

Cabinet Meeting

**Moot Hall, Town Hall, High Street,
Colchester, CO1 1PJ
Wednesday, 07 July 2021 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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Dates of the meetings are available here:

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www.colchester.gov.uk

COLCHESTER BOROUGH COUNCIL
Cabinet
Wednesday, 07 July 2021 at 18:00

Leader and Chairman	Councillor Paul Dundas (Conservative) Councillor Crow (Conservative) Councillor Ellis (Conservative) Councillor Laws (Conservative) Councillor Lissimore (Conservative) Councillor B. Oxford (Highwoods Independent)
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AGENDA
THE LIST OF ITEMS TO BE DISCUSSED AT THE MEETING
(Part A - open to the public)

Please note that Agenda items 1 to 5 are normally dealt with briefly.

Live Broadcast

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

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

1 Welcome and Announcements

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

2 Urgent Items

The Chairman 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 meetings held on 26 May 2021 and 9 June 2021 are a correct record.

Cabinet minutes 260521

7 - 8

Cabinet minutes 090621

9 - 20

5 Have Your Say! (Hybrid meetings)

Members of the public may make representations to the meeting. This can be made either in person at the meeting or by joining the meeting remotely and addressing the Council via Zoom. Each representation may be no longer than three minutes. Members of the public wishing to address the Council 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 date. In addition a written copy of the representation will need to be supplied for use in the event of unforeseen technical difficulties preventing participation at the meeting itself.

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

6 Decisions Reviewed by the Scrutiny Panel

The Councillors 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 Resources

7(i) Budget Strategy 2022-23 and Transformation

21 - 28

Cabinet will consider a report setting out the budget strategy and timetable for 2022/23 and the Medium Term Financial Forecast. It also proposes a programme to transform Council services to generate required budget savings and harness the positive changes made to services during the Covid-19 pandemic.

8	Economy, Business and Heritage	
8(i)	Colchester Town Deal	29 - 36
	Cabinet will consider a report providing an update on Colchester's 'We are Colchester'/Town Deal programme following the confirmation of Colchester's funding award in March 2021.	
8(ii)	Renewal of Colchester and Ipswich Museums Services Joint Committee Agreement	37 - 56
	Cabinet will consider a report inviting it to agree a renewal of the Colchester and Ipswich Museums (CIMS) Joint Committee Agreement.	
9	Communities	
9(i)	St Marks Community Centre, Mill Road	57 - 60
	Cabinet will consider a report on the new community centre which is planned on the site of the former rugby club on Mill Road, Highwoods. The report aims to provide an update and requests that authority for the appointment of contractors and associated suppliers to the project be delegated to the Portfolio Holder for Communities.	
10	Strategy	
10(i)	Member Development Group Annual Report 2020-21	61 - 74
	Cabinet will consider the Annual Report from the Member Development Group 2020-21.	
11	General	
11(i)	Progress of Responses to the Public	75 - 76
	Cabinet will be invited to note a report setting out the details of responses to members of the public who spoken under the Have Your Say! provisions at meetings of Cabinet and Council.	
12	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)

Cabinet

Wednesday, 26 May 2021

Attendees: Councillor Simon Crow, Councillor Paul Dundas, Councillor Andrew Ellis, Councillor Darius Laws, Councillor Sue Lissimore, Councillor Beverley Oxford

Apologies:

564 Appointment of Deputy Chair

RESOLVED that Councillor Lissimore be appointed as Deputy Chair of Cabinet for the 2020-21 municipal year.

<p style="text-align: center;">CABINET 9 June 2021</p>
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Present: - Councillor Dundas (Chairman)
Councillors Crow, Ellis, Laws, Lissimore and B. Oxford

Also in attendance: Councillors Cory, Fox, Goss, King,
Hazell, G. Oxford, Scott-Boutell and J. Young

565. Minutes

RESOLVED that the minutes of the meeting held on 10 March 2021 be confirmed as a correct record.

566. Urgent Item – City Status

Councillor Laws indicated that the opportunity to apply for City Status as part of the Queen's Platinum Jubilee celebrations would be considered. Residents would be consulted immediately to see if there was support for such a bid. It was potentially an exciting opportunity with possible commercial and marketing benefits.

567. Have Your Say!

Mr Skinner of Learning Never Stops addressed Cabinet pursuant to the provisions of paragraph 5(1) of the Meetings General Procedure Rules on issues relating to lifelong learning. He urged the Council to actively promote lifelong learning as part of the recovery from the Covid 19 pandemic. Adult learning did not enjoy the same profile as children's education. The borough had previously had good provision through Greyfriars, which understood the community's needs and worked with the Learning Shop to make courses clear and accessible. There was a need for a one stop shop which could give clear and unbiased information on what was available. Learning Never Stops used to provide this, but had recently closed. The Council should act to take on this role and actively promote adult learning.

Councillor Laws, Portfolio Holder for Economy, Business and Heritage, responded to express his regret that Learning Never Stops was closing. He understood that contact had been made with Community 360 on the issue and he would also raise it with One Colchester partnership to see if could be addressed through its economic development work. He would discuss with Community 360 whether their town centre hub and any future hubs could act as a centre in the way he envisaged.

Councillor Cory attended remotely and with the consent of the Chair addressed the Cabinet to wish the new administration well. He would offer support where there was agreement and hold it to account where necessary. Information was sought on when the

administration would provide details of its strategic vision for Colchester and whether it would continue with the ban on glyphosates and other green initiatives? There was also a need to continue to ensure public access to decision making meetings, and maintain access for those with disabilities. Investment in the Town Hall's infrastructure would be required quickly to achieve this.

Councillor Dundas, Leader of the Council and Portfolio Holder for Strategy, explained that the administration was currently discussing plans with officers to ensure they were properly resourced but there would be several announcements soon. The Council had unanimously supported the declaration of a climate emergency and the administration would maintain or accelerate policies in support of the climate emergency. The ban on glyphosates would continue. He believed remote meetings had worked well and would encourage moves to enable hybrid meetings, including investment in the Town Hall, and hoped this would enjoy cross party support.

Councillor Fox attended and with the consent of the Chair addressed the Cabinet to ask whether the new administration would continue with the plan of the previous administration for 350 new homes on the sites allocated, within the planned timescales and with 30% allocated as affordable housing. Given the Conservative group had campaigned on the basis of building not one more house than was necessary, could the administration confirm what that figure was?

Councillor Dundas, Leader of the Council and Portfolio Holder for Strategy, confirmed that the administration was committed to affordable housing and an ambitious social housing target, but he would not guarantee that every site that had previously been identified would be developed.

Councillor Ellis, Portfolio Holder for Planning and Housing, explained that the administration would continue with the plans for 350 homes. They would look again at the sites, but if individual sites were not proceeded with, alternatives would be looked for. He was looking to work collaboratively with Councillor Fox on the issue. On housing numbers, 920 homes was the target. Residents did not believe that there was sufficient infrastructure to support the level of development within the borough and he would be looking to undertake an infrastructure audit.

Councillor Goss attended remotely and with the consent of the Chair addressed the Cabinet to raise the following issues:

- the arrival of Travellers on the Mill Road Rugby Club site and the views of the Portfolio Holder for Communities on transit sites;
- the Gumball bins;
- The Headgate cycle path and enforcement of the High Street restrictions;
- The view of the new administration on wheeled bins.

Councillor Dundas, Leader of the Council and Portfolio Holder for Strategy, explained that one of the administration's priorities would be ensuring the security of public sites to prevent unauthorised access by Travellers. The issues relating to the Gumball bins were a consequence of the previous administration failing to apply for the necessary permissions, but the issue was being looked at. The Headgate cycle path had enjoyed cross party support when introduced. On wheeled bins, whilst the operational benefits

were noted. it was important to take account of residents' views and not to seek to impose them without community support.

Councillor B. Oxford, Portfolio Holder for Communities, indicated that she supported transit sites, but they needed to be in locations where the travelling community would use them. Work was underway to have the Gumball bins reinstated. On wheeled bins it was important that the views of the communities were listened to, and this was best achieved by consultations that allowed responses in a number of formats, rather than just digital.

Councillor Lissimore, Portfolio Holder for Resources, explained that a joint Essex County Council and Colchester Borough Council statement would be issued shortly explaining that it was Colchester Borough Council who had removed the Gumballs and that work was underway to retrieve and reinstate them.

Written questions submitted by Councillor Scordis were read to the Cabinet by the Democratic Services Officer as follows:

- With many grass verges being left to go wild, such as Cowdray Avenue and Avenue of Remembrance, would the Portfolio Holder for Environment and Sustainability agree that this summer be an opportune time to look at planting wild flowers here to help biodiversity? Better yet, could Borough councillors be consulted on verges and plots of land for similar work to improve the aesthetics of the town?
- The Leader of the Council had indicated in his opening speech that he would be willing to criticise Essex County Council when they let Colchester down. Considering Essex Highway's failure on potholes and pavement repairs all over Colchester will he be willing to stand up for the town and call out ECC on their failings?

Councillor Crow, Portfolio Holder for Environment and Sustainability, indicated that he supported wildflower meadows. He had already discussed the issue with Councillor B. Oxford, Portfolio Holder for Communities, and officers.

Councillor Dundas, Leader of the Council and Portfolio Holder for Strategy, explained that maintaining the roads in Colchester had been a challenge for Essex County Council, given the challenges of the Covid 19 pandemic and the effects of the poor weather. However, he would be willing to criticise Essex County Council if he felt it was necessary.

Written questions submitted by Councillor Lilley were read to the Cabinet by the Democratic Services Officer as follows:

- Would the Leader of the Council reconsider the appointment to the Police and Crime Panel? It was important that the Portfolio Holder with responsibility for Community Safety attended these meetings so that the combined work of the Partnership that involves the PFCC and Chief Constable could carry on.

- Could the Cabinet member for Communities reassure everyone that Colchester will remain a member of ECTU and can she work towards having a permanent site for Travellers near the A12 and to convince other Essex members to do the same.
- As the building of the Youth Zone had the support of the PFCC and Chief Constable can the Cabinet member for Communities tell us she will also be supporting it and all Cabinet Members should attend a Virtual Tour of the Youth Zone.

Councillor Dundas, Leader of the Council and Portfolio Holder for Strategy, explained that as the Cabinet was smaller than previously, he was looking to spread appointments over a wider group. However, he would take account of the comments made and would address it later in the meeting. Colchester would remain a member of the ECTU. The Youth Zone was part of the Town Deal scheme so decisions would be for the Town Deal Board. The Youth Zone concept had merit, but the administration would need to be sure it could afford to build and maintain it. The Cabinet had arranged a virtual tour of the Youth Zone.

Councillor King attended remotely and with the consent of the Chair addressed the Cabinet to encourage the new administration to continue to support the Town Deal. Whilst this had been prepared with the previous administration and partners, it had enjoyed wide support. It was a fantastic opportunity to improve Colchester and secure significant investment. He hoped it would continue to be developed and taken forward in the inclusive way the proposals had been developed to date.

Councillor Dundas, Leader of the Council and Portfolio Holder for Strategy, thanked Councillor King for his work in bringing forward the Town Deal and the administration intended to continue to take forward in the same spirit. It would also look to explore other initiatives to secure funding, such as through the Levelling Up Fund and the opportunity to bid for City Status.

Councillor Scott-Boutell attended remotely and addressed the Cabinet in support of the recommendation from the Policy Panel in respect of a memorial to those who lost their lives or been impacted by Covid 19. It was hoped that the Cabinet would support the recommendation and consider supporting or funding work within communities to provide more local memorials, possibly through Parish Councils. She had also requested the extension of wheeled bins to further streets within her ward, which could not be met at this current time. Could this request be borne in mind as part of any review of waste services?

Councillor Dundas, Leader of the Council and Portfolio Holder for Strategy, indicated that the administration was supportive of the Policy Panel recommendation, and could invite it to look at the issue of more local memorials, although there could be resource issues. Councillor Lissimore, Portfolio Holder for Resources, paid tribute to the work of the waste and recycling staff. However, there would be a review of the efficiency of the waste service to address issues on use of agency staff and the four day week.

568. Queen Street Grow On and Digital Working Hub Facility

The Assistant Director, Place and Client Services, submitted a report a copy of which had

been circulated to each Member.

Councillor J. Young attended and addressed the Cabinet to seek a reassurance on the continued support for the project which met a long-standing regional need. There was a real need from the creative industries for this type of facility. The work on the creative business hub had shown the benefits of collaboration with the creative sector and it was hoped that this would continue. It would help to breathe new life into this site.

Councillor King attended remotely and addressed the Cabinet to endorse Councillor Young's comments. In view of the difficulties in securing funding for this development it was essential it was supported. It was anticipated that the design of the building would look better once actually completed.

Councillor Laws, Portfolio Holder for Economy, Business and Heritage, thanked Councillor J. Young for her work in bringing the project forward. It would build on the success of No. 37 Queen Street, which had been a success and was over-subscribed. It was supported by significant investment by SELEP. Small businesses thrived when they were clustered together and this facility would provide the digital support they needed to thrive. It would also regenerate a challenging town centre site.

RESOLVED that:-

(a) Decisions on all consequential matters related to the 43 Queen Street Grow-on scheme and digital working hub and therefrom, including contractual, financial, and legal, be delegated to the Assistant Director, Place and Client.

(b) The proposed approach to the appointment of a managing operator for the new facility, via a delegation to the Assistant Director for Place and Client in consultation with the Portfolio Holder for Economy, Business and Heritage be agreed.

(c) The general updates provided in the Assistant Director's report, which supplement the related report presented to and approved by Cabinet on 27th January 2021, be noted.

