

# Cabinet Meeting

**Grand Jury Room, Town Hall, High Street,  
Colchester, CO1 1PJ  
Wednesday, 05 June 2019 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.

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Dates of the meetings are available here:

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**COLCHESTER BOROUGH COUNCIL**  
**Cabinet**  
**Wednesday, 05 June 2019 at 18:00**

**The Cabinet Members are:**

Leader and Chairman	Councillor Mark Cory (Liberal Democrats) Councillor Adam Fox (Labour and Co-operative) Councillor Martin Goss (Liberal Democrats) Councillor Theresa Higgins (Liberal Democrats) Councillor David King (Liberal Democrats) Councillor Mike Lilley (Labour) Councillor Gerard Oxford (The Highwoods Group) Councillor Julie Young (Labour)
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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.**

**1 Welcome and Announcements**

The Chairman will welcome members of the public and Councillors and remind everyone to use microphones at all times when they are speaking. The Chairman will also explain action in the event of an emergency, mobile phones switched to silent, audio-recording of the meeting. Councillors who are members of the committee will 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 is invited to confirm that the minutes are a correct record of the meeting held on 13 March 2019.

**13-03-19**

7 - 22

**5 Have Your Say!**

The Chairman will invite members of the public to indicate if they wish to speak or present a petition on any item included on the agenda or any other matter relating to the terms of reference of the meeting. Please indicate your wish to speak at this point if your name has not been noted by Council staff.

**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 Waste, Environment and Transportation**

**7(i) Conservation and Environmental Sustainability Task and Finish Group 23 - 26**

Cabinet will consider the establishment of the Conservation and Environmental Sustainability Task and Finish Group.

**8 Housing/Business and Resources**

**8(i) Transfer of Development Site to Colchester Amphora Housing Ltd 27 - 30**

Cabinet will consider a report confirming the appropriation of the Creffield Road site from the Housing Revenue Account to the General Fund.

**9 Housing**

**9(i) Request for Delegated Authority to Agree the Award of Contract 31 - 36**

Cabinet will consider the delegation of authority for approval of the award of contract to the Recommended Bidder for the installation of a new Housing Management System to the Portfolio Holder for Housing and Communities in consultation with the Assistant Director Policy and Corporate.

## 10 **Business and Resources**

- 10(i) **Member Development Group Annual Report 2018-19** 37 - 50  
Cabinet will receive and note the report of the Member Development Group for the 2018-19 municipal year.

## 11 **General**

- 11(i) **Appointments to the Revolving Investment Fund Committee, Outside Bodies and Council Groups 2019-20** 51 - 78

Cabinet will consider the appointments to the Revolving Investment Fund Committee, Outside Bodies and Council Groups 2019-20.

- 11(ii) **Progress of Responses to the Public** 79 - 80

Cabinet will review the progress of responses to members of the public who have addressed Cabinet and Council under the Have Your Say! provisions.

## 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)**



<p style="text-align: center;"><b>CABINET</b> <b>13 March 2019</b></p>
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*Present:* - Councillor Cory (Chairman)  
Councillors Barlow, Bourne, Goss, King, Lilley, B.  
Oxford and T. Young

*Also in attendance:* - Councillors Cope, Davies, Laws, G. Oxford, Warnes and  
Willetts

### **339. Minutes**

*RESOLVED* that the minutes of the meeting held on 30 January 2019 be confirmed as a correct record.

### **340. Urgent item – Establishment of the Conservation and Environmental Sustainability Task and Finish Group**

Councillor Cory, Leader of the Council and Portfolio Holder for Strategy, introduced the report on the Establishment of the Conservation and Environmental Sustainability Task and Finish Group. He explained that this would be put on the agenda for the next Cabinet meeting in the new municipal year for a formal decision, but he had brought this to Cabinet now in order to highlight this proposal.

*RESOLVED* that a report in the establishment of the Conservation and Environmental Sustainability Task and Finish Group be considered at the first substantive meeting of the new municipal year.

### **341. Have Your Say**

Sir Bob Russell addressed the Cabinet pursuant to the provisions of Meetings General Procedure Rule 5(1). In view of the decision of the Planning Committee to refuse planning permission for the Painters Yard application, the Cabinet should stop any further moves for inappropriate development on the Queen Street site. The site should be used to create a lasting legacy for future generations. As the landowner, the Council was in a position to control how the site was developed. Concern was also expressed about the elephant statue on the roundabout on the junction of North Station Road and Cowdray Avenue, which he considered was a waste of public funds.

Councillor T. Young, Portfolio Holder for Business and Culture, responded and explained that the Cabinet was pausing and reflecting on the Queen Street site. Alumno did have the right of appeal against the decision of the Planning Committee. The Council had entered in contractual agreements with Alumno but they were conditional on the covenant

and on obtaining planning permission. Councillor Goss, Portfolio Holder for Waste, Environment and Transportation and Councillor Lilley, Portfolio Holder for Planning, Community Safety and Licensing, explained that the statue of the elephant was part of a wider redevelopment to improve North Station Road and local Councillors and businesses had been involved in the preliminary discussions.

David Smith addressed the Cabinet pursuant to the provisions of Meetings General Procedure Rule 5(1) to express his concern that the rent he paid for a garage had increased by 45% over the last two years. This was an unreasonable level of increase. Decisions on rent increases should be decided by the whole Council rather than by individual councillors.

Councillor Bourne, Portfolio Holder for Housing and Communities, explained the background to the rent increases. The rents on high demand garage sites had been increased by 20% in each of the last two years to reflect the additional refurbishment required. She would look into the circumstances of his particular case.

Mick Spindler addressed the Cabinet pursuant to the provisions of Meetings General Procedure Rule 5(1) to present a petition containing 1710 signatures, calling on the Council to protect green space on Middlewick. Middlewick was a largely wild and natural site, enjoyed by many residents. It was the only area of natural heathland in Colchester. The firing range was only a small proportion of the site. It was understood that the Ministry of Defence wished to sell the site. The Council needed to do all it could to save it from future development and preserve it for future generations.

Councillor T. Young, Portfolio Holder for Business and Culture, and Councillor Lilley, Portfolio Holder for Planning, Community Safety and Licensing, explained that the site was owned by the Ministry of Defence who were looking to dispose of it. The issue was being looked at as part of the Local Plan and the Council was seeking to limit the amount of development on the site. The development of Garden Communities would relieve the pressure for the development of sites such as Middlewick. Local councillors were working with residents to oppose the sale and to influence the development of the site.

Councillor G. Oxford attended and with the consent of the Chair addressed the Cabinet to request an update on the arrangements for the collection of sharps. It would be more effective and efficient if these were collected from central points such as surgeries or pharmacies.

Councillor Goss, Portfolio Holder for Waste, Environment and Transportation, explained that the Council was collecting data on the use of the service and was looking to see how a more efficient way of collecting the material could be arranged.

Councillor Laws attended and with the consent of the Chair addressed the Cabinet. In view of the outcome of the Painters Yard planning application, he considered it would now be timely to review the Masterplan for the area which dated back to 2005. There had been significant changes since then, such as increased pressure for housing growth. He believed that a cross party consensus on the future use of the site could be reached. This could also tie in to the review of St Botolphs roundabout being undertaken by Essex Highways.



Councillor Cory, Leader of the Council and Portfolio Holder for Strategy, and Councillor T. Young, Portfolio Holder for Business and Culture, responded and explained that the administration was reflecting on the outcome of the application. There was a need to revisit the Masterplan for the area in due course.

**342. Decisions reviewed by the Scrutiny Panel // Decision set out in minute 329 of the Cabinet meeting of 30 January 2019: Recommendation from the Heritage and Tourism Task and Finish Group**

Cabinet considered the recommendation in draft minute 203 of the Scrutiny Panel meeting of 22 February 2019.

Sir Bob Russell addressed the Cabinet pursuant to the provisions of Meetings General Procedure Rule 5(1). It had been Council policy since 1992 to seek City Status for Colchester. City Status had been sought in 1992, 2000, 2002 and 2012 with no significant political opposition. Colchester was Britain's First City and the claim to be Britain's oldest Recorded Town was now inaccurate. Colchester needed to reclaim its status as a city and be bold going forward.

Councillor Davies, Chair of the Scrutiny Panel, attended and addressed the Cabinet. The Scrutiny Panel had considered the process of the decision making, not the merits of the strapline. The main concern of the Scrutiny Panel had been that there had been no discussion at Cabinet on the recommendation of the Task and Finish Group and no reasons given for the dismissal of its recommendation that an online public consultation be held. The Panel had been informed of private discussions being held, but this was contrary to the spirit of openness. Residents were entitled to see issues debated openly and she looked forward to receiving the reasons for the Cabinet's decision.

Councillor G. Oxford attended and with the consent of the Chair, addressed the Cabinet. He considered that the issues of the signs produced as part of his mayoral legacy and the new strapline had become entangled. If the Cabinet was to go forward with the strapline, he felt it should replicate the way it was shown on the mayoral legacy signs, including the colours.

Councillor Willetts attended and with the consent of the Chair addressed the Cabinet. Whilst under the Cabinet model of Council governance, the Cabinet had wide ranging powers, this was balanced by the need to ensure it acted in accordance with the principles of decision making. These were part of the Council's constitution and included the need to have regard to due consultation. The Task and Finish Group had recommended further consultation and it was a matter of regret that the Cabinet had not followed this guiding principle. The Scrutiny Panel was entitled to ask for an explanation as to why the Cabinet had not decided to follow the recommendation of the Task and Finish group in respect of consultation.

Councillor Cory, Leader of the Council and Portfolio Holder for Strategy, explained that the Heritage and Tourism Task and Finish Group had taken the decision to review the strapline. They had consulted with experts., and had made a recommendation, although this was not unanimous and neither did it exactly reflect the views of experts. The Cabinet had also listened to experts and followed the recommendation in part and had

taken the essence of their recommendation.

Councillor T. Young, Portfolio Holder for business and Culture, acknowledged that the Cabinet could have handled the discussion at Cabinet on 30 January 2019 better and that there should have been a more open debate. The views of the Scrutiny Panel were welcomed. In terms of the reasons for not accepting the recommendation of the Task and Finish Group, Cabinet was of the view that it had due regard to consultation. It had consulted with the Task and Finish Group, and the views of local historians and marketing experts had been taken into account. The Council was a representative democracy and Councillors were elected to take decision on behalf of residents. It was not necessary to consult on every decision, and Cabinet had felt that this was a decision that did not require further consultation. He hoped that Cabinet would now feel able to confirm the original decision taken at the meeting on 30 January 2019.

Councillor Lilley, Portfolio Holder for Planning, Community Safety and Licensing, explained that the decision had been taken quickly on 30 January 2019, and that there had been concern about the proposal in the recommendation to include the word "Roman" which neglected other crucial parts of Colchester's history, such as the Civil War period.

Councillor Goss, Portfolio Holder for Waste, Environment and Transportation, explained that in the long term he felt that the Council should consult with residents about how they wanted their history portraying. He also emphasised that the mayoral legacy signs were entirely separate from the work on the new strapline, and that the only expenditure had been in relation to the mayoral signs. He felt that the strapline should reflect the wording on the mayoral signs going forward.

Councillor Barlow, Portfolio Holder for Commercial Services, highlighted that the bid for City Status in 2012 had been led by residents and not by the Council. The decision to use Britain's First City had built on this bid.

*RESOLVED* that:-

- (a) The recommendation from the Scrutiny Panel meeting of 22 February 2019 be acknowledged and accepted;
- (b) The decision in minute 329 of the Cabinet meeting of 30 January 2019 in respect of the recommendation from the Heritage and Tourism Task and Finish Group be confirmed.

#### *REASONS*

In the course of the debate Cabinet had responded to the recommendation of the Scrutiny Panel and explained the reasons why it had not followed the recommendation of the Task and Finish Group in respect of online public consultation.

#### *ALTERNATIVE OPTIONS*

It was open to the Cabinet not to accept the recommendation of the Scrutiny Panel and confirm the decision without further explanation.

