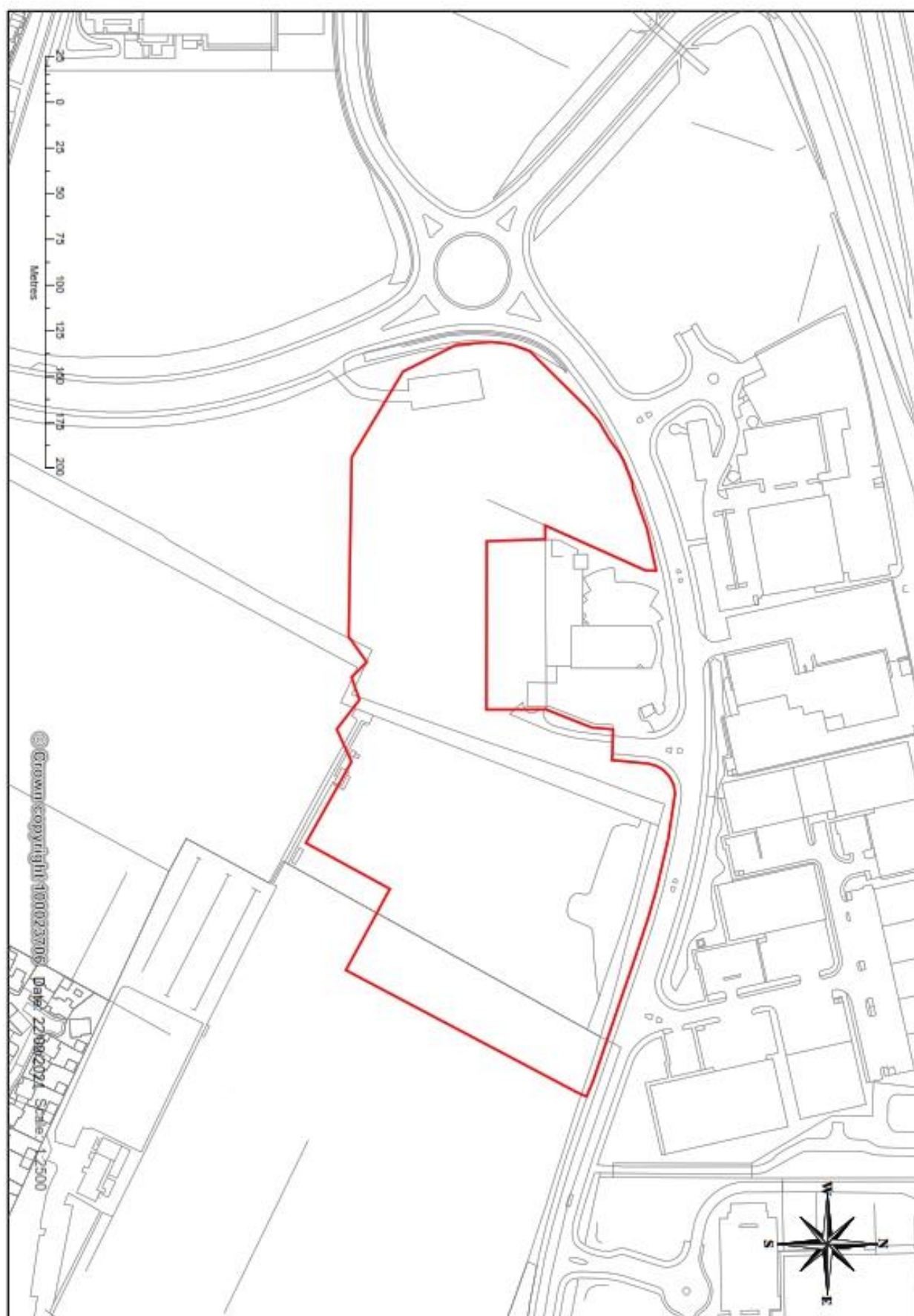
- 13.1 The selected purchaser may not perform or pull out. There were alternative bids and the council can revert to these parties if this occurs.

14. Environmental and Sustainability Implications

- 14.1 There are environmental and sustainability benefits associated with the development of this site. The planned district heat network for which the Borough has secured £3.5m from the Department for Business, Energy and Industrial Strategy (BEIS) is not viable unless there are occupiers using the heating and hot water. The healthcare hub would be a significant user of this resource and will help make the heat network viable.

Appendices

Appendix A – Site Plan



Appendix B – Bid Breakdown – See Part B (confidential)

Appendix C – Heads of Terms – See Part B (confidential)

16 November 2022

Report of	Assistant Director, Corporate & Improvement	Author	Paul Cook <input type="checkbox"/> 505861 Darren Brown <input type="checkbox"/> 282891
Title	Fees and charges 2023-24		
Wards affected	All		

1 Executive Summary

- 1.1 The report sets out proposed fees and charges for 2023/24.

2 Recommended Decision

- 2.1 To approve fees and charges for 2023/24 as set out in the Appendix to this report.

3 Reason for Recommended Decision

- 3.1 To respond to the significant budget gap created by the coronavirus pandemic and the associated recession and cost of living crisis, and the impact of these on Council income
- 3.2 To make reasonable increases in fees and charges that help fund and support Council services.

4 Alternative Options

- 4.1 Not to update fees and charges. This would reduce the funding available for Council services and necessitate additional savings or service reductions.

5 The impact of rising inflation and Covid-19 on sales, fees and charges and the Council's overall financial position

- 5.1 The 2023/24 Budget Strategy was reported to 6 July 2022 Cabinet, setting out that the Transformation Programme will need to generate substantial savings in all years of the Medium Term Financial Forecast (MTFF).
- 5.2 Inflation is having a very significant impact on the cost of Council services, whether it be pay inflation, energy costs, contractors prices or interest rates for the Council relating to its new borrowing.
- 5.3 Sales, fees and charges are an important funding source for Council services. The 2022/23 budget for sales fees and charges is c£15m, which was an increase of £2m compared to the 2021/22 budget given the move towards recovery from the significant loss of income due to the pandemic, e.g. in car parks and sport and leisure facilities. This is comparable to the budgeted 2022/23 income from council tax, business rates and new homes bonus combined of £22m.

- 5.4 In 2023/24 it is forecast income losses will continue along the journey of returning to pre-pandemic levels, except for car parking income which is still showing signs of only partly recovering. However economic uncertainty and rising inflation may mean other service areas, such as commercial rents, and sport and leisure may to be impacted and all losses will have to be funded by reserves and budget savings, unless additional government support is announced. There is currently no indication of this.
- 5.5 In the longer term the pace of economic recovery will be the predominant factor in determining sales fees and charges income.

6 Approach to setting fees and charges in 2023/24

- 6.1 Given the challenging circumstances set out above, the Council must look carefully at sales, fees and charges in 2023/24 in order to protect essential services whilst at the same time ensure they reflect the impact inflation is having on Council costs.
- 6.2 The Council usually expects to maintain the real value of fees and charges, by allowing for inflationary pressures. The Council also ensures fees and charges remain good value to residents and competitive compared to neighbouring councils. Fees and charges decisions are informed by an analysis of the total direct and indirect cost of the service.
- 6.3 Cabinet have agreed in previous years that sales, fees and charges will have a guideline uplift applied, which is the average rate of increase in the district council tax over the last 3 years. As part of the 23/24 Budget and Transformation programme proposals, it is recognised that fees and charges should be increased at a rate closer to the prevailing rate of inflation. The Consumer Price Index for September 2022 was 10.1%, with economists forecasting inflation could rise to 13%. The increases contained within this report are mostly below that forecast level.
- 6.4 Since 2014 Cabinet has applied a flexible pricing framework where the Council has discretion to set prices. This enables managers to behave in a more commercial manner and to be able to respond more quickly to market forces, which could mean responding to periods of lower demand by reducing prices or offering promotions, or increasing prices where demand exceeds supply and there is clear competition for services. This will include a comparison with competitors to demonstrate our fees and charges remain competitive.
- 6.5 As a result, mid-year reviews of our current fees and charges have been undertaken and adjusted to reflect inflationary factors where applicable. This is estimated to deliver a further £50k of income in 22/23.
- 6.6 The Council will continue to publish and agree its fees and charges annually as part of the budget setting process, with the Constitutional delegation of authority to Portfolio Holders to amend pricing if appropriate during the year continuing. This may be particularly appropriate during 2023/24 given the potential for unusually high inflation rates to continue.
- 6.7 Proposed fees and charges for 2023/24 are set out in the Appendix.

7 Service summary

7.1 The following table sets out the main fees and charges service areas, an indication of the budgeted income rounded to the nearest £0.1m and a summary of the proposals for 2023/24

Area and potential income	Summary of Proposals
Civic Events	Increased by circa 10% to reflect inflationary costs.
Land Charges and Electoral Services (£0.3m)	Land charges are set on a cost-recovery basis as mandated by Government. No change to statutory electoral fees.
Sports Grounds, Beach Huts, Countryside Sites and Open Space Events (£0.5m)	Reviewed to ensure competitively set. Most charges increased, by varying rates. Allotment charges frozen, and Beach Hut rents increased by 9.9% with increases on commercial hires of 110%.
Market, Street Trading (£0.2m)	Street Trading 9.9% inflationary increase and rounded to nearest 10p, Market pitches unchanged to remain competitive.
Neighbourhood Staff	All charges reviewed and increased as needed to reflect cost of providing the service.
Street Naming and Numbering	Most charges increased by inflationary uplift (c10%).
Museums (£0.5m)	All charges reviewed for competitiveness and increased for inflation where appropriate.
Visitor Information Centre	Inflationary increase applied to adult and child tour charges. Guided tour charges increased to reflect living wage increase for tour guides, as well as ensuring charges remain competitive, whilst maximising income through tourism.
Private Sector Housing Services (£0.2m)	All fees and charges reviewed in line with inflationary assumptions, maximising income where possible.
Planning Services (£1.4m)	Some planning fees for statutory are set by Government. A mid-year review for 22/23 has already increased other charges, so for 23/24 other charges increased by c10% to reflect inflationary costs and the acceptable market rate.
Building Control Service (£0.5m)	Charges subject to Building (Local Authority Charges) Regulations and CIPFA guidance set on a "cost recovery" basis and remain competitive. A circa 10% increase has been applied to cover the cost of increased expenditure.
Parking Services (£3.4m)	All charges reviewed, with a number of specific tariff and site increases.
Environmental Health and Licensing Services (£0.6m)	All Environmental Health charges reviewed, with a range of increases proposed. Licensing & Food Safety fees are cost-recovery, with increases to reflect inflationary costs, while some others have stayed the same.
Recycling and Trade Services (£0.7m)	New rates have been included to better reflect the customer base and to ensure that the service remains competitive. Increased by circa 10% on average reflecting inflationary costs.
Cemetery and Crematorium (£1.8m)	A mid-year review increased charges in 22/23, so some charges reflect increases of 2.5% to 4% for 23/24. Other charges increased in-line with inflation levels (c9.5%)
Sport and Leisure (£5.2m)	All charges have been reviewed & new prices proposed considering market forces/demand. Lifestyle prices are not shown as they are commercially sensitive.

7.2 The full schedule of proposed fees and charges is set out in the Appendix

8 Sales, Fees and Charges Consultation

8.1 Portfolio Holders have agreed the proposed fees and charges.

8.2 The budget strategy and timetable have ensured that information is available for scrutiny and input from all Members.

8.3 A budget workshop was held on 6 October 2022. A further budget workshop will be held on 14 December 2022 so that all members may share in the task of meeting the budget challenge. This will include making appropriate decisions on fees and charges.

9 Risk Management Implications

9.1 Modelling work has been undertaken to understand the impacts and variables arising from the current economic crisis.

9.2 Leisure and commercial income and the impact of sales fees and charges are very dependent on factors beyond the Council's control, such as consumer affordability, and impacts due to the severity and duration of the macro-economic downturn and recovery.

9.3 Modelling has been undertaken by service managers to assess the potential range of impacts before adopting the proposals set out in the report.

10 Strategic Priorities and Recovery

10.1 Post-covid recovery, for the Council, our customers, communities and businesses, is of critical importance. The charging proposals will allow recovery to continue whilst protecting funding for Council services.

11 Financial implications

11.1 As set out in the report.

12 Environmental and Climate Change Implications

12.1 All fees and charges are assessed for their likely environmental impact, reflecting the Council's commitment to be 'carbon neutral' by 2030. Environment and Climate Change is an essential cross-cutting theme in the Council's recovery planning and a core theme of the Strategic Plan.

13 Equality and Diversity Implications

13.1 Consideration will be given to equality and diversity issues in respect of fees and charges. This will be done in line with agreed policies and procedures including production of Equality Impact Assessments where appropriate.

14 Other Standard References

14.1 There are no direct Publicity, Human Rights, Community Safety or Health and Safety implications as a result of this report.

FEES AND CHARGES

APPENDIX A

- (i) Civic Events 2023-24
- (ii) Land Charges, Electoral Services from 1 January 2023 and Freedom of Information
- (iii) Sports Grounds, Beach Huts, Countryside Sites and Open Spaces Events – January 2023
- (iv) Market and Street Trading 2023-24
- (v) Neighbourhood Staff 2023-24
- (vi) Street Naming and Numbering 2023-24
- (vii) Museums 2023-24
- (viii) Visitor Information Centre 2023-24
- (ix) Private Sector Housing 2023-24
- (x) Planning Services
- (xi) Building Control Service 2023-24
- (xii) Parking Services 2023-24
- (xiii) Environmental Health and Licensing Services 2023-24
- (xiv) Recycling and Trade Services, Fixed Penalty Notices 2023-24
- (xv) Cemetery and Crematorium 2023-24
- (xvi) Sport and Leisure from 1 January 2023

VAT Indicators

The VAT indicators in the schedules are as follows:

ST = Standard Rated

EX = Exempt

NB = Non Business

ZR = Zero Rated

(i) Civic Events

Introduction

It is proposed that the current levels of fees and charges for the Mayor Making Lunch, Opening of the Oyster Fishery and the Oyster Feast be increased by approximately ten per cent to reflect increased charges by suppliers.

There have been occasions in the past where the Opening of the Oyster Fishery was held at Cudmore Grove Country Park rather than using a boat. Should future plans involve the hosting of the Opening of the Oyster Fishery at Cudmore Grove Country Park, an alternative charge of £68 per person (including VAT) for the event is applied.

Description of charge	Optional	Optional	VAT Ind	Current 2022/23 Charges excl. VAT (£)	Current 2022/23 Charges incl. VAT (£)	Proposed 2023/24 Charges excl. VAT (£)	Proposed 2023/24 Charges incl. VAT (£)
Mayor Making Lunch	Per Person		ST	30.00	36.00	33.33	40.00
Opening of the Oyster Fisheries	Per Person		ST	72.50	87.00	80.00	96.00
Oyster Feast	Per Person		ST	81.67	98.00	91.67	110.00

Equality, Diversity and Human Rights implications

Equality Impact Assessments are available to view on the Colchester Borough Council website by following this pathway from the homepage: Your Council > How the Council Works > Equality and Diversity > Equality Impact Assessments >Policy & Corporate.

(ii) Land Charges, Electoral Services and Freedom of Information

Local Land Charges

Introduction

Legislation requires fees are calculated on a cost recovery basis. VAT is applicable on all charges except for the LLC1 element

Description of charge	Optional	Optional	VAT Ind	Current 2022/23 Charges excl. VAT (£)	Current 2022/23 Charges incl. VAT (£)	Proposed 2023/24 Charges excl. VAT (£)	Proposed 2023/24 Charges incl. VAT (£)
Residential/Commercial			ST	138.92	162.50	159.45	186.72
(CON 29R + LLC1)							
LLC1			NB	21.00	21.00	23.10	23.10
CON 29 O Questions 4-21			ST	10.50	12.60	11.55	13.50
Con 29 O Question 22			ST	14.00	16.80	14.00	16.80
Con 29 R Residential/Commercial			ST	117.92	141.50	136.35	163.62
Additional written enquiries per question			ST	21.00	25.20	23.10	27.72

Additional Land Parcels per extra assessment Con29 and LLC1	ST	15.75	18.90	17.32	20.78
Additional Land Parcels per extra assessment LLC1	NB	5.25	5.25	5.77	5.77
Copy documents (per document)	NB	21.00	21.00	23.10	23.10

Electoral Services

Introduction

Fees chargeable for Registers are fixed by statute and the Council does not have any ability to change these. The only discretion is in relation to certificate of registration letters where the opportunity has been taken to increase this.

Description of charge	Optional	Optional	VAT Ind	Current 2022/23 Charges excl. VAT (£)	Current 2022/23 Charges incl. VAT (£)	Proposed 2023/24 Charges excl. VAT (£)	Proposed 2023/24 Charges incl. VAT (£)
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Electoral Services

Register (Paper copies)	Additional charge of £5.00 per 1000 names						
Flat rate administration fee £10.00			ST	8.33	10.00	8.33	10.00
Register data	Additional charge of £1.50 per 1000 names						
Flat rate administration fee £20.00			ST	16.67	20.00	16.67	20.00
Certificate of registration			ST	20.83	25.00	24.00	30.00

Freedom of Information Requests

Introduction

Freedom of Information requests are provided free of charge under the legislation, up to an appropriate limit set by the Ministry of Justice. The appropriate limit for local government is £450. Requests that exceed the appropriate limit may be either declined or charged at the rate of £25 per hour, also set by legislation.

(iii) Sports Grounds, Beach Huts, Countryside Sites and Open Spaces Events

Introduction

Sports

The changes proposed (increase by 6%) aim to ensure that sites and facilities remain competitive in the market, whilst demonstrating value for money for customers and encouraging the healthy agenda.

Access Licenses will be increased by 6%.

Highwoods and Countryside

- Car Parking charges have been reviewed. Considering the continued high levels of use, we have introduced a Highwoods Annual Permit to increase value for money.
- In reviewing the educational and hire offer of the sites, along with children's craft and family events, we have decided to keep charges the same as 21/22.
- It is proposed to increase fishing permit charges by 9.9%.
- There is no proposed change to equipment hire and service charges, except for overnight security.

Allotment

No increase in charges is proposed.

Beach Hut Rents

Increasing by 9.9% in line with inflation except for commercial hire of beach huts which will be increased by 110%.

Description of charge	Optional	Optional	VAT Ind	Current 2022/23 Charges excl. VAT (£)	Current 2022/23 Charges incl. VAT (£)	Proposed 2023/24 Charges excl. VAT (£)	Proposed 2023/24 Charges incl. VAT (£)
FOOTBALL, RUGBY and HOCKEY							
Full size - casual - all days	Adult per match		ST	62.42	74.90	66.17	79.40
Full size - casual - all days	Junior per hour		ST	19.67	23.60	23.50	28.20
Weekend Use	Adult per match		ST	0.00	0.00	71.67	86.00
Weekend Use	Junior per match		ST	0.00	0.00	26.67	32.00
9-a-side football	Per hour		ST	19.67	23.00	20.33	24.40
7-a-side or mini rugby/hockey - all days	Per hour		ST	18.00	21.60	19.08	22.90
Training grid - all days	Adult per hour		ST	14.58	17.50	15.50	18.50
Training grid - all days	Junior per hour		ST	9.42	11.30	10.00	12.00
Training pitch (7 a side or half full pitch) - all days	Per hour		ST	12.00	14.40	12.42	14.90
American Football Pitch	Per match		ST	29.92	35.90	31.75	38.00

BOWLS

Season ticket	Per member		ST	102.58	123.10	108.75	130.50
Season ticket	Per member	Discounted	ST	75.25	90.30	79.83	95.80
Adult weekend season ticket (1/2 full price)	Per member		ST	51.33	61.60	54.42	65.30
Adult weekend season ticket (1/2 full price)	Per member	Discounted	ST	37.67	45.20	40.00	48.00
Weekend family ticket	Both partners and under 16 offspring		ST	98.33	118.00	104.25	125.00
Weekend family ticket	Both partners and under 16 offspring	Discounted	ST	72.67	87.20	77.08	92.50
Junior bowls	Under 16's		ST	72.67	87.20	77.08	92.50
Junior bowls membership	Under 16's	Discounted	ST	56.42	67.70	59.83	71.80

CRICKET

Pitch - casual - weekday	All day	from 11am	ST	75.25	90.30	79.83	95.80
Pitch - casual - weekday	Half day	from 1pm	ST	51.33	61.60	57.08	68.50
Pitch - casual - weekend & B/H	All day	from 11am	ST	83.75	100.50	88.83	106.60
Pitch - casual - weekend & B/H	Half day	from 1pm	ST	56.42	67.70	59.83	71.80
Pitch - casual - weekday	Junior per hour		ST	18.83	22.60	20.00	24.00
Practice nets	Per 4 hours		ST	11.17	13.40	11.92	14.30

CYCLING

Grass track - club use - all days			ST	48.53	58.23	51.50	61.80
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TENNIS

Lawn Tennis Club Season Charge			EX	976.39	976.39	1035.00	1035.00
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ROUNDERS

Pitch - all days	Adult	Per hour	ST	24.00	28.80	25.50	30.60
Pitch - all days	Junior	Per hour	ST	13.75	16.50	14.58	17.50

ATHLETICS Shrub End Sports Ground

Long jump	Jnr/Educ.	Per hour	ST	13.25	15.90	14.08	16.90
Running track 300m oval	Shrub End	Per hour	ST	25.67	30.80	27.25	32.70
Running track 4 land 100m straight	Shrub End/ Old Heath	Per hour	ST	17.17	20.60	18.25	27.90
* Education Use - restricted to school day	9am– 3:30pm	Term time					
Sports Day Base Charge	Shrub End Only		ST	47.00	56.40	49.83	59.80

Other Misc. Open Space Costs

Permit for regular commercial use of POS for bootcamps/fitness classes	Up to 25 people – hourly use		ST	6.67	8.00	7.08	8.50
Permit for commercial use of POS for small activities	25-50 people – hourly use		ST	17.50	21.00	18.58	22.30
Permit for commercial use of POS for small activities	50-75 people – hourly use		ST	32.50	39.00	34.50	41.40
Use of POS for compounds etc	Per m2		ST	0.00	0.00	8.33	10.00
Access Licenses							
Pedestrian Access			EX	47.49	47.49	50.40	50.40
Vehicle & Pedestrian Access			EX	94.99	94.99	100.70	100.70
Vehicle Parking & Pedestrian Access			ST	139.12	166.94	147.50	177.00

High Woods Country Park, Castle Park and Countryside Sites Fishing (closed 15 March to 15 June incl)							
High Woods Country Park	Adult	Season	ST	51.67	62.00	56.83	68.20
High Woods Country Park	Junior	Season	ST	30.00	36.00	33.00	39.60
High Woods Country Park	Adult	Half Season	ST	0.00	0.00	28.42	34.10
High Woods Country Park	Junior	Half Season	ST	0.00	0.00	0.00	0.00
High Woods Country Park	Adult	Day	ST	9.58	11.50	10.58	12.70
High Woods Country Park	Junior	Day	ST	6.25	7.50	6.92	8.30
Activities							
Children's Craft / Environmental Activity / Natural History Event	2 hours		EX	5.50	5.50	5.50	5.50
Family Self-Guided Event			EX	1.00	1.00	1.00	1.00
Forest Schools - Site hire by other groups	Low user – up to 2.5 days per week	Hire for a year	EX	241.00	241.00	248.00	248.00
Forest Schools - Site hire by other groups	High user – over 2.5 days per week	Hire for a year	ST	286.67	344.00	294.17	344.00

Forest Schools - Site hire by other groups	Low user – up to 2.5 days per week	Hire for a term	EX	83.00	83.00	86.00	86.00
Forest Schools - Site hire by other groups	High user – over 2.5 days per week	Hire for a term	ST	110.00	132.00	113.33	132.00
Forest Schools - Site hire by other groups		Hire per half day	EX	21.67	26.00	22.50	26.00
Forest Schools – Commercial surcharge additional charge		All hire	EX	67.00	67.00	69.00	69.00
Environmental Education session (Led by Education Officer/Ranger) (includes bonus equipment set hire) 2hours 15 min - 35 Max	Per pupil	Min charge £100 (equivalent 20pp)	EX	5.00	5.00	6.00	6.00
Environmental Education session - Additional charge per pupil beyond maximum			EX	1.00	1.00	1.00	1.00
Hire of educational equipment			ST	22.50	27.00	22.50	27.00

Venue Hire / Ground rents

Hire of High Woods Country Park and Castle Park Meeting Rooms and Visitor Centre	Per hour		EX	10.50	10.50	11.60	11.60
High Woods Country Park/ Countryside site - Ground Rent	Per hour	Negotiable	ST	43.58	52.30	47.92	57.50
Hire of Lower Bowls Pavilion and Green	Per hour	Negotiable	ST	43.58	52.30	47.92	57.50
Hire of Bandstand - Castle Park	Per hour	Negotiable	ST	43.58	52.30	47.92	57.50
Bandstand Charitable rate	Per hour	Negotiable	ST	NEW	NEW	23.96	28.75
Hollytrees Lawn - Ground Rent	Per hour	negotiable	ST	43.58	52.30	47.92	57.50
Hollytrees Meadow - Ground Rent	Per Hour	negotiable	ST	62.42	74.90	68.67	82.40
Castle Bailey - Ground Rent	Pe Hour	negotiable	ST	62.42	74.90	68.67	82.40
Upper Park Slopes – Ground Rent	Per Hour	negotiable	ST	83.75	100.50	92.08	110.52
Lower Park – Ground Rent	Per Hour	negotiable	ST	130.75	156.90	143.75	172.50
Staff/labour cost to support Outdoor Events	Per hour		EX	45.20	45.20	49.70	49.70
Helicopter Landings – Castle Park	Per occasion		ST	104.25	125.10	114.58	137.50

Commercial Photography	Per occasion	Negotiable	EX	314.80	314.80	346.00	346.00
Commercial Filming	Per occasion	Negotiable	EX	629.60	629.60	692.00	692.00
High Woods Country Park & Port Lane Car Parking							
All days	Up to 2 hours		ST	0.83	1.00	0.83	1.00
All days	2 – 4 hours		ST	2.67	3.20	2.67	3.20
All days	Over 4 hours		ST	6.00	7.20	6.00	7.20
Annual Permit			ST	NEW	NEW	41.67	50.00
Castle Park – Equipment Hire & Service Charges							
Electric Supply	Per day	3 phase 63 amp per socket	ST	148.17	177.80	148.17	177.80
Electric Supply	Per day	13 amp per socket	ST	6.25	7.50	6.25	7.50
Electric Supply	Per day	63 amp per socket	ST	44.33	53.20	44.33	53.20
Electric Supply	Per day	32 amp per socket	ST	24.92	29.90	24.92	29.90

Electric Supply	Per day	16 amp per socket	ST	12.42	14.90	12.42	14.90
Water	Per day	standpipe	ST	26.67	32.00	26.67	32.00
White Line Marker	Per occasion	Groundsman Type	ST	6.08	7.30	6.08	7.30
Road Pins	Per 10		ST	3.08	3.70	3.08	3.70
Road Pins	Per 10 hire per day		ST	0.42	0.50	0.42	0.50
PA System	Per day		ST	62.75	75.30	62.75	75.30
Tables	each	trestle	ST	7.50	9.00	7.50	9.00
Chairs	each		ST	2.58	3.10	2.58	3.10
Temporary Fencing	Per panel delivered	1m x 2.5m	ST	2.25	2.70	2.25	2.70
Temporary Fencing	Per Panel Installed	1m x 2.5m	ST	6.67	8.00	6.67	8.00
Temporary Fencing	Per Panel Hire per day	1m x 2.5m	ST	0.42	0.50	0.42	0.50
Overnight Security	1 x security guard	Per night	ST	309.42	371.30	340.08	408.10

Allotment Plot Fees							
Full rate charges							
Plot rent per m2			EX	0.34	0.34	0.34	0.34
Water charges per m2			EX	0.16	0.16	0.16	0.16
Total plot rent			EX	0.50	0.50	0.50	0.50
Concessionary rate charges							
Plot rent per m2			EX	0.30	0.30	0.30	0.30
Water charges per m2			EX	0.16	0.16	0.16	0.16
Total plot rent			EX	0.46	0.46	0.46	0.46
Trees							
Inspection on non-council land (per hour) with verbal feedback			ST	NEW	NEW	60.00	72.00
Detailed recommendation/condition report following inspection			ST	NEW	NEW	350.00	420.00
Low level tree work (half day)			ST	NEW	NEW	250.00	300.00
Low level tree work (full day)			ST	NEW	NEW	500.00	600.00
Ad hoc tree/branch lifting (1hr)			ST	NEW	NEW	75.00	90.00
Tree Planting (supply and plant)			ST	NEW	NEW	200.00	240.00
Tree Watering & Aftercare up to 5 years			ST	NEW	NEW	0.00	0.00

Beach Hut Fees							
Plot rental							
Resident - Large Front Row			ST	245.50	294.60	269.83	323.80
Resident - Small Front Row			ST	165.92	199.10	182.42	218.90
Resident - Large Other Row			ST	216.00	259.20	237.42	284.90
Resident - Small Other Row			ST	145.33	174.40	159.75	191.70
Non-Resident - Large Front Row			ST	412.33	494.80	453.17	543.80
Non-Resident - Small Front Row			ST	279.92	335.90	307.67	369.20
Non-Resident - Large Other Row			ST	369.17	443.00	405.75	486.90
Non-Resident - Small Other Row			ST	250.58	300.70	275.42	330.50
Plot rental - Concession							
Resident - Large Front Row			ST	180.67	216.80	198.58	283.30
Resident - Small Front Row			ST	124.67	149.60	137.08	164.50
Resident - Large Other Row			ST	160.08	192.10	176.00	211.20
Resident - Small Other Row			ST	106.08	127.30	116.67	140.00
Non-Resident - Large Front Row			ST	310.33	372.40	341.08	409.30
Non-Resident - Small Front Row			ST	201.33	241.60	221.33	265.60
Non-Resident - Large Other Row			ST	279.92	335.90	307.67	369.20
Non-Resident - Small Other Row			ST	174.75	209.70	192.08	230.50

Plot rental for the commercial hire of beach huts							
Resident - Large Front Row			ST	653.42	784.10	1372.25	1646.70
Resident - Small Front Row			ST	441.75	530.10	927.75	1113.30
Resident - Large Other Row			ST	575.00	690.00	1207.50	1449.00
Resident - Small Other Row			ST	390.25	468.30	819.58	983.50
Transfers							
Transfer Fee Concession			ST	277.08	332.50	304.58	365.50
Transfer Fee (except Concession)			ST	332.42	398.90	365.33	438.40
Other Relevant Fees							
Deck Chair Hire	X09	Year	ST	174.42	209.30	191.75	230.10
Sailing Board Club	X11	Year	ST	367.25	440.70	403.67	484.40
Large Front Row Charity	X13	Year	ST	105.58	126.70	116.08	139.30

Equality, Diversity and Human Rights implications

- The proposed fees and charges affect all customers equally. Junior charges are available for many of the activities and a reduced concession price is available on some charges.
- Charges have been set in accordance with the leisure services pricing policy, which will be subject to an Equality Impact Assessment as and when it is reviewed.
- There are no new charging arrangements being introduced which will have a negative impact on any equality target groups.

