

Cabinet

**Grand Jury Room, Town Hall
25 May 2011 at 6.00pm**

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

Information for Members of the Public

Access to information and meetings

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The Council values contributions from members of the public. Under the Council's Have Your Say! policy you can ask questions or express a view to meetings, with the exception of Standards Committee meetings. If you wish to speak at a meeting or wish to find out more, please pick up the leaflet called "Have Your Say" at Council offices and at www.colchester.gov.uk

Private Sessions

Occasionally meetings will need to discuss issues in private. This can only happen on a limited range of issues, which are set by law. When a committee does so, you will be asked to leave the meeting.

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www.colchester.gov.uk

COLCHESTER BOROUGH COUNCIL CABINET

25 May 2011 at 6:00pm

Leader (& Chairman): Councillor Anne Turrell (Liberal Democrats)
Deputy Chairman: Councillor Martin Hunt (Liberal Democrats)
Councillor Nick Barlow (Liberal Democrats)
Councillor Lyn Barton (Liberal Democrats)
Councillor Tina Dopson (Labour)
Councillor Beverley Oxford (The Highwoods Group)
Councillor Paul Smith (Liberal Democrats)
Councillor Tim Young (Labour)

AGENDA - Part A

(open to the public including the media)

Pages

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 off or to silent;
- location of toilets;
- introduction of members of the meeting.

2. Urgent Items

To announce any items not on the agenda which the Chairman has agreed to consider because they are urgent and to give reasons for the urgency.

3. Declarations of Interest

The Chairman to invite Councillors to declare individually any personal interests they may have in the items on the agenda.

If the personal interest arises because of a Councillor's membership of or position of control or management on:

- any body to which the Councillor has been appointed or nominated by the Council; or
- another public body

then the interest need only be declared if the Councillor intends to speak on that item.

If a Councillor declares a personal interest they must also consider whether they have a prejudicial interest. If they have a prejudicial interest they must leave the room for that item.

If a Councillor wishes to make representations on an item on which they have a prejudicial interest they may do so if members of the public are allowed to make representations. In such circumstances a Councillor must leave the room immediately once they have finished speaking.

An interest is considered to be prejudicial if a member of the public with knowledge of the relevant facts would reasonably regard it as so significant that it is likely to prejudice the Councillor's judgement of the public interest.

Councillors should consult paragraph 7 of the Meetings General Procedure Rules for further guidance.

4. 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 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 not on this agenda.

5. Minutes

To confirm as a correct record the minutes of the meeting held on 16 March 2011.

6. Call-in Procedure

To consider any items referred by the Strategic Overview and Scrutiny Panel under the Call-In Procedure. At the time of the publication of this Agenda there were none.

7. Resources and Diversity

i. Request for Delegated Authority

1 - 2

See report by the Head of Resource Management

8. Housing and Community Safety

- i. Approval of Bid to the Homes and Communities Agency for Grant Funding to Build New Council Homes** **3 - 20**

See report by the Head of Strategic Policy and Regeneration

9. General

- i. Appointments to External Organisations and Council Groups** **21 - 57**

See report by the Head of Corporate Management

- ii. Progress of Responses to the Public** **58 - 60**

To note the contents of the Progress Sheet

10. Resources and Diversity/Planning and Sustainability

- i. Proposal to Install Photovoltaic (PV) Panels on Social Housing and Corporate Buildings** **61 - 68**

See report by the Head of Strategic Policy and Regeneration

11. Exclusion of the Public

In accordance with Section 100A(4) of the Local Government Act 1972 and in accordance with The Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000 (as amended) 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).

**COLCHESTER BOROUGH COUNCIL
CABINET**

25 May 2011 at 6:00pm

AGENDA - Part B

(not open to the public or the media)

Pages

12. Resources and Diversity/Planning and Sustainability

i. Proposal to Install Photovoltaic (PV) Panels on Social Housing and Corporate Buildings

The following report contains exempt information (financial/business affairs of a particular person, including the authority holding information) as defined in paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972.

See report by the Head of Strategic Policy and Regeneration



Cabinet

25 May 2011

Item
7(i)

Report of	Head of Resource Management	Author	Hayley McGrath
Title	Request for Delegated Authority		☎ 508902
Wards affected	Not applicable		

This report requests that the Cabinet delegate the responsibility for agreeing the new insurance contract to the Portfolio Holder for Resources and Diversity

1. Decision(s) Required

- 1.1 To delegate the responsibility for agreeing the insurance contract to the Portfolio Holder for Resources and Diversity, or any other portfolio holder the Cabinet sees fit.

2. Reasons for Decision(s)

- 2.1 The current three year contracts for insurance expire on 31 July 2011. A tender exercise is therefore currently being carried out by the Council's insurance brokers to obtain quotes for a new insurance package. The results of this exercise are not scheduled to be available from the brokers until early July 2011, which will not allow sufficient time to be able to seek Cabinet approval for the new arrangements prior to the expiry of the current contract.

3. Alternative Options

- 3.1 The alternative is to request approval of the new contract at the Cabinet meeting on 7 September 2011. This would be over a month after the expiry of the current contract and would require that the current insurers are requested to extend cover for that time, which they are under no obligation to do. This may result in there being no insurance cover in place until such time as Cabinet agree the new contract.

4. Supporting Information

- 4.1 The current total annual insurance premium is in the region of £600,000. The brokers have advised that the indications from the insurance market are that the renewal premiums are anticipated to be around the same figure.
- 4.2 The Council's insurances are presently split over a number of providers, with one insurer providing the majority of covers such as public liability and buildings insurance and then various other companies providing more specialist cover such as fine art and motor vehicles. The tender has been split into separate 'lots' for each cover which will enable interested providers to quote for either individual policies or the whole contract, depending on the nature of their business. This allows the Council to mix and match policies to put together the most advantageous package in terms of premium and cover levels.

4.3 It is anticipated that we will enter into three year contracts, possibly with an option to extend for a further two years.

5. Proposals

5.1 It is proposed that once the final analysis and recommendations are received from the brokers a report will be prepared for the Portfolio Holder for Resources and Diversity requesting authorisation to agree contracts with the relevant insurers.

6. Financial implications

6.1 It is not anticipated that the premiums will exceed the current budget for insurance.

7. Equality, Diversity and Human Rights implications

7.1 There are no equality, diversity and human rights implications. All insurers will be requested to submit details of their equality and diversity policies as part of the tender.

8. Risk Management Implications

8.1 If the request to delegate the authority to a Portfolio Holder is not agreed there is the possibility that the Council will be uninsured for a period in excess of a month, leaving the Council responsible for meeting the cost of any claims that occur in that time.

9. Other Standard References

9.1 There are no particular references to the Strategic Plan; publicity or consultation considerations; or community safety or health and safety implications, but the maintenance of adequate insurance cover is an important aspect of discharging council services.



Cabinet

25 May 2011

Item
8(i)

Report of	Head of Strategic Policy and Regeneration	Author	Darren Marzell
Title	Approval of bid to the Homes and Communities Agency for grant funding to build new council homes		
Wards affected	Berechurch, Stanway, Wivenhoe Quay, Harbour, Shrub End, Great Tey		

This report concerns the opportunity available to the council to access funding from the Homes and Communities Agency's Affordable Housing Programme 2011 – 15 in order to help finance the building of new Council homes.

1. Decision(s) Required

- 1.1 To approve the Council's initial bid to the Homes and Communities Agency (HCA) as part of their 2011-2015 Affordable Housing Programme to fund the building of new Council homes.
- 1.2 To delegate agreement for further negotiations and final detail of the bid to the Portfolio Holder with responsibility for the Housing Revenue Account.