### **343. Waste and Zones Futures Business Case**

The Assistant Director, Environment, submitted a report a copy of which had been circulated to each Member together with draft minute 198 of the Scrutiny Panel meeting of 29 January 2019.

Councillor G. Oxford attended and with the consent of the Chair, addressed the Cabinet. Whilst he accepted the importance of the zones teams he was concerned that the capacity of Zones Team 3 had not kept pace with development in the area and this led to delays in tasks being completed. Also requests for enforcement action were not being responded to sufficiently quickly.

Councillor Willetts attended and with the consent of the Chair, addressed the Cabinet. Whilst he fully supported most of the proposals he was very concerned about the proposed changes to collections of plastic film, bags and wrappers. This was contrary to the spirit of the motion approved by Council in December 2017. It suggested that the Council would only recycle where it could do so at a profit. and to send this material to landfill was a retrograde step.

Councillor Goss, Portfolio Holder for Waste, Environment and Transportation, responded and explained that the proposed changes to the arrangements for the collection of plastics were not driven by financial considerations. The Council remained committed to collecting material that would be recycled. Even if the material was collected, it would be removed by recycling companies and either burnt or sent to landfill. The Government was consulting on proposals for a uniform waste collection system and these materials would not be included in the list of materials to be collected for recycling. It was also proposed to introduce a tax on their production to reduce their use. The Council would ensure that there would be a programme of communication and engagement with residents to notify them of the change in arrangements.

Councillor Goss introduced and explained the main proposals contained in the Business Case. The proposals had been considered by the Scrutiny Panel. They would lead to a more effective and efficient zones service including a dedicated community engagement resource and able to respond to planned housing growth in the borough. Whilst savings had been identified, there would be no cuts to frontline services and there would be considerable investment in the service including refurbishment of the Shrub End depot.

Councillor T. Young, Portfolio Holder for Business and Culture, explained that in respect of plastics, the right approach was to influence producers. He stressed the valuable work provided by the zones teams, who were the public face of the Council. The team covering his ward provided an excellent and responsive service.

**RESOLVED** that:-

- (a) The changes to the organisational structure proposed by the Assistant Director's report be approved.
- (b) All other changes and savings proposed by the Assistant Director's report be approved.

(c) The offer from Essex County Council for them to pay the Council a discretionary recycling credit of £30 per tonne for recycled food waste collected from residents with a minimum guaranteed total annual income of £175,000, be accepted.

(d) Authority be delegated to the Assistant Director – Environment in consultation with the Portfolio Holder for Waste, Environment and Transportation to award a contract for the handling and sale of recycled materials for 5 years.

## **REASONS**

To ensure services are organised and provided to meet the future needs of Colchester and to ensure the Council Budget Strategy is achieved.

## **ALTERNATIVE OPTIONS**

Not to approve the changes and proposals in the Assistant Director's report.

### **344. Sustainable Transport in Colchester**

Cabinet considered minute 28 of the minutes of the Policy and Public Initiatives Panel meeting of 6 March 2019, a copy of which had been circulated to each Member.

Councillor Cory, Leader of the Council and Portfolio Holder for Strategy, thanked the Panel for its suggestions on how sustainable transport could be taken forward. He considered that these were excellent suggestions that the Cabinet could accept and take forward.

**RESOLVED** that the following issues identified by the Policy and Public Initiatives Panel be accepted as potential contributions to the promotion of sustainable transport on Colchester borough:-

- A review of Parking Charges;
- Investigation of the workplace parking levy initiative, for peak times only, not for late night shift workers;
- The Repair, Reuse Recycle bicycle project, pitched to the Panel by Chris Blomeley, in terms of his request for suitable premises from which to operate the project, potential partnership working and tourism opportunities;
- An initiative to encourage nurseries, pre-schools and childminders, as well as local schools and academies, to adopt a walking and cycling ethos for journeys to school and pre-school;
- Work with Repair, Reuse and Recycle and other local charities to ensure walking and cycling for children is inclusive for all families, including those unable to afford

bicycles and their maintenance costs;

- Closer working with Essex County Council to improve road signage of cycle routes;
- Working towards bringing cycling and public transport to the heart of Local Plan policies, such as discussions with the bus companies about viable routes within the Garden Community proposals;
- Work with the bus companies and Greater Anglia with a view to securing the introduction of a combined ticketing system across bus and train services and improvements to train timetabling and train frequencies at Colchester Town station;
- Liaison with Essex County Council and the local bus companies to highlight the importance of accessibility of bus stopping points, in terms of location, seating and shelter;
- A feasibility exercise to investigate the viability of introducing a Hopper bus service, potentially operating from North Station into the town centre, either working with the bus companies or investigating alternative sources of funding, such as the use of Section 106 contributions or sponsorship, to cover driver, vehicle and running costs;
- A review of the Section 106 financial contribution regime with a view to allocating sustainable transport measures within the top five priorities for funding.

## *REASONS*

Cabinet considered the suggestions from the Policy and Public Initiatives Panel should be taken forward.

## *ALTERNATIVE OPTIONS*

It was open to Cabinet not to approve the recommendations from the Policy and Public Initiatives Panel

### **345. Updates to the Business Plans of the Council's Companies**

The Assistant Director, Policy and Corporate, submitted a report a copy of which had been circulated to each Member together with a draft minute from the Governance and Audit Committee meeting of 7 March 2019.

Councillor Barlow, Portfolio Holder for Commercial Services, introduced the report. He thanked his fellow members on the board of Colchester Commercial (Holdings) Ltd (CCHL) and the officers supporting CCHL and its subsidiaries for their work in the first year of operation. He drew attention to the conclusions of Governance and Audit Committee, which was the shareholder Committee for CCHL. The Board understood the importance of a better flow of information between the companies and the Council. Whilst it had been sensible for the Portfolio Holder for Commercial Services to be on the Board whilst the company was established to help develop the relationship, he felt it was the time to separate out the role of Portfolio Holder and Chair of the Board to prevent potential

conflicts of interest.

*RESOLVED* that:-

- (a) The refreshed draft Colchester Commercial (Holdings) Limited Business Plans and those for its 3 subsidiary companies be approved.
- (b) Authority be delegated to the Assistant Director Policy and Corporate, in consultation with the Portfolio Holder for Commercial Services, to finalise any minor amendments to the wording, formatting etc.
- (c) Future Councillor appointments to the Board of Colchester Commercial (Holdings) Ltd be limited to non-executive members only.

### *REASONS*

The companies have undertaken a plethora of activities since they were formed. The Business Plans were agreed prior to the companies commencing those activities and, inevitably, need updating to reflect changes since their conception. The fundamental aims and objectives of the plans have not changed.

### *ALTERNATIVE OPTIONS*

The Cabinet could decide not to agree the Business Plans, but this would leave out of date plans in circulation that do not reflect the most up to date reflections on the companies planned activities.

## **346. Northern Gateway Heat Network: Project and Finance Update**

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

Councillor G. Oxford attended and with the consent of the Chair, addressed the Cabinet to ask whether the increased in capital costs for the heat network was in part a result of increased development on the Rugby Club site from that proposed in the initial pre application consultation.

Michael Woods, Energy Manager, Colchester Amphora (Energy) Ltd, confirmed that this was not the case and the heat network was based on the figures in the Masterplan.

Councillor Barlow, Portfolio Holder for Commercial Services, introduced the report and explained that a significant capital investment was being requested in order to create a larger heat network. If the Council proceeded on the scale of network as currently planned it would need to exclude housing from the network, which would be counterproductive as it would also remove the Council's ambition to bring forward a very low carbon housing development scheme. The proposals would increase the rate of return in the long term.

Councillor T. Young, Portfolio Holder for Business and Culture also expressed his support and stressed that this demonstrated that the Colchester was at the leading edge of innovation in this field.

**RESOLVED** that:-

- (a) The additional capital expenditure of £720K for the increased scheme size, as outlined in the confidential annex table 1 attached to the Assistant Director's report and which will need to be met by the Council under the current approved delivery structure be approved.
- (b) The good progress made on the project to date including the imminent final drawdown of the BEIS grant be noted
- (c) The financial and risk implications for the Council arising from the updated project including the need to finance the additional capital costs from Council budgets, be noted
- (d) A further financial review of the project be brought back to the Council once design and construction tenders are returned.

## **REASONS**

To allow the Heat Network to deliver to the ambitions of the emerging Local Plan for the Northern Gateway, and in particular section CC1:

*(v) Supporting opportunities to deliver decentralised energy systems, particularly those which are powered by a renewable or low carbon source. Supporting connection to an existing decentralised energy supply system where there is capacity to supply the proposed development, or design for future connection where there are proposals for such a system.*

*(vi) Requiring development in the Northern Gateway and East Colchester to connect to, or be capable of connecting to the district heating scheme where there is capacity to supply the proposed development and where it is appropriate and viable to do so.*

The increase in heat sales allow a higher rate of return.

To continue to show leadership across the Borough for the implementation of low carbon heat in new developments.

## **ALTERNATIVE OPTIONS**

One option would be to retain the capital expenditure envelope for the heat network project that was approved by Cabinet in March 2017, which could be achieved by reducing the size of the scheme. By removing a significant proportion of the low density housing (which would have to be connected to the gas network) leading to reduced pipe network costs and a subsequent reduction in heat demands/sales there would be a smaller energy centre with less capital costs.

Whilst this would reduce some costs it would also remove the Council's ambition to bring forward a very low carbon housing development scheme. It is not feasible to remove any

part of the health care facilities as they are hungry in heat demand which is high income producing for the network and vital for overall viability. Removing elements of the scheme could also impact upon overall financial sustainability and directly upon rates of return for the project as there are general increases in costs of delivering the project since March 2017 and these have been offset by the increase in heat sales.

### **347. Strategic Plan Spending Priorities**

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

Councillor King, Portfolio Holder for Resources, introduced the report and highlighted the additional investment allocated for heritage, community safety and strengthening communities, including youth engagement. This would make a real difference to local communities.

*RESOLVED* that the funding allocations set out in section 5.4 of the Assistant Director's report be agreed.

#### *REASONS*

These priorities reflect those set out in the Strategic Plan and the allocation of resource will enable them to be moved forward more quickly.

#### *ALTERNATIVE OPTIONS*

A different set of actions could be agreed however it is felt that these are of the highest importance

No additional actions could be instigated however there is a significant amount of one-off money available that should be put to use for the benefit of Colchester.

### **348. Corporate Key Performance Indicators for 2019-20**

The Assistant Director, Policy and Corporate, submitted a report a copy of which had been circulated to each Member together with draft minute 201 of the Scrutiny Panel meeting of 29 January 2019.

Councillor King, Portfolio Holder for Resources, introduced the report and stressed the role of performance indicators in driving performance. Overall performance in 2018-19 had been very encouraging. It was proposed to amend a number of the indicators for 2019-20 to help improve performance and to take account of circumstances.. Whilst three KPIs would be eased, two would be made more challenging, so the overall balance remained. In comparison with other authorities Colchester's performance remained high.

*RESOLVED* that:-

(a) The Corporate KPI Targets for 2019-2020 as set out in Appendix A be agreed.



(b) The dates contained in the Reporting Timetable covering 2019-2020 be noted.

## **REASONS**

To confirm the Corporate KPI Targets for 2019-2020.

## **ALTERNATIVE OPTIONS**

No alternative options were presented to Cabinet.

### **349. Alternative Methods of Service Delivery Task and Finish Group – Update**

Cabinet considered the notes from the meeting of the Alternative Service Delivery Task and Finish Group meeting of 13 February 2019 a copy of which had been circulated to each Member.

Councillor Warnes, Chair of the Alternative Methods of Service Delivery Task and Finish Group attended and with the consent of the Chair addressed Cabinet. He thanked the members of the Group and officers who had supported its work. It was a solid piece of work. Its recommendations relating to social value were in line with the statutory framework. It was the second step to ensuring the Council gained social value from its spend and ensured it delivered economic, environmental and social benefits. It was also a move towards a third step, embedding alternative methods of delivering service and he hoped that the Cabinet would allow the Group to continue its work

Councillor Willetts attended and with the consent of the Chair addressed the Cabinet. He supported the general thrust of the work in principle. However, care needed to be taken to ensure that the costs involved in ensuring social value were measured and that to ensure that the overall costs of delivering services were not driven up as a consequence. It was important that comparisons could be made between the costs of contracts with and without social value components and the Council needed to ensure its processes around social value were transparent.

