

Governance Committee Meeting

**Grand Jury Room, Town Hall, High Street,
Colchester, CO1 1PJ
Tuesday, 24 November 2015 at 18:00**

The **Governance Committee** considers and approves the Council's Statement of Accounts and reviews the Council's annual audit letter. The Committee also deals with the Council's governance, risk management and audit arrangements. To make recommendations to the Council on functions such as Elections and bye laws, and determine Community Governance Reviews.

Information for Members of the Public

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Governance Committee - Terms of Reference (but not limited to)

Accounts and Audit

To consider and approve the Council's Statement of Accounts and the Council's financial accounts, and review the Council's external auditor's annual audit letter.

Governance

To consider the findings of the annual review of governance including the effectiveness of the system of internal audit and approve the signing of the Annual Governance Statement.

To have an overview of the Council's control arrangements including risk management and in particular with regard to the annual audit plan and work programme, and to approve the policies contained in the Council's Ethical Governance Framework.

Other regulatory matters

To make recommendations to Council on functions such as elections, the name and status of areas and individuals, and byelaws.

To determine and approve Community Governance Reviews.

Standards in relation to Member Conduct

To consider reports from the Monitoring Officer on the effectiveness of the Members' Code of Conduct, and to advise the Council on the adoption or revision of the Code.

To receive referrals from the Monitoring Officer into allegations of misconduct and to create a Hearings Sub-Committee to hear and determine complaints about Members and Co-opted Members referred to it by the Monitoring Officer.

To conduct hearings on behalf of the Parish and Town Councils and to make recommendation to Parish and Town Councils on improving standards or actions following a finding of a failure by a Parish or Town Councillor.

To inform Council and the Chief Executive of relevant issues arising from the determination of Code of Conduct complaints.

To grant dispensations, and to hear and determine appeals against refusal to grant dispensations by the Monitoring Officer.

To make recommendations to Council regarding the appointment of Independent Persons.

COLCHESTER BOROUGH COUNCIL
Governance Committee
Tuesday, 24 November 2015 at 18:00

Member:

Councillor Cyril Liddy
Councillor Jo Hayes
Councillor Christopher Arnold
Councillor John Elliot
Councillor Julia Havis
Councillor Peter Higgins
Councillor Ben Locker
Councillor Fiona Maclean

Chairman
Deputy Chairman

Substitutes:

All members of the Council who are not Cabinet members or members of this Panel.

AGENDA - Part A
(open to the public including the press)

Members of the public may wish to note that Agenda items 1 to 5 are normally brief.

1 Welcome and Announcements

a) The Chairman to welcome members of the public and Councillors and to remind all speakers of the requirement for microphones to be used at all times.

(b) At the Chairman's discretion, to announce information on:

- action in the event of an emergency;
- mobile phones switched to silent;
- the audio-recording of meetings;
- location of toilets;
- introduction of members of the meeting.

2 Substitutions

Members may arrange for a substitute councillor to attend a meeting on their behalf, subject to prior notice being given. The attendance of substitute councillors must be recorded.

3 Urgent Items

To announce any items not on the agenda which the Chairman has agreed to consider because they are urgent, to give reasons for the urgency and to indicate where in the order of business the item will be considered.

4 **Declarations of Interest**

The Chairman to invite Councillors to declare individually any interests they may have in the items on the agenda. Councillors should consult Meetings General Procedure Rule 7 for full guidance on the registration and declaration of interests. However Councillors may wish to note the following:-

- Where a Councillor has a disclosable pecuniary interest, other pecuniary interest or a non-pecuniary interest in any business of the authority and he/she is present at a meeting of the authority at which the business is considered, the Councillor must disclose to that meeting the existence and nature of that interest, whether or not such interest is registered on his/her register of Interests or if he/she has made a pending notification.
- If a Councillor has a disclosable pecuniary interest in a matter being considered at a meeting, he/she must not participate in any discussion or vote on the matter at the meeting. The Councillor must withdraw from the room where the meeting is being held unless he/she has received a dispensation from the Monitoring Officer.
- Where a Councillor has another pecuniary interest in a matter being considered at a meeting and where the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the Councillor's judgement of the public interest, the Councillor must disclose the existence and nature of the interest and withdraw from the room where the meeting is being held unless he/she has received a dispensation from the Monitoring Officer.
- Failure to comply with the arrangements regarding disclosable pecuniary interests without reasonable excuse is a criminal offence, with a penalty of up to £5,000 and disqualification from office for up to 5 years.

5 **Have Your Say!**

a) The Chairman to invite members of the public to indicate if they wish to speak or present a petition at this meeting – either on an item on the agenda or on a general matter relating to the terms of reference of the Committee/Panel not on this agenda. You should indicate your wish to speak at this point if your name has not been noted by Council staff.

(b) The Chairman to invite contributions from members of the public who wish to Have Your Say! on a general matter relating to the terms of reference of the Committee/Panel not on this agenda.

6 **Minutes**

To confirm as a correct record the minutes of the meeting held 13

9 - 16

October 2015.

- | | | |
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| 7 | Work Programme 2015/16
See report of Assistant Chief Executive. | 17 - 20 |
| 8 | Councillor Code of Conduct Training - Update Report
See report of Monitoring Officer. | 21 - 22 |
| 9 | Annual Audit Letter
See report of Assistant Chief Executive | 23 - 38 |
| 10 | Polling District and Place Review
See report of Electoral Registration Officer | 39 - 88 |
| 11 | Interim Review of the Annual Governance Statement Action Plan
See report of Assistant Chief Executive | 89 - 96 |
| 12 | Mid Year Internal Audit Assurance Report 2015/16
See report of Assistant Chief Executive | 97 - 104 |
| 13 | Exclusion of the Public (not Scrutiny or Executive)
In accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public, including the press, from the meeting so that any items containing exempt information (for example confidential 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)

GOVERNANCE COMMITTEE

13 OCTOBER 2015

Present :- Councillor Cyril Liddy (Chairman)
Councillors Christopher Arnold, John Elliott, Jo Hayes,
Peter Higgins and Fiona Maclean.

Substitute Members :- Councillor Nick Cope for Councillor Julia Havis and
Councillor Dennis Willetts for Councillor Ben Locker

Also present: Parish Councillor Malcolm Bartier and Independent
Persons Sarah Greatorex and Barbara Pears.

16. Minutes

The minutes of the meeting held on 8 September 2015 were confirmed as a correct record, subject to the word Christchurch being amended to Christ Church.

17. Work Programme

The Committee considered the contents of a report by the Assistant Chief Executive on the Work Programme for the year.

RESOLVED that the contents of the Work Programme be noted.

18. Annual Statement of Accounts 2014-15

The Committee considered a report by the Assistant Chief Executive presenting the audited Statement of Accounts 2014/15.

On 17 September 2015 the Auditor had issued an unqualified opinion that the accounts gave a true and fair view of the Council's financial position as at 31 March 2015 and its income and expenditure for the year then ended. The audit had therefore been formally closed, and the audited accounts were published on the Council's website.

RESOLVED that the publication of the audited Statement of Accounts for 2014/15 be noted and the work undertaken by the Financial Manager's team be acknowledged with the Committee's thanks.

19. Complaint – Councillor Locker

The Committee considered the contents of a report by the Monitoring Officer requesting the Committee to consider a complaint received in relation to Councillor Locker.

Councillor Graham had made a complaint regarding a tweet that had been posted by Councillor Locker on his Twitter account following his receipt of a penalty charge notice for parking in a restricted area. Following a request by the Monitoring Officer, Councillor Locker had deleted his original tweet and published an apology on his Twitter account confirmed that his post had been aimed at the North Essex Parking Partnership (NEPP) as an

organisation rather than at officers. Councillor Graham did not find the apology acceptable which prompted the Monitoring Officer to take advice from the Council's Independent Persons who were appointed under the Localism Act to advise on Member Conduct issues. The Independent Persons agreed that, in view of the language used and that Councillor Locker was a member of the Governance Committee that the complaint should be referred to the Committee in accordance with the Council's Localism Act Arrangements.

The report also included a statement on the complaint from Councillor Locker and a letter from Jordan Newell, a former Parliamentary candidate, to the Committee members.

Under the Localism Act the Council had a duty to promote and maintain high standards of conduct by members and co-opted members of the authority. In order to discharge this duty the council had adopted a Code of Conduct for Members which set out the conduct expected of members and co-opted members of the authority when they were acting in that capacity. Councillor Locker had been elected to the Council in May 2015 and, although the Monitoring Officer had offered all new councillors Code of Conduct training, Councillor Locker had not attended.

The Committee needed to decide whether Councillor Locker's conduct amounted to a breach of the Code of Conduct for Members and if so, after taking advice from the Independent Persons, whether the complaint:

- (a) merited no further investigation
- (b) merited further investigation

The report also gave examples of possible actions available to the Committee in the event it determined that Councillor Locker's conduct was outside of the remit of the Code of Conduct for Members and that no further investigation was merited.

Councillor Graham attended the meeting and, with the consent of the Chairman, addressed the Committee. He explained that he did not consider the apology posted by Councillor Locker to be satisfactory and confirmed his Portfolio Holder responsibilities included the NEPP and, as such, his complaint had not been politically motivated. He voiced his concerns about encouraging abuse of council staff and that Councillor Locker had failed to acknowledge how his tweet may have been interpreted. He also referred to the comments made by Councillor Willetts and Braintree District Councillor Mitchell which, in his view, acknowledged that that the complaint had been justified.

Councillor Locker attended the meeting and, with the consent of the Chairman addressed the Committee. He explained that he had recognized that the language he had used in his tweet had been offensive and he had regretted it. He also considered that his tweet had been sent in his personal capacity and had not been intended as a criticism of an officer. He referred to a further tweet that he had sent in order to emphasise his apology acknowledging he had been at fault and which had been received by all his followers. He had been unaware of the complaint until nine days after it had been made and explained that he would have reached out personally to resolve the matter. He had opted to engage a barrister as initially he did not know the nature of the complaint or the identity of the complainant. His statement to the Committee included details of a legal precedent which supported his assertion that he had acted in his personal capacity and he stated his view that the matter would be overturned if it were considered at a tribunal. He considered he had placed on record a full apology for his inappropriate language and he confirmed he would be far more circumspect in future.

Discussion took place regarding the capacity in which Councillor Locker had been acting

and as to whether any action needed to be imposed. Matters of particular consideration related to:

- Councillor Locker's future membership of the Governance Committee;
- The maintenance of high standards of conduct by members of the Governance Committee;
- The difficult job undertaken by the Civil Enforcement Officers and the instances of violence and abuse experienced by them whilst performing their duties;
- The position of Councillors generally and those other members of the Governance Committee in relation to up to date Code of Conduct training;
- The need to consider an additional requirement for Code of Conduct training in the same way that Licensing and Planning training are deemed to be requirements to membership of the Licensing and Planning Committees;
- The potential for Group leaders to be given the responsibility for ensuring Group members comply with corporate training requirements;
- Councillor Locker's full apology given in his representation to the meeting;
- The justifiable grounds for the complaint made by Councillor Graham;
- Councillor Locker's confirmation that he had intended no criticism of the Civil Enforcement Officers.

RESOLVED (UNANIMOUSLY) that-

- (i) Councillor Locker had not acted in his capacity as a Councillor;
- (ii) Councillor Locker be required to undertake training in the Code of Conduct from the Monitoring Officer within a period of 28 days from the date of this meeting;
- (iii) Other Councillors elected in 2015 as well as members of this Committee who had also not attended Code of Conduct training also be invited to do so by the Monitoring Officer within a period of 28 days from the date of this meeting;
- (iv) The Monitoring Officer be requested to report back on Councillors' Code of Conduct training status at the Committee's meeting on 24 November 2015;
- (v) Attendance on at least one Code of Conduct training session be a requirement for future membership of the Governance Committee.

20. Local Government Ombudsman – Annual Review 2014-15

The Committee considered a report from the Monitoring Officer providing details of the Local Government Ombudsman's Annual Review for 2014/15.

It was explained that there had been no findings of maladministration against the Council and no formal reports had been issued. The total number of complaints in the year was 30 compared to 22 in the previous year.

RESOLVED that the contents of the Local Government Ombudsman's Annual Review letter for 2014/15 be noted.

21. Review of the Council's Ethical Governance Policies

The Committee considered a report by the Monitoring Officer providing details of the revised policies relating to:

- Anti-Fraud and corruption
- Whistleblowing
- Anti-Money Laundering
- Covert Surveillance
- Corporate Information Security

- Data Protection

The report also included the Council's Ethical Governance Statement 2015/16.

The Council was committed to maintaining the highest standards of governance and to ensuring that all activities are conducted ethically, honestly, openly and accountably so as to protect public safety and public money. A varied range of policies and procedures formed the Corporate Governance framework. In addition, the Ethical Governance policies set out the standards of conduct and integrity that it expected from staff, elected members, suppliers, partners, volunteers and the public.

In February 2012 full Council adopted a statement of intent in relation to both Ethical and Corporate Governance which gave a high organisational commitment to zero tolerance of fraud, corruption and bribery. The Ethical Governance policies were also adopted as part of the Council's policy framework.

The policies had been reviewed to ensure that they remained fit for purpose and no changes were proposed apart from the Information Security Policy which has been updated to include reference to employees being required to inform Corporate ICT of any suspected breaches or incidents and for users to adhere to the password policy.

The Monitoring Officer also pointed out that the statutory responsibility for investigating and prosecuting housing benefit fraud cases had transferred to the Department of Work and Pensions, accordingly the Council requires a Sanctions Policy with all fraud cases now being pursued by the Department of Work and Pensions.

Discussion from the Panel members was in relation to:

- The references in the Anti-Fraud and Corruption Policy to HM Customs and Excise which needed to be updated to HM Revenue and Customs
- The safeguarding measures in place to protect users of the Whistleblowing Policy and whether staff felt adequately protected as a result
- The reference in the Whistleblowing Policy to the Governance Committee which needed to be listed separately to the contact points outside the Council
- Details of the financial limits attached to the Anti-Money Laundering Policy
- The need for the Data Protection Policy to include a section relating to Councillors being party to the Data Protection Act.

In response to a question from Malcolm Bartier about the Council's publication of third party email addresses on the Council website and the potential for this practice to contravene the Data Protection Regulations, the Monitoring officer assured the Committee that no contravention had taken place and the Council's online security measures were rigorous and robust but he would refer the concern to the Council's online team for consideration.

RECOMMENDED to Council that –

- (i) Subject to the amendments listed below:
 - (a) Reference to HM Customs and Excise in the Anti-Fraud and Corruption Policy being updated;
 - (b) Reference to the Governance Committee in the Whistleblowing Policy being listed separately;
 - (c) A section about Councillors being party to the Data Protection Act to be included in the Data Protection Policy,

the following policies be approved for inclusion in the Council's Policy Framework:

- Anti-Fraud and Corruption
- Whistleblowing
- Anti-Money Laundering
- Covert Surveillance
- Corporate Information Security
- Data Protection

(ii) The contents of the Ethical Governance Statement 2015/16 be noted.

22. Review of Members' Code of Conduct and the Council's Arrangements

The Committee considered a report by the Monitoring Officer reviewing the Members' Code of Conduct and the Council's 'Arrangements'.

Andrew Weavers, the Monitoring Officer explained that the Localism Act 2011 had made fundamental changes to the system of regulation of standards of conduct for elected and co-opted Members. The Act required that local authorities adopt a code of conduct consistent with the seven Nolan Principles of public life and that Principal Authorities put in place 'Arrangements' to deal with allegations that Councillors had failed to comply with the Members' Code of Conduct. Principal Authorities were also required to appoint at least one Independent Person who would be consulted as part of the Council's 'Arrangements'.

Council had formally adopted the Council's Members' Code of Conduct and its 'Arrangements' in June 2012 and in May 2013 Barbara Pears and Sarah Greatorex had been appointed as the Council's Independent Persons for a term of four years. All the Town and Parish Council's in the Borough had adopted the Borough Council's Code. The Localism Act also required the Council to adopt 'arrangements' for dealing with allegations that Councillors had failed to comply with the Code. As at the date of the report there had been no such allegations or referrals. There was also a more streamlined approach to dealing with councillor complaints compared to the previous regime. The arrangements had been used on several occasions. All allegations are received by the Monitoring Officer who makes an assessment of the merits of the complaint in consultation with the Independent Person.

The opportunity had also been taken to refresh the Member/Officer Protocol which was a guide to good working relationships between Members and Officers, to define the respective roles of Members and Officers and provide some principles governing conduct. As a result the Protocol had benefitted from an update of some of the terminology and better consistency with the current Council structures. One specific addition had been proposed in relation to social media, making it clear that both Members and Officers should not use social media to criticise or undermine respect for the other and that they must comply with the Council's Social Media Policy at all times.

The Monitoring officer explained that a copy of a letter had been received from Will Quince MP to the Secretary of State for Communities and Local Government indicating his view that the proposed change to the Member/Officer Protocol in relation to social media was inappropriate as it made no distinction between posts made in a private or personal capacity.

In response to Councillor Hayes' concerns that the view of the MP did not accord with the Nolan Principles, the Monitoring Officer confirmed that the Localism Act had made it clear that the Code of Conduct only applied to Councillors when they were acting in their official

capacity.

RESOLVED (SEVEN voted FOR and ONE voted AGAINST) that -

- (i) The review of the Members' Code of Conduct and the Council's 'Arrangements' be approved
- (ii) The updated Member / Officer Protocol be agreed for inclusion in the Council's Constitution subject to Paragraph 10(4) being amended to read:
'Members, when acting in their official capacity, should not use social media to criticise or undermine respect for Officers. Officers should not use social media to criticise or undermine respect for Members. Members and Officers must comply with the Council's Social Media Policy at all times.'