2. Reasons for Decision(s)

- 2.1 In December 2009 Cabinet decided to pursue affordable housing development as a local authority, including developing in its own right, subject to the financial resources being available to do so. The HCA recently announced their programme of funding for 2011-2015. The opportunity is available in their bid prospectus for local authorities to bid for funding to build new Council homes. This will be the only opportunity to bid for funding in the current programme.
- 2.2 The freedoms and flexibility offered through the reform of the Housing Revenue Account (HRA) system will provide the Council with the ability to borrow to fund capital projects.
- 2.3 In order to validate the bid the HCA have asked that CBC supply proof of Cabinet approval of the bid by the end of June

3. Alternative Options

- 3.1 Not to bid for funding in the forthcoming programme. This would mean that the Council would not be able to bid for funding until a future funding programme is announced. The earliest this could be is 2016, although there is no indication that funding will be available in the future. Funding for affordable housing was revised in the last Comprehensive Spending Review and if there were to be an affordable housing programme post 2015 there is no indication that more funding would be available.

4. Supporting Information

- 4.1 In December 2009 Cabinet decided to pursue affordable housing development as a local authority, including developing in its own right, subject to the financial resources being available to do so. It was also agreed that any new homes built by Colchester Borough Council would be managed by Colchester Borough Homes.
- 4.2 The Council has looked at the potential of using its garage sites for redevelopment to provide affordable housing. Two sites have been used as pilots and are being developed by housing associations. These sites have provided valuable information to help ensure efficient and timely development of similar sites in the future.
- 4.3 Other sites in the Council's portfolio have undergone a thorough investigation in consultation with the Planning department to determine the sites with the greatest development potential. This has resulted in a shortlist of eleven sites.
- 4.4 The relevant Portfolio Holders have been regularly updated. The current Portfolio Holder for Housing and Community Safety has indicated that half of the short list of eleven sites could be considered for development by the Council in its own right and the others by a housing association. The six sites chosen for the bid potentially will provide 34 two and three bedroom houses.
- 4.5 The HCA's prospectus detailing the 2011-2015 Affordable Housing Programme was published in early March 2011 with bid submission required by May 3 2011. The prospectus indicates a fundamental change in the mechanism for funding affordable housing. Less grant is available than in the previous funding programme (£4.5bn compared to £8.4bn in 2008-2011). To make up the shortfall in capital funding the Government have announced a new form of rent for social housing called Affordable Rent. This rent, which the HCA's prospectus defines as up to 80% of current market rent, will theoretically allow Housing providers to generate more income to maximise their borrowing potential and fund the building of affordable housing.
- 4.6 Currently all HRA properties are rented at traditional social rent which is based on a formula which takes into account the size and location of the property. The new Affordable Rent, at up to 80% of market rent, is likely to be significantly higher for 2 and 3 bedroom properties and could make these properties less affordable for tenants or increase their reliance on housing benefit.
- For example, based on 2010/2011 figures, the average weekly rent for a 2 bedroom council house is £79.78. At 80% of market rent, the same property would cost £106.40 per week.
- 4.7 A bid was prepared following consultation with the Portfolio Holder for Housing and Community Safety and sent to the HCA in time for the submission deadline. For the reasons given in paragraph 4.6 the Portfolio Holder agreed that rents should be set at the social rent level. Due to the tight timescales involved it was not possible to seek Cabinet approval prior to bid submission. In order to validate the bid the HCA have asked that CBC supply proof of Cabinet approval of the bid by the end of June
- 4.8 The HCA have acknowledged that the bid will be indicative because it is effectively subject to the outcome of the HRA reform and have indicated that there will be an opportunity to make changes to the bid once the financing is more certain. The changes to the HRA do not come into effect until 2012 and therefore Local Authorities are unlikely to start developments until the end of the 2011-2015 programme. This will allow time for the parties to negotiate the detail of how new development is funded.

5. Proposals

- 5.1 That Cabinet approves the bid which will enable the building of 34 two and three bedroom council houses, the first new Council housing to be built in the borough since 1991

6. Strategic Plan References

- 6.1 The provision of new Council housing will contribute to the following Council objective in its strategic plan.

- *Homes for all*

We will work towards providing safe, secure, decent and affordable homes for all.

7. Consultation

- 7.2 If the bid is approved Colchester Borough Homes will be asked to carry out local consultation with tenants and residents in the areas that the sites are located. This will include the opportunity to provide feedback on the design of each site. This approach was tested and agreed as part of the pilot.

- 7.3 Residents will also be given the opportunity to comment as part of the statutory consultation which forms part of the planning process.

8. Publicity Considerations

- 8.1 If the bid is successful appropriate publicity will be undertaken and a communications plan developed to ensure that all residents and stakeholders are kept fully informed of the progress of any affordable housing development.

9. Financial implications

- 9.1 The proposals to introduce a self-financing HRA from April 2012 will provide the Council with an opening borrowing capacity of around £15 million. This means the Council can borrow up to this amount to fund additional capital works to our existing housing stock, fund the building of new council homes, or a combination of both.

- 9.2 The costs of the developments for which funding is sought is estimated at £2.764 million. These costs have been estimated using the standard build costs from the Royal Institute of Chartered Surveyors Building Costs Information Service. The bid submitted seeks funding of £15k per property, totalling £510k. The intention is that the Council will borrow the balance of £2.164m using some of the borrowing capacity available from the reform of the HRA as described above.

- 9.3 Modelling undertaken to prepare this bid indicates that the borrowing will be repaid over a period of 45 years, using reasonable assumptions for rent from the properties, net of void loss and management & maintenance costs.

- 9.4 Any new homes built would be subject to the Right to Buy, should the tenants wish to purchase them in the future. Under the current pooling arrangements, the Council would be required to pay 75% of any sales receipt to the Government. This means that the Council would only be able to use 25% of the sales receipt to offset any outstanding debt which was taken-on to build the property, leaving the Council with the balance of the debt and without the net rental income being available to service it. This would be more material in the early years of HRA reform, as the amount of debt outstanding reduces as time progresses. However, this situation is identical to the proposals for our current stock

under HRA self-financing, and the Government have made an allowance for reducing stock numbers through Right to Buy in the proposed debt settlement. Therefore, the Council will already be exposed to the risk that Right to Buy numbers may exceed the assumptions in the debt settlement, but conversely the Council would achieve the benefit should Right To Buy numbers be less than assumed within the debt settlement.

- 9.5 The Council is yet to make any decisions on how it is to use its new borrowing capacity. When considering the proposals within this report and the use of future borrowing capacity, consideration will need to be given to the investment requirements of the existing housing stock, as well as the potential capital investment requirements of any other projects, both of which can have the effect of reducing or increasing the borrowing capacity available.

10. Equality, Diversity and Human Rights implications

- 10.1 Colchester Borough Council, through both its Strategic Housing Market Assessment and monitoring of its housing register has a number of specific target groups which have been identified as having a priority for new build social housing. The garage sites redevelopment will address the needs of people with disabilities, and specifically wheelchair users, by building wheelchair standard housing. In addition, we will also look to build 2 bedroom bungalows specifically to free up under occupation in our current housing.

- 10.2 By providing new homes at social rent the Council can ensure that the houses are affordable and reduce the reliance on housing benefit.

- 10.3 Please refer to link below
[Affordable Housing Equality Impact Assessment](#)

11. Community Safety Implications

- 11.1 Underused garage sites are known to attract anti-social behaviour and the Council has previously demolished garages specifically as an attempt to curb incidents on specific sites. The development of houses would address this issue.