Councillor King, Portfolio Holder for Resources, and Councillor T. Young, Portfolio Holder for Business and Culture, expressed their support for the recommendations of the Task and Finish Group.. The recommendations were balanced and thoughtful and indicated a clear direction of travel. There would be value in the Group continuing its work to look at the options for mutual and co-operative models of service delivery.

## **RESOLVED that:-**

(a) The development of methods to measure and report the Social Value benefits derived from contract spend in line with the Strategic Plan priorities be approved.

(b) Authority be delegated to the Portfolio Holder for Resources to agree priority Social Value measures relevant for this borough and identified by the Group as shown in Appendix 4 to the report to the Task and Finish Group, together with the additional measure identified at the Group's meeting on 24 January 2019 in respect of the number of jobs created for current or ex-armed forces personnel.

(c) “Local’ be defined as North Essex and South Suffolk for the purposes of Social Value measures, and authority to approve the exact boundaries be delegated to the Assistant Director - Policy and Corporate, taking into account travel to work and labour market criteria.

(d) Consideration be given to whether an additional Social Value performance measure would be appropriate, after further work has been done to develop effective measurement methods that reflect the Council’s priorities.

(e) The Group continue its work by further exploring the options for mutual and co-operative services and returning to a future Cabinet meeting with recommendations about alternative service delivery models.

### *REASONS*

As set out in the notes from the Alternative Service Delivery Task and Finish Group.

### *ALTERNATIVE OPTIONS*

It was open to Cabinet not to approve the recommendations from the Alternative Methods of Service Delivery Task and Finish Group, or to approve them in part.

### **350. Award of Contract for Corporate Building, Sheltered and Homeless Schemes Cleaning**

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

### *RESOLVED* that:-

(a) The contract for cleaning of corporate buildings, sheltered and homeless schemes be awarded to Kingdom Services.

(b) In the event that the successful bidder is unable to proceed, the second placed contractor be appointed.

### *REASONS*

The existing contract ends with the successful completion of the current contract on 30<sup>th</sup> April 2019.

### *ALTERNATIVE OPTIONS*

Not to accept the tender of the proposed contractor. This would impede the delivery of a service to tenants and customers.

### **351. Policy and Public Initiatives Work Programme**

Cabinet considered minute 23 of the minutes of the Policy and Public Initiatives Panel meeting of 6 March 2019, a copy of which had been circulated to each Member.

Councillor Laws attended and with the consent of the Chair addressed the Cabinet to stress the potential uses of the river Colne for sport and leisure purposes. It was important that a proper management plan for the river be drawn up to regulate such uses and to ensure they did not conflict with environmental considerations.

Councillor Cory, Leader of the Council and Portfolio Holder for Strategy, indicated his support for a better focus on the river Colne and that this should be looked at by the Policy and Public Initiatives Panel. The Panel could look at existing partnerships for the management of the river and also look at water quality issues,

Councillor T. Young, Portfolio holder for Business and Culture, and Councillor Bourne, Portfolio Holder for Housing and Communities, highlighted the impact of Universal Credit on residents and emphasized the importance of this being added to the Panel's work programme.

*RESOLVED* that approval be given for the following items to be included in the Policy and Public Initiative Panel's work programme at an appropriate time in the new municipal year:

- (i) The impact of Universal Credit / Austerity;
- (ii) The use of the River Colne in terms of encouraging more effective use from environmental and activity aspects.

#### *REASONS*

Cabinet agreed that these were important issues which there would be benefit from the Panel exploring.

#### *ALTERNATIVE OPTIONS*

Not to add these items to the work programme of the Policy and Public Initiatives Panel.

### **352. Progress of Responses to the Public**

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

*RESOLVED* that the contents of the Progress Sheet be noted.

#### *REASONS*

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

#### *ALTERNATIVE OPTIONS*

No alternative options were presented to the Cabinet.

### **353. The Walls Project**

Cabinet considered minute 26 of the minutes of the Policy and Public Initiatives Panel meeting of 6 March 2019, a copy of which had been circulated to each Member.

*RESOLVED* that as much support as possible be provided to the BID in order to secure the success of the Walls Project as quickly as possible.

#### **ALTERNATIVE OPTIONS**

Not to add these items to the work programme of the Policy and Public Initiatives Panel.

**The Cabinet resolved under Section 100A(4) of the Local Government Act 1972 and the Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations 2012 to exclude the public from the meeting for the following item as it involved the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972.**

### **354. Minutes**

*RESOLVED* that the not for publication extract from the minutes of the meeting on 30 January 2019 be approved and adopted.

**The Cabinet resolved under Section 100A(4) of the Local Government Act 1972 and the Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations 2012 to exclude the public from the meeting for the following item as it involved the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972.**

### **355. Updates to the Business Plans of the Council's Companies**

*RESOLVED* that the not for publication appendices to the Assistant Director's report be noted.

**The Cabinet resolved under Section 100A(4) of the Local Government Act 1972 and the Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations 2012 to exclude the public from the meeting for the following item as it involved the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972.**

### **356. Northern Gateway Heat Network: Finance and Project Update**

*RESOLVED* that the not for publication appendices to the Assistant Director's report be noted.

**The Cabinet resolved under Section 100A(4) of the Local Government Act 1972 and the Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations 2012 to exclude the public from the meeting for the following item as it involved the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972.**

**357. Award of Contract for Corporate Building, Sheltered and Homeless Schemes Cleaning**

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

*RESOLVED* that the contract for cleaning of corporate buildings, sheltered and homeless schemes be awarded to Kingdom Services.

*REASONS*

As set out in minute 350.

*ALTERNATIVE OPTIONS*

As set out in minute 350.



**5 June 2019**

<b>Report of</b>	<b>Assistant Director of Policy and Corporate</b>	<b>Author</b>	<b>Richard Clifford</b> ☎ 507832
<b>Title</b>	<b>Conservation and Environmental Sustainability Task and Finish Group</b>		
<b>Wards affected</b>	Not applicable		

## 1. Executive Summary

1.1 At its meeting on 13 March an urgent item was raised by the Leader of the Council proposing a new Task and Finish Group focused on Conservation and Environmental Sustainability. It was agreed that the establishment of the Task and Finish Group be considered at the first meeting of the new municipal year. Therefore, this report seeks Cabinet's approval for some of the detailed arrangements for the Task and Finish Group, such as terms of reference and the political composition. Once these matters are agreed the Task and Finish Groups will be set up and a first meeting arranged.

## 2. Recommended Decision

2.1 To approve the terms of reference, political composition, and reporting timescales of the Conservation and Environmental Sustainability Task and Finish Group, as set out at paragraph 5.1 below.

2.2 To note Cabinet's preference for the first meeting to be held promptly in the municipal year 2019/20.

## 3. Reason for Recommended Decision

3.1 In order for the Task and Finish Groups to begin work it is necessary for their terms of reference, political composition, and reporting timescales to be agreed. The appointment of the Chair is for the Task and Finish group to agree at its initial meeting.

## 4. Alternative Options

4.1 It would be possible to propose alternative terms of reference or a different political composition. However, it is felt that proposed terms of reference identify the key issues that need to be addressed. In terms of political composition, it is important that the Task and Finish Group is cross-party and membership therefore incorporates all political groups on the Council.

## 5. Background Information

### 5.1 Conservation and Environmental Sustainability Task and Finish Group

The proposals for the Conservation and Environmental Sustainability Task and Finish Group are as follows:-

#### ***Terms of Reference:***

*To acknowledge our "Climate Emergency" and translate aspirations into actions.*

*To explore methods of conservation of natural habitats and bio-diversity, whether through adapting existing practices and places or creating new ecologically diverse environments with sustainable practices built in.*

*To encourage renewable energy generation and carbon footprint reduction in both the public and private sectors across the borough.*

### **Membership:**

*The membership should be between 7-8 permanent Councillor members.*

*Guests and experts maybe invited to the Task and Finish Group as appropriate and agreed by members.*

*The political breakdown will be: Liberal Democrat 2, Labour 2, Conservative 2, Highwoods Independents 1, Green Party 1.*

*Chairperson: The appointment of the Chair is for the Task and Finish group to agree at its initial meeting.*

### **Reporting timescales:**

*This group should report to Cabinet every 3-4 months. It may meet with greater frequency, as agreed by members.*

5.2 The following members have been nominated as members of the Task and Finish Group: -

Councillor Peter Chillingworth (Conservative)  
Councillor Mark Cory (Liberal Democrats)  
Councillor Robert Davidson (Conservative)  
Councillor Mark Goacher (Green)  
Councillor Mike Lilley (Labour)  
Councillor Andrea Luxford Vaughan (Liberal Democrats)  
Councillor Beverley Oxford (Highwoods)  
Councillor Lorcan Whitehead (Labour)

## **6. Equality, Diversity and Human Rights implications**

6.1 There are no direct equality, diversity and human rights implications. The Task and Finish groups will need to consider the equality, diversity and human rights implications of any proposals they make.

## **7. Strategic Plan References**

7.1 The Conservation and Environmental Sustainability Task and Finish Group will support the following Strategic Plan priorities:-

- Growth – To ensure Colchester's growth is sustainable and bio-diversity is encouraged;
- Responsibility – To encourage public and private sector organisations to act with greater environmental responsibility;
- Opportunity – Create new opportunities for use of renewable energy sources and conservation of natural habitats;
- Wellbeing – To enhance the wellbeing of residents through the promotion and protection of our natural environment, reducing practices with detrimental environmental and health outcomes.



## **8. Financial implications**

8.1 There are no direct financial implications. The resources for supporting the Task and Finish groups will be met from existing budgets. It will be for Cabinet to consider the financial implications of any proposals put forward by the Task and Finish group.

## **9. Standard References**

9.1 There are no particular consultation or publicity considerations; community safety; health and safety or risk management implications.



**5 June 2019**

<b>Report of</b>	<b>Assistant Director Policy &amp; Corporate</b>	<b>Author</b>	<b>Andrew Tyrrell</b>
<b>Title</b>	<b>Update on Transfer of Development Site to Colchester Amphora Homes Ltd</b>		<b>282390</b>
<b>Wards affected</b>	<b>Lexden</b>		

## **1. Executive Summary**

- 1.1 In October 2018 the Cabinet agreed the finance arrangements for the first phase of housing development by the Colchester Amphora Homes Limited (CAHL) and related property transfers of 4 sites. The developments will result in over 300 new homes, including over 100 much needed affordable homes. This report focuses specifically on the transfer of Creffield Road from the Housing Revenue Account (HRA) to the General Fund (GF), to facilitate the subsequent disposal of the site to CAHL; setting out the Council's powers to appropriate (and the restrictions applying to) land held under Part II of the Housing Act 1985.
- 1.2 Essentially, the original report focussed more generally on the transfers. Appropriation is the legal route to achieve this, so whilst the delegation given in October allows for the actual land transfers, the legal advice obtained recommends that the Cabinet explicitly confirms the reasons for the appropriation so that they are clearly set out. This demonstrates the appropriation route satisfies the restrictions that apply (which this confirmatory report now seeks to do) and ensure the process completes in an open and transparent manner.

## **2. Recommended Decision**

- 2.1 To confirm the appropriation of Creffield Road from the Housing Revenue Account to the General Fund for the reasons set out in this confirmatory report, subject to obtaining Secretary of State consent.

## **3. Reason for Recommended Decision**

- 3.1 The principal power to appropriate land is found in Section 122 of the Local Government Act 1972 and this power is available when land is no longer required for the current purpose for which it is held. However, these S.122 powers are also subject to Section 19(2) of the Housing Act 1985 where land is held under Part II of the Housing Act 1985.
- 3.2 The site at Creffield Road is no longer required for the purposes for which it was previously held as Council-owned stock, for the reasons detailed in this confirmatory report. However, although the site is vacated and no longer in use, the transfer of the site will still be subject to the Secretary of State's consent for appropriation from the HRA to the General Fund (from where it will then be sold) because it still contains "a property" on it for the purposes of the 1985 Act.