23. Gifts and Hospitality // Review of Guidance for Councillors and Policy for Officers

The Committee considered a report by the Monitoring Officer giving details of the revised guidance and policy relating to Gifts and Hospitality.

It was explained that when the Council had adopted the Members' Code of Conduct it had retained the requirement to include registration and declaration of gifts and hospitality of the value of £50 and above as part of the Members' Register of Interests. These were published on the Council's website as an integral part of the Committee Management Information System (CMIS). In addition, Officers were required, as part of their terms and conditions of employment, to register any gifts and hospitality received in a register which is maintained by each Head of Service.

The Monitoring Officer confirmed that the Code only applied to gifts made to councillors when acting in their official capacity and, as such, did not extend to gifts from family members.

Particular clarification was also sought in relation to events referred to as 'civic' nights whereby all councillors were invited to an annual performance at, for example, the Mercury Theatre and whether there was a requirement for attendance at such events to be registered.

RESOLVED that, in the light of the question about 'civic' night hospitality and to allow for the submission of further advice from the Monitoring Officer, the consideration of the revised guidance and policy relating to Gifts and Hospitality be deferred to the Governance Committee meeting on 19 January 2016.

24. Review of Local Code of Corporate Governance

The Committee considered a report by the Monitoring Officer giving details of the updated Local Code of Corporate Governance for 2015/16.

The Local Code of Corporate Governance had been developed to ensure that the Council complied with the principles set out in the CIPFA/SOLACE guidance. The Code was reviewed annually, to ensure that the Council was still satisfying the principles, and formed part of the Council's Policy Framework.

The guidance identified six Core Principles against which local authorities should review their existing corporate governance arrangements and develop and maintain a local code of governance. These were:

- Focusing on the purpose of the Council and outcomes for the community and creating and implementing a vision for the local area;
- Members and officers working together to achieve a common purpose with clearly defined functions and roles;
- Promoting values for the authority and demonstrating the values of good governance through upholding high standards of conduct and behaviour;
- Taking informed and transparent decisions which are subject to effective scrutiny and managing risk;
- Developing the capacity and capability of members and officers to be effective; and
- Engaging with local people and other stakeholders to ensure robust public accountability.

The Local Code, and the Councils compliance with the principles, had been reviewed and Updated to include the following changes:

- The new Strategic Plan 2015 – 2018
- Borough Investment for All (BIFA)
- Introduction of the Leader's Listening Sessions

RECOMMENDED to Council that the updated Local Code of Corporate Governance for 2015/16 be approved for inclusion in the Council's Policy Framework.

24 November 2015

Report of	Assistant Chief Executive	Author	Jonathan Baker
Title	Work Programme 2015-16		☎ 282207
Wards affected	Not applicable		

This report sets out the current Work Programme 2015-2016 for the Governance Committee.

1. Decisions Required

- 1.1 The Committee is asked to note the contents Committee's Work Programme for 2015-16.

2. Alternative options

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

3. Introduction

- 3.1 The Governance Committee deals with the approval of the Council's Statement of Accounts, audit, other miscellaneous regulatory matters and standards.
- 3.2 The Committee's work programme will evolve as the Municipal Year progresses and items of business are commenced and concluded. At each meeting the opportunity is taken for the work programme to be reviewed and, if necessary, amended according to current circumstances.

4. Strategic Plan References

- 4.1 Governance is integral to the delivery of the Strategic Plan's vision themes of a vibrant, prosperous, thriving and welcoming Borough.
- 4.2 The Council recognises that effective local government relies on establishing and maintaining the public's confidence, and that setting high standards of self governance provides a clear and demonstrable lead. Effective governance underpins the implementation and application of all aspects of the Council's work.

5. Standard References

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

WORK PROGRAMME 2015-16

Meeting date / Agenda items
30 June 2015 <ol style="list-style-type: none">1. Audit Plan and Annual Audit & Certification Fees (Ernst and Young)2. 2014/15 Annual Governance Statement and Framework (Corporate Governance Manager)3. Year End Internal Audit Assurance Report 2014/15 (Audit and Governance)4. Draft Annual Statement of Accounts 2014/15 (Finance Manager)
28 July 2015 <ol style="list-style-type: none">1. CANCELLED
25 August 2015 <ol style="list-style-type: none">1. CANCELLED
8 September 2015 <ol style="list-style-type: none">1. Annual Statement of Accounts 2014/152. 2014/15 Annual Governance Statement and Audit Report Colchester Borough Homes3. Polling District and Place Review4. 2015/16 Risk Management Strategy
13 October 2015 <ol style="list-style-type: none">1. Publication of the Audited Statement of Accounts (Finance Manager)2. Local Government Ombudsman Annual Review (Monitoring Officer)3. Review of the Council's Ethical Governance Policies (Monitoring Officer)4. Review of the Members' Code of Conduct and the Council's "Arrangements" (Monitoring Officer)5. Gifts and Hospitality – Review of Guidance for Councillors and Policy for Officers (Monitoring Officer)6. Review of Local Code of Corporate Governance (Monitoring Officer)
24 November 2015 <ol style="list-style-type: none">1. Councillor Code of Conduct Training - Update2. Annual Audit Letter (Ernst and Young)3. 2015-16 Interim Annual Governance Statement (Corporate Governance Manager)4. 2015-16 Interim Internal Audit Monitor (Corporate Governance Manager)5. Polling District and Place Review Consultation Responses
19 January 2016 <ol style="list-style-type: none">1. Certification of Claims and Returns – Annual Report 2014/15 (Ernst and Young)2. Annual Review of Business Continuity (Corporate Governance Manager)3. Risk Management Progress Report (Corporate Governance Manager)4. Equality and Diversity Annual Update Report

24 November 2015

Report of	Monitoring Officer	Author	Andrew Weavers ☎ 282213
Title	Councillor Code of Conduct Training - update		
Wards affected	Not applicable		

This report requests the Committee to note the updated position regarding Councillor Code of Conduct training

1. Decision(s) Required

1.1 To note the contents of this report.

2. Background

- 2.1 The Committee at its meeting on 13 October 2015 resolved that Councillor Locker together with other councillors elected in 2015 as well as members of this committee who had not attended a councillor code of conduct training session, be invited to do by the Monitoring Officer within 28 days of the meeting.
- 2.2 Following the meeting the Monitoring Officer arranged two Councillor Code of Conduct training sessions. Councillor Arnold and Councillor F. Maclean attended the 4th November 2015 session. Councillor Havis, Councillor Laws and Councillor Locker are scheduled to attend the session on 13th November 2015.
- 2.3 An update will be provided at the meeting to confirm to the Governance Committee that all members of the Committee are appropriately trained in relation to standards issues.

3. Strategic Plan References

3.1 The manner in which the Council governs its business is an underpinning mechanism in the Council's Strategic Plan aims to set out the direction and future potential for our Borough.

4. Publicity, Financial, Equality, Diversity and Human Rights, Consultation, Community Safety, Health and Safety and Risk Management Implications

4.1 None.



Governance Committee

Item
9

24 November 2015

Report of	Assistant Chief Executive	Author	Steve Heath
Title	Annual Audit Letter		☎ 282389
Wards affected	Not applicable		

The Committee is invited to consider and note the contents of the 2014/15 Annual Audit Letter

1. Action required

- 1.1 To consider and note the contents of the 2014/15 Annual Audit Letter, and the notification of a variation to the final fee.

2. Reason for scrutiny

- 2.1 The Accounts and Audit Regulations require the Council to consider the Annual Audit Letter.

3. Supporting information

- 3.1 The 2014/15 Annual Audit Letter summarises the conclusions and significant issues arising from Ernst & Young's 2014/15 audit of the council, and the way the Council uses its resources.
- 3.2 The letter advises of an increase of £2,670 to the scale fee to reflect additional audit work required around direct testing of figures from Colchester Borough Homes that are included within the Council's group accounts.

4. Strategic Plan references

- 4.1 The objectives and priorities of the Strategic Plan informed all stages of the budget process for 2014/15.

5. Publicity considerations

- 5.1 The Annual Audit Letter has been publicised on the Council's website, and a hard copy of the document is available at Council offices in line with statutory requirements.

6. Financial Implications

- 6.1 The increase in the fee is expected to be a recurring cost. However, this can be contained within existing budgets.

7. Other Standard References

- 7.1 Having considered equality, diversity and human rights, health and safety, community safety and risk management implications, there are none that are significant to the matters in this report.

Colchester Borough Council

Annual Audit Letter for the year ended 31 March 2015

October 2015

Ernst & Young LLP



Members
Colchester Borough Council
Rowan House
33 Sheepen Road
Colchester
CO3 3WG

8 October 2015

Dear Members

Annual Audit Letter 2014-15

The purpose of this annual audit letter is to communicate the key issues arising from our work to the Members and external stakeholders, including members of the public.

We have already reported the detailed findings from our audit work in our 2014-15 Audit Results Report to the 8 September 2015 Governance Committee, representing those charged with governance. We do not repeat them here.

The matters reported here are those we consider most significant for Colchester Borough Council.

We would like to take this opportunity to thank officers for their assistance during the course of our work.

Yours faithfully

Debbie Hanson
Director
For and on behalf of Ernst & Young LLP
Enc.

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Relevant parts of the Audit Commission Act 1998 are transitionally saved by the Local Audit and Accountability Act 2014 (Commencement No. 7, Transitional Provisions and Savings) Order 2015 for 2014/15 audits.

The Audit Commission's 'Statement of responsibilities of auditors and audited bodies' (Statement of responsibilities). It is available from the accountable officer of each audited body and via the [Audit Commission's website](#).

The Statement of responsibilities serves as the formal terms of engagement between the Audit Commission's appointed auditors and audited bodies. It summarises where the different responsibilities of auditors and audited bodies begin and end, and what is to be expected of the audited body in certain areas.

The Standing Guidance serves as our terms of appointment as auditors appointed by the Audit Commission. The Standing Guidance sets out additional requirements that auditors must comply with, over and above those set out in the Code of Audit Practice 2010 (the Code) and statute, and covers matters of practice and procedure which are of a recurring nature.

This Annual Audit Letter is prepared in the context of the Statement of responsibilities. It is addressed to the Members of the audited body, and is prepared for their sole use. We, as appointed auditor, take no responsibility to any third party.

Our Complaints Procedure – If at any time you would like to discuss with us how our service to you could be improved, or if you are dissatisfied with the service you are receiving, you may take the issue up with your usual partner or director contact. If you prefer an alternative route, please contact Steve Varley, our Managing Partner, 1 More London Place, London SE1 2AF. We undertake to look into any complaint carefully and promptly and to do all we can to explain the position to you. Should you remain dissatisfied with any aspect of our service, you may of course take matters up with our professional institute. We can provide further information on how you may contact our professional institute.

1. Executive summary

Our 2014-15 audit work was undertaken in accordance with the Audit Plan issued on 16 June 2015 and was conducted in accordance with the Audit Commission's Code of Audit Practice, International Standards on Auditing (UK and Ireland) and other guidance issued by the Audit Commission.

The Council is responsible for preparing and publishing its Statement of Accounts, accompanied by an Annual Governance Statement (AGS). In the AGS the Council reports publicly each year on how far it complies with its own code of governance, including how it has monitored and evaluated the effectiveness of its governance arrangements in year, and any changes planned in the coming period.

The Council is also responsible for having proper arrangements to secure economy, efficiency and effectiveness in its use of resources.

As auditors we are responsible for:

- forming an opinion on the financial statements, and on the consistency of other information published with them
- reviewing and reporting by exception on the Council's AGS
- forming a conclusion on the arrangements the Council has to secure economy, efficiency and effectiveness in its use of resources
- undertaking any other work specified by the Audit Commission and the Code of Audit Practice.

Summarised below are the results of our work across all these areas:

Area of work	Result
Audit of the financial statement of Colchester Borough Council for the financial year ended 31 March 2015 in accordance with International Standards on Auditing (UK & Ireland)	On 17 September 2015 we issued an unqualified audit opinion on the Council's financial statements
Form a conclusion on the arrangements the Council has made for securing economy, efficiency and effectiveness in its use of resources	On 17 September 2015 we issued an unqualified value for money conclusion
Report to the National Audit Office on the accuracy of the consolidation pack the Council needs to prepare for the Whole of Government Accounts	The Council is below the specified audit threshold of £350 million. Therefore we did not perform any audit procedures on the consolidation pack.
Consider the completeness of disclosures on the Council's AGS, identify any inconsistencies with other information which we know about from our work and consider whether it complies with CIPFA/ SOLACE guidance	No issues to report
Consider whether we should make a report in the public interest on any matter coming to our notice in the course of the audit	No issues to report
Determine whether we need to take any other action in relation to our responsibilities under the Audit Commission Act	No issues to report

As a result of the above we have also:

Issued a report to those charged with governance of the Council with the significant findings from our audit.

Our Audit Results Report was presented to the Governance committee on 8 September 2015

Issued a certificate that we have completed the audit in accordance with the requirements of the Audit Commission Act 1998 and the Code of Practice issued by the Audit Commission.

We issued our certificate on 17 September 2015

In January 2016 we will also issue a report to those charged with governance of the Council summarising the certification (of grant claims and returns) work we have undertaken

2. Key findings

2.1 Financial statement audit

The Council's Statement of Accounts is an important tool to show both how the Council has used public money and how it can demonstrate its financial management and financial health.

We audited the Council's Statement of Accounts in line with the Audit Commission's Code of Audit Practice, International Standards on Auditing (UK and Ireland) and other guidance issued by the Audit Commission and issued an unqualified audit report on 17 September 2015.

Our detailed findings were reported to the 8 September Governance Committee.

In our view, the quality of the process for producing the accounts, including the supporting working papers was good.

The main issues identified as part of our audit were:

Significant risk 1: Risk of management override

As identified in ISA (UK and Ireland) 240, management is in a unique position to perpetrate fraud because of its ability to manipulate accounting records directly or indirectly and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively. We identify and respond to this fraud risk on every audit engagement.

For local authorities, the potential for the incorrect classification of revenue spend as capital is a particular area where there is a risk of management override.

We designed and performed appropriate audit procedures to obtain reasonable assurance that the financial statements as a whole are free of material misstatement.

Findings:

-
- ▶ We did not identify any material misstatements, evidence of management bias or significant unusual transactions in our testing of journals and estimates.
 - ▶ Our testing to identify any expenditure which had been inappropriately capitalised did not identify any expenditure which should have been disclosed as revenue.
-

Significant risk 2: Non domestic rates appeals provision

Following the localisation of business rates in 2013 the Council is now responsible for paying rating appeals. This not only includes claims from 1 April 2013 but also claims that relate to earlier periods. As appeals are made to the valuation office the Council may find it difficult to obtain sufficient information to establish an appropriate estimate. 2014-15 is the second year for which the Council has assumed this liability and has therefore had to calculate an associated provision. A cut off applied at the 31 March 2015 for the submission of any backdated appeals, along with some settlements during 2014-15 which were significantly in excess of the amount the Council provided for in 2013-14, means that there remains a significant risk around this estimate.

We designed and performed appropriate procedures to obtain sufficient assurance that:

- ▶ The Council's provision for business rate appeals was calculated on a reasonable basis in line with IAS37.
- ▶ The provision was supported by appropriate evidence and the level of estimation uncertainty was adequately disclosed in the accounts.

- ▶ We could rely on the management expert appointed by the Council to determine the likely level of appeals, which supports the provision in the accounts.

Findings:

The business rates appeals provision accounted for by the Council was deemed to have been calculated on a reasonable basis in line with the requirements of IAS 37. The level of estimation uncertainty was adequately disclosed in the accounts.

2.2 Value for money conclusion

As part of our work we must also conclude whether the Council has proper arrangements to secure economy, efficiency and effectiveness in the use of resources. This is known as our value for money conclusion.

In accordance with guidance issued by the Audit Commission, our 2014-15 value for money conclusion was based on two criteria. We consider whether the Council had proper arrangements in place for:

- ▶ securing financial resilience, and
- ▶ challenging how it secures economy, efficiency and effectiveness.

We issued an unqualified value for money conclusion on 17 September 2015.

We noted the following as part of our audit.

Arrangements to secure financial resilience

We identified a significant risk relation to the level of reliance placed on funding from the New Homes Bonus (NHB) in the Council's medium term financial strategy (MTFS). This has also been identified as a risk in a number of other councils which receive significant levels of funding through the NHB, where this has been built into the base budget.

To address this risk, we have undertaken a more detailed review of the Council's MTFS and the key assumptions within this, including the planned use of NHB. We have also looked at the level and planned use of reserves and the Council's track record in delivering previous budgets and savings plans, as well as progress on addressing the budget gaps identified in the current MTFS.

Findings

The Council has continued to respond well to the financial challenges it is facing and has a strong track record of delivering its budget and planned savings. The 2014-15 budget included around £2.7 million of savings or additional income, which were successfully delivered. In both 2013-14 and 2014-15 the Council reported an underspend against budget of around £0.3 million. This consistent performance indicates that the Council has a good system of budgetary control.

In the MTFS issued in January 2015, the Council identified a cumulative budget gap of £1.68 million over the next three years, with a balanced budget for 2015-16. The MTFS update in July 2015 reduced this cumulative gap to £1.58 million. This appears to be a relatively manageable budget gap compared to the Council's gross expenditure in 2014-15 of £130 million. The Council continues to identify savings and income generation opportunities to address this gap and senior managers are confident that they have already identified ways in which the gap of £0.5 million in 2016-17 can be met.

The MTFS is based on a number of assumptions, including estimates of the future levels of Government funding. NHB of around £13.1 million has been included over the period 2015-16 to 2017-18, of which £5.8 million has been used to fund the base budget of ongoing spend.

Any reduction of the NHB, or any other Government funding source in future years, would present a risk to achievement of the Council's future budgets.