12. Health and Safety Implications

- 12.1 There are no particular health and safety implications attached to the decision.

13. Risk Management Implications

- 13.1 As outlined above, the financial calculations are based on estimates and will be subject to change.

- 13.2 Failure to approve the bid will jeopardise access to funding in the current funding programme and there are no indications of what funding will be available after 2015

Appendix

Papers comprising Colchester Borough Council bid for funding in the 2011-2015 Affordable Housing Programme

Guidance

HOMES AND COMMUNITIES AGENCY 2011-2015 Affordable Homes Programme

STANDARD OFFER TEMPLATE

Notes for bidders

The purpose of this template is to allow potential providers to submit package offers for the 2011-2015 Affordable Homes Programme.

In addition to these notes, prospective bidders for the new programme must refer to: -

the 2011-15 Affordable Homes Programme Framework document published on 14 February 2011
<http://www.homesandcommunities.co.uk/affordable-homes>
especially Chapter 5, Programme Requirements, sections 5.20 to 5.82; and

The Standard Offer Template instructions available at
<http://www.homesandcommunities.co.uk/affordable-homes>

Submission deadline

All bids for the programme must be submitted using this template and sent to:
AHPOffers@hca.gsx.gov.uk by close of business 3 May 2011.

Templates sent after this date or submitted by other means will not be considered by the Agency.

Enabling macros

When opening the template document Providers must always enable macros as prompted by the dialog box when the document is opened. If no dialog box appears, Providers must check with their own IT support to ensure that macros are always enabled.

Saving

Before submitting the finished offer template to the Agency (see above submission deadline) it must be saved in Excel 2003 format.

Supplementary statements

The offer template also requires a number of supplementary statements. With the exception of accounts information (see below) all supplementary statements should be submitted together in a single PDF document with a maximum of one page per individual statement. The PDF document should be named: [Bidder name]AHPSS. If accounts information is submitted it should also be a PDF document named [Bidder name]AHPaccounts.

Completing the template

The standard offer template has five sections: Provider information, Conversion offer, New build offer, Capital and revenue, and Other Products offer. PROVIDERS MUST AND CAN ONLY INPUT DATA TO WHITE CELLS.

Full instructions to complete the template are available at:

<http://www.homesandcommunities.co.uk/affordable-homes>



Provider

LEAD RESPONDENT ORGANISATION INFORMATION

Name of LEAD PARTNER in whose name the application is submitted	Colchester Borough Council
Registered Office: Address 1	Rowan House
Address 2	33 Sheepen Road
Address 3	
Town	Colchester
Postcode	CO3 3WG

Company Registration Number (Or I&P number)	N/A
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Type of Organisation	Local Authority
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Is your organisation a subsidiary of another organisation?	Not a Subsidiary
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Name of Immediate Parent Company	
Registered Office: Address 1	
Address 2	
Address 3	
Town	
Postcode	
Company Registration Number	

Principal contact for all enquiries: Title	Mr
First Name	Darren
Surname	Marzell
Position	Strategy and Solutions Project Officer
Email Address	darren.marzell@colchester.gov.uk
Telephone Number	01206 282951

Date of Registration	
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Is your organisation an HCA Investment Partner? Organisations must qualify as Investment Partners to receive grant (see web link below)	No
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The Investment Partner Qualification Questionnaire will need to be completed if any project is short-listed. A copy is out website for information <http://www.homesandcommunities.co.uk/affordable-homes>

Name of Ultimate Parent Company	
Registered Office: Address 1	
Address 2	
Address 3	
Town	
Postcode	
Company Registration Number	

CONSORTIUM / SPV/ JV INFORMATION

Is your application made as a Consortium or SPV/JV? (The Agency reserves the right to request more information about consortium or SPV/JV arrangements)	No
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CONFIRMATION STATEMENTS

For Registered Providers of social housing, please confirm an updated Financial Forecast Return (FFR) has been sent to the TSA which: - includes the same financial information relevant to this package offer; - uses the same assumptions that underly this offer; and - has board approval. If a consortia, you are also confirming the return has been sent on the above basis for all Registered Provider members. By submitting offers registered Providers of social housing are consenting that relevant financial information provided to the TSA may be shared with the HCA.	No
LEAD PARTNERS who are not Registered Providers of social housing must provide confirmation of the intended owner of the completed homes. Confirm separate statement attached.	Yes

Please confirm if the LEAD PARTNER and all identified partners have board approval for this offer? If Yes, a copy of the relevant Board paper and Minute will be required to confirm this and must be submitted direct to the TSA. If Board approval cannot be confirmed, please provide separate statement why this is not the case and when board approval will be achieved. As details may change during the negotiation process, providers should indicate the final sign off requirements for Board approval and the timescale for achieving this to allow the framework contract to be entered into. This should be provided as a separate statement with this offer whether responding Y or N.	No
Please confirm all details of offers have been discussed with relevant local authorities and provide a summary of local authority feedback.	Yes

Provider

<p>If offering AFFORDABLE HOME OWNERSHIP please provide a separate statement covering plans to market these homes to Social tenants. Confirm separate statement attached.</p>	<p>Not Offering Affordable Home Ownership</p>	<p>Please indicate whether an Employment & Skills Statement is included with package offer. Note: This must be provided to ensure a compliant offer. Confirm separate statement attached.</p>	<p>Yes</p>
<p>Providers must confirm that offers reflect local equality priorities that are identified and agreed by the relevant local authority and that nomination arrangements will be consistent with local authority allocation policies and statutory equality duties.</p>	<p>Yes</p>	<p>Please indicate whether a Procurement efficiency statement is included with package offer. Note: This must be provided to ensure a compliant offer. Confirm separate statement attached.</p>	<p>Yes</p>
<p>Please confirm that all new build elements of this offer will meet the HCA's Design and Quality standards (April 2007)</p>	<p>Yes</p>	<p>Please confirm whether any new build elements of this offer will exceed the HCA's Design and Quality standards (April 2007). If confirming yes, please provide a separate statement setting out which ones will exceed.</p>	<p>No</p>
<p>Providers who are not Registered Providers of social housing or not HCA Investment partners must submit audited accounts for the last three (3) years. Please confirm submitted for all partners in consortia.</p>	<p>Yes</p>	<p>Providers should confirm whether any of the homes in this offer are included in the HOMES OUT OF LONDON or SEASIDE AND COUNTRY HOMES mobility schemes</p>	<p>No</p>
<p>Do elements of your package offer address the specific needs of specific groups e.g. faith groups, people with disabilities, black minority ethnic (BME)? If yes, please provide details.</p>	<p>Yes</p>		

Please remember to ensure you include with your submission (or where applicable, send directly to the TSA):

- Updated Financial Forecast Return (FFR) submitted directly to the TSA
- Statement of Why Board Approval is not Forthcoming and When Board Approval will be achieved
- Statement Regarding the Intended Owner of the Completed Homes
- Summary of All Local Authority Feedback
- Plans to Market Affordable Homes to Social Tenants
- Employment and Skills Statement
- Audited Accounts for the Last Three (3) Years
- Procurement Efficiency Statement
- Statement of how Package Offer Addresses Needs of Specific Groups
- Statement setting out new build elements that exceed HCA's Design and Quality Standards (April 2007)

INFORMATION ABOUT ORGANISATIONS PARTICIPATING IN A CONSORTIUM OR SPV

Name of Organisation		Is your organisation a subsidiary of another organisation?	
Registered Office: Address 1		Company Registration Number (Or I&P number)	
Address 2		Date of Registration	
Address 3		Position within Consortium / SPV / JV	
Town		Shareholding membership if SPV / JV	
Postcode			
Type of Organisation		Is the organisation an HCA Investment Partner?	