REASONS

Progress of this programme meets a long-standing local and regional need to provide space for businesses to grow. This facility will substantially boost the capacity and capability for small businesses in the vital creative and digital sector to expand. This will bring significant job creation to the town and alleviate pressure on business start-up or incubation facilities.

The integral Digital Working Hub and 5G sub-projects (funded under the Town Deal programme) significantly boost the attractiveness, distinctiveness, and quality of this facility. Together these innovative features maximise the scope of this scheme to stimulate the tech sector of the local economy; recognised as crucial to its diversification.

The facility will play a vital role in helping to retain the borough's highly skilled residents; boosting skills, increasing the availability of training and employment opportunities, and inspiring our young people. The scheme helps the town centre diversify through new uses,

and complements recent investment in this recognised regeneration zone.

ALTERNATIVE OPTIONS

No alternative options were presented to Cabinet. The business case for the core 43 Queen Street grow-on scheme, associated grant funding and planning application have been approved. Colchester's Town Deal (which encompasses the digital working hub and 5G projects) has been approved and Heads of Terms signed by Ministry of Housing, Communities and Local Government, the Council and the Town Deal Board chair

569. Review of the impact of the Covid-19 pandemic on Colchester Borough Council's Strategic Arts Partners: The Mercury Theatre, Colchester Arts Centre and Firstsite.

Cabinet considered the recommendations in draft minute 297 of the Scrutiny Panel meeting of 18 March 2021, a copy of which had been circulated to each Member.

Councillor J. Young attended and with the consent of the Chair, addressed the Cabinet to stress the importance of support from the local authority to arts organisations in efforts to secure third party funding. Large funders would always look to ensure that an arts organisation had local support before it committed to support or funding it. The strategic arts partners had provided vital community support during the Covid 19 pandemic. It was hoped that the new administration would continue with the funding set by the previous administration and would press Essex County Council on its funding of Firstsite. She expressed her disappointment that she would no longer be the Council's representative on Firstsite.

Councillor Laws, Portfolio Holder for Economy, Business and Heritage, stressed that the Council recognised and actively works with the strategic arts partners. They were vital to the economy of the borough and also to the health and wellbeing of its residents. The collaboration with and between the partners was also welcomed and they would play a vital role in the forthcoming Cultural Strategy review. The importance of local authority support for such organisations was appreciated and he would look at the issue relating to funding of Firstsite that had been raised to see what influence he could bring. Councillors needed to be proactive and engage with the arts organisations and share their content on social media channels. The work of smaller arts organisations also needed to be recognised.

RESOLVED that:-

- (a) Cabinet formally recognises the importance of the three art organisations, built on trust and partnership working;
- (b) Cabinet explore whether the procurement model used for the 'Mercury Rising' project can be used more widely by the Council to boost the local economy;
- (c) All councillors be kept informed of all outreach work and events by the arts organisations, to ensure that they can share the great work undertaken within the cultural sector and ensure that those who could benefit from them have the opportunity so to do.

REASONS

Cabinet recognised the importance of the Strategic Arts Partners to the economy, cultural life and well-being of the borough.

ALTERNATIVE OPTIONS

It was open to Cabinet not to agree to the Scrutiny Panel recommendations

570. Request for Delegated Authority to Agree New Insurance Contract

The Assistant Director, Corporate and Improvement Service, submitted a report a copy of which had been circulated to each Member.

RESOLVED that authority for agreeing the new-long term insurance contract(s) be delegated to the Portfolio Holder for Resources.

REASONS

The current contracts for insurance expire on 31 July 2021. A tender exercise is therefore currently being carried out by the Council's insurance brokers to obtain quotes for a new package. The results of this exercise are not scheduled to be available from the brokers until late June 2021, which will not allow sufficient time to be able to seek Cabinet approval for the new arrangements, and allow for any potential handover to a new supplier, prior to the expiry of the current contract.

ALTERNATIVE OPTIONS

The alternative is to request approval of the new contract at the Cabinet meeting on 7 July 2021. Whilst this would be before the expiry of the current contract it would not allow for any handover arrangements to be put in place, if the supplier changes. This could result in the need for the current suppliers to extend cover for a period of time whilst new working processes are implemented, which they are under no obligation to do.

571. Local Authority Remote Meetings – Call for Evidence

The Assistant Director, Corporate and Improvement Services submitted a report a copy of which had been circulated to each Member together with

Councillor G. Oxford attended and with the consent of the Chair addressed the Cabinet. He felt that remote meetings have proved useful and that there was a place for them. There had been better engagement with local residents and they were more accessible for both residents and Councillors particularly for those reliant on public transport. There were also environmental benefits.

Councillor Dundas, Leader of the Council and Portfolio Holder for Strategy, and Councillor Ellis, Portfolio Holder for Planning and Housing, expressed their support highlighting that there had been better attendance at remote meetings. They had enabled Councillors to join when they were away from the borough, meaning there was less reliance on substitutes. For those Councillors with multiple commitments, particularly those serving on or reporting to parish councils, remote meetings were a much more efficient way of working. The environmental benefits from less car travel were also stressed.

Councillor Lissimore, Portfolio Holder for Resources, stressed the need to also consider the need to facilitate attendance remotely for those who did not have the equipment to participate remotely.

RESOLVED that the response to the call for evidence at Appendix 1 of the Assistant Director's report be approved.

REASONS

The government call for evidence closes on 17 June 2021.

The proposed response highlights the advantages and disadvantages of remote meetings, but based on the evidence of the experience at Colchester Borough Council of remote meetings is supportive of arrangements that would allow all decision making meetings to be held remotely and to allow local authorities to have the flexibility to decide for themselves the circumstances in which they should have the option to meet remotely.

ALTERNATIVE OPTIONS

No alternative options were presented to Cabinet.

572. Policy Panel Work Programme 2020-21

Cabinet considered the recommendation in draft minute 15 of the Policy Panel meeting of 3 March 2021 a copy of which had been circulated to each Member.

RESOLVED that Cabinet provide an update for the Policy Panel to consider regarding any potential plans, once laid down, for a Colchester memorial to those who have lost their lives to, or been affected by, Covid-19, and/or to those key workers who have carried out vital work during the pandemic.

ALTERNATIVE OPTIONS

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

Councillor Lissimore (in respect of her position as Deputy Cabinet member for Highways at Essex County Council) declared a non-pecuniary interest in the following item pursuant to the provisions of Meetings General Procedure Rule 7(5).

573. Review of Bus Services

Cabinet considered the recommendation in draft minute 294 of the Scrutiny Panel meeting of 10 March 2021, a copy of which had been circulated to each Member.

Councillor Fox attended and with the consent of the Chair addressed Cabinet. When they had first joined the Council, Councillor Scordis and he had pressed for scrutiny of bus services in Colchester, which remained expensive and unreliable, especially when compared with services in London. He would like to see the introduction of municipal bus companies, but this was currently prohibited by the government. Cabinet were urged to follow the lead of the Labour and Co-operative party to go beyond the recommendations and press Essex County Council to deliver a reliable public transport system fit for the 21st century.

Councillor Crow, Portfolio Holder for Environment and Sustainability, reminded Cabinet that the Council had declared a Climate Emergency in 2019 and had an absolute duty to ensure that it followed the steps in the climate emergency. He was also aware from his ward of the dangers of air pollution from traffic. To address these issues, the Council needed to support sustainable methods of transport to reduce car dependency. He supported the Scrutiny Panel recommendations and proposed that Cabinet accept them with addition of the following resolution:-

“Cabinet acknowledges that a number of the issues raised by the Panel and included in these recommendations, including enabling disabled passengers to travel with confidence, are addressed in the Government’s Bus Strategy (and future detailed regulations); as such, Cabinet will create opportunities to influence the implementation of the strategy for the benefit of residents”.

Councillor Dundas, Leader of the Council and Portfolio Holder for Strategy, highlighted the difficulties the bus companies had faced because of the pandemic, which had severely reduced their funding. Councillor Lissimore, Portfolio Holder for Resources, highlighted the Bus Back Better strategy, which had been produced by the government in March and which was in line with the spirit of the recommendations. In terms of developing sustainable modes of transport, bus services should be relatively easy to improve as it did not require the development of additional infrastructure.

RESOLVED that:-

- (a) Cabinet encourages councillors to take up the ‘#UseTheBus challenge’, to invest in local communities, jobs and the environment by championing bus travel.
- (b) Cabinet uses the powers available to a Tier Two authority to enhance and highlight modal shift from car use. Powers of Planning, redevelopment of Town Centre and a boroughwide Parking Strategy being examples (but not an exhaustive list) of these powers.

- (c) Cabinet investigates incentives and offers, through the Business Improvement District [BID] and business partners, in developing a level playing field for bus passengers, when compared to parking deals, thus promoting sustainable transport options.
- (d) Guidance be issued to all elected members as to the options available regarding use of Section 106 funds from new developments, potentially to support bus infrastructure and routes.
- (e) Cabinet directs officers to investigate the possibility of working with partners to create a Borough-wide travel app, to support and encourage use of sustainable and active travel options.
- (f) Cabinet acknowledges that a number of the issues raised by the Panel and included in these recommendations, including enabling disabled passengers to travel with confidence, are addressed in the Government's Bus Strategy (and future detailed regulations); as such, Cabinet will create opportunities to influence the implementation of the strategy for the benefit of residents.

REASONS

As set out in the minute.

ALTERNATIVE OPTIONS

It was open to Cabinet not to approve the recommendations from the Scrutiny Panel.

574. Appointments to External Organisations and Council Groups and Abolition of the Revolving Investment Fund Committee

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

RESOLVED that:-

- (a) The representatives to the various external organisations and Council groups listed in Appendix A to the Assistant Director's report be appointed for the 2021-22 municipal year, with such appointments to cease if representatives cease to be members of the Council during the municipal year, subject to the following changes:-
- Councillor B. Oxford be appointed as the Council's representative on the Police and Crime Panel;
 - Councillor G. Oxford be appointed as the Highwoods representative on the Member Development Group.
- (b) The Leader of the Council be authorised to make a determination, where a

nomination is deemed to be in dispute, if a vacancy occurs or if an appointment needs to be made to a new organisation during the course of the municipal year.

(c) To agree that the Revolving Investment Fund Committee be abolished, and its functions revert back to Cabinet.

(d) To note the reports about the work undertaken by appointees to external organisations in 2020-21, as set out in Appendix B to the Assistant Director's report.

REASONS

It is important for the Council to continue to make formal appointments to certain organisations and council groups such as those with statutory functions, our key strategic and community partners and groups with joint working arrangements. These groups have been identified in Appendix A.

The Revolving Investment Fund Committee is no longer required as the functions previously performed by the Committee can be more effectively dealt with by Cabinet.

ALTERNATIVE OPTIONS

No alternative options are proposed other than to authorise the Leader of the Council to make a determination where a nomination is deemed to be in dispute.

7 July 2021

Report of	Chief Operating Officer	Author	Richard Block Paul Cook
Title	Budget Strategy 2022/23 and Transformation		
Wards affected	All wards		

1. Executive Summary

- 1.1 To outline the budget strategy and timetable for 2022/23 and the Medium Term Financial Forecast.
- 1.2 To propose a programme to transform Council services to generate required budget savings and harness the positive changes made to services during the Covid-19 pandemic.

2. Recommended Decision

- 2.1 To approve the budget strategy and timetable as set out in the report.
- 2.2 To agree the use of £500k of New Homes Bonus carried forward into 2021/22 as set out in Section 6 of this report.
- 2.3 To approve the proposed programme to transform Council Services.

3. Reason for Recommended Decision

- 3.1 It is a statutory requirement to set a balanced budget for 2022/23.
- 3.2 To agree a transformation approach to the 2022/23 budget strategy.

4. Alternative Options

- 4.1 None, because it is a legal requirement to balance the budget. Also, failing to transform would not result in the positive lessons learned during the Pandemic being harnessed and could put core services at risk.

5. Introduction

- 5.1 Covid-19 has demonstrated the scope to transform Council services. Existing services were rapidly adapted, new services were developed and the Council's use of technology - which was already advanced - went even further.
- 5.2 The potential of the Borough's communities was also demonstrated. They were enabled by the Council and other key organisations to provide a range of services which were vital to the pandemic response.
- 5.3 The proposed approach to the 2022/23 budget strategy builds on the effectiveness of the 2021/22 budget strategy process and themes.

6. Investing in Covid Recovery & Strategic Priorities

- 6.1 The 2021/22 Budget includes £500k of unallocated (one-off) New Homes Bonus included as additional support for Covid impacts and recovery.
- 6.2 To drive forward recovery from the impacts of Covid and associated lockdowns and other restrictions on Council services, the community and the local economy, it is proposed to allocate this New Homes Bonus to support the delivery of the Council's strategic priorities for 2021/22 and ensure that core Council services are performing as effectively as possible.

6.3 Strategic Plan Priorities for investment and Covid Recovery in 2021/22

6.3.1 Tackling the climate challenge and leading sustainability

- To increase biodiversity, wildflowers and accessibility to Council open spaces, the 'Greening Colchester' policy will be further developed through the Woodland & Biodiversity Project and based on the outcomes from the 2021 growing season pilots, in consultation with ward Councillors and the Environment and Sustainability Panel.
- To support residents to reduce, reuse and recycle their waste a budget will be made available to support the delivery of neighbourhood services, such as improving waste bins and containers for recycling materials, where demand has at times outstripped supply, and to ensure our frontline staff always have the equipment they need to do their job.
- We will invest in improved welfare, safety and compliance at the Shrub End depot whilst working towards a long-term strategy for our operational depot services.