The Council clearly recognises the risks in relation to the uncertainty of future Government funding and in particular the NHB. The budget strategy assumes that any growth in the NHB will be allocated to new one-off projects. This reflects the aim of minimising the risk of reductions in levels of NHB funding. However at present, around £2 million of NHB per year is included in the MTFS to support the base budget. This is around 43% of the total NHB funding received.

The MTFS also assumes that the fixed support element of Government funding through RSG and NDR (business rates) will continue to reduce in future years broadly in line with the reductions experienced in recent years. However the actual level of reduction could be greater than this.

The Council holds adequate levels of reserves. At the end of 2015, the level of General Fund balances was £9.6 million. Of this £5.4 million is forecast to be spent or to be allocated during 2015-16, and a further £1.9 million is allocated for future year costs or against specific risks. This leaves £2.3 million uncommitted or unallocated. This is £0.5 million above the recommended minimal level of £1.8 million set by the Strategic Finance Manager. In addition to the general fund balance, the Council also has earmarked reserves of £10.38 million.

On this basis of our work we have undertaken we have concluded that the Council's arrangements to secure financial resilience are adequate.

2.3 Whole of Government Accounts

We performed the procedures required by the National Audit Office. The Council is below the specified audit threshold of £350million and therefore we are not required to audit the accuracy of the consolidation pack.

2.4 Annual Governance Statement

We are required to consider the completeness of disclosures in the Councils AGS, identify any inconsistencies with the other information which we know about from our work, and consider whether it complies with relevant guidance.

We completed this work and did not identify any areas of concern.

2.5 Objections received

We did not receive any objections to the 2014-15 financial statements from members of the Public.

2.6 Other powers and duties

We did not identify any issues during our audit that required us to use powers under the Audit Commission Act 1998, including reporting in the public interest.

2.7 Independence

We communicated our assessment of independence to the Governance Committee on 8 September. In our professional judgement the firm is independent and the objectivity of the audit engagement director and audit staff has not been compromised within the meaning of regulatory and professional requirements

2.8 Certification of grant claims and returns

We have not yet completed our work on the certification of claims and returns. We will issue the Annual Certification report for 2014-15 in January 2016.

3. Control themes and observations

As part of our work, we obtained enough understanding of internal control to plan our audit and determine the nature, timing and extent of testing performed. We have not tested the individual system controls of the Council as we have adopted a fully substantive approach to our audit.

Although our audit was not designed to express an opinion on the effectiveness of internal control, we are required to tell the Council about any significant deficiencies in internal control we find during our audit.

We did not identify any significant deficiencies in the design of an internal control that might result in a material misstatement in the Council's financial statements.

4. Looking ahead

There are a number of changes in accounting and auditing requirements that could have a significant impact on the Council's arrangements for the production of its financial statements. We have outlined what we think are two of the main challenges below.

Description	Impact
<p>Highways Network Asset (formerly Transport Infrastructure Assets):</p> <p>The Invitation to Comment on the Code of Accounting Practice for 2016-17 sets out the requirements to account for Highways Network Asset under Depreciated Replacement Cost. This is a change from the existing requirement to account for these assets under Depreciated Historic Cost. This change is to be effective from 1 April 2016.</p> <p>This requirement is not only applicable to highways authorities, but to any local government bodies that have assets which fall into the definition. This could include, for example, footways and cycle ways, housing revenue accounts (HRA) infrastructure, unadopted roads on industrial or HRA estates, and street furniture.</p> <p>This may be a material change of accounting policy for the Council. It could also require changes to existing asset management systems and valuation procedures.</p>	<p>The Council should consider whether it holds any assets that would be classified as highways network assets and, if so, whether they have the necessary information to implement the changes in accounting for these assets from 1 April 2016.</p> <p>If the impact of this change in accounting policy is material, the Council would also need to restate the balances for these assets as at 1 April 2015.</p>
<p>Earlier deadline for production and audit of the financial statements from 2017-18</p> <p>The Accounts and Audit Regulations Accounts and Audit Regulations 2015 were laid before Parliament in February 2015. A key change in the regulations is that from the 2017-18 financial year the timetable for the preparation and approval of accounts will be brought forward.</p> <p>As a result, the Council will need to produce draft accounts by 31 May and these accounts will need to be audited by 31 July.</p>	<p>These changes provide challenges for both the preparers and the auditors of the financial statements.</p> <p>The Council is aware of this challenge and the need to start planning for the impact of these changes. This will necessarily include review of the processes for the production and audit of the accounts, including areas such as the production of estimates, particularly in relation to pensions and the valuation of assets, and the year end closure processes.</p>

5. Fees

Our fee for 2014-15 has been amended from the scale fee set by the Audit Commission and reported in our Audit Results Report presented on 8 September 2015

	Final fee 2014-15	Scale fee 2014-15
Total Audit Fee – Code work	£83,113	£80,443
Total Audit Fee – Certification of claims and returns	£19,690	£19,690

We have incurred additional audit time in performing direct testing procedures to gain assurance over the figures from Colchester Borough Homes (CBH) for the purposes of issuing our opinion on the group accounts. We performed direct testing on material balances as we assessed this to be the most efficient approach for our audit. The alternative would have been to issue component auditor instructions to the auditors of CBH and review a sample of their work to confirm we could place reliance on it. The additional fee for this work is £2,670. This has been agreed with the Finance Manager (Technical), and will also need to be agreed by PSAA.

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24 November 2015

Report of	Electoral Registration Officer	Author	Sarah Cheek
Title	Polling Districts and Polling Places Review		
Wards affected	All wards		

This report concerns the review of all polling districts and polling stations

1. Decisions Required

- 1.1 To consider the proposed changes to polling districts and polling places following the consultation period and to recommend to full council that it be approved and adopted. These changes will come into effect on 5 May 2016.

2. Reasons for Decision

- 2.1 Following the meeting held on the 8 September 2015, Colchester Borough Council Governance Committee approved the review of polling districts and voting arrangements in the Borough and a period of 30 days consultation was undertaken, starting on the 14 September 2015.

3. Alternative Options

- 3.1 None as this review is a statutory requirement.

4. Supporting Information

- 4.1 Colchester Borough Council Electoral Order 2015 was approved by Parliament on the 3rd November 2015. As a consequence following this review the full Register of Electors will be published on the new boundaries on the 1 February 2016. The new electoral arrangements will come into force for the next election on the 5 May 2016. See proposed schedule Appendix A.

Timetable

- 4.1 The timetable for the consultation is as follows:

Governance Committee (approval of consultation draft schedule)	8 September 2015
Notice of Review (commencement of consultation)	14 September 2015
End of consultation period	20 October 2015
Governance Committee to agree final proposals and make recommendation to full council	24 November 2015

Full Council (to ratify the final recommendations)	10 December 2015
Publication of the electoral register	1 February 2016

5. Proposals

- 5.1 For many of the polling districts no change is required and the polling districts and stations will remain the same as it is considered the existing arrangement provide satisfactory facilities for the elector.
- 5.2. Seventy six of the polling district will geographically remain the same but may be incorporated into a ward were the boundary has changed. Where a new boundary will encompasses two of the current wards the polling district will be realigned or incorporated into an existing polling district. The proposed voting arrangements are listed in Appendix B.
- 5.3 It is proposed that two polling places will be changed but these will utilise existing polling stations. See Appendix B.
- 5.4 Should a polling place be unavailable in the run up to an election the (Acting) Returning Officer be given the authority to select an appropriate alternative and formal retrospective approval be sought by the Council following the election should this be a permanent proposed change.
- 5.5 The arrangements will continue to be reviewed on an ongoing basis, with further formal reviews taking place on a regular five year cycle.

6. Strategic Plan References

- 6.1 Having an appropriate polling district and polling station scheme link in with our Strategic Plan aims to be efficient accessible, customer focused and always looking to improve.

7. Consultation

- 7.1 The Electoral Administration Act 2006 requires the relevant authority to actively seek representations from;

The Acting Returning Officer for the area of the Constituency the authority covers; and

Any persons as it thinks have particular expertise in relation to access to premises or facilities for persons who have different forms of disability.

In addition, any elector in the Borough may make representations on the designation of polling places.

- 7.2 Responses were received from the following;

Acting Returning Officer – Witham Constituency
Mary Blandon
Cllr. Martin Goss
Cllr Julie Havis
Myland Community Council
Stanway Parish Council
Mr C Stephens

Rowhedge Residents Association
West Bergholt Parish Council
Wivenhoe Town Council
Cllr. Tim Young

All correspondence have been considered and incorporated in the final recommendation. Consultation responses are set out in Appendix C.

8. Publicity Considerations

- 8.1 During the 30 day period of consultation maps and current polling district electorate as well as any other relevant information were available for public inspection as well as details listed on the council's website.
- 8.2 Upon conclusion of the review, any elector who is affected with a change in polling station will be contacted and the new polling location explained.
- 8.3 The final recommendations will be published for public inspection and details listed on the council's website

9. Financial implications

- 9.1 No direct implications.

10 Equality and Diversity implications

- 10.1 An Equality Impact Assessment is available on the Council's website.

11. Human Rights, Health & Safety, Community Safety and Risk Management Implications

- 11.1 No direct implications.

Background Papers

Appendix A - Schedule of Polling District and Places
Appendix B - Polling District Boundary Changes
Appendix C - Consultation responses



Colchester Borough Council
Schedule of Polling District and Polling Places

Colchester Borough Council Draft Polling District and Polling Place Review 2015

BERECHURCH WARD

Ward	Polling District	Polling District Code	Description of Polling District	Polling Place	Polling Station	Elector Totals 1 August 2015
BERECHURCH	Berechurch Road	AA	Berechurch Road, Bourne Court, Britannia Mews, Chariot Drive, Circus Square, Daniel Cole Road, Dudley Close, Gurdon Road, Harrison Road, King George Road, Lord Holland Road, Maple Way, Mario Way, Memnon Court, Mersea Road, Meyrick Crescent, Midland Close, Nancy Smith Close, Pownall Close, Queen Mary Avenue, Sandringham Drive, Secundus Drive, Valentinus Crescent,	Nancy Smith Close	Plum Hall Common Room Nancy Smith Close	1515
	Willows & Monkwick	AB	Buxton Road, Crosstree Walk, Firlie Walk, Holm Oak, Mayberry Walk, Mersea Road, Monkwick Ave, Prince Charles Road, Queen Elizabeth Way, Sage Road, School Road, Sheering Walk, Silverthorne Close, Snowberry Grove, Talcott Road, The Willows, Windsor Close, Wych Elm.	The Lord Thomas Audley School Monkwick Avenue	The Thomas Lord Audley School Drama Block Monkwick Avenue	998
	Mersea Road	AC	Adelaide Drive, Armidale Drive, Bardfield Road, Beeleigh Close, Berefield Way, Bevan Close, Brisbane Way, Cairns Road, Coronation Avenue, Darwin Close, Freemantle Road, Hillston Close, Hobart Garden, Inworth Walk, Launceston Close, Mackay Court, Maryborough Grove, Melbourne Chase, Mersea Road, Middlewick Close, Monkwick Avenue, Moy Road, Onslow Crescent, Parnell Close, Perth Close, Prince Philip Road, Queen Elizabeth Way, Queensland Drive, Ridgewell Way, Rockhampton Walk, Roman Way, Sydney Street, Tamworth Chase, Terling Close, Wyndham Clos	St. Margaret's Church Stansted Road	St. Margaret's Church Hall Stansted Road	2062
	Blackheath	AD	Agnes Silverside Close, Aggregate Walk, Ash Grove, Berechurch Hall Road, Berefield Way, Blackheath, Blenheim Drive, Bounstead Road, Builder Gardens, Cabbage Hall, Chancery Grove, Chestnut Avenue, Cinder Street, Felstead Close, Finchingfield Way, Foundation Way, Fowler			

Colchester Borough Council Draft Polling District and Polling Place Review 2015

Ward	Polling District	Polling District Code	Description of Polling District	Polling Place	Polling Station	Elector Totals 1 August 2015
BERECHURCH			Road, Friday Wood Green, Gosfield Road, Gryps Close, Helen Ewing Place, Henry Everett Grove, Hetherington Close, Hooper Avenue, James Gore Drive, James Parnell Drive, John Hammond Close, John Lawrence Walk, John Mace Road, Lethe Grove, Lungley Rise, Madeley Close, Pebmarsh Close, Pier Close, Richard Day Walk, John Nichols Close, Rose Allen Court, Spencer Road, Stonecutter Road, Thaxted Walk, Thomas Benold Walk, Travis Road, Trowel Place, Wall Mews, Wethersfield Road, William Harris Way.	Polling District of Blackheath	Orchard Baptist Church Blackheath	2127
	Cherry Tree	EC	Ball Lane, Cabbage Hall Lane, Holt Drive, Mersea Road	Sexton Close	Cherry Trees Sheltered Housing Scheme, Sexton Close	488

Colchester Borough Council Draft Polling District and Polling Place Review 2015

CASTLE WARD

Ward	Polling District	Polling District Code	Description of Polling District	Polling Place	Polling Station	Elector Totals 1 August 2015
CASTLE	Jumbo	AE	Balkerne Close, Balkerne Gardens, Balkerne Lane, Balkerne Passage, Church Street, Church Walk, Crouch Street, Crowhurst Road, Francis Kellerman Walk, Greens Yard, Henry Laver Court, Hospital Lane, James Wicks Court, Lexden Road, Manor Gardens, Manor Road, Middleborough, North Hill, Oaks Drive, Papillon Road, Popes Lane, Rawstorn Road, St Albans Road, St Marys Fields.	Quaker Meeting House	Quaker Meeting House	1201
	Castle	AF	Long Wyre Street, Pill Box Walk, Sir Isaacs Walk, Abbeygate Street, Arthur Street, Ball Alley, Castle Park, Castle Road, Chapel Street North, Culver Street East, Culver Street West, East Stockwell Street, Eld Lane, Ernulph Walk, George Street,, Headgate, High Street, John Ball Walk, Lion Walk, Maidenburgh Street Middle Mill Road, Museum Street, North Hill, Northgate Street, Nunn`s Road, Osborne Street, Parkside Quarter, Priory Street, Queen Street, Roman Road, Ryegate Road, St. Botolph`s Church Walk, St. Botolph`s Circus, St. Botolph`s Street, St. Helen`s Lane, St. James`s Rise, St. John`s Avenue, St. John`s Street, St. Julian Grove, St. Peter`s Street, Short Cut Road, Short Wyre Street, Stanwell Street, Stockwell, Trinity Square, Trinity Street, Vineyard Street, Wat Tyler Walk, West Stockwell Street, Whitewell Road, William`s Walk.	Castle Methodist Church	Castle Methodist Church	1500
	Riverside	AG	Bristol Road, Brook Street, Bury Close, Carlisle Close, Collyers Court, Coventry Close, Durham Square, East Bay, East Hill, East Street, Ely Gardens, Exeter Drive, Fenwick Drive, Grantham Court, Grosvenor Place, Guildford Road, Harold Collins Place, Hereford Road, Hillsleigh Mews,	The Celtic Rose Centre	The Celtic Rose Centre	2,247

Colchester Borough Council Draft Polling District and Polling Place Review 2015

Ward	Polling District	Polling District Code	Description of Polling District	Polling Place	Polling Station	Elector Totals 1 August 2015
CASTLE			Inverness Close, Ipswich Road, Leicester Close, Lichfield Close, Lincoln Way, Marriages Yard, Moorside, Nicholsons Grove, Norwich Close, Old Coach Road, Priory Street, Riverside Place, Rosebery Avenue, Rouse Way, St. Augustine Mews, Smythies Avenue, Wakefield Close, Wells Road, Worcester Road, York Place.			
	Cowdray Avenue	AH	Albert Street, Belle Vue Road, Bloyes Mews, Catchpool Road, Causton Road, Chiltern Close, Clarendon Heights, Clarendon Way, Gilbert Court, Colne Bank Avenue, Cowdray Avenue, Essex Hall Road, Henry Swan Way, Jarmin Road, John Harper Street, Jubilee Court, Kings Head Court, Kings Meadow Road, Margaret Road, Market Close, Meander Mews, Mercers Way, Middleborough, Morten Road, North Station Road, Pavilion View, Pill Box Walk, Orchard Road, Poplar Hall Close, Reed Walk, River Bank Walk, Riverside Walk, Rotary Way, Rowan Place, St. Paul's Road, Serpentine Walk, Sheepen Place, Sheepen Road, Trevor Bailey Drive, Victoria Chase, Wycliffe Grove.	Belle Vue Social Club	Belle Vue Social Club	2,488

Colchester Borough Council Draft Polling District and Polling Place Review 2015

GREENSTEAD WARD

Ward	Polling District	Polling District Code	Description of Polling District	Polling Place	Polling Station	Elector Totals 1 August 2015
GREENSTEAD	Hawthorn Avenue	BH	Acacia Avenue, Almond Way, Antonio Walk, Altbarn Road, Ariel Close, Arrow Road, Aspen Way Avon Way, Berberis Walk, Blackthorn Avenue, Brockenhurst Court, Bromley Road, Clematis Way, Conifer Close, Cooper Walk, Cypress Grove, Dewberry Close, Elm Crescent, Erica Walk, Ferdinand Walk, Foxglove Walk, Gardenia Walk, Gorse Walk, Hamlet Drive, Harwich Road, Hawthorn Avenue, Heatley Way, Hewes Close, Hickory Avenue, Holborough Close, Honeysuckle Way, Imogen Close, Jasmine Close, Jessica Close, Juniper Way, Laburnum Grove, Larch Close, Leam Close, Lime Avenue, Linden Close, Macbeth Close, Magnolia Drive, Marigold Close, Miranda Walk, Oberon Close, Orsino Walk, Othello Close, Patmore Road, Pickford Walk, Primrose Walk, Prospero Close, Redwood Close, Rosalind Close, Sebastian Close, Sherbourne Road, Spruce Avenue, Stevens Walk, Tamarisk Way, Thelsford Walk, Thorpe Walk, Titania Close, Veronica Walk, Viola Walk, William Boys Close, Yew Tree Close.	Greenstead Community Centre	Greenstead Community Centre	2609
	Avon Way	BI	Affleck Road, Alefounder Close, Alyssum Walk, Annan Road, Arnold Drive, Ashdown Way, Avon Way, Balfe Court, Ballantyne Drive, Bennett Court, Berrimans Close, Britten Close, Buckingham Drive, Buffett Way, Caelum Drive, Capstan Place, Charles Pell Road, Chase Court, Clarkia Walk, Cook Crescent, Cyril Child Close, Dahlia Walk, Delius Walk, Duffield Drive, Elmstead Road, Forest Road, Geranium Walk, Greenstead Road, Handel Walk, Hawkins Road, Hawthorn Avenue, Hickory Avenue, Howe Close, Hunwicke Road, Hythe Station Road, Laing Road, Lightship Way, Lugar Close, Mascot Square, Panton Crescent, Penrice Close, Purcell Close, Quayside Drive, Rochdale Way, St.	Forest Road Meeting Hall Forest Road	Forest Road Meeting Hall Forest Road	2743