5 Conversion Homes Income Market Sale

Offer Name	Est. No. conversion to MARKET SALE DISPOSAL 2011-15	MARKET SALE DISPOSAL TOTAL receipts all properties	Average current SOCIAL RENT Est. rental income per unit, (gross rent after service charges & before management & maintenance)	Average current SOCIAL RENT Est. rental income per unit after service charges & before management & maintenance) total per all properties	MARKET SALE DISPOSAL net total SOCIAL RENT borrowing capacity (New supply cost contribution 2)
Totals	0	£ -	£ -	£ -	£ -

6 Conversion HCA Operating Area Summary: Affordable Rent

HCA operating area	Est. No. conversion to AFFORDABLE RENT Homes 2011-15	AFFORDABLE RENT est. borrowing capacity from re-let conversion 2011-15 (New supply cost contribution 2)
East and South East	0	
London	0	
Midlands	0	
North East Yorkshire and The Humber	0	
North West	0	
South West	0	
TOTALS	0	£ -

7 Conversion HCA Operating Area Summary: Affordable Home Ownership

HCA operating area	Est. No. conversion to AFFORDABLE HOME OWNERSHIP 2011-15	AFFORDABLE HOME OWNERSHIP total net 1st tranche sales 2011-15 (New supply cost contribution 4) PLUS AHO est. borrowing capacity from re-let conversion 2011-15 or borrowing capacity forgone (negative) if social rent > AHO rent (New supply cost contribution 2)
East and South East	0	
London	0	
Midlands	0	
North East Yorkshire and The Humber	0	
North West	0	
South West	0	
TOTALS	0	£ -

8 Conversion HCA Operating Area Summary: Market Sale Disposal

HCA operating area	Est. No. conversion to MARKET SALE DISPOSAL 2011-15	MARKET SALE DISPOSAL net total receipts, net of current SOCIAL RENT borrowing capacity (New supply cost contribution 2)
East and South East	0	
London	0	
Midlands	0	
North East Yorkshire and The Humber	0	
North West	0	
South West	0	
TOTALS	0	£ -

SocialRentReLets

1 Re-Let Conversions from Committed NAHP 08-11 Social Rent

	Est. No. of RE-LET conversions from committed 08-11 Social Rent	Individual Site Location	Number of Units	IMS Code
0	0			
Summary - 0	0		0	0
0	0			
Summary - 0	0		0	0
0	0			
Summary - 0	0		0	0
0	0			
Summary - 0	0		0	0
0	0			
Summary - 0	0		0	0
0	0			
Summary - 0	0		0	0

MarketSaleDisposals

1 Est. No. conversion to Market Sale Disposal 2011-15			
	Est. No. conversion to MARKET SALE DISPOSAL 2011-15	Local Authority	Number of Units
0			
Summary - 0		0	0
0			
Summary - 0		0	0
0			
Summary - 0		0	0
0			
Summary - 0		0	0
0			
Summary - 0		0	0
0			
Summary - 0		0	0

1 New Supply Geography

Offer Name	Est. Total No. all new homes in package	Number of homes in package that are Firm	Number of homes in package that are Indicative	Location: PCA Operational Area?	Required Minimum Geography	Please Select Minimum Geography	Additional Geography LPS:	List of LIPS	Additional Geography DAs:	List of Local Authorities / London Boroughs
Former Garage Sites	34	0	34	East and South East	Counities	Essex	Cochester	Cochester	Cochester	Cochester
Offers: 1	34	0	34							

2 New Supply Size & Mix All Homes

Offer Name	Est. Total No. all new homes in package	Est. No. AFFORDABLE HOME OWNERSHIP RENT Homes	Est. No. AFFORDABLE HOME OWNERSHIP homes	AFFORDABLE RENT number homes larger homes	AFFORDABLE RENT number homes supported housing	AFFORDABLE RENT number rural homes	AFFORDABLE RENT number to be let at SOCIAL RENT	AFFORDABLE RENT number nil grant S106 homes	AFFORDABLE RENT number S106 homes requiring grant	AFFORDABLE HOME OWNERSHIP number rural homes	AFFORDABLE HOME OWNERSHIP number nil grant S106 homes	AFFORDABLE HOME OWNERSHIP number S106 homes requiring grant
Former Garage Sites	34	34	34	17				34				
Totals	34	34	34	17				34				

3 New Supply: Scheme Costs Affordable Rent & Affordable Home Ownership

Offer Name	Est. No. AFFORDABLE HOME OWNERSHIP RENT Homes	Est. No. AFFORDABLE HOME OWNERSHIP HOMES homes	Est. No. AFFORDABLE HOME OWNERSHIP HOMES shared ownership package)	Est. No. AFFORDABLE HOME OWNERSHIP HOMES (can only be offered if shared ownership already offered. Shared ownership must be larger part of offer in overall package).	AFFORDABLE RENT & AFFORDABLE HOME OWNERSHIP total scheme costs
Former Garage Sites	34				£ 2,674,134
Totals	34	0	0	0	£2,674,134

4 New Supply: Capital contributions to scheme costs Affordable Rent & Affordable Home Ownership

Offer Name	Average estimated annual GROSS RENT per unit including service charges	Average estimated annual GROSS RENT per unit including service charges	Average AFFORDABLE RENT annual service charge	AFFORDABLE RENT % of market rent	AFFORDABLE RENT est. total borrowing capacity generated from rents	AFFORDABLE RENT est. total market value of AFFORDABLE HOME OWNERSHIP Homes (all homes)	AFFORDABLE HOME OWNERSHIP est. Net rental income pa (gross rent after service charges & before management & maintenance) all properties	AFFORDABLE HOME OWNERSHIP borrowing capacity generated from rents. (Cost contribution 1c)	AR & AHO cost (estimated capacity requested by applicant) CONVERSATIONS	AR & AHO Cost contribution 3: provider other resources (request for contribution) (this contribution)	AR & AHO Cost contribution 4: provider other resources (request for contribution) (this contribution)	AR & AHO Cost contribution 5: provider other resources (request for contribution) (this contribution)
Former Garage Sites	7,644 £	4,349		57%	147,866 £							
Totals	£ 7,644	£ 4,349	£	57%	£ 147,866	£ 2,164,134	£	£	£	£	£	£

5 New Supply Delivery Profile Affordable Rent

Offer Name	Est. No. AFFORDABLE RENT Homes	AFFORDABLE RENT completions 11/12	AFFORDABLE RENT completions 12/13	AFFORDABLE RENT completions 13/14	AFFORDABLE RENT grant draw down 11/12	AFFORDABLE RENT grant draw down 12/13	AFFORDABLE RENT grant draw down 13/14	AFFORDABLE RENT grant draw down 14/15	HCA Operational Area	Est. No. AFFORDABLE RENT Homes	AR completions 11/12	AR completions 12/13	AR completions 13/14	AR completions 14/15
Former Garage Sites	34							£ 510,000	East and South East	34	0	0	0	0
Totals	34	0	0	0	£	£	£	£ 510,000	East and South East London Midlands North East Yorkshire and TH North West South West	34	0	0	0	0