6.3.2 Creating safe, healthy and active communities

- We recognise the excellent progress made in tackling covid but we cannot be complacent. We will continue to prioritise all efforts to reduce the transmission of coronavirus and risks of infection, including local track and trace, whilst doing everything we can to protect the livelihoods of our residents and businesses.
- We will expedite progress on delivering new Community Halls at St Marks, Highwoods and Western by-pass, Stanway.
- Members' Locality Budgets for 2021/22 were cut by 50% as part of the budget strategy process in the previous financial year and these will be restored back to £2,000 with immediate effect so that every councillor can support local priorities in their wards.
- Our open spaces have become increasingly significant and important to support resident's physical and mental wellbeing during the Covid pandemic. Funding will be allocated to enhance the security of our open spaces and prevent unauthorised access that could pose a risk to the biodiversity and accessibility of these important locations.

- We will investigate opportunities to brighten-up multi-story car parks, for example through decoration or other environmental improvements.

6.3.3 Delivering homes for people who need them

- To help clear the current backlog of enforcement cases and enable training of a new apprentice role (currently being recruited to) an additional in-year budget contribution will provide additional capacity in the Planning Enforcement team.
- We will work with the County Council and local communities to ensure that any proposed developments on Council-owned land reflect the needs of the local community, optimise opportunities to create sustainable and affordable homes and improve access to public transport and active travel choices.
- We will seek to construct a workable proposal for a revised allocation at Middlewick enabling the creation of a Country Park and/or Nature Reserve between Abbot's Road and Birch Brook.

6.3.4 Growing a better economy so everyone benefits

- Improvements will be made to signage and interpretation around the Town Centre to support and encourage residents and visitors to make the most of their experience in Colchester and increase the length of time visitors stay.
- The Queen celebrates her Platinum Jubilee in 2022 which provides a wonderful opportunity to 'dress' the town and support our local communities to join the celebrations, stimulating the local economy.
- As Britain's First City, and oldest recorded town, Colchester has been a highly significant regional centre for over 2,000 years. The Council will look to work with partners across Colchester, including the Town Deal Board, to put together a bid for City Status in 2022.

6.3.5 Celebrating our heritage and culture

- Our museums service will explore the potential to create smaller displays e.g. 'Cabinets of Curiosity' at external venues to help increase inclusion and accessibility to some of our artefacts and exhibitions.
- We will investigate the potential to highlight heritage assets which are not normally seen by the public, and we will look for creative opportunities for events that help celebrate the unique character of Colchester.

6.3.6 Summary of spending priorities for post Covid recovery:

Strategic Plan Theme	Projects	Budget £k
Tackling the climate challenge and leading sustainability	<ul style="list-style-type: none"> • Woodland & Biodiversity • Neighbourhood Services • Shrub End Depot phase II 	125
Creating safe, healthy, and active communities	<ul style="list-style-type: none"> • Public Health (covid) response • Locality Budgets • Open Spaces Security • Car Park enhancements 	125

Delivering homes for people who need them	<ul style="list-style-type: none"> • Planning Enforcement resource 	25
Growing a better economy so everyone benefits	<ul style="list-style-type: none"> • Queen's Jubilee celebrations • Signage & Interpretation • City Status bid 	125
Celebrating our heritage and culture	<ul style="list-style-type: none"> • Heritage Highlighted • Colchester Events 	100
Total		500

7. Medium Term Financial Forecast (MTFF)

- 7.1 In 2020/21, significant government support has enabled the Council to avoid the use of reserves for Covid-19 pressures. The 2020/21 revenue outturn reported to 22 June 2021 Governance and Audit Committee shows a modest £38k overspend in 2020/21.
- 7.2 The MTFF assumes a gradual return to the status quo. But there is a recurring requirement for savings in the MTFF as shown in the table below. This reflects potential government funding reductions, including the loss of New Homes Bonus. The MTFF also assumes a £5 district council tax increase in each financial year.
- 7.3 Income in services will continue to be carefully monitored during 2021/22 to assess whether forecasts need to be adjusted. The level of Government funding for 2022/23 and onwards will only become clear in the 2022/23 Local Government Finance Settlement in December 2021. Meanwhile, there remains considerable uncertainty about the external factors that drive the Council's spending power going forward, including the 2021 Spending Review and potential changes to the business rates system. It is therefore not appropriate at this stage of the budget cycle to revise the MTFF assumptions as set out in the table below.

2021/22 Budget and MTFF	21/22	22/23	23/24	24/25	25/26
	£'000	£'000	£'000	£'000	£'000
Previous year's budget	21,599	25,028	22,583	23,123	24,313
Cost pressures & Growth items	2,103	279	1,821	940	940
Capital financing	644	(50)	200	200	200
Income losses	4,129	(2,000)	(350)	(200)	(200)
Transformation and recovery	500	(500)	0	0	0
Savings	(2,528)	(315)	(290)	(50)	(50)
Change in forecast use of new homes bonus	(1,419)	141	(841)	300	0
Current year's budget	25,028	22,583	23,123	24,313	25,203
Business rates	(6,120)	(5,580)	(5,123)	(4,667)	(4,544)
Govt - Covid Funding	(1,493)	0	0	0	0
Govt Grant	(622)	0	0	0	0
New Homes Bonus	(2,430)	(2,091)	(950)	(950)	(950)
Council Tax	(12,588)	(13,027)	(13,475)	(13,931)	(14,393)
Previously planned use of reserves	625	625	750	750	750
Covid use of reserves	(2,400)	(900)	(400)	(200)	(200)
Budget Gap Cumulative	0	1,610	3,925	5,315	5,866

- 7.4 The timetable for developing a budget strategy to deliver the MTFF is shown at Appendix 1.

8. Transformation Programme

- 8.1 A programme has begun to transform the organisation and harness the positive changes and learning from the Pandemic. This will also address the financial challenge described above.

- 8.2 The following objectives have been developed for the transformation programme to ensure it has direction and delivers the requirements of the Council:

The objectives of the transformation programme are to:

- Enable delivery of the Council's priorities in the 2020-23 Strategic Plan, Covid recovery and new socio-economic norms.
- Achieve MTFF sustainability by reducing costs and increasing income.
- Engage with and value our staff, Members, customers, communities, and businesses to design improved ways of working.
- Work with system partners to integrate our activities, optimise resources and provide greater resilience.
- Agree recommendations to inform the 2022-25 Budget Processes.
- To be ambitious, agile, inclusive, environmentally sustainable, and digital by default.

- 8.3 To achieve these objectives, a vision for transformation has been agreed, as follows:

- **ENABLING:** A council which is focused on the future of its people, place and businesses, enabling its residents to improve their quality of life.
- **INNOVATIVE:** A council which is truly open in its thinking, embracing opportunities for change and innovative in delivery.
- **COMMERCIAL:** A council which works its assets, opens-up further commercially minded opportunities and maximises its income earning potential.

- 8.4 Transformation proposals to deliver these objectives and the vision will be reported to Cabinet at its meeting on 14 October 2021.

9. Equality, Diversity and Human Rights implications

- 9.1 Equality, Diversity and Human Rights responsibilities and duties of the Council will be achieved by the proposed transformation programme. As the transformation programme is developed further and specific proposals are made, full details including Equality Impact Assessments will be provided.

10. Strategic Plan References

- 10.1 The 2021/22 Priorities in section 6 are designed to directly help deliver the Strategic Plan priorities in the context of organisational, community and economic recovery post Covid.
- 10.2 A key objective of the proposed transformation programme will be to ensure delivery of the vision, themes and objectives of the [Strategic Plan 2020-23](#).

11. Consultation

- 11.1 Public consultation will form part of the process of finalising a budget strategy later this year. As specific transformation proposals are developed, where there could be changes to services, public consultation may be required. The responses will be considered in future reports to Cabinet.
- 11.2 Staff consultation regarding the proposed transformation programme has already commenced which has included the trade union, Unison. This consultation and engagement will continue as the programme is further developed.

12. Publicity Considerations

12.1 The budget strategy and transformation programme will be publicised as it is developed further.

13. Financial implications

13.1 Included in the report.

14. Health, Wellbeing and Community Safety Implications

14.1 The proposed transformation programme will be developed to deliver the Council's aims with respect to health, wellbeing and community safety. As the programme is developed further and specific proposals are made, full details will be provided to Cabinet.

15. Health and Safety Implications

15.1 The Council's Health and Safety responsibilities will be delivered through the transformation programme.

16. Risk Management Implications

16.1 Risk assessments will be reviewed considering any changes to services proposed through the programme.

17. Environmental and Sustainability Implications

17.1 Achieving Environmental Sustainability is a core objective of the transformation programme, as detailed above and the Council's Strategic Plan 2020-23. The Council is committed to achieving net-zero carbon emissions from direct 'scope 1 and 2' activities by 2030.

17.2 Furthermore, all transformation proposals and projects will be assessed to optimise the contribution made towards environmental sustainability and minimise any negative impacts.

Appendices

Appendix 1 – Budget Timetable

Meeting	Stage	Details
7 July 2021 Cabinet	2022-23 Budget Strategy and Timetable	<ul style="list-style-type: none">• Reflect on the 20/21 Outturn reported to June G&A• Set the Budget Strategy linked to transformation themes• Set the Budget Timetable as per rows below• Review Budget and MTFF assumptions. (Assumptions are not likely to have changed substantially compared to Feb 21 Budget Setting 21/22 and MTFF 21/25)
13 October 2021 Cabinet	Savings proposals supported by detailed templates	<ul style="list-style-type: none">• Proposals to close the forecast gap for 2022/23 and reduce the gap in future years

17 November 2021 Cabinet	Fees and Charges proposals	<ul style="list-style-type: none"> • Full detail provided • Inflationary increases do not generate savings as available to services to offset budget pressures
December	Announcement of 2022/23 Local Government Finance Settlement	<ul style="list-style-type: none"> • Results of 2021 Spending Review • Future shape of New Homes Bonus • Referendum principles. (Currently maximum district council tax increase £5.)
25 January 2022 Scrutiny Panel	Scrutinises all the 26 January 2022 Cabinet reports and can recommend to Cabinet	
26 January 2022 Cabinet	Recommendations to Budget Council	<ul style="list-style-type: none"> • 2022-23 district council tax • 2022-23 budget • 2022-26 Medium Term Financial Forecast • 2022-26 Capital Strategy and Capital Programme • Treasury Management Strategy 2022-26 • Statutory Responsible Financial Officer statement on robustness of budget and reserves
	Housing Revenue Account budget	<ul style="list-style-type: none"> • Rents 2022/23 • HRA Budget • Housing Capital Programme (HIP) • 5 year MTFF and 30 year HRA model refresh
23 February 2022 Budget Council	Confirm the Cabinet recommendations	

Background Papers

Cabinet

Item
8(i)

7th July 2021

Report of	Assistant Director Place and Client Services	Author	Matthew Brown ☎ 507348
Title	Colchester Town Deal		
Wards affected	All wards affected		

1. Executive Summary

- 1.1 This report provides an update to Cabinet on Colchester's 'We are Colchester' / Town Deal programme following the confirmation of Colchester's funding award in March 2021 and subsequently entering a 'Heads of Terms' agreement with Government.
- 1.2 Colchester has already received an 'accelerated' £1m Town Deal funding which has enabled two key public realm schemes at St Nicholas Square and Balcerne Gate to proceed; these are now entering their final design and construction stages. This report concerns the remaining £18.2m award, including the process of developing business cases, and finally moving to project delivery.
- 1.3 The projects within the Town Investment Plan (TIP) were developed and selected carefully and thoughtfully with significant engagement and consultation with residents and businesses. The TIP sets out a very clear statement of intent for our Town and will help to attract wider and long-term investment in Colchester. The projects in the TIP were outlined in the Cabinet report 10th March 2021 so for expediency details of the specific projects are not replicated here.
- 1.4 Following the announcement of the £18.2m award in March 2021, the Town Deal Board facilitated by the Town Deal programme team have undertaken a process to prioritise and then confirm all the projects in the programme. The programme team have recently (14th June 2021) prepared and issued the final confirmation of projects to Government, which is formally required 2 months following the issue of signed Heads of Terms. The projects will now go forward towards the development of business cases.
- 1.5 Summaries of all the projects have been confirmed to MHCLG. Next, we will;
 - Develop detailed business cases for agreed 'fast track' projects: Summer 2021 to Winter 2022. These are projects which are 1. already close to delivery or 2. fairly straightforward for example not requiring planning permission or further detailed work or 3. part of or contributing funding into existing or external schemes and initiatives.
 - Develop detailed business cases for remaining (standard track) projects, including ongoing further engagement augmented by planning considerations: Summer 2021 to Spring 2022.

- Draw down funding and move to delivery and implementation phase of all projects: Spring 2022 to Spring 2026.

2. Recommended Decisions

2.1 It is recommended that Cabinet:

- a) Notes the final list of projects and their financial parameters (see 5.5 below) including noting those projects which are confirmed within the programme as 'Fast Track', and further noting those projects which will not be funded within the reduced Town Deal funding envelope.
- b) Further notes the approach to retaining all projects within the Town Investment Plan and seeking further future funding opportunities to enable these to progress later on.
- c) Agrees to the principle that the work in remainder of 2021-2022 financial year to develop business cases for all projects is undertaken 'at risk' i.e. before the first payment from Government which is anticipated April 2022; noting that we will gain further surety from Government in coming months; reducing risk as this work progresses through business case development.
- d) Confirms Colchester Borough Council's ongoing commitment to the Town Deal Programme in the role of Accountable Body, including contributing to and overseeing the development of a suite of business cases that build on the project concepts that were submitted within the Town Investment Plan; throughout 2021-2022, and its ongoing role as secretariat to Town Deal Board.