Colchester Borough Council Draft Polling District and Polling Place Review 2015

Ward	Polling District	Polling District Code	Description of Polling District	Polling Place	Polling Station	Elector Totals 1 August 2015
GREENSTEAD			Andrew's Avenue, Scarfe Way, Sherwood Close, Ship Wharf, Stanley Wooster Way, Sullivan Close, Swan Close, Tangerine Close, The Chase, Tippet Close, Triumph Close, Tulip Walk, Wheeler Close, Whitethorn Close, Willingham Way, Woodcock Close, Woodrow Way.			
	Greenstead Road	BJ	Bridgefield Close, Davey Close, Greenstead Road, Harwich Grove, Harwich Road, Hunting Gate, St. Andrew's Avenue, Tabor Road, Whaley Road.	St Johns Ambulance HQ Greenstead Road	St Johns Ambulance HQ Greenstead Road	775
	Longridge	BM	Barbel Road, Bream Court, Bromley Road, Bullfinch Close, Cardinal Close, Chaffinch Gardens, Curlew Croft, Dunnock Way, Egret Crescent, Fulmar Close, Goldcrest Close, Goldfinch Close, Grayling Drive, Greenfinch End, Kingfisher Close, Longridge, Merlin End, Nightingale Close, Owls Retreat, Parsons Heath, Peregrine Court, Rudd Court, Salary Close, Sandpiper Close, Sheerwater Mews, Siskin Close, Teal Close, Turnstone End, Woodpecker Close.	Hazelmere School Junior & Infant School	Hazelmere School Junior & Infant School	1608

Colchester Borough Council Draft Polling District and Polling Place Review 2015

HIGHWOODS WARD

Ward	Polling District	Polling District Code	Description of Polling District	Polling Place	Polling Station	Elector Totals 1 August 2015
HIGHWOODS	East Highwoods	AN	Albrighton Croft, Aldeburgh Gardens, Alverton Way, Arbour Way, Barncroft Close, Baronía Croft, Berkley Close, Bignell Croft, Bilsdale Close, The Brackens, Briarwood End, Brinkley Lane, California Close, Chanterelle, Chinook, Cleveland Close, Coppice End, Cotswold Court, Craven Drive, Derwent Road, Eastwood Drive, Elizabeth Close, Fir Tree Close, Friars Close, Gazelle Court, Greenwood Grove, Hallcroft Chase, Harebell Close, Harvard Court, Highwoods Square, Hillridge, Hunters Ridge, Hurrell Down, Ipswich Road, The Jays, Langham Place, Northfield Gardens, Pampas Close, Pinecroft Gardens, Princess Drive, Princeton Mews, Regents Close, Reynards Copse, Ridgeway, Rosewood Close, Sea King Crescent, Sinnington End, Sioux Close, Spindle Wood, Spring Close, Tally Ho, Thistledown, Tony Webb Close, Tynedale Square, Valleyview Close, Victoria Gardens, Viscount Drive, West View Close, Yale Mews.	St Johns & Highwoods Community Centre Highwoods Square	St Johns & Highwoods Community Centre Highwoods Square	4058
	West Highwoods	AO	Asquith Drive, Attwood Close, Brinkley Lane, Enville Way, Gavin Way, Gordon Drive, Grassmere, Hanbury Gardens, Hanningfield Way, Jack Andrew's Drive, Kinlett Close, Langdale Drive, Lilian Impey Drive, Mabbitt Way, Purvis Way, Rawlings Crescent, Severalls Lane.	The Ark Church Jack Andrews Drive	The Ark Church Jack Andrews Drive	730
	Myland East	AP	Antonius Way, Arrowsmith Walk, Augustus Close, Avitus Way, Caracalla Way, Carus Crescent, Domitian Close, Flavius Way, Freeman Close, Gavin Way, Gordian Walk, Gratian Close, Hadrian Close, Honorius Drive, Jovian Way, Julian Avenue, Libius Drive, Lucius Crescent, Magnus Drive, Marcus Close, Matchett Drive, Maximus Drive, Mill Road,	The Ark Church Jack Andrews Drive	The Ark Church Jack Andrews Drive	2212

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Ward	Polling District	Polling District Code	Description of Polling District	Polling Place	Polling Station	Elector Totals 1 August 2015
HIGHWOODS			<p>Otho Drive, Petronius Way, Septimus Drive, Springham Drive, Tiberius Close, Titus Way, Trajan Close, Valens Close, Vitellus Close, Weetmans Drive.</p> <p>Appleton Mews, Bennett Green, Carter Walk, Chapman Place, Hale Green, Kirk Way, Mill Road, Mortimer Gardens, Oxley Parker Drive, Parker Drive, Roper Park, Scrivener Way.</p>			

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LEXDEN & BRAISWICK WARD

Ward	Polling District	Polling District Code	Description of Polling District	Polling Place	Polling Station	Elector Totals 1 August 2015
LEXDEN & BRAISWICK	Trafalgar	AQ	Beaver Close, Cadenhouse Mews, Chitts Hill, Cymbeline Way, Firstore Drive, Halstead Road, Hargood Close, King Coel Road, London Road, Mellor Chase, Tusset Mews.	Lexden Primary School	Lexden Primary School	788
	East Lexden	AS	Acland Avenue, Alton Drive, Ashley Gardens, The Avenue, Bakers Lane, Bramley Close, The Chantry, The Chase Way, Elianore Road, Endsleigh Court, Fitzwalter Road, Fitzwilliam Road, Glen Avenue, Highfield Drive, Hubert Road, Hurnard Drive, Lexden Court, Lexden Road, Lockhart Avenue, Mossfield Close, New Kiln Road, Norman Way, Park Road, Piper Road, Roddam Close, Round Close, St. Clare Drive, St. Clare Road, Sanders Drive, Spring Lane, Sussex Road, Tapwoods, Vint Crescent, West End Mews, Wroxham Close.	Kingswode Hoe School	Kingswode Hoe School	1629
	Braiswick	AT	Achnacone Drive, Anemone Court, Bakers Lane, Bluebell Way, Braiswick, Braiswick Place, Burywoods, Camomile Way, Celandine Court, Coltsfoot Court, Devereux Place, Fairways, Fernlea, Gentian Court, Jonquil Way, Keepers Green, Lavender Way, Sorrel Close, Stonecrop, Warwick Bailey Close, Westwood Hill	Woods Bowling Pavilion Keepers Green	Woods Bowling Pavilion Keepers Green	725
	Aldham	EJ	Brook Road, Church Grove, Ford Street, Foxes Corner, Green Lane, Halstead Road, Hardings Close, Hines Close, New Road, Rectory Road, Tey Road.	Polling District of Aldham Village	Aldham Village Hall	396
	Eight Ash Green	ET	Abbotts Lane, Beech Grove, Blind Lane, Brick Street, Chippets Lane, Choats Wood, Cooks Mill	Polling District of Eight Ash	Eight Ash Green Village Hall	1313

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Ward	Polling District	Polling District Code	Description of Polling District	Polling Place	Polling Station	Elector Totals 1 August 2015
LEXDEN & BRAISWICK			Lane, Daisy Green, Daisy Green, Farm Drive, Fiddlers Folley, Fordham Heath, Foxes Corner, Foxes Lane, Halstead Road, Heath Road, Heathfields, Huxtables Lane, Jubilee Meadow, Pallant Chase, Porters Close, Porters Cottages, Porters Lane, Searle Way, Seven Star Green, Spring Lane, The Bridleway, The Rise, The Walk, Turkey Cock Lane, Wood Lane, Woodland Chase.	Green		
	West Bergholt	EU	Albany Close, Albany Road, Armoury Lane, Armoury Road, Bourne Road, Bures Road, Chapel Lane, Chapel Road, Chitts Hill, Church Close, Colchester Road, Cooks Hall Lane, Cooks Hall Road, Coopers Crescent, Donard Drive, Erle Havard Road, Firmins Court, Fordam Heath, Fordh Garling Walk am Road, Fossetts Lane, Garret Place, Garthwood Close, The Avenue, The Crescent.	Polling District of West Bergholt	Orpen Memorial Hall Lexden Road	2573

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MARKS TEY & LAYER WARD

Ward	Polling District	Polling District Code	Description of Polling District	Polling Place	Polling Station	Elector Totals 1 August 2015
MARKS TEY & LAYER	Birch	GA	Birch Park, Birch Road, Birch Street, Birch Way, Blind Lane, Craxes Green, Easthorpe, Fountain Lane, Hardys Green, Layer Bretton Heath, Luards Way, Maldon Road, Mill Lane, Orpen Hill, Orpens Hill, Porters Green, Pudding Lane, Rectory Road, Roundbush Road, School Hill, Straight Way.	The Polling District of Birch	Birch Village Hall School Hill	646
	Layer de la Haye	GB	Abberton Road, Birch Road, Church Road, Field Farm Road, The Folley, Great House Farm Road, Green Acres Road, Hawfinch Road, The Heath, High Road, Layer Road, Lower End, Mallard Close, Malting Green, Malting Green Road, Martin End, Mill Lane, New Cut, Oaks End, Old Forge Road, Rye Lane, Swallow Close, Waterworks Close, Winstree Close, Woodfield End.	The Polling District of Layer de la Haye	Queen Elizabeth Hall New Cut	1431
	Layer Marney	GC	Clears Road, Dukes Road, Haynes Green Road, Layer Breton Road, Layer Marney, Maldon Road, Newbridge Road, Rockinghams Road, Roundbush Road, Smythes Green, Stockhouse Road, Thorrington Road, White Lodge Road, Wick Road, Woodview Road.	The Polling District of Layer Marney	Layer Marney Tower	162
	Layer Bretton	GD	Garland Road, Layer Breton Heath, Layer Breton Hill, Lower Road, Shatters Road, Wigborough Road	The Polling District of Layer Bretton	St Marys Church The Heath	222
	Messing	GE	Harborough Hall Lane, Kelvedon Road, Lodge Road, Messing Green, Messing Park, Rookery Lane, School Road, The Street.	The Polling District of Messing	Messing Village Hall Messing	239
	Inworth	GF	Kelvedon Road, Windmill Hill.	The Polling District of Inworth	Inworth Church Kelvedon Road	70
	Gt Wigborough	GG	Abbots Wick Lane, Church Lane, Colchester Road, Coopers Lane, Drakes Corner, Layer Road, Maldon Road, School Lane, Staffords Corner.	The Polling District of Gt Wigborough	Essex Wildlife Trust Abbots Hall Farm	173
	Lt Wigborough	GH	Copt Hall Lane, Peldon Road.	The Polling District of Gt Wigborough	Essex Wildlife Trust Abbott Hall Farm Gt Wigborough	28

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Ward	Polling District	Polling District Code	Description of Polling District	Polling Place	Polling Station	Elector Totals 1 August 2015
MARKS TEY & LAYER	Salcott	GI	Barn Hall Road, Colchester Road, Rose Lane, Salcott Street, The Street.	The Polling District of Salcott	Salcott Village Hall The Street	149
	Virley	GJ	Colchester Road, Mill Lane.	The Polling District of Salcott	Salcott Village Hall The Street	49
	West Stanway	GL	Church Lane, London Road, Nuthatch Close, Plover Road, Redwing Close, Turkey Cock Lane.	The Polling District of Copford	Copford Village Hall School Road	184
	Copford	GM	Allendale Drive, Ashwin Avenue, Bellingham Drive, Birch Road, Boarded Barn Road, Church Road, Copford Green, Coppingford End, Foundry Lane, Fountain Lane, Grantley Close, Hall Road, Hedgelands, London Road, Millstone Green, Queensberry Avenue, Rectory Road, St. Michael's Chase, School Road, Westbury Close.	The Polling District of Copford	Copford Village Hall School Road	1203
	Easthorpe	GN	Churchwell Avenue, Easthorpe Green, Easthorpe Road, Well Lane.	The Polling District of Easthorpe	Easthorpe Church Hall	132
	Marks Tey	GO	Ashbury Drive, Badgers Green, Bree Avenue, Bury Close, Church Lane, Church Lane, Coggeshall Road, Cornwallis Drive, Danbury Close, Dinants Crescent, Dobbies Lane, Domsey Bank, Elm Lane, Francis Court, Godmans Lane, Great Tey Road, Harvest Close, Hawlmark End, Honeywood Close, Jays Lane, Keable Road, Kingsbury Close, Ley Field, London Road, Long Green, Mandeville Road, Maybury Close, Mill Road, Motts Lane, Norbury Close, Norman Close, North Lane, Old London Road, Patten Close, Potts Green, Proctor Way, Stane Field, Station Road, Steele Close, The Crescent, The Rookeries, Well Side, Wilsons Lane.	Polling District of Marks Tey	Marks Tey Parish Hall	2049

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MERSEA & PYFLEET WARD

Ward	Polling District	Polling District Code	Description of Polling District	Polling Place	Polling Station	Elector Totals 1 August 2015
MERSEA & PYEFLEET	Abberton	EO	Bracken Way, Broom Way, Glebe Lane, Layer Road, Meadow Way, Mersea Road, Peldon Road, Rectory Lane.	The Polling District of Langenhoe	Abberton and Langenhoe Village Hall	346
	East Mersea	EP	Bromans Lane, Church Lane, East Road, Fen Lane, Ivy Lane, Meeting Lane, Moore Lane, Rewalls Lane, Shop Lane.	The Polling District of East Mersea	East Mersea Village Hall	203
	Fingringhoe	EQ	Abberton Road, Ballast Quay Road, Brook Hall Road, Chapel Road, Church Road, Dudley Road, Ferry Road, Frere Way, Frog Hall Close, Furneaux Lane, Haye Lane, Pyefleet Close, South Green Road, Upper Haye Lane.	The Polling District of Fingringhoe	Fingringhoe Village Hall	642
	Langenhoe	ER	Brand Drive, Edward Marke Drive, Fingringhoe Road, The Geetons, Hall Lane, Haye Lane, Layer Road, Lodge Lane, Mersea Road, Mulberry Gardens, Pertwee Way, Proctor Close, Pyefleet View, Sawkins Close.	The Polling District of Langenhoe	Abberton and Langenhoe Village Hall	469
	Peldon	ES	Church Road, Colchester Road, The Glebe, Lodge Lane, Lower Road, Malting Road, Mersea Road, , Newpots Close, Peldon Crescent, Peldon Road, St. Ives Road, Sampsons Lane, The Strood, Wigborough Road.	The Polling District of Peldon	Peldon Village Hall Committee Room	433
	West Mersea	EV	Alexandra Avenue, Avocet Close, Barfield Road, Barrow Mews, Beach Road, Beverley Avenue, Birchwood Close, Blackwater Drive, Bower Grove, Bower Hall Lane, Brambledown, Brickhouse Close, Brierley Avenue, Brierley Paddocks, Broomhills Road, Buxey Close, Captains Road, Chandlers Close, Chapmans Lane, Chatsworth Road, Church Road, Churchfields, City Road, Coast Road, Colchester Road, Cross Lane, Cross Way, Dawes Lane, East Mersea Road, East Road, Elmwood Drive, Empress Avenue, Empress Drive, Estuary Park Road, Fairhaven Avenue, Farriers Chase, Firs Chase, Firs Hamlet, Firs Road, Fountain Court, Gainsborough Close, Garden Farm, Glebe View,	The Polling District of West Mersea	The Mersea Centre High Street	5842

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Ward	Polling District	Polling District Code	Description of Polling District	Polling Place	Polling Station	Elector Totals 1 August 2015
MERSEA & PYEFLEET	West Mersea	EV	Goings Lane, Grove Avenue, Gunfleet Close, Haycocks Lane, High Street, High Street North, Hillybroom Gardens, Hogarth Close, Keene Close, King Charles Road, Kingsland Beach, Kingsland Close, Kingsland Road, Kingsmere Close, Langwood, Leaside, Meadow Lane, Melrose Road, Mersea Avenue, Mill Road, Millcroft Mews, New Captains Road, Norfolk Avenue, Oakwood Avenue, Oakwood Drive, Oakwood Gardens, Oyster Close, Pharos Lane, Phoenix Close, Pine Grove, Pleasant Plains Mews, Prince Albert Road, Queen Anne Drive, Queen Anne Gardens, Queen Anne Road, Queens Corner, Queens Mews, Queensbury Close, Rainbow Road, Reymead Close, Richmond Road, Rosebank Road, Rushmere Close, Saltings Crescent, Seaview Avenue, Shears Crescent, Spruce Close, St. Peter`s Road, Stable Close, Stable Mews, Stonehill Way, Strood Close Suffolk Ave, The Lane, The Mews, The Seedfield, Thornwood Close, Trinity Close, Trinity Mews, Upland Crescent, Upland Road, Victoria Esplanade, Victory Place, Victory Road, Vince Close, Waldegraves Lane, Wellhouse Avenue, Westwood Drive, Whittaker Way, Willoughby Avenue, Windsor Road, Woodfield Drive, Woodstock, Yorick Avenue, Yorick Road.	The Polling District of West Mersea	The Mersea Centre High Street	