(iv) Market and Street Trading

Introduction

For Markets, the recommendation is to retain the current charges to ensure that pitches remain competitive in the local market and to help support traders.

The electric hook up charge has been uplifted to £4 to reflect increasing utility prices.

Street Trading to be increased by the guideline (9.9%) and rounded up to nearest 10p.

Description of charge	Optional	Optional	VAT Ind	Current 2022/23 Charges excl. VAT (£)	Current 2022/23 Charges incl. VAT (£)	Proposed 2023/24 Charges excl. VAT (£)	Proposed 2023/24 Charges incl. VAT (£)
Market Pitches for High Street							
Small	2.5m x 2.5m		EX	20.00	20.00	20.00	20.00
Standard	3m x 3m		EX	25.00	25.00	25.00	25.00
Large	5m x 3m		EX	35.00	35.00	35.00	35.00
Extra Large	10m x 3m		EX	60.00	60.00	60.00	60.00

Electric Hook Up Charge			EX	2.00	2.00	4.00	4.00
Street Trading							
Small	2m x 2m		EX	13.80	13.80	15.20	15.20
Medium	2.5m x 2.5m		EX	19.10	19.10	21.00	21.00
Large	3m x 3m		EX	21.90	21.90	24.10	24.10
Extra Large	2.5m x 5m		EX	24.60	24.60	27.10	27.10
Equality, Diversity and Human Rights implications							
There are no particular equality, diversity or human rights implications. This is covered in the original EQIA for the Service. The EQIA can be found here: http://www.colchester.gov.uk/article/4959/Community-Services							

(v) Neighbourhood Staff

Introduction

These are the charges used for such activities as Road Closures and Bin Emptying. In undertaking a review, the changes have been changed to better reflect the true cost of providing the services. Additional lines have been included to further assist with the pricing of work requirements.

Description of charge	Optional	Optional	VAT Ind	Current 2022/23 Charges excl. VAT (£)	Current 2022/23 Charges incl. VAT (£)	Proposed 2023/24 Charges excl. VAT (£)	Proposed 2023/24 Charges incl. VAT (£)
Neighbourhood Charges							
Neighbourhood Operative	Hourly	Plus disposal costs	ST	37.78	37.78	37.78	45.40
Neighbourhood Warden	Hourly	Plus disposal costs	ST	45.88	45.88	45.88	55.10
Neighbourhood Warden plus van	Hourly	Plus disposal costs	ST	0.00	0.00	45.88	55.10
Neighbourhood Manager	Hourly		ST	0.00	0.00	46.40	55.70

Operations Manager	Hourly	Plus disposal costs	ST	0.00	0.00	117.14	140.60
Vehicle (3.5t) plus driver	Hourly	Plus disposal costs	ST	52.50	52.50	52.50	63.00
Vehicle (3.5t) plus driver and operative	Hourly	Plus disposal costs	ST	83.78	83.78	86.20	103.50
Vehicle (7.5t) plus driver and operative	Hourly	Plus disposal costs	ST	86.58	86.58	95.68	114.90
Vehicle (refuse) plus driver and two operatives	Hourly	Plus disposal costs	ST	150.37	150.37	166.17	199.50
Sweeper	Hourly	Plus disposal costs	ST	72.03	72.03	73.91	88.70
Jet wash plus operative	Hourly	Plus disposal costs	ST	45.51	45.51	46.51	55.90
Jet wash plus two operatives	Hourly	Plus disposal costs	ST	76.79	76.79	78.89	94.70

Equality, Diversity and Human Rights implications

There are no equality, diversity or human rights implications. This is covered in the original EQIA for the Service. The EQIA can be found here:

<http://www.colchester.gov.uk/article/4959/Community-Services>

(vi) Street Naming and Numbering

Introduction

The authority can charge for elements of the naming and numbering function by virtue of Section 64 and 65 of the 1847 Act coupled with Section 93 of the 2003 Act.

For Street Naming and Numbering this charge covers:

The Naming and numbering of new properties (including conversions).

- Alterations in either name or numbers to new developments after initial naming and numbering has been undertaken.
- Consultation and liaising with external organisations such as Royal Mail, Town or Parish Councils and Emergency Services (as a non-statutory element of naming of streets).

Charges are aimed at services delivered to Developers and non-domestic development, and services often provided to local residents (such as adding a house name to a single property) will remain free of charge.

Description of charge	Optional	Optional	VAT Ind	Current 2022/23 Charges excl. VAT (£)	Current 2022/23 Charges incl. VAT (£)	Proposed 2023/24 Charges excl. VAT (£)	Proposed 2023/24 Charges incl. VAT (£)
Street Name Change	Each		NB	205.00	205.00	225.00	225.00
Plot Change	Each	£102 minimum charge	NB	25.50	25.50	28.00	28.00

Numbering / Naming new dwelling	Each		NB	101.50	101.50	111.00	111.00
New Street Name	Each		NB	410.00	410.00	420.00	420.00
Equality, Diversity and Human Rights implications							
We have fully considered the equality and diversity impacts of our fees and charges and conclude that there are no adverse impacts that cannot be appropriately mitigated.							

(vii) Museums

Introduction

Colchester Borough Council has three Museums. Hollytrees and Natural History Museum are free to the public and there is no proposal to change that. The Castle is a charged for attraction and the income is important, allowing for sustainability and investment in this iconic historic asset. Prices were increased modestly in 2022/23. Inflationary increases of nearer 10% are proposed for 2023/24. This increase will have a positive effect on income and reflect much increased running costs, although the service will need to be vigilant to signs of price resistance.

School prices have been increased following the CPI increment.

Tour prices have also been increased for adults and children.

The introduction of Castle passes following the redevelopment in 2014 were extended last year to those living out of borough for a small additional fee, reflected here with the inflationary increase.

For those for whom the prices remain a real barrier, the Castle will continue to open to the public for free twice a year; for Heritage Open Day and the special 'Christmas at the Castle' event.

Description of charge	Optional	Optional	VAT Ind	Current 2022/23 Charges excl. VAT (£)	Current 2022/23 Charges incl. VAT (£)	Proposed 2023/24 Charges excl. VAT (£)	Proposed 2023/24 Charges incl. VAT (£)
Castle Admission Charges, Tours and Tablet Hires at the Castle							

Individual	Annual Membership for any visitor on opting-in / signing up						
Adult			ST	9.37	11.25	10.41	12.50
Student			ST	6.04	7.25	6.62	7.95
Child	4 – 16 years	0 – 3 free	ST	5.20	6.25	5.79	6.95
Concession			ST	6.04	7.25	6.04	7.25
Saver tickets	Annual Pass for any visitor on opting-in / signing up						
	2 x adults plus 2 x children/ concessions		ST	25.00	30.00	27.45	32.95
	2 x adult plus 1 child/ concession		ST	20.83	25.00	22.91	27.50
	1 x adult plus 3 x children/ concessions		ST	21.67	26.00	23.75	28.50

Group	12+ people: Negotiable			Guideline	prices		
Adult			ST	6.62	7.95	7.29	8.75
Child	4 – 16 years	0 – 3 free	ST	3.75	4.50	4.12	4.95
Concession/student			ST	4.12	4.95	4.58	5.50
Tours							
Adult			ST	2.91	3.50	3.20	3.85
Child	4 – 16 years	0 – 3 free	ST	1.67	2.00	1.87	2.25
Tablet Hire	2020-21 prices held						
All hires			ST	0.83	1.00	0.83	1.00
Castle pass (non-borough add-on, new)							
Child	4 – 16 years	0 – 3 free	ST	7.04	8.45	7.70	9.25
Adult			ST	12.45	14.95	14.58	17.50
Conc			ST	8.29	9.95	9.58	11.50
Student				8.29	9.95	9.58	11.50
Saver 2+2			ST	32.5	39	35.79	42.95
Saver 2+1				29.16	35.00	29.16	35.00

Saver 1+3				29.16	35.00	32.08	38.50
School Admissions	VAT Exempt						
Colchester Castle							
Borough – general visit			EX	3.60	n/a	3.95	n/a
Borough – schools package			EX	4.65	n/a	5.15	n/a
Non-Borough – general visit			EX	4.00	n/a	4.40	n/a
Non-Borough – schools package			EX	5.00	n/a	5.50	n/a
Teacher / adult helper	Up to 6 x adults per 32 pupils are not charged			Free	Free	Free	Free
Hollytrees Museum							
General visit				Free	Free	Free	Free
Borough – half day			EX	4.00	n/a	4.40	n/a
Borough – full day			EX	4.65	n/a	5.15	n/a
Non-Borough – half day			EX	4.65	n/a	5.15	n/a
Non-Borough – full day			EX	5.00	n/a	5.50	n/a
Teacher / adult helper	Up to 6 x adults per 32 pupils are not charged			Free	Free	Free	Free

Equality, Diversity and Human Rights implications

No human rights issues are apparent in relation to the delivery of the Colchester Museums Service. It is acceptable to charge an entry fee to the Castle due to the inherent cost in protecting and providing access to both the building and the collection displayed and interpreted inside. The Castle is a legally protected Scheduled Ancient Monument which the Council has a duty of ownership to maintain and protect, and the historical and educational value of the designated archaeological collections are of international significance. Castle visitors perceive value in paying for admission to the Castle as a 'day out' venue for family or individual enjoyment and lifelong learning. A number of good value and discount options are available, including the annual Castle Pass for Borough residents for the same price as a day ticket which represents excellent value for local people. Day admissions tickets once purchased can be used to re-enter the Castle as many times as desired that day. The annual 'Castle Pass' also provides an excellent value option for non-residents. For those unable to afford to pay for full admission to Colchester Castle, a number of cheaper options are available which are relevant to equality and diversity in terms of providing access for as wide a range of visitors as possible. Concessionary rates, as well as providing reduced priced admission for children of school age and full-time students, also enable those on a low income, retired or unable to work to benefit from reduced admission if they are in receipt of state benefits (subject to some form of proof being provided on request). Concession rates also apply to Castle Passes. Since 2017 anyone holding a Defence Discount Service card, eligible for members of the armed forces, as well as their dependents, veterans, cadets and related categories, qualifies for concessionary rate admission to Colchester Castle.

The Castle continues to provide free access to visitors twice a year, during Heritage Open Days weekend in September and the annual Christmas open evening when the Castle is open later than usual. These are both ideal opportunities for local visitors on lower incomes, for instance, to experience a Castle visit free of charge should they wish.

Disabled visitors also benefit from reduced admission rates and carers accompanying disabled visitors to facilitate their visit gain free entry. The Castle contains many layers of interpretation aimed at providing inclusive access for and improving the visitor experience for visitors with disabilities – examples include two lifts, a tactile map, audio equipment. School groups that include children with particular needs are always catered for on a special case by case basis, with alternative tours being made available for children, and their friends, who cannot manage the steps in the standard tour. Schools are asked on booking whether any children required any further special arrangements, such as the Castle

Scriptorium being made available as a quiet room for children who may need a space to rest or receive medication. Early in 2021 an access audit for the Castle was conducted and staff 'Access Champions' have been trained and are now making modest changes to improve access for as full a range of disability as possible. As a result of this work the Castle Museum has been shortlisted in the 'Best Accessible Museum' category of the national Kids in Museums Awards with the winner to be announced later in 2022.

(viii) Visitor Information Centre

Introduction

It is proposed that an increase of 10% is applied to VAT inclusive adult and child tour charges. In addition to the impact of inflation an increase is required to keep pace with the application of the Living Wage to the fee paid to tour guides. Overall guided tour charges will remain competitive with most other similar destinations and independent guides operating in the area. However, feedback received suggests an increase in the minimum charge per guide would adversely affect educational groups on a set budget, as the latter is calculated at the adult rather than child rate, and thus take up overall. Therefore it is proposed to leave this at the current rate, following a 17% rise in the last FY.

Advertising rates with Visit Colchester through print and online channels remain negotiable, as flexibility is required to create bespoke packages for potential advertisers; across channels; for varying time periods and in some cases for multiple venues owned by one business. Flexibility in charging is also required to support the hospitality sector in the face of extreme cost pressures on the sector in the current climate, however an inflationary increase on past charges will be applied where possible.

Description of charge	Optional	Optional	VAT Ind	Current 2022/23 Charges excl. VAT (£)	Current 2022/23 Charges incl. VAT (£)	Proposed 2023/24 Charges excl. VAT (£)	Proposed 2023/24 Charges incl. VAT (£)
Guided Tours							
Public Tour - public	Adult		ST	5.00	6.00	5.50	6.60

Public Tour - public	Child	ST	2.91	3.50	3.21	3.85
Private pre-booked	Adult	ST	5.00	6.00	5.50	6.60
Private pre-booked	Child	ST	2.91	3.50	2.91	3.85
Private pre-booked	Min. charge for groups of < 10	ST	50.00	60.00	50.00	60.00
		EX	Accompanying teachers/ adults free	Accompanying teachers/ adults free	Accompanying teachers/a dults free	Accompanying teachers/a dults free

Agency Commission Fees

Charity	5%	ST	No change	No change		
Non-Charity	10%	ST				
Minimum handling fee applied if commission falls below 25 plus VAT		ST	25.00	30.00	25.00	30.00

Equality, Diversity and Human Rights implications

We have fully considered the equality and diversity impacts of our fees and charges and conclude that there are no adverse impacts that cannot be appropriately mitigated.

(ix) Private Sector Housing Services

Introduction

It is proposed that Private Sector Housing fees and charges are amended for 2023-24 as below.

Most fees are charged on a cost recovery basis for officer time/on costs and our fees have been benchmarked with similar local Authorities within Essex to be comparable.

The services that we provide on a commercial basis have been increased by higher %. No other Local Authority within Essex provides similar commercial services to benchmark against. However, they remain competitive with commercial companies that could provide a similar service. This increase enables us to provide an additional service and to maximise income at a time when public finances are being squeezed. Maximising Council income allows us to re-invest it in our services, reduce the burden on the taxpayer more generally and supports vital services to vulnerable people.

House in Multiple Occupation Licence Fee - A local authority may recover costs associated with the administration of a licensing scheme by charging a fee to applicants.

The overall fee for a new HMO Licence and the fee for an HMO licence renewal under the provisions of the Housing Act 2004 are being increased by more than 10%. The extra charge applied where the HMO has more than 5 lettings has also been increased, this reflects the additional work involved in assessing applications for larger HMOs.

The decision has been made to increase the fee for a renewal licence application to bring it in line with the fee for a new licence application, as on consideration there is no less officer time spent processing a renewal licence application compared to a new licence application and this brings us in line with the approach taken by the other larger Essex LAs.

A new licence for a standard 5 letting HMO will cost £950, an increase of £100 from last year. A renewal licence for a 5 letting HMO will cost £950 an increase of £530 from last year due to the change in approach. Every further letting above 5 will be charged at £60 per letting in addition to the standard fee for a new or renewal licence application (an increase of £5 from last year).

If a similar number of licence applications are received as in the current year, this £100 increase per licence application could bring in an additional £5K income.

The team prepare floor plans when required by the applicant for an HMO licence as part of the application process. This service is offered as a commercial service. These have increased by more than 10% from £220 for a 5 letting property to £250 (+VAT). An additional fee is charged for more complex floor plans that take longer to prepare where the property has more than 5 lettings. This is currently £30 per additional letting and this is to be increased to £35. This is a discretionary service provided by the Council, not a statutory duty and the fee is competitive when compared with charges made by private sector surveyors for a similar service.

Charges for Enforcement Notices/Orders - A local authority may recover the costs associated with the service of a Notice or Order under the provisions of the Housing Act 2004.

The fee charged for the service of an Enforcement Notice or Order under the provisions of the Housing Act 2004 is to be increased from £570 to £585.

The team serve around 5 -10 such notices p.a. so a major increase is not going to result in greatly increased income. In addition, caution is needed not to set the charge too high as this is likely to result in more legal challenges to the Tribunal service against the fee which results in the requirements of the notice being held in abeyance and potentially serious housing hazards being left unaddressed whilst the legal process is followed.

The fee charged for the service of an Emergency Remedial Action Notice is charged differently from the other Notices and Orders. The service of this Notice comes after the local authority carries out works in default, the costs for taking this action, including officer time, is charged separately to the charge for the service of the Notice. The actual service of the Notice is a minor administrative process and does not justify charging the same fee as for other Notices and Order. The works have been undertaken and signed off and there is no further action required. A First Tier Tribunal decision last year suggested that a fee of £150 would be reasonable for this action, this to be increased to £155.

Immigration Inspections

The fee for an immigration inspection is to be increased from £200 (+VAT) to £220 (+VAT) This is a discretionary service provided by the Council, not a statutory duty and the fee remains competitive compared to services provided by private sector organisations. Only a couple of such requests are received in most years, none to date for 2022/23.

Penalty Charge for failure to join a Property Management Redress Scheme

It is a legal requirement for all individuals/companies managing property in England to join one of two Government-approved redress schemes. Local authorities can impose a financial penalty of up to £5,000 where an individual or company who should have joined a scheme has not done so.

Guidance is to charge the maximum penalty other than in exceptional circumstances. The charge has been set at the maximum £5,000 again this year. Income must be used for the Authorities housing enforcement function and not drawn into the General Fund.

Civil Penalties

The Housing and Planning Act enables Local Authorities to issue a civil penalty as an alternative to taking prosecution action for certain offences under the Housing Act 2004. The Local Authority must publish a policy detailing when it will issue a civil penalty and how it will determine the level of that penalty. The level of penalty to be issued is calculated with reference to a number of factors which gives a score per offence. This detail is contained within the published Private Sector Housing Enforcement and Civil Penalties Policy, which has been reviewed in the last year. Civil Penalty income must be used for the Authorities housing enforcement function and not drawn into the General Fund.

Technical Advisory Service

It is proposed that we continue to offer housing standards advice and guidance to landlords and agents. The charge is to increase from £100 per hour (+VAT) to £120 per hour (+VAT) a 20% increase. This fee is not charged to charities or partner organisations of the local authority.

This increase is based on this being a commercial service and comparison has been made with the technical advice service provided by Planning colleagues which is considered to be of equivalent merit and provided by officers of equivalent grade and expertise.

The hourly rate is applied to discretionary site visits, consultations, meetings etc. with landlords made at their request for advice and guidance relating to but not limited to the setting up of new HMOs, pre licensing application visits, advice on suitability of premises for purchase and advice on improving energy efficiency to meet minimum standards required for letting.

This is a discretionary service provided by the Council, not a statutory duty, and the fee is competitive when compared with charges made by private sector organisations.

Works in Default

The fee for undertaking works in default, is the full cost of the contractor's invoice, plus administrative costs based on an increased officer hourly rate (inc on costs) of £65 per hour (+VAT) from £60 per hour.

Penalty charge for failing to comply with Smoke & Carbon Monoxide remedial notice

The penalty for failing to comply with Smoke & Carbon Monoxide Regulations remedial notice is being retained at £2,000 for first offence and £5,000 for future offences. Income must be used for the Authorities housing enforcement function and not drawn into the General Fund.

Penalty charge for failing to comply with Electrical Safety Regulations notice

The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020 now in effect enable the Local Authority to issue a financial penalty of up to £30,000 on a private landlord where they have breached any of their duties.

The level of penalty to be issued is calculated with reference to a number of factors which gives a score per offence. This detail is contained within the published Private Sector Housing Enforcement and Civil Penalties Policy, which has been reviewed in the last year. Income must be used for the Authorities housing enforcement function and not drawn into the General Fund.

Description of charge	Optional	Optional	VAT Ind	Current 2022/23 Charges excl. VAT (£)	Current 2022/23 Charges incl. VAT (£)	Proposed 2023/24 Charges excl. VAT (£)	Proposed 2023/24 Charges incl. VAT (£)
HMO Licensing (licence issued for a maximum period of 5 years)							
House in Multiple Occupation Licence (new applications) where 5 units of accommodation			NB	425.00 initial processing payment	425.00 initial processing payment	475.00 initial processing payment	475.00 initial processing payment
				425.00 payment prior to issue of licence	425.00 payment prior to issue of licence	475.00 payment prior to issue of licence	475.00 payment prior to issue of licence
House in Multiple Occupation Licence – price per additional room after 5 units of accommodation			NB	55.00 for every additional unit above 5	55.00 for every additional unit above 5	60.00 for every additional unit above 5	60.00 for every additional unit above 5

House in Multiple Occupation – Renewal of Licence where 5 units of accommodation		210.00 initial processing payment	210.00 initial processing payment	475.00 initial processing payment	475.00 initial processing payment
	NB	210.00 payment prior to issue of licence	210.00 payment prior to issue of licence	475.00 payment prior to issue of licence	475.00 payment prior to issue of licence
House in Multiple Occupation Renewal of Licence – price per additional room after 5 units of accommodation	NB				
		33.00 for every unit above 5	33.00 for every unit above 5	60.00 for every unit above 5	60.00 for every unit above 5
Preparation of floor plans for HMO licence application process – where 5 units of accommodation (Discretionary commercial service)	ST				
		220.00	264.00	250.00	300.00
Preparation of floor plans for HMO licence application process – price per additional letting room after 5 units of accommodation (Discretionary commercial service)	ST				
		30.00 for every unit above 5	36.00 for every unit above 5.	35.00 for every unit above 5	42.00 for every unit above 5.

Charge for Enforcement Notices/Orders

Fee per Enforcement Notice or Order issued under Housing Act 2004 (excluding Emergency Remedial Action Notices) and for Demolition Orders served under s.265 Housing Act 1985 (NB. Only one single fee is payable where the same notice is served on more than one recipient)

NB	570.00	570.00	585.00	585.00
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Fee per Emergency Remedial Action Notice issued under Housing Act 2004 (NB. Only one single fee is payable where the same notice is served on more than one recipient)

NB	150.00	150.00	155.00	155.00
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Administration of works in default of a recipient of a legal notice without agreement

ST	Calculated per case based on hourly rate of officer (60.00 per hr)	Calculated per case based on hourly rate of officer (72.00 per hr)	Calculated per case based on hourly rate of officer (65.00 per hr)	Calculated per case based on hourly rate of officer (78.00 per hr)
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Administration of works in default of a recipient of a legal notice with agreement

ST	Calculated per case based on hourly rate of officer	Calculated per case based on hourly rate of officer	Calculated per case based on hourly rate of officer	Calculated per case based on hourly rate of officer
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Civil Penalty Notices issued for offences under Housing Act 2004	NB	(60.00 per hr) Calculated in accordance with published Policy Max £30,000	(72.00 per hr) Calculated in accordance with published Policy Max £30,000	(65.00 per hr) Calculated in accordance with published Policy Max £30,000	(78.00 per hr) Calculated in accordance with published Policy Max £30,000
Fee per remedial notice issued under Regulation 5 of the Smoke & Carbon Monoxide Alarm (England) Regulations 2015	NB	2,000.00 for first offence 5,000.00 for future offences	2,000.00 for first offence 5,000.00 for future offences	2,000.00 for first offence 5,000.00 for future offences	2,000.00 for first offence 5,000.00 for future offences
Penalty Charge for failure to join Property Management Redress Scheme	NB	5000.00	5000.00	5000.00	5000.00
Fee per remedial notice issued under The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020	NB	Calculated in accordance with published Policy Max £30,000	Calculated in accordance with published Policy Max £30,000	Calculated in accordance with published Policy Max £30,000	Calculated in accordance with published Policy Max £30,000

Technical Advice & Guidance

(Discretionary services)

Provision of technical advice service to landlords	ST	100.00 per hour	120.00 per hour	120.00 per hour	144.00 per hour
Immigration Inspection and Issue of Report	ST	200.00	240.00	220.00	264.00

Equality, Diversity and Human Rights implications

We have considered the equality and diversity impacts of our fees and charges for ST rated Fees and Charges by undertaking an Equality Impact Assessment (EIA) which has been reviewed in October 2022 and concludes that there are no adverse impacts that cannot be appropriately mitigated. [EQIA on non statutory Fees and Charges AJW Oct 2021](#)

(x) Planning Services

Introduction

The fees due for statutory planning and related applications are set by central Government. Exceptions to these statutory fees include S106 unilateral undertakings, Planning Performance Agreements (PPA's), Preliminary Enquiry or Pre-Application Enquiry (PE's) charges. Many of the charges essentially relate to discretionary advice and other site inspection charges which were substantially increased in 22/23 by approx. 40% for pre-app advice at a commercial scale. Given the significant increase mid-year in 22/23 a more subdued increase of +10% universally is suggested for 23/24 to avoid deterring service users from uptake. VAT is charged where the service offered is not statutorily required. These discretionary services are primarily accessed by commercial developers and not householders. The pre-app advice service is used by householders, and we are mindful of the comparative low cost of householder applications (£206.00 incl. plus online service charge £26.83 – Total £232.83) and the need to encourage engagement to improve the quality of applications by capping the cost below the application fee. We provide a written response to pre-app enquiries for a fee of £158.40. incl. However, where a face-to-face meeting is requested, the suggested fee (£217.80 inc. VAT) does not exceed the current application fee to recover the associated staffing costs and the probable contentious nature of the proposal that has prompted the meeting.

Description of charge	Optional	Optional	VAT Ind	Current 2022/23 Charges excl. VAT (£)	Current 2022/23 Charges incl. VAT (£)	Proposed 2023/24 Charges excl. VAT (£)	Proposed 2023/24 Charges incl. VAT (£)
Research cost	Min one hour		ST	83.20	99.84	91.52	109.82

Retention fee for lapsed invalid applications

Householder	ST	66.40	74.88	73.04	88.08
Minor and Other	ST	114.40	137.28	125.84	151.00
Majors	ST	257.92	309.50	283.71	340.45
S106 Unilateral Undertakings Legal and Monitoring Costs	ST	582.40	698.88	640.64	768.77
S.106 Clause Monitoring fees	ST	509.60	611.52	560.56	672.67
Financial Clause					
Other s.106 clauses monitoring fee	ST	603.20	723.84	663.52	796.22

Public Open Space Practical Completion Certificate Inspection (OSPCI)

Size of landscaping scheme (each insp) m2

<100 m2	ST	613.60	736.32	674.96	809.95
101 – 500 m2	ST	1206.40	1,447.68	1327.04	1,592.44
501 – 2500 m2	ST	1872.00	2,246.40	2,059.20	2,471.04
2501 – 5000 m2	ST	2319.20	2,783.04	2,551.12	3,061.34
5001 – 10000 m2	ST	3016.00	3,619.20	3,317.60	3,981.12
1001> m2	ST	3536.00	4,243.20	3,889.60	4,667.52

Landscape Consultancy

(Previously known as Landscape Practical Completion Inspection)

First hour	ST	156.15	187.38	171.77	206.12
Thereafter per hour	ST	98.80	118.56	108.68	130.42

Planning Performance Agreements (PPA) Sliding scale of charges depending on size of proposal

Super majors (Inception meeting):

Subsequently - as agreed at inception meeting for remainder of project depending on frequency of liaison, complexity of project management and number of officers involved

ST	3,900.00	4,680.00	4,290.00	5,148.00
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Large scale majors (Inception meeting):

Subsequently - as agreed at inception meeting for remainder of project depending on frequency of liaison, complexity of project

ST	3,120.00	3,744.00	3,432.00	4,118.40
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management and number of officers involved

Standard majors (Inception meeting):

Subsequently - as agreed at inception meeting for remainder of project depending on frequency of liaison, complexity of project management and number of officers involved.