3. Reason for Recommended Decision

- 3.1 Approval to proceed to the next phase of the 'We are Colchester' programme including the development of business cases will enable the programme to draw down the funding from Government and move the projects into delivery. This programme will greatly boost Colchester's opportunities to realise its economic development, place-making, inward investment, and regeneration ambitions now and on a long-term basis, through delivery of a specific programme of coherent, targeted interventions.

4. Alternative Options

- 4.1 No alternative options have been presented to Cabinet. Town Deal is recognised as a once in a generation opportunity for Colchester, and there are no other current or anticipated sources of funding and investment of comparable size and scope. Some of the interventions included in the Town Investment Plan see Town Deal as the funder of last resort as they are unlikely to attract suitable investment from other sources; and cannot be funded within the Council's resources, particularly in the light of the current financial situation arising from the Covid-19 pandemic.

5. Background Information

- 5.1 In response to the Government's Town Deal Programme; see <https://www.gov.uk/government/publications/towns-fund-prospectus> Colchester was one of 101 English towns invited to prepare and submit a Town Investment Plan (TIP) and bid for up to £25m. In response, Colchester Borough Council (CBC) with Essex County Council and others established a 'We are Colchester' (Town Deal) programme and board. The TIP for Colchester was submitted to Government on 29th October 2020, and an £18.2m award was made to Colchester in March 2021. The TIP covers just the wider urban area of Colchester; population 136,300.
- 5.2 The Town Deal Programme and thus our TIP was required to reflect six specific intervention themes prescribed by Ministry of Housing, Communities and Local Government, these being: 1) Local transport, 2) Digital connectivity, 3) Urban regeneration, planning and land use, 4) Arts, culture, and heritage, 5) Skills infrastructure, 6) Enterprise infrastructure.
- 5.3 The 'We are Colchester' (Town Deal) programme was established and formally launched in January 2020, comprising of a board; chaired by an independent person and representing key organisations and stakeholders, supported by an Advisory Group and Assemblies, with further key organisations and interests represented. The programme developed a vision which was designed to provide a platform for strategic intervention at a scale which will achieve transformation, whilst complimenting local economic and place-making activity which the partners deliver.

Town Investment Plan (TIP) Approach: summary of projects and approach to project prioritisation in the light of lower offer (£18.2m from £25m)

- 5.4 Following the announcement of the award in March 2021, the Town Deal Board with the support of the programme team and officers have developed plans to cater for the lower £18.2m award (from the £25m original grant submission). Recognising this £6.8m shortfall, Town Deal Board agreed to retain and remain committed to all the projects and activities contained in the Town Investment Plan, due to their coherence as a package, and the longer timescale of our vision and strategy to 2045 rather than the 31st March 2026 spend window for Towns Fund monies.
- 5.5 The board established 4 criteria to be applied equally to all projects in the programme;
- a) assess the project impact against delivering overall programme objectives.
 - b) keeping these broad objectives in mind, balancing reducing project costs across the piece (not 'salami slicing' where it reduces value or ability of the project to deliver outcomes) against keeping in each project area as a whole.
 - c) assess the likelihood of the project attracting additional funding in the future.
 - d) assess the wider investment the project leverages i.e. commercial income, return on investment, other grants secured.

Applying this rationale, the following decisions were made at the Town Deal board meeting 8th June 2021 and formed the basis of the submission made to Government on 14th June 2021:

Theme	Project inc. "FASTTRACK"		Initial Ask	Confirmed
Transformed Youth Facilities	01 Improved Youth Provision		£2,100,000	£1,000,000
	02 Townhouse Youth Centre		£320,000	£320,000
Town Centre	03 Vineyard Gateway		£1,000,000	£595,800
	04 Essex County Hospital FAST		£500,000	£500,000
	05 Balcerne Gate Phase 2		£1,100,000	£1,100,000
	06 Jumbo FAST		£1,000,000	£1,000,000
	07 Holy Trinity Church FAST		£517,000	£517,000
	08 Holy Trinity Square		£500,000	£500,000
	09 Kerbless & Green streets		£1,500,000	£290,000
Heart of Greenstead	10 Tamarisk Way		£6,000,000	£6,000,000
	11 Big Bikes (Greenstead)		£400,000	£327,200
	12 Liveable Neighbourhood Greenstead		£300,000	£300,000
Digital Connectivity	13 5G FAST		£1,500,000	£1,000,000
	14 Wilson Marriage Digital Skills Hub		£900,000	£900,000
	15 Digital Working Hub FAST		£1,000,000	£900,000
Physical Connectivity	16 Town Cen to Greenstead & Uni		£2,950,000	£2,950,000
	17 Liveable Neighbourhoods		£2,100,000	£0
	18 St Botolph's Roundabout		£1,313,000	£0
Totals			£25,000,000	£18,200,000

Rationale to project prioritisation above:

- 5.6 Several of the projects have the possibility of drawing down alternative funding to replace the lost MHCLG funding. This configuration of projects delivers the strongest possible overall package of impacts/benefits, and maintains all the strands and intervention priorities in the programme in a cohesive package, recognised as a key strength of our programme by Government.
- 5.7 In terms of the leveraged funding; compared to the original £25m bid and package of projects, the reduced £18.2m package which represents only 72.8% of the original funding 'ask', retains some 79.5% of the leveraged funding we would have achieved with a full £25m award.
- 5.8 Youth Zone as a project in its originally anticipated form is not immediately deliverable due to significant revenue and capital challenges and following the decision of the Town Deal Board to exclude it. However this has been mitigated by a commitment to achieving stated skills development/employment outcomes through a range of targeted, locally based enhanced facilities and delivery (to be developed at business case), optimising

opportunities for increased partnership working between Essex Youth Service and the voluntary sector, and also maximising the opportunities of some of the other Town Deal projects, for example 'Digital Working hub' to provide opportunities to inspire Young People. The Council will continue to investigate other funding options with stakeholders for the project to proceed.

- 5.9 Similarly; active travel projects have been prioritised reflecting the reduced final financial envelope. One scheme; the Town Centre-Greenstead and University cycle remains in the £18.2m package due to its significance and value alongside the Greenstead regeneration programme, and other related investments such as the East-West town centre cycle route which already has separate funding secured. The remaining active travel projects, whilst currently unfunded will remain in the TIP and may form the basis of future funding bids for example to the 'Levelling Up' fund.

6. Equality, Diversity and Human Rights implications

- 6.1 Consideration will be given to equality and diversity issues in respect of individual schemes, initiatives and projects that contribute to the delivery of the Town Investment Plan through the development of the specific business cases (projects and programmes).
- 6.2 Colchester Borough Council will require all partners preparing business cases for specific projects to prepare Equality Impact Assessments as part of developing and implementing specific project activities within the programme, and the Council will have due regard to its Public Sector Duty continuing to work to tackle discrimination and inequality and help to create a fairer society, improve housing choice and social mobility (including for protected groups).

7. Strategic Plan References

- 7.1 The following Strategic Plan References are relevant to the Town Investment Plan:

Growing a fair economy so everyone benefits:

- Ensure our borough becomes stronger post Covid-19 by supporting businesses to recover, adapt and build resilience.
- Work with partners to facilitate a high skill, high wage, low carbon workforce.
- Work with our partners to enable Colchester town centre to be more vibrant, resilient, and adaptable to future change.
- Tackle local skills shortages working with businesses, University of Essex, Colchester Institute, and other partners.

Work with partners to deliver a shared vision for a vibrant town:

- Work with partners to deliver a shared vision for a vibrant town.
- Continue to regenerate Colchester Town Centre using Council assets, aligned private investment, the Town Deal and Town Investment Plan.

Create an environment that attracts inward investment to Colchester and help businesses to flourish:

- Ensure our strategy for inclusive economic growth supports the ambitions outlined in the North Essex Growth Strategy, the Local Industrial Strategy, and our Town Deal.
- Ensure a good supply of employment land and premises to attract new businesses and allow existing firms to expand and thrive.
- Ensure the Council's assets continue to contribute to economic growth and opportunity.

8. Consultation

- 8.1 The Town Investment Plan has been developed following full consultation with each of the Councils at both Member and officer level, with the board, and its advisory group. In parallel, a series of wider consultations took place. These included a physical assembly with over 100 attendees in March 2020, specific online surveys and focus groups, discussions with businesses, discussion with BID board, local authority and further and higher education representatives.
- 8.2 As specific initiatives and interventions are developed to Business Cases within the overall Town Investment Plan, further consultation will be undertaken for these projects as appropriate.

9. Publicity Considerations

- 9.1 None specific to this report. The Town Deal programme is subject to a communications and engagement plan which includes publicity, branding, etc.

10. Financial implications

- 10.1 To date, the costs of developing the Town Investment Plan, providing the secretariat function to Town Deal Board, engagement/communications and wider associated work undertaken has been enabled primarily via £173k 'capacity funding' awarded by Ministry of Housing, Communities and Local Government (MHCLG) to Colchester Borough Council at the point of commencing development of our Town Investment Plan. This has recently been supplemented by a further £40k award from MHCLG.
- 10.2 The projects and programmes within the Town Deal programme will draw down appropriate and foreseeable development and design costs and professional fees as part of the individual project elements overall budget, thus they will not incur any additional and unplanned revenue budget pressures to Colchester Borough Council and partners. Similarly, any further costs associated with providing overall programme management, the secretariat function to Town Deal Board, and ongoing engagement/communications to residents and businesses have been built into the detailed programme budgets; and will be met and fully recovered from within the £18.2m Town Deal award; incurring no cost to Colchester Borough Council. Where a project will require 'over and above' project management and facilitation/support, a revenue allocation has been allowed within the

Town Deal award; avoiding placing additional pressure on existing staff to deliver these projects.

- 10.3 Taken as a whole, the Town Deal programme (i.e., across all projects, and noting the draw-down for programme overheads as explained above) achieves 91% capital and 9% revenue; this being within the minimum 90% capital and maximum 10% revenue thresholds permitted by MHCLG. Some of the professional fees associated with developing projects to planning application have been treated as capitalised revenue (i.e., capital) for the purposes of the programme.
- 10.4 As part of the next stages work of developing full business cases; full consideration will be given to the ongoing revenue implications of for example the maintenance and management of physical assets created through this programme, notably enhanced public realm and green infrastructure.

11. Health, Wellbeing and Community Safety Implications

- 11.1 There are no specific implications but generally the proposal aims to promote positive health and well-being for our residents, and this policy theme features prominently in several the programme interventions being developed. The 'We are Colchester' board, advisory group and groups preparing specific projects include representation from the Health Sector, 'One Colchester' Partnership, Colchester Borough Council's communities team and a number of other bodies with responsibility and focus on health and wellbeing including links to the Sport England funded Local Delivery Pilot.

12. Health and Safety Implications

- 12.1 There are no specific concerns at this stage of the development of the Town Investment Plan. Risk will be identified and assessed at individual project level and addressed at that stage.

13. Risk Management Implications

- 13.1 No implications are identified at this stage. Risk will be assessed at individual project level and addressed at that stage.

14. Environmental and Sustainability Implications

- 14.1 Environmental and sustainability considerations are considered of paramount importance and are a cross-cutting theme within the Town Investment Plan. As specific projects and interventions within this programme are developed to business case, each will be

considered in relation to the Climate Emergency Action Plan to ensure that the Council's climate change, environmental and sustainability ambitions and policies are actively addressed and promoted throughout the development of specific projects and programmes.

Appendices: None.

Background Papers: None.

Report of	Assistant Director of Communities	Author	Lucie Breadman ☎ 282726
Title	Renewal of Colchester and Ipswich Museums Services Joint Committee Agreement		
Wards affected	Not applicable		

1. Executive Summary

- 1.1 The Colchester and Ipswich Museums Service (CIMS) was formed in 2007 via a Joint Committee Agreement for 2007-2018. This Agreement was updated in 2015, for the period 2015 – 2021, ending on 31 July 2021.
- 1.2 It is proposed that the Agreement be renewed for the period 1 August 2021 - 31 July 2027.
- 1.3 The proposed Agreement is a renewal of the existing 2015 – 2021 Agreement. Other than the dates, the changes are largely limited to formatting and minor corrections.

2. Recommended Decision

- 2.1 To agree a renewal of the Colchester and Ipswich Museums (CIMS) Joint Committee Agreement.

3. Reason for Recommended Decision

- 3.1 The Colchester and Ipswich Museums Service (CIMS) was formed in 2007 via a Joint Committee Agreement for 2007-2018. The agreement designates Colchester Borough Council as the employing authority for CIMS and empowers CIMS to operate the museums service on Ipswich Borough Council's behalf. The Joint Museums Committee (JMC) is the main governance mechanism for the service. The 2007-2018 agreement was updated and revised in 2015 to cover the period 2015 – 2021.
- 3.2 Since its formation, CIMS has enjoyed significant success in both Ipswich and Colchester and the nature of the combined service is seen in the sector as an exemplar of good practice. The future is anticipated to include the major redevelopment of Ipswich Museum and continued involvement in the Arts Council England National Portfolio Organisation scheme.
- 3.3 The 2015 – 2021 Agreement ends on 31 July 2021 and, following consultation with senior officers and the relevant Portfolio Holders, it is proposed that the agreement be renewed.

4. Alternative Options

- 4.1 To choose not to renew the Agreement. The resulting uncertainty and impact on staffing, systems, budget and external funding, notably from Arts Council make this an

inadvisable option. Instead, a short-term Agreement could allow the requisite time for consultation and a feasibility study looking at alternative models of operating.