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MILE END WARD

Ward	Polling District	Polling District Code	Description of Polling District	Polling Place	Polling Station	Elector Totals 1 August 2015
MILE END	Bergholt Road	AU	Aerofoil Grove, Apprentice Drive, Axial Drive, Bergholt Road, Blade Road, Braiswick, Breeze Lane, Engineers Square, Enid Way, Fan Avenue, Golden Dawn Way, Groves Close, Hugh Dickson Road, Littlewoods Mews, Longacre, Mile End Road, Motor Walk, Prior Way, Propelair Way, Rectory Close, Rose Crescent, Spindle Street, Three Crowns Road, Tufnell Way, Turbine Road, Vortex Road, Wedgewood Drive.	Mile End Ward	St Michaels Parish Church Hall Mile End Road	1861
	Mile End Road	AV	Bardsley Close, Bartholomew Court, Bolsin Drive, Borges Gardens, Boxted Road, Bradford Drive, Braiswick Lane, Cambie Crescent, Chesterwell Mews, Chestnut Close, Church Farm Way, Cromer Mews, Defoe Crescent, Dickenson Road, Estuary Close, Fords Lane, Greenacres, Hakewill Way, Howards Croft, Hutley Drive, Knevet Close, Leeches Lane, Link Close, Littlecotes, Mile End Road, Mill Road, Nayland Road, Henry Villa Close, Orrin Walk, Pleasant Plains Mews, Raven Way, Shepherd Drive, Stevens Close, Studds Lane, Tall Trees, Tranter Drive, Tubswick Mews, Wallace Road, Walnut Drive, Wheelwright Place, Whitebeam Close.	St Michaels Parish Church Mile End Road	St Michaels Parish Church Hall Mile End Road	2199
	Turner Road	AW	Barton Boulevard, Beaumont Close, Bedford Road, Braithwaite Drive, Brickmakers Lane, Brinkley Grove Road, Broad Oak Lane, Charter Way, Coeur De Lion, The Copse, Cowper Crescent, Courage Drive, Cranborne Close, De Grey Road, Endeavour Way, Fellowes Close, Fieldview Close, Flame Way, Fortius Mews, Gresley Close, Holden Road, Hollymead Close, Jade Gardens, Kettle Street, Kingswood Road, Lufkin Road, McCluskeys Street, Mill Road, , Olympic Boulevard, Orchard Place, Oxley Parker Road, Peppercorn Close, Peto Avenue, Podium Close, Potter Mews, Remus Close,	Highwoods Country Park Visitor Centre Turner Road	Highwoods Country Park Visitor Centre Turner Road	2787

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Ward	Polling District	Polling District Code	Description of Polling District	Polling Place	Polling Station	Elector Totals 1 August 2015
MILE END			Riddles Drive, Romulus Close, Rudkin Road, Severalls Lane, Sinclair Close, Squirrels Field, Stammers Road, Stanford Road, Thomas Wakley Close, Thornton Drive, Thornwood, Torch Walk, Tubswick Mews, Turner Road, Worsdell Way, Wryneck Close			

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NEW TOWN & CHRIST CHURCH WARD

Ward	Polling District	Polling District Code	Description of Polling District	Polling Place	Polling Station	Elector Totals 1 August 2015
NEW TOWN & CHRIST CHURCH	Christchurch	AI	The Avenue ,Athelstan Road, Audley Road, Beverley Road, Cambridge Road, Capel Road, Christ Church Court, Creffield Road, Gray Road, Honeywood Road, Hospital Road, Inglis Road, Ireton Road, Irvine Road, Keble Close, Maldon Road, Oxford Road, Queen`s Road, Shrub End Road, Silvanus Close, Victoria Road Wellesley Road, West Lodge Road	Christ Church Hall Ireton Street	Christ Church Hall Ireton Street	1662
	Hamilton Road	AJ	Alexandra Road, Alexandra Terrace, Beaconsfield Avenue, Burlington Road, Butt Road, Cavalry Road, Circular Road East, Constantine Road, Crimea Walk, Drury Road, Errington Road, Garland Road, Hamilton Road, Maldon Road, St. Helena Mews, St. Helena Road, Salisbury Avenue, Stable Road, Wickham Road.	Hamilton Road Primary School Constantine Road	Hamilton Road Primary School Constantine Road	1734
	St Johns Green	AX	Attlee Garden, Butt Road, Cedars Road, Chapel Street South, Charles Street, Cromwell Road, Fairfax Road, George William Way, Gladstone Road, Golden Noble Hill, Goodey Close, Granville Road, James Street, Kendall Road, Lucas Road, Magdalen Green, Magdalen Street, Mersea Road, Military Road, Mill Street, Napier Road, New Town Road, Pioneer Place, Portland Road, Shrubland Road, Simons Lane, St. John`s Green, South Street, South Way, St Botolphs Circus, Walsingham Road, Wellington Street, West Street , Wimpole Road, Winnock Road, Winsley Road. Artillery Street, Barrack Street, Brook Street, New Grange Cannon Road, Cannon Street, Challenge Way, Cross Cut Court, Falcon Crescent, Gantry Close, Gunners Mews, Harsnett Road, Kimberley Road, King Stephen Road, Morant Road, New Park Street, Port Lane, Providence Place, Rebow Street,	YMCA Magdalen Street	YMCA Magdalen Street	2045

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Ward	Polling District	Polling District Code	Description of Polling District	Polling Place	Polling Station	Elector Totals 1 August 2015
NEWTOWN & CHRIST CHURCH			Saw Mill Road, Victor Road, Victoria Place, Wimpole Road.			
	Canterbury Road	AZ	Albion Grove, Barrington Road, Bourne Road, Battalion Road, Brigade Road, Campion Road, Canterbury Road, Captain Gardens, Cavalier Grove, Circular Road East, Claudius Road, Eagle Drive, Garrison Parade, Grimston Road, Hydrabad Close, Knights Field, Lisle Road, Mersea Road, Military Road, Myrtle Grove, Parade Square, Roberts Road, Steed Crescent, Winchester Road.	St Stephens Church Centre Canterbury Road	St Stephens Church Centre Canterbury Road	1466

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OLD HEATH & THE HYTHE WARD

Ward	Polling District	Polling District Code	Description of Polling District	Polling Place	Polling Station	Elector Totals 1 August 2015
OLD HEATH & THE HYTHE	Scarletts	AK	Distillery Lane, Old Heath Road, Philbrick Close, Recreation Road, Scarletts Road, Smiths Field.	Worsnop House Old Heath Road	Worsnop House Old Heath Road	500
	Barnhall	AL	Abbot's Road, Avignon Close, Barn Hall Avenue, Brittany Way, Churchill Way, Clearwater, Dorchester End, Eaton Mews, Faulds Walk, Flanders Field, Horrocks Close, Jackson Walk, Ladbrook Drive, Mersea Road, Montgomery Close, Mountbatten Drive, Mulberry Avenue, Normandy Avenue, Pembroke Close, Poppy Gardens, Ranger Walk, Roosevelt Way, Sargeant Close, Stalin Road, Tortosa Close, Unity Close, Viceroy Close, Waterville Mews.	Abbots Community Hall Ladbrook Drive	Abbots Community Hall Ladbrook Drive	1532
	Old Heath	AM	Abbot's Road, Alanbrooke Road, Albany Gardens, Battlesbrook Road, Bell Close, Canwick Grove, Cavendish Avenue, Cheveling Road, Cottage Drive, D'arcy Road, Distillery Lane, Fingringhoe Road, Foresight Road, Fullers Road, Grange Way, Haven Road, Hilltop Close, King Edward Quay, Littlebury Gardens, Oak Tree Gardens, Old Heath Road, Range View, Rowhedge Road, Savill Road, Speedwell Road, Swallowdale, Waterside Lane, Whitehall Close, Whitehall Road, Wick Road.	Old Heath Community Centre D'Arcy Road	Old Heath Community Centre D'Arcy Road	2279
	Hythe	AY	Barrack Street, Cannon Road, Cannon Street, Connaught Close, Edward Paxman Gardens, Falcon Garden, Farrington Close, Geoff Seaden Close, Haddon Park, Hatcher Crescent, Hesper Road, Hythe Hill, Hythe Quay, Morant Road, Port Lane, Providence Place, Rebow Street, Victor Road, Wimpole Road Jennings Close, King Edward Quay, Lenz Close, Maudlyn Road, Meachen Road, Peache Road, St. Leonard's Road, Spurgeon Street, Standard Road, Tarrett Drive, Timber Hill, Valenta Close, Vega Close, Ventura Drive.	Hythe Community Centre Ventura Drive	Hythe Community Centre Ventura Drive	2526

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Ward	Polling District	Polling District Code	Description of Polling District	Polling Place	Polling Station	Elector Totals 1 August 2015
OLD HEATH & THE HYTHE	Winsley Square	BA	Beche Road, Bourne Road, Brookside Close, Gilbert Road, Old Heath Road, Sadler Close, Weston Road.	Worsnop House Old Heath Road	Worsnop House Old Heath Road	670
	Rowhedge	ED	Albion Street, Ashurst Close, Chapel Street, Church Hill, Church Street, Colne Rise, Darkhouse Lane, Donyland Way, Fingringhoe Road, Head Street, Heath Road, High Street, Hillview Close, Iona Walk, Marsh Crescent, Oxton Close, Paget Road, Parkfield Street, Rectory Road, Regent Street, Rowhedge Road, Stephen Cranfield Close, Sunbeam Close, Taylors Road, Thanet Walk, West Street.	The Polling District of Rowhedge	Rowhedge Village Hall	1475

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PRETTYGATE WARD

Ward	Polling District	Polling District Code	Description of Polling District	Polling Place	Polling Station	Elector Totals 1 August 2015
PRETTYGATE	Home Farm	AR	Back Lane, Browning Close, Burns Avenue, Byron Avenue, Chaucer Way, Church Lane, Colvin Close, Heath Road, Henley Court, Herrick Place, Keats Road, Lexden Grove, Lexden Road, London Road, Marlowe Way, Masefield Drive, Milton Close, The Mount, Scott Drive, Shakespeare Road, Shelley Road, Sheridan Walk, Spring Lane South, Straight Road, Thompson Avenue, Wordsworth Road. Clairmont Road, Collingwood Road, Mayflower Court, De Burgh Road, Garden Drive, Lanvalley Road, London Road, Nelson Road, Victoria Court, Ratcliffe Road Straight Road, The Chase, Trafalgar Road.	Home Farm Primary School	Home Farm Primary School	2062
	East Prettygate	BB	All Saints Avenue, Ambrose Avenue, Baines Close, Bawtree Way, Beech Hill, Church Lane, The Commons, Cotman Road, Crome Close, De Vere Road, Gainsborough Road, Hills Crescent, Hoe Drive, Holman Crescent, King Harold Road, Landseer Road, Laxton Court, Magazine Farm Way, Munnings Road, Nash Close, Norman Way, Parsons Hill, Plough Drive, Plume Avenue, Pond Chase, Prettygate Road, Reaper Road, Rembrandt Way, Reynolds Avenue, Shrub End Road, Van Dyck Road, Whitefriars Way, Winston Avenue.	Plume Avenue United Reform Church	Plume Avenue United Reform Church	2340
	West Prettygate	BC	Alan Way, Ambrose Avenue, Bryanstone Mews, Cape Close, Cherrywood Drive, Christine Chase, Church Lane, Clairmont Road, Dugard Avenue, ,	Church of Jesus Christ and the Latter Day	Church of Jesus Christ and the Latter Day Saints	2145

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Ward	Polling District	Polling District Code	Description of Polling District	Polling Place	Polling Station	Elector Totals 1 August 2015
PRETTYGATE			Greystones Close, Hastings Road, Heath Road, Heather Drive, Jefferson Close, Jeffrey Close, King Harold Road, Oaklands Avenue, Parr Drive, Pershore End, The Poplars, President Road, Redmill, Regency Green, Richardson Walk, , Rudsdale Way, Saxon Close, Scythe Way, Shrub End Road, Somers Road, Sterling Close, Stoneleigh Park, Straight Road, Washington Court, Weavers Close, Woodland Drive, Worthington Way, Wyedale Drive.	Saints		
	James Carter	BD	Ash Way, Bale Close , Baden Powell Drive, Brownsea Way Becker Road, The Brambles, Clara Reeve Close, Fenno Close, Fisin Walk, Gilwell Park Close Greystones Close James Carter Road, Keymer Way, King Harold Road, Ladell Close, Maldon Road, Marsden Court, Newcastle Avenue, Pilborough Way, Redmill, Salmon Close, Rowallan Close, Shillito Close, Shrub End Road Straight Road, Sutton Park Avenue, Somers Road Twining Road, Wallis Court.	Straight Road Centre	Straight Road Centre	1450

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RURAL NORTH WARD

Ward	Polling District	Polling District Code	Description of Polling District	Polling Place	Polling Station	Elector Totals 1 August 2015
	Langham	EB	Birchwood Road, Chapel Road, Dedham Road, Greyhound Hill, Grove Hill, Gun Hill, High Street, Ipswich Road, Langham, Langham Lane, Lodge Lane, Moor Road, Nightingale Hill, Old Mill Road, Old Ipswich Road, Park Lane, Perry Lane, Rectory Road, School Road, Turnpike Close, Water Lane, Whitehouse Close, Wick Road.	The Polling District of Langham	Langham Village Hall	847
	Boxted	EE	Accommodation Road, Boxted Cross, Burnt Dick Hill, Cage Lane, Carters Hill, Chapel Lane, Chapel Road, Church Road, Church Street, Cooks Hill, Cross Field Way, Dedham Road, Ellis Road, Green Lane, Hobbs Drive, Horkesley Road, Langham Lane, Langham Road, Lower Farm Road, Mill Road, Newman Drive, Oakfield Drive, Old House Lane, Parsonage Hill, Queens Head Road, Red House Lane, Rivers Hall Estate, Sky Hall Hill, Straight Road, Water Lane, Wet Lane, Windmill Close, Workhouse Hill.	The Polling District of Boxted	Boxted Village Hall	1092
	Fordham	EF	Bergholt Road, Chappel Road, Church Road, Fossetts Lane, Hall Road, Halstead Road, Hems Green, Herrings Way, Lucas Avenue, Mill Road, Moat Road, Partridge Drive, Penlan Hall Lane, Plummers Road, Ponders Road, Quilters Green, Rams Farm Road, Sunnyside Road, Wash Corner, Wormingford Road.	The Polling District of Fordham	Fordham Village Hall	669
	Great Horkesley	EG	Barnfield Road, Blackbrook Road, Boxted Church Road, Boxted Road, Braeburn Road, Brick Kiln Lane, Broad Lane, The Causeway, Chilton Close, Coach Road, The Crescent, Elstar Lane, David May Garden, Exeter Close, Gala Close, Glebelands, Glenway Close, Grange Road, Grantham Road, Green Lane, Green Lane, Helm Close, Holly Lane, Horkesley Hill, Ivy Lodge Road, Jonagold Drive,	The Polling District of Great Horkesley	New Village Hall Tile House Lane	2019

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Ward	Polling District	Polling District Code	Description of Polling District	Polling Place	Polling Station	Elector Totals 1 August 2015
			Keelers Way, Kelso Close, Lincoln Lane, London Road, Malvern Way, Manor Close, Millers Close, Monarch Lane, Nayland Road, Old House Road, Park Road, Pattinson Walk, Ramparts Close, Sandon Close, School Lane, Sparton Close, Spratts Marsh, Terrace Hall Chase, Tile House Chase, Tile House Lane, Tog Lane			
	Little Horkesley	EH	Bures Road, Crabtree Lane, Holts Road, London Road, Park Farm Road, School Lane.	The Polling District of Little Horkesley	Little Horkesley Village Hall School Lane	165
	Wormingford	EI	Bowdens Lane, Chantry Drive, Church Road, Church Road West, Colletts Chase, Easten Greene, Fordham Road, Garnons Chase, Grange Chase, Hall Chase, Horkesley Road, Main Road, Packards Lane, Robletts Way.	The Polling District of Wormingford	Wormingford Village Hall Main Road	342
	Chappel	EK	Bacons Lane, Chappel Hill, Colchester Road, Lamberts Lane, Oak Road Off New Road, Popes Lane, Priory Road, Spring Gardens Road, The Street, Swan Grove, Swan Street, Vernons Road.	The Polling District of Wakes Colne	Chappel & Wakes Colne Village Hall Colchester Road	419
	Great Tey	EL	Broad Green, Brook House Road, Brook Road, Buckleys Lane, Burnt House Road, Chappel Road, The Chase, Chrismund Way, Coggeshall Road, Dowsland Green, Earls Colne Road, East Gores Road, Elm Lane, Farmfield Road, Flories Road, Garden Fields, Greenfield Drive, Harvesters Way, Holliland Croft, Lamberts Lane, Moor Road, New Barn Road, Pattocks Lane, Salmons Corner, Salmons Lane, The Street, Tambour Close, Tey Road, Windmills.	The Polling District of Great Tey	Great Tey Village Hall Chappel Road	768
	Mount Bures	EM	Bells Hill, Boarded Barn Road, Chappel Road, Colchester Road, Craigs Lane, Dowling Road, Fordham Road, Golden Square, Hall Road, Hemsps Green, Jankes Green, Mount Bures, Mount Bures Green, Old Barn Road, Peartree Hill	The Polling District of Mount Bures	Mount Bures Village Hall Craigs Lane	188
	Wakes Colne	EN	Boarded Barn Road, Bures Road, Colchester Road, Crepping Hall Road, Inworth Lane, Lane Road,	The Polling District of	Chappel & Wakes Colne Village Hall	423