NewSupplyFirmUnits

1 New Supply Breakdown of Firm Units

	Est. Total No. all new homes in package	Number of homes in package that are Firm	Individual Site Name	Number of New Homes on Site that are Part of Firm Element of Offer	Site Location Town	Site Location Postcode
Former Garage Sites	34	0				
Summary - Former Garage Sites	0	0	0	0	0	0
Summary - 0	0	0	0	0	0	0
Summary - 0	0	0	0	0	0	0
Summary - 0	0	0	0	0	0	0
Summary - 0	0	0	0	0	0	0
Summary - 0	0	0	0	0	0	0

CapitalAndRevenue

1 Package Offer Total Capital and Revenue Profile

	Total	2011/12	2012/13	2013/14	2014/15
AR & AHO NEW SUPPLY - total capital expenditure £	2,674,134				
AHO NEW SUPPLY - first tranche sales £	-				
Capital expenditure net of first tranche sales £	2,674,134	- £	- £	- £	- £
CAPITAL FUNDING					
Total		2011/12	2012/13	2013/14	2014/15
Debt drawn down £	2,164,134				£ 2,164,134
Capital receipts - conversions £	-				
Capital receipts - AHO new supply first tranche sales £	-	- £	- £	- £	- £
HCA funding £	510,000	- £	- £	- £	510,000
Total capital funding £	2,674,134	- £	- £	- £	2,674,134
CASHFLOWS					
Total		2011/12	2012/13	2013/14	2014/15
Additional rental income NEW SUPPLY £	4,349				£ 4,349
Additional operating costs - NEW supply					
Additional rental income CONVERSIONS					
Interest on capital funding debt					
Total	81,252				£ 81,252
UNIT COMPLETIONS					
Total		2011/12	2012/13	2013/14	2014/15
New build					
AR New build	34	0	0	0	34
AHO New build	0	0	0	0	0

OtherProducts

1 Other Products

Do you wish to offer Mortgage Rescue as a syndicate member?		
Location: HCA Operational Area	No. homes	HCA funding requested
East and South East		
London		
Midlands		
North East Yorkshire and The Humber		
North West		
South West		
TOTAL	0	£ -

Do you wish to offer for Homelessness Change Programme?		
Location: HCA Operational Area	No. bed spaces	HCA funding requested
East and South East		
London		
Midlands		
North East Yorkshire and The Humber		
North West		
South West		
TOTAL	0	£ -

Do you wish to offer for Traveller Pitch Funding?

In principle, are you expressing an interest now (subject to further information being available) to offer for the Empty Homes Scheme?		Do you have any Empty Homes schemes ready to be delivered before April 2012	
Location: HCA Operational Area	No. homes which could be delivered BEFORE April 2012	HCA funding requested	
East and South East			
London			
Midlands			
North East Yorkshire and The Humber			
North West			
South West			
TOTAL	0	£ -	

LOCAL AUTHORITIES ONLY: Do you wish to offer direct provision of AFFORDABLE RENT homes without HCA funding?		LOCAL AUTHORITIES ONLY: Are these homes additional to any for which grant funding is sought and included in the new supply section of this offer?	
Location: HCA Operational Area	No. homes		
East and South East			
London			
Midlands			
North East Yorkshire and The Humber			
North West			
South West			
TOTAL	0		

Do you wish to offer Extensions & conversions?

Statements in support of Colchester Borough Council's Bid for HCA funding in the 2011-2015 Affordable Homes Programme

1. Statement regarding the intended owner of the completed homes

The 34 houses to be developed will be wholly owned by Colchester Borough Council. They will be managed by its ALMO, Colchester Borough Homes.

2. Plans to market affordable homes to social tenants

All of the homes will be marketed sub regionally to social tenants using the Gateway to HomeChoice choice based lettings service.

Applicants are prioritised using a sub regional allocations policy which has been agreed by all of the Local Authorities using the service.

3. Statement of how package offer addresses the needs of specific groups

Colchester Borough Council, through both its Strategic Housing Market Assessment and monitoring of its housing register has a number of specific target groups which have been identified as having a priority for newbuild social housing. We intend to use the garage sites redevelopment project to address the needs of people with disabilities, and specifically wheelchair users, by building wheelchair standard housing. In addition, we will also look to build 2 bedroom bungalows specifically to address the issue of under occupation in our current stock where over 50% of 3 bedroom houses are under occupied.

4. Statement of why board approval is not forthcoming and when board approval will be achieved

The constitution of Colchester Borough Council states that any decision to spend over £500k of affecting more than two wards in the borough must be taken by full Cabinet. Our pre-election period started on 28 March 2011 and meant that Cabinet approval cannot be sought until the first Cabinet of the municipal year, post elections. The Leader of the Council, Deputy Leader and Portfolio Holder for Housing are all up for election. However, Cabinet previously gave approval to the re-development of the Council's garage sites for a pilot to redevelop underused garage sites for housing and schemes are currently underway on 2 sites.

The Cabinet are committed to providing more affordable housing and have the following as a key objective in their Strategic Plan:

"Homes for all

We will work towards providing safe, secure, decent and affordable homes for all."

5. Summary of all local authority feedback

N/A – Colchester Borough Council is the local Planning and Strategic Housing Authority

6. Employment and Skills Statement

Colchester Borough Council will appoint a developer agent to develop these sites. Where practicable we will encourage contractors to employ apprentices and ensure that they are committed to development and training for all staff. Colchester Borough Council has procured a number of contractors in the past three years where it has sought the commitment of contractors to employ apprentices and train and develop their own staff. As a Council we also secured, through the innovative use of a S106 agreement, the commitment of a major supermarket to employ xx long term unemployed people as part of its recruitment.

Colchester Borough Council is committed to youth training and staff development. Our ALMO, Colchester Borough Homes, who will manage the properties which are built, currently employ 8 apprentices. They are developing their skills both in terms of technical skills and the provision of training in the necessary business skills to allow them to become self-employed contractors in the future if they wish.

Colchester Borough Council has also encouraged contractors to take on and train apprentices. One recent successful scheme has been run by our external painting contractor, Axis, who has been involved with a local college, taking first year students to their head office and providing them with training and a 'mock interview. The company has committed to placing these students in painting teams during the summer break. They also intend to take on 2nd year students as sub contractors, providing help with Health and Safety, payment and invoicing, dealing with paint suppliers and so on.

7. Procurement Efficiency Statement

Colchester Borough Council is committed to efficiency in procurement. As part of the Essex Procurement Hub Colchester has the opportunity to take advantage of the purchasing power of six other local authorities and a Housing Association.

Each Hub member has an allocated lead contact with a regular presence at their location. These individuals are all MCIPS qualified and provide both strategic and operational support. They have many years experience in differing areas of procurement and work together to make the best use of this pool of knowledge.

The procurement hub is an excellent example of a collaborative approach of District Councils working together to provide better value for taxpayers. In addition to better value, it can also improve services through more effective use of resources. The hub members can collectively call on a

team of qualified procurement staff with a wide range of experience where previously some of the members had no individual resources. The Hub already has framework agreements in place for Clearance and Cleaning and Construction consultancy.

Colchester Borough Council are also committed to ongoing service improvements and efficiencies, where necessary using external expertise to help undertake benchmarking and evaluation assessments. A recent example of this is using HQN Ltd. to assess the extent to which our responsive repairs, voids and aids and adaptations provider delivered services in efficient, economic and effective manner. We have used the results of this assessment to make service improvements to drive out efficiencies.

As a local authority, Colchester Borough Council is required by law to have procedural rules that govern the letting of contracts. These rules form part of the Council's constitution and clearly set out procedures for tender processes and the letting of contracts and can be found on the council's website at

http://www.colchester.gov.uk/Info_page_two_pic_2_det.asp?art_id=1442&sec_id=2481

Report of	Head of Corporate Management	Author	Richard Clifford
Title	Appointments to external organisations and council groups		
Wards affected	Not applicable		

This report concerns the appointment of representatives to external organisations and Council reference groups.