ST	3,016.00	3,619.20	3,317.60	3,981.12
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Preliminary Enquiries (majors)

Super majors	Initial meeting and written confirmation		ST	3,000.00	3,600.00	3,960.00	4,752.00
Subsequent meetings	3 hours with 1x officer	fee variable with greater attendance	ST	1,216.80	1,460.16	1,338.48	1,606.18
Large scale majors	Initial meeting and written confirmation		ST	2500.00	3,000.00	3,300.00	3,960.00
Subsequent meetings	3 hours with 1x officer	fee variable					

		with greater attendance	ST	1,014.00	1,216.80	1,304.16	1,564.99
Standard majors	Initial meeting and written confirmation		ST	1,185.60	1,422.72	1,304.16	1,546.99
Subsequent meetings	3 hours with 1x officer	fee variable with greater attendance	ST	613.60	736.32	680.68	816.81
Written response only	Per letter		ST	750.00	900.00	825.00	990.00

Preliminary Enquiries ‘Minors’ & ‘Others*’ (including listed buildings)

(excluding Householder category proposals and Buildings at Risk)

Residential (1-4 units)	Written response		ST	300.00	360.00	330.00	396.00
Residential (5-9 units)	Written response		ST	500.00	600.00	550.00	660.00
Commercial (retail, food & drink, and offices)	Written						

Up to 100 sq m	response	ST	230.00	276.00	249.60	299.52
Up to 499 sq m	Written Response	ST	350.00	420.00	385.00	462.00
499 sqm-999 sq m	Written response	ST	500.00	600.00	550.00	660.00

Anything else in addition to the above including meetings, site visits and follow up questions are charged at an hourly rate and will be arranged by agreement post receipt of initial application

Hourly rate

ST	98.80	118.56	108.68	130.42
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Listed Buildings:

Written response incl.Site meeting

ST	300.00	360.00	396.00	475.20
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Preliminary Enquiries

Householder

(excluding Listed Building consent enquiries)

Written response only	No meeting	ST	120.00	144.00	132.00	158.40
Written response, one hour meeting		ST	165.00	198.00	181.50	217.80
Additional meeting by agreement	Per hour	ST	93.60	112.32	102.96	123.55

Additional follow up questions (max of 30 minutes work)	Per response	ST	48.88	58.66	53.77	64.52
Advertising by Public Notice in a local newspaper of applications under the Planning Act 1990 to divert, stop up or extinguish a public footpath	Such charge as shall be levied by the newspaper publisher for placing the public notice + £35 admin charge	ST	38.48	46.18	42.33	50.80
Other ad-hoc professional planning or specialist advice						
High Hedges Legislation	In total					
Complaint processing fee		ST	494.00	592.80	543.40	652.08
Confirmation of compliance with planning permission (built as agreed certificate)	Householder					
		ST	88.40	106.08	97.24	116.69

Confirmation of compliance with planning permission (built as agreed certificate)	1 new dwelling	ST	130.00	156.00	143.00	171.6
Confirmation of compliance with planning permission (built as agreed certificate)	Each additional dwelling up to 9	ST	67.60	81.12	74.36	89.23
Planning Officer	First hour	ST	156.00	187.20	171.6	205.92
	Per hour thereafter	ST	98.80	118.56	108.68	130.42
Principal Planning Officer	First hour	ST	171.60	205.92	188.76	226.51
	Per hour thereafter	ST	100.88	121.06	110.97	113.16
Planning Manager	First hour	ST	202.80	243.36	223.08	267.70
	Per hour thereafter	ST	119.60	143.52	131.56	157.87
Tree Officer	First hour	ST	152.88	183.46	168.17	201.80
	Per hour thereafter	ST	99.84	119.81	109.82	131.79

Archaeology Charges	Charging Category					
Development is a single dwelling, garage/ cartlodge, extension or other small development	A					
Monitoring/ Watching		ST	239.20	287.04	263.12	315.74
Evaluation		ST	301.60	361.92	331.76	398.11
Excavation		ST	301.60	361.92	331.76	398.11
Development of a historic building (demolition and/or conversion)	B					
Monitoring/ Watching		ST	239.20	287.04	263.12	315.74
Development is two dwellings or more and covers less than 1.0ha in area	C					
Monitoring/ Watching		ST	239.20	287.04	263.12	315.74
Evaluation		ST	301.60	361.92	331.76	398.11
Excavation		ST	405.60	486.72	446.16	535.39
Development is between 1.0ha and 3.0ha in area	D					
Evaluation		ST	405.60	486.72	446.16	535.39

Excavation		ST	566.80	680.16	623.48	748.17
Development is between 3.0ha and 10.0ha in area	E					
Evaluation		ST	566.80	680.16	623.48	748.17
Excavation		ST	852.80	1,023.36	938.08	1,125.70
Development is over 10.0ha	F	Request a quote				

UAD Charging Schedule

Standard Search (up to 75 records)		ST	62.40	74.88	68.64	82.37
Extended Search (up to 150 records)		ST	124.80	149.80	137.28	164.74
Large scale/complex search (>150 records)		Request a quote				

Equality, Diversity and Human Rights implications

We have fully considered the equality and diversity impacts of our fees and charges by undertaking Equality Impact Assessments (EIAs) and conclude that there are no adverse impacts that cannot be appropriately mitigated. These services are discretionary and principally accessed by commercial developers.

The decision to implement the proposed fees and charges for planning will not result in any breach of human rights or discrimination.

(xi) Building Control

Introduction (include any proposals)

The Building Control charging system is subject to prescribed rules within the Building (Local Authority Charges) Regulations and CIPFA guidance. The current national charging regime requires the charges to be set on a “cost recovery” basis for the chargeable element of the Building Control function for the financial year.

It is proposed that the Building Control charges are as laid out below. A 10% increase has been applied to cover the cost of increased expenditure. Whilst the charges are set to satisfy the overriding principle of the break-even position, they also need to remain competitive having regard to private sector competition. These will be reviewed at the end of the financial year (31 March 2024) and if changes are proposed as a result of the analysis of the year end position a further report will be presented where appropriate.

Explanatory Notes to Standard Building Regulation Charges

The following tables contain the standard charges for new dwellings, small non-domestic buildings and extensions or alterations to single buildings. The charges have been established at a level to cover the cost of the Building Regulation related service in respect of commonly occurring categories of work.

Where proposed work falls outside of the categories of standard charges shown the charge will be individually determined.

Where a Full Plans application is submitted the total charge combines both the Plan Charge and Inspection Charge.

Building Notice applications can only be submitted for domestic work subject to certain conditions.

Works which are solely for people with disabilities or the provision of accommodation for a carer where 24-hour care is required will be exempt from the charges where evidence is provided from a Medical Practitioner, Occupational Therapist or Social Services to justify such a claim.

VAT is not applicable to Regularisation applications

Table A – New Dwellings

Dwelling houses and Flats not exceeding 300m2

Please note that the Charges marked with an* have been reduced to reflect where controlled electrical installations are being carried out, tested and certified by a registered Part P electrician. If these reductions are claimed and a self-certifying electrician is not subsequently employed, the applicant will be invoiced for supplementary charges equivalent to the discount **(see D14 below)**.

Description of charge	Optional	Optional	VAT Ind	Current 2022/23 Charges excl. VAT (£)	Current 2022/23 Charges incl. VAT (£)	Proposed 2023/24 Charges excl. VAT (£)	Proposed 2023/24 Charges incl. VAT (£)
Houses or Bungalows less than 4 storeys							
H01- 1 Plot							
Plan Charge			ST	196.00	235.00	215.60	258.72
Inspection Charge*			ST	490.00	588.00	539.00	646.80
Building Notice Charge*			ST	729.75	875.70	802.73	963.27
Regularisation Charge*			NB	857.50	857.50	943.25	943.25

H02 - 2 Plots

Plan Charge	ST	287.00	344.40	315.70	378.84
Inspection Charge*	ST	735.00	882.00	808.50	970.20
Building Notice Charge*	ST	1123.50	1348.20	1235.85	1483.02
Regularisation Charge*	NB	1277.50	1277.50	1405.25	1405.25

H03 - 3 Plots

Plan Charge	ST	378.00	453.60	415.80	498.96
Inspection Charge*	ST	980.00	1176.00	1078.00	1293.60
Building Notice Charge*	ST	1517.25	1820.70	1668.98	2002.77
Regularisation Charge*	NB	1697.50	1697.50	1867.25	1867.25

H04 - 4 Plots

Plan Charge	ST	469.00	562.80	515.90	619.08
Inspection Charge*	ST	1225.00	1470.00	1347.50	1617.00
Building Notice Charge*	ST	1911.00	2293.20	2102.10	2522.52
Regularisation Charge*	NB	2117.50	2117.50	2329.25	2329.25

H05 - 5 Plots

Plan Charge	ST	560.00	672.00	616.00	739.20
Inspection Charge*	ST	1470.00	1764.00	1617.00	1940.40
Building Notice Charge*	ST	2304.75	2765.70	2535.23	3042.27
Regularisation Charge*	NB	2537.50	2537.50	2791.25	2791.25

Flats**F01 - 1 Flat**

Plan Charge	ST	196.00	235.20	215.60	258.72
Inspection Charge*	ST	455.00	546.00	500.50	600.60
Building Notice Charge*	ST	677.25	812.70	744.98	893.97
Regularisation Charge*	NB	813.75	813.75	895.13	895.13

F02 - 2 Flats

Plan Charge	ST	287.00	344.40	315.70	378.84
Inspection Charge*	ST	682.50	819.00	750.75	900.90
Building Notice Charge*	ST	1027.50	1233.00	1129.98	1355.97
Regularisation Charge*	NB	1211.88	1211.88	1333.06	1333.06

F03 - 3 Flats

Plan Charge	ST	378.00	453.60	415.80	498.96
Inspection Charge*	ST	910.00	1092.00	1001.00	1201.20
Building Notice Charge*	ST	1377.50	1653.00	1514.98	1817.97
Regularisation Charge*	NB	1610.00	1610.00	1771.00	1771.00

F04 – 4 Flats

Plan Charge	ST	469.00	562.80	515.90	619.08
Inspection Charge*	ST	1137.50	1365.00	1251.25	1501.50
Building Notice Charge*	ST	1727.25	2072.70	1899.98	2279.97
Regularisation Charge*	NB	2008.13	2008.13	2208.94	2208.94

F05 - 5 Flats

Plan Charge	ST	560.00	672.00	616.00	739.20
Inspection Charge*	ST	1365.00	1638.00	1501.50	1801.80
Building Notice Charge*	ST	2077.25	2492.70	2284.98	2741.97
Regularisation Charge*	NB	2406.25	2406.25	2646.88	2646.88

Conversion To

V01 – Single Dwelling-House

Plan Charge	ST	182.00	218.40	200.20	240.24
Inspection Charge*	ST	490.00	588.00	539.00	646.80
Building Notice Charge*	ST	712.25	854.70	783.48	940.17
Regularisation Charge*	NB	840.00	840.00	924.00	924.00

V02 – Single Flat

Plan Charge	ST	161.00	193.20	177.10	212.52
Inspection Charge*	ST	455.00	546.00	500.50	600.60
Building Notice Charge*	ST	659.75	791.70	725.73	870.87
Regularisation Charge*	NB	770.00	770.00	847.00	847.00

Notifiable Electrical Work (in addition to the above where applicable)

D14 – Where a satisfactory certificate will not be issued by a Part P registered electrician

ST	252.43	302.90	277.68	333.21
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Table B – Work To A Single Dwelling

Limited to work not more than 3 storeys above ground level

Please note that the Charges marked with an* have been reduced to reflect where controlled electrical installations are being carried out, tested and certified by a registered Part P electrician. If these reductions are claimed and a self-certifying electrician is not subsequently employed, the applicant will be invoiced for supplementary charges equivalent to the discount **(see D14 below)**.

Description of charge	Optional	Optional	VAT Ind	Current 2022/23 Charges excl. VAT (£)	Current 2022/23 Charges incl. VAT (£)	Proposed 2023/24 Charges excl. VAT (£)	Proposed 2023/24 Charges incl. VAT (£)
Extension & New Build							
D01 – Separate single storey extension with floor area not exceeding 40m2							
Plan Charge			ST	182.00	218.40	200.20	240.24
Inspection Charge*			ST	376.25	451.50	413.88	496.65
Building Notice Charge*			ST	581.00	697.20	639.10	766.92
Regularisation Charge*			NB	697.81	697.81	767.60	767.60

D02 – Separate single storey extension with floor area between 40m2 and 100m2

Plan Charge	ST	196.00	235.20	215.60	258.72
Inspection Charge*	ST	490.00	588.00	539.00	646.80
Building Notice Charge*	ST	721.00	865.20	793.10	951.72
Regularisation Charge*	NB	857.50	857.50	943.25	943.25

D03 – Separate extension with some part 2 of 3 storey in height and a floor area not exceeding 40m2

Plan Charge	ST	182.00	218.40	200.20	240.24
Inspection Charge*	ST	393.75	472.50	433.13	519.75
Building Notice Charge*	ST	616.00	739.20	677.60	813.12
Regularisation Charge*	NB	719.69	719.69	791.66	791.66

D04 – Separate extension with some part 2 or 3 storeys in height and a total floor area between 40m2 and 100m2

Plan Charge	ST	217.00	260.40	238.70	286.44
Inspection Charge*	ST	542.50	651.00	596.75	716.10

Building Notice Charge*	ST	782.25	938.78	860.48	1032.57
Regularisation Charge*	NB	949.38	949.38	1044.31	1044.31

D05 – A building or extension comprising SOLELY of a garage, carport or store – total floor area not exceeding 100m2

Plan Charge	ST	147.00	176.40	161.70	194.04
Inspection Charge*	ST	280.00	336.00	308.00	369.60
Building Notice Charge*	ST	441.00	529.20	485.10	582.12
Regularisation Charge*	NB	533.75	533.75	587.13	587.13

D06 – Detached non-habitable domestic building with total floor area not exceeding 50m2

Plan Charge	ST	175.00	210.00	192.50	231.00
Inspection Charge*	ST	350.00	420.00	385.00.	462.00
Building Notice Charge*	ST	554.75	665.70	610.23	732.37
Regularisation Charge*	NB	656.25	656.25	721.88	721.88

Conversions

D07 – First floor & second floor loft conversions

Plan Charge	ST	210.00	252.00	231.00	277.20
Inspection Charge*	ST	420.00	504.00	462.00	554.40
Building Notice Charge*	ST	668.50	802.20	735.35	882.42
Regularisation Charge*	NB	787.50	787.50	866.25	866.25

D08 – Other work (e.g. garage conversions)

Plan Charge	ST	147.00	176.40	161.70	194.04
Inspection Charge*	ST	245.00	294.00	269.50	323.40
Building Notice Charge*	ST	406.00	487.20	446.60	535.92
Regularisation Charge*	NB	490.00	490.00	539.00	539.00

Alterations (including Underpinning)

D09 – Renovation of a thermal element

Plan Charge	ST	112.50	135.00	123.20	147.84
Inspection Charge*	ST	87.50	105.00	96.25	115.50
Building Notice Charge*	ST	213.50	256.20	234.85	281.82
Regularisation Charge*	NB	249.38	249.38	274.31	274.31

**D10 – Replacement of windows,
roof lights, roof windows or
external glazed doors**

Plan Charge	ST	112.50	135.00	123.20	147.84
Inspection Charge*	ST	87.50	105.00	96.25	115.50
Building Notice Charge*	ST	213.50	256.20	234.85	281.82
Regularisation Charge*	NB	249.38	249.38	274.31	274.31

**D11 – Cost of work not exceeding
£5,000 (Incl. Renewable Energy
Systems)**

Plan Charge	ST	112.50	135.00	123.30	147.84
Inspection Charge*	ST	175.00	210.00	192.50	231.00
Building Notice Charge*	ST	309.75	371.70	340.73	408.87
Regularisation Charge*	NB	358.75	358.75	394.63	394.63

**D12 – Cost of work not exceeding
£5,000 and not exceeding £25,000**

Plan Charge	ST	147.00	176.40	161.70	194.04
Inspection Charge*	ST	245.00	294.20	269.50	323.40
Building Notice Charge*	ST	392.00	470.40	465.85	559.02
Regularisation Charge*	NB	490.00	490.00	539.00	539.00

D13 – Cost of work not exceeding**£25,000 and not exceeding
£100,000**

Plan Charge	ST	217.00	260.40	238.70	286.44
Inspection Charge*	ST	420.00	504.00	462.00	554.40
Building Notice Charge*	ST	703.50	844.20	773.85	928.62
Regularisation Charge*	NB	796.25	796.25	875.88	875.88

**Notifiable Electrical Work (in
addition to the above where
applicable)****D14 – Where a satisfactory
certificate will not be issued by a
Part P registered electrician**

ST	252.42	302.92	277.68	333.21
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Multiple work reductions. Where the proposed works consist of more than one of the above elements on Table B, then the appropriate charge is calculated by paying the full amount for the most expensive element and only 50% for the other applicable elements **with the exception of D14 Electrical work.**

Table C – All Other Non-Domestic Work

Limited to work no more than 3 storeys above ground level.

Description of charge	Optional	Optional	VA T Ind	Current 2022/23 Charges excl. VAT (£)	Current 2022/23 Charges incl. VAT (£)	Proposed 2023/24 Charges excl. VAT (£)	Proposed 2023/24 Charges incl. VAT (£)
Extensions & New Build							
N01 –Single storey with floor area not exceeding 40m2							
Plan Charge			ST	210.00	252.00	231.00	277.20
Inspection Charge			ST	420.00	504.00	462.00	554.40
Regularisation Charge			NB	787.50	787.50	866.25	866.25
N02 –Single storey with floor area between 40m2 & 100m2							
Plan Charge			ST	231.00	277.20	254.10	304.92
Inspection Charge			ST	577.50	693.00	635.25	762.30
Regularisation Charge			NB	1010.63	1010.63	1111.69	1111.69

N03 – With some part 2 or 3 storey in height and a total floor area not exceeding 40m2

Plan Charge	ST	217.00	260.40	238.70	286.44
Inspection Charge	ST	490.00	588.00	539.00	646.80
Regularisation Charge	NB	883.75	883.75	972.13	972.13

N04 – With some part 2 or 3 storey in height and a total floor area between 40m2 & 100m2

Plan Charge	ST	252.00	302.40	277.20	332.64
Inspection Charge	ST	630.00	756.00	693.00	831.60
Regularisation Charge	NB	1102.50	1102.50	1212.75	1212.75

Alterations

N05 – Cost of works not exceeding £5,000

Plan Charge	ST	147.00	176.40	161.70	194.04
Inspection Charge	ST	140.00	168.00	154.00	184.80

Regularisation Charge	NB	358.75	358.75	394.63	394.63
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N05 - Replacement of windows, roof lights, roof windows or external glazed doors (not exceeding 20 units)

Plan Charge	ST	147.00	176.40	161.70	194.04
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Inspection Charge	ST	140.00	168.00	154.00	184.80
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Regularisation Charge	NB	358.75	358.75	394.63	394.63
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N05 - Renewable energy systems (not covered by an appropriate competent persons scheme)

Plan Charge	ST	147.00	176.40	161.70	194.04
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Inspection Charge	ST	140.00	168.00	154.00	184.80
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Regularisation Charge	NB	358.75	358.75	394.63	394.63
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N05 - Installation of new shop front

Plan Charge	ST	147.00	176.40	161.70	194.04
Inspection Charge	ST	140.00	168.00	154.00	184.80
Regularisation Charge	NB	358.75	358.75	394.63	394.63

**N06 – Cost of works exceeding
£5,000 & not exceeding £25,000**

Plan Charge	ST	182.00	218.40	200.20	240.24
Inspection Charge	ST	245.00	294.00	269.50	323.40
Regularisation Charge	NB	533.75	533.75	587.13	587.13

**N06 - Replacement of windows,
roof lights, roof windows or
external glazed doors (exceeding
20 units)**

Plan Charge	ST	182.00	218.40	200.20	240.24
Inspection Charge	ST	245.00	294.00	269.50	323.40
Regularisation Charge	NB	533.75	533.75	587.13	587.13

N06 - Renovation of thermal elements

Plan Charge	ST	182.00	218.40	200.20	240.24
Inspection Charge	ST	245.00	294.00	269.50	323.40
Regularisation Charge	NB	533.75	533.75	587.13	587.13

N06 - Installation of a Raised Storage Platform within an existing building

Plan Charge	ST	182.00	218.40	200.20	240.24
Inspection Charge	ST	245.00	294.00	269.50	323.40
Regularisation Charge	NB	533.75	533.75	587.13	587.13

N07 – Cost of works exceeding £25,000 & not exceeding £100,000

Plan Charge	ST	217.00	260.40	238.70	286.44
Inspection Charge	ST	472.50	567.00	519.75	623.70
Regularisation Charge	NB	861.88	861.88	948.06	948.06

**N07 - Fit out of building up to
100m2**

Plan Charge	ST	217.00	260.40	238.70	286.44
Inspection Charge	ST	472.50	567.00	519.75	519.75
Regularisation Charge	NB	861.88	861.88	948.06	948.06

Multiple work reductions. Where the proposed works consist of more than one of the above elements on Table C, then the appropriate charge is calculated by paying the full amount for the most expensive element and only 50% for the other applicable elements.

Equality, Diversity and Human Rights implications

The Charges should ensure that full cost recovery is achieved for the chargeable element of the Building Control function whilst meeting the overriding objective of breaking even.

The Charges will apply to all groups equally except for people with disabilities who are exempt from the charges where the works are directly related to the provision of facilities to aid them.

(xii) Parking Services

Introduction

It is proposed that the following changes are made to the fees and charges for parking services, for implementation in 2023:

- Increase a range, but not all, of the tariffs in Britannia, St Johns, St Marys and Priory Street car parks. Britannia will become a 'long stay' car park and St Johns will become 'short stay' in line with Positive Parking Strategy. Headline 'all day' MiPermit only offer in Britannia will be £4.00 for the day, with the others mentioned having a £3.00 up to 4-hour tariff and £2.50 after 2pm tariff. This special offer presents a 50p increase on the existing offer.
- Overnight tariff removed from St Johns car park as car park closes at 7pm.
- Increase the all-day parking tariff in Butt Road and Napier Road (North and South) car parks by 50p to £3.00 – also removing the 'Up to 2 hours' parking tariff in both Napier Road car parks and introducing an 'Up to 4 hour' £1.50 tariff in Butt Road.
- Sheepen Road is aligning to the tariff structure of similar car parks in Butt and Napier Road and removing an under-utilised 2-hour tariff
- Three Crowns Road car park tariffs are increasing to reduce the gap between the competitor tariffs at North Station
- Vineyard Street car park tariffs are increasing to deal with high demand and an imminent reduction in spaces due to working being carried out by Essex County Council and the Active Travel Fund.
- Increase in tariffs in Mersea Island car parks, introducing a new 'Up to 4 hour' and 'Over 4 hour' tariff for greater flexibility for customers

All other tariffs remain as set out below.

Reasons for Decision:

Parking fees and charges form an important measure to influence driver behaviour through setting appropriate parking charge levels. The primary function of parking is not simply to raise revenue, but to support transport policy.

Detailed Proposals

The existing fees and charges to be continued are shown in the attached tables and the changes shown above are incorporated.

Special Offers

Additional Christmas and other special parking offers will be discussed with Traders Groups and will be implemented as part of the Colchester Christmas Package, and in liaison with the PFH. Certain special limited concession offers may be provided in addition to the tariff shown, for certain locations, for set time periods and/or terms via the MiPermit App.

Description of charge	Optional	Optional	VAT Ind	Current 2022/23 Charges excl. VAT (£)	Current 2022/23 Charges incl. VAT (£)	Proposed 2023/24 Charges excl. VAT (£)	Proposed 2023/24 Charges incl. VAT (£)
St John's Car Park							
Up to ½ hour	All Days		ST	0.83	1.00	0.83	1.00
Up to 1 hour	All Days		ST	1.75	2.10	1.75	2.10
Up to 2 hours	All Days		ST	2.66	3.20	2.66	3.20

Up to 3 hours	All Days	ST	3.17	3.80	3.25	3.90
Up to 4 hours	All Days	ST	3.33	4.00	3.33	4.00
Up to 5 hours	All Days	ST	4.25	5.10	5.42	6.50
Up to 6 hours	All Days	ST	4.67	5.60	-	-
Up to 7 hours	All Days	ST	4.75	6.60	-	-
Up to 8 hours	All Days	ST	6.25	7.50	-	-
Day Rate (special offer) (to become Up to 4 hours)	Monday-Friday (to become All Days)	ST	3.20	4.00	2.50	3.00
Up to 4 hours (special offer) only available on MiPermit						
2pm until close (special offer)	All Days	ST	-	-	£2.08	£2.50
Up to 12 hours	All Days	ST	6.75	8.10	10.00	12.00
Over 12 hours (long stay penalty rate)	All Day	ST	13.75	16.50	13.75	16.50
Daily evening charge (entry after 6.00pm)	All Day	ST	1.67	2.00	-	-
Season tickets (conditions apply)	3 months	ST	416.67	500.00	416.67	500.00
Season tickets (conditions apply)	12 months	ST	1,500.00	1,800.00	1,500.00	1,800.00
St Mary's Car Park						
Up to 30 minutes	All Days	ST	0.83	1.00	0.83	1.00

Up to 1 hour	All Days	ST	1.75	2.10	1.75	2.10
Up to 2 hours	All Days	ST	2.66	3.20	2.66	3.20
2pm until 6am (special offer)	All Days	ST	-	-	2.08	2.50
Up to 3 hours	All Days	ST	3.17	3.80	3.25	3.90
Up to 4 hours	All Days	ST	3.33	4.00	3.33	4.00
Up to 4 Hours (special offer – MiPermit only)	All Days	ST	-	-	2.50	3.00
Up to 5 hours	All Days	ST	4.25	5.10	5.42	6.50
Up to 6 hours	All Days	ST	4.67	5.60	-	-
Up to 7 hours	All Days	ST	4.75	6.60	-	-
Up to 8 hours	All Days	ST	6.25	7.50	-	-
Up to 12 hours	All Days	ST	6.75	8.10	10.00	12.00
Over 12 hours (long stay penalty rate)	All Days	ST	13.75	16.50	13.75	16.50
Daily evening charge (entry after 6.00pm)	All Days	ST	1.67	2.00	1.67	2.00
Season tickets (conditions apply)	3 months	ST	416.67	500.00	416.67	500.00
Season tickets (conditions apply)	12 months	ST	1,500.00	1,800.00	1,500.00	1,800.00

Rowan House Car Park

Up to 4 hours	Monday-Friday	ST	1.04	1.25	1.04	1.25
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Over 4 hours	Monday-Friday	ST	2.08	2.50	2.08	2.50
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Sheepen Road Car Park

Up to 4 hours	Monday-Saturday	ST	3.42	4.10	3.75	4.50
Over 4 hours	Monday-Saturday	ST	5.00	6.00	5.42	6.50
Up to 2 hours	Monday - Saturday	ST	2.42	2.90	-	-
Day rate	Sunday	ST	1.83	2.20	2.08	2.50
Daily evening charge (6.00pm to 6.00am)	Any day	ST	0.42	0.50	0.42	0.50

Sheepen Road Lorry Park

Up to 6 Hours	Any day	ST	4.58	5.50	4.58	5.50
Up to 12 Hours	Any day	ST	8.33	10.00	8.33	10.00

Britannia Car Park

Up to 30 minutes	Monday-Saturday	ST	-	-	0.83	1.00
Up to 40 minutes	Monday-Saturday	ST	0.58	0.70	-	-
Up to 1 hour	Monday-Saturday	ST	-	-	1.75	2.10

Up to 1 hour, 10 minutes	Monday-Saturday	ST	1.42	1.70	-	-
Up to 2 hours	Monday-Saturday	ST	2.42	2.90	2.42	3.20
Up to 3 hours	Monday-Saturday	ST	-	-	3.25	3.90
Up to 4 hours	Monday-Saturday	ST	3.25	3.90	3.33	4.00
Up to 5 hours	Monday-Saturday	ST	-	-	4.17	5.00
Up to 6 hours	Monday-Saturday	ST	-	-	5.00	6.00
Up to 7 hours	Monday-Saturday	ST	-	-	5.83	7.00
Up to 8 hours	Monday-Saturday	ST	-	-	6.67	8.00
Up to 12 hours	Monday-Saturday	ST	-	-	7.50	9.00
Over 12 hours	Monday-Saturday	ST	-	-	8.33	10.00
Day Rate (special offer – MiPermit only)	Monday-Saturday	ST	2.33	2.80	3.33	4.00
Day rate	Sunday	ST	0.83	1.00	0.83	1.00

Daily evening charge (6.00pm till 6.00am)	Any day	ST	0.42	0.50	0.83	1.00
Season tickets (conditions apply)	3 months	ST	416.67	500.00	416.67	500.00
Season tickets (conditions apply)	12 months	ST	1,500.00	1,800.00	1,500.00	1,800.00