Colchester Borough Council Draft Polling District and Polling Place Review 2015

Ward	Polling District	Polling District Code	Description of Polling District	Polling Place	Polling Station	Elector Totals 1 August 2015
			Lower Green, Middle Green, Mount Bures Road, Parkhurst Green Lane, Spring Gardens Road, Station Road, Upper Green, Vernons Road, White Colne Road.	Wakes Colne	Colchester Road	

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SHRUB END WARD

Ward	Polling District	Polling District Code	Description of Polling District	Polling Place	Polling Station	Elector Totals 1 August 2015
SHRUB END	Rainsborowe Road	BE	Abbey Field View, Aisne Road, Alport Avenue, Baynard Green, Broughton Close, Cambrai Road, Cannons Close, Circular Road South, Circular Road West, Colet Crescent, Dapifer Close, Crystal Walk, Drury Road, Eltham Road, Eudo Road, Fitzgilbert Road, Gladwin Road, Goojerat Road, Hampton Court Close, Harp Meadow Lane, Kensington Road, Lambert Road, Layer Road, Little Foxburrows, Loddors Walk, Menin Road, Messines Road, Mons Road, Rainsborowe Road, Reed Hall Avenue, Richmond Road, St. Barbara's Road, Shrub End Road, Turnstile Square, Wavell Avenue. Poperinghe Road, Ypres Road.	Shrub End & Community Sports Centre Boadicea Way	Shrub End & Community Sports Centre Boadicea Way	2140
	Shrub End	BF	Anglia Close, Barbour Gardens, Bishop Road, Boadicea Way, Camulus Close, Catherine Hunt Way, Centurion Way, Coats Hutton Road, Cohort Drive, Coriolanus Close, Daniell Drive, Devon Road, Duncan Road, Egerton Green Road, Eldred Avenue, Gladiator Way, Glisson Square, Gloucester Avenue, Gosbecks Road, Gosbecks View, Gurney Benham Close, Harvey Road, Hazell Avenue, Hedge Drive, Icenii Way, John Kent Avenue, Layer Road, Mason Close, Mercury Close, Owen Ward Close, Paxman Avenue, Rayner Road, Rutland Avenue, Shrub End Road, Smallwood Road, Somerset Close, Sparling Close, Springfields Drive, Temple Road, Thracian Close, Toga Close, Tumulus Way, Vicarage Court, Walnut Tree Way, Watts Road, Wilbye Close, Willett Road, Wolton Road.	The Polling District of Shrub End	Alderman Blaxhill School Paxman Avenue	2,858
	Lordswood Road	BG	Alamein Road, Amber Court, Anzio Crescent, Apollo Mews, Arakan Close, Baronswood Way, Bay Tree Close Beechwood Close, Berechurch Hall Road, Berechurch Road, Bounstead Road, Camulodunum	The Musket Club Homefield Road	The Musket Club Homefield Road	2,578

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Ward	Polling District	Polling District Code	Description of Polling District	Polling Place	Polling Station	Elector Totals 1 August 2015
SHRUB END			Way, Cassino Road, Catkin Mews, Corunna Drive, Cottonwood Close, Duoro Mews, Earlswood Way, Ebony Close, Eight Acre Lane, Elmwood Avenue, Fallowfield Road, Glebe Road, Holly Close, Homefield Road, Hornbeam Close, Ilex Close, Imphal Close, Juno Mews, Knightsbridge Close, Kohima Road, Layer Road, Leas Road, Littlefield Road, Lordswood Road, Malting Road, Mareth Road, Maypole Green Road, Meadow Road, Midway Road, Minerva End, Oakapple Close, Olive Grove, Rangoon Close, Rimini Close, St. Catherine`s Close, St. Michael`s Road, Salamanca Way, Salerno Crescent, Selby Close, Silver Birch Close, Sittang Close, Talavera Crescent, Vitoria Mews			

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ST ANNE'S & ST JOHN'S WARD

Ward	Polling District	Polling District Code	Description of Polling District	Polling Place	Polling Station	Elector Totals 1 August 2015
ST ANNE'S & ST JOHN'S	St Annes	BK	Alderton Road, Arnstones Close, Asbury Close, Ayloffe Road, Barkstead Road, Barnardiston Road, Booth Avenue, Broadlands Way, The Causeway, Compton Road, Crown Bays Road, Dilbridge Road East, Dilbridge Road West, Dinsdale Close, Edison Gardens, Fairhead Road North, Fairhead Road South, Frank Clater Close, Gascoigne Road, Goring Road, Grenfell Close, Harwich Road, Havering Close, Ipswich Road, King Cole Place, Longcroft Road, Norfolk Crescent, Ratcliffe Court, Rayleigh Close, Ripple Way, Romford Close, St. Andrew's Avenue, St. Andrew's Gardens, St. Anne's Road, St. David's Close, Suffolk Close, Valentine's Drive, Wesley Avenue, Wilson Marriage Road.	St Annes Church Compton Road	St Annes Church Compton Road	2974
	Churnwood	BL	Bridgebrook Close, Brinkley Crescent, Broadmead Road, Chaplin Drive, Churnwood Close, Churnwood Road, Eldon Close, Elwes Close, Francis Way, Harwich Road, Hazelton Road, Pondfield Road, St. John's Road, Tara Close, Templewood Road, Thurlston Close, Woodside Close.	Oak Tree Community Centre Harwich Road	Oak Tree Community Centre Harwich Road	1023
	Ipswich Road	BN	Acorn Close, Arden Close, Belmont Crescent, Braemore Close, Bullace Close, Bullock Wood Close, Chalfont Road, Clay Lane Grove, Delamere Road, Dennis Randle Way, Evergreen Drive, Francis Gunn Close, Gilderdale Close, Glendale Grove, Glentress Close, Hendry Worthington Close, Ipswich Road, James Mayger Chase, John Shell Drive, Kildermorie Close, Little Acorns, Murray McPherson Parade, Rockingham Close, Rossendale Close, St. Bartholomew Close, St. Cyrus Road, St. John's Close, St. John's Road, St. Joseph Road, Woodview Close.	St Johns Church Community Centre St Johns Close	St Johns Church Community Centre St Johns Close	1363
	Parsons Heath	BO	Anthony Close, Blackwater Avenue, Broad Oaks Park, Campbell Drive, Chalfont Road, Cloverlands, Debenn Road, Dunthorne Road, Fox Street, Green			

Colchester Borough Council Draft Polling District and Polling Place Review 2015

Ward	Polling District	Polling District Code	Description of Polling District	Polling Place	Polling Station	Elector Totals 1 August 2015
ST ANNE'S & ST JOHN'S			Lane, Ipswich Road, Kentmere, Mayfield Close, Mountain Ash Close, Orwell Close, Parsons Heath, Paul Spendlove Court, Pegasus Way, Porters Brook Walk, Roach Vale, St. Austell Road, St. Bernard Road, St. Bride Court, St. Christopher Road, St. Clement Road, St. Columb Court, St. Cyrus Road, St. Dominic Road, St. Faith Road, St. Fillan Road, St. John's Road, St. Jude Close, St. Jude Gardens, St. Lawrence Road, St. Luke's Close, St. Mark Drive, St. Monance Way, St. Neots Close, St. Saviour Close, St. Thomas Close, Silcock Close, Southland Close, Stour Walk, Temple Court, The Glade, Tyehurst Crescent, Upland Drive, Vale Close, Welshwood Park Road, Woodlands, Wilmington Road.	Friars Grove Community Centre Upland Drive	Friars Grove Community Centre Upland Drive	2665

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STANWAY WARD

Ward	Polling District	Polling District Code	Description of Polling District	Polling Place	Polling Station	Elector Totals 1 August 2015
STANWAY	Stanway	GP	Albertine Close, Badgers Holt, Bailey Dale, Barley Way, Barn Fields, Beacon Way, Barn Field, Blackberry Road, Bridle Walk, Brougham Glades, Centaury Close, Chapel Road, Chitts Hill, Church Lane, Churchfield Avenue, Clover Court, Cobble Row, Columbine Mews, Copper Beeches, Coraline Walk, Cornflower Close, Cowslip Court, Crane Avenue, Cygnet Walk, Dale Close, Damask Road, Darina Court, Darnel Way, Dawnford Court, Dyers Road, Egremont Way, Ewan Close, Ewan Way, Farriers End, The Folly, Foxendale Folly, Frensham Close, Furrow Close, Gorse Way, Grieves Court, Grymes Dyke Way, Halstead Road, Harvest End, Harvey Crescent, The Haywain, Heath Road, Hedgerows, Heron Close, Holliwel Close, Holly Road, Jubilee Close, Juniper Close, Juniper Road, Kale Croft, King Coel Road, Lakeside Walk, Lambourne Close, Layer Road, London Road, Longstraw Close, Lucy Close, Lucy Lane North, Lucy Lane South, Maldon Road, Maldon Road, Marram Close, Meadow Grass Close, Meadow View Close, Miles Close, Millers Close, Millers Lane, Montbretia Close, Musk Close, New Farm Road, New Road, Nightingale Place, Nursery Close, Oatfield Close, Old Chapel Drive, Olivers Lane, Osier Close, Osprey Close, Partridge Way, Peace Road, Pearmain Way, Peartree Road, Ploughmans Headland, Provence Close, Radvald Chase, Rambler Close, Robin Crescent, Rogation Close, Rose Avenue, Rowan Close, Rugosa Close, Rye Close, Saddle Mews, Sandmartin Crescent, Shepherds Croft, Spring Sedge Close, Stable Close, Stanfield Close, Stanway Green, Stirrup Mews, Sweet Briar Road, Swift Avenue, St Albright Crescent, Threshers End, Tollgate Drive, Tudor	Stanway Village Hall Villa Road	Stanway Village Hall Villa Road	6568

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Ward	Polling District	Polling District Code	Description of Polling District	Polling Place	Polling Station	Elector Totals 1 August 2015
STANWAY			Rose Close, Tydeman Close, Tyed Croft, Valley Close, Villa Road, Warren Lane, Weyland Drive, Wheatfield Road, Winstree Road, Woden Avenue, Woodrush End, Wren Close			

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TIPTREE WARD

Ward	Polling District	Polling District Code	Description of Polling District	Polling Place	Polling Station	Elector Totals 1 August 2015
TIPTREE	Tiptree Grove	GK	Archer Crescent, Bassingbourn Crescent, Bladon Close, Blenheim Way, Brock Close, Chapel Lane, Churchill Road, Grove, Road, Holbrooke Walk, Ketley Close, Kiltie Road, Luther Drive, Newbridge Road, Olley Walk, Park Drive, Powell Close, Shelley Avenue, Southgate Crescent, Tawell Mews, Tew Close, Tiffin Drive, Vallis Way, Wadley Close, Warren Lingley Way, Wilkin Drive Winston Avenue	The Polling District of Tiptree Grove	Tiptree United Reform Church Hall Chapel Road	1168
	Tiptree Church	GQ	Anchor Road, Birchwood Close, Birchwood Way, Bird Lane, Brendon Court, Caxton Close, Chapel Road, Church Road, The Cut, Factory Hill, Fennell Close, Gladstone Road, Glebe Road, Holly Way, Maldon Road, Mill Close, Mill Walk, Morley Road, New Road, Newbridge Road, Pierce Glade, Ransom Road, Rectory Road, Rosemary Close, Rosemary Crescent, Silverthorn Close, Station Road, Tarragon Close, Thyme Road.	St Lukes Church Extension Church Road	St Lukes Church Extension Church Road	1635
	Tiptree Heath	GR	Anchor Road, Bainbridge Drive, Birkin Close, Blue Road, Bokhara Close, Braxted Park Road Braxted Road, Brookland, Bull Lane, Cherry Chase, Chervil Close, Coriander Road, Factory Hill, Firs Road, Francis Close, Gate House Mews, Gorse Lane, Grange Road, Hall Road, Harrington Close, Hutchinson Close, Kelvedon Road, Kingsway, Lansdowne Close, Lavender Close, Maldon Road, Meadow View, Peakes Close, Pennsylvania Lane, Perry Road, Primrose Lane, Priory Road, Queensway, Saffron Way, Sage Walk, Simpsons Lane, Spring Path, Spring Road, Station Road, Stone Lane, Stores Lane, Surrey Lane, Tiptree Hall Lane, Tudwick Road, Vine Road, West End Road, Windmill Hill	Tiptree Heath Primary School	Tiptree Heath Primary School	2232
	Tiptree Maypole	GS	Almond Close, Arnold Villas, Barbrook Lane, Bedford Close, Bijou Close, Bishops Lane, Carolina Way, Cedar Avenue, Chapel Road, Chestnut Way,	Tiptree Sports Centre Thurstable	Tiptree Sports Centre Thurstable School Maypole Road	2095

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Ward	Polling District	Polling District Code	Description of Polling District	Polling Place	Polling Station	Elector Totals 1 August 2015
TIPTREE			Church Road, Colchester Road, Downton Walk, Eleanor Close, Eleanor Walk, Elm Close, Elton Walk, Elwin Road, Gager Drive, Globe Walk, Green Lane, Grosvenor Close, Grove Road, Heaton Way, Heycroft Way, Keeble Close, Kelvedon Road, Maple Leaf, Maypole Road, Messing Road, Millfields, Millwrights, Muscade Close, New Road, Oak Road, Rookery Lane, St. Jean Walk, Seldon Road, Talisman Close, Talisman Walk, Townsend Road, Walnut Tree Way, Willow Walk	School Maypole Road		

Colchester Borough Council Draft Polling District and Polling Place Review 2015

WIVENHOE WARD

Ward	Polling District	Polling District Code	Description of Polling District	Polling Place	Polling Station	Elector Totals 1 August 2015
WIVENHOE	University	EW	Alresford Court, Annan Road, Anne Knight House, Bertrand Russell Tower, Brightlingsea Court, Eddington Tower, Frinton Court, Harwich Court, Isaac Rebow House, Josephine Butler House, Keynes Tower, Manningtree Court, Rayleigh Tower, Richard Wood House, Rowhedge Court, Swaynes House, Tawney Tower, Thaxted Court, Thomas Hopper House, Walton Court, William Morris Tower, Wivenhoe Park, Wolfson Court.	The University Wivenhoe Park	The University Wivenhoe Park	423
	Wivenhoe Cross	EX	Alexandra Drive, Almond Close, Ash Grove, Barley Court, Boudicca Walk, Boundary Road, Broadfields, Broome Grove, Buddleia Court, Caroline Close, Chaney Road, Charles Court, Elmstead Road, Colchester Road, Cracknell Close, Dixon Way, Elizabeth Way, Elmstead Road, Endean Court, Feedhams Close, Field Way, Frances Close, Heath Road, Henrietta Close, Hereward Close, Jack Hatch Way, James Close, Kings Mews, Lammas Way, Leys Road, Lilac Court, Mede Way, Paddock Way, Richard Avenue, Robert Way, Rosetta Close, Saran Court, Sonell Court, Tolliday Close, Vine Drive, Vine Farm Road, Vine Parade, Watsham Place, Westlake Crescent, William Close, Wilson Close	Broomgrove Infant School Broome Grove	Broomgrove Infant School School Broome Grove	1624
	Wivenhoe Quay	EY	Admirals Walk, Alma Street, Alresford Road, Amberley Close, Anchor Hill, Anglesea Road, The Avenue, Ballast Quay Road, Barr Close, Bath Street, Beech Avenue, Belle Vue Road, Bethany Street, Black Buoy Hill, Blyths Lane, Bobbits Way, Bowes Road, Brook Street, Carlton Mews, Castleward Close, Chapel Road, Claremont Road, Clifton Terrace, Cooks Crescent, Conway Close, The Cross, The Dale, De Vere Close, De Vere Lane, Denham Close, Dry Dock, East Street, Elm Grove, The Folly, Friars Close, , Hamilton Road, Hardings Yard, Harvey Road, , High Street, Keelars Lane,	William Loveless Hall High Street	William Loveless Hall High Street	3086

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Ward	Polling District	Polling District Code	Description of Polling District	Polling Place	Polling Station	Elector Totals 1 August 2015
WIVENHOE			Littlefield, Manor Road, Merediths Close, Milford Close, Mulberry Harbour Way, Nelson Close, Palmer Gardens, The Nook, Nottage Close, Old Ferry Road, Paget Road, Park Road, Parkwood Avenue, Pearl Walk, Petworth Close, Phillip Road, Quay Street, The Quay, Queens Road, Rebow Road, Rectory Hill, Rose Lane, St. John`s Road, Sainty Close, Sandford Close, The Shipwrights, Spindrift Way, Stanley Road, Station Road, Tern Mews, Trinity Close, Turner Close, Valfreda Way, Valley Road, Valonia Drive, Walter Radcliffe Road, West Quay, West Street, Woodland Way.			
	Broome Grove	EZ	Broomfield Crescent, Broome Grove, The Avenue, The Cross, Britannia Crescent, Cap Pilar Close, Ernest Road, Grasby Close, Heath Road, Rectory Road, Rosabelle Avenue, Spring Chase, Spring Lane, Tower Road, Vanessa Drive, Victoria Close.	Broomgrove Junior School Broome Grove	Broomgrove Junior School School Broome Grove	1163

Polling District Boundary Changes

Berechurch Ward

The following roads will be moved from AA Berechurch Road to BE Rainsborowe Road (Shrub End Ward) Poperinghe Road, Ypres Road (Area 3 on Plan 1).

Polling District EC Cherry Trees (complete) will move from East Donyland Ward to Berechurch Ward

These changes have been made to realign the new ward boundary.

Consideration has been given to amending the Polling District boundary at the edge of EC Cherry Trees and AD Blackheath but taking in to consideration the size and accessibility the current polling station it is felt that at present the balance is equitable.