5. Background Information

- 5.1 The proposed 2021-2027 Agreement is attached in full at Appendix A. The previous Agreement for 2015-2021 is attached in full at Appendix B. The proposed duration of the new Agreement is to align it with the Arts Council National Portfolio Organisation Scheme funding cycle.
- 5.2 The proposed Agreement is a renewal of the existing 2015 – 2021 Agreement. Other than the dates, the changes are limited to formatting and minor corrections. The only significant proposed changes are:
- The address for Colchester Borough Council was amended from the Town Hall to Rowan House.
 - Ipswich Art Gallery was added to the list of museums in 2.1 that are managed and operated by the Joint Museums Service. This appears previously to have been an omission.
 - The finance section has been updated for 2021 – 2022.
 - Section 3.6 detailing the proportional allocation of marketing spend by both partner authorities has been removed.
 - The signing authority for Colchester was changed from 'Proper officer' to 'Authorised Officer'.

6. Equality, Diversity and Human Rights implications

- 6.1 Not applicable.

7. Standard References

- 7.1 There are no particular references to publicity considerations; community safety; health and safety, risk management or Environmental and Sustainability implications.

8. Strategic Plan References

- 8.1 The provision of a high-quality museum service in partnership delivers against a number of Strategic Plan priorities:
- Strengthen Colchester's tourism sector and welcome more visitors each year.
 - Protect, enhance and celebrate Colchester's unique heritage.

9. Financial implications

- 9.1 The adjustments to the 2021 – 2022 contribution have already been agreed by the partner authorities.
- 9.2 No amendments have been made to the methodology for changes to the annual contribution from the partner authorities.

Appendices

Appendix A - Proposed Joint Museums Agreement 2021 - 2027.

Appendix B - Joint Museums Agreement 2015 - 2021.

Colchester and Ipswich Museum Service

A Combined Museum Service for Colchester and Ipswich

Joint Committee Agreement 2021-2027

Between:

Colchester Borough Council

and

Ipswich Borough Council

This is a Joint Committee Agreement dated _____ concerning a combined museum service for Colchester and Ipswich between:

- 1) **Colchester Borough Council** of Rowan House, 33 Sheepen Road, Colchester CO3 3WG ("Colchester") and
- 2) **Ipswich Borough Council** of Grafton House, Russell Road, Ipswich IPI 2DE ("Ipswich")

Who are collectively referred to in this Agreement as "the Partner Authorities".

1. The Partner Authorities are local authorities constituted by the Local Government Act 1972 (the 1972 Act).
2. By virtue of Section 12 of the Public Libraries and Museums Act 1964 the Partner Authorities may provide and maintain museums within their administrative area or elsewhere in England and Wales and may do all such things as may be necessary or expedient for or in connection with the provision or maintenance thereof.
3. By virtue of Section 101 and 102 of the 1972 Act and section 20 of the Local Government Act 2000 and Regulations thereunder a Local Authority may arrange for the discharge of any of its functions by any other Local Authority and two or more local authorities may appoint a joint committee of those authorities for the purpose of discharging any of their functions jointly with or without restrictions as they think fit except the functions with respect to levying a rate or issuing a precept for a rate or borrowing money. Section 103 of the 1972 Act provides that the expenses incurred by a joint committee of two or more local authorities shall be defrayed by those authorities in such proportions as they may agree or in case of disagreement as may be determined by a single arbitrator agreed on by the appointing authorities or in default of agreement appointed by the Secretary of State for the Environment.
4. The Partner Authorities have agreed to revise the Colchester and Ipswich Museum Service Joint Committee Agreement 2015-2021 which is replaced by the terms of this Agreement and for the avoidance of doubt the Partner Authorities acknowledge that the dissolution arrangements in section 6 of the former Agreement are not triggered by entering into this Agreement.
5. This agreement is an agreement for a period of 6 years from 1st August 2021, subject to the terms and conditions set out below.

This Agreement sets out the relationship between the Partner Authorities in relation to the combined museum service.

Section 1

Strategic vision

- 1.1 Colchester and Ipswich Museums will inspire creativity and learning through the innovative use of venues and collections that appeal to and connect with audiences locally, regionally and nationally. We want our Museum Service to enrich the lives of all our residents, increase their knowledge and understanding and feed their aspirations and imaginations. We want our visitors to have access to all that our Museums have to offer and to enjoy and value what they experience during their visits making a significant and positive impact upon their lives.

Section 2

Partnership services

- 2.1 The Colchester and Ipswich Museum Service Joint Committee, otherwise known as the CIMS shall be responsible for:

Managing and operating the Museums located in Colchester & Ipswich ("the Joint Museum Service") which currently covers:

- a. Christchurch Mansion
- b. The High Street Museum
- c. Ipswich Art Gallery
- d. Colchester Castle
- e. Hollytrees Museum
- f. Colchester Natural History Museum

The opening hours of each Museum will be decided by Colchester in respect of those Museums within Colchester Borough and Ipswich in respect of those Museums within Ipswich Borough. Cost implications to be reflected in the contributions for each Authority.

- 2.2 Provide inclusive lifelong learning opportunities for both formal education visits and family learning activities and special events across all facilities.
- 2.3 Develop and promote community outreach programmes.
- 2.4 Care for, manage and make accessible museum collections including those in storage and loaned to others in accordance with policies set up in each Partner Authority.
- 2.5 Interpret the collections and museum buildings and the stories they represent through a range of appropriate methods.
- 2.6 Conduct appropriate programmes and strategies including exhibition programmes to not only increase visits and usage but also to improve diversity of audiences.
- 2.7 Carry out all necessary steps to ensure status is maintained under:
 - a. Museum Accreditation
 - b. Investors in People
 - c. The National Accreditation Scheme VAQAS

- 2.8 Represent the Colchester and Ipswich Museum Service Joint Committee, Colchester and Ipswich as appropriate at County, Regional, National and International level.
- 2.9 Provide the necessary key management functions appropriate to the nature and scale of the operations.
- 2.10 Provide a Conservation Service.
- 2.11 Provide appropriate management information and performance data to meet statutory requirements and to give adequate information for decision making.
- 2.12 Contribute as appropriate to the broader objectives of both authorities set out in corporate strategies.

The Partner Authorities agree that:

- (a) Ipswich artefacts may be stored at Colchester storage facilities without any charge over and above the Annual Contribution.
- (b) Colchester artefacts may be stored at Ipswich storage facilities without any charge over and above the Annual Contribution.
- (c) The Partner Authorities will co-operate with each other (or their auditors or contractors) and give full access to documents, premises and records to the extent that the Partner Authorities (or their auditors or contractors) reasonably require such access or cooperation in order to:
 - i Monitor the operation of this Agreement.
 - ii Audit the performance and systems in the Joint Museum Service.
 - iii Investigate complaints about the operation of the Joint Museum Service.
 - iv Respond to requests for information under the Freedom of Information Act 2000 or the Environmental Information Regulations 2005.
- (d) Colchester grants Ipswich a permanent irrevocable licence to use and to allow others to use for any purpose and without payment any intellectual property created by or on behalf of Colchester as a result of this Agreement (except to the extent that the intellectual property exclusively relates to Museums and/or collections owned by Colchester).
- (e) Neither this Agreement nor the operation of it gives Colchester any legal estate (leasehold or otherwise) or rights or title to any real or personal property belonging to Ipswich or the right to grant the same on behalf of Ipswich.
- (f) Any intellectual property created by or on behalf of the Joint Museum Service shall, to the extent that it relates to Ipswich's collection or Ipswich's sites belong to Ipswich.
- (g) Any intellectual property created by or on behalf of the Joint Museum Service shall, to the extent that it relates to Colchester's collection or Colchester's sites belong to Colchester.
- (h) Ipswich will handle and respond to Freedom of Information Act requests concerning the Ipswich aspects of the Joint Museum Service.

- (i) Colchester will handle and respond to Freedom of Information Act requests concerning the Colchester aspects of the Joint Museum Service.
- (j) The Partner Authorities will notify each other of any Freedom of Information requests received which relate to the functions of the CIMS.

Section 3

Financial contribution to joint service

- 3.1 The contribution to be made by both Colchester and Ipswich for 2021/22 totals £1,928,400 ("Annual Contribution") and is shown below:

	Colchester	Ipswich	Total
	£	£	£
Agreed 2021/22 contribution	585,200	839,500	1,424,700
Add: Income removed from joint budget	502,200	29,000	531,200
Less: Costs removed from joint budget	(25,500)	(2,000)	(27,500)
Revised Contribution for 2021/22	1,061,900	866,500	1,928,400

Rationale behind Annual Contribution

- 3.2 Income and any related costs removed from the joint budget will be accounted for in both Colchester and Ipswich accounts. It will be for each Authority to set its own budget for these areas.
- 3.3 Buildings cost for Colchester to be included in the costs of the service to recognise the additional contribution made by the Colchester Castle income. These will include, but are not exclusively:
- a. NNDR
 - b. Utilities
 - c. Security
 - d. Insurance
 - e. Repairs and maintenance
- 3.4 Colchester, as the employing Authority of employees engaged in working for the Joint Museum Service, shall determine the level of annual salary of those employees using a job evaluation scheme. Each pay grade has a number of incremental points and employees normally progress up the grade by one increment on an annual basis subject to satisfactory performance. Colchester implemented the National Living Wage in April 2013 which is reviewed annually in November.
- 3.5 Colchester is not part of national terms and conditions and pay is reviewed on an annual basis through local negotiations with UNISON taking into account inflationary factors, local salary levels and affordability. All employees are offered membership of the Local Government Pension Scheme.

Responsibilities and Changes to Service and Annual Contribution

- 3.7 An inflationary increase to be included in the contributions each year equivalent to any increase in CPI as at September.
- 3.8 Colchester shall decide on the admission charges for the Museums within its Borough and whether to charge, rates and concessions and Ipswich shall decide on the admission charges for the Museums within its Borough and whether to charge rates and concessions.
- 3.9 Any general savings shall be shared equally by the Partner Authorities, unless these are the result of changes specific to an individual Authority such as a change in opening hours in which case they would be kept by the Authority instigating the change.
- 3.10 Significant changes to the service will lead to a review of Section 3 of the Agreement and the contributions made by each Authority. Changes that might lead to a review would include, but are not exclusively, opening new museums, closing existing museums, changes to staffing arrangements requested by an individual Authority. Any review will be undertaken in accordance with clause 7 of this Agreement.
- 3.11 Opening times of the Museums referred to in section 2.1 of this Agreement will be at the discretion of each Authority as described in section 2. Costs or savings as a result of any changes in opening times will be reflected in the Annual Contribution.
- 3.12 The Joint Museum Service will be able to carry forward a deficit or surplus of up to £100,000 between financial years. Any sums above this level will result in the shortfall or surplus being funded by or returned to each Authority in proportion to the Annual Contribution unless otherwise agreed by the Partner Authorities.

Section 4

Governance Arrangements

- 4.1 The Partner Authorities have agreed:
 - a) to agree and monitor the strategy and policy framework for the Joint Museum Service excluding each Partner Authority's collections, buildings and access to these; and
 - b) for the functions set out in section 2 of this Agreement to be delegated to the CIMS and be discharged by the CIMS on behalf of the Partner Authorities.
 - c) that the CIMS is authorised to delegate any of its functions to any officer of the Partner Authorities.
- 4.2 This Agreement and any future amendments to it, have been (or will be in the case of future amendments) put before a meeting of the Executive and/or Council of each of the Partner Authorities and has been (or will be) adopted by each such Partner Authority committing that Authority to membership of the CIMS and to the terms and conditions of this Agreement.

- 4.3 This Agreement is without prejudice to each Partner Authority's other powers and responsibilities for their respective areas but each Partner Authority agrees that it will not exercise its functions in relation to the functions of the CIMS except:
- a) Via the CIMS
 - b) Via the powers delegated to an officer by CIMS; or
 - c) After consulting the other Partner Authority

Section 5

Constitution of the Joint Committee

5.1 Membership

- 5.1.1 The membership of the CIMS will comprise of four elected members ("Committee Members"), two appointed by each Partner Authority. The membership of the CIMS will include the Portfolio Holders with responsibility for Museums within their portfolio from each Partner Authority. In addition, each Partner Authority may appoint a substitute who may attend meetings of the CIMS in the absence of one of that Partner Authority's Committee Members. No elected member may serve as a Committee Member or a substitute unless they are a member of the Partner Authority's Executive/Cabinet.
- 5.1.2 The term of office of each Committee Member shall be determined by the Partner Authority appointing them, provided that for the duration of their appointment they remain a member of the Executive/Cabinet of their Partner Authority and have been appointed by the Partner Authority to be or remain a Committee Member.
- 5.1.3 Each Partner Authority shall notify the Clerk of the CIMS of the name and contact details of its Committee Members and Substitute Members.
- 5.1.4 A Partner Authority may change its appointed Committee Members at any time provided that written notice of any such change is given to the Clerk to the CIMS, taking effect upon receipt. Such written notice may be given by electronic mail.
- 5.1.5 Each Partner Authority may send appropriate officer(s) to meetings of the CIMS (or any Sub-Committee) to support its Committee Members.
- 5.1.6 Subject to 5.1.7, each Committee Member shall have one vote at meetings of the CIMS or any Sub-Committee.
- 5.1.7 In the case of an equality of votes the person presiding at the meeting shall have a second or casting vote.
- 5.1.8 All voting shall be by a show of hands unless the provisions of paragraph 5.1.9 below apply. Any question coming before the CIMS shall be decided by a simple majority of those present and voting.
- 5.1.9 Recorded votes shall be taken if requested by any Committee Member and any Member shall have the right to have the way they voted (or abstained) recorded in the minutes.