Priory Street Car Park

Up to 30 minutes	All Days	ST	0.83	1.00	0.83	1.00
Up to 1 hour	All Days	ST	1.75	2.10	1.75	2.10
Up to 2 hours	All Days	ST	2.66	3.20	2.66	3.20
2pm until 6am (special offer)	All Days	ST	-	-	2.08	
Up to 3 hours	All Days	ST	3.17	3.80	3.25	3.90
Up to 4 hours	All Days	ST	3.33	4.00	3.33	4.00
Up to 4 Hours (special offer – MiPermit only)	All Days	ST	-	-	2.50	3.00
Up to 5 hours	All Days	ST	4.25	5.10	5.42	6.50
Up to 6 hours	All Days	ST	4.67	5.60	-	-
Up to 7 hours	All Days	ST	4.75	6.60	-	-
Up to 8 hours	All Days	ST	6.25	7.50	-	-
Up to 12 hours	All Days	ST	6.75	8.10	10.00	12.00
Over 12 hours (long stay penalty rate)	All Days	ST	13.75	16.50	13.75	16.50

Daily evening charge (entry after 6.00pm)	Any day		ST	1.67	2.00	1.67	2.00
Season tickets (conditions apply)	3 months		ST	416.67	500.00	416.67	500.00
Season tickets (conditions apply)	12 months		ST	1500.00	1800.00	1500.00	1800.00
Annual Parent Permits AM (8.30am to 9.30am only) (conditions apply)	Academic year		ST	17.92	21.50	17.92	21.50
Annual Parent Permits PM (3.00pm to 4.00pm only) (conditions apply)	Academic year		ST	17.92	21.50	17.92	21.50
Annual Parent Permits (AM and PM) (conditions apply)	Academic year		ST	31.25	37.50	31.25	37.50
Resident's season tickets (conditions apply)	6 months		ST	N/A	N/A	N/A	N/A
Resident's season tickets (conditions apply)	12 months	1 st season ticket	ST	56.67	68.00	56.67	68.00
Resident's season tickets (conditions apply)	12 months	2 nd season ticket	ST	70.83	85.00	70.83	85.00

Vineyard Street Car Park

Up to 40 minutes	All Days	ST	1.00	1.20	-	-
Up to 70 minutes	All Days	ST	1.92	2.30	-	-
Up to 1 hour	All Days	ST	-	-	2.08	2.50
Up to 2 hours	All Days	ST	3.25	3.90	3.58	4.30
Up to 2 hours (special offer) (entry after 9.30am)	All Days	ST	2.08	2.50	3.25	3.90

Daily evening charge (6.00pm till 6.00am)	Any day	ST	0.42	0.50	0.67	0.80
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Butt Road Car Park

ParkActive (MiPermit only) per 60 minutes (conditions apply)	Any day	ST	0.42	0.50	-	-
Up to 4 hours	All Days	ST	-	-	1.25	1.50
Day Rate	Monday-Saturday	ST	2.08	2.50	2.50	3.00
	Sunday	ST	1.83	2.20	2.50	3.00
Daily evening charge (6.00pm till 6.00am)	Any day	ST	0.42	0.50	0.42	0.50
Season tickets (conditions apply)	3 months	ST	208.33	250.00	208.33	250.00
Season tickets (conditions apply)	12 months	ST	766.67	920.00	766.67	920.00

Napier Road Car Parks

ParkActive (MiPermit only) per 60 minutes (conditions apply)	Any day	ST	0.42	0.50	0.42	0.50
Up to 2 hours	Any day	ST	0.83	1.00	-	-
Up to 4 hours	Any day	ST	1.25	1.50	1.25	1.50
Over 4 hours	Monday-Saturday	ST	2.08	2.50	2.50	3.00
	Sunday	ST	1.83	2.20	1.83	3.00
Daily evening charge (6.00pm till 6.00am)	Any day	ST	0.42	0.50	0.42	0.50

Season tickets (conditions apply)	12 months	ST	416.67	500.00	416.67	500.00
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Highwoods and Recreation Ground Car Parks

Changes as shown in Neighbourhoods section

Mill Road and Mill Pond Car Parks - Dedham

Up to 1 hour	Any day	ST	N/A	Free	N/A	Free
Up to 2 hours	Any day	ST	0.83	1.20	0.83	1.20
Up to 4 hours	Any day	ST	1.67	2.50	1.67	2.50
All day rate	Any day	ST	3.33	5.00	3.33	5.00
Daily evening charge (6.00pm till 6.00am)	Any day	ST	0.42	0.50	0.42	0.50

Coast Road and Seaview Car Parks – West Mersea

Up to 1 hour	Any day	ST	N/A	Free	N/A	Free
Up to 2 hours	Any day	ST	2.50	3.00	3.33	4.00
Up to 3 hours	Any day	ST	3.33	4.00	-	-
Over 3 hours	Any day	ST	5.00	6.00	-	-
Up to 4 hours	Any Day	ST	-	-	5.42	
Over 4 hours	Any Day	ST	-	-	7.08	
Overnight (Seaview Car Park only; Coast Road Car Park no charge)	Any day	ST	0.83	1.00	0.83	1.00
Motorcycles	Any day	free at Seaview, and				

free within designated bay, otherwise standard charges to apply at Coast Road.

Season tickets (Traders at Coast Road or Residents at Seaview – conditions apply)	Annual	ST	70.83	85.00	79.17	95.00
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High Street Car Park – West Mersea

Up to 1 hour (to become 'Up to 2 hours')	Any day	ST	N/A	Free	N/A	Free
Up to 3 hours	Any day	ST	1.25	1.50	-	-
Over 3 hours	Any day	ST	5.00	6.00	-	-
Up to 4 hours	Any Day	ST	-	-	5.42	6.50
Over 4 hours	Any Day	ST	-	-	7.08	8.50
Overnight	Any day	ST	Free	Free	Free	Free
Motorcycles	Any day	standard charges apply			standard charges apply	
Season tickets (conditions apply) (Traders only)	Annual	ST	70.83	85.00	79.17	95.00

Victoria Esplanade and Willoughby Car Parks – West Mersea

Up to 2 hours	Any day	ST	-	-	3.33	4.00
Up to 3 hours	Any day	ST	3.33	4.00	-	-
Over 3 hours	Any day	ST	5.00	6.00	-	-
Up to 4 hours	Any Day	ST	-	-	5.42	6.50
Over 4 hours	Any Day	ST	-	-	7.08	8.50

Season ticket (conditions apply) (Beach Hut Watch Members only) (Victoria Esplanade only)	12 Months	ST	50.00	60.00	70.83	85.00
Season ticket (conditions apply) (Mersea Windsurfers and Kitesurfers Club members only) (Victoria Esplanade only)	12 Months	ST	50.00	60.00	70.83	85.00

Cooks Yard Car Parks – Wivenhoe

Up to 30 minutes	Any day	ST	N/A	Free	N/A	Free
Up to 1 hour	Any day	ST	0.42	0.50	0.42	0.50
Up to 2 hours	Any day	ST	0.83	1.00	0.83	1.00
Up to 4 hours	Any day	ST	1.67	2.00	1.67	2.00
Up to 6 hours	Any day	ST	2.50	3.00	2.50	3.00
Over 6 hours	Any day	ST	3.33	4.00	3.33	4.00
Daily evening charge (6.00pm till 6.00am)	Any day	ST	1.67	2.00	1.67	2.00

Colchester Leisure World Car Park – new prices from 1st Dec 2022

Up to 1 hour	Mon to Fri	ST	1.25	1.50	1.67	2.00
	Sat & Sun	ST	1.25	1.50	1.75	
Up to 2 hours	Mon to Fri	ST	2.08	2.50	2.50	3.00
	Sat & Sun	ST	2.33	2.80	2.67	3.20
Up to 4 hours	All days	ST	2.92	3.50	3.33	4.00

Up to 6 hours	Mon to Fri	ST	4.58	5.50	4.58	5.50
	Sat & Sun	ST	5.00	6.00	5.00	6.00
Up to 9 hours	Mon to Fri	ST	7.33	8.80	7.33	8.80
	Sat & Sun	ST	7.50	9.00	7.50	9.00
Up to 24 hours	Mon to Fri	ST	8.75	10.50	8.75	10.50
	Sat & Sun	ST	9.17	11.00	9.17	11.00
Overnight (entry after 6pm to 6am)	All days	ST	1.67	2.00	1.67	

Alexandra Terrace Car Park

Season tickets (conditions apply)	6 months	ST	76.83	92.20	76.83	92.20
Season tickets (conditions apply)	12 months	ST	146.50	175.80	146.50	175.80

Bergholt Road Car Park

Season tickets (conditions apply)	6 months	ST	76.83	92.20	76.83	92.20
Season tickets (conditions apply)	12 months	ST	146.50	175.80	146.50	175.80

St Julian Grove Car Park

Season tickets (conditions apply)	6 months	ST	76.83	92.20	76.83	92.20
Season tickets (conditions apply)	12 months	ST	146.50	175.80	146.50	175.80

Three Crowns Road Car Park

Peak Rate	4am to 9.30am	Monday to Friday	ST	5.00	6.00	6.67	8.00
Off-Peak Rate	9.30am to Midnight	Monday to Friday	ST	3.42	4.10	5.42	6.50

Day Rate	9.30am to Midnight	Saturday	ST	1.67	2.00	2.50	3.00
Day Rate	9.30am to Midnight	Sunday	ST	0.83	1.00	2.50	3.00
Night Rate	6pm to 8am	Everyday	ST	0.42	0.50	0.42	0.50
Resident season tickets (conditions apply)	6 months		ST	N/A	N/A	N/A	N/A
Resident season ticket (conditions apply)	12 months	1 st season ticket	ST	60.00	72.00	60.00	72.00
Resident season ticket (conditions apply)	12 months	2 nd season ticket	ST	76.67	92.00	76.67	92.00

Walsingham Road

Season tickets (conditions apply)	6 months		ST	85.83	103.00	85.83	103.00
Season tickets (conditions apply)	12 months		ST	171.67	206.00	171.67	206.00

Equality, Diversity and Human Rights implications

Any increase in parking charges is likely to have a disproportionate impact on households with lower incomes. However, the careful design and availability of the parking offers and the retention of shorter stay tariffs options, as well as competitive long stay tariffs across a range of car parks gives these households affordable choices and options.

The EQIA for Parking is located at <https://www.colchester.gov.uk/info/cbc-article/?catid=equality-framework&id=KA-01533>

(xiii) Environmental Health and Licensing Services

Introduction

Pest Control

We have bench marked the service, against other local authorities and local competitors, and there are proposed changes to the domestic and commercial charges as set out in the table below.

These changes reflect increased operating and inflationary costs, notably fuel, whilst also reflecting the need for the service to be competitive and provide value for money in the market.

New Fee – Whilst an emergency request for treatments will always be considered, where the customer wishes for convenience a same day appointment, an additional call out charge will be added.

A concessionary fee of 50% of the full fee continues to be offered to those residents in receipt of qualifying means tested benefits.

Dog Control

The Council undertook only 2 dog microchipping requests in the last year, the most recent request was March 2022. There were no requests for cat microchipping.

In 2009, it became compulsory for dogs to become microchipped. The Council to support the introduction of this piece of legislation, and to reunite owners with dogs more effectively introduced a dog microchipping service.

Interest in the service has since dwindled, as the majority of chipping being carried out by vets and is included within puppy packs as puppies by law should micro chipped by 8 weeks old.

Unlike previous years, the Council, can no longer obtain free microchips from the Dog's Trust, and the equipment needs replacing. We have considered introducing a charge for the service, but once officer time, mileage, the purchase of equipment and cost of the microchip is included we would not be in a position to compete financially with the Vets.

Therefore, due to the cost and extremely low demand a recommendation is made to withdraw the chipping service for both dogs and cats.

The cost associated with the collecting, transporting and kennelling of stray dogs is retained at £75. This incorporates a £25 statutory fee.

It is proposed that the stray dog kennelling overnight charge is retained at £25.00 per night. This is to fully recover the cost of increased kennelling fees incurred by the Council.

In addition, any veterinary fees incurred by the Council for treating a stray dog will be recovered from the owner in full prior to returning the dog to their care.

Environmental Protection

The Fees charged, for permitting processes under the Environmental Protection Act 1990 are set annually by DEFRA

Technical Advice

Officers within the Environmental Protection Team have high levels of technical expertise in areas such as noise; air quality; private water supplies and contaminated land. It is proposed that upon request from a Business, Developer, Land Owner, or other Local Authority that a discretionary technical service can be provided including but not limited to noise monitoring/acoustic reports, the production of noise management plans and the review of technical documents. This service, as it is a Commercial service will be increased, in line with similar services to an hourly rate of **£120 per hour + VAT £144**

Works in Default

The fee for undertaking works in default based on an hourly rate is to be increased slightly.

Private Water Supplies

The maximum charge for various water sampling activities is stipulated in Schedule 5 of the Private Water Supplies Regulations 2009. There is however, now some flexibility in the offer for the charge for sampling, so this has been increased to £150.00 for the initial visit and £100.00 for any follow up visits.

Description of charge	Optional	Optional	VAT Ind	Current 2022/23 Charges excl. VAT (£)	Current 2022/23 Charges incl. VAT (£)	Proposed 2023/24 Charges excl. VAT (£)	Proposed 2023/24 Charges incl. VAT (£)
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Animal Services

Non-Domestic Pest Control

Rodents (rats & mice,) all treatments include a maximum of three visits. All work on completion guaranteed for one month.			ST	178.52	214.25	208.33	250.00
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Contracts priced upon request.

Other insect pests excluding bedbugs Price per hour, minimum 1 hour charge, contracts priced on request.			ST	87.55	105.00	95.83	115.00
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Bedbugs 1-3 rooms			ST	188.83	227.50	216.67	260.00
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Bedbugs 4+ rooms	ST		Price on applicati on		Price on application
Call out - no treatment required	ST	41.20	49.50	45.00	54.00
Domestic Pest Control					
Rodents (rats & mice)	ST	61.80	74.20	75.00	90.00
Call out charge - additional £50.00 for same day attendance.	ST			116.37	140.00
Cockroaches/Tropical Ants	ST	77.25	92.70	85.00	102
Bedbugs	ST	161.37	193.65	179.17	215.00
Wasps/Hornets	ST	56.96	68.35	62.50	75.00
Call out charge - additional £50.00for guaranteed same day attendance.				104.17	125.00
Fleas	ST	72.10	86.50	79.17	95.00
Call out fee – no treatment required	ST	24.02	28.85	26.67	32.00

Reduced Charges - for those in receipt of a means tested benefit or the free prescriptions element of universal credit.

Rodents (rats & mice)	ST	30.90	37.00	37.50	45.00
Cockroaches/ tropical ants	ST	38.63	46.25	38.63	51.00

Wasps/hornets	ST	28.75	34.50	28.75	37.50
Fleas	ST	36.05	43.00	36.05	47.50
Bedbugs	ST	77.25	92.70	89.58	107.50
Call out fee – no treatment required		12.02	14.40	12.02	16.00

Animal Control

<i>Microchip – per dog</i>	<i>ST</i>	<i>Free</i>	<i>Free</i>	<i>Service discontinued</i>	
<i>Microchip – per cat</i>	<i>ST</i>	<i>22.50</i>	<i>27.00</i>	<i>Service discontinued</i>	
Stray Dog Charge	NB	75.00	75.00	75.00	75.00
Stray Dog Kennelling Charge (per day or part thereof)	NB	22.00	22.00	25.00	25.00
Stray Dog Veterinary fees			Vet fees recovered at cost		Vet fees recovered at cost

Environmental Protection

Private Water Supplies

First Risk Assessment	ST	416.67	500.00	416.67	500.00
Second and subsequent Risk assessments	ST		£200 for 4 hours and		£200 for 4 hours and then

			then £50.00 for every additional hour		£50.00 for every additional hour
Sampling (initial visit)	ST	83.33	100.00	125.00	150.00
Sampling (Follow up visit)	ST	83.33	100.00	83.33	100.00
Investigation	ST	83.33	100.00	83.33	100.00
Grant Authorisation	ST	83.33	100.00	83.33	100.00
Sample Analysis (minor)	ST	20.83	25.00	20.83	25.00
Sample Analysis (check monitoring)	ST	83.33	100.00	83.33	100.00
Sample Analysis (audit monitoring)	ST	416.67	500.00	416.67	500.00
Analysis of water samples	ST	Any charges incurred for the analysis of samples will be recovered at cost.		Any charges incurred for the analysis of samples will be recovered at cost.	
Concession - sampling fee for residents living in a single dwelling	ST	Free	Free	Free	Free

who are in receipt of a means tested benefit

Environmental Information Requests

	ST	83.33	100.00	83.33	100.00
Cases exceeding 2 hours will incur an additional 30 p/h	ST	25.00	30.00	25.00	30.00

Works in Default

Administration of works in default	ST	Calculated per case based on hourly rate (50.00)	Calculated per case based on hourly rate (60.00)	Calculated per case based on hourly rate (65.00)	Calculated per case based on hourly rate (78.00)
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Technical Advice

Provision of a Technical Advice Service	ST	Calculated per case based on hourly rate (50.00)	Calculated per case based on hourly rate (60.00)	Calculated per case based on hourly rate (120.00)	Calculated per case based on hourly rate (144.00)
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Licensing, Food & Safety

The fees are based on the full cost recovery of administering and processing the service, in terms of officer resource and associated costs. This year overheads have increased significantly and in line with inflationary rates (the Consumer Price index) in all areas, and therefore we are increasing all fees to ensure we can fully recover the costs of operating an effective Licensing, Food and Safety Service.

Note: Under legislation Pavement permit fees are currently capped to £100.00 until September 2023– we will review the fees if Legislation is amended. DBS fees are increased due to the new Statutory DBS 6 monthly check.

The Knowledge test is no longer accounted for in our fees as this has been outsourced to CESC

The Food Export Certificates have a charge for the first hour then an hourly rate due to the time taken to inspect all the new paperwork after leaving the EU

Gambling fees remain unchanged, as statutory inspection and audit need to be carried out to identify any changes / improvements that may be required. This will be addressed in 2023 in line with the introduction of the new gambling policy

Description of charge	Optional	Optional	VAT Ind	Current 2022/23 Charges excl. VAT (£)	Current 2022/23 Charges incl. VAT (£)	Proposed Charges 2022/23 excl VAT (£)	Proposed Charges 2021/2022 incl VAT (£)
Licensing, Food & Safety	Type	Statutory Fee set					
		Yes/no					
Sex Shop Licence	New Applications	no	NB	1148.00	1148.00	1261.00	1261.00
Sex Shop Licence	Renewals	no	NB	651.00	651.00	715.00	715.00

Sex Shop Licence	Transfer	no	NB	651.00	651.00	715.00	715.00
Sex Shop Variation	Variation	no	NB	651.00	651.00	715.00	715.00
Sex Entertainment Venue	New Applications	no	NB	1394.00	1394.00	1531.00	1531.00
Sex Entertainment Venue	Renewals	no	NB	733.00	733.00	805.00	805.00
Sex Entertainment Venue Variation	Variation	no	NB	733.00	733.00	805.00	805.00
Sex Entertainment Venue	Transfer	No	NB	733.00	733.00	805.00	805.00
Scrap metal Dealers Act	Site New Application	no	NB	733.00	733.00	805.00	805.00
Scrap metal Dealers Act	Site Renewal	no	NB	461.00	461.00	506.00	506.00
Scrap metal Dealers Act	Site/Collector Variation	no	NB	246.00	246.00	270.00	270.00
Scrap metal Dealers Act	Additional Site Licence	no	NB	246.00	246.00	270.00	270.00
Scrap metal Dealers Act	Collector New Application	no	NB	343.00	343.00	377.00	377.00
Scrap metal Dealers Act	Collector Renewal	no	NB	318.00	318.00	349.00	349.00
Scrap metal Dealers Act	New Site Manager and/or Partner	no	NB	185.00	185.00	200.00	200.00

Scrap metal Dealers Act			Minor Amendment (ie where no DBS disclosure certificate is required or assessment of an individual's suitability)	no	NB	72.00	72.00	79.00	79.00
Animal Welfare Regulations (note: 1-3 year Licence)	Application Fee	Grant Fee	* Note: Vets fees to be added	Statutory Fee set Yes/No					
Hiring out of Horses (Riding Establishment) Licences (vet fee to be added and invoiced separately)	445.00	85.00	*	No	NB	482.00	482.00	530.00	530.00
Selling Animals as Pets (Pet Shops and other (does not apply to breeding of dogs))	315.00	96.00		No	NB	374.00	374.00	411.00	411.00
Animal Boarding Licence (including Daycare)	405.00	85.00		No	NB	446.00	446.00	490.00	490.00
Home Boarding for dogs	240.00	56.00		No	NB	277.00	277.00	296.00	296.00
Dog Breeding	248.00	85.00	*	No	NB	302.00	302.00	333.00	333.00

Keeping or Training animals for exhibition (3 year Licence)	344.00	56.00	No	NB	364.00	364.00	400.00	400.00
Additional Licensable Activity	96.00	56.00	No	NB	138.00	138.00	152.00	152.00
Variation to licence/re-evaluation star rating	169.00	56.00	No	NB	154.00	154.00	225.00	225.00
Application fee for Animal boarding, Selling Animals and Keeping Animals for exhibition								
Variation to licence/re-evaluation Star Rating	165.00	56.00	No	NB	154.00	154.00	221.00	221.00
Application fee for Dog Breeding and Hiring out of horses (Not including vet fees)								
Transfer of Licence due to death of licensee	79.00	N/A	No	NB	72.00	72.00	79.00	79.00
Zoo Operators Licence (+ vet fee) (payable every 6 years - next due 2025)								
		New / Renewal	no	NB	2020.00	2020.00	2218.00	2218.00

Dangerous Wild Animals (+ vet fee) (payable every two years)	New / Renewal	no	NB	282.00	282.00	310.00	310.00
Food Export Certificates	New / Renewal	no	NB	48.46 P/H	48.46 P/H	<u>90.00</u> <u>53.20 P/H</u>	<u>90.00</u> <u>53.20 P/H</u>
NOTE DUE TO THE TIME TAKEN ON SOME THIS IS NOW AN HOURLY RATE							
Food Surrender Certificates	New / Renewal	no	NB	72.00	72.00	79.00	79.00
Tattooing, Electrolysis and Skin Piercing (Permanent or Semi-permanent), Acupuncture, Electrolysis and Ear-piercing - Premises - including 2 operators	New	no	NB	246.00	246.00	270.00	270.00
- Operators - up to 2 operators	New	no	NB	128.00	128.00	141.00	141.00
Tattooing (Permanent or Semi-permanent), Acupuncture, Electrolysis and Ear-piercing - admin charge for transfers		No	NB	Tattooing (Permanent or Semi-permanent), Acupuncture, Electrolysis and Ear-piercing - admin		85.00	85.00

				charge for transfers			
Hypnotists	New		NB	118.00	118.00	130.00	130.00
Pavement café Licence (PCA)							
Pavement Permit (Café Furniture Licence) Under 5 Square metres	New	No	NB	100.00	100.00	100.00	100.00
Pavement Permit (Café Furniture Licence) 5-10 Square metres	New	No	NB	100.00	100.00	100.00	100.00
Pavement Permit (Café Furniture Licence) 10-15 Square metres	New	No	NB	100.00	100.00	100.00	100.00
Pavement Permit (Café Furniture Licence) Over 15 Square metres	New	No	NB	100.00	100.00	100.00	100.00
Transfer/Alteration of Pavement Permit.	Transfer	No	NB	100.00	100.00	100.00	100.00
Pavement Permit (Café Furniture Licence) Under 5 Square metres Renewal	Renewal	No	NB	100.00	100.00	100.00	100.00
Pavement Permit (Café Furniture Licence) 5-10 Square metres Renewal	Renewal	No	NB	100.00	100.00	100.00	100.00

Pavement Permit (Café Furniture Licence) 10-15 Square metres Renewal	Renewal	No	NB	100.00	100.00	100.00	100.00
Pavement Permit (Café Furniture Licence) Over 15 Square metres Renewal	Renewal	No	NB	100.00	100.00	100.00	100.00
Pleasure Boats	New/Annual	no	NB	80.00	80.00	90.00	90.00
Boatsman Licence	New/Annual	no	NB	80.00	80.00	90.00	90.00

Basic Food Hygiene/Health and Safety Courses

Basic charge (outside of Colchester)	Per person	no	EX	67.00	67.00	71.00	71.00
If resident or employed within Colchester Borough	Per person		EX	51.00	51.00	55.00	55.00
Delivered at businesses own premises	(10 pers) + £20 p/h	no	EX	410.00	410.00	439.00	439.00
Basic charge (up to 10)							
Each additional person	Per person	no	EX	21.00	21.00	22.00	22.00
Exam resit fees	Per person	no	EX	21.00	21.00	22.00	22.00

Hackney Carriage and Private Hire

Vehicle and Operators Licences

Hackney Carriage Vehicle	Annual / Renewal	no	NB	410.00	410.00	450.00	450.00
Hackney Carriage Hybrid	Annual / Renewal	no	NB	297.00	297.00	326.00	326.00
Hackney Carriage Full Electric	Annual / Renewal	no	NB	200.00	200.00	220.00	220.00
Private Hire Vehicle	Annual / Renewal	no	NB	350.00	350.00	383.00	383.00
Private Hire Vehicle Hybrid	Annual / Renewal	no	NB	256.00	256.00	281.00	281.00
Private Hire Vehicle Full Electric	Annual / Renewal	no	NB	174.00	174.00	191.00	191.00
Operator's Licence - 1 vehicle (PHV)	New / Renewal (5 years)	no	NB	297.00	297.00	326.00	326.00
Operator's Licence – 2-5 vehicles (PHV)	New / Renewal (5 years)	no	NB	343.00	343.00	377.00	377.00

Operator's Licence – 6+ vehicles (PHV)		New / Renewal (5 years)	no	NB	410.00	410.00	450.00	450.00
Category change fee			no	NB	72.00	72.00	79.00	79.00
Operator's licence transfer fee			no	NB	72.00	72.00	79.00	79.00

Drivers Licences

Initial Licence valid for up to 3 years unless probationary 1 year licence		New (3 years) also Probationary 1 year)	no	NB	205.00	205.00	225.00	225.00
Renewal Licence valid for up to 3 years unless probationary 1 year licence		New (3 years) also Probationary 1 year)	no	NB	185.00	185.00	203.00	203.00
ENGLISH TEST Colchester English Study Centre	Direct application to CESC	New	no	NB	120.00	120.00	120.00	120.00

Licence Transfer Fees

Vehicle to vehicle (must always remain a licenced vehicle)			no	NB	97.00	97.00	107.00	107.00
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Person to person	no	NB	97.00	97.00	107.00	107.00
Registration number change	no	NB	97.00	97.00	107.00	107.00

Vehicle Inspection Fees

HC Vehicle Inspection Fee (other than brand new) as MOT	no	NB	50.00	50.00	50.00	50.00
HC Vehicle Inspection Fee (Brand new)	no	NB	30.00	30.00	30.00	30.00
PH Vehicle Inspection Fee (other than brand new) as MOT	no	NB	50.00	50.00	50.00	50.00
PH Vehicle Inspection Fee (Brand new)	no	NB	30.00	30.00	30.00	30.00
Failure to attend Garage for appointment	no	NB	60.00	60.00	60.00	60.00

Replacement Equipment

Replacement Plates	no	NB	26.00	26.00	27.00	27.00
Replacement Badges	no	NB	17.50	17.50	19.00	19.00
Replacement vehicle window cards	no	NB	5.50	5.50	6.00	6.00

Standard Roof Sign	At cost plus handling charge	no	NB	10.50	10.50	11.50	11.50
Standard Door Signs	At cost plus handling charge	no	NB	10.50	10.50	11.50	11.50
Fees for drivers' licences do not include the fee for a mandatory DBS +DVLA check, which will be charged additionally.	NOTE Personal Checks Ltd			94.00	94.00	100.00	100.00
Post Office Charge verification check				14.00	14.00	15.00	15.00
Plate Exemption		no	E	11.50	11.50	12.00	12.00
Transfer of PH vehicles to new Operator (per vehicle)		no	E	11.50	11.50	12.00	12.00
CSE, Dementia and Vulnerable Persons Training		no	E	21.00	21.00	22.00	22.00
Alcohol and Entertainment Licences – Statutory fees							
Premises Licenses - Initial Applications							
Band A - Rateable Value £0 - £4,300		Yes	NB	100.00	100.00	100.00	100.00

Band B - £4,301 - £33,000	Yes	NB	190.00	190.00	190.00	190.00
Band C - £33,001 - £87,000	Yes	NB	315.00	315.00	315.00	315.00
Band D - £87,001 - £125,000	Yes	NB	450.00	450.00	450.00	450.00
Band E - £125,000 and over	Yes	NB	635.00	635.00	635.00	635.00

Premises Licences - Renewals

Band A - Rate able Value £0 - £4,300	Yes	NB	70.00	70.00	70.00	70.00
Band B - £4,301 - £33,000	Yes	NB	180.00	180.00	180.00	180.00
Band C - £33,001 - £87,000	Yes	NB	295.00	295.00	295.00	295.00
Band D - £87,001 - £125,000	Yes	NB	320.00	320.00	320.00	320.00
Band E - £125,000 and over	Yes	NB	350.00	350.00	350.00	350.00