#### **4. Alternative Options**

- 4.1 The Council could proceed without setting out the reasons (and the process), but this would not be following the legal advice obtained on best practice and the Council will still require Secretary of State's approval for the appropriation of Creffield Road (because it is a statutory requirement).

#### **5. Background Information**

- 5.1 There is a national housing crisis and Colchester is no different to anywhere else in requiring more homes, especially affordable homes. The Council has an established and clear ambition to provide more new affordable homes for our community that was affected by the Government's 2015 introduction of a 1% rent reduction for 4 consecutive years. This removed around £140m of rental income from the Housing Revenue Account (HRA) over its 30-year Business Plan. The existence of a "debt cap" was a barrier limiting how much additional money the Council could borrow to build new homes (and maintain existing homes).
- 5.2 After 3 years, in late 2018, the Government recognised the role local authorities have in helping to solve the housing crisis; abolishing the "debt cap" so that the Council is now once again able to build new affordable homes (using prudent borrowing solely for social and affordable housing purposes). Under prudential borrowing rules the Council must still be satisfied that development models represent value for money and the borrowing is affordable over the lifetime of a development.
- 5.3 In addition, in early 2018, the Council also formed a wholly-owned housing company, Colchester Amphora Homes Limited (CAHL), so that it could deliver mixed-tenure sites that integrate private market houses for sale, with 30% affordable housing. This not only helps deliver affordable homes through other delivery models (to traditional s106 planning gain, or prudent HRA borrowing), but accelerates delivery of all types of housing development to meet more of the boroughs overall housing needs.
- 5.4 As a result, the Council now has diverse options available for proactive housing delivery that can be tailored to each sites circumstance. Consequently, for the first time in a generation the Council is undertaking several new housebuilding projects; making best use its collaborative partnerships with both the Council's housing company (CAHL) and its ALMO, Colchester Borough Homes (CBH).
- 5.5 Specific to this report, the October 2018 decision agreed the transfer to, and subsequent development of 4 sites by, CAHL. These mixed-tenure models result in over 100 affordable homes. A further decision (January 2019) agreed that the Council will progress several other proposals for 100% affordable housing developments, using the restored borrowing capacity of the HRA. These schemes include:
- Building approximately 35 new homes via a second phase of garage site developments, following on from the successful delivery of 34 affordable homes in 2014.
  - Continuing to buy back up to 10 properties a year for 5 years using the "Right to Buy Back" clauses on former Council-stock, which was piloted in 2018 with 8 purchases.
  - The purchase of up to 20 other former council homes a year for a 5-year period through open market purchases.
  - Reinvigorating the sheltered housing review programme, to increase and modernise such property following on from previous successful redevelopments of Worsnop House and Enoch House as "fit for purpose" housing.

- The development of approximately 32 homes across 3 sites using “Airspace”; an innovative use of modular construction on top of flat roofs to provide additional homes, which has not been seen outside of London, nor delivered by any Council so far.
  - A third phase of garage sites and incidental sites within existing HRA estates.
- 5.6 Overall, through the current agreed schemes, the Council has already identified an ambitious intention to borrow up to £75m over 5 years (in addition to use of retained “Right to Buy” reserve) to deliver up to 350 new affordable homes, for local people from our housing needs register.
- 5.7 As part of this bigger picture, the redevelopment of Creffield Road will see this property sold to CAHL, for the Councils wholly-owned company to redevelop. The scheme is private market-led to make the redevelopment viable. Even with the new borrowing capacity, it would not be suitable for an 100% affordable housing scheme, which is why it had not been redeveloped as such previously.
- 5.8 The property at 60 Creffield Road was a residential House of Multiple Occupancy (HMO) in Lexden, Colchester. Until 2019 it was used for temporary accommodation, although the property was increasingly being under-occupied and has now ceased all use. Although it is currently vacant and secured, as the building remains on site this affects the appropriation route that can be followed in transferring the site.
- 5.9 It has been a long-term intention to cease the use of this property for these purposes because the accommodation was not fit for purpose and did not meet modern day standards (also explaining why it has been increasingly under-occupied). The property is aged and requires some work and investment. It consists of several single room “bedsit” units, sharing communal facilities. The single room units contained sleeping, living and cooking/dining space in one open plan layout. The units themselves had no bathrooms or toilets, which were shared facilities. In addition, the laundry area was also a communal room to the rear of the building, within an extension to the original building.
- 5.10 This form of accommodation is not consistent with modern standards of accommodation and similar properties have been phased out of the Council’s housing stock as part of the approved Asset Management Strategy. In fact, the decision to dispose of the property was made in 2009, following a review of the Councils temporary accommodation. It was only through very good work between the Council and Colchester Borough Homes that the property was kept in use for so long; but it could not be used any longer. It does not represent the best value for money to the HRA to invest in this property, without the financial returns that private market sales would bring to subsidise the necessary work. The previous temporary accommodation need has also been absorbed within the existing housing stock already (because of the accommodation standards here, and another reason why occupation had reduced here).
- 5.11 Although the site is “vacant” in practice as it is no longer in use, the site is not “vacant” as defined within Part II of The Housing Act 1985, where the relevant appropriation powers are set out. Some appropriation has provisions under a general consent but, specifically, Section 19(2) of The 1985 Act does not grant a standalone appropriation power and is subject to Secretary of State consent because the land at Creffield Road still consists of “a house or the part of a house” for appropriation purposes.

- 5.12 Legal advice has suggested the best practice would be a confirmatory report that specifies the reasons for the appropriation and identifies the restrictions that apply to minimise any uncertainty. For probity purposes this suggestion has now been followed herein.

## **6. Equality, Diversity and Human Rights implications**

- 6.1 There are no equality issues identified in respect of the appropriation of Creffield Road from the Housing Revenue Account to the General Fund.

## **7. Strategic Plan References**

- 7.1 There are no specific strategic plan references

## **8. Consultation**

- 8.1 With regard to Creffield Road, the October report already confirmed that their disposal accorded with the Asset Management Strategy, which underwent consultation. Any subsequent planning application will also be subject to statutory consultation.

## **9. Publicity Considerations**

- 9.1 No specific issues arise herein in respect of this report

## **10. Financial implications**

- 10.1 There are no key financial implications in this confirmatory report although should the Secretary of State not give consent that may impact on the Asset Management Strategy and the disposal of the site.

## **11. Health, Wellbeing and Community Safety Implications**

- 11.1 There are no specific health, wellbeing and community safety implications raised by this confirmatory report

## **12. Risk Management Implications**

- 12.1 If Secretary of State approval is not obtained or it is subject to conditions it may impact on the Asset Management Strategy and the disposal of the sites. However, the guidance and advice on appropriation has identified no reason why consent would not be forthcoming.

<b>Report of</b>	<b>Assistant Director of Policy and Corporate</b>	<b>Author</b>	<b>Geoff Beales</b> ☎ 506514
<b>Title</b>	<b>Request for Delegated Authority to Agree the Award of Contract</b>		
<b>Wards affected</b>	All wards		

## 1. Executive Summary

- 1.1 The current IT system for housing management has been in place since 2001. The original 10-year contract with Capita, the current supplier, has expired and the system is now covered by support and maintenance purchased on an annual basis. The system has been added to throughout the last seventeen years and the functionality to support the business is now delivered by a suite of systems, including s appointments, work scheduling, repairs, asset management and reporting. The majority of these systems were procured as additions to the original contract and are therefore also out of contract, with just support and maintenance in place.
- 1.2 Capita has advised that they plan to issue an end of life notice for September 2020. In addition, the current suite of Housing management systems does not fit with the Council's ICT Strategy as they require complex integrations work, are not fully mobile device friendly and it is not possible for them to be fully supplier hosted. On a temporary basis, the Council's ICT Team has moved the suite of systems into the Microsoft Azure cloud, to remove the need for on premise servers; however, this is a costly interim solution. Capita does not fully support this solution as a platform for their systems, so the Council could be at risk if issues arise that would not be supported for resolution.
- 1.3 The current suite of systems requires management of numerous interfaces, duplication of effort when keying in data, several different approaches to GDPR and separate document management solutions.
- 1.4 The Council and Colchester Borough Homes (CBH) are working together to agree a way forward to replace the suite of housing management systems through procurement of a new solution that fits with the Council's ICT strategy, can be fully supplier hosted and also meets the current and future business needs of CBH and our customers. It is anticipated that the contract length will be five years plus, with a whole life contract value in excess of £500,000. The timescale to procure and implement a new system is tight due to the notification from Capita to cease support for the system from September 2020.

## 2. Recommended Decision

- 2.1 To delegate the authority for approval of the award of contract to the Recommended Bidder for the installation of a new Housing Management System to the Portfolio Holder for Housing in consultation with the Assistant Director Policy and Corporate.

### **3. Reason for Recommended Decision**

- 3.1 The existing contract period is coming to an end following the issue of a de-support notice by the current supplier. As a result, there is a requirement to offer the work to competitive tender in order to establish continuous improvement and best value. There is no nil cost standstill option in this case.

### **4. Alternative Options**

- 4.1 There are few alternative options as this programme forms part of the Council Statutory obligations as a Landlord and protects both our customers and the housing assets. The procurement process to be followed will comply with the Public Contracts Regulations 2015. There is no nil cost standstill option in this case.



## **5. Background Information**

- 5.1 CBH is a company set up and owned by CBC to provide management and maintenance to the Councils housing stock, residential, corporate and public buildings. Rental income from these properties totals in excess of £30m.
- 5.2 CBH operate their own in-house repairs team as well as using a network of suppliers. The in-house team carries out around 15,000 repairs jobs per year with contractors carrying out around 4,000 repairs and a further 4,000 gas repairs.
- 5.3 A range of services are provided to tenants and residents and any new IT system will need to support CBH in its business needs, provide a better service to tenants and contribute to efficiencies. These services include the following:
- Lettings, tenancy management and income collection
  - Buildings maintenance, renovations, refurbishments and repairs
  - Asset management
  - Facilities management
  - Housing options and advice
  - Private sector, temporary and leased accommodation
  - Corporate buildings
  - Health and safety
  - Construction projects
  - Energy efficiency
- 5.4 The contract will be procured following a Public Contracts Regulations 2015 compliant tender process and in accordance with the Council's Contract Procedure Rules and Procurement Strategy.
- 5.5 The Public Services (Social Value) Act came into force on 31 January 2013. The act requires that public authorities consider wider social and environmental benefits when they choose suppliers, rather than basing commissioning decisions solely on price and quality. The Council consider things such as apprenticeships, tenant training and work experience, reducing the impact on the environment and supporting community projects all good examples of providing social value.
- 5.6 A procurement process will commence with the placement of an advert on Contracts Finder and through conducting an open procedure utilising a suitability assessment. The selected contractors will be invited to tender.
- 5.7 The current robust controls and monitoring arrangements will continue as a minimum standard in the new contract. The formal monthly Client ICT Meetings attended by both the Council and CBH include monitoring ICT priorities, monitoring of expenditure against agreed budgets, analysis of performance against KPIs, the quality and standard of the services provided to tenants by reviewing customer satisfaction reports, complaints and direct liaison with tenants.
- 5.8 CBH's role as the Contract Administrator (CA) has been key to the success of existing work programmes. CBH will continue to manage the contract on behalf of the Council, which will include managing day to day issues/arrangements of the contract and act as the main point of contact for all parties through the nominated representative. The nominated representative will attend the monthly Client ICT Meetings to report on the contractor's performance.

## **6. Equality, Diversity and Human Rights implications**

- 6.1 The relevant Equality Impact Assessment for the CBC Procurement Strategy can be found [here](#) or by following the path: [www.colchester.gov.uk](http://www.colchester.gov.uk) > Your Council > How the Council Works > Equality and Diversity > Equality Impact Assessments > Commercial Services >
- 6.2 Through the Procurement Strategy, staff ensure that all future procurement and purchasing documentation recognises, understands and supports CBC and CBH policies with regard to equal opportunities, diversity and human rights.