No changes proposed for the remainder of the ward

Castle Ward

No Proposed changes

Greenstead Ward

Polling District BH Hawthorn Avenue (complete) and Polling District AI Avon Way will change from St Andrews Ward to the new Greenstead Ward

These changes have been made to reflect the new ward.

88-134 St Andrews Avenue and 1-3 Weggs Willow will move from Polling District BK St Annes to Polling District BJ Greenstead Road (Area 4 on Plan 1)

Polling District BJ Greenstead Road (complete) will move from St Annes Ward to the new Greenstead Ward

These changes have been made to realign the new ward boundary.

Polling District BM Longridge (complete) will move from St Annes Ward to the new Greenstead Ward

These changes have been made to realign the new ward boundary.

Heatley Way will move from Polling District BM Longridge to Polling District BH Hawthorn Avenue

The movement of this road into the adjoining polling district will provide the elector with a more accessible and convenient polling station.

Caretakers House Acacia Avenue will move from Polling District BM Longridge Polling District BH Hawthorn Avenue

This property has been moved to incorporate it within the same polling district as the remainder of Arcadia Avenue.

Highwoods Ward

1-19(odd) Appleton Mews, 1-12 Bennett Green, 1-11 Carter Walk, 2-54 Chapman Place, 1-14 Hale Green, 1-59 Kirk Way, 1-8 Matchett Way, 1-67 Mortimer Gardens, 1-48 Oxley Parker Drive, 1-22 Parker Road, 1-12 Roper Park, 1-12 Scrivener Way will move from Polling District AW Turner Road (Mile End Ward) to Polling District AP Myland East (Highwoods Ward) (Area 1 on Plan 1).

These changes have been made to realign the new ward boundary.

No changes proposed to the remainder of the ward.

Lexden and Braiswick Ward

1-3 Lexden Mews, 193-231 odd Lexden Road, Christmas House ,Raft Cottage Spring Lane South will move from Polling District AR Home Farm (Prettygate Ward) to Polling District AQ Trafalgar (Area 2 on Plan1)

1-25(odd) Clairmont Road, 1-8Mayflower Close, 1-31 De Burgh Road, 1-6 Garden Drive, 1-19 Lanvalley Road, 82-110 even London Road, 1-73 Nelson Road, 1-13 Victory Court, 1-29 Ratcliffe Road, 9-111odd Straight Road, 1-5 The Chase,1-48 Trafalgar Road will move from Polling District AQ Trafalgar to Polling District AR Home Farm (Prettygate Ward) (Area 7 on Plan 1)

These changes have been made to realign the new ward boundary. The Polling District (complete plus additional roads from AR) will change to the new Lexden & Braiswick Ward to reflect the new ward name.

Polling District AS East Lexden (complete) will move from Lexden Ward to the new Lexden & Braiswick Ward

Polling District AT Braiswick (complete) will move from Mile End Ward to the new Lexden & Braiswick Ward

Polling District EJ Aldham (complete) will move from Great Tey Ward to the new Lexden & Braiswick Ward

Polling District ET Eight Ash Green(complete) will move from West Bergholt & Eight Ash Green Ward to the new Lexden & Braiswick Ward

Polling District EU West Bergholt (complete) will move from West Bergholt & Eight Ash Green Ward to the new Lexden & Braiswick Ward

These changes have been made to realign the new ward boundary.

Marks Tey and Layer Ward

Polling Districts (complete) GA Birch, GB Layer de la Haye, GC Layer Marney, GD Layer Bretton, GE Messing, GF Inworth, GG Gt Wigborough, GH Little Wigborough, GI Salcott and GJ Virley will move from Birch & Winstree Ward to the new Marks Tey and Layer Ward.

Polling Districts (complete) GL West Stanway, GM Copford and GN Easthorpe will move from Copford and West Stanway Ward to Mars Tey and Layer Ward.

These changes have been made to reflect the new ward.

Polling District (complete) GO Marks Tey will change to the new ward of Marks Tey and Layer Ward.

This change has been made to reflect the new ward.

Mersea and Pyefleet Ward

Polling Districts (complete) EO Abberton, EP East Mersea, EQ Fingeringhoe, ER Langenhoe, ES Peldon, will move from Pyefleet Ward to the new Mersea and Pyefleet Ward.

These changes have been made to reflect the new ward.

Polling District (complete) EV West Mersea will move to the new Mersea and Pyefleet Ward.

This change has been made to reflect the new ward.

Mile End Ward

1-19 Appleton Mews, 1-12 Bennett Green, 1-11 Cater Walk, 1-54 Chapman Place, 1-3 Comyns Close, 1-14 Hale Way, 1-59 Kirk Way, 1-8 Matchett Drive, 352-453 (even) & 397-453 (odd) Mill Road, 1-67 Mortimer Gardens, 1-29 & 30-48 (even) Oxley Parker Road, 1-22 Parker Road, 1-12 Roper Close, 1-12 Scrivener Close. Will move from Polling District AW Turner Road to Polling District AP Myland West (Highwoods Ward) (Area 1 on Plan 1).

These changes have been changed to realign the new ward boundary.

There are no proposed changes to Polling Districts (complete) AU Bergholt Road and AV Mile End Road. The polling station for AU Bergholt Road will be moved to within the Ward.

These changes have been made to realign the new ward boundary.

New Town and Christ Church Ward

1-117 Artillery Street, 1-139 Barrack Street, 98-106 Brook Street, New Grange Cannon Road, 1-34 Cannon Street, 1-29 Cross Cut Court, 1-24 Falcon Crescent, 1-23 Gantry Close, 1-8 Gunners Mews, 1-134 Harsnett Road, 1-10 Kimberley Road, 1-61 King Stephen Road, 1-143 Morant Road, 1-77 New Park Street, 1-49 Port Lane, 1-25 Providence Place, 1-36 Rebow Street, 1-67 Saw Mill Road, 1-80 Victor Road, 1- 10 Victoria Place, 57-90 Wimpole Road will move from Polling District AY Hythe to Polling District AX St Johns Green (Area 6 on Plan 1).

These changes have been made to realign the new ward boundary.

Polling Districts (complete) AI Christ Church and AJ Hamilton Road will move from Christ Church Ward to New Town and Christ Church Ward.

Polling District (complete) AZ Canterbury Road will move from New Town Ward to New Town and Christ Church Ward.

These changes have been made to reflect the new ward.

Old Heath and the Hythe Ward

1-117 Artillery Street, 1-139 Barrack Street, 98-106 Brook Street, New Grange Cannon Road, 1-34 Cannon Street, 1-29 Cross Cut Court, 1-24 Falcon Crescent, 1-23 Gantry Close, 1-8 Gunners Mews, 1-134 Harsnett Road, 1-10 Kimberley Road, 1-61 King Stephen Road, 1-143 Morant Road, 1-77 New Park Street, 1-49 Port Lane, 1-25 Providence Place, 1-36 Rebow Street, 1-67 Saw Mill Road, 1-80 Victor Road, 1- 10 Victoria Place, 57-90 Wimpole Road will move from Polling District AY Hythe to Polling District AX St Johns Green (Area 6 on Plan 1). The remaining streets will move from New Town Ward to the new Old Heath & The Hythe Ward.

These changes have been made to realign the new ward boundary.

Polling Districts (complete) AK Scarletts, AL Barnhall, AM Old Heath will move from Old Heath Ward to the new Old Heath and The Hythe Ward.

Polling Districts (complete) BA Winsley Square and ED Rowhedge will move from East Donyland Ward to Old Heath and The Hythe Ward.

These changes have been made to reflect the new ward.

Consideration has been given to moving the polling station for AK Scarletts Polling District to Worsnop House. As the ward boundary has changed this station will now be within the ward and would be for more accessible and convenient for the electors in this area.

Prettygate Ward

1-3 Lexden Mews, 193-231 odd Lexden Road, Christmas House, Raft Cottage Spring Lane South will move from Polling District AR Home Farm (Prettygate Ward) to Polling District AQ Trafalgar (Area 2 on Plan1).

1-25(odd) Clairmont Road, 1-144 Collingwood Road, 1-9 Mayflower Court, 1-31 De Burgh Road, 1-6 Garden Drive, 1-19 Lanvalley Road, 82-110 (even) London Road, 1- 73 Nelson Road, 1-13 Victoria Court, 1-29 Ratcliffe Road, 9-111 (odd) Straight Road, The Chase, 1-48 Trafalgar Road will move from District AQ Trafalgar (Lexden Ward) to Polling District AR Home Farm (Area 7 on Plan 1).

The remaining streets will move from Lexden Ward to Prettygate Ward

These changes have been made to realign the new ward boundary.

No proposed changes to the remainder of the ward.

Rural North Ward

The Polling Districts (complete) EA Dedham and EB Langham will move from Dedham and Langham Ward to Rural North Ward.

The Polling Districts (complete) EE Boxsted, EF Fordham, EG Gt Horkesley, EH Lt Horkesley and EI Wormingford will move from Fordham and Stour Ward to Rural North Ward.

The Polling Districts (complete) EL Gt Tey, EM Mount Bures and EN Wakes Colne will move from Great Tey Ward to Rural North.

These changes have been made to reflect the new ward.

Shrub End

Poperinghe Road, Ypres Road will move from AA Berechurch Road to BE Rainsborowe Road (Area 3 on Plan 1).

These changes are to realign the changes to the ward boundary.

There are no further changes to the ward.

St Anne's and St John's Ward

86-134 St Andrews Avenue, 1-3 Weggs Willow will move from Polling District BK St Annes to Polling District BJ in the new Greenstead Ward (Area 4 on Plan 1) The remaining streets in the Polling District will move from St Annes Ward to St Anne's & St John's Ward.

These changes are to reflect the changes to the ward boundary.

Polling District (complete) BL Churnwood will move from St Anne's Ward to St Anne's and St John's Ward.

Polling Districts (complete) BN Ipswich Road and BO Parsons Heath will move from St John's Ward to St Anne's and St John's Ward.

These changes are to reflect the new ward.

Stanway Ward

No proposed changes.

Tiptree Ward

Polling District (complete) GK Tiptree Grove will move from Birch and Winstree Ward to Tiptree Ward.

These changes are to realign the new ward boundary.

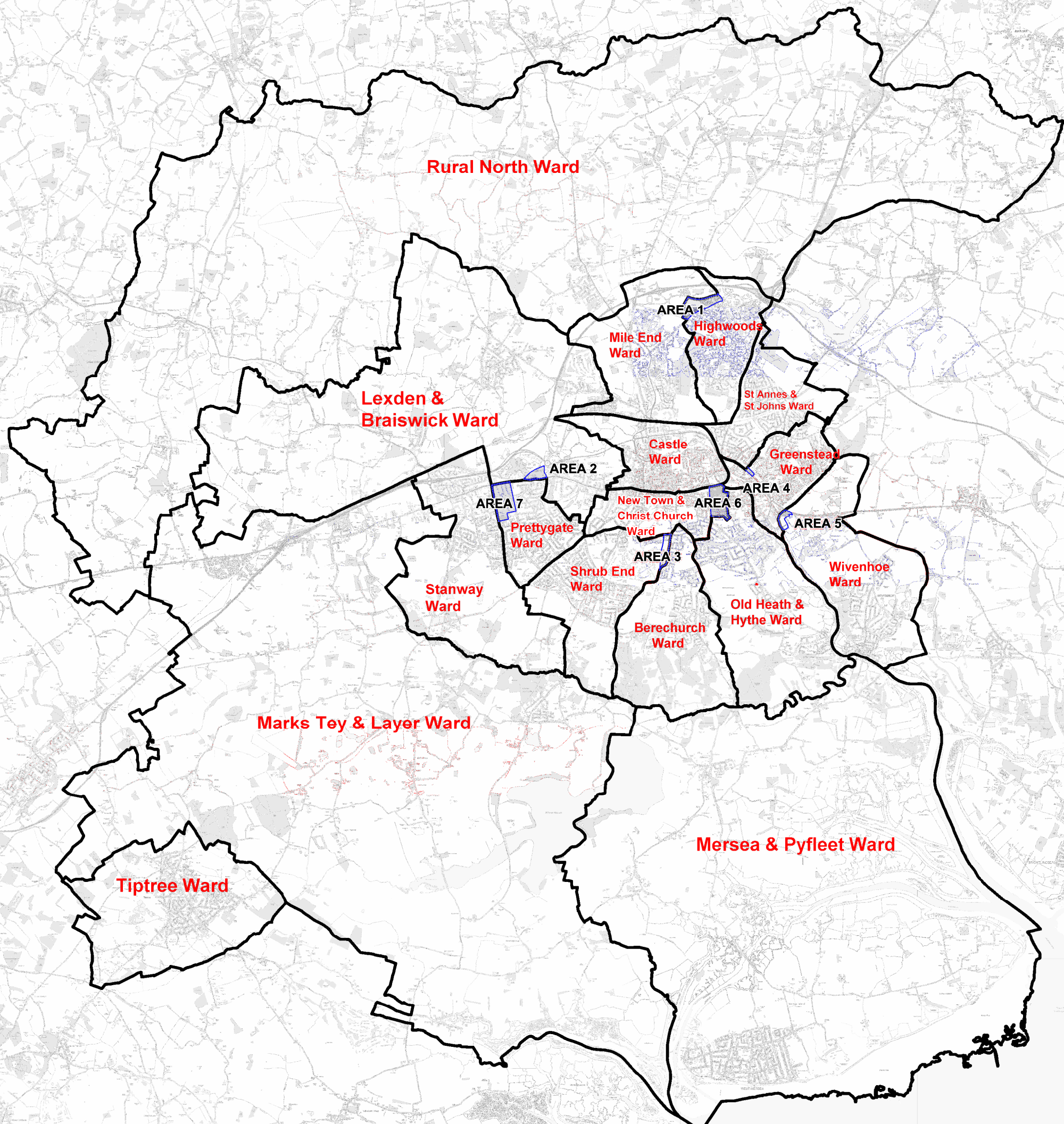
There are no further changes to the ward.

Wivenhoe Ward

The Polling Districts (complete) EW University and EX Wivenhoe Cross will move from Wivenhoe Cross Ward to Wivenhoe Ward.

The Polling Districts (complete) EY Wivenhoe Quay and EZ Broome Grove will move from Wivenhoe Quay Ward to Wivenhoe Ward.

These changes have been made to reflect the new ward.



Consultation Responses

Mary Blandon	Old Heath & The Hythe Ward – concerns with AK Scarletts polling district voting at Old Heath Community Centre, making voting difficult for some because of extra journey time. Previously Worsnop House has been used. Consider the possibility of using Worsnop House for AK Scarletts and BA Winsley Square polling districts.
Braintree District Council Acting Returning Officer Witham	Confirm support for the new arrangements.
CLlr Martin Goss	Mile End Ward – Suggests that the Community Room or the Church would be a suitable alternative to the bowling pavilion, which is no longer in the ward and was the polling station for the Bergholt Road area.
CLlr Julia Havis	Old Heath & Hythe Ward – Commented that Hythe Community Centre is too far for the residents of polling district AK Scarletts to travel. Worsnop House would be more suitable.
Myland Community Council	Mile End Ward – Only concerns, the polling station for Bergholt Road area as the Bowling Pavillion in no longer in the ward.
Stanway Parish Council	Stanway Ward – Confirmation that polling stations remain as Stanway Village Hall and Copford Village Hall. Happy with the proposals
Mr C Stephens	Old Heath & Hythe Ward – Wishes to vote at Worsnop House as Old Heath Community Centre as too far.
Rowhedge Residents Association	Accepts the proposal to merge Rowhedge with Old Heath & Hythe but does not agree with the name allocated as it makes no mention of Rowhedge a village and community in its own right.
West Bergholt Parish Council	Lexden & Braiswick Ward – Agree with the proposals
Wivenhoe Town Council	Wivenhoe Ward – Agree with the proposals
CLlr Tim Young	Old Heath & The Hythe Ward – Suggests that electors in Polling District AK Scarletts and polling district BA Winsley Square use Worsnop House Polling station, either as one polling district or two in the same polling station. Traditionally, other than 2014 electors from the polling district used Worsnop House. Berechurch Ward – consider the possibility of amending polling at the edge of polling district EC Cherry Trees and AD Blackheath as areas of Blackheath are closer to Cherry Tree estate. Greenstead Ward – Heatley Way off Magnolia Drive, consider moving to BH Hawthorn Avenue polling district allowing electors to vote at Greenstead Community Centre rather than Hazelmere School which is further away. Acacia Avenue seems to appear in both BH Hawthorn Avenue polling district and BM Longridge.



Governance Committee

Item
11

24 November 2015

Report of

Assistant Chief Executive

Author Hayley McGrath
508902

Title

Interim Review of the Annual Governance Statement Action Plan.

Wards
affected

Not applicable

This report reviews the implementation of the actions highlighted on the Annual Governance Statement for 2014/15.

1. Actions Required

- 1.1 Consider and note the work undertaken to implement the current Annual Governance Statement action plan.

2. Reason for Scrutiny

- 2.1 Regulation 4(1) of the Accounts and Audit Regulations 2011 requires the council to ensure that it operates a sound system of internal control and to conduct an annual review of the effectiveness of its governance and internal control arrangements. The findings from this review, the Annual Governance Statement (AGS), must be signed by the Leader of the Council and the Chief Executive, reported to the Accounts and Regulatory Committee and published for public inspection. The regulations require the statement to be accompanied by an action plan for improving any issues identified.
- 2.2 The Annual Governance Statement for the 2014/15 financial year was reported to the Governance Committee in June 2015. This included an action plan for issues to be resolved during the current financial year.
- 2.3 The CIPFA/SOLACE 'Good Governance' Guidance highlights that the annual governance review should be a robust ongoing assessment, not just an annual year end exercise. Therefore it is essential to ensure that governance issues are considered during the year and it was agreed that an interim report regarding progress against the action plan would be provided to this committee.