Premises Licences - Variations

Band A - Rateable Value £0 - £4,300	Yes	NB	100.00	100.00	100.00	100.00
Band B - £4,301 - £33,000	Yes	NB	190.00	190.00	190.00	190.00
Band C - £33,001 - £87,000	Yes	NB	315.00	315.00	315.00	315.00
Band D - £87,001 - £125,000	Yes	NB	450.00	450.00	450.00	450.00
Band E - £125,000 and over	Yes	NB	635.00	635.00	635.00	635.00

Minor Variations - all Bands	Yes	NB	89.00	89.00	89.00	89.00
Personal Licences						
Initial Application	Yes	NB	37.00	37.00	37.00	37.00
Miscellaneous Fees						
Copies of Documents etc	Yes	NB	10.50	10.50	10.50	10.50
Transfers	Yes	NB	23.00	23.00	23.00	23.00
Change of Designated Premises Supervisor	Yes	NB	23.00	23.00	23.00	23.00
Temporary Event Notices	Yes	NB	21.00	21.00	21.00	21.00
Notice of Interest in Premises	Yes	NB	21.00	21.00	21.00	21.00
Theft or loss of certificate or summary	Yes	NB	10.50	10.50	10.50	10.50
Application for a provisional statement where premises being built	Yes	NB	315.00	315.00	315.00	315.00
Notification of change of name or address for holder of premise licence	Yes	NB	10.50	10.50	10.50	10.50
Application to vary to specify individual as premise supervisor	Yes	NB	10.50	10.50	10.50	10.50
Application to transfer premise licence	Yes	NB	23.00	23.00	23.00	23.00

Change of name or alteration of CLUB rules	Yes	NB	10.50	10.50	10.50	10.50
Change or registered address of club	Yes	NB	10.50	10.50	10.50	10.50
Theft or loss of temporary event notice	Yes	NB	10.50	10.50	10.50	10.50
Theft or loss of personal licence	Yes	NB	10.50	10.50	10.50	10.50
Duty to notify change of name or address for personal license	Yes	NB	10.50	10.50	10.50	10.50
Right of freeholder etc to be notified of licensing matters	Yes	NB	21.00	21.00	21.00	21.00
Licensing Act 2003 Cinema certification Fees	Yes	NB	150.00	150.00	165.00	165.00
Application for an Interim Authority Notice	Yes	NB	23.00	23.00	23.00	23.00
Additional Fees for exceptionally large capacity venues						
500-9999	Yes	NB	1,000.00	1,000.00	1,000.00	1,000.00
10000-14999	Yes	NB	2,000.00	2,000.00	2,000.00	2,000.00
15000-19999	Yes	NB	4,000.00	4,000.00	4,000.00	4,000.00
20000-29999	Yes	NB	16,000.00	16,000.00	16,000.00	16,000.00

30000-39999	Yes	NB	20,000.00	20,000.00	20,000.00	20,000.00
40000-49999	Yes	NB	24,000.00	24,000.00	24,000.00	24,000.00
50000-59999	Yes	NB	32,000.00	32,000.00	32,000.00	32,000.00
60000-69999	Yes	NB	40,000.00	40,000.00	40,000.00	40,000.00
70000-79999	Yes	NB	48,000.00	48,000.00	48,000.00	48,000.00
80000-89999	Yes	NB	56,000.00	56,000.00	56,000.00	56,000.00
90000 and over	Yes	NB	64,000.00	64,000.00	64,000.00	64,000.00

Gambling Licences – Variable

Premises Licences - New Applications / Provisional Statements

New Small Casino	no	NB	6,200.00	6,200.00	6,200.00	6,200.00
New Large Casino	no	NB	7,700.00	7,700.00	7,700.00	7,700.00
Regional Casino	no	NB	12500.00	12500.00	12500.00	12500.00
Bingo Club	no	NB	3,100.00	3,100.00	3,100.00	3,100.00
Betting Premises (excluding Tracks)	no	NB	2,600.00	2,600.00	2,600.00	2,600.00
Tracks	no	NB	2,100.00	2,100.00	2,100.00	2,100.00
Family Entertainment Centres	no	NB	1,600.00	1,600.00	1,600.00	1,600.00
Adult Gaming Centres	no	NB	1,600.00	1,600.00	1,600.00	1,600.00

Premises Licences - Annual Fees

Existing Casinos	no	NB	2,600.00	2,600.00	2,600.00	2,600.00
New Small Casino	no	NB	4,200.00	4,200.00	4,200.00	4,200.00
New Large Casino	no	NB	7,700.00	7,700.00	7,700.00	7,700.00
Regional Casino	no	NB	12500.00	12500.00	12500.00	12500.00
Bingo Club	no	NB	850.00	850.00	850.00	850.00
Betting Premises (excluding Tracks)	no	NB	550.00	550.00	550.00	550.00
Tracks	no	NB	850.00	850.00	850.00	850.00
Family Entertainment Centres	no	NB	650.00	650.00	650.00	650.00
Adult Gaming Centres	no	NB	850.00	850.00	850.00	850.00

Premises Licences - Application to Vary

New Small Casino	no	NB	3,000.00	3,000.00	3,000.00	3,000.00
New Large Casino	no	NB	4,000.00	4,000.00	4,000.00	4,000.00
Regional Casino	no	NB	6,000.00	6,000.00	6,000.00	6,000.00
Bingo Club	no	NB	1,000.00	1,000.00	1,000.00	1,000.00
Betting Premises (excluding Tracks)	no	NB	1,000.00	1,000.00	1,000.00	1,000.00
Tracks	no	NB	750.00	750.00	750.00	750.00

Family Entertainment Centres	no	NB	600.00	600.00	600.00	600.00
Adult Gaming Centres	no	NB	750.00	750.00	750.00	750.00
Premises Licences - Application for Transfer / Reinstatement						
New Small Casino	no	NB	1,200.00	1,200.00	1,200.00	1,200.00
New Large Casino	no	NB	1,500.00	1,500.00	1,500.00	1,500.00
Regional Casino	no	NB	5,000.00	5,000.00	5,000.00	5,000.00
Bingo Club	no	NB	1,000.00	1,000.00	1,000.00	1,000.00
Betting Premises (excluding Tracks)	no	NB	1,000.00	1,000.00	1,000.00	1,000.00
Tracks	no	NB	750.00	750.00	750.00	750.00
Family Entertainment Centres	no	NB	750.00	750.00	750.00	750.00
Adult Gaming Centres	no	NB	1,000.00	1,000.00	1,000.00	1,000.00
Premises Licences - Licence Application (Provisional Statement Holders)						
New Small Casino	no	NB	3,000.00	3,000.00	3,000.00	3,000.00
New Large Casino	no	NB	4,000.00	4,000.00	4,000.00	4,000.00
Regional Casino	no	NB	6,000.00	6,000.00	6,000.00	6,000.00

Bingo Club	no	NB	900.00	900.00	900.00	900.00
Betting Premises (excluding Tracks)	no	NB	900.00	900.00	900.00	900.00
Tracks	no	NB	750.00	750.00	750.00	750.00
Family Entertainment Centres	no	NB	600.00	600.00	600.00	600.00
Adult Gaming Centres	no	NB	800.00	800.00	800.00	800.00
Change of Circumstance	no	NB	30.00	30.00	30.00	30.00
Copy of Licence	no	NB	11.00	11.00	11.00	11.00

Gaming Licences – Statutory Fees

Permits For Gaming Machines - New Application

FEC Gaming Machine	no	NB	300.00	300.00	300.00	300.00
Prize Gaming	no	NB	300.00	300.00	300.00	300.00
Alcohol Licensed Premises - 2 or less machines	no	NB	50.00	50.00	50.00	50.00
Alcohol Licensed Premises - more than 2 machines	no	NB	150.00	150.00	150.00	150.00
Club Gaming Permit	no	NB	200.00	200.00	200.00	200.00
Club Gaming Machine Permit	no	NB	200.00	200.00	200.00	200.00

Club Fast track	no	NB	100.00	100.00	100.00	100.00
Small Society Lottery Registration - New Application	no	NB	40.00	40.00	40.00	40.00
Permits For Gaming Machines - Annual Fees/Renewals						
FEC Gaming Machine	no	NB	300.00	300.00	300.00	300.00
Prize Gaming	no	NB	300.00	300.00	300.00	300.00
Alcohol Licensed Premises - 2 or less machines	no	NB	N/A	N/A	N/A	N/A
Alcohol Licensed Premises - more than 2 machines	no	NB	50.00	50.00	50.00	50.00
Club Gaming Permit	no	NB	50.00	50.00	50.00	50.00
Club Gaming Machine Permit	no	NB	50.00	50.00	50.00	50.00
Club Fast track	no	NB	100.00	100.00	100.00	100.00
Small Society Lottery Registration - Annual Fee	no	NB	20.00	20.00	20.00	20.00
Permit - Miscellaneous Fees						
Change of Name						
Temporary Use Notice	Yes	NB	200.00	200.00	200.00	200.00

Copy of a Temporary Use Notice	Yes	NB			25.00	25.00
Occasional Use Notice	Yes		150.00	150.00	0.00	0.00
NO POWER TO CHARGE FEE		NB				
FEC Permits	no	NB	25.00	25.00	25.00	25.00
Prize Gaming Permits	no	NB	25.00	25.00	25.00	25.00
Alcohol Licensed Premises - 2 or less machines	no	NB	N/A	N/A	N/A	N/A
Alcohol Licensed Premises - more than 2 machines	no	NB	25.00	25.00	26.00	26.00
Club Gaming Permit	no	NB	N/A	N/A	N/A	N/A
Club Gaming Machine Permit	no	NB	N/A	N/A	N/A	N/A
Small Society Lottery Registration	no	NB	N/A	N/A	N/A	N/A
Copy of Permit						
FEC Permits	no	NB	15.00	15.00	15.00	15.00
Prize Gaming Permits	no	NB	15.00	15.00	15.00	15.00
Alcohol Licensed Premises - 2 or less machines	no	NB	N/A	N/A	N/A	N/A

Alcohol Licensed Premises - more than 2 machines	no	NB	15.00	15.00	15.00	15.00
Club Gaming Permit	no	NB	15.00	15.00	15.00	15.00
Club Gaming Machine Permit	no	NB	15.00	15.00	15.00	15.00
Small Society Lottery Registration	no	NB	N/A	N/A	N/A	N/A

Variation

FEC Permits	no	NB	N/A	N/A	N/A	N/A
Prize Gaming Permits	no	NB	N/A	N/A	N/A	N/A
Alcohol Licensed Premises - 2 or less machines	no	NB	N/A	N/A	N/A	N/A
Alcohol Licensed Premises - more than 2 machines	no	NB	100.00	100.00	100.00	100.00
Club Gaming Permit	no	NB	100.00	100.00	100.00	100.00
Club Gaming Machine Permit	no	NB	100.00	100.00	100.00	100.00
Small Society Lottery Registration	no	NB	N/A	N/A	N/A	N/A

Miscellaneous Fees - Variable

Food and Safety

H&S Disclosures

Statement of Relevant Facts (per hour)		no	ST	69.00	82.80	74.00	88.20
Food Hygiene Re-Inspection Request		no	ST	158.00	189.60	169.00	202.80
Food Hygiene Advice and Consultation (getting to five) 1st 2 hours then every hour	New	no	ST	185.00	222.00	198.00	237.60
Licensing Application Checking Service							
Licensing Rating of Films		No	NB			165.00	165.00
Full Application 1st 2hours then every hour		no	ST	157.00	157.00	236.00	283.20
Temporary Event Notice Per Hour 1st 2 hours then every hour		no	ST	220.00	264.00	143.00	171.60
General Admin Charge for Licensing, Food or Safety (cost recovery)		No	NB	133.00	159.60	12.00	12.00
House to House NO CHARGE				12.00	12.00	N/A	N/A
Street Collections NO CHARGE				N/A	N/A	N/A	N/A
Caravan Licensing NO CHARGE				N/A	N/A	N/A	N/A

(xiv) Recycling and Trade Services

Introduction

Trade Service

New rates have been included to better reflect the customer base and to ensure that the service remains competitive, in a competitive market. This includes the ability to collect more recyclable material and offer more services to business and support more environmentally enabled businesses. Food related business residual empty charges have been increased by 50% to reflect the cost of landfill charges.

Special collections

Costs have been reviewed and uplifted by 9.9%.

Description of charge	Optional	Discount	VAT Ind	Current 2022/23 Charges excl. VAT (£)	Current 2022/23 Charges incl. VAT (£)	Proposed 2023/24 Charges incl. VAT (£)	Proposed 2023/24 Charges incl. VAT (£)
Pricing Schedule Trade tonnage subject to landfill tax							
SACKS Customers (Inc School, Food and Non-Food)							
Green sacks			NB	42.00	42.00	46.20	46.20
Clear Sacks (delivered) Businesses – paper, cardboard, plastic (separated)			NB	29.30	29.30	32.30	32.30

Clear Sacks (delivered) Schools – paper, cardboard, plastic (separated)			NB	00.00	00.00	00.00	00.00
CONTAINER Weekly Hire (Inc School, Food and Non-Food)							
1100L hire			NB	4.10	4.10	4.60	4.60
660L hire			NB	3.40	3.40	3.80	3.80
360L hire			NB	1.60	1.60	1.80	1.80
180l hire – food waste			NB	1.60	1.60	1.00	1.00
Non-food related business Residual / Refuse							
360l emptying			NB	7.80	7.80	8.60	8.60
660l emptying			NB	12.10	12.10	12.10	13.30
1100l emptying			NB	14.30	14.30	15.80	15.80
Food related business Residual / Refuse							
360l emptying			NB	10.70	10.70	16.10	16.10
660l emptying			NB	16.80	16.80	25.20	25.20
1100l emptying			NB	19.80	19.80	29.70	29.70
Schools Residual / Refuse							

360l emptying			NB	6.70	6.70	7.40	7.40
660l emptying			NB	9.90	9.90	10.90	10.90
1100l emptying			NB	12.10	12.10	13.30	13.30
All customers							
Recycling							
180l emptying - food waste			NB	7.70	7.70	7.70	7.70
360l emptying - glass			NB	5.20	5.20	5.80	5.80
360l emptying - tins and cans			NB	5.20	5.20	5.80	5.80
360l emptying - plastic			NB	5.20	5.20	5.80	5.80
Weekly cardboard collection			NB	584.30	584.30	642.20	642.20
Non-contract (one-off) cardboard collection			NB	45.50	45.50	50.10	50.10
Other							
Duty of Care Certificate			NB	31.70	31.70	34.90	34.90
Cleansing of Bulk Containers			NB	107.17	107.17	117.80	117.80
Re-signing fee			NB	62.30	62.30	68.50	68.50
Special collections							
Bulky items 1-6			NB	60.50	60.50	66.50	66.50
Bulky items 6-12			NB	82.10	82.10	90.30	90.30
Fridges, Fridge/Freezers or Freezers			NB	31.00	31.00	34.10	34.10

TVs, Monitors, Microwaves			NB	15.40	15.40	17.00	17.00
White goods - dishwashers, cookers, washing machines, tumble driers, spin driers (maximum 5 items) price per item			NB	15.40	15.40	17.00	17.00

Description of charge	Optional	Discount	VAT Ind	Current 2022/23 Charges excl. VAT (£)	Current 2022/23 Charges incl. VAT (£)	Proposed 2023/24 Charges excl. VAT (£)	Proposed 2023/24 Charges incl. VAT (£)
Sales of Container Bins to Managing Agents							
Sale of 1100L container bin – Supply and Delivery			ST	0.00	0.00	463.73	556.48
Sale of 1100L container bin – Supply and deliver replacement bin, recover, empty and dispose of faulty/damaged customer bin			ST	0.00	0.00	498.73	598.48

Description of charge	Optional	Discount	VAT Ind	Current 2022/23 Charges excl. VAT (£)	Current 2022/23 Charges incl. VAT (£)	Proposed 2023/24 Charges excl. VAT (£)	Proposed 2023/24 Charges incl. VAT (£)
Short term hire of 1100L container bins to Managing Agents							
Short term hire including supply and collection of a business 1100L bin for up to 10 weeks			ST	0.00	0.00	233.78	280.54

Option to buy a permanent 1100L bin after 10 week short term hire period			ST	0.00	0.00	348.78	418.54
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Equality, Diversity and Human Rights implications

Equality Impact Assessments are available to view on the Colchester Borough Council website

Fixed Penalty Notices

Introduction

Following 2 years of significant increases it is deemed that no further increase be made for 2023/2024.

Description of charge	Optional	Discount	VAT Ind	Current 2022/23 Charges excl. VAT (£)	Current 2022/23 Charges incl. VAT (£)	Proposed 2023/24 Charges excl. VAT (£)	Proposed 2023/24 Charges incl. VAT (£)
Fixed penalty notice							
Fixed penalty notice			NB	200.00	200.00	200.00	200.00

Equality, Diversity and Human Rights implications

Equality Impact Assessments are available to view on the Colchester Borough Council website

(xv) Cemetery and Crematorium

Introduction

The income generated by Bereavement Services is important and is reinvested into all the other services the Council provides, many of which are for the most vulnerable people of Colchester. Without this income we would have to cut some of these services, and we need to protect and generate more of this income to help balance our budgets in future years and cover soaring prices and uncertainties.

5 of the Fees and Charges – Adult Cremations, Direct Cremations, Environmental Surcharge, Ashes Burials and Granite Niche memorials - were raised by 5% mid-year in 2022/2023 to cover budget gaps caused by the increase in fuel and supply costs. Therefore, those fees are recommended to bear a lower rate of increase than some others from 1st April 2023. The Adult Cremation and Environmental Surcharge fees are recommended to be further raised by 4%. The Direct Cremation and Granite niche fees are recommended to be further raised by 2.5%.

Benchmarking shows that these proposed adult cremation prices will still be more or less in line with many other neighbouring crematoria. Our fee will be higher than Chelmsford's current fee of £924 and lower than both Braintree and West Suffolk whose fees are both currently £999. All are all likely to increase their prices again next year.

The majority of the fees have been recommended to be raised by 9.4%. 3 fees have been raised by 10% because they can bear that rate of uplift – Exclusive Rights of Burial have been quite a bit lower than other neighbouring cemeteries during recent years. Some fees, chiefly memorials, have been raised by only 2.5% because to raise them higher would limit sales.

Key to these proposals is the fact that those suffering funeral poverty are protected, and our services provide dignity and support to all. We include options for a Direct Cremation, support with social fund benefit claims to cover costs and as a last resort a Public Health funeral. We also keep a handful of our memorials pegged low to allow families struggling with the Cost of Living Crisis to provide a memorial to their loved ones. As such our aim is to tackle inequalities and ensure support and protection of the most vulnerable.

Description of charge	Optional	Optional	VAT Ind	Current 2022/23 Charges excl.VAT (£)	Current 2022/23 Charges incl. VAT (£)	Proposed 2023/24 Charges excl. VAT (£)	Proposed 2023/24 Charges incl. VAT (£)
Cremations							
Adult cremation	18 years of age and over		EX	836.00	836.00	870.00	870.00
Direct cremation	18 years of age and over		EX	468.00	468.00	480.00	480.00
Environmental surcharge	18 years of age and over		EX	103.00	103.00	107.00	107.00
Babies and children	Up to the eve of their 18 th birthday		EX	0.00	0.00	0.00	0.00
Body Part	Of a deceased person whose body was previously cremated.		EX	107.00	107.00	118.00	118.00
Interments							
For interment in a grave, with or without the purchase of an exclusive right of burial							

Babies and children	Up to the eve of their 18 th birthday	NB	0.00	0.00	0.00	0.00
Adult	18 years and over					
- Burial at single depth	137cm	NB	706.00	706.00	772.00	772.00
- Burial at double depth	183cm	NB	844.00	844.00	923.00	923.00
For the interment of cremated remains in a grave	With a valid Exclusive Right of Burial	NB	220.00	220.00	241.00	241.00
Disinterment (exhumation)	Of cremated remains	NB	369.00	369.00	404.00	404.00
Disinterment (exhumation)	Of a full body burial from a grave - price on request					
Book of Remembrance						
Inscription in the Book of Remembrance						
2 line entry	Text only	ST	64.17	77.00	65.83	79.00
5 line entry	Text only	ST	126.67	152.00	138.33	166.00

5 line entry	+ Simple flower illustration	ST	181.67	218.00	198.33	238.00
5 line entry	+ Crest or complex illustration	ST	205.00	246.00	224.17	269.00
8 line entry	Text only	ST	205.00	246.00	224.17	269.00
8 line entry	+ Simple flower illustration	ST	255.00	306.00	279.17	335.00
8 line entry	+ Crest or complex illustration	ST	271.67	326.00	297.50	357.00

Garden of Remembrance Memorials

Standard Rose Tree with cast aluminium plaque

Initial Period	For 5 years	ST	250.00	300.00	273.33	328.00
Initial Period	For 10 years	ST	325.83	391.00	334.17	401.00
Renewal of memorial	For 1 year	ST	68.33	82.00	70.00	84.00
Renewal of memorial	For 5 years	ST	127.50	153.00	139.17	167.00
Renewal of memorial	For 10 years	ST	177.50	213.00	194.17	233.00

Fuchsia or shrub, with cast aluminium plaque

Initial Period	For 5 years	ST	200.83	241.00	220.00	264.00
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Initial Period	For 10 years	ST	274.17	329.00	300.00	360.00
Renewal of memorial	For 1 year	ST	51.67	62.00	52.50	63.00
Renewal of memorial	For 5 years	ST	100.83	121.00	110.00	132.00
Renewal of memorial	For 10 years	ST	154.17	185.00	168.33	202.00
Additional cast aluminium plaque		ST	117.50	141.00	128.33	154.00
Other Garden Memorials						
Name tower in The Garden	For 10 years	ST	230.00	276.00	246.67	296.00
Renewal of name tower in the Garden	For 10 years	ST	154.17	185.00	168.33	202.00
Name tower in Jemima's Corner	For 10 years	ST	222.50	267.00	228.33	274.00
Renewal of Jemima's Corner name tower	For 10 years	ST	149.17	179.00	152.50	183.00
Tree in the Cemetery (an existing mature tree) initial period with plaque	For 10 years	ST	364.17	437.00	373.33	448.00
Renewal of tree memorial	For 10 years	ST	197.50	237.00	202.50	243.00
Inscribed stone brick: In either Wall of Remembrance	The brick to remain throughout the duration of the wall standing or will be relocated elsewhere should the wall be removed within	ST	272.50	327.00	287.50	345.00

	ten years of purchase.					
Granite niche*	In perpetuity					
		EX	776.00	776.00	795.00	795.00
Additional inscription/replacement tile	On granite niche	ST	161.67	194.00	176.67	212.00
Additional inscription	On columbarium	ST	161.67	194.00	176.67	212.00
Teddy Columbarium niche & plaque	In perpetuity	EX	343.00	343.00	274.00	274.00
Granite plaque on granite bench	For 10 years	ST	230.00	276.00	251.67	302.00
Renewal of plaque on granite bench	For 10 years	ST	154.17	185.00	158.33	190.00
Butterfly plaque on the butterfly wall, including inscription	For 10 years	ST	230.00	276.00	235.83	283.00
Butterfly plaque on the butterfly wall renewal lease	For 10 years	ST	154.17	185.00	158.33	190.00
Memorial seat, including maintenance & plaque 183cm wide (6ft)	For a period of 10 years	ST	445.00	548.00	468.33	562.00
Memorial seat 183cm, renewal of lease, including maintenance	For a further 10 years	ST	323.33	388.00	331.67	398.00
Memorial seat, including maintenance & plaque 122cm wide (4ft)	For a period of 10 years	ST	320.83	385.00	329.17	395.00
Memorial seat 122cm, renewal of lease, including maintenance	For a further 10 years	ST	189.17	227.00	194.17	233.00
Additional seat plaque		ST	121.67	146.00	125.00	150.00

Arboria plaque	Text only	ST	120.83	145.00	124.17	149.00
Arboria plaque	With a monochrome motif	ST	141.67	170.00	145.00	174.00
Arboria plaque	With a coloured motif	ST	175.00	210.00	179.17	215.00
Arboria plaque	With a photo plaque	ST	220.00	264.00	225.83	271.00

Exclusive Rights of Burial

On the expiry of the initial period of grant, the period may be renewed

for a further 50 or 100 years

For the exclusive right of burial in a lawn or traditional grave	For 50 years	NB	642.00	642.00	702.00	702.00
For the exclusive right of burial in a lawn or traditional grave	For 100 years	NB	1012.00	1012.00	1113.00	1113.00
For the exclusive right of burial in the Baby Burial Garden	For 50 years	NB	204.00	204.00	223.00	223.00
For the exclusive right of burial in the Baby Burial Garden	For 100 years	NB	326.00	326.00	357.00	357.00

For the exclusive right of burial in a cremated remains grave	For 50 years	NB	317.00	317.00	347.00	347.00
For the exclusive right of burial in a cremated remains grave	For 100 years	NB	475.00	475.00	520.00	520.00

Scattering of cremated remains	On a grave space	EX	89.00	89.00	97.00	97.00
Scattering of cremated remains in Garden of Remembrance	When the cremation took place at another crematorium.	EX	83.00	83.00	91.00	91.00

Applications for the Erection of Memorials

A flat stone or slab; or a memorial stone not exceeding 0.56m in height; or a memorial stone exceeding 0.56m in height; or a footstone, tablet or stone vase; or a kerb set (any size).	On a grave with an existing EROB	NB	144.00	144.00	148.00	148.00
For an additional inscription	On an existing memorial with a valid EROB	NB	94.00	94.00	96.00	96.00

Miscellaneous - Crematorium

Use of Crematorium Chapel	For an extra 30 minutes of service	EX	276.00	276.00	302.00	302.00
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Use of Crematorium Chapel	For a service which badly overruns its allotted time						
		EX	276.00	276.00	302.00	302.00	
Use of Crematorium chapel	For a burial or memorial service	EX	276.00	276.00	302.00	302.00	
Register Search	Of over 8 names	ST	25.00	30.00	25.83	31.00	
Obitus: Webcast of a chapel service	Live, viewed through Obitus website	Revised fee ST	39.17	47.00	42.50	51.00	
Obitus: Webcast of a chapel service + access to a downloadable recording for 28 days	Live, viewed through Obitus website	ST	43.33	52.00	47.50	57.00	
Obitus: Copy of webcast	DVD/BluRay/USB	ST	47.50	57.00	51.67	62.00	
Obitus: Visual Tribute: single photo	Static and shown throughout service	ST	12.50	15.00	13.33	16.00	
Obitus: Visual Tribute: Simple slideshow	Up to 25 photos	ST	39.17	47.00	42.50	51.00	

Obitus: Professional photo tribute	Up to 25 photos set to music	ST	70.00	84.00	76.67	92.00
Obitus: Family supplied video	Checking and preparation of video	ST	17.50	22.00	20.00	24.00
Obitus: Copy of the professional photo tribute	DVD/BluRay/USB	ST	22.50	27.00	24.17	29.00
Obitus: Copy of the professional photo tribute	Downloadable from Obitus website	ST	12.50	15.00	13.33	16.00
Obitus: Additional copies	Each additional DVD, BluRay or USB	ST	22.50	27.00	24.17	29.00
Obitus: Additional photos – up to 25 extra photos	On Simple slideshow or Pro photo tribute	ST	22.50	27.00	24.17	29.00
Obitus: Bespoke extra work	Adding a video to the Pro photo					

	tribute, revisions, or any other departures from standard services	ST	22.50	27.00	24.17	29.00
Decorative urns	Prices on application	ST				
Ash jewellery	Prices on application	ST				
Miscellaneous - Cemetery						
For registering a transfer or surrender of a Grant of Exclusive Right of Burial		ST	50.00	60.00	55.00	66.00
Cremation or Burial Cancellation Fee	(If less than 48 hours' notice)	ST	339.17	407.00	370.83	445.00

Equality, Diversity and Human Rights implications

An Equality and Diversity Impact Assessment identified no negative impacts for those with protected characteristics.

(xvi) Sport and Leisure

Introduction

The Council has a pricing framework in place for its Sport and Leisure activities. This has proved effective and has assisted the service in managing the challenging income targets. As the Council takes a more commercial approach to service delivery, it will require managers to behave in a more commercial manner and to be able to respond more quickly to market forces. This could mean responding to periods of lower demand by reducing prices or offering promotions, or increasing prices where demand exceeds supply and there is clear competition for services.

All charges have been reviewed and new prices proposed below taking into account a combination of the current and likely demand of each activity, competitors' pricing and entrance fees to other leisure activities and the cost of providing the activity.

Proposed changes to the Lifestyles Membership package prices are not shown below as this information is commercially sensitive.

All charges below are for Leisure Card holders where applicable. Non-Leisure Card holders pay up to £1.00 more.