## **7. Strategic Plan References**

- 7.1 The Strategic Plan sets out clearly the Councils priorities. The services and projects delivered by CBH contribute directly to the Strategic Plan 2018-2021 priority areas:
- **Wellbeing** - Provide opportunities to increase the number of homes available including those that are affordable for local people and to build and refurbish and purchase our own Council houses for people in significant need.
  - **Wellbeing** – Target support to the most disadvantaged residents and communities
  - **Responsibility** - Develop a strong sense of community across the Borough by enabling people and groups to take more ownership and responsibility for their quality of life.
  - **Growth** - Create the right environment for people to develop and flourish in all aspects of life both business and pleasure

## **8. Consultation**

- 8.1 Tenants acting as quality audit assessors give feedback to CBH on the services that they provide, this includes self-service, payments and online services. Feedback is sought on current performance on a rolling basis.

## **9. Publicity Considerations**

- 9.1 Good communication with tenants is vital and the Council working closely with CBH will need to issue information to our tenants to advise them of new contract arrangements, how it will affect them with ongoing updates as the programme progresses.

## **10. Financial implications**

- 10.1 The value of the contracts are such that it requires approval by Cabinet and will be awarded subject to a competitive tender process. Implementation of a new housing management solution is a key component in the CBH Value for Money, Technology & Investment Plan. Successful delivery of the programme will mean efficiencies are delivered in terms of streamlined processes a reduced number of systems and facilitation of self-serve.

## **11. Health, Wellbeing and Community Safety Implications**

- 11.1 Through this contract the Council will ensure that access to online services for all tenants and leaseholders are able to be provided for reporting issues, making payments and monitoring accounts.

## **12. Health and Safety Implications**

- 12.1 Through the role of Contract Administrator CBH will ensure Health and Safety requirements are fully complied with when the specification for the system is written.

## **13. Risk Management Implications**

- 13.1 By following a tender process that is compliant with the Public Contracts Regulations 2015 and by implementing the controls and recommendations as set out in this report, the Council is seeking to mitigate against any potential risks or challenges.



<b>Report of</b>	<b>Assistant Director of Policy and Corporate</b>	<b>Author</b>	<b>Richard Clifford</b> ☎ <b>507832</b>
<b>Title</b>	<b>Member Development Group Annual Report 2018-19</b>		
<b>Wards affected</b>	'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 for 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 2018-19 municipal year.

2. The Annual Report sets out information on the provision of member development, expenditure on the member development budget and the reaccreditation for 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 2018-19 municipal year.

## **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 proposed.

## **5. Background Information**

5.1 The Annual Report of the Member Development Group for 2018-19 is attached 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 2018-19.

5.2. Cabinet are invited to receive and note the report.

## **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 2018-19 municipal year. There are no financial implications arising from the report.

## **9. Standard References**

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

## **Member Development Group: Report to Cabinet 2018/19**

### **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 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 2018-19 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 2018-19 was as follows:-

Councillor David King, Portfolio for Resources, Chair  
Councillor Cyril Liddy  
Councillor Jackie Maclean  
Councillor Theresa Higgins  
Councillor Gerard Oxford

The Group has been supported by Hayley McGrath, Corporate Governance Manager, and Richard Clifford, Lead Democratic Services Officer.

The Group has met on four occasions in 2018 - 19.

#### **4. Main Areas of Work**

##### **4.1 Member Charter Status**

The Council's assessment for Member Charter Status was undertaken on 25 July 2018. The assessment was based on a portfolio of evidence submitted in advance, a series of interview with Councillors and key officers on the assessment day and telephone interviews with two group leaders who were unable to attend on 25 July. The outcome was that the Council continued to meet the Charter criteria and therefore was awarded Charter Status for a further three years from 25 July 2018. In its report on the Assessment the Group commented positively about the role of the Group.

The areas of strength identified by the Assessment team were as follows: -

- Awareness of the importance of member development and ownership for the responsibility for delivery throughout the organisation;
- Clear articulation of and commitment to member development by the Leader of the Council and Group Leaders;
- Clear vote of support for member development in Full Council;
- Effective engagement in processes to identify training needs;
- Effective cross-party Member Development Group - impressive in their clarity of thinking, unity of purpose and strategic focus;
- Commitment to member development reflected in the resources (staff and budget) allocated to it;
- High levels of engagement with New Council Conference;
- Introduction of mandatory modules together with a potential penalty;
- Good awareness of where further involvement is needed both within the Member Development Group and at Group Leader level;
- Commitment to leadership development through support for the LGA's Leadership Academy.

The areas of suggested improvement/development were as follows: -

- Investment in Member Development Group and its members to tap into their potential and enhance their influence within the wider member body;
- Increase uptake of personal development within the Conservative Group and fully utilise the budget for the benefit of all group members;
- Consider how to better evaluate member development and embed the evaluation strategy within the organisation;



- Invest in creating space and informal opportunities for Councillors to meet and discuss issues within a non-partisan environment.
- Further embed the mandatory training initiatives;
- Use the Garden Communities initiative to promote corporate behaviours and a culture of partnership working;
- Hold a “Be a Councillor” event to raise awareness of the role of the Councillors in the wider community;
- Organise site visits to see best practice in place in other Councils;
- Consider becoming a Charter Plus Council;
- Disseminate shared learning from those who have attended Leadership Academy.

The Group will be looking at a number of these suggested improvement areas and development areas and has begun to consider how informal opportunities for Councillors to meet and in a non-partisan environment could be delivered.

The Group would like to place on records its thanks to those councillors and officers who met with the Assessment Team and contributed to the successful outcome of the Assessment.

## 4.2 The Provision of Member Development

Details of attendance at member development sessions for 2018-19 is at Appendix 1. The attendance figures are positive and show a healthy interest in training and development across the Council. Only four Councillors have not attended a member development event: two of these are senior Essex County Council members who may take advantage of training opportunities provided there. Several Councillors have attended 10 or more sessions.

Feedback is collected at each session and this is largely very positive. In particular the feedback on the three local plan sessions was extremely positive.

The Group established measurable objectives to measure attendance and quality of member development sessions and performance against these objectives is shown below. The figures for 2017-18 are also included for comparison and to indicate trends.

	Target	2017-18	2018-19
Number of Councillors attending one or more Development Session	80%	90%	92%
Number of Councillors attending 5 or more Development Sessions	25%	49%	49%
Number of Development Sessions or Briefings provided for Councillors over the course of a municipal year	10	17	21
Number of Councillors who have completed Leadership Academy	1	1	-

programme during the course of the Municipal Year			
Percentage of completed feedback forms indicating that development session was worthwhile	75%	81%	88%

As well as providing some training on core skills, the programme of member development has provided briefings to keep members up to date on key Council projects and initiatives. A number of these concentrated on issues relating to community safety and health issues and included sessions on Policing in Colchester, Crimestoppers and the North East Essex Health and Social Care Alliance.

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.

In July 2018 the Council made training on safeguarding, equality and diversity and GDPR mandatory for all Councillors. In line with the views expressed in the debate at Council, the Group has sought to provide such training online and nearly all Councillors have now completed the required training on GDPR and safeguarding. The provision of an online course on equality and diversity took longer to deliver than originally envisaged but has now been made available to members.

Council also made training on Chairing skills mandatory for all Committee and Panel Chairs and this was successfully delivered.

### **4.3 Member Development Budget and Resources**

The member development budget for 2018-19 was set at £10,000. 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. It is also used to fund a place at Leadership Academy. The remainder of the budget is split between the political groups on the basis of £100 per member.

Expenditure on the budget 2019-19 is set out below. The Group had agreed at its meeting in October to fund a number of Local Plan development sessions. This was at the request of the Committee, supported by the Leader and the Portfolio Holder for Business and Culture. Sessions on viability, housing numbers and sustainability appraisal were provided at a combined cost of £4814.42.

This was funded via unspent elements of the group budgets. Notwithstanding this, the Group indicated that requests for external training that would normally have been funded through the group budgets to be looked at sympathetically and funding has been found to ensure all such requests were met.

There has been a small overspend on the budget that will be met from elsewhere in Policy and Corporate budgets.

Licensing training, Cornerstone, 7 June 2018	£1000
Social Media training, Creative Communicators, 11 September 2018	£1055.2
Chairing Skills, LGIU, 23 October 2018	£817.6
Local Plan Sustainability Appraisal Training, Riki Therival, 1 November 2018	£816.35
Local Plan Housing Numbers, Richard Pestell, 14 November 2018	£3326.07
Local Plan Viability, 29 November 2018	£672
Sub Total	£9042.42

### **Conservative Group Budget - £2500**

Cllr Davies Attendance at LGA Conference	£545
Chairing Planning Committee – Cllrs Hazell and Jarvis, PAS, 27-28 September 2018	£500
Scrutinising Council Performance - Cllr Hayter, CfPS 12 March 2019	£195
Sub total	£1240

### **Liberal Democrat Group Budget - £1200**

Giving Effective Speeches and Presentations – Cllr Luxford-Vaughan, LGIU, 11 December 2018	£202.46
Sub total	£202.46

### **Labour Group Budget - £1100**

Labour Group Away Day	£777.24
Labour LGA Conference – Cllr J. Young, 9 February 2019	£143.7
Sub total	£920.94

### **Highwoods Group Budget - £300**

No spend on budget

## **Total spend on Member Development Budget - £11405.82**

Member development is supported by the Democratic Services Team. Support was also provided by the Corporate Governance Manager as and when required. Considerable time and efforts 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 and that the resources put into member development have provided good value and have contributed towards the delivery of the Council's strategic priorities. It was particularly pleased that the Council's approach to member development received external validation through the successful assessment for Charter Status for Elected Member Development.

## Appendix 1

### Attendance at Training and Development Opportunities 2018- 19 Municipal Year

	GDPR, Equality and Diversity and Safeguarding	Planning Training	Induction evening for New Councillors	Social Media Training	Licensing Training	Intro to Local Government Finance
Training Dates	08-May-18	14-May-18	15-May-18	16-May-18	07-Jun-18	11-Jun-18
Attendees	Buston Arnold Barlow Bourne Chapman Chillingworth Crow Flores Davies Dundas Fox Hogg King Laws Moore Scordis Warnes Whitehead Wood	Dundas Buston Chapman Crow Flores Lissimore Moore  Scordis Whitehead	King Crow Dundas Hayter Luxford Vaughan Whitehead	Fox Arnold Chillingworth Crow Harris King Luxford Vaughan Scordis Moore Pearson Scott-Boutell Warnes Whitehead Willettts Wood	Dundas Buston Cope Crow Harris Young, J	Liddy Crow Coleman Hogg Luxford Vaughan Warnes Whitehead Willettts

<b>Universal Credit</b>	<b>East Suffolk and North Essex NHS Foundation Trust</b>	<b>Social Media Training</b>	<b>North East Essex Health and Social Care Alliance</b>	<b>Chairing Planning Committee</b>	<b>Crimestoppers</b>	<b>Chairing Skills</b>
19-Jun-18	28-Aug-18	10 September 2018	20-Sep-18	27-28 September 2018	02-Oct-18	23-Oct-18
Ellis	Chilingworth	Higgins	Goss	Hazell	Crow	Oxford, B
Bourne	Barlow	Buston	Bourne	Jarvis	Barton	Cory
Buston	Barton	Chuah	Cory		Coleman	Fox
Crow	Chapman	Hazell	Fox		Cope	Laws
Fox	Goss	Hogg	Hazell		Davies	Oxford. G
Goss	Harris	Liddy	Oxford, B		G. Oxford	Scordis
Harris	Jarvis	Loveland	Scordis		Laws	Warnes
Liddy	Young, J	Young, J	Whitehead		Scordis	
Hogg	King	Young, T	Young, T		Lilley	
King	Whitehead				Oxford, B	
Luxford Vaughan	Young, T				Wood	
Pearson						
Willetts	Turrell					
Young, J						
Young, T						