3. Key Messages

- There has been progress against all of the issues identified in the action plan.
- The audit of the final accounts for 2014/15 did not raise any concerns with the Annual Governance Statement or the action plan. Accordingly the statement was published for inspection.

4. Supporting Information

- 4.1 The issues that were included on the action plan have been discussed with the relevant lead officers, and the action plan has been updated with the progress made. The action plan is included at appendix 1.

- 4.2 The Council's joint services – Colchester & Ipswich Museum Service and The North Essex Parking Partnership – also issue governance statements. These are reported to, and monitored by, their respective committees but copies have been attached at appendices 2 and 3 for your information.

5. Proposals

- 5.1 To note and comment upon the Councils progress in implementing the current Annual Governance Statement action plan.

6. Strategic Plan Implications

- 6.1 The achievement of the strategic plan requires a sound system of governance to ensure the effective delivery of services. Therefore improving on existing governance arrangements will help to ensure that the strategic plan objectives can be achieved.

7. Risk Management Implications

- 7.1 Risk Management is a fundamental part of the Governance process and a failure to implement the action plan may have an effect on the ability of the Council to control its risks.

8. Other Standard References

- 8.1 There are no direct Publicity, Financial, Consultation, Equality Diversity and Human Rights, Community Safety or Health and Safety implications as a result of this report.

Colchester Borough Council
Annual Governance Statement – Action Plan for 2015/16
Interim Review November 2015

No.	Issue	Action	Due Date	Responsible Officer	Position Update
1.	<p>Health & Safety A comprehensive review of the Council's Health & Safety framework was undertaken during the year. This highlighted some areas for focus and improvement to ensure that the Council maintains the highest possible standards in relation to the safety and wellbeing of its staff and visitors.</p>	<p>A comprehensive action plan has been drawn up to ensure that there is an ongoing programme to develop the relevant areas.</p>	<p>31 December 2015</p>	<p>Executive Director</p>	<p>Many of the items highlighted on the action plan have already been implemented. These include revised policies, building records and development and implementation of training plans.</p>
2.	<p>Management of Supplier Relationships It was recognised during the review that the management of supplier relationships can be reactive, leading to impacts on the Council's business resources, especially in the event of unexpected incidents or unforeseen changes in requirements.</p>	<p>Processes to ensure proactive management of service delivery need to be embedded in the organisation. This includes providing training and guidance to officers that manage significant contracts as well as ensuring that contract documentation specifies the Council's expectations.</p>	<p>31 March 2016. However training has already been arranged for managers of key contracts, in July 2015.</p>	<p>Head of Commercial Services</p>	<p>The training of key officers has been completed – this consisted of a full day's workshop with an external facilitator covering the principles of good contract management, from specification through to issue resolution. A contract managers network has also been created with regular meetings to enable sharing of issues and best practice.</p>
3.	<p>Resilience Whilst work has been undertaken as part of the fundamental service reviews to create resilience in the organisation, it is recognised that there are still areas where reliance is placed on individual expert officers.</p>	<p>The resilience objectives of the FSR's need to continue to be embedded to ensure that the relevant posts are identified and processes are put in place to mitigate against the loss of key individual officers.</p>	<p>31 March 2016</p>	<p>Chief Operating Officer</p>	<p>The general approach is to try and make all posts more generic so that we are less reliant on specialists. We also have good working relationships with other authorities so that if we do have a gap in specialist skills we would be able to get support from another organisation at least in the short term</p>

Colchester & Ipswich Museum Service
Annual Governance Statement – Action Plan for 2015/16
Significant Internal Control Issues – Relating to 2014/15 Financial Year

No.	Issue	Action	Due Date	Responsible Officer	How Issue was Identified
1.	<p>Health & Safety</p> <p>There is no formal reporting of Health & Safety incidents, involving staff or visitors, to the joint committee. The service does not have many incidents, however the joint committee should be provided with assurance that the Health and Safety systems are operating effectively.</p>	<p>The joint committee should be provided with a report on Health and Safety matters at least annually, to ensure that there is adequate protection for officers and visitors.</p>	<p>December 2015</p>	<p>Health & Safety Officer, Colchester Borough Council.</p>	<p>Annual Governance review process</p>
2..	<p>Internal Audit Report</p> <p>The 2014/15 internal audit report of admissions, shop and inventories is being reported separately to the Museums Joint Committee on 24 June 2015.</p> <p>The audit report shows that the internal control systems have been maintained.</p> <p>However the audit work for the small bodies return identified that a recommendation that had been raised previously, regarding the amounts sent for banking to be verified against the Cash Office records, has currently lapsed so the recommendation has been restated.</p>	<p>The recommendation will be implemented as agreed in the audit report.</p>	<p>With immediate effect</p>	<p>Museums Manager</p>	<p>Internal Audit process</p>

**THE NORTH ESSEX PARKING PARTNERSHIP
ANNUAL GOVERNANCE STATEMENT
FOR THE YEAR ENDED 31 MARCH 2015**

No.	Issue	Action
1.	There is no formal process for TRO decisions to be challenged. Each authority decides on their TRO's prior to being reported to the joint committee and the background information is not provided for consideration.	A formal process to enable third parties to challenge the decision of TRO requests should be implemented and publicised.
2.	There is no formal reporting of Health & Safety incidents involving staff, to the joint committee. Violence and aggression incidents make up most of the Health & Safety reports but these are not reported into the joint committee for monitoring and action where necessary.	The joint committee should be provided with a report on Health and Safety matters at least annually, to ensure that there is adequate protection for officers.



Governance Committee

Item
12

24 November 2015

Report of

Assistant Chief Executive

Author

Hayley McGrath
508902

Title

Mid Year Internal Audit Assurance Report 2015/16

Wards
affected

Not applicable

This report summarises the performance of internal audit, and details the audits undertaken, between 1 April and 30 September 2015.

1. Decision Required

1.1 To note and comment on:

- Internal audit activity for the period 01 April – 30 September 2015.
- Performance of internal audit by reference to national best practice benchmarks.

2. Reason for Decision

- 2.1 The Accounts and Audit Regulations 2006 require that ‘a relevant body shall maintain an adequate and effective system of internal audit of its accounting records and of its system of internal control in accordance with proper internal audit practices’.
- 2.2 Internal audit is a key element of the Council’s corporate governance framework. Robust implementation of audit recommendations gives assurance to members and management that services are operating effectively, efficiently and economically and in accordance with legislative requirements and professional standards.

3. Key Messages

- The Council provided an effective internal audit service during the first half of the 2015/16 financial year.
- The discretionary housing payments process was audited for the first time and received a full assurance rating.
- Two priority 1, 32 priority 2 and five priority 3 recommendations have been made. All recommendations have been accepted by management.
- There continues to be good progress made in implementing and verifying outstanding recommendations.

4. Supporting Information

- 4.1 Using a risk-based approach, Internal Audit generates reports for all audits, with recommendations to improve the effectiveness of the internal control framework and maximise potential for service improvement across the Council. The audit plan consists of a mix of regularity, systems and probity audits. All audits now generate an assurance level and these are set out in appendix 1.

4.2 This report has been designed to show:

- Summary information concerning audits finalised in the period receiving a 'Full' or 'Substantial' assurance rating.
- For audits receiving a 'Limited' or 'No' assurance rating additional information is provided in appendix 2.
- The effectiveness of the Internal Audit provider in delivering the service

5. Internal Audit Performance

5.1 Summary of Audits Finalised During the Period

During the period 01 April 2015 to 30 September 2015 a total of sixteen audits have been finalised.

Of the sixteen audits – seven had not been previously rated, eight remained at the same assurance rating and one had a decreased rating.

Audit	Assurance Level	Change in Level	Priority of Recommendations			Agreed
			1	2	3	
923 – Lion Walk Activity Centre	Limited	N/A	1	4	1	6
101 – CCTV	Substantial	►	0	2	0	2
102 – Building Control Fees	Limited	▼	1	5	0	6
103 – Community Zones	Substantial	►	0	5	1	6
104 – Food Control	Substantial	►	0	4	0	4
106 – Sickness/ Leave/Flexitime and Flexible Working	Substantial	N/A	0	5	3	8
107 – Discretionary Housing Payments / Exceptional Hardship Payments	Full	N/A	0	0	0	0
108 – Cash Up – Visitor Information Centre	Substantial	►	0	1	0	1
112 – Benefit Overpayments	Substantial	►	0	1	0	1
115 – Performance Management of Staff	Substantial	►	0	2	0	2
117 – Cash Up – Christchurch Mansion	Full	N/A	0	0	0	0
118 – Cash Up – Ipswich Museum	Full	N/A	0	0	0	0
119 – Cash Up – Tiptree Sports Centre	Substantial	N/A	0	1	0	1
120 – Cash Up – Highwoods Sports Centre	Full	N/A	0	0	0	0
138 – Cash Up – Castle Museum	Substantial	►	0	1	0	1
139 – Cash Up – Leisure World	Substantial	►	0	1	0	1

5.2 Use of Audit Resources:

	Days	%
Audit days delivered April – September 2015	100	26%
Audit days remaining	285	74%
	385	100%

In addition 42 days carried over from 2014/15 at the request of management, to meet operational requirements, have been delivered during the period.

The audit days completed for the 2015/16 period is in line with the profiled plan with a weighting of audits in Quarters 3 and 4.

6. Status of all recommendations as at 30 September 2015:

- 6.1 Following the completion of each audit, a report is issued, incorporating recommendations for improvement in controls and management's response to those recommendations.
- 6.2 The table below provides a breakdown of the outstanding recommendations as at the 30 September 2015.

	Outstanding Recommendations That Are:			
Date	Implemented & Verified	Awaiting Verification	Not Due	Overdue
30/09/15	79	127	18	0

- 6.3 Progress in following up recommendations has continued throughout the period with revised lists of recommendations provided to Heads of Service to enable them to confirm that they have been implemented and for Internal Audit to verify.
- 6.4 Priority continues to be given to those awarded a higher priority rating and/or those that have been outstanding the longest, and work continues with management to arrange for them to be verified and cleared down.
- 6.5 Of the 127 audits that are awaiting verification 38 of them relate to annual audits and, in accordance with the agreed protocol, will be followed up at the time of the next annual audit. There are also 71 that relate to IT.
- 6.6 The Council is reviewing all the recommendations at the moment and will meet with IA to discuss whether they have been superseded / still relevant as systems / processes updates are made.

7. Performance of Internal Audit 2015/16 to date – Key Performance Indicators (KPIs):

KPI	Target	Actual
Efficiency:		
Percentage of annual plan completed (to at least draft report stage)	25%	26%
Average days between exit meeting and issue of draft report	10 max	4
Average days between receipt of management response and issue of final report	10 max	1
Quality:		
Meets CIPFA Code of Practice – per Audit Commission	Positive	Positive
Results of Client Satisfaction Questionnaires (Score out of 10)	7.8	9.38
Percentage of all recommendations agreed	96%	100%

7.1 The key performance indicators show that the internal audit provider is successfully meeting or exceeding the standards set.

7.2 All of the recommendations raised have been agreed.

8. Colchester Borough Homes Limited

8.1 Colchester Borough Homes Limited has its own agreed audit plan which is administered by Mazars Public Sector Internal Audit Limited, who are also the Council's auditors. The coverage of the plan, and the scope of the audits, is decided by Colchester Borough Homes Limited and in general the audits do not affect the systems operated by the Council.

8.2 However, there are a few audits that, whilst they are carried out for either Colchester Borough Homes Limited or the Council, have a direct relevance and impact on the other organisation and in these circumstances it is appropriate that the results of the audit are reported to both organisations. These are known as joint audits.

8.3 There are no joint audits to report for this period.

9. Proposals

To note and comment upon the Council's progress and performance relating to:

- Internal Audit activity during the first half of 2015/16
- Performance of Internal Audit by reference to national best practice benchmarks

10. Strategic Plan Implications

The audit plan has been set with due regard to the identified key strategic risks to the Council. The strategic risk register reflects the objectives of the strategic plan. Therefore, the audit work confirms the effectiveness of the processes required to achieve the strategic objectives.

11. Risk Management Implications

The failure to implement recommendations may have an effect on the ability of the Council to control its risks and therefore the recommendations that are still outstanding should be incorporated into the risk management process.

12. Other Standard References

Having considered consultation, equality, diversity and human rights, health and safety and community safety and risk management implications, there are none that are significant to the matters in this report.

Key to Assurance Levels

Assurance Gradings

Internal Audit classifies internal audit assurance over four categories, defined as follows:

Assurance Level	Evaluation and Testing Conclusion
Full	There is a sound system of internal control designed to achieve the client's objectives. The control processes tested are being consistently applied.
Substantial	While there is a basically sound system of internal control, there are weaknesses, which put some of the client's objectives at risk. There is evidence that the level of non-compliance with some of the control processes may put some of the client's objectives at risk.
Limited	Weaknesses in the system of internal controls are such as to put the client's objectives at risk. The level of non-compliance puts the client's objectives at risk.
No	Control processes are generally weak leaving the processes/systems open to significant error or abuse. Significant non-compliance with basic control processes leaves the processes/systems open to error or abuse.

Recommendation Gradings

Internal Audit categories recommendations according to their level of priority as follows:

Priority Level	Staff Consulted
1	Major issue for the attention of senior management and the Governance Committee.
2	Important issues to be addressed by management in their areas of responsibility.
3	Minor issues resolved on site with local management.

Summary of Audits with a Limited Assurance Rating:

923 – Lion Walk Activity Centre	Days	Assurance Limited	Priority of Recommendations			Agreed
			1	2	3	
	8		1	4	1	6

Scope of Audit: This review examined the following areas:

- Policies and Procedures;
- Community Services;
- Fees and Charges;
- Income Collection;
- Memberships;
- Banking and Reconciliation of Income;
- Stock Control;
- Food Hygiene; and
- Volunteers.

Key Outcomes: The recommendations resulting from this review are summarised as follows:

- The LWAC Manager should complete an assessment of all existing guidance held on site to ascertain the continued relevance of guidance held. Following this assessment, a Policies and Procedures Log should be implemented, subject to ongoing monitoring by the LWAC Manager. The Log should be used to identify all relevant policy and procedure documents that relate to the operations of the LWAC. Each included guidance document should have a future date of review recorded and it is advised that deadlines are Red/Amber/Green (RAG) rated to help monitor upcoming due dates. The LWAC Manager should then ensure that all staff can freely access the necessary guidance in the most appropriate form, whether this is electronic or hard-copy, and ensure that all documented guidance includes a clear version history section to verify that the guidance remains current. (2)
- Consideration should be given to whether it is necessary for the LWAC Manager to more robustly monitor the receipt of room hire fees (charged at 10 percent of takings). In addition, it is recommended that the LWAC Manager maintains a record of all sessions run, mapped against: when to expect the monies in and from whom. Once received, the log should be updated as verification that no expected payments have been missed. The introduction of this control may need to be considered against the low value of expected income from the services operated i.e. whether the additional use of the LWAC Manager's time exceeds the value of any missed payments (only usually around £10). (3)
- Rationale / evidence should be retained to support the pricing structure for items sold as part of the snack menu. (2)
- The LWAC Manager should maintain a log of daily till discrepancies for monitoring purposes. Trends or significant variances should be investigated as and when required. In addition, any cash differences over £50 (and or non receipt of banked income) should be reported to the Corporate Governance Manager and Internal Audit as soon as it is identified. (2)
- The following controls should be implemented in respect of the memberships process:
 - Supporting evidence should be held to justify any discounts awarded for individual memberships. This could be achieved through retaining a copy of the Guaranteed Pension Credit certificate (signed as checked) for each qualifying member, to be stored with the member's application form.
 - A fully completed membership form should be retained for each member, specific to each financial year (whether a new membership or a renewal). These should be retained on file and replace any historic membership forms held (retention period needs to be agreed for membership forms relating to past financial years).
 - When taking cash membership payments, there should be an evident audit trail to confirm which individual has taken receipt of the monies, with a signed receipt being attached to the completed membership form.

- The LWAC Manager should carry out a monthly reconciliation of total membership income received and banked, against the number of new memberships created to provide assurance that all expected membership fees have been collected, or otherwise investigated. (1)
- Once the new stock processes have been fully embedded, regular stock checking controls should be implemented at the LWAC to reflect the new processes. The following caveat applies: this may be easier to implement once the LWAC moves to a set-menu approach which will make it much easier to identify how much stock is required (for the purposes of efficient ordering) as well as helping to monitor the reasonable usage of stock (as the same volume of food items will likely be required each week/month etc.). (2)

102 – Building Control Fees	Days	Assurance Limited	Priority of Recommendations			Agreed
			1	2	3	
	10		1	5	0	6

Scope of Audit: This review examined the following areas:

- Fee Setting;
- Application Processing;
- Collection, Recording and Banking of Income;
- Income Reconciliation;
- Refunds; and
- Management Information Including Reporting of Performance Targets.

Key Outcomes: The recommendations resulting from this review are summarised as follows:

- A comprehensive review of the standard charges should be completed to ensure they are appropriate and competitive in the current market. This should be completed to inform the Portfolio Holder decision as part of the annual charges setting process and help ensure that the Council collects all income due and at the same time remains competitive. (2)
- Management should implement a system to verify that the correct fees are entered accurately into Civica, in accordance with the job type. (2)
- Applications should be processed and pre-validated by the PSU within three working days of receipt in accordance with the internal targets set. (2)
- Payment allocation reports should be run from Civica and saved sequentially with the relevant Income Sheet and receipt. It should be evident on the report that cheques have been confirmed as being present (i.e. by ticking them off). Any missing cheques should be identified and any additional cheques received due to timing issues noted on the report. (2)
- Procedures should be developed for the processing of refunds; these should include the requirements for the evidencing of an appropriate segregation of duties, authorisation and the maintenance of a clear audit trail. (2)
- There should be a segregation of duties present in the processing of credit adjustments to confirm that they have been independently verified. (1)