5.2 Support to the CIMS

- 5.2.1 The Clerk to the CIMS shall be a senior officer of Ipswich as nominated from time to time by Ipswich in writing to the Chair of CIMS.
- 5.2.2 The functions and responsibilities of the Clerk to the CIMS shall be as follows:
- a) to make all necessary arrangements for the convening of meetings of the CIMS and any Sub-Committees;
 - b) to provide or, where necessary, procure the provision of all necessary advice on the technical legal and financial implications of matters under consideration by the CIMS or relevant to the Committee's functions;
 - c) to bring to the attention of the CIMS matters which are relevant to the Committee's functions and which merit consideration by the Committee;
 - d) to arrange for the taking and maintenance of minutes and meetings of the CIMS and any Sub-Committees and ensure that the business of the CIMS at its meetings is conducted in accordance with legal requirements.
 - e) To manage and co-ordinate the day-to-day affairs of the CIMS and its administrative support.
- 5.2.3 The business address for all communications relating to the administration of the CIMS affairs shall be:

For the attention of the Clerk to the Colchester and Ipswich Museum Service Joint Committee
Ipswich Borough Council
Grafton House
15-17 Russell Road
IPSWICH IPI 2DE

5.3 Meetings of the CIMS

- 5.3.1 The CIMS shall meet at least twice in every municipal year. In 2021/22 municipal year the Committee will meet in June to agree the work programme for the Joint Service for 2021/22 and in January to agree a budget proposal for 2022/23 which will be put to the Cabinet/Executive of each Partner Authority. This pattern is expected to be repeated for each year of the Agreement. This does not preclude other meetings being held throughout the year as required.
- 5.3.2 The June meeting of the CIMS will be the Annual General Meeting. At the Annual General Meeting the Committee shall determine and approve the programme of meetings to take place that municipal year.
- 5.3.3 The Chair of the CIMS may call other meetings as necessary in addition to those set out in the schedule of meetings approved at the relevant Annual General Meeting provided each Partner Authority approves the date and time of any such additional meetings.
- 5.3.4 The Chair may cancel/rearrange a meeting if there is insufficient business to justify the meeting being held or if other circumstances make it appropriate for the meeting to be held at a different date/time, provided each Partner Authority agrees to the

cancellation of any meeting and approves the date and time of any rearranged meeting.

- 5.3.5 At the Annual General Meeting the Chair, Vice-chair and any Sub-Committees of the CIMS shall be appointed, but nothing in this paragraph prevents the Committee establishing a Sub-Committee at any other time.
- 5.3.6 The Committee shall appoint the posts of Chair and Vice-chair of the Committee each year at the Annual General Meeting.
- 5.3.7 The quorum for a valid meeting of the Committee shall be three.
- 5.3.8 The Chair of the Committee will be alternated between both Partner Authorities. In the second and subsequent years of the Committee's operation the Chair shall be a Committee Member appointed by a different Partner Authority from the previous year's Chair.
- 5.3.9 The meetings of the Joint Committee will alternate between the venues in Colchester and Ipswich and so if a meeting is held in Colchester then the following meeting will be held in Ipswich.
- 5.3.10 A printed copy of the summons, the agenda for each meeting, any relevant reports and the minutes of the previous meeting shall be despatched by the Clerk of the Committee at least five (5) clear days before such meeting to each Committee Member.
- 5.3.11 At the same time such papers will also be despatched to:
 - a) The Proper Officer for each Partner Authority
 - b) Chair of each of the Partner Authority's Overview and Scrutiny Committee with responsibility for scrutiny in respect of museums and/or finance matters and to the Chief Executive of each Partner Authority or such other senior officer of a Partner Authority as may be nominated in writing by a Partner Authority to the Clerk of the Committee; or
 - c) Such other addresses as a Partner Authority may nominate in writing from time to time to the Clerk of the Committee.
- 5.3.12 The summons shall contain notice of all business, except urgent business, which is required to be brought before the Committee either in the ordinary course of the business, or which is brought to the Chair, the Vice-chair or the Clerk of the Committee.
- 5.3.13 Meetings of the Committee will be open to the public and press except where the Committee resolve that the press and public be excluded (which may only be during consideration of items containing confidential or exempt information within the meaning of the Local Government Act 1972).
- 5.3.14 Minutes of the Committee shall (subject to the provisions of paragraph 5.3.13 above) be available to the public and press as though they were minutes of a meeting of a Partner Authority.
- 5.3.15 The Chair in consultation with the Vice-chair of the committee or a Partner Authority may invite any person to attend a meeting of the Committee for the purpose of making a presentation, or participating in discussion, on any item relevant to the Committee's functions where that person is able to provide a professional or

commercial viewpoint, which the Chair of the committee or the Partner Authority considered would be of assistance to the Committee.

5.4 Decision Level

5.4.1 The CIMS will be responsible for:

- a) Agreeing an annual work programme for the Joint Museum Service.
- b) Agreeing level of service provision as agreed through the annual budget setting process of each Partner Authority and as set out in this Agreement.
- c) Making budget decisions related to the use of/funding of end of year surplus or deficit situations and transitional employee savings subject to the provisions in section 3.

5.4.2 Functions under section 13 to section 20 of the Public Libraries and Museums Act 1964 are excluded from the remit of the CIMS. Such functions will be exercised by the relevant Cabinet/Executive of each Partner Authority. Functions under Section 12 of the 1964 Act are limited to the provisions of this Agreement.

5.4.3 The CIMS will not have responsibility for staffing decisions but the Partner Authorities agree that:

- a) the recruitment and selection of the most senior employee in the Joint Museum Service will be carried out jointly by officers of the Partner Authorities.
- b) the recruitment and selection of any senior or managerial employee in the Joint Museum Service who will work wholly or predominantly in Ipswich will be carried out jointly by officers of the Partner Authorities.

5.4.4 The parameters for operational details will be set through the annual work programme for the Joint Service. Within these parameters operational decision will be taken by appropriate officer in accordance with a Scheme of Delegation.

5.5 Monitoring and Assessment

5.5.1 The CIMS will be responsible for monitoring and assessing the Joint Museum Service in terms of its:

- a) Performance against the agreed work programme
- b) Performance against budget
- c) Performance against any relevant National or Local Performance Indicators.

5.6 Scrutiny Arrangements

5.6.1 The decisions made by (and, for the avoidance of doubt, not mere recommendations of) the CIMS shall be subject to the Overview and Scrutiny arrangements of each Partner Authority.

5.6.2 Decisions or actions of the CIMS shall be notified to the Proper Officer of each Partner Authority together with all those to whom agenda papers etc are despatched in accordance with this Agreement within seven (7) working days of the decision being reached or the actions being taken, as the case may be.

5.6.3 The CIMS Members and their officer advisors shall fully co-operate with the relevant Overview and Scrutiny Committee of the Partner Authorities and shall, where requested, attend any meeting of any relevant Overview and Scrutiny Committee.

5.7 Call in

- 5.7.1 Any decision or action of the CIMS may be called in for scrutiny by members of a Partner Authority. A decision is called in by members of a Partner Authority in the same way in which they would call in a decision of that Partner Authority's Executive except that:
- a) Decision may not be called-in after 5pm on the 5th working day after the date upon which the decision is published.
 - b) A call in of such a decision or action can only be made if the decision or action concerned affects the Partner Authority whose membership wishes to call in the decision or action.
- 5.7.2 Once a decision is called in it may not be implemented until the Scrutiny Arrangements of the Partner Authority whose membership has called in the decision or action has been completed. Where a Scrutiny Committee or a Full council makes recommendations to the CIMS the CIMS shall arrange for the decision to be reconsidered in the light of comments made by the Executive/Cabinet or the Full Council and the final decision of the CIMS shall not be subject to call in.
- 5.7.3 The call-in procedure set out above shall not apply where the decision or action being taken by the CIMS is certified by the CIMS as urgent.
- 5.7.4 A Scrutiny Committee must notify the CIMS if it includes in its work programme any aspect of policy development or review relating to the work or functions of the CIMS.
- 5.7.5 Where a Scrutiny Committee has formed recommendations on proposals for development, a Scrutiny Committee shall prepare a formal report and submit it for consideration by the CIMS.
- 5.7.6 The CIMS shall consider the report of a Scrutiny Committee within fifteen (15) working days of it being submitted to the Clerk of the CIMS and shall issue a formal response to such a report.
- 5.7.7 Where any Partner Authority Member or officer is required to attend a Scrutiny Committee, the Chair of that Committee will inform the Monitoring Officer of his own Authority.
- 5.7.8 That Monitoring Officer shall inform the Partner Authority Member or officer in writing giving at least ten 10 working days' notice of the meeting at which he is required to attend, such notice to state the nature of the item on which he is required to attend to give account and whether any papers are required to be produced for the Scrutiny Committee.
- 5.7.9 Where the account to be given to the Scrutiny Committee will require the production of a report, then the Partner Authority Member or officer concerned will be given sufficient notice to allow for preparation of that documentation.
- 5.7.10 Where, in exceptional circumstances, the Partner Authority Member or officer is unable to attend on the required date, then the Scrutiny Committee shall in consultation with the Partner Authority Member or officer arrange an alternative date for attendance which shall be as soon as practicable in relation to the original date specified.

5.7.11 If, having considered the decision or action, a Scrutiny Committee is concerned about it, then it may refer it back to the Committee for reconsideration, setting out in writing the nature of its concerns. If referred back to the Committee for reconsideration the Committee will have a further seven (7) working days to consider whether to amend the original decision or revised the original action taken before reaching a final decision or taking final action.

5.7.12 The operation of the provisions relating to call-in shall be monitored annually by the Clerk of the Committee, and a report submitted to the Committee with proposals for review if necessary.

5.8 Conduct and expenses of members

5.8.1 All Committee Members of the CIMS shall observe at all times the provisions of the Code of Conduct adopted by their Authority.

5.8.2 Each Partner Authority shall be responsible for meeting any expenses to which any CIMS Member or officer appointed by them, as its representative, is entitled as a result of their attendance at duly authorised meetings.

5.9 Liability of CIMS members

5.9.1 Committee Members appointed by the Partner Authorities shall have the same responsibilities and liabilities as those which apply when sitting on other Committee's and bodies as appointed representative on behalf of their Authority.

5.9.2 Where any contractual arrangements are authorised by the CIMS, any liabilities arising under those arrangements will rest with the relevant Partner Authority.

5.9.3 Indemnification for any liabilities which do arise is a matter between the Committee Member and their appointing Authority/Body.

6. Dissolution arrangements

6.1 Criteria

6.1.1 Either party may terminate this Agreement on the expiry of six months' written notice terminating on 31 March in any year.

6.1.2 Either party may terminate this Agreement if the other commits a fundamental breach of this Agreement.

6.1.3 Either party may terminate this Agreement with immediate effect if the other Partner Authority, without the consent of the other, sets its Annual Contribution at a level which is:

a) Less than 90% of the amount recommended by the CIMS or

b) Less than 90% of the previous year's contribution.

6.1.4 The Partner Authorities may agree alternative termination arrangements.

6.1.5 The provisions of section 6 of this Agreement shall survive the termination of the Agreement.

6.2 Financial liability on dissolution

- 6.2.1 At the end of this Agreement Colchester shall as soon as practical draw up accounts showing the financial out-turn of the Joint Museums Account.
- 6.2.2 The Joint Museum Service shall be managed so that as the final out-turn of the Joint Museums Account is as close to zero as possible.
- 6.2.3 Any surplus or deficit on the Joint Museums Account shall be settled/distributed in the following shares:

Ipswich 50%: Colchester 50%

6.3 Transfer of Staff

- 6.3.1 In this paragraph "Ipswich's New Provider" means the person operating Ipswich's Museums from the date upon which this Agreement terminates (and Ipswich's New Provider may be Ipswich).
- 6.3.2 All employees who, during the last year of operation of this Agreement, spent more than 50% of their time on issues specifically relating to Ipswich's museums shall transfer to Ipswich's New Provider.
- 6.3.3 Other employees shall continue to be employed by Colchester, unless the parties agree otherwise.
- 6.3.4 Colchester shall use all reasonable endeavours to ensure that their employees cooperate with Ipswich's New Provider for a period of one year after the termination of the Agreement in order to affect a seamless transfer of Ipswich's Museums to Ipswich's New Provider.
- 6.3.5 For the purpose of facilitating the transfer of any person's employment from Colchester to Ipswich's New Provider Colchester shall supply to Ipswich promptly on request such information as Ipswich shall reasonable require (including information required under TUPE legislation) in order to facilitate the transfer of employees from Colchester to Ipswich's New Provider.

6.4 Artefacts

- 6.4.1 Subject to 6.4.2, when this Agreement ends for any reason, any artefacts which belong to one Partner Authority but which are in the custody of the other Partner Authority shall, if requested, be returned to the owner.
- 6.4.2 Where this Agreement ends and artefacts are stored by one party on behalf of the other party, then to the extent that those artefacts are not collected by the owner within one month from the date of termination, the storing party shall continue to store artefacts for one year from the date of termination, subject to the payment of reasonable storage charges by the owner.

6.5 Other Assets and Property

- 6.5.1 Title to the following property shall be transferred to Ipswich on the termination of this Agreement;

- a) All property belonging to Colchester which is or used at Ipswich's premises (other than temporarily) on the termination of this Agreement.
- b) All property belonging to Colchester to the extent that it relates to Ipswich's museums or collection (including the relevant part of any collections records).

'Property' includes plant, software licenses and operating leases.