<b>Local Plan Sustainability Appraisal Training</b>	<b>Local Plan Housing Numbers and Objectively Assessed Need</b>	<b>Colchester Borough Homes briefing</b>	<b>Safeguarding</b>	<b>Local Plan Viability</b>	<b>Giving Effective Speeches and Presentations - LGIU</b>	<b>Parking Schemes and Traffic Regulation Orders</b>
01-Nov-18	14-Nov-18	26-Nov-18	28-Nov-18	29-Nov-19	12-Dec-18	08-Jan-19
Davidson	Buston	Fox	Loveland	Arnold		Barton
Barlow	Arnold	Bourne	Oxford, B	Bourne		Buston
Barton	Barber	Chapman	Oxford, G	Buston		Hazell
Buston	Barlow	Davies	Oxford, P	Chapman		Hogg
Ellis	Chapman	Hogg		Cory		Laws
Fox	Coleman	Laws		Davidson		Moore
Hazell	Ellis	Liddy		Ellis		Oxford, G
Laws	King	Warnes		Jarvis		Scordis
Jarvis	Fox	Oxford, G		Laws		Young, T
King	Hazell	Scordis		Liddy		
Luxford Vaughan	Laws			Maclean, J		
Moore	Liddy			Oxford, G		
Oxford, B	Luxdord-Vaughan			Scordis		
Oxford, G	Maclean, J			Warnes		
Scordis	Moore			Willetts		
Scott-Boutell	Oxford, B			Young, T		
Warnes	Oxford, G					
Wood	Scordis					
Young, T	Warnes					
	Whitehead					
	Willetts					

<b>Policing in Colchester</b>	<b>Essex Highways briefing</b>	<b>LGA Labour Conference</b>	<b>Police, Fire and Crime Commissioner</b>	<b>Digital Access</b>	<b>Scrutinising Council Performance - Centre for Public Scrutiny</b>
05-Feb-19	07-Feb-19	09-Feb-19	04-Mar-19	12-Mar-19	12-Mar-19
Arnold	Chillingworth	Young, J	Cory	King	Hayter
Buston	Crow		Barton	Buston	
Chillingworth	Hazell		Chuah	Chapman	
Chuah	Jarvis		Cope	Hazell	
Coleman	Laws		Crow	Oxford, B	
Crow	Luxford Vaughan		Davies		
Goss	Maclean, J		Hogg		
Higgins	Scott-Boutell		Jarvis		
Hogg			Laws		
Laws			Liddy		
Scordis	From Tendring District Council		Warnes		
Warnes					
Willetts	Ann Davies				
Wood	Richard Everett				
	Mark Stephenson				



<b>Name</b>	<b>Number of development sessions attended</b>
Christopher Arnold	5
Lewis Barber	1
Nick Barlow	4
Lyn Barton	5
Kevin Bentley	
Tina Bourne	5
Roger Buston	10
Nigel Chapman	7
Peter Chillingworth	5
Helen Chuah	3
Phil Coleman	4
Nick Cope	3
Mark Cory	4
Simon Crow	11
Robert Davidson	2
Beverly Davies	3
Paul Dundas	4
John Elliott	
Andrew Ellis	4
Vic Flores	2
Adam Fox	7
Martin Goss	4
Dave Harris	4
Chris Hayter	2
Pauline Hazell	9
Theresa Higgins	2
Mike Hogg	8
Brian Jarvis	6
John Jowers	
David King	8
Darius Laws	10
Cyril Liddy	7
Michael Lilley	1
Sue Lissimore	1
Derek Loveland	2
Andrea Luxford Vaughan	8
Fiona Maclean	
Jackie Maclean	3
Patricia Moore	6
Beverley Oxford	7
Gerard Oxford	8
Philip Oxford	1
Chris Pearson	2
Lee Scordis	12
Lesley Scott-Boutell	3
Martyn Warnes	10
Lorcan Whitehead	8
Dennis Willetts	8
Barbara Wood	5
Julie Young	5
Tim Young	7



<b>Report of</b>	<b>Assistant Director of Policy and Corporate</b>	<b>Author</b>	<b>Richard Clifford</b> ☎ 507832
<b>Title</b>	<b>Appointments to Revolving Investment Fund Committee, External Organisations and Council Groups</b>		
<b>Wards affected</b>	All		

## 1. Executive Summary

1.1 This report proposes appointments to the Revolving Investment Fund Committee, a sub-Committee of Cabinet, and to a number of external organisations and Council groups. The report also provides a number of reports about the work undertaken by appointees to external organisations and Council groups in 2018-19.

## 2. Recommended Decision

2.1 The membership of the Revolving Investment Fund Committee for the 2019-20 municipal year be as follows:-

Councillor Cory, Leader of the Council and Portfolio Holder for Strategy  
Councillor Higgins, Portfolio Holder for Commercial Services  
Councillor King, Portfolio Holder for Business and Resources  
Councillor J. Young, Portfolio Holder for Culture and Performance

2.2 The representatives to the various external organisations and Council groups listed in Appendix A be appointed for the 2019-20 municipal year such appointments to cease if the representatives cease to be members of the Council during the municipal year. A small number of the appointments are still to be confirmed and an updated Appendix A with final appointments will be circulated before the Cabinet meeting.

2.3 To remove Councillor T. Young as the Council's appointed director on the Board of North Essex Garden Communities Limited.

2.4 To appoint Councillor King as the Council's appointed director on the Board of North Essex Garden Communities Limited.

2.5 To authorise the Leader of the Council 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.

2.6 To note the reports about the work undertaken by appointees to external organisations in 2018-19, as set out in Appendix B

## 3. Reason for Recommended Decision

3.1 The Revolving Investment Fund Committee is a sub-Committee of Cabinet and therefore appointments to the Committee need to be made by Cabinet.

3.2 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.

3.3 The appointments to the Board of Colchester Commercial Holdings Ltd (CCHL) are now included in the list of appointments, following the decision of Full Council on 22 May 2019 to amend the Terms of Reference of the Governance and Audit Committee to delete the Committee's responsibility for the appointments to the Board of CCHL. This brings the practice for appointments to the Board of CCHL in line with the other Council companies, such as Colchester Borough Homes.

#### **4. Alternative Options**

4.1 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.

#### **5. Background Information**

5.1 In accordance with the agreed procedure for making appointments to external organisations and council groups, if any seat or vote allocation remains in dispute by the after the appointments have been made by Cabinet, the Leader of the Council can determine the matter.

5.2 A review of the Council's governance arrangements highlighted the need for the work undertaken by the Council's representative on outside bodies and Council groups to be formally reviewed. Therefore, information about the work of the Council's representatives on a number of the external organisations and Council groups in the 2018-19 municipal year is attached at Appendix B.

5.3 At its meeting on 6 June 2018 Cabinet appointed Councillor T. Young as a director to the Board of North Essex Garden Communities Limited. As the appointment needs to be a member of Cabinet, it is proposed that that Cabinet appoint Councillor King as a director to the Board of North Essex Garden Communities Limited.

#### **6. Financial Implications**

6.1 Members are entitled to claim travel allowance in respect of attendance at meetings of the external organisations and Council groups to which they have been appointed.

#### **7. Strategic Plan References**

7.1 The particular contribution that each of the external organisations and Council groups makes towards the aims of the Strategic Plan is indicated in in Appendix A.

#### **8. Publicity Considerations**

8.1 Members appointed as representatives will be notified accordingly. Confirmation of appointments will be sent to the relevant external organisation and to officer contacts for the various Council groups.

#### **9. Equality, Diversity and Human Rights Implications**

9.1 There are no direct implications for Equality and Diversity from these appointments and as such a full EQIA has not been deemed necessary. However, the council and all representatives, both officers and members, will encourage and in some cases insist that our partners have the

same approach to equality and diversity as we do and ensure that this is implicit within their policies and procedures.

## **10. Risk Management Implications**

10.1 Councillors fulfilling external and partnership appointments need to have regard to the information and advice contained within the 'Guidance for Members on Outside Bodies'.

## **11. Health, Well-being and Community Safety and Health and Safety Implications**

11.1 None

## **Appendices**

Appendix A – Appointments to External Organisations and Council Groups 2019-20

Appendix B – Reports on Appointments to External Organisations and Council Groups 2018-19



Organisations / Groups requiring formal appointment				
Organisation	Representatives for 2019/20	Role of the Representative and Voting Capacity	Contact Name and Address	Compliance with the Strategic Plan
<b>Local Government Organisations</b>				
<b>Local Government Association, General Assembly</b>  [Local Government Association dealing with all aspects of local government]  [Meetings are held in June/July and December at 2pm. The meeting in June/July is held at the annual conference venue and the December meeting in London]	Leader of the Council (voting member) – Cllr Cory  Substitute member) – Cllr J. Young  Observers – Cllrs G. Oxford, Barber and Bourne	Representative is a member of the general assembly and has a voting right (if more than one member is appointed there remains only one voting right)	Fatima A S de Abreu Member Services Assistant Local Government Association 18 Smith Square Westminster London SW1P 3HZ Direct line: 0207 664 3136	Relevant to all strategic priorities

<b>East of England Local Government Association</b>	<p>Leader of the Council – Cllr Cory</p> <p>Substitute member – Cllr J. Young</p>		<p>Policy and Secretariat Manager East of England Local Government Association West Suffolk House West Way Bury St Edmunds Suffolk IP33 3YU</p> <p>01284 758321 07920 257935</p> <p>info@eelga.gov.uk</p>	<p>Relevant to most strategic priorities</p>
<b>Local Government Information Unit</b>  <p>The LGIU is an independent research and information organisation.</p>	<p>Leader of the Council - Cllr Cory</p>	<p>The representative is a member of the Members' Assembly, which meets once a year, and may stand for election to the Executive Board.</p>	<p>Head of Partnerships Third Floor 251 Pentonville Road London N1 9NG</p> <p>020 7554 2800</p> <p><a href="mailto:partnerships@lgiu.org.uk">partnerships@lgiu.org.uk</a></p>	<p>Relevant to most strategic priorities</p>