Description of charge	Optional	Optional	VAT Ind	Current 2022/23 Charges excl. VAT (£)	Current 2022/23 Charges incl. VAT (£)	Proposed 2023/24 Charges excl. VAT (£)	Proposed 2023/24 Charges incl. VAT (£)
Leisure Pool							
Leisure Pool Peak (hire)		Session	ST	375.00	450.00	395.83	475.00
Leisure Pool Off Peak (hire)		Session	ST	229.17	275.00	262.50	315.00
Parent & toddler	Adult	Session	ST	6.17	7.40	6.58	7.90
Parent & toddler	Junior over 3	Session	ST	0.92	1.10	0.83	1.00

Adult Swim	Adult	Session	ST	7.17	8.60	8.00	9.60
Family Swim	Family	Session	ST	24.67	29.60	25.83	31.00
Junior Swim – 3 years to 16 years	Junior	Session	ST	6.33	7.60	7.17	8.60
Junior Swim – 12 months up to 3 years	Junior	Session	ST	NEW		3.58	4.30
Fitness Pool							
Fun & Floats	Adult	Session	ST	NEW		4.25	5.10
Fun & Floats	Junior	Session	ST	NEW		3.00	3.60
Fitness Pool Swim	Adult	Session	ST	4.25	5.10	4.25	5.10
Fitness Pool Swim	Concession	Session	ST	3.00	3.60	3.00	3.60
Fitness Pool Swim	Junior	Session	ST	3.00	3.60	3.00	3.60
Ladies Only Swim	Adult	Session	ST	4.25	5.10	4.25	5.10
Inflatable Session	Adult	Session	ST	NEW		5.83	7.00
Inflatable Session	Junior	Session	ST	NEW		5.83	7.00
Fitness Pool (hire)							
Fitness Pool (hire) (aqua splat)		55 minutes	ST	137.50	165.00	137.50	165.00
Fitness Pool (hire) (gala)		55 minutes	ST	145.83	175.00	145.83	175.00
Fitness Pool (hire) (general)		55 minutes	ST	110.83	133.00	116.67	140.00
Fitness Pool (hire) (school)		55 minutes	ST	2.17	2.60	2.17	2.60
Teaching Pool/Dive Pit (hire)		55 minutes	ST	55.83	67.00	58.33	70.00
Wetside Course							
ASA teachers level 1 Course		Course	EX	410.00	410.00	410.00	410.00
ASA teachers level 2 Course		Course	EX	665.00	665.00	665.00	665.00
One to One Lesson (30 minutes)		Session	EX	27.30	27.30	27.30	27.30
One to One Lesson (45 minutes)		Session	EX	35.54	35.54	35.54	35.54
One to One Lesson (60 minutes)		Session	EX	37.60	37.60	37.60	37.60
One to Two Lesson (30 minutes)		Session	EX	32.45	32.45	32.45	32.45
One to Two Lesson (60 minutes)		Session	EX	42.75	42.75	42.75	42.75
RLSS Pool Lifeguard Course		Course	EX	315.00	315.00	317.00	317.00
Swim School Lesson	Adult	Lesson	EX	8.50	8.50	8.50	8.50
Swim School Lesson	Advanced	Lesson	EX	9.00	9.00	9.00	9.00
Swim School Lesson	Standard	Lesson	EX	7.20	7.20	7.20	7.20

Aqua Springs							
Naturist Entrance		Session	ST	13.33	16.00	13.33	16.00
Towel Hire		Item	ST	4.17	5.00	4.17	5.00
Weekday Entrance	Adult	Session	ST	14.58	17.50	14.58	17.50
Weekday Entrance (weekday before 4pm)	Concession	Session	ST	11.25	13.50	11.25	13.50
Weekend Entrance	Adult	Session	ST	16.25	19.50	16.25	19.50
Activa Health and Fitness							
First PT		Session	EX	15.00	15.00	15.00	15.00
Teen Fitness Induction		Session	EX	5.00	5.00	15.00	15.00
Personal Training (30 minutes)		30 minutes	EX	22.50	22.50	22.50	22.50
Personal Training (60 minutes)		60 minutes	EX	35.00	35.00	35.00	35.00
Voucher Sales (12 sessions) (personal training) (30 min)		Block	EX	230.00	230.00	230.00	230.00
Voucher Sales (12 sessions) (personal training) (60 min)		Block	EX	360.00	360.00	360.00	360.00
DD personal training (12 sessions) (3x pcw) (30min)		Block	EX	252.00	252.00	252.00	252.00
DD personal training (12 sessions) (3x pcw) (60min)		Block	EX	390.00	390.00	390.00	390.00
Activa Workout	Adult	60 minutes	ST	7.50	9.00	7.92	9.50
Activa Workout	Concession	60 minutes	ST	5.92	7.10	6.33	7.60
Activa Workout	Teen Fitness	60 minutes	ST	5.08	6.10	5.50	6.60
Group Fitness Classes							
Line Dancing		Session	EX	5.15	5.15	5.65	5.65
Line Dancing (2hr)		Session	EX	6.15	6.15	6.65	6.65
Group Fitness (45 mins)		Session	EX	6.15	6.15	6.65	6.65
Group Fitness (60 mins)		Session	EX	7.15	7.15	7.65	7.65
Group Fitness (90 mins)		Session	EX	8.15	8.15	8.65	8.65
Group Fitness (Activa) (30 mins)		Session	EX	5.15	5.15	5.65	5.65
Group Fitness (Activa) (45 mins)		Session	EX	6.15	6.15	6.65	6.65
Virtual (Spin Studio) single use solo		30 minutes	V	3.33	4.00	3.75	4.50

Virtual (Spin Studio) single use solo		45 minutes	V	4.17	5.00	4.58	5.50
Virtual (Spin Studio) single use solo		60 minutes	V	5.00	6.00	5.42	6.50
LEAP							
Activa Workout	Adult	60 minutes	EX	7.10	7.10	7.10	7.10
Aerobic class		Session	EX	6.75	6.75	6.75	6.75
Fitness Pool Swim		Session	EX	4.00	4.00	4.00	4.00
LEAP Appointment (GP Referred)		Session	EX	5.00	5.00	5.00	5.00
LEAP Appointment (Self-Referred)		Session	EX	10.00	10.00	10.00	10.00
Water Mobility	Casual	Session	EX	7.00	7.00	7.00	7.00
Miscellaneous							
Spectator Entrance Fee			ST	0.83	1.00	0.83	1.00
Dryside Admissions							
Badminton (Peak)	Adult	55 minutes	ST	10.79	12.95	11.63	13.95
Badminton (Off-Peak) [up until 4pm Mon-Fri]	Adult	55 minutes	ST	7.46	8.95	8.29	9.95
Badminton (mixed age groups pay applicable Adult fee)	Junior	55 minutes	ST	7.46	8.95	8.29	9.95
Basketball		55 minutes	ST	52.08	62.50	52.08	62.50
Basketball Half Hall		55 minutes	ST	29.17	35.00	29.17	35.00
Football (5-a-side) (sports hall)		55 minutes	ST	52.08	62.50	52.08	62.50
Squash	Adult	45 minutes	ST	8.13	9.75	8.75	10.50
Squash	Junior	45 minutes	ST	6.25	7.50	6.88	8.25
Sport for Confidence		55 minutes	EX	NEW		3.50	3.50
Table Tennis	Adult	55 minutes	ST	7.92	9.50	8.33	10.00
Table Tennis	Junior	55 minutes	ST	6.04	7.25	6.46	7.75
Dryside Facility Hire							
Meeting Room (hire) (single) (1st hour)		55 minutes	EX	30.00	30.00	35.00	35.00
Meeting Room (hire) (single) (2nd hour)		55 minutes	EX	20.00	20.00	25.00	25.00
Meeting Room (hire) (double) (1st hour)		55 minutes	EX	40.00	40.00	45.00	45.00

Meeting Room (hire) (double) (2nd hour)		55 minutes	EX	30.00	30.00	35.00	35.00
Sports Hall – whole hall		55 minutes	ST	60.00	72.00	65.00	78.00
Charter Hall – whole hall		55 minutes	ST	NEW		65.00	78.00
Dryside Activities							
Birthday Party (Splash)		Session	ST	175.00	210.00	191.67	230.00
Birthday Party (Sports)		Session	ST	116.67	140.00	133.33	160.00
Birthday Party (Inflatable)		Session	ST	186.00	223.20	200.00	240.00
Holiday Camp (all sites)	Extended Day	Session	EX	25.00	25.00	25.00	25.00
Holiday Camp (all sites)	Standard Day	Session	EX	20.00	20.00	20.00	20.00
Highwoods Sports Centre Sports Hall							
Hire of Hall (sports and events)	Adult	per hour	ST	44.58	53.50	48.75	58.50
Hire of Hall (sports and events)	Junior	per hour	ST	27.50	33.00	31.67	38.00
Badminton	Adult	per hour	ST	10.79	12.95	11.63	13.95
Badminton	Junior	per hour	ST	7.46	8.95	8.29	9.95
Table Tennis	Adult	per hour	ST	7.92	9.50	8.33	10.00
Table Tennis	Junior	per hour	ST	6.04	7.25	6.46	7.75
Cricket (2 nets)	Adult	per hour	ST	47.21	56.60	51.33	61.60
Cricket (2 nets)	Junior	per hour	ST	23.75	28.50	27.92	33.50
Cricket (4 nets)	Adult	per hour	ST	55.42	66.50	55.42	66.50
Cricket (4 nets)	Junior	per hour	ST	34.33	41.20	38.50	46.20
Gymnasium							
Hire of Gymnasium (sports and events)	Adult	per hour	ST	34.83	41.80	39.00	46.80
Hire of Gymnasium (sports and events)	Junior	per hour	ST	22.08	26.50	26.25	31.50
Field Area							
5-a-side Football pitch	Adult	per pitch	ST	19.17	23.00	19.17	23.00
5-a-side Football pitch	Junior	per pitch	ST	13.50	16.20	13.50	16.20
7-a-side Football pitch	Junior	per match	ST	22.92	27.50	22.92	27.50

9-a-side Football pitch	Junior	per match	ST	28.50	34.20	28.50	34.20
Football Training grid	Junior	per hour	ST	9.17	11.00	9.17	11.00
Full size pitch	Adult	per match	ST	60.00	72.00	60.83	73.00
Full size pitch	Junior	per match	ST	35.42	42.50	35.42	42.50
Floodlit Area							
Football (weekday)	Adult	per hour	ST	16.67	20.00	18.33	22.00
Football (weekday)	Junior	per hour	ST	14.17	17.00	15.83	19.00
Football (weekend)	Adult	per hour	ST	15.00	18.00	16.67	20.00
Football (weekend)	Junior	per hour	ST	12.08	14.50	13.50	16.50
Netball (weekday)	Adult	per hour	ST	15.63	18.75	17.29	20.75
Netball (weekday)	Junior	per hour	ST	10.83	13.00	12.50	15.00
Netball (weekend)	Adult	per hour	ST	13.13	15.75	14.79	17.75
Netball (weekend)	Junior	per hour	ST	8.75	10.50	10.42	12.50
Tennis court	Adult	per hour	ST	7.46	8.95	9.13	10.95
Tennis court	Junior	per hour	ST	5.79	6.95	7.46	8.95
Combined price	Adult & Junior	per hour	ST	6.63	7.95	8.29	9.95
Miscellaneous							
Hire of Equipment			ST	2.50	3.00	2.92	3.50
Deposit for Equipment			ST	2.50	3.00	3.33	4.00
Seminar Room							
Hire of Room		per hour	ST	15.00	18.00	17.08	20.50
Fitness Centre							
Fitness Centre Workout	Adult	per hour	ST	5.13	6.15	5.54	6.65
Fitness Centre Workout	Junior	per hour	ST	3.42	4.10	3.83	4.60
Induction	Adult/Jnr	per person	EX	10.00	10.00	10.50	10.50
Sessions							
Classes	Adult	per person	EX	6.00	6.00	6.50	6.50
Birthday Parties							
Supertots/Superfun		per party	ST	145.83	175.00	145.83	175.00
Sports		per party	ST	116.67	140.00	116.67	140.00
Tiptree Sports Centre Sports Hall							

Hire of Hall (sports and events)	Adult	Hour	ST	44.58	53.50	48.75	58.50
Hire of Hall (sports and events)	Junior	Hour	ST	27.50	33.00	31.67	38.00
Badminton	Adult	Hour	ST	10.79	12.95	11.63	13.95
Badminton	Junior	Hour	ST	7.46	8.95	8.29	9.95
Gymnasium							
Hire of Gymnasium (sports and events)	Adult	Hour	ST	28.33	34.00	32.50	39.00
Hire of Gymnasium (sports and events)	Junior	Hour	ST	22.25	26.70	26.42	31.70
Table Tennis	Adult	Hour	ST	7.92	9.50	8.33	10.00
Table Tennis	Junior	Hour	ST	6.04	7.25	6.46	7.75
Squash Courts							
Squash	Club	45 mins	ST	8.13	9.75	8.54	10.25
Squash	Junior	45 mins	ST	6.25	7.50	6.67	8.00
Dance Studio / Community Hall							
Hire/Dancing/Martial Arts/Aerobics	Adult	Hour	ST	15.42	18.50	17.50	21.00
Hire/Dancing/Martial Arts	Junior	Hour	ST	12.92	15.50	15.00	18.00
Fitness Centre							
Fitness Centre Workout	Adult	Hour	ST	5.42	6.50	5.83	7.00
Fitness Centre Workout	Junior	Hour	ST	3.33	4.00	3.75	4.50
Fitness Centre Induction	Adult/Jnr	Session	EX	10.00	10.00	10.50	10.50
Multi-Use Games Area							
Netball/Football/Basketball – per court/pitch - weekday	Adult	Hour	ST	14.17	17.00	15.42	18.50
Netball/Football/Basketball – per court/pitch - weekday	Junior	Hour	ST	9.83	11.80	11.08	13.30
Netball/Football/Basketball – per court/pitch - weekend	Adult	Hour	ST	12.25	14.70	13.50	16.20
Netball/Football/Basketball – per court/pitch - weekend	Junior	Hour	ST	8.00	9.60	9.25	11.10
Tennis - per court	Adult	Court	ST	7.46	8.95	8.71	10.45
Tennis - per court	Junior	Court	ST	5.79	6.95	7.04	8.45

Tennis Combined Price	Adult & Junior	Court	ST	6.63	7.95	7.88	9.45
Artificial Turf Pitch Management bookings							
Whole Area (11-a-side matches only) weekday	Adult	Match	ST	75.00	90.00	75.00	90.00
Whole Area (11-a-side matches only) weekday	Junior	Match	ST	56.67	68.00	56.67	68.00
Whole Area (11-a-side matches only) weekend	Adult	Match	ST	63.75	76.50	63.75	76.50
Whole Area (11-a-side matches only) weekend	Junior	Match	ST	47.92	57.50	47.92	57.50
Whole Area (4 x 5-a-side pitches) wd	Adult	Hour	ST	108.33	130.00	108.33	130.00
Whole Area (4 x 5-a-side pitches) wd	Junior	Hour	ST	70.83	85.00	70.83	85.00
Whole Area (4 x 5-a-side pitches) we	Adult	Hour	ST	100.00	120.00	100.00	120.00
Whole Area (4 x 5-a-side pitches) we	Junior	Hour	ST	65.00	78.00	65.00	78.00
5-a-side - per pitch - weekday	Adult	Hour	ST	35.00	42.00	35.00	42.00
5-a-side - per pitch - weekday	Junior	Hour	ST	23.33	28.00	23.33	28.00
5-a-side - per pitch - weekend	Adult	Hour	ST	30.83	37.00	30.83	37.00
5-a-side - per pitch - weekend	Junior	Hour	ST	21.25	25.50	21.25	25.50
half area (2 x 5-a-side pitches) - wd	Adult	Hour	ST	58.33	70.00	58.33	70.00
half area (2 x 5-a-side pitches) - wd	Junior	Hour	ST	39.17	47.00	39.17	47.00
half area (2 x 5-a-side pitches) - we	Adult	Hour	ST	53.33	64.00	53.33	64.00
half area (2 x 5-a-side pitches) - we	Junior	Hour	ST	35.00	42.00	35.00	42.00
Grass Pitches							
Football pitch - full size	Adult	Match	ST	60.00	72.00	60.83	73.00
Football pitch - full size	Junior	Match	ST	35.42	42.50	35.42	42.50
Football pitch – 9 a side	Junior	Match	ST	27.08	32.50	27.08	32.50
training area (not marked)	Adult	Hour	ST	12.92	15.50	12.92	15.50
training area (not marked)	Junior	Hour	ST	8.50	10.20	8.50	10.20
7 a side Match	Adult		ST	22.92	27.50	22.92	27.50
Sessions							
Adult Climbing	Adult	Session	EX	8.00	8.00	10.00	10.00

Circuit	Adult	Session	EX	5.40	5.40	5.50	5.50
Active & Multi Sports	Adult	Session	ST	4.17	5.00	4.58	5.50
Pay and Play Squash	Adult	Session	ST	3.75	4.50	4.17	5.00
Tots Session	Junior	Session	ST	2.92	3.50	3.42	4.10
Unsupervised Climbing 60 Min	Pre-trained Adult	Session	ST	5.63	6.75	7.29	8.75
Unsupervised Climbing 60 Min	Pre-trained Junior	Session	ST	4.38	5.25	5.63	6.75
Spinning classes (45 min)	Adult	Session	EX	5.50	5.50	6.00	6.00
Birthday Parties							
Tots		2 Hours	ST	125.00	150.00	125.00	150.00
Fun Zone		2 Hours	ST	125.00	150.00	125.00	150.00
Sports Party		2 Hours	ST	116.67	140.00	116.67	140.00
Climbing		2 Hours	ST	104.17	125.00	104.17	125.00
Sports Courses							
Trampolining	session		EX	5.15	5.15	6.65	6.65
Climbing	session		EX	7.50	7.50	9.00	9.00
Seminar Room							
Hire of Seminar Room		per hour	EX	18.50	18.50	21.00	21.00
Miscellaneous							
Hire of Equipment	Standard		ST	2.50	3.00	2.92	3.50
Deposit for Equipment	Standard		ST	2.50	3.00	3.33	4.00
Showers			ST	6.67	8.00	7.08	8.50
Tennis Centre							
Tennis - per court	Adult	Court	ST	7.46	8.95	8.71	10.45
Tennis - per court	Junior	Court	ST	5.79	6.95	7.04	8.45
Tennis Combined Price		Court	ST	6.63	7.95	7.88	9.95
Memberships							
Annual Membership	Adult	Item	ST	41.63	49.95	41.63	49.95
Annual Membership	Junior	Item	ST	33.29	39.95	33.29	39.95
Annual Membership	Family	Item	ST	108.29	129.95	108.29	129.95

Colchester Northern Gateway							
Activa Workout	Adult	60 minutes	ST	7.50	9.00	7.92	9.50
Activa Workout	Concession	60 minutes	ST	5.92	7.10	6.33	7.60
Activa Workout	Teen Fitness	60 minutes	ST	5.08	6.10	5.50	6.60
Group Fitness Classes							
Group Fitness (30 mins)		30 mins	ST	4.29	5.15	4.71	5.65
Group Fitness (45 mins)		45 mins	ST	5.13	6.15	5.54	6.65
Group Fitness (60 mins)		60 mins	ST	5.96	7.15	6.38	7.65
Group Fitness (90 mins)		90 mins	ST	6.79	8.15	7.21	8.65
Virtual (Velo Studio) single use solo		30 mins	ST	3.33	4.00	3.75	4.50
Virtual (Velo Studio) single use solo		60 mins	ST	4.17	5.00	4.58	5.50
Virtual (Velo Studio) single use solo		90 mins	ST	5.00	6.00	5.42	6.50
Fitness Studio – General hire		Per hour	ST	25.00	30.00	25.42	30.50
Virtual (Velo Studio) Skill bike lounge	Group/Club	Per hour	ST	79.17	95.00	79.58	95.50
Virtual (Velo Studio) Watt bikes	Group/Club	Per hour	ST	33.33	40.00	33.75	40.50
Miscellaneous							
Hire of Equipment (excl Bikes and Bike accessories)	Standard		ST	2.50	3.00	2.92	3.50
Deposit for Equipment	Standard		ST	2.50	3.00	3.33	4.00
Showers			ST	7.08	8.50	7.08	8.50
Sports Hall – peak Mon – Fri from 4pm and Sunday from 12 noon							
Badminton (Peak)	Adult	55 minutes	ST	10.79	12.95	11.63	13.95
Badminton (Off-Peak) [up until 4pm Mon-Fri]	Adult	55 minutes	ST	7.46	8.95	8.29	9.95
Badminton (mixed age groups pay applicable Adult fee)	Junior	55 minutes	ST	7.46	8.95	8.29	9.95
Table Tennis	Adult	55 minutes	ST	7.71	9.50	8.33	10.00
Table Tennis	Junior	55 minutes	ST	5.92	7.25	6.46	7.75
Cricket (4 nets)	Peak	Per hour	ST	50.00	60.00	54.17	65.00
Cricket (4 nets) NEW	Off peak	Per hour	ST	41.67	50.00	45.83	55.00

Sports Hall Hire – Whole Hall	Peak	Per hour	ST	50.00	60.00	54.17	65.00
Sports Hall Hire – Whole Hall	Off peak	Per hour	ST	41.67	50.00	45.83	55.00
Dryside Facility Hire							
Meeting Room (single) (1st hour)	Club	55 minutes	ST	12.50	15.00	16.67	20.00
Meeting Room (single) (2nd hour)	Club	55 minutes	ST	8.33	10.00	12.50	15.00
Meeting Room (double) (1st hour)	Club	55 minutes	ST	20.83	25.00	25.00	30.00
Meeting Room (double) (2nd hour)	Club	55 minutes	ST	16.67	20.00	20.83	25.00
Meeting Room (single) (1st hour)	Commercial	55 minutes	ST	25.00	30.00	29.17	35.00
Meeting Room (single) (2nd hour)	Commercial	55 minutes	ST	16.67	20.00	20.83	25.00
Meeting Room (double) (1st hour)	Commercial	55 minutes	ST	33.33	40.00	37.50	45.00
Meeting Room (double) (2nd hour)	Commercial	55 minutes	ST	25.00	30.00	29.17	35.00
Grass Pitches							
Rugby Pitch	Adult	Per match	ST	65.83	79.00	65.83	79.00
Rugby Pitch	Junior	Per match	ST	41.67	50.00	41.67	50.00
Rugby Pitch	League	Per match	ST	83.33	100.00	83.33	100.00
Football Pitch	Adult	Per match	ST	65.83	79.00	65.83	79.00
Football Pitch	Junior/Sch	Per match	ST	41.67	50.00	41.67	50.00
Football Pitch (9-aside)	Junior/Sch	Per match	ST	NEW		30.17	36.20
Football Training Grid (not on a pitch)	Peak	Per hour	ST	12.92	15.50	12.92	15.50
Football Training Grid (not on a pitch)	Off Peak	Per hour	ST	8.50	10.20	8.50	10.20
All Weather Pitches							
Full Pitch Mon-Fri 5pm – 10pm	Peak	Per hour	ST	70.83	85.00	70.83	85.00
Full Pitch Mon-Fri 9am – 5pm	Off Peak	Per hour	ST	41.67	50.00	41.67	50.00
Full Pitch Sat-Sun 9am – 5pm	Peak	Per hour	ST	54.17	65.00	54.17	65.00
Full Pitch Sat-Sun 5pm – 10pm	Off Peak	Per hour	ST	41.67	50.00	41.67	50.00
Half Pitch Mon-Fri 5pm – 10pm	Peak	Per hour	ST	50.00	60.00	50.00	60.00
Half Pitch Mon-Fri 9am – 5pm	Off Peak	Per hour	ST	29.17	35.00	29.17	35.00
Half Pitch Sat-Sun 9am – 5pm	Peak	Per hour	ST	37.50	45.00	37.50	45.00
Half Pitch Sat-Sun 5pm – 10pm	Off Peak	Per hour	ST	29.17	35.00	29.17	35.00
Quarter Pitch Mon-Fri 5pm – 10pm	Peak	Per hour	ST	35.00	42.00	35.00	42.00

Quarter Pitch Mon-Fri 9am – 5pm	Off Peak	Per hour	ST	25.00	30.00	25.00	30.00
Quarter Pitch Sat-Sun 9am – 5pm	Peak	Per hour	ST	30.83	37.00	30.83	37.00
Quarter Pitch Sat-Sun 5pm – 10pm	Off Peak	Per hour	ST	25.00	30.00	25.00	30.00
Rugby Pitch	Schools	Per match	ST	33.33	40.00	33.33	40.00
3G Pay and Play	Flat rate fee	Per hour	ST	NEW		4.17	5.00
Cycling Track							
Helmet Hire	All	Per hour	ST	2.08	2.50	2.50	3.00
Bike Hire	Adult	Per hour	ST	6.25	7.50	6.67	8.00
Bike Hire	Junior	Per hour	ST	3.33	4.00	3.75	4.50
Balance Bike Hire	Junior U5	Per hour	ST	2.50	3.00	2.92	3.50
Bike Hire – 2 x Ad, 2 x Jnr incl helmets and track session	Family – max 2 adult	Session	ST	35.00	42.00	35.42	42.50
Cycle Track	Adult	Session	ST	4.96	5.95	5.17	6.20
Cycle Track	Junior	Session	ST	4.13	4.95	4.33	5.20
Cycle Track & Bike/Equip hire – Teacher Lead	Schools	1 hour min 10 pupils	ST	43.33	52.00	43.33	52.00
Cycle Track & Bike/Equip hire – Teacher Lead	Schools per pupil	Each addnl pupil (max16)	ST	4.29	5.15	4.29	5.15
Cycle Track & Bike/Equip hire – Coach Lead	Schools	1 hour (max 16 pupils)	ST	55.83	67.00	60.00	72.00
Cycle Track & Bike/Equip hire – Coach Lead	Club/ Group	1 hour (min 10 pupils)	ST	NEW		51.67	62.00
Cycle Track & Bike/Equip hire – Coach Lead	Club/ Group	Each addnl pupil	ST	5.83	7.00	5.83	7.00
Cycle Track – All sections (1600m)	Club/Group	Per hour	ST	78.33	94.00	78.33	94.00
Cycle Track – Section 1 (1000m)	Club/Group	Per hour	ST	63.33	76.00	63.33	76.00
Cycle Track – Section 2 (500m)	Club/Group	Per hour	ST	46.67	56.00	46.67	56.00
Tuition – 1to1	All	Per hour	ST	33.33	40.00	25.00	30.00

LTR (incl.bikes/helments) – coach lead	School	1 hour (max 16 pupils)	ST	NEW		41.67	50.00
LTR (incl.bikes/helments) – coach lead	Club/Group	1 hour (min 10 pupils)	ST	NEW		33.33	40.00
LTR (incl.bikes/helments) – coach lead	Club/Group	Each addnl pupil (max16)	ST	NEW		5.83	7.00
LTR – (excl.bikes/helmets) - coach lead	Club/Group	1 hour (min 10 pupils)	ST	NEW		25.00	30.00
LTR – (excl.bikes/helmets) - coach lead	Club/Group	Each addnl pupil (max16)	ST	NEW		5.83	7.00
Event Track hire – full track (min 5 hour event)	Adult/Jnr	Per hour	ST	72.50	87.00	72.50	87.00
Ladies only sessions	Adult/Jnr	Per hour	ST	NEW		7.46	8.95
Balance Bike sessions	Junior	Per 45 mins	ST	NEW		2.50	3.00
Ready, Set, Ride session	Adult/Jnr	Per hour	ST	NEW		7.46	8.95
Pump Track							
Taster Session – Learn to Ride & Pump Track	Adult	120 mins	ST	8.33	15.00	8.33	15.00
Taster Session – Learn to Ride & Pump Track	Junior	120 mins	ST	4.17	10.00	4.17	10.00
Pump Track - General	Adult	Per hour	ST	4.58	5.50	5.00	6.00
Pump Track – General Parental Supervision	Junior	Per hour	ST	3.75	4.50	4.17	5.00
Pump Track – Schools (incl. cycle equipment)	Min. 10 pupils	Per hour	ST	29.17	35.00	29.17	35.00

Pump Track – Schools (incl.cycle equipment)	Additional pupil max. 12	Per hour	ST	2.92	3.50	4.17	5.00
Pump Track – Club	Club	Per hour	ST	33.33	40.00	33.33	40.00
Pump Track – Events (min. 4 hours)	Event	Per hour	ST	20.83	25.00	20.83	25.00
Birthday Parties							
Birthday Party (Pump track) (multi-sports) (football) (U5s soft play)	Junior	Session	ST	116.67	140.00	116.67	140.00
Birthday Party (Bubble football/football/darts)	Junior	Session	ST	133.33	160.00	133.33	160.00
Activities							
Tots session	Junior	Session	ST	NEW		3.42	4.10
Corporate Teams Sport Package (meeting room, sports activities & provisions)	Adult	Session (max 5 hours)	ST	NEW		208.33	250.00
Sports Day base charge 9am – 3.30pm	Schools	Session	ST	83.33	100.00	83.33	100.00

Equality, Diversity and Human Rights implications

Sport & Leisure Pricing Framework Equality Impact Assessment is available to view on the Colchester Borough Council website.

Recommendations from the Governance and Audit Committee in respect of the Capital Programme

(a) Recommendation from the Governance and Audit Committee meeting of 6 September 2022

327. Capital Outturn 2021/2022

The Committee considered a report requesting that it reviews the progress on the Capital Programme, and reviews the 'red, amber, green' rating for each scheme, as rated by the relevant project manager.