- 6.5.2 All property belonging to Ipswich but in Colchester's possession shall be returned to Ipswich immediately upon termination.
- 6.5.3 Colchester shall promptly supply Ipswich with a copy of all intellectual property which belongs to Ipswich or which Ipswich is entitled to use (such copy to be supplied in such format as Ipswich shall reasonably require).
- 6.5.4 Colchester shall provide reasonable assistance with the installation of any software on any computer equipment.
- 6.5.5 The duties in paragraph 6.5.4 shall continue for one year from and after the date of termination.
- 6.5.6 If plant equipment or services has been purchased for the use (directly or indirectly) of both Ipswich and Colchester's museums then the parties shall sell the equipment and split the proceeds of sale in the percentage in which the Joint Museums' account is to be split between Ipswich and Colchester.

7. Review

- 7.1 The Partner Authorities shall keep this Agreement under review. The CIMS may from time to time make recommendations about changes to the Agreement.
- 7.2 The Partner Authorities shall:
 - a) Consider any recommendations for changes to the Agreement made by the CIMS.
 - b) Consider any proposals for change made by the other party.
 - c) Co-operate with each other and the CIMS in the undertaking of reviews of this Agreement.
 - d) Any changes to this Agreement shall be recorded in writing signed on behalf of Ipswich and Colchester.

The common seal of
Ipswich Borough Council
Was hereunto affixed
In the presence of

Authorised Officer

Authorised Officer

The common seal of
Colchester Borough Council
Was hereunto affixed
In the presence of

Authorised Signatory

7th July 2021

Report of	Assistant Director of Communities	Author	Siobhan McLeod ☎ 07966 240457
Title	St Mark's Community Centre, Mill Road		
Wards affected	Highwoods, Mile End		

1. Executive Summary

- 1.1 A new community centre is planned on the site of the former rugby club on Mill Road Highwoods. This report aims to serve as an update and to request Delegation of Authority for the appointment of contractors and associated suppliers to the project.

2. Recommended Decision

- 2.1 To delegate authority to the Portfolio Holder for Communities for the appointment of construction contractors and associated suppliers. This will ensure the efficient and timely appointment of construction contractors and associated suppliers where relevant to ensure procurement and programme timelines are adhered to. This will enable effective delivery of the scheme.

3. Reason for Recommended Decision

- 3.1 To ensure a seamless delivery of the programme in accordance with timelines

4. Alternative Options

- 4.1 Contractor decision to be made by Cabinet.

5. Background Information

- 5.1 The rugby club have vacated the site on Mill Road, moving to the new site at the Northern Gateway. The existing building is part of a planning application for a large, proposed Colchester Borough Council development on Mill Road.

The existing (Council owned) building and some surrounding outside space is to be preserved to serve the local residents as a community space. However, it is not fit for purpose; the building is old, environmentally unsustainable and the structural layout needs substantial adjustment to serve as a new community centre.

The proposed development is still in the planning stages, awaiting planning approval. It is expected that, due to complex Highway requirements, there will be no possibility of a Section 106 contribution from the developer for Community Facility purposes. Anticipating this, Cabinet approved a commitment of £1.5million from Capital Programme for the project, to support either the refurbishment of the existing building or the demolition and rebuild of a new community facility.

The Diocese and new group of Trustees will manage the centre and wish it to serve the community through religious prayer as well as a variety of inclusive activities, from sport and hobbies to health and wellbeing.

A Board of Trustees has been created and a community consultation has been completed in Highwoods. Feedback from engagement with stakeholders will be integral in forming the design of the building, to ensure it answers the needs and wishes of the local people who will use it.

Amphora Trading have been commissioned to lead on the project and have appointed Suffolk -based architects Barefoot & Gilles through a tender process to lead on the design and construction of a new space. B&G have begun by investigating the economic and environmental implications of various options; demolition and new build, refurbishment, and a hybrid design incorporating the two. On 24 June the trustees announced they would like to proceed with a new-build scheme. A workshop to outline and understand their requirements from a design perspective is scheduled for the 29th June.

A Delegated Authority is requested to oversee and approve any crucial decisions through the process of the project.

6. Equality, Diversity and Human Rights implications

- 6.1 There are no Equality and Diversity requirements identified at this time.

7. Strategic Plan References

- 7.1 The project aligns with Strategic Plan Objectives '*Creating safe, healthy and active communities*', specifically building on community strengths & assets. Through its partnership with the Diocese of Chelmsford it will:

- Take an Asset Based Community Development (ABCD) Approach and work alongside communities to build a borough where people are more empowered, self-sufficient, healthy, active, happy and doing what they enjoy.

- Encourage belonging, involvement and responsibility in all Colchester's communities and neighbourhoods.
- Work with our partners to make volunteering and community involvement as easy as possible.
- Maximise developer contributions (such as Section 106) and other funding mechanisms to help fund community infrastructure.

7.2 Equally, through the focus on sustainable development on the site the project is committed to the objectives of '*Tackling the climate challenge and leading sustainability*'. The site will connect to the forthcoming Heat Network at the Colchester Northern Gateway as well as being designed in a sustainable manner to take into account biodiversity on the site.

8. Consultation

8.1 Due to COVID-19 restrictions, community consultation was held online. A survey was circulated in February 2021, receiving 146 responses. Responses will be shared with the appointed architects to help to inform the design stages of the project.

9. Publicity Considerations

9.1 As above, the council will consult with residents about the scheme in terms of both their needs and expectations in terms of long-term use and during the construction process.

9.2 The Council's communications team are supporting the project team to publicise the development of the new community facility.

9.3 Ward Councillors have been updated throughout the process and their input has been considered.

10. Financial implications

10.1 The building will be leased to the Diocese of Chelmsford and run by an appointed group of trustees comprising representative local residents, St Luke's church and Myland Community Council. Colchester Borough Council are only able to fund the initial building and development of the community centre and will not be able to financially maintain the building thereafter, therefore the trustees will be responsible for generating rental income to cover running and maintenance costs of the building.

The anticipated capital expenditure is:

Funding Source	Amount
PWLB Borrowing	£1,350,000
NHB Contribution	£150,000
Total	£1,500,000

Based on the anticipated borrowing of £1.35m the revenue implications for the cost of borrowing are detailed below. Estimates at the time of writing this report indicate that

Public Works Loan Board (PWLB) interest rates of approximately 2.5% would be applicable over 50 years.

	Estimated revenue cost per year
Minimum Revenue Provision (£1.5m capital borrowed repaid in 50 equal annual instalments)	£27,000
Interest costs at 2.5%	£33,750
Total finance cost	£60,750

11. Health, Wellbeing and Community Safety Implications

- 11.1 The community asset will be of great value to the Highwoods community, enabling them to have access to additional support, services, activities and groups, which may not be included in the current offering in the area. Examples of this could be virtual health services, faith groups, uniformed groups, activities and exercise such as yoga and dance. The community would gain an asset which is modern, fit for purpose and extremely inviting. It would empower communities to take ownership of a local asset, create a sense of belonging for some of our most isolated residents and strengthen community pride in the area. This facility would provide enhanced health and wellbeing opportunities, for all residents and visitors.

No community safety concerns identified.

12. Health and Safety Implications

- 12.1 All health and safety compliance and regulations will be strongly adhered to during both design and construction.

13. Risk Management Implications

- 13.1 A Delegated Authority will ensure fair and informed decision-making throughout the project duration, taking into consideration the relative Council policies which promote inclusivity and opportunity to all residents in Colchester.

14. Environmental and Sustainability Implications

- 14.1 We will endeavour to ensure that the development – whether a new-build or retrofitting the existing building will be undertaken as sustainably as possible within the constraints of the project budget, in line with the Council's commitment to zero carbon by 2030. We shall also be taking care to ensure that the long-term running and maintenance of the building has a low carbon impact and is sustainable.
- 14.2 The National Planning Policy Framework can be found [here](#). The definition for 'sustainable development' can be found in Section 2 of the Framework.

7 July 2021

Report of	Assistant Director of Corporate and Improvement Services	Author	Richard Clifford ☎ 507832
Title	Member Development Group Annual Report 2020-21		
Wards affected	'Not applicable'		

1. Executive Summary

1.1 The purpose of the Member Development Group is to provide a forum where members can advise on the planning, delivery and evaluation of member development activities. It is an all-party group and is chaired by the portfolio holder with responsibility for member development. The Group is required to report to Cabinet on an annual basis. This report meets this requirement and summarises the work of the Group during the 2020-21 municipal year. The Annual Report sets out information on the provision of member development, expenditure on the member development budget and the progress on Charter Status for Elected Member Development.

2. Recommended Decision

2.1 To receive and note the report of the Member Development Group on the work of the Group in the 2020-21 municipal year.

2.2 To agree that the Council's reassessment for Charter Status should be scheduled for December 2021.

3. Reason for Recommended Decision

3.1 The Member Development Group is required to report to Cabinet on an annual basis. This provides Cabinet with an opportunity to review the work of the Group and the provision of member development.

4. Alternative Options

4.1 No alternative options are presented.

5. Background Information

Annual Report

5.1 The Annual Report of the Member Development Group for 2020-21 is attached as Appendix 1 to this report. This sets out information about the background to the group and its terms of reference and composition. It summarises the main areas of work undertaken by the Group and provides information about the range of development activities undertaken by members of Colchester Borough Council in 2020-21.

5.2 The Council was originally awarded Charter Status in July 2011 and was successful in securing reaccreditation in January 2015 and July 2018. Accreditation is for a period of three years, with a light touch interim reassessment after 18 months. This was successfully passed in January 2020. The current period of accreditation will end in July 2021 and the Council has agreed to seek reaccreditation.

5.3 The reaccreditation assessment would normally be held after 3 years i.e. in July 2021. However, the assessing authority, South East Employers Organisation, has indicated that there is some flexibility around this date and that the reassessment can take place up to December 2021. It is proposed that this additional period will give further opportunity to prepare for the reassessment and that therefore the offer to schedule the reassessment to December 2021 be accepted.

6. Equality, Diversity and Human Rights implications

6.1 An EQIA for the councillor development policy has been prepared and can be accessed via the link below.

<http://www.colchester.gov.uk/CHttpHandler.ashx?id=2290&p=0>

7. Strategic Plan References

7.1 Member development supports all the Strategic Plan priorities by promoting the skills and knowledge members need in order to fulfil their roles effectively.

8. Financial Implications

8.1 The Annual Report sets out expenditure against the member development budget for the 2020-21 municipal year. There are no financial implications arising from this report.

8.2 The LGA fee for the Charter programme is £3000, which has already been met from the Member Development Budget.

9. Standard References

9.1 There are no particular references to consultation or publicity considerations or community safety; health and safety, environmental sustainability or risk management implications.

Appendix 1 – Member Development Group Annual Report

Appendix 1

Member Development Group: Report to Cabinet 2020-21

1. Introduction

The purpose of the Member Development Group is to provide a forum where members can advise on the planning, delivery and evaluation of member development activities. The Group is made up of a member of each political group and is chaired by the Portfolio Holder for Business and Resources.

The Group is required to report to Cabinet on an annual basis. This report meets this requirement and summarises the work of the Group during the 2020-21 municipal year.

2. Terms of Reference

The Group's Terms of Reference are as follows:-

The Member Development Group will advise on the planning, delivery and evaluation of member development activities and make recommendations to Cabinet where appropriate. The Member Development Group will report to Cabinet on an annual basis.

The membership of the Member Development Group will be the relevant Portfolio Holder with responsibility for Member Development and one member from each political group represented on the Council. The Group will be chaired by the Portfolio Holder. Members of the Group will be responsible for the promotion of Member Development within their political group.

The Member Development Group will:-

- oversee the provision of member development opportunities;
- advise on policies and procedures relating to member development; and monitor their implementation and effectiveness;
- regularly review the level and allocation of the Councillor development budget;
- oversee the evaluation of member development opportunities and assess the contribution of member development opportunities towards the Council's corporate objectives;
- ensure that Charter Status for Member Development is maintained and monitor the progress of the implementation of the recommendations from the Charter Assessment.

3. Composition

The membership of the Group in 2020-21 was as follows:-

Councillor David King, Portfolio for Business and Resources, Chair
Councillor David Harris
Councillor Jackie Maclean

Councillor Sam McCarthy
Councillor Beverley Oxford

The Group has been supported by Richard Clifford, Lead Democratic Services Officer and Matt Evans, Democratic Services Officer

The Group has met on three occasions in 2020-21: 29 September 2020; 25 November 2020 and 30 March 2021.

4. Main Areas of Work

4.1 The Provision of Member Development

Details of attendance at member development sessions for 2020-21 is at Appendix 1. The attendance figures are positive and continue to demonstrate a healthy interest in training and development across the Council. Feedback is collected at most sessions and this is largely very positive.

Measurable objectives were established by the Group to help measure attendance and quality of member development sessions and performance against these objectives is shown below. The figures for 2019-20 are also included for comparison and to indicate trends. It is pleasing to note the trend of increasing attendance at member development sessions.

	Target	2019-20	2020-21
Number of Councillors attending one or more Development Session	80%	84%	90%
Number of Councillors attending 5 or more Development Sessions	25%	43%	56%
Number of Development Sessions or Briefings provided for Councillors over the course of a municipal year	10	23	18
Number of Councillors who have completed Leadership Academy programme during the course of the Municipal Year	1	-	-
Percentage of completed feedback forms indicating that development session was worthwhile	75%	92%	92%

The programme of member development has provided briefings to keep members up to date on key Council projects and initiatives. A key element of the member development programme in 2020-21 has been the provision of a series of budget workshops. These arose out of a recommendation from the Policy and Public Initiatives Panel that additional training and briefing on the budget setting process be held for all Councillors. The workshops have provided a forum to enable all Councillors to discuss the budget challenges for 2021/22 and later years. Four

workshops were held over the course of the municipal year and engagement with the sessions was good.