1. Decision(s) Required

- 1.1 To agree representatives for the Municipal Year 2011/2012 to the various external organisations and Council groups listed in Appendix A, such appointments to cease if the representatives cease to be members of the Council during the year.
- 1.2 To confirm that those Councillors who are not members of the Council groups for the Municipal Year 2011/2012 be confirmed as a pool of members able to act as substitute members on Council groups, in accordance with the normal requirements relating to substitute members set out in the Council's Constitution.
- 1.3 To authorise the Leader of the Council to make a determination where a nomination is deemed to be in dispute.
- 1.4 To note the appointment of Champions as set out in paragraph 4.3 below.

2. Reasons for Decision(s)

- 2.1 It is important for the Council to continue to make formal appointments to certain organisations and council groups such as those with statutory functions, our key strategic and community partners and groups with joint working arrangements. These groups have been identified in Appendix A. An updated Appendix A containing details of the Council's nominations will be circulated before or at the Cabinet meeting.
- 2.2 At Appendix B are those appointments which will cease. There is no longer a need to appoint to the Waste Management Advisory Board for Essex and Southend as this has been superseded by the Member Partnership Board and IAA Member Working Group.

3. Alternative Options

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

4. Supporting Information

- 4.1 An exercise has been conducted to review the organisations and groups to which the Council has made appointments in the past. The list of appointments has been updated to include the North Essex Parking Partnership Joint Committee, which has replaced the Braintree, Colchester and Uttlesford Joint Parking Committee. The Abberton Reservoir

Community Fund Panel has also been added to the list of outside bodies to which the Council appoints representatives.

- 4.2 In accordance with the agreed procedure for making appointments to external organisations and council groups, if any seat or vote allocation remains in dispute by the after the appointments have been made by Cabinet, the Leader of the Council can determine the matter.
- 4.3 Cabinet is also invited to note the appointment of the Champions listed at Appendix C, who will be responsible for promoting these issues within the Council.
- 4.4 A review of the Council's governance arrangements highlighted the need for the work undertaken by the Council's representative on outside bodies and Council groups to be formally reviewed Therefore, information about the work of the Council's representatives on the external organisations and Council Groups in the 2010-11 municipal year is attached at Appendix D (to follow).

5. Financial implications

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

6. Strategic Plan References

- 6.1 The particular contribution that each of the external organisations and Council groups makes towards the aims of the Strategic Plan is indicated in the Appendices.

7. Publicity Considerations

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

8. Equality, Diversity and Human Rights Implications

- 8.1 There are no direct implications for Equality and Diversity from these appointments and as such a full EQIA has not been deemed necessary. However the council and all representatives, both officers and members, will encourage and in some cases insist that our partners have the same approach to equality and diversity as we do and ensure that this is implicit within their policies and procedures

9. Risk Management Implications

- 9.1 Councillors fulfilling external and partnership appointments need to have regard to the information and advice contained within the 'Guidance for Members on Outside Bodies', a copy of which is in the Members' Room for reference.

10. Community Safety and Health and Safety Implications

- 10.1 None

Appendix A

Organisations / Groups requiring formal appointment				
Organisation	Representatives for 2011/12	Role of the Representative and Voting Capacity	Contact Name and Address	Compliance with the Strategic Plan
Local Government Organisations				
Local Government Association, General Assembly [Local Government Association dealing with all aspects of local government] [Meetings are held in June/July and December at 2pm. The meeting in June/July is held at the annual conference venue and the December meeting in London]	Leader of the Council (voting member) – Cllr Turrell Substitute members) – Cllr Hunt Main Group Leaders as observers – Cllrs Bentley, G. Oxford and T. Young	Representative is a member of the general assembly and has a voting right (if more than one member is appointed there remains only one voting right)	Miss Noleen Rosen Project Support officer Local Government Association Local Government House, Smith Square, London Sw1P 3HZ noleen.rosen@lga.gov.uk Tel: 020 7664 3215 Fax: 020 7664 3030	Relevant to all strategic priorities

<p>Local Government Association, Urban Commission</p> <p>[Local Government association dealing with urban affairs]</p> <p>[Two meetings held per annum between 11am and 4pm. One meeting is held in London and the other in an urban authority]</p>	<p>Cllr Barlow (voting member)</p> <p>Cllr T. Young (non-voting member)</p>	<p>Representatives are members of the Commission and one member is able to vote</p>	<p>Marion Stribling, Member Services Local Government Association Local Government House Smith Square London SW1P 3HZ memberservices@lga.gov.uk Tel: 020 7664 3040 Fax: 020 7664 3030</p>	<ul style="list-style-type: none"> Promote economic prosperity Tackle deprivation Foster social inclusion
<p>Local Government Association, Rural Commission</p> <p>[Local Government Association dealing with rural affairs]</p> <p>[Two meetings held per annum, one in London and the other in a rural authority. Meetings held between 11am and 4pm]</p>	<p>Cllr Chillingworth (voting member)</p> <p>Cllr Garnett (non-voting member)</p>	<p>Representatives are members of the Commission and one member is able to vote</p>	<p>Marion Stribling, Member Services Local Government Association Local Government House Smith Square London SW1P 3HZ memberservices@lga.gov.uk Tel: 020 7664 3040 Fax: 020 7664 3030</p>	<ul style="list-style-type: none"> Supporting rural communities
<p>Local Government Association, Coastal Issues Special Interest Group</p> <p>[Local Government Association dealing with coastal issues]</p> <p>[Three meetings per annum held in London]</p>	<p>Cllr Barton</p>	<p>Representative is a committee member. Voting is not applicable</p>	<p>Marion Stribling, Member Services Local Government Association Local Government House Smith Square London SW1P 3HZ memberservices@lga.gov.uk Tel: 020 7664 3040 Fax: 020 7664 3030</p>	<ul style="list-style-type: none"> Protecting Colchester's heritage and environment

<p>East of England Local Government Association</p>	<p>Leader of the Council - Cllr Turrell</p>		<p>Adrian Cannard Head of Strategic Support</p> <p>East of England Local Government Association Flempton House Flempton Bury St Edmunds Suffolk IP28 6EG</p> <p>01284 729443 07920 257935</p> <p>Adrian.cannard@eelga.gov.uk</p>	<ul style="list-style-type: none"> Cuts across most strategic priorities
<p>Essex Partnership Forum (reconstituted to partially replace Essex Local Government Association, Executive Committee) [Two meetings per year]</p>	<p>Leader of the Council - Cllr Turrell</p>		<p>Kate Crofts Essex County Council Room C302, County Hall Market Road Chelmsford CM1 1QH</p> <p>kate.crofts@essex.gov.uk Tel: 01245 437552</p>	