Paul Cook, Head of Finance, introduced the report and assisted the Committee in its deliberations. The report detailed the Council's capital outturn for the previous financial year, and touched on inflationary issues which would be addressed when the Capital Programme was reset for the financial year 2023/2024 onwards. Some schemes may not be overly affected by inflation, for example schemes brought forward by the Council's wholly owned commercial companies or where funding had been sourced by a cash limited government grant. There was, however, still a risk which would be picked up during monitoring, and reported to Cabinet. Actual expenditure in 2021/2022 was lower than planned, due both to the Coronavirus pandemic and delays to advances to the housing company due to the proposed introduction of minimum revenue provision (MRP). The Committee heard that MRP meant that for any Council borrowing there needed to be minimum revenue provision made from the revenue account which was repaying the principal of the loan over the asset life. Local authorities had not been making MRP for advances to housing companies that they owned because when a development was completed the entire loan would be repaid from the proceeds. It had been suggested by central government that this may not be an appropriate practice, and that Council's should be making MRP on advances to companies that they owned. It was pointed out via a consultation that having to provide MRP would adversely affect the business models of local authority housing companies, and government subsequently confirmed that councils did not need to make MRP on advances to their housing companies.

Councillor Sunnucks attended the meeting, and, with the permission of the Chair, addressed the Committee. He welcomed the assurances which had been given by the Leader of the Council an inclusive approach would be taken to addressing financial issues. It was of fundamental importance that a forum existed where Councillors took a part in considering the Council's accounts. He noted that the Council had massively underspent on the Capital Programme in the previous financial year, which meant that future spending on schemes would now be carried out in a higher cost environment. The viability of some of the schemes should be re-considered in the light of this, for example the purchase and rental of open market

housing. Would higher interest rates affect the amount of compulsory sales of houses at discounted prices?

Councillor Smith explained to the Committee that council house funding was a byzantine procedure. The government allowed councils to keep a portion of the proceeds which they made from the sale of housing, but only if this money was spent within the correct amount of time, otherwise it had to be returned to the Treasury. He agreed that the Council may struggle to afford some schemes in the Capital Programme if inflation was at 10%, and this was a serious problem which needed to be considered.

In discussion, the Committee supported the idea that Cabinet reviewed the Capital Programme, and considered that the budget workshops which were open to all Councillors were a positive step in facilitating all-party engagement and involvement in financial matters.

At the request of a Committee member, Paul Cook confirmed that the difference between the capital and revenue accounts, by explaining that revenue constituted the Council's year to year running costs such as salaries, whereas capital was long term investment in assets such as land or buildings. Although it was possible to transform revenue income into capital assets, it was not possible to use capital assets to fund the Council's revenue expenditure.

Paul Cook offered the Committee assurance that when the Capital Programme was reset each year, the Council was required to set out a Capital Strategy, which ensured that proposed schemes were considered to be affordable and which was supported by detailed calculations. As the request of a Committee Member, an explanation of the overspend associated with the Mercury Theatre project was offered. The overall cost of the project was significantly higher than the direct provision in the capital programme because external funding had been obtained, so although there had been a large percentage variation in terms of the input from the Council, in terms of the overall project this was not a high variation.

The Committee considered the merits of suggesting to Cabinet that it considered listing the relative priority of items in the Capital Programme, so that in times of hardship and financial difficulty, there would be a level of guidance as to which capital projects were delayed and which were completed within the available budget. It was accepted that there was an inherent difficulty with determining priorities in this way over a four year Strategic Plan, when priorities would naturally change over this period. Although considering MRP was not a requirement, the Committee wondered whether this should form part of the risk rating process for capital schemes as a matter of good practice.

Dan Gascoyne, Deputy Chief Executive, attended the meeting and advised the Committee that when the Capital Programme was reset as part of the budget setting process, this had set out the Capital Strategy which articulated the relationship to the Strategic Plan in areas such as sustainability; both affordability and financial sustainability, together with other considerations such as environmental impacts.

RECOMMENDED TO CABINET that the Capital Programme be reviewed in the light of inflationary impacts.

RESOLVED that:-

- (a) Progress on the Capital Programme as set out in the report had been reviewed
- (b) The 'Red, Amber, Green' rating for each scheme as rated by the relevant project manager had been reviewed.

(b) Recommendation from the Governance and Audit Committee meeting of 18 October 2022

333. Capital Monitoring Report Quarter 1 and 2

The Committee considered a report setting out the Council's Capital Programme against budget for quarter 2 financial year 2022/23.

Paul Cook, Head of Finance, introduced the report and assisted the Committee in its deliberations. The Committee heard that updated figures had been published as a supplementary agenda item to take account of Housing Revenue Account (HRA) items which had not been included in the initial report, and this updated information had been circulated to the Committee ahead of the meeting. It was important that the Council was seen to be maintaining the discipline of regularly monitoring the Capital Programme.

Overall, 33% of the budget had been spent for the planned programme for 22/23, which represented an improvement on the previous years spend at this time but was still lower than desired. Additional costs had been added to some of the schemes, and an appendix to the report contained the 'red, amber, green' (RAG) ratings of each of the schemes, together with explanations and comments on the red rated schemes. The Committee would receive an update on the spending up to quarter three of the financial year at its meeting in January 2023.

The Committee considered that the changing circumstances of an inflationary environment meant that the Capital Programme warranted particularly careful attention. It was suggested that, given the current difficulties which were caused by the rising costs of capital investment and resourcing issues which had arisen since items were added to the Programme, Cabinet should consider reviewing each item on the Programme to determine whether or not it was appropriate that it continue, or be modified.

Colchester Borough Council (the Council) had recently undergone a Peer Review Challenge, and it was noted that the reviewers had comments on the delivery of the Council's Capital Programme and suggested that improvements be made. Paul Cook noted that there had been difficulty over the preceding financial years with

spending the planned Programme. The Council was successful in drawing in internal funding, and was able to deliver parts of the Programme for little cost to residents as a result of this. The Programme was ambitious, with many of the projects important to the delivery of the Council's Strategic Plan, however, improvements in the process could be made, and careful consideration would be given to this in future. As part of the established budget process the Capital Programme would be considered in its entirety when it was reset for 2023/2024, and as a matter of course each scheme in the Programme was carefully considered at every stage.

Councillor Cory, Portfolio Holder for Finance, attended the meeting remotely, and with the permission of the Chair, addressed the Committee. He offered the Committee assurance that when he had been the Leader of the Council, some of the current difficulties caused by material and labour shortages had been foreseen. He considered that the Council's Capital Programme was particularly ambitious, and wondered whether consideration needed to be given to both the principle and practical elements of this. The comments made by the peer review team and the Committee were welcomed, and Cllr Cory looked forward to drawing on the technical expertise contained within the Committee as the Capital Programme continued to be reviewed. A Committee member supported the suggestion that Cabinet needed to review the Programme as a matter of urgency, however, a balance had to be struck so that projects which were ready to commence were not unduly delayed by such a review.

The RAG rating methodology of schemes on the Programme was considered by the Committee, and it was suggested that a more objective method of rating the schemes with clear evidence, as a percentage of progress against budget and timescales etc, may be beneficial to the Committee when considering the Programme in the future.

A Committee member wondered whether the culture within the Council, which had to be bureaucratic by its nature, could be proving to be an obstacle in delivering some of the Capital Programme, suggesting that project managers who drove projects forward should be supported fully. It was noted that the Council was engaged in purchasing housing stock to use for social housing, however, borrowing rates were at 5.5% while income generated by the housing sat at 1%, leading to a net loss from this activity, could this be re-considered? The Committee was reminded that the provision of social housing was not a direct profit making activity, but was designed to provide a service for the people of Colchester, and potentially avoid additional costs that were associated with homelessness and other social issues.

Councillor King, Leader of the Council, attended the meeting and with the Chair's permission addressed the Committee. He appreciated the comments which had been made, and acknowledged that the Council had not been spending money at the rate which had been forecast, which was a problem. He considered, however, that the Council's project managers had performed very well in delivering projects in difficult circumstances, although it was recognised that additional resource was required in this area. The Committee was assured that the items in the Capital

Programme would be reviewed in great detail, and that challenge from the peer review, Members and Officers was welcomed.

A Committee member wondered what metrics would be used to rate each item in the Capital Programme, as they considered it was sometimes hard to evaluate the relative merits of individual schemes. How would the schemes be compared and contrasted in order to be able to document their individual benefits? Councillor King considered that cross-party involvement would be important when considering the Programme, when challenging and testing where the Council's strategic priorities lay. Projects that were underway would be delivered to the best ability of the Council, and Councillor King was keen to assess any contingency plans which were in place for the remainder of the Programme. Councillor Cory offered assurance to the Committee that each time a capital project was embarked upon, it was supported by a business case containing principles, outline and costs, before a much more detailed business case was developed which would contain contingency plans in a lot of detail. He did, however, support the suggestion which had been made of an objective benefits analysis of items in the Programme which would assist in determining which projects may take precedence over others, and resolved to consider this further with Councillor King outside this meeting.

The Chair of the Committee reminded it that at its previous meeting, a recommendation had been made to Cabinet that the Capital Project be reviewed in the light of inflationary pressures, however, he now considered that the position had become much more serious. The Council was now facing the problems of significant increases in borrowing costs, significant long-standing inflation, and constraints in supplies of materials and workforce. The Capital Programme needed to be reviewed in the light of those factors, and each project needed to be checked to see whether it was still viable and desirable, given the strategic objectives of the Council and the social benefits it would deliver. The Committee offered its support to this suggestion and considered that a suitable recommendation should be made to Cabinet.

RECOMMENDED TO CABINET: that the viability of every scheme on the Capital Programme be carefully reviewed to determine whether or not it should proceed, or be deferred, in the light of:

- significant increases in borrowing costs,
- significant long standing rates of inflation, and
- the difficulties which were being experienced in obtaining both materials and the skilled workforce necessary to deliver projects,

to ensure that a Capital Programme is delivered which meets the needs of the people of Colchester.

RESOLVED that:- (a) Progress on the Capital Programme, together with the budget forecast, as set out in the report had been reviewed, (b) The 'Red, Amber, Green' rating for each scheme as rated by the relevant project manager had been reviewed.

16 November 2022

Report of	Assistant Director – Corporate and Improvement	Author	Jessica Douglas / Chris Reed ☎ 282240
Title	Officer Pay Policy Statement for 2023/24		
Wards affected	Not applicable		

1. Executive Summary

- 1.1 Local authorities must publish an officer pay policy statement each year. The statement must be approved by Full Council.
- 1.2 The statement covers all pay and benefits for all Colchester Borough Council employees.
- 1.3 The draft statement for 2023/24 is attached, with the detailed rates in the appendix.

2. Recommended Decision

- 2.1 To recommend the approval and adoption of the 2023/24 Statement by Full Council.

3. Reason for Recommended Decision

- 3.1 The Localism Act requires “authorities to prepare, approve and publish pay policy statements articulating their policies towards a range of issues relating to the pay of its workforce, which must be approved by full Council annually. An authority’s pay policy statement must be approved by a resolution of that authority before it comes into force”.

4. Alternative Options

- 4.1 The only alternative would be to not recommend the approval of the Pay Policy Statement, but that would be contrary to the requirements of the Localism Act.

5. Background Information

- 5.1 Local authorities must publish a pay policy statement for the financial year. The Officer Pay Policy for 2022/23 was approved by [Full Council on 2 December 2021](#).

The Localism Act specifies items that must be covered by the statement including the level and elements of remuneration for each chief officer, remuneration of chief officers on recruitment, increases and additions to remuneration for each chief officer, the use of performance-related pay and bonuses for chief officers, the approach to the payment of chief officers on their ceasing to hold office under or to be employed by the authority, and the publication of and access to information relating to remuneration of chief officers.

- 5.2 The Council's pay policy statement extends beyond the statutory requirements relating to chief officers as shown in 5.1 above to include all officers employed by the Council, in the interests of openness and transparency.
- 5.3 Please see the attached Officer Pay Policy. Appendix 1 of the policy contains the mostly numerical data which sits behind it, and the definitions of terms such as 'chief officer'. These two documents form the Council's officer pay policy statement.
- 5.4 The statement covers all pay and benefits for every employee of Colchester Borough Council. There are no financial allowances or bonuses other than those mentioned.
- 5.5 The Colchester Commercial (Holdings) Ltd holding company (CCH) and Amphora trading companies set up in January 2018 are not covered by this statement.
- 5.6 Mandatory requirements for data publication under the [Local government transparency code 2015](#), and for the Council's [Statement of Accounts](#) under the [Accounts and Audit Regulations 2015](#) have also been taken into account when preparing this year's update of the pay policy to ensure that the published data is complete and consistent.

6. Living Wage

- 6.1 The Council has chosen to pay the [Living Wage](#), set independently by the [Living Wage Foundation](#), since 2013 as part of its commitment to being a good employer, and its approach to [Social Value](#). The Council will continue to pay the Living Wage as a minimum standard for all its employees. Around 300 permanent/casual Council staff and 50 third-party contracted employees receive the Living Wage.
- 6.2 The Living Wage is calculated annually according to the basic cost of living in the UK. The new Living Wage rate is usually announced each November but was brought forward this year due to the cost-of-living situation. The increase from £9.90 an hour to £10.90 (10.1%) was announced by the Living Wage Foundation on 22 September 2022. The Council implemented the new rate from 1 October 2022, which is significantly earlier than the LWF's deadline of [14 May 2023](#). For staff on spinal column points SCP 4 to 16 the new rate means £1 an hour/£160.77 a month/£1,929.29 a year more if full-time. Updated pay scales are shown in the policy's appendix, and on the [Council's website](#).
- 6.3 This Living Wage hourly rate, paid by the Council and set by the Living Wage Foundation, is higher than the statutory [National Living Wage](#) set by central government for workers who are 23 years or over (currently £9.50) or the [National Minimum Wage](#) (£9.18 if 21-22, £6.83 if 18-20, £4.81 if under 18 or an apprentice).
- 6.4 The Council signed a 'Living Wage Employer' licence with the Living Wage Foundation in February 2016. This means that as well as paying the Living Wage Foundation's recommended hourly rate to staff, this requirement has been included in new third-party contracts from that date for contracted staff and suppliers working on Council business.

7. Changes since the last report and looking ahead to 2023/24

7.1 Changes since the last report are Living Wage uplifts and the 2022/23 pay award:

- Annual Living Wage uplifts: the Council implemented the £9.90 Living Wage rate, when announced in November 2021, to those previously on £9.50 an hour. The £10.90 Living Wage rate announced in September 2022 was implemented from 1 October 2022.
- The [2022/23 pay award](#) from 1 April 2022 incorporated a differentiated percentage pay increase that offered a higher percentage increase of 3% to lower paid staff on spinal column point (SCP) 13-18. The increase for staff on SCP19 and above was 2.5%.

7.2 Looking ahead to 2023/24:

- It is becoming increasingly challenging to recruit specific 'hard-to-fill' posts where the salary attached to the grade is lower than elsewhere and where there are local or national shortages of skilled employees. To address this, the ability to pay market supplements has been included in this Officer Pay Policy at paragraph 4.5 (attached).
- New Senior Management arrangements will be in place from December subject to Cabinet agreement at its 16 November meeting. The pay for the senior management team may be reviewed but will be within the current grading system.
- Consideration of impacts which result from any future changes to regulations or legislation will take place if or when necessary.

8. Equality, Diversity and Human Rights implications

- 8.1 The Equality Impact Assessment is on the Council's website [here](#) or by following the path: www.colchester.gov.uk > Equality and Diversity > Equality Impact Assessments

9. Strategic Plan References

- 9.1 The performance, remuneration and motivation of employees are key to delivering effective, efficient public services and the Strategic Plan's aspirations and priorities.

10. Publicity Considerations

- 10.1 The statistical data within the Officer Pay Policy is publicly available on the Council's [Council Data](#) web resource so that it is all in one place, helping to improve openness and transparency. Employee benefits including pay scales are also published on the website [here](#). Gender pay gap information is published [here](#), including our supporting narrative and a link to the Government's [gender pay gap portal](#) where the results can be compared with those of other organisations.

11. Financial implications

- 11.1 The pay policy statement provides transparency about the Council's pay and benefits.

12. Other Implications

- 12.1 There are no particular consultation; health, wellbeing and community safety; health and safety; risk management or environmental and sustainability implications.

Appendix 1

Officer Pay Policy

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Introduction

The purpose of this policy is to provide an open and transparent framework that ensures clarity, fairness and consistency in the remuneration of officers.

The Council will comply with this policy which covers all officers. It ensures that employees are paid on a fair and equitable basis in accordance with equality legislation.

Colchester Borough Council recognises the importance of administering pay in a way that:

- attracts, motivates and retains appropriately talented people needed to maintain and improve the Council's performance and meet future challenges
- reflects the market for comparable jobs, with skills and competencies required to meet agreed delivery and performance outcomes
- allows for a proportion of remuneration to be at risk, depending upon the delivery of agreed outcomes and results
- delivers the required levels of competence within an overall workforce strategy within approved budget parameters
- is affordable and transparent.

1. Pay strategy and framework

- 1.1 The Council determines the level of annual salary for employees, including chief officers, using an established job evaluation scheme. Jobs are independently evaluated, using this scheme, by experienced Human Resources staff and all employees have the right of appeal against their pay grade.
- 1.2 The pay grades and salary spinal points are shown on the Council's website [here](#), and in Appendix 1 along with other definitions such 'chief officer'. Each pay grade has a number of incremental points and employees normally progress up their pay grade by one increment on an annual basis, subject to satisfactory levels of performance (see also section 5 - rewarding performance).
- 1.3 The exception to this principle is where employees have transferred their employment to the Council and salary protection exists under the Transfer of Undertakings (Protection of Employment) legislation commonly known as TUPE.
- 1.4 The pay policy incorporates the Council's Equality and Diversity policy (website link [Equality and Diversity in employment - Colchester Borough Council](#)), and periodic equal pay audits will be conducted.
- 1.5 From April 2017, [Equality Act regulations](#) require public organisations with more than 250 employees to publish a range of gender pay gap figures to show whether there are any differences in pay between male and female employees. The annual gender pay 'snapshot' is published on the Council's website [here](#), with a link to the Government's website where figures from other public and private organisations can also be seen/searched to help with openness and transparency.
- 1.6 The Council implemented the '[Living Wage](#)', which is independently calculated by the [Living Wage Foundation](#), from April 2013 and became an accredited Living Wage Employer in February 2016.

2. Pay review and annual increases

- 2.1 The Council supports the principle of collective bargaining and has a recognition agreement with the trade union 'Unison'. Negotiation and consultation are conducted at a local level in relation to levels of pay and benefits for all employees including Chief / Senior Officers (see definitions in Appendix 1) using 'Colchester Managed Grades' (CMG) pay grades. The Council is therefore not part of any national terms and conditions for local government employees.
- 2.2 Local negotiations around a pay review are conducted on an annual basis, and any increase is agreed taking into account inflationary factors, local salary levels and affordability. Any decision to increase salary levels for all employees has to be approved by the Portfolio Holder under delegated powers set in the Council's [Constitution](#).
- 2.3 The Council publishes its pay multiple (the ratio between the highest and lowest paid employees) and does not currently set a target for this.

3. Remuneration of Chief Officers

- 3.1 The remuneration of all officers is determined using the Council's job evaluation and performance management schemes.
- 3.2 The median average value of Chief Officers' pay is shown in Appendix 1 together with the relationship to the lowest paid staff and other staff (referred to in the legislation as "the pay multiple").
- 3.3 The remuneration of all Chief Officers and Senior Officers is published in the Council's [Annual Statement of Accounts](#), which also includes a wide range of financial information.

4. Other items in addition to salary

The Council pays the following additions to annual salary:

- 4.1 [Overtime:](#)
This is paid to employees who are required to work in excess of their contracted weekly hours. All overtime is paid at plain-time rate derived from annual salary, and enhancements are not normally paid for working at weekends or public holidays. Employees on pay grade CMG5 or above do not receive overtime pay.
- 4.2 [Unsocial hours working:](#)
The Council pays an allowance to employees who work unsocial hours which cover 24-hour shift working. Allowances are also paid to employees who undertake standby and call out duties. A small payment can also be made to 'front-line' employees who are required to work over the Christmas and New Year period.
- 4.3 [Maternity, paternity and shared parental arrangements:](#)
The Council has a policy that supports parents and provides some enhancement to the statutory maternity, paternity and shared parental provisions. These enhancements are shown in Appendix 1.

4.4 Recruitment and retention payments:

Where the Council is faced with difficulties in recruitment to and retention of specific jobs, as a result of market pressures and skills shortages, the Chief Operating Officer is able to sanction the use of a temporary recruitment/retention supplement, reviewed on a regular basis. This may include a non-consolidated payment on appointment and/or a retention payment to reflect the employment market and the needs of the business. Any such payment is to be authorised by the Chief Operating Officer. If the employee leaves the Council voluntarily within a year, they will be required to pay back this non-consolidated payment.

Where an individual is being recruited and has significant experience or skills in the role for which they are being employed, Assistant Directors and above have discretion to appoint at any scale point (within the grade) above the lowest level.

Where an employee is upgraded using the Council's job evaluation scheme, the employee will move to the lowest point of the new pay grade such that they receive at least one increment. Any proposal to move the employee to a higher point on the pay grade has to be authorised by Assistant Directors and above.

4.5 Market Supplements:

Market supplements are an additional method of tackling recruitment and retention issues by temporarily increasing pay awarded to specific post(s) without altering the job evaluation determined grade for the role.

A market supplement may be agreed when it can be shown that the salary attached to the grade for the 'hard-to-fill' role is significantly lower than the salary offered elsewhere and that this is having an adverse impact on the ability to recruit and retain staff in specific post(s).

A 'hard-to-fill' post is one where there are proven recruitment and/or retention difficulties and/or there are known significant national shortages. The value of any market supplement is determined by a comparison of the remuneration for a council role against relevant market rates for similar roles.

A market supplement will be applied to all employees undertaking the role.

4.6 Increases in responsibility:

Temporary or permanent payments can be paid at the discretion of the Assistant Director and above to reflect operational needs, the level of additional responsibility and the Council's increment/acting-up policies.

4.7 Other items:

The Council only reimburses reasonable business expenses actually incurred and in line with the Council's travel and subsistence policy.

Professional membership fees are reimbursed to employees at the rate of 50% of fees incurred and only one membership per employee is reimbursed.

External training costs are paid where they form part of agreed learning and development, and in line with the post-entry training policy.

There are no expense allowances or bonuses other than those mentioned within this pay policy.

5. Rewarding performance

- 5.1 The Council uses a performance management scheme to appraise the performance of all employees, including Chief / Senior Officers. Issues of poor performance can result in any annual increment being withheld.
- 5.3 The Council also recognises the need to incentivise specific jobs whose role involves a proportion of sales or income generation. In such cases a reward package will be developed, which needs approval by Senior Management Team. The annual salary and incentive payment will be determined outside of the job evaluation scheme and will be risk-assured in relation to equal pay.
- 5.4 The Council incentivises and recognises employees for their individual contribution towards the three organisational goals of 'Customer, Business and Culture' through a non-salary rewards scheme. Where an employee's contribution is deemed to be excellent, they can be nominated for a non-consolidated payment up to the maximum value if authorised by an Executive Director. See Appendix 1 for the value of these incentives.

6. Pension

- 6.1 In accordance with statutory provisions, employees are offered membership of the Local Government Pension Scheme. The Council has a published pension policy, and this policy applies to all employees including Chief / Senior Officers. It sets out the Council's decisions relating to discretionary powers allowed within the scheme. The pension contribution rates are shown in Appendix 1.
- 6.2 The Council also supports the principle of flexible retirement whereby employees are able to gain access to their pension whilst continuing in employment, subject to the restrictions laid down within the scheme and in the Council's Pension policy. This approach allows the Council to retain skilled employees and to assist individuals in managing the transition to retirement.

7. Other financial benefits

The Council currently offers the following financial benefits to employees, with the value of these charges and benefits shown in Appendix 1:

- 7.1 **Travel Plan incentives/charges:**
In order to encourage employees to use 'greener' travel modes, which also help to reduce town centre congestion, the Council has developed a package of travel plan measures. These measures include a charge for car parking for employees based in the town centre, and discounts for 'home to work' use of bus and rail travel.
- 7.2 **Salary sacrifice schemes:**
The Council has adopted approved government salary sacrifice schemes which enable employees to have deductions from pay to purchase childcare vouchers (closed to new applicants in October 2018) or cycles for travel to work. These schemes are tax efficient for the employee and are cost-neutral to the Council.

OFFICER PAY POLICY

7.3 Long Service Awards:

The Council recognises the commitment of employees to public service and provides a gift to employees for 25 years' service with the Council.

7.4 Other allowances:

An allowance is paid for employees who volunteer to be designated First Aiders in the workplace.

8. Recruitment

8.1 In accordance with the Council's [Constitution](#), appointments to Head of Paid Service (Chief Executive), Executive Directors, Assistant Directors, Chief Finance Officer and Monitoring Officer, have to be approved by the Full Council.

8.2 All appointments are made in line with this pay policy.

8.3 The appointment of other Chief Officers and starting salaries within the grade must be approved by the Chief Executive.

8.4 The appointment of employees other than Chief Officers is delegated to the appropriate management level, relevant to the vacant job. The starting salary within the pay grade range is determined taking into account the skills and experience of the applicant and market pressures.

8.5 The Council does not restrict the re-employment of employees previously made redundant by either the Council or other Local Government. All applicants for vacancies are considered equally, based on their knowledge, skills and experience.

8.6 Full Council will be offered the opportunity to vote before large salary packages are offered in respect of new appointments. This level is set out in statutory guidance, and the current level is shown at Appendix 1 along with definitions of roles/posts.

9. Sick Pay

The Council applies the following sick pay scheme for all employees.

Service (years)	Full Pay (months)	Half Pay (months)
During first year	1	*2
During second year	2	2
During third year	4	4
During fourth/fifth years	5	5
After five years	6	6

* After completing 4 months' service

10. Payments when employment status changes

10.1 Redundancy:

The Council operates a redundancy payment scheme which applies to all employees including Chief / Senior Officers. The scheme is based on the employee's rate of pay and on the number of weeks paid under the statutory scheme, with an enhancement of 50% subject to a maximum of 45 weeks' pay.

OFFICER PAY POLICY

10.2 Pay Protection:

The Council operates pay protection for a limited time period, within the terms of its change management and redundancy policy. This applies when staff have their pay reduced as part of a process of re-deployment or job evaluation.

10.3 Agreements:

Where the Council is in dispute with an employee, the Council will make use of legally binding agreements to settle disputes in appropriate circumstances. The use of these agreements and the value of any settlement will be determined by a consideration of factors such as the potential costs of litigation, the degree of risk at employment tribunal adjudications and any reputational impact. The decision to agree a legally binding agreement will rest with the Chief Executive or, in the case of the Chief Executive, will rest with the Cabinet.

11. Election duties

11.1 The Council has determined that the Returning Officer is the Chief Executive, and the remuneration is separate from the Chief Executive's salary. Remuneration levels for employees who assist with election duties on a secondary employment basis are set by Essex County Council for local elections, and by central government for national elections.

11.2 The amount paid for election duties will vary depending on the number and type of elections which take place. The amount paid to the Returning Officer in the previous year is shown in Appendix 1.

12. Temporary staff and interim arrangements

12.1 The Council occasionally uses temporary agency or interim staff where it meets specific business needs and delivers best value. Levels of reward are determined by market rates. However, the Council will not use payment arrangements that could be perceived to be designed to deliberately avoid personal taxation.

13. Supporting Information

The following references have been used in producing this Pay Policy, along with the Council's existing Human Resource policies:

Legislation and best practice guidelines

- The Localism Act 2011 - [chapter 8 - pay accountability](#).
- The Equality Act 2010
- Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006
- Local Government Pension Scheme Regulations 2008
- [Accounts and Audit Regulations 2015](#).

Home Office and the Ministry of Housing, Communities and Local Government:

- [Openness and accountability in local pay: Guidance under section 40 of the Localism Act](#) and [Local government transparency code](#)

The Chartered Institute of Public Finance and Accountancy:

- [Code of Practice in Local Authority Accounting](#)

Local Government Association

- [Pay Policy Statements - guidance](#).

OFFICER PAY POLICY

Our website

The Council's website www.colchester.gov.uk has a [section with more information about employment](#) and [gender pay gap statistics](#) for Colchester Borough Council.

The following policies and forms should be taken into account alongside this document:

Policies	
Equality and Diversity policy	Increment policy
Maternity and Paternity policies	Acting up policy
Pensions policy	Overtime policy/Standby and Call-out Policy
Local Government Pension Scheme (Administration) Regulations 2013 Discretionary Decisions by Colchester Borough Council	Performance management scheme
Post-entry training policy	Change Management and Redundancy policy
Travel and subsistence policy	Travel Plan

The policies are on the Intranet in the HR section: [A to Z of HR Policies and Procedures](#)

Document Information

Title :	Officer Pay Policy
Status :	Annual update of existing policy
Version :	Draft for Cabinet/Council approval
Consultation :	Cabinet 16 November 2022
Approved By :	Full Council
Approval Date :	1 December 2022
EQIA :	click here
Review Frequency :	Annual
Next Review :	November / December 2023

This policy applies to you if you are working under the Terms and Conditions of Colchester Borough Council.

Pay Data – Appendix 1

1. **Annual Salary scales.** The last pay award increase was in April 2022 – 3% to lower paid staff on spinal column point (SCP) 13-18; 2.5% if SCP19 and above.