A number of briefings have been held to keep members up to date on “hot topics” and important initiatives by the Council and partners such as Local Government Reorganisation and the E-scooter scheme. Perhaps the most important of these was a briefing from health partners on the roll out of the vaccination programme in January 2021 which was attended by well over half of the Council.

Planning and licensing training has also been provided to ensure that members are kept up to date with developments in these fields and to ensure that there is a wide pool of members able to sit on the Planning and Licensing Committees. The Group was also involved in the planning of the induction process for new councillors elected in May 2021.

There was also a programme of training to prepare members for the move to remote meetings in June 2021. As a consequence of the Covid pandemic development sessions were also moved online and are now held on Microsoft Teams. There are some real advantages to this in that it facilitates attendance without a trip to the Town Hall, and sessions are easily recorded and circulated to those unable to attend. This helps members manage the demands on their time. There is a slight loss of the informality of physical briefing sessions, and they need to be chaired or facilitated slightly more formally than would be the case with a physical briefing. Processes have been developed to help fit in with online sessions: for example an electronic feedback form was developed which can be emailed to members after the event and completed online.

4.2 Member Charter Status

The Council was reaccredited with Charter Status for Elected Member Development in July 2018. Accreditation is for a period of three years, with a “light touch” interim after a period of 18 months. The Council undertook its interim reassessment in January 2020 and was successful and the full reassessment is due later in 2021. Charter Status is important as it demonstrates that the Council’s member development processes are in line with good practice. This provides reassurance to current and potential members, and to other external inspections such as Peer Reviews. It also provides a reassurance to residents that their elected representatives are provided with effective support to enable them to undertake their roles and responsibilities effectively.

A key recommendation of the Charter review in 2018 was that member cooperation and understanding, across party lines was crucial to effectiveness and the Member Development Group has continued to support this endeavour, and had supported efforts to shared social and gathering space to be enabled by a change of use of one of the group rooms in the Town Hall (as part of the Building Maintenance Programme).

The Group has been monitoring the work preparing for the reassessment of Charter Status. The key element of this in 2020-21 was the launching and promoting a survey of member training needs. This was undertaken via an online form which invited members to identify priority areas for development in the following themes:

- Knowledge
- Skills
- Regulatory
- Partnerships

This is a key initiative in terms of the Charter where member engagement and ensuring training reflects members needs is key. Thirty four Councillors responded to the survey and the results of this will be used to inform the Member Development Programme, which is currently being prepared.

4.3 Member Development Budget and Resources

The member development budget for 2020 21 was set at £8,000. The budget is split into two elements: a core training budget of £4900 which is used to fund core training with a council wide application such as training on licensing, planning and scrutiny. The remainder of the budget is split between the political groups on the basis of £100 per member. In practical terms, as the group budgets are often underspent, a flexible approach is taken.

Expenditure on the budget 2020-21 is set out below.

Member Charter Reassessment fee, South East Employers	£3000
Licensing training, Cornerstone Barristers	£960
Scrutiny training, Centre for Governance and Scrutiny	£600
Chairing Skills training, Local Government Information Unit	£80
Social Media Training, Local Government Information Unit	£120
Social Media Training, Braintree District Council	£180
Total	£4940
Balance	£3060

In house resources are used to deliver training wherever possible, and external specialist training is only commissioned when necessary and this has contributed to the underspend on the budget. In addition, the Council did not nominate a member to attend Leadership Academy this municipal year, which would normally cost in the region of £1000.

Member development is supported by the Democratic Services Team. Considerable time and effort is put into providing sessions and development by officers across the organisation. The Group wishes to formally record its appreciation for the time and effort that officers and partners put into providing development opportunities for Councillors.

5. Conclusion

The Group considers that a useful and varied programme of development opportunities has been provided for councillors. In view of the Covid 19 pandemic the way member development has been delivered has changed significantly. Member development has also supported changes in working practice resulting from the pandemic, and has helped keep members informed of some of the consequences of the pandemic for the Council and partners. The resources put into member development have provided good value and have contributed towards the delivery of the Council's strategic priorities.

In addition, the Group believes that the Group itself as well as briefings and sessions it arranges are helpful in fostering the cross party understanding that helps the Council as a whole to be effective.

Attendance at Training and Development Opportunities 2020-21 Municipal Year

Councillors	Number of events attended
Arnold, Christopher	3
Barber, Lewis	2
Barlow, Nick	8
Barton, Lyn	5
Bentley, Kevin	2
Bourne, Tina	5
Buston, Roger	11
Chapman, Nigel	7
Chillingworth, Peter	5
Chuah, Helen	7
Coleman, Phil	0
Cope, Nick	3
Cory, Mark	9
Crow, Simon	6
Davidson, Robert	1
Dundas, Paul	8
Elliott, John	1
Ellis, Andrew	2
Fox, Adam	12
Goacher, Mark	0
Goss, Martin	3
Harris, Dave	12
Hayter, Chris	1
Hazell, Pauline	1
Higgins, Theresa	4
Hogg, Mike	7
Jarvis, Brian	1

Training event	Planning Training	Remote meeting training for Committee Chairs	Cabinet Remote Meetings training
Dates	20-May-20	22-May-20	27-May-20
Attendees	Arnold, Christopher Cope, Nick Crow, Simon Ellis, Andrew Pearson, Chris Scordis, Lee Whitehead, Lorcan	Barlow, Nick Liddy, Cyril McCarthy, Sam	Cory, Mark Fox, Adam Goss, Martin Higgins, Theresa King, David Lilley, Michael Luxford Vaughan, And Young, Julie

Jowers, John	1
King, David	11
Liddy, Cyril	9
Lilley, Michael	10
Lissimore, Sue	2
Loveland, Derek	0
Luxford Vaughan, Andrea	7
Maclean, Fiona	0
Maclean, Jackie	1
McCarthy, Sam	9
Moore, Patricia	5
Oxford, Beverley	6
Oxford, Gerard	5
Oxford, Philip	0
Pearson, Chris	7
Scordis, Lee	9
Scott-Boutell, Lesley	8
Warnes, Martyn	5
Whitehead, Lorcan	11
Willetts, Dennis	5
Wood, Barbara	8
Young, Julie	11
Young, Tim	9

Total sessions attended:	265
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Licensing Training - Sexual Entertainment Venues and Safeguarding						
05-Jun-20	Local Government Reorganisation 03-Aug-20	Budget Workshop 04-Aug-20	Budget Workshop 26-Aug-20	Local list and assets of Community Value 03-Sep-20	Budget Workshop 05-Oct-20	GDPR Training 06-Oct-20
Barton, Lyn	Barlow, Nick	Barlow, Nick	Barton, Lyn	Barlow, Nick	Barber, Lewis	Chapman, Nigel
Buston, Roger	Barton, Lyn	Bourne, Tina	Barlow, Nick	Buston, Roger	Buston, Roger	Chillingworth, Peter
Chuah, Helen	Buston, Roger	Buston, Roger	Bourne, Tina	Chapman, Nigel	Chapman, Nigel	Chuah, Helen
Crow, Simon	Chapman, Nigel	Cory, Mark	Buston, Roger	Chillingworth, Peter	Chuah, Helen	Higgins, Theresa
Elliott, John	Cope, Nick	Cope, Nick	Chapman, Nigel	Chuah, Helen	Cory, Mark	Hogg, Mike
Harris, Dave	Cory, Mark	Fox, Adam	Chillingworth, Peter	Crow, Simon	Crow, Simon	Jarvis, Brian
Hogg, Mike	Dundas, Paul	Harris, Dave	Chuah, Helen	Fox, Adam	Dundas, Paul	King, David
Moore, Patricia	Fox, Adam	King, David	Cory, Mark	Hogg, Mike	Fox, Adam	Liddy, Cyril
Oxford, Beverley	Harris, Dave	Liddy, Cyril	Dundas, Paul	Luxford Vaughan, And	Harris, Dave	Lilley, Michael
Wood, Barbara	Liddy, Cyril	Oxford, Gerard	Fox, Adam	Scordis, Lee	King, David	McCarthy, Sam
Young, Tim	Lilley, Michael	Pearson, Chris	Harris, Dave	Scott-Boutell, Lesley	Liddy, Cyril	Moore, Patricia
	Oxford, Beverley	Scordis, Lee	King, David	Whitehead, Lorcan	Lilley, Michael	Pearson, Chris
	Pearson, Chris	Scott-Boutell, Lesley	Liddy, Cyril	Willetts, Dennis	Lissimore, Sue	Warnes, Martyn
	Scordis, Lee	Whitehead, Lorcan	Lilley, Michael	Wood, Barbara	Oxford, Gerard	Wood, Barbara
	Scott-Boutell, Lesley	Wood, Barbara	Luxford Vaughan, And	Young, Julie	Scordis, Lee	Young, Julie
	Willetts, Dennis	Young, Julie	McCarthy, Sam		Scott-Boutell, Lesley	Young, Tim
	Young, Julie		Pearson, Chris		Whitehead, Lorcan	
			Scordis, Lee		Willetts, Dennis	
			Scott-Boutell, Lesley		Wood, Barbara	
			Whitehead, Lorcan		Young, Tim	
			Wood, Barbara		Young, Julie	
			Young, Julie			
			Young, Tim			

Hate Crime						
Scrutiny Training	ing Skills: Virtual Me	GDPR Training	ate Crime Ambassado	Scooter briefing sessi	Ambassadors	Budget workshop
15-Oct-20	21-Oct-20	03-Nov-20	12-Nov-20	16-Nov-20	18-Nov-20	07-Dec-20
Barber, Lewis	McCarthy, Sam	Buston, Roger	Bourne, Tina	Arnold, Christopher	Fox, Adam	Barlow, Nick
Bentley, Kevin		Ellis, Andrew	Hogg, Mike	Barlow, Nick	Harris, Dave	Buston, Roger
Bourne, Tina		Fox, Adam	King, David	Barton, Lyn	McCarthy, Sam	Chapman, Nigel
Dundas, Paul		Harris, Dave	Lilley, Michael	Bentley, Kevin	Whitehead, Lorcan	Cory, Mark
Hayter, Chris		Luxford Vaughan, And	Young, Julie	Buston, Roger		Crow, Simon
Hogg, Mike			Young, Tim	Chillingworth, Peter		Dundas, Paul
McCarthy, Sam				Chuah, Helen		Fox, Adam
Whitehead, Lorcan				Cory, Mark		Harris, Dave
				Crow, Simon		King, David
				Dundas, Paul		Liddy, Cyril
				Fox, Adam		Lilley, Michael
				Goss, Martin		Luxford Vaughan, And
				Harris, Dave		McCarthy, Sam
				Hazell, Pauline		Pearson, Chris
				Higgins, Theresa		Scordis, Lee
				Hogg, Mike		Whitehead, Lorcan
				King, David		Willetts, Dennis
				Lilley, Michael		Wood, Barbara
				Luxford Vaughan, Andrea		Young, Julie
				Maclean, Jackie		Young, Tim
				Moore, Patricia		
				Oxford, Beverley		
				Scott-Boutell, Lesley		
				Whitehead, Lorcan		
				Young, Tim		

LGIU Social Media training 15, 22 and 29 January 2021	Planning Training 12 -Jan-21	Vaccination Programme 21-Jan-21	Commercial skills for Councillors - Commercial mindset online masterclass 3		Social Media Training - Braintree District Council 10-Feb-21	Governance for commercial activity masterclass 12-Mar-21	Session on supporting residents and tackling financial inequality 09-Mar-21
			05-Feb-21				
King, David	McCarthy, Sam Oxford, Beverley Oxford, Gerard	Arnold, Christopher Barlow, Nick Barton, Lyn Buston, Roger Chapman, Nigel Chillingworth, Peter Chuah, Helen Cory, Mark Davidson, Robert Dundas, Paul Fox, Adam Goss, Martin Harris, Dave Higgins, Theresa Hogg, Mike Jowers, John Liddy, Cyril Lilley, Michael Lissimore, Sue Luxford Vaughan, Andrea Moore, Patricia Oxford, Beverley Oxford, Gerard Scordis, Lee Scott-Boutell, Lesley	Warnes, Martyn		Harris, Dave King, David Liddy, Cyril Warnes, Martyn	Warnes, Martyn	Bourne, Tina Buston, Roger Cory, Mark Dundas, Paul Fox, Adam Harris, Dave King, David Lilley, Michael McCarthy, Sam Moore, Patricia Oxford, Beverley Oxford, Gerard Pearson, Chris Scordis, Lee Scott-Boutell, Lesley Warnes, Martyn Whitehead, Lorcan Young, Julie Young, Tim

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Whitehead, Lorcan
Willetts, Dennis
Wood, Barbara
Young, Julie
Young, Tim

PETITIONS, PUBLIC STATEMENTS, QUESTIONS

(i) Have Your Say submissions

Date of Meeting	Details of Members of the Public	Subject Matter	Form of Response	Date Completed
Cabinet, 10 March 2021	Fabian Green	Town centre car parking	Verbal response provided at the meeting by Cllr Lilley, Portfolio Holder for Communities, Wellbeing and Public Safety.	10 March 2021
Council, 26 May 2021	Sir Bob Russell	Welcome to the Mayor and new Councillors, reintroduction of the Committee system of Council governance	Verbal response provided at the meeting by the Mayor, Cllr Robert Davidson.	26 May 2021
Cabinet, 9 June 2021	Mr Skinner, Learning Never Stops	Life long learning	Verbal response provided at the meeting by Councillor Laws, Portfolio Holder for Economy, Business and Heritage.	9 June 2021

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