<p>Local Strategic Partnership (Colchester 2020)</p>	<p>Leader of the Council - Cllr Turrell Cllr T. Young</p>	<p>Full voting capacity</p>	<p>Adrian Pritchard, Chief Executive adrian.pritchard@colchester.gov.uk Tel: 282211 Delivery Point 31 Irene Swift Colchester2020@colchester.gov.uk Tel: 282348 Fax: 282261 Delivery Point 31</p>	<p>Key Strategic Body</p>
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<p>Haven Gateway Partnership</p> <p>[A sub-regional economic partnership]</p> <p>The purpose of the Partnership is to be a framework through which partner organisations can work together to promote the economic opportunities and secure the future prosperity of this major gateway to the East of England</p> <p>[The Management Board meets bi-monthly around the sub-region alternating between Suffolk and Essex]</p>	<p>Leader of the Council - Cllr Turrell</p> <p>Cllr Barton (substitute member)</p>	<p>The Chairman is appointed annually. The Chairman and each partner have one vote. The Secretary may not vote.</p>	<p>Lisa Brazier Haven Gateway Partnership Suites 3 & 5, The Centre The Crescent Colchester Business Park Colchester CO4 9QQ</p> <p>Lisa.brazier@haven-gateway.org Tel: 01206 848412 Fax: 01206 848419</p> <p>In Lisa's absence contact</p> <p>Mark Smith Haven Gateway Partnership Suites 3 & 5, The Centre The Crescent Colchester Business Park Colchester CO4 9QQ</p> <p>mark.smith@haven-gateway.org Tel: 01206 848413 Fax: 01206 848419</p> <p>Officer contact - Ian Vipond, tel 282717</p>	<ul style="list-style-type: none"> Promote economic prosperity
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<p>Member Partnership Board</p>	<p>Portfolio Holder for Strategy and Performance – Cllr Turrell</p> <p>Substitute Member - Portfolio Holder for Street and Waste Services – Cllr Hunt</p>	<p>The Purpose of the Membership Partnership Board is to act as a forum for the Essex and Southend Waste Partnership to consider issues relating to the Joint Municipal Waste Management Strategies, the waste management system across Essex and acting as a “Champion” within those Partner authorities and the wider Essex Waste Partnership.</p>	<p>Ian Myers Committee Officer - Governance Team Essex County Council Chelmsford CM1 1QH</p> <p>ian.myers@essex.gov.uk Tel: 01245 430481</p>	<ul style="list-style-type: none"> • Reduce, Reuse and Recycle • Be cleaner and greener
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<p>IAA Member Working Group</p>	<p>Portfolio Holder for Strategy and Performance – Cllr Turrell</p> <p>Substitute member: Portfolio Holder for Street and Waste Services – Cllr Hunt</p>	<p>The purpose of the IAA Member Working Group is to assist and provide guidance to the IAA Officer Working Group in relation to the ongoing implementation of the Inter Authority Agreements in order for the Essex Waste Partnership to deliver against the Joint Municipal Waste Management Strategy. As Colchester has not signed up to the Strategy, its representative attends as an observer.</p>	<p>Ian Myers Committee Officer - Governance Team Essex County Council Chelmsford CM1 1QH ian.myers@essex.gov.uk Tel: 01245 430481</p>	<ul style="list-style-type: none"> • Reduce, Reuse and Recycle • Be cleaner and greener
<p>Colchester Institute Corporation Board of Governors [Corporation Board meetings are held six times a year and Committee meetings are held at least six times a year, at Colchester Institute]</p>	<p>Cllr Manning (from 1 August 2010) (4 year term of office)</p>		<p>Hazel Paton Clerk to the Governors Colchester Institute Corporation Sheepen Road Colchester CO3 3LL hazel.paton@colchester.ac.uk Tel 712606 Fax: 718155</p>	<ul style="list-style-type: none"> • Engaging with young people

<p>Annual Rail Seminar</p> <p>[Liaison meeting between representatives of the rail industry and other stakeholders]</p> <p>[One meeting held per year, usually March, with change of venue year on year generally held daytime. Next meeting will be in March 2010 in Chelmsford.]</p>	<p>Cllr Naish</p>	<p>To participate in discussions and to raise issues of concern to this Council, able to vote</p>	<p>Jayne Sumner Rail Manager, Passenger Transport Essex County Council County Hall Chelmsford CM1 1QH jsumner@essex.gov.uk Tel: 01245 437154 Fax: 01245 496764</p>	<ul style="list-style-type: none"> • Congestion busting
<p>North Essex Parking Partnership Joint Committee (formerly the Braintree, Colchester and Uttlesford Joint Parking Committee)</p> <p>To develop and implement a joint parking service for North Essex including Braintree, Colchester, Epping Forest, Harlow, Tendring and Uttlesford.</p>	<p>Portfolio Holder with responsibility for Street and Waste Services Cllr Hunt.</p> <p>Portfolio Holder for Commerce and Sustainability - Cllr Barlow</p>	<p>To receive reports, participate in discussions and to raise issues of concern to this Council, one executive member able to vote.</p>	<p>Matthew Young Head of Street Services Street Services matthew.young@colchester.gov.uk 01206 282902</p> <p>Partnership Officer contact:- Richard Walker Parking Partnership Group Manager, Delivery Point 12 01206 282708 www.parkingpartnership.org parking@colchester.gov.uk</p>	<ul style="list-style-type: none"> • Congestion busting

<p>Campaign to Protect Rural Essex (Countryside and environment organisation) [Meetings held six times a year at 10.30am at the Essex Record Office, Wharf Road, Chelmsford]</p>	<p>Cllr Blundell</p>	<p>Representatives have no specific role but attend on behalf of the Council to facilitate two way communications. Representatives are not able to vote</p>	<p>Tony Middleton Campaigns and Development Manager Campaign to Protect Rural Essex RCCE House Threshelfords Park Inworth Road Feering, Colchester CO5 9SE office@cpressesx.org.uk Tel/Fax: 01376 572023</p>	<ul style="list-style-type: none"> Community development
<p>Colchester Borough Homes Board [Commercial Partnership]</p>	<p>Cllrs Chapman, Kimberley, Feltham, Naish, Offen and L. Sykes</p>		<p>Greg Falvey Colchester Borough Homes PO Box 7888 Colchester CO3 3YB Delivery Point 4 nick.white.cbhomes@colchester.gov.co.uk Tel 01206 282354 Fax 01026 506938 Officer contact: Lindsay Barker tel 282253</p>	<ul style="list-style-type: none"> Homes for all

<p>North East Essex Children's Commissioning and Delivery Board</p> <p>[To secure the improvement in the well being of children and young people in North East Essex as defined by section 10 of the Children Act 2004.]</p>	<p>Portfolio Holder for Communities and Diversity - Cllr Dopson</p> <p>(Plus officer member – Gareth Mitchell, Head of Life Opportunities))</p>	<p>Donna Telfer NHS North East Essex Colchester Primary Care Centre Turner Road Colchester CO4 5LR</p> <p>Donna.telfer@northeastessex.nhs.uk</p> <p>Tel: 01206 286815</p> <p>Officer contact – Gareth Mitchell Tel: 506972 Delivery Point 30</p>	<p>Addressing younger people's needs</p>
<p>Colchester Community Stadium Board</p> <p>[Commercial Partnership]</p>	<p>Cllrs Turrell and Hunt</p> <p>Chief Executive Adrian Pritchard</p>	<p>Chief Executive of the Board, Clive Gilham</p> <p>clivegilham@hotmail.com 07903 652510</p>	<ul style="list-style-type: none"> • Community development • Healthy living