<p><b>Haven Gateway Partnership</b></p> <p>[A sub-regional economic partnership]</p> <p>The purpose of the Partnership is to be a framework through which partner organisations can work together to promote the economic opportunities and secure the future prosperity of this major gateway to the East of England</p> <p>[The Management Board meets bi-monthly around the sub-region alternating between Suffolk and Essex]</p>	<p>Portfolio Holder for Business and Resources – Cllr King</p> <p>Cllr Cory (substitute member)</p>	<p>The Chairman is appointed annually. The Chairman and each partner have one vote. The Secretary may not vote.</p>	<p>Anita Thornberry Director Unit 1, The Green House Parkside Office Village Knowledge Gateway Nesfield Road Wivenhoe Park Colchester CO4 3ZL</p> <p>Tel: 01206 713611 Mobile: 07595 415660 Main Number: 01206 764778 Email: <a href="mailto:anita.thornberry@haven-gateway.org">anita.thornberry@haven-gateway.org</a></p> <p>Officer contact - Ian Vipond, tel 282717</p>	<ul style="list-style-type: none"> <li>• Ensure residents benefit from Colchester's economic growth with skills, jobs and improving infrastructure</li> <li>• Promote inward investment to the borough.</li> </ul>
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<p><b>Essex Waste Partnership</b></p> <p>The Essex Waste Partnership includes Essex County Council, the 12 district and borough councils and the unitary authority of Southend-on-Sea Borough Council. The Essex Waste Partnership was set up to ensure cost-efficient and sustainable waste management is delivered across the county and Southend. The aim is to reduce and reuse as much waste as is physically possible.</p>	<p>Portfolio Holder for Waste, Sustainability and Transportation – Cllr Goss</p> <p>Substitute member – Leader of the Council and Portfolio Holder for Strategy – Cllr Cory</p> <p><b>Other members</b> All waste collection authorities within Essex and Essex County Council as the Waste Disposal Authority.</p>		<p>Andrew Seaman Democratic Services Officer Legal and Assurance Corporate and Customer Services</p> <p>Essex County Council   County Hall, Chelmsford 03330 322 177 <a href="http://www.essex.gov.uk">www.essex.gov.uk</a> <a href="mailto:andrew.seaman@essex.gov.uk">andrew.seaman@essex.gov.uk</a></p> <p><u>Officer Contact:</u> Chris Dowsing Group Manager – Recycling, Waste and Fleet <a href="mailto:Chris.dowsing@colchester.gov.uk">Chris.dowsing@colchester.gov.uk</a> Tel: 01206 282752</p>	<p>Encourage reuse and recycling to reduce waste to landfill</p>
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<p><b>North Essex Parking Partnership Joint Committee</b></p> <p>To develop and implement a joint parking service for North Essex including Braintree, Colchester, Epping Forest, Harlow, Tendring and Uttlesford.</p> <p>Joint Parking Committee providing parking services across North Essex, parking management and the power to make new parking restrictions.</p>	<p>Portfolio Holder for Communities. Wellbeing and Public Safety – Cllr Lilley</p> <p>Substitute member:- Cllr Fox</p>	<p>To receive reports, participate in discussions and to raise issues of concern to this Council, one executive member able to vote.</p>	<p>Richard Block. Assistant Director Environment</p> <p>Partnership Officer contact:- Richard Walker Parking Partnership Group Manager, Delivery Point 12 01206 282708 <a href="http://www.parkingpartnership.org">www.parkingpartnership.org</a> <a href="mailto:parking@colchester.gov.uk">parking@colchester.gov.uk</a></p>	<p>Promote responsible citizenship by encouraging resident to get involved in their communities and to identify solutions to local issues;</p>
<p><b>Essex County Travellers Unit (ECTU)</b> - a partnership with Essex County Council, Police, Fire Brigade and other local authorities. The aim of the ECTU is to deliver an efficient, effective and consistent approach to service provision across the county. The unit fulfils the council's responsibilities for gypsies/ travellers.</p>	<p>Portfolio Holder for Communities. Wellbeing and Public Safety – Cllr Lilley</p>	<p>To sit on the ECTU partnership board. If action requires a vote then this would be to determine a recommendation to the authorities. The representative will then take the recommendation through the appropriate decision making process. There is one vote per member authority</p>	<p>Steve Andrews Essex Countywide Traveller Unit Manager</p> <p>telephone: 03330 137854   mobile: 07867 469246   email: <a href="mailto:stephen.andrews@essex.gov.uk">stephen.andrews@essex.gov.uk</a></p> <p>CBC – Belinda Silkstone</p>	<p>Encourage belonging, involvement and responsibility in all the borough's communities..</p>

<b>Campaign to Protect Rural Essex</b>  (Countryside and environment organisation)  [Meetings held six times a year at 10.30am at the Essex Record Office, Wharf Road, Chelmsford]	Cllr Scordis   Substitute member – Cllr Chillingworth	Representatives have no specific role but attend on behalf of the Council to facilitate two way communications. Representatives are not able to vote	Ms Angie Jamison, Chairman Ms Tricia Moxey, Vice Chairman Campaign to Protect Rural Essex RCCE House Threshelfords Park Inworth Road Feering, Colchester CO5 9SE  <a href="mailto:office@cpressex.org.uk">office@cpressex.org.uk</a> Tel/Fax: 01376 572023	Help residents adopt healthier lifestyles by enabling the provision of excellent leisure facilities and beautiful green spaces, countryside and beaches.
<b>Colchester Borough Homes Board</b>  [Wholly-owned subsidiary company of the Council. Colchester Borough Homes is the Council's Arms-Length Housing Management Organisation]	Cllrs Chapman, Liddy, Scott-Boutell.		Lucy Williams Board Assurance Officer HR & Governance Team Colchester Borough Homes Tel: (01206) 282518 <a href="mailto:Lucy.williams@cbhomes.org.uk">Lucy.williams@cbhomes.org.uk</a>	Create new social housing by building Council homes and supporting Registered Providers          Target support to the most disadvantaged residents and communities.

<p><b>North Essex Children's Partnership</b></p> <p>[To secure the improvement in the well being of children and young people in North East Essex as defined by section 10 of the Children Act 2004.]</p>	<p>Portfolio Holder for Communities, Wellbeing and Public Safety – Councillor Lilley</p> <p>Substitute member – Cllr Bourne</p> <p>(Plus officer member – Lucie Breadman, Assistant Director - Community)</p>		<p>Lee Bailey Lead for Partnership Delivery Family Operations Head of Locality Commissioning – North East North East Commissioning Hub, Essex House, 200 The Crescent, Colchester Business Park, Colchester, Essex CO4 9YQ Essex County Council Telephone: 03330139085 Mobile: 07824867641 email: lee.bailey@essex.gov.uk www.essex.gov.uk</p> <p><b>Officer contact – Lucie Breadman</b> <b>Tel: 282726</b> <b>Delivery Point 4</b></p>	<p>Work with Essex Police and Partners in the Safer Colchester Partnership to make Colchester an even safer place.</p> <p>Target support to the most disadvantaged residents and communities</p>
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<p><b>Colchester Commercial Holdings Ltd</b></p> <p>[Wholly owned company of the Council]</p>	<p>Cllrs Barlow, Goss, Jarvis and T. Young.</p>		<p>Adrian Pritchard Managing Director Colchester Commercial Holdings Ltd Rowan House 33 Sheepen Road Colchester CO3 3WG</p>	<p>Ensure residents benefit from Colchester's economic growth with skills, jobs, residents and improving infrastructure</p> <p>Encouraging green technologies</p> <p>Create new social housing by building Council homes and supporting Registered Providers</p>
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<p><b>Colchester Community Stadium Board</b></p> <p>The Colchester Community Stadium Board is a company wholly-owned by the Council to oversee the letting to Tenants of the Community Stadium and ensure they meet the financial and community yield targets set as part of the commercial leases.</p>	<p>Cllr Barlow</p> <p>Executive Director – Ian Vipond</p>	<p>The Councillor and Council Director sit on the Company Board and act as Board members.</p>	<p>Chief Executive of the Board, Clive Gilham</p> <p><a href="mailto:clivegilham@hotmail.com">clivegilham@hotmail.com</a> 07903 652510</p>	<p>Help residents adopt healthier lifestyles by enabling the provision of excellent leisure facilities and beautiful green spaces, countryside and beaches.</p> <p>Help residents adopt healthier lifestyles by enabling the provision of excellent leisure facilities and beautiful green spaces, countryside and beaches.</p>
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<b>Safer Colchester Partnership - Responsible Authority Group</b>	Portfolio Holder for Communities, Wellbeing and Public Safety – Cllr Lilley  Pam Donnelly – Executive Director.	Full voting rights	Sonia Carr, Community Safety and Safeguarding Coordinator (Communities)  <a href="mailto:Sonia.carr@colchester.gov.uk">Sonia.carr@colchester.gov.uk</a> 01206 282978	Work with Essex police and the partners in the Safer Colchester Partnership to make Colchester an even safer place.
<b>Colchester Hospital University NHS Foundation Trust</b>	Cllr Chuah		Tammy Diles Deputy Company Secretary  Email: tammy.diles@Colchesterhospital.nhs.uk Colchester General Hospital   Trust Offices   Turner Road   Colchester   Essex   CO4 5JL 01206 745338	Encourage belonging, involvement and responsibility in all the borough's communities  Target support to the most disadvantaged residents and communities



<p><b>Colchester and Ipswich Joint Museums Committee</b></p> <p>To develop and implement a joint museum service for Colchester and Ipswich</p>	<p>Portfolio Holder for Culture and Performance – Cllr J. Young</p> <p>Portfolio Holder for Customers – Cllr G. Oxford</p> <p>Substitute member: Portfolio Holder for Commercial Services – Cllr Higgins</p>		<p>Lucie Breadman Assistant Director, Community 01206 282726 <a href="mailto:Lucie.breadman@colchester.gov.uk">Lucie.breadman@colchester.gov.uk</a></p>	<p>Promote and enhance Colchester borough's heritage and visitor attraction to increase visitor numbers and to support job creation.</p>
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<p><b>Dedham Vale (AONB) and Stour Valley Joint Advisory Committee</b></p> <p>[Partnership project funded by local authorities and DEFRA]</p> <p>[Meetings held 2 or 3 times a year at various times and venues throughout the Stour Valley area. Additional meetings and workshops as necessary.]</p>	<p>Councillor Arnold and Councillor Chapman</p>	<p>Representatives are involved in steering the work of the project and in particular matters affecting the Area of Outstanding Natural Beauty. Representatives are able to vote.</p>	<p>AONB Manager, Simon Amstutz Address: AONB Office, Dock Lane, Melton, Suffolk IP12 1PE Dedham Vale (AONB) and Stour Valley Project c/o Suffolk County Council Endeavour House 8 Russell Road Ipswich IP1 2BX Telephone: 01394 445225</p> <p>E:mail Dedhamvale.project@suffolk.gov.uk</p> <p>Officer contact – Adam John, Tel: 282472 Delivery Point 8</p>	<p>Promote and enhance Colchester borough's heritage and visitor attraction to increase visitor numbers and to support job creation.</p> <p>Help residents adopt healthier lifestyles by enabling the provision of excellent leisure facilities and beautiful green spaces, countryside and beaches.</p>
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<p><b>Essex Partnership for Flood Management</b></p> <p>The aim of the Partnership is to meet Essex County Council's responsibilities under the Flood Management Act. Essex County Council recognise the need to work with borough and district councils on flood management issues. They have established the Essex Partnership for Flood Management which is a member group that will receive reports on these issues across Essex and agree actions to alleviate problems.</p> <p>The Partnership is supported by an officer steering group.</p>	<p>Cllr Scordis</p>		<p>Lucy Shepherd Flood Partnerships Manager Environment, Sustainability &amp; Highways Essex County Council 01245 433181 Ex 52181</p> <p><a href="mailto:lucy.shepherd@essex.gov.uk">lucy.shepherd@essex.gov.uk</a></p> <p>Lisa Siggins Democratic Services Officer Democratic Services Corporate and Customer Services</p> <p>Essex County Council Telephone: 033301 34594   Ext: 34594 Email: <a href="mailto:lisa.siggins@essex.gov.uk">lisa.siggins@essex.gov.uk</a>   <a href="http://www.essex.gov.uk">www.essex.gov.uk</a></p>	<p>Encourage belonging, involvement and responsibility in all the borough's communities</p>
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<b>Colchester Arts Centre</b>	Cllr Higgins		<p>Anthony Roberts Director Colchester Arts Centre Church Street Colchester Essex CO1 1NF</p> <p><a href="mailto:anthony@colchesterartscentre.com">anthony@colchesterartscentre.com</a></p> <p>Officer contact – Claire Taylor, Visitor and Cultural Services Team Leader - T 01206 282920 <a href="mailto:Claire.taylor@colchester.gov.uk">Claire.taylor@colchester.gov.uk</a></p>	Promote and enhance Colchester borough's heritage and visitor attractions to increase visitor numbers and to support job creation;
<b>Firstsite</b>	Portfolio Holder for Culture and Performance - Cllr J. Young		<p>Sally Shaw Director Lewis Gardens High Street Colchester CO1 1JH</p> <p><a href="mailto:sally@firstsite.uk">sally@firstsite.uk</a></p> <p>Copy in Sandra MacDonald</p> <p><a href="mailto:sandra@firstsite.uk">sandra@firstsite.uk</a></p> <p>Officer contact – Claire Taylor, Visitor and Cultural Services Team Leader - T 01206 282920 <a href="mailto:Claire.taylor@colchester.gov.uk">Claire.taylor@colchester.gov.uk</a></p>	Promote and enhance Colchester borough's heritage and visitor attractions to increase visitor numbers and to support job creation;