Salary spine

point	Annual salary (£.p)	point	Annual salary (£.p)
4*	21,029.27	32	37,995.46
5*	21,029.27	33	39,459.03
6*	21,029.27	34	40,817.42
7*	21,029.27	35	42,175.82
8*	21,029.27	36	43,534.21
9*	21,029.27	37	44,946.64
10*	21,029.27	38	46,359.09
11*	21,029.27	39	47,771.49
12	21,029.27	40	51,282.84
13	21,029.27	41	54,794.21
14	21,029.27	42	58,305.55
15	21,029.27	43	62,984.00
16	21,029.27	44	67,662.39
17	21,069.67	45	72,340.83
18	21,479.21	46	77,019.21
19	21,457.78	47	81,697.63
20	22,613.56	48	86,183.23
21	23,232.83	49	90,668.86
22	23,852.14	50	95,154.43
23	24,471.44	51	99,640.06
24	25,140.42	52	104,125.64
25	27,134.19	53	108,611.27
26	29,177.61	54	113,651.94
27	31,221.04	55	118,692.57
28	32,503.50	56	123,733.22
29	33,785.93	57	128,773.85
30	35,068.37	58	133,814.51
31	36,531.91	59	136,519.59

* these salary points are 'Living Wage'.

The Living Wage rate, as set independently/annually by the Living Wage Foundation, was uplifted to £10.90 an hour/£21,029.27 a year on 1 October 2022. (previously £9.90 / £19,099.98 – so increase of 10.1%/£1,929.29 a year, and uplifted pay for SCP 4-16).

Pay Grade range – Colchester Managed Grades (CMG)

Pay Grade (CMG)	Salary spinal column point (SCP) range	Pay Grade (CMG)	Salary spinal column point (SCP) range
14	4 to 7	6	35 to 39
13	7 to 12	5	38 to 42
12	11 to 18	5 GMT	38 to 45
11	18 to 24	4 AD	42 to 49
10	23 to 27	4	42 to 47
9	26 to 30	2-3	46 to 55
8	29 to 33	1	54 to 59
7	32 to 36		

OFFICER PAY POLICY

Apprentices

The national Apprenticeship Levy was introduced from April 2017. Employers operating in the UK with a pay bill over £3 million each year are required to invest in apprenticeships via an apprenticeship levy charged at a rate of 0.5% of the annual pay bill.

The Council's first intake of apprentices joined in September 2017. The Council agreed that its apprenticeship pay rate would be the [National Minimum Wage \(NMW\) by age](#) - this is more than the NMW rate for apprentices which is £4.81 an hour, and Council apprentices get the [NMW for their age](#) straight away without having to complete the first year of an apprenticeship or be 19.

2. Pay relationship for Chief Officers

	2022/23
Median average pay for Chief Officers	£90,668.86
Median average pay for staff other than Chief Officers	£25,140.42
Median average pay for lowest paid staff	£19,099.98
Pay multiple of Chief Officer (Chief Executive) pay to staff other than this Chief Officer	5.12
Pay multiple of Chief Officers' pay to staff other than Chief Officers	3.61
Pay multiple of Chief Officers' pay to lowest paid staff	4.75 ¹

Notes – please also see definitions of officers at section 8 below:

- Median average pay is based on full-time equivalent annual salary plus additional payments for Chief Officers. It excludes election fees.
- 'Lowest paid staff' is defined as those paid the 'Living Wage' - see chart of 'Colchester Managed Grades (CMG) pay grades on page 8.
- ¹The ratio would be 6.88 if the definition included apprentices.
- Pay multiple - the ratio between the highest and lowest paid staff.

3. Additional payments for Chief Officers

Returning Officer election fees paid to the Chief Executive

Elections held	Amount paid	Year
Local Borough; Parish and County; Police, Fire and Crime Commissioner and Police Area	£30,235	2021/22

4. Other pay additions and allowances – see pages 2 and 4 for eligibility

Unsocial hours working:

Where an employee is required to be on call "out of hours" as part of their duties:

Standby allowance from 1 April 2022:

- higher rate – immediate response must be made – day rate £18.08
- standard rate - non-immediate response – day rate £9.04

Call-out from 1 April 2022: £45.10.

Maternity, Paternity and Shared Parental pay:

In addition to the statutory provisions, the Council pays 20 weeks at half-pay for mothers who go on maternity leave and subsequently return to work. Up to two weeks' paid paternity leave is granted to eligible employees.

OFFICER PAY POLICY

Non-salary rewards scheme:

Quarterly – 1,500 loyalty points (£15 in value) can be redeemed on activities or products within Colchester Leisure World. Maximum of 42 staff across all services each quarter.
Annually – incentive is sourced via reciprocal marketing and voucher schemes.

Exceptional performance:

Non-consolidated payment/honorarium to a maximum of £1,000 if authorised by an Executive Director.

6. Pension contribution rate

Employer rate is 19.0% for 2022/23 (same as 2021/22). Employee rates are:

LGPS Contribution Bands April 2022		
Actual Pay (includes overtime, additional hours and so on)	Main section rate	50/50 section rate
Up to £15,000	5.5%	2.75%
£15,001 - £23,600	5.8%	2.90%
£23,601 - £38,300	6.5%	3.25%
£38,301 - £48,500	6.8%	3.40%
£48,501 - £67,900	8.5%	4.25%
£67,901 - £96,200	9.9%	4.95%
£96,201 - £113,400	10.5%	5.25%
£113,401 - £170,100	11.4%	5.70%
More than £170,101	12.5%	6.25%

7. Other financial benefits – see page 5 for eligibility

Travel Plan benefits and charges:

Car parking charge – for employees using designated Council car parks whilst at work:

- £2.50 per day.

Home to work travel, in line with Travel Plan policy:

- Bus season ticket discount 50% / train season ticket or 'bulk buy' discount 35%.

Long Service award:

- Maximum value of £250 for 25 years' service with the Council.

First Aid allowance - for employees designated as First Aiders in the workplace:

- £166.20 a year (pro rata for part-time staff).

8. Definition of terms used in the Officer Pay Policy and Pay Data documents

- Chief Officers – posts requiring appointment by elected councillors - designated as Chief Executive, Strategic Directors, Chief Operating Officer and Assistant Directors within the Council's constitutional arrangements for appointment. It also includes the Section 151 and the Monitoring Officer where those roles are not performed by an Assistant Director. These posts meet the Chief Officer definition in [paragraph 43 Localism Act](#).
- Chief Officer – this is the Chief Executive.
- Senior Officers – any post with a salary of £50,000 and above ([Accounts and Audit Regulations 2015](#))
- Senior Management Team – Chief Executive and Executive Directors and Assistant Directors. Executive Management Team - Chief Executive and Executive Directors.
- Large salary package – this is defined in statutory guidance and the current threshold is £100,000 ([paragraph 14 Localism Act guidance](#)).

Report of	Assistant Director of Place and Client Services	Author	Terri Hamilton ☎ 07870 542949
Title	Request to Delegate Authority for the Award(s) of the Contracts for the “Phase 3 Garage Sites” of the “New Council Housing Programme”.		
Wards affected	Rural North, Shrub End, Greenstead.		

1. Executive Summary

- 1.1 The Council agreed (at Cabinet on 30 January 2019) ambitious plans to deliver a “New Council Housing Programme” that delivers 350 extra affordable homes over 5 years. Since that time, several schemes have been explored to deliver new homes through different methodologies. One of these methods is to build new homes on underused garage sites, with different Phases in the 5-year programme. The final properties in the “Phase 2” are nearing completion at Scarfe Way and Buffet Way. “Phase 3” has seen planning permission obtained at 5 sites and the tenders are being released in stages for the construction contracts.
- 1.2 This report seeks delegation to award “design and build” construction contracts for the “Phase 3 Garage Sites”. The first of these, is at Cross Cottages (Boxted) and would be awarded in December 2022 during a Cabinet meeting gap. The further awarding of 3 subsequent contracts across 4 sites at Hedge Drive (Shrub End), Wheeler Close and Veronica Walk / Prospero Close (Greenstead) are also currently within the procurement stage, for the cumulative delivery of 23 new affordable homes in 2023.
- 1.3 These contracts would require approval by Cabinet due to estimated costs, as each of the 4 contracts will be over £500,000. As set out herein, the contracts would now be delegated to the Portfolio Holder for Housing and Communities in order to ensure that they can be awarded in a timely and efficient manner over the winter months so that the construction of these sites would then commence in March and April 2023. All 23 new homes will be ready for families on our housing needs register in 2024.
- 1.4 A similar decision was taken in July 2020 for the award of the construction contracts for the “Phase 2 Garage Sites”.

2. Recommended Decision

- 2.1 To delegate authority to the Portfolio Holder for Housing and Communities, to award the contracts for the construction of new affordable homes as agreed within the “Phase 3 Garage Sites” developments.
- 2.2 To delegate authority to the Assistant Director for Place and Client Services, in consultation with the Portfolio Holder for Housing and Communities, to conclude any subsequent related details related to the legal, financial or other matters of these contracts including handover of the completed properties to the Council.

3. Reason for Recommended Decision

- 3.1 The Council has committed to deliver 350 new affordable homes over 5 years between 2019 and 2024. These contracts deliver part of that commitment and have been progressed with budgets and other agreements previously made to deliver the new homes. The first contract, for Cross Cottages, is in the tender evaluation process and will need to be awarded in December 2022, when there is no Cabinet meeting. Delegated authority to award the contract is therefore given to allow the works to commence in a timely manner, in line with milestones and project delivery objectives previously agreed by the Council, and aligning with the usual seasonal weather.
- 3.2 The design and specification of each of the sites has met the required planning regulations and planning approval has been granted. They have then undergone detailed technical design phases prior to procurement. The contracts deliver much needed affordable homes to an agreed budget that is sustainable within the Housing Revenue Account.

4. Alternative Options

- 4.1 Not to award any contracts to build new affordable homes; but this would cease the projects and be entirely inconsistent with the strategic priorities of the Council.
- 4.2 Not to delegate the powers requested; but this would then need contracts to be individually reported to Cabinet for each contract award, increasing the time and resourcing required, for a procurement process that is already heavily scrutinised and regulated. This would delay the awarding of contracts and in turn delays the delivery of affordable homes

5. Background Information

- 5.1 Colchester Borough Council has ambitious plans to deliver up to 350 new Council owned homes by 2024. Delivery of these homes are led by the Council's Client team, delivering them through a wide range of initiatives and working with its wholly owned company Colchester Amphora Homes Limited (CAHL) and our Arm's Length Management Organisation (ALMO) Colchester Borough Homes (CBH).
- 5.2 All 5 sites (Cross Cottages, Hedge Drive, Wheeler Close and Veronica Walk and Prospero Close) have been progressed with consultation. Subsequently, they all met the necessary planning regulations and the design and specifications have all been given planning approval.
- 5.3 Like our previous Council-led new build homes, these 23 new homes are being built to Future Homes 2025 principles, with renewable heat and energy sources, higher insulation, and cheaper running costs for future tenants. The schemes represent high quality affordable housing, with adequate internal spaces, garden areas, and parking too.
- 5.4 The contracts are being procured in accordance with the Council's Contract Procedures and Procurement Strategy. The table below shows the milestones in regard to the tenders for each site

Milestones	Cross Cottages	Wheeler Close	Veronica Walk / Prospero Close	Hedge Drive
Issue of Tender Package	03/10/2022	21/10/2022	04/11/2022	14/11/2022
Deadline for receipt of tenders	11/11/2022	12/12/2022	16/01/2023	06/01/2023
Tender Analysis	w/c 14/11/2022	w/c 12/12/2022	w/c 16/01/2023	w/c 09/01/2023
Notifications	PfH Delegated Authority to Award – Circulation, Signature & 10 Day Call in	PfH Delegated Authority to Award – Circulation, Signature & 10 Day Call in	PfH Delegated Authority to Award – Circulation, Signature & 10 Day Call in	PfH Delegated Authority to Award – Circulation, Signature & 10 Day Call in
Award of Contract	December 2022	January 2023	February 2023	February 2023

- 5.5 The above shows that the deadline for tenders for Cross Cottages has just ended, and the bids are now being evaluated. Other contracts will follow shortly after this one and all of the contracts will be “design and build” contracts which will allow the contractor that wins each contract to suggest ways to make minor improvements or cost savings throughout the construction phases (but within the parameters agreed by planning and building control etc).
- 5.6 The preferred contractor is not yet known as the evaluation process has only just commenced. Therefore, Cabinet is asked to delegate authority to the Portfolio for Housing and Communities to enter into a contract so that this can be concluded during December, and work can start on site without delay, prior to the next Cabinet meeting.
- 5.7 The table also shows that the procurement process for the other 3 contracts will conclude towards the beginning of 2023. Cabinet is asked to delegate authority to the Portfolio Holder for Housing and Communities to enter into a contract so that this can be concluded as soon as possible thereafter.
- 5.8 Robust controls and monitoring arrangements will be put in place for these new contracts. Formal monthly monitoring will be maintained by the Council, CAHL and CBH. These measures will include progress against the agreed programme, monitoring of expenditure against agreed budgets and the quality and standard of the build. The Client Team have had these measures throughout the projects to date, and the working groups with CAHL and CBH are well-established now.
- 5.9 All 4 contracts, will be CBC contracts, overseen by the Client Team. CAHL will continue to manage the project on behalf of the Council, whilst during the construction phases CBH will take on the roles of Technical Design and Contract Administrator, which will include managing day to day issues/arrangements of the contract on site as the main point of contact for the contractor. The properties will all be owned by the Council’s HRA and will be managed upon completion by CBH as the Council’s ALMO (as with our existing affordable housing stock).

6. Equality, Diversity and Human Rights implications

- 6.1 Implications for Equality, Diversity and Human Right will be considered in all contracts awards. However, it is generally thought that investment in the Council’s housing stock has overwhelmingly positive implications for tenants and residents of the Borough.

- 6.2 Under the Equality Act 2010, Section 149, a public authority must, in the exercise of its functions, have due regard to:
- eliminate discrimination, harassment, victimisation, and any other conduct that is prohibited by or under this Act.
 - advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and
 - foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
- 6.2 The recommendations will have no disproportionate impact on any protected group. The Equality Impact Assessment for the Council's provision of new affordable housing is [here](#).

7. Strategic Plan References

- 7.1 The Strategic Plan sets out clearly the Council's priorities. The budget process has been designed to ensure that resources are allocated to meet these priorities.
- 7.2 This decision particularly contributes to the following Strategic Plan 2021-2023 priority areas:
- **Responding to the Climate Emergency**
 - Reduce carbon emissions to help achieve a zero-carbon footprint for Council services for 2030
 - Environment and sustainability imbedded in all Council decision making and the adaption and recovery from Covid-19
 - **Tackling the causes of inequality and support our most vulnerable people**
 - Support people to live in healthy homes that meet their needs
 - **Increase the number, quality, and types of homes**
 - Deliver 380 affordable homes
 - Build new Council homes for our residents
 - Ensure all new homes are designed to a high quality across all tenures
 - **Enable economic recovery from Covid 19 ensuring all residents benefit from growth**
 - Ensure our Borough becomes stronger post Covid 19 by supporting businesses to recover, adapt and build resilience
 - Develop opportunities to ensure the new economy is greener, sustainable, and more resilient
 - **Create an environment that attracts inward investment to Colchester help businesses to flourish**
 - Encourage green technologies and innovative solutions to the Climate Emergency
 - Maximise the social value benefits derived from third party contracts
 - Ensure the Councils assets continue to contribute to economic growth and opportunity

8. Consultation

- 8.1 The projects have developed overtime and statutory planning consultations have been carried out as per national planning policy guidance. Over and above the statutory consultation neighbours were written to for all sites detailed and some pre-planning public meetings were held for certain sites.

9. Publicity Considerations

- 9.1 The procurement process will include publicity of the opportunity to tender for these contracts. There will be positive publicity opportunities related to the award of a contract and the future commencement on site.

10. Financial implications

- 10.1 The development sites are being funded via the Housing Revenue Account (HRA). The funding for which has already been approved by Cabinet in January 2019 when the “New Council Housing Programme” was approved, and as part of the 2020/21, 2021/22, 2022/23 (and will be included in the forthcoming 2023/24) Housing Revenue Account budget reports.
- 10.2 The contract(s) tender process will be concluded within a budget that was estimated so that the subsequent 4 contracts will remain within forecast budgets, represent value for money, and the cost of any additional borrowing will be serviced by the rental incomes from new properties created within an acceptable timespan. Cost Floor Rules also apply.
- 10.3 The Council was awarded Investment Partner status by Homes England during the “Phase 2” Garage Sites projects and all HRA new builds can be subsidised by grant funding. Submissions will be made to apply for this in due course as they reach appropriate milestones.

11. Health, Wellbeing and Community Safety Implications

- 11.1 It is broadly expected that communities where these works will take place will be positively affected by the completion of the works. Improved buildings and estates reduce anti-social behaviour and crime, improve health and associated outcomes for residents and communities. Recent medical reports have identified, more than ever, that the quality of housing has a significant impact on the health of residents within those properties.

12. Health and Safety Implications

- 12.1 Contractors bidding for works are expected to demonstrate a strong track record and high level of competence in managing health and safety through the procurement process. Contractors then manage health and safety on site, managed by CBH, although ultimate responsibility remains with the Council as the contracting authority.

13. Risk Management Implications

- 13.1 None expected as a result of this specific decision. All contracts will be managed individually, and risk registers are maintained by CBH.

14. Environmental and Sustainability Implications

- 14.1 All of the schemes will be designed to Future Homes 2025 principles, which includes energy efficiency in the building design and incorporates opportunities for renewable energy sources to heat or power the properties, including heat pumps and solar PV.

16 November 2022

Report of	Assistant Director, Corporate and Improvement	Author	Richard Clifford ☎ 507832
Title	Calendar of meetings 2023-2024		
Wards affected	Not applicable		

1. Executive Summary

1.1 This report invites Cabinet to approve a calendar of meetings for the 2023-2024 municipal year.

2. Recommended Decision

2.1 Cabinet is requested to approve the draft Calendar of Meetings for the next municipal year, from May 2023 to April 2024.

2.2 To delegate authority to cancel meetings to the Chairman of the relevant Committee/Panel in conjunction with the Assistant Director, Corporate and Improvement.

3. Reason for Recommended Decision

3.1 The Calendar of Meetings needs to be determined so that decisions for the year can be timetabled into the respective work programmes and the Forward Plan.

3.2 Advance notice of the Calendar of Meetings needs to be made available to Councillors and to external organisations, parish councils and other bodies with which the Council works in partnership, and to those members of the public who may wish to attend meetings of the Council and make representations.

3.3 Rooms will also need to be reserved as soon as possible so that room bookings can be made for private functions by private individuals, external organisations and internal Council groups.

3.4 A formal arrangement needs to be in place for the cancellation of meetings that no longer need to be held.

4. Alternative Options

4.1 This proposal has been largely devised based on the current meeting structure and frequency. It would be possible to devise alternative proposals using different criteria.

5. Background Information

5.1 A draft calendar of meetings for 2023-24 is attached at Appendix A. This is largely based on the current meeting structure, frequency and pattern of meetings. However, following discussion with colleagues in the Planning service it is proposed to change the frequency of Planning Committee meetings. These are currently scheduled on a three weekly cycle between June – October, with a two weekly cycle throughout most of the rest of the year. It is proposed that is changed to a three week cycle throughout the year.

The following criteria have been used in preparing the draft calendar:-

- The Municipal Year to begin with the Annual Meeting on 24 May 2023, following the borough elections on 4 May 2023.
- No Cabinet meetings in the six weeks before the elections in May 2024;
- Full Council meetings not to be held during school holidays, apart from the Annual Meeting.
- Political group meetings have been scheduled to occur in advance of meetings of Council and Cabinet
- No meetings of Council, Cabinet or Scrutiny Panel during the party-political conference season in late September/early October.

5.2 The Calendar of Meetings 2023-24 comprises:-

- Council – the Annual Meeting plus four Council meetings. Council meetings are scheduled for Wednesdays, except for the December meeting, which is scheduled for a Thursday to avoid the difficulties caused by the clash with late night shopping that would ensue if the meeting were held on Wednesday. A Special Council meeting is also provisionally scheduled for early September in case there is the need to appoint Honorary Alderman in the wake of the elections in May 2023.
- Cabinet – seven meetings on a Wednesday.
- Environment and Sustainability Panel - six meetings, mainly on a Thursday
- Governance and Audit Committee – seven meetings on a Tuesday.
- Local Plan Committee – six meetings, on a Monday.
- Licensing Committee – six meetings on a Wednesday.
- Planning Committee – 17 meetings on a Thursday.
- Policy Panel – six meetings on a Wednesday.
- Scrutiny Panel – eight meetings on a Tuesday. These are largely scheduled before Cabinet meetings to facilitate pre-scrutiny. In addition, a Crime and Disorder Committee meetings has been scheduled for September 2023.

- Ten member training sessions between June 2023 and March 2024.
- Occasionally it proves necessary to schedule additional meetings of Committee and Panels at short notice. Six “reserve” dates have been included in the Calendar where meeting rooms will be booked. This will facilitate the scheduling of additional/urgent meetings. These meeting dates will not be used unless needed.
- The following Civic events have also been included for completeness:

Opening of the Oyster Fisheries: 1 September 2023
Oyster Feast: 27 October 2023

6. Financial implications

6.1 In general terms the costs are those associated with the meetings process.

7. Consultation

7.1 Consultation has been undertaken with the Executive Management Team and Assistant Directors.

8. Publicity Implications

8.1 The dates of Council meetings will be published on the Council's website. They are also advertised at the Library and Community Hub and distributed to parish council.

9. Equality and Diversity Implications

9.1 An Equality Impact Assessment covering the Council's decision making and meetings processes has been completed and can be found by on the Council's website www.colchester.gov.uk following the route: Home/Council and Democracy/Polices, Strategies and Performance/Equality and Diversity/Equality Impact Assessments/Decision Making and Meetings or by clicking on the link below:-

[Decision Making and Meetings EQIA](#)

10. Standard References

10.1 It is considered that there are no direct Strategic Plan references, human rights, health, wellbeing and community safety, health and safety, environmental and sustainability and risk management implications raised by this report.

Appendices

Appendix A – Draft calendar of meetings 2023-2024

Background Papers

None

2023 Appendix A

		May		June		July		August
Mon	1	Bank Holiday						
Tue	2						1	
Wed	3						2	Policy Panel
Thu	4	Elections	1				3	
Fri	5		2				4	
Sat	6		3		1		5	
Sun	7		4		2		6	
Mon	8		5	Groups	3		7	Local Plan Committee
Tue	9		6	Scrutiny Panel	4	Scrutiny Panel	8	
Wed	10		7	Cabinet	5		9	Reserve Meeting Date
Thu	11		8		6	Planning Committee	10	
Fri	12		9		7		11	
Sat	13		10		8		12	
Sun	14		11		9		13	
Mon	15		12	Local Plan Committee	10	Groups	14	
Tue	16		13	Training	11		15	Training
Wed	17		14	Licensing Committee	12	Cabinet	16	
Thu	18		15	Planning Committee	13		17	Planning Committee
Fri	19		16		14		18	
Sat	20		17		15		19	
Sun	21		18		16		20	
Mon	22		19		17	Groups	21	
Tue	23		20	Governance and Audit Committee	18	Training	22	
Wed	24	Annual Meeting	21		19	Council	23	
Thu	25	Planning Committee	22	Environment and Sustainability Panel	20	Environment and Sustainability Panel	24	
Fri	26		23		21		25	
Sat	27		24		22		26	
Sun	28		25		23		27	
Mon	29	Bank Holiday	26		24		28	Bank Holiday
Tue	30		27	Reserve Meeting Date	25	Governance and Audit Committee	29	
Wed	31		28	Policy Panel	26	Licensing Committee	30	
Thu			29		27	Planning Committee	31	
Fri			30		28			
Sat					29			
Sun					30			
Mon					31			

Daytime meeting Light shading = Essex school holidays LGA Conference July

2023

		September		October		November		December
Mon								
Tue								
Wed					1			
Thu					2	Reserve Meeting Date		
Fri	1	Opening of the Oyster Fishery			3		1	
Sat	2				4		2	
Sun	3		1		5		3	
Mon	4	Groups	2	Local Plan Committee	6		4	Groups
Tue	5	Training	3	Scrutiny Panel	7	Training	5	Training
Wed	6	Cabinet	4		8	Licensing Committee	6	Environment and Sustainability Panel
Thu	7	Planning Committee	5		9	Planning Committee	7	Council
Fri	8		6		10		8	
Sat	9		7		11		9	
Sun	10		8		12	Remembrance Sunday	10	
Mon	11	Groups	9	Groups	13		11	Local Plan Committee
Tue	12	Governance and Audit Committee	10	Training	14	Scrutiny Panel	12	Scrutiny Panel
Wed	13	Special Council	11	Cabinet	15		13	
Thu	14		12		16		14	Planning Committee
Fri	15		13		17		15	
Sat	16		14		18		16	
Sun	17		15		19		17	
Mon	18		16	Groups	20	Groups	18	
Tue	19	Crime and Disorder Committee	17	Governance and Audit Committee	21		19	
Wed	20	Licensing Committee	18	Council	22	Cabinet	20	
Thu	21	Environment and Sustainability Panel	19	Planning Committee	23		21	
Fri	22		20		24		22	
Sat	23		21		25		23	
Sun	24		22		26		24	
Mon	25		23		27		25	Christmas Day
Tue	26	Reserve Meeting Date	24		28	Governance and Audit Committee	26	Boxing Day
Wed	27	Policy Panel	25		29	Policy Panel	27	
Thu	28	Planning Committee	26		30	Planning Committee	28	
Fri	29		27	Oyster Feast			29	
Sat	30		28				30	
Sun			29				31	
Mon			30					
Tue			31					

*Daytime meeting. Light shading = Essex school holiday; Party Conferences, Lab September Lib Dem September, Cons Oct

2024

		January		February		March		April
Mon	1	New Year's Day					1	Bank Holiday
Tue	2						2	
Wed	3						3	
Thu	4	Planning Committee	1				4	
Fri	5		2		1		5	
Sat	6		3		2		6	
Sun	7		4		3		7	
Mon	8		5	Local Plan Committee	4		8	
Tue	9	Training	6	Training	5	Governance and Audit Committee	9	
Wed	10	Policy Panel	7		6	Policy Panel	10	
Thu	11		8	Environment and Sustainability Panel	7	Planning Committee	11	
Fri	12		9		8		12	
Sat	13		10		9		13	
Sun	14		11		10		14	
Mon	15		12		11	Groups	15	
Tue	16	Governance and Audit Committee	13	Scrutiny Panel	12	Scrutiny Panel	16	
Wed	17	Licensing Committee	14		13	Cabinet	17	
Thu	18		15	Planning Committee	14	Reserve Meeting Date	18	Planning Committee
Fri	19		16		15		19	
Sat	20		17		16		20	
Sun	21		18		17		21	
Mon	22	Groups	19	Groups	18		22	
Tue	23	Scrutiny Panel	20		19	Training	23	
Wed	24	Cabinet	21	Council	20	Licensing Committee	24	
Thu	25	Planning Committee	22		21	Environment and Sustainability Panel	25	
Fri	26		23		22		26	
Sat	27		24		23		27	
Sun	28		25		24		28	
Mon	29		26		25	Local Plan Committee	29	
Tue	30	Reserve Meeting Date	27		26		30	
Wed	31		28		27			
Thu			29		28	Planning Committee		
Fri					29	Bank Holiday		
Sat					30			
Sun					31			

nc * Daytime meeting; Light shading = Essex school holidays

2024

		May
Sat		
Sun		
Mon		
Tue		
Wed	1	
Thu	2	Elections
Fri	3	
Sat	4	
Sun	5	
Mon	6	
Tue	7	
Wed	8	
Thu	9	
Fri	10	
Sat	11	
Sun	12	
Mon	13	
Tue	14	
Wed	15	
Thu	16	
Fri	17	
Sat	18	
Sun	19	
Mon	20	
Tue	21	
Wed	22	Annual Meeting
Thu	23	
Fri	24	
Sat	25	
Sun	26	
Mon	27	
Tue	28	
Wed	29	
Thu	30	
Fri	31	

PETITIONS, PUBLIC STATEMENTS, QUESTIONS

(i) Have Your Say submissions from members of the public

Date of Meeting	Details of Members of the Public	Subject Matter	Form of Response	Date Completed
Cabinet 12 October 2022	Piter Vera	Support for a project designed to reduce the amount of plastic that was exported for disposal	Verbal response provided by the Councillor King, Leader of the Council and Portfolio Holder for Strategy and other members of the Cabinet.	12 October 2022
Council, 19 October 2022	Sir Bob Russell	Whether the Council had plans for a permanent structure to commemorate City Status.	Verbal response provided by the Councillor King, Leader of the Council and Portfolio Holder for Strategy.	19 October 2022
Council, 19 October 2022	Nick Chilvers	The provision of a new bus station as part of the town centre Masterplan.	Verbal response provided by the Councillor King, Leader of the Council and Portfolio Holder for Strategy.	19 October 2022
Council, 19 October 2022	Roger Mannion	Council support for Tiptree and other rural areas.	Verbal response provided by the Councillor King, Leader of the Council and Portfolio Holder for Strategy.	19 October 2022

Date petition received	Lead Petitioner	Subject Matter	Form of Response	Date Completed
No valid petitions received in this period.				