<b>Mercury Theatre Limited</b>  [Limited Company and Charity running an arts repertory company]  [Meetings held every 4-6 weeks at 6pm at the Mercury Theatre]	Cllr Barton	Representatives act as Directors who are able to participate fully in the meetings and vote	Steve Mannix Interim Executive Director Mercury Theatre Balkerne Gate Colchester CO1 1PT  Steve.Mannix@mercurytheatre.co.uk  Officer contact – Claire Taylor, Visitor and Cultural Services Team Leader - T 01206 282920 <a href="mailto:Claire.taylor@colchester.gov.uk">Claire.taylor@colchester.gov.uk</a>	Promote and enhance Colchester borough's heritage and visitor attractions to increase visitor numbers and to support job creation; .
<b>'Our Colchester' Business Improvement District (BID) Board</b>  The Board provides strategic direction over the Limited company that operates Colchester Town Centre BID. The BID works to advance the interests and prospects of the Town Centre for the benefit of the residents and Businesses of the Borough and Town.	Portfolio Holder for Business and Resources – Cllr King  Substitute member – Cllr Cory  Strategic Director – Ian Vipond	The Councillor is an observer on the Board	Chair of the Board, Our Colchester BID, C/O Management Suite, Culver Square Shopping Centre, Culver Square, 9A Culver Street, CO11 1JQ.  Officer Contact Richard Block Richard Block Assistant Director - Environment Colchester Borough Council 33 Sheepen Road Colchester CO3 3WG Tel: 01206 506825 <a href="mailto:richard.block@colchester.gov.uk">richard.block@colchester.gov.uk</a>	Work with partners to create a share vision for a vibrant town centre  Promote inward investment to the borough

<p><b>Member Development Group</b></p> <p>Council Group constituted to assist in the formulation, implementation, monitoring and evaluation of member development strategies.</p>	<p>Portfolio Holder for Business and Resources – Cllr King</p> <p>Cllrs Harris, McCarthy, B. Oxford and J. Maclean</p>		<p>Richard Clifford, Lead Democratic Services Officer.</p> <p><a href="mailto:richard.clifford@colchester.gov.uk">richard.clifford@colchester.gov.uk</a> 01206 507832</p>	<p>Supports members to meet all strategic priorities</p>
<p><b>Police and Crime Panel</b></p> <p>The Panel will be responsible for scrutinising and supporting the work of the Police and Crime Commissioner, who in turn is responsible for holding the Chief Constable to account.</p>	<p>Portfolio Holder for Communities, Wellbeing and Public Safety– Cllr Lilley</p> <p>Substitute member: Cllr Fox</p>		<p>Colin Ismay</p> <p>Corporate Law and Assurance Essex County Council County Hall Market Road Chelmsford CM1 1QH <a href="mailto:colin.ismay@essex.gov.uk">colin.ismay@essex.gov.uk</a></p> <p>Telephone ddi 01245 430396 Extn 20396 Email: <a href="mailto:colin.ismay@essex.gov.uk">colin.ismay@essex.gov.uk</a> <a href="http://www.essex.gov.uk">www.essex.gov.uk</a></p>	<p>Work with Essex police and the partners in the Safer Colchester Partnership to make Colchester an even safer place.</p> <p>Help make sure that Colchester is a welcoming place for all residents and visitors</p>

<p><b>Bradwell Local Communities Liaison Council</b></p> <p>Independent, local community body acting as a liaison between with local organisations on matters arising from the operation/management of the Bradwell Power Station site.</p>	<p>Cllr Lilley</p>	<p>Full voting rights</p> <p>Meets twice a year</p> <p>June 5 2019</p> <p>Steeple Village Hall, Garden Fields, Steeple, Southminster, Essex CM0 7JY, 9.30 for 10am</p>	<p><b>Tracey Finn</b> Bradwell LCLC Secretariat <a href="mailto:tracey.finn@magnoxsites.com">mailto:tracey.finn@magnoxsites.com</a></p> <p>Tel: 01797 343510</p> <p><a href="https://magnoxsites.com/site/bradwell#community">https://magnoxsites.com/site/bradwell#community</a></p>	<p>Promote responsible citizenship by encouraging residents to get involved with their communities and to identify solutions to local issues</p>
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## Appendix B

Outside Body	<b>Member Development Group</b>	
Representative/s	Cllrs King, Higgins, Liddy, J. Maclean, G. Oxford	
No. of meetings	4	Attended:  Cllr King 4 Cllr Higgins 3 Cllr Liddy 4 Cllr J. Maclean 3 Cllr G. Oxford 1
Comments	<b>Purpose of the Group</b>  The Member Development Group will:- <ul style="list-style-type: none"> <li>• oversee the provision of member development opportunities;</li> <li>• advise on policies and procedures relating to member development; and monitor their implementation and effectiveness;</li> <li>• regularly review the level and allocation of the Councillor development budget;</li> <li>• oversee the evaluation of member development opportunities and assess the contribution of member development opportunities towards the Council's corporate objectives;</li> <li>• ensure that Charter Status for Member Development is maintained and monitor the progress of the implementation of the recommendations from the Charter Assessment.</li> </ul> <b>Work in 2018/19</b>  A full report on the work of the Group and issues going forward is contained elsewhere on the Cabinet agenda.	
Issues arising or Action required	None	

Outside Body	<b>Dedham Vale Area of Outstanding Natural Beauty Joint Advisory Committee (JAC) and Partnership</b>	
Representative/s	Cllrs Chapman and Arnold	
No. of meetings	Held in 2018/19 5	Attended: Cllr Chapman: 5/5 Cllr Arnold: 2/5
Comments	<p><b>Purpose of the Group</b> The purpose of the group is to allow CBC to discharge some of its statutory duties to the nationally designated AONB</p> <p><b>Work in 2018/19</b> Cllr Chapman is Chairman of JAC. The work includes setting strategic direction, overview and scrutiny of the AONB staff team (that works across the AONB and 7 Local Authority areas)</p> <p><b>Other members</b> Cllrs and Officers from 7 local authorities and representatives of Farming, Business, Environmental and Amenity groups (numbering 26 organisations)</p>	
Issues arising or Action required	None.	

Outside Body	<b>Colchester Mercury Theatre</b>	
Representative/s	Cllr. Linda Barton	
No. of meetings	<p>Held in 2018/19</p> <p><u>Full Board Meetings:</u> 4  <u>Capital Subcommittee:</u> 7  <u>Extraordinary Meetings:</u> 2</p>	<p>Attended:</p> <p><u>Full Board Meetings:</u> 2  <u>Capital Subcommittee:</u> 4  <u>Extraordinary Meetings:</u> 0</p>
Comments	<p><b>Purpose of the Group</b></p> <p><u>Full Board Meetings and Extraordinary Meetings:</u> Day to day strategic management and governance of the organisation.</p> <p><u>Capital Subcommittee:</u> Update and decision-making about the Capital Project.</p> <p><b>Work in 2018/19</b></p> <p>Overall governance of the Mercury as a registered charity. In addition, support, guidance and advice in relation to our Mercury Rising Capital Project.</p> <p><b>Other members</b></p> <p><u>Capital Subcommittee:</u> Kathleen Hamilton, David Addington, Samantha Blackwell-Heard, Simon Warwick, Bryan Johnston and Robert West.</p> <p><u>Full Board Meetings:</u> Everyone from the above mentioned subcommittee plus Hassina Khan, Anita Thornberry, Patrick Sandford, Jennie Skingsley and Matthew Linley</p>	
Issues arising or Action required	None	

Outside Body	<b>North Essex Parking Partnership Joint Parking Committee</b>	
Representative/s	Cllr Mike Lilley	
No. of meetings	Held in 2018/19 4	Attended: 4
Comments	<p><b>Purpose of the Group</b></p> <p>To provide governance and oversight of NEPP to ensure they provide effective parking services across North Essex. To authorise new parking restrictions.</p> <p><b>Work in 2018/19</b></p> <p>NEPP continues to provide effective Parking Services across North Essex. In 2018/19 6 new Traffic Regulation Orders were approved covering the Borough of Colchester. NEPP also launched a new innovative 3PR scheme to encourage responsible parking outside schools which was launched at a school in Colchester. The Committee has also approved use of a financial surplus for local parking projects and CBC has made a bid to this to extend Variable Messaging Signs to direct motorists to car parks with available spaces.</p> <p><b>Other members</b></p> <p>Each District Council has a members on the Committee.</p>	
Issues arising or Action required	No issues	

<b>Outside Body</b>	<b>Safer Colchester Partnership: RESPONSIBLE AUTHORITIES STRATEGIC GROUP (RASG)</b>	
<b>Representative/s</b>	Cllr Mike Lilley	Officer Pamela Donnelly
<b>No. of meetings</b>	<b>Held in 2018/19</b> <ol style="list-style-type: none"> <li>1. 22nd May 2018</li> <li>2. 14<sup>th</sup> August 2018</li> <li>3. 6<sup>th</sup> November 2018</li> <li>4. 29<sup>th</sup> January 2019</li> </ol>	<b>Attended:</b> <ol style="list-style-type: none"> <li>1. Pam Donnelly (SCP Chair), Cllr Mike Lilley (CBC PFH)</li> <li>2. Pam Donnelly &amp; Cllr Mike Lilley</li> <li>3. Pam Donnelly &amp; Cllr Mike Lilley</li> <li>4. Lucie Breadman (CBC) (both PD and ML sent apologies)</li> </ol>
<b>Comments</b>	<b>Purpose of the Group</b>  <b><u>Strategic Aim:</u></b> To ensure that all members of the Safer Colchester Partnership (SCP) work together in partnership to reduce crime and disorder in Colchester and deliver the <b>key priorities</b> contained in the Annual Partnership Plan (APP).  <b><u>Work in 18/19:</u></b> SCP Key Priorities for 18/19: <ul style="list-style-type: none"> <li>• Protect vulnerable people by increasing awareness and reporting of hidden harms</li> <li>• Address gangs and county lines by developing intelligence and awareness to support those vulnerable to exploitation</li> <li>• Reduce the occurrence of violent crime including sexual offences and weapons offences</li> <li>• Tackle incidents of high harm repeat anti-social behaviour and hate crime</li> </ul> End of year report will be available by end of May 2019.  <b><u>Other members of RASG 18/19</u></b> (included changes to membership during this time):	

	<p>Lucie Breadman  Melanie Rundle  Sonia Carr  Dean Weston  Shaun Kane  Greg Keys  Paul Davison or Lisa Llewelyn  David Messam or Doug Charlton  or Greg Smallman  Jenny Gibson or Catherine  Paige  Nicky O'Shaunhessy  Patrick Higgs  Karen Loweman  Tracy Rudling  William Biggar  Monica Illsley</p>	<p>CBC Communities  CBC Safety &amp; Protection  CBC Community Safety  CBC Communications  Essex Police  Essex Fire Service  CCG  NPS</p> <p>Essex CRC  ECC Children's Services  ECC Adult Services  Colchester Borough Homes  Community 360  Garrison / Military  University of Essex</p>
Issues arising or Action required	None	

# PETITIONS, PUBLIC STATEMENTS, QUESTIONS

## (i) Have Your Say speakers

Date of Meeting	Details of Members of the Public	Subject Matter	Form of Response	Date Completed
Cabinet, 13 March 2019	Sir Bob Russell	Painters Yard Planning Application and plans for elephant statue on North Station Road roundabout	Verbal response provided at the meeting by Councillor T. Young, Portfolio Holder for Business and Culture, Councillor Goss, Portfolio Holder for Waste, Environment and Transportation and Councillor Lilley, Portfolio Holder for Planning, Community Safety and Licensing.	13 March 2019
Cabinet, 13 March 2019	David Smith	Change in level of garage rent	Verbal response provided at the meeting by Councillor Bourne, Portfolio Holder for Housing and Communities.	13 March 2019
Cabinet, 13 March 2019	Mick Spindler	Petition on Middlewick green space	Verbal response provided at the meeting by Councillor T. Young, Portfolio Holder for Business and Culture and Councillor Lilley, Portfolio Holder for Planning, Community Safety and Licensing. Petition forwarded to the Local Plan team to consider.	13 March 2019
Cabinet, 13 March 2019	Sir Bob Russell	City status and new Colchester strapline	Issues raised were dealt with in Cabinet discussion.	13 March 2019

**(ii) Petitions**

<b>Date petition received</b>	<b>Lead Petitioner</b>	<b>Subject Matter</b>	<b>Form of Response</b>	<b>Date Completed</b>
<b>No valid petitions received</b>				