<p>Safer Colchester Partnership - Responsible Authority Group</p>	<p>Cllr T. Young (Plus officer member – Ian Vipond, Executive Director)</p>	<p>Full voting rights</p>	<p>Bridget Tighe, Community Development Co-ordinator Bridget.tighe@colchester.gov.uk Tel (01206 282104)</p>	<p>Community Safety</p>
<p>Colchester Hospital University NHS Foundation Trust</p>	<p>Cllr Dopson</p>		<p>Tammy Diles Foundation Trust Membership Manager Colchester Hospital University NHS Foundation Trust Turner Road Colchester 01206 742586 tammy.diles@colchesterhospital.nhs.uk</p>	<p>Health living</p>
<p>Colchester and Ipswich Joint Museums Committee To develop and implement a joint museum service for Colchester and Ipswich</p>	<p>Portfolio Holder with responsibility for Commerce and Sustainability - Cllr Barlow – and Portfolio Holder for Resources and ICT – Cllr Smith</p>		<p>Peter Berridge, Colchester and Ipswich Museum Manager, Environmental and Protective Services Peter.berridge@colchester.gov.uk 01206 282930</p>	<p>Community development • Addressing younger people's needs</p>

<p>Colne Estuary Members' Liaison Group [Joint Authority Partnership with Tendring]</p>	<p>Cllrs Sutton, Quarrie, Manning and Lilley</p>	<p>Beverley McClean Coast and Countryside Planner Tel: 282480 Fax: 282711 Delivery Point 7 Beverley.mcClean@colchester.gov.uk</p>	<ul style="list-style-type: none"> • Community development • Cleaner and greener
<p>Cory Environmental Trust in Colchester [Registered Charitable Trust giving grants in various categories relating to the environment, public amenity and public education] [Meetings are held 3 times a year at 6pm at various town centre venues]</p>	<p>Cllr Cory</p>	<p>Trustee and able to vote</p>	<ul style="list-style-type: none"> • Cuts across all corporate priorities

<p>Dedham Vale (AONB) and Stour Valley Joint Advisory Committee</p> <p>[Partnership project funded by local authorities and Natural England.</p> <p>[Meetings held 2 or 3 times a year at various times and venues throughout the Stour Valley area. Additional meetings and workshops as necessary.]</p>	<p>Dedham and Langham/Fordham and Stour Ward Councillors (2)</p> <p>Councillor Chapman and Councillor Garnett</p>	<p>Representatives are involved in steering the work of the project and in particular matters affecting the Area of Outstanding Natural Beauty. Representatives are able to vote.</p>	<p>Simon Amstutz, Project Manager Dedham Vale (AONB) and Stour Valley Countryside Project c/o Suffolk County Council Endeavour House (B3 F1) 8 Russell Road Ipswich IP1 2BX</p> <p>Tel: 01473 264263 Fax: 01473 216824 Mobile: 07971 909649 E:mail Dedhamvale.projct@suffolk.gov.uk</p> <p>Officer contact – Adam John, Tel: 282472 Delivery Point 8</p>	<ul style="list-style-type: none"> Community development
<p>Essex Health Overview and Scrutiny Committee</p> <p>[meetings are held on the first Wednesday of the month at County Hall, Chelmsford]</p>	<p>Cllr Offen</p>		<p>Graham Redgwell Governance Officer PO Box 11 County Hall Chelmsford CM1 1LX</p> <p>Tel: 01245 430360</p> <p>grahamr@essex.gov.uk</p>	<ul style="list-style-type: none"> Healthy living

<p>Essex Partnership for Flood Management</p> <p>The aim of the Partnership is to meet Essex County Council's responsibilities under the Flood Management Act. Essex County Council recognise the need to work with borough and district councils on flood management issues. They have established the Essex Partnership for Flood Management which is a member group that will receive reports on these issues across Essex and agree actions to alleviate problems.</p> <p>The Partnership is supported by an officer steering group.</p>	<p>Cllr Barton</p>	<p>Keith Lawson Head of Strategic Development Sustainable Environment & Enterprise Essex County Council 01245 437123 Ex 51123</p> <p>keith.lawson@essex.gov.uk</p> <p>Nicolas Humfrey Flood Partnership manager Nicolas.humfrey@essex.gov.uk</p>	<ul style="list-style-type: none"> Cleaner and greener
<p>Local Highway Panel</p> <p>Panel will provide for local authorities and their communities to make recommendations associated with where certain funds should be spent on the local highway network. They will be asked to prioritise the way in which funds are allocated and to monitor progress against this budget. The County Council Portfolio Holder would set the budget and formally 'sign off' any decisions.</p>	<p>Relevant Portfolio Holder to act as Chairman and five Councillors, representing urban wards that are partially or entirely non-parished.</p> <p>Cllrs M. Hunt Gamble, Hardy, Harris, Hazell and Offen.</p>	<p>Richard Clifford Democratic Services Officer, Colchester Borough Council</p> <p>richard.clifford@colchester.gov.uk</p> <p>01206 507832</p>	<p>Congestion busting Community development</p>

<p>Mercury Theatre Limited</p> <p>[Limited Company and Charity running an arts repertory company]</p> <p>[Meetings held every 4-6 weeks at 6pm at the Mercury Theatre]</p>	<p>Cllr Cope</p>	<p>Representatives act as Directors who are able to participate fully in the meetings and vote</p>	<p>Tom Lagden Administration Manager Mercury Theatre Balkerne Gate Colchester CO1 1PT</p> <p>toml@mercurytheatre.co.uk Tel: 01206 245515 Fax: 01206 769607</p> <p>Officer contact – Josie Womer, Tel: 282914 Delivery Point 6</p>	<p>Community development</p>
<p>Museums in Essex Committee</p> <p>[Countrywide consultative committee regulated by constitution. Involved in the improvement of museum provision and standards in the country]</p> <p>[Three meetings held per annum at 10.30am. Meetings held by local authorities and museum members around the country]</p>	<p>Cllr Barlow</p> <p>The representative could be elected as Chairman or Vice Chairman.</p> <p>There are sub-groups to which representatives are invited to join as and when appropriate.</p>	<p>Elected members receive and consider reports from the Museums in Essex officer and act in a consultative role.</p> <p>Each local authority is entitled to appoint one elected member to serve on the committee.</p>	<p>Glynis Evans Museum Advisory Service Essex Record Office Wharf Road Chelmsford CM2 6YT</p> <p>glynis.evans@essex.gov.uk Tel: 01245 244666</p> <p>Officer contact – Peter Berridge, Tel: 282930 Delivery Point 18</p>	<p>Community development</p> <p>Addressing the needs of younger people</p>

<p>Patrol Adjudication Joint Committee</p> <p>The Parking and Traffic Regulations Outside London Adjudication Joint Committee (PATROL AJC) has been established to enable constituent Councils to exercise their functions appointing Adjudicators, etc under Part 6 of the Traffic Management Act 2004</p> <p>This council joined the Joint Committee as required, during 2008. As the council is a member of the PATROL Adjudication Joint Committee, it is a requirement that the council regularly nominates a Councillor to serve on the Joint Committee.</p> <p>The role of the members of the Joint Committee is to oversee the administrative functions of the "Traffic Penalty Tribunal" and appoint adjudicators. Meetings are held twice a year in January and June in Manchester.</p>	<p>Portfolio Holder for Street and Waste Services: Cllr Hunt</p> <p>Substitute member: Councillor Barlow</p>	<p>Louise Hutchinson Head of Service Joint Committee Services PATROL Barlow House Minshull Street Manchester M1 3DZ.</p> <p>Tel : 0161 242 5270 Fax: 0161 242 5295</p> <p>lhutchinson@patrol-uk.info</p> <p>Officer contact – Richard Walker Parking Partnership Group Manager Delivery Point 12 01206 282708</p>	
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<p>Police and Community Consultative Group</p> <p>[Unincorporated association concerned with community and police liaison]</p>	<p>Cllr T Young</p>	<p>Fully participative member</p>	<p>Jo van Zanten (Mrs) PCCG Secretariat (North Division) Essex Police Authority 3 Hoffmanns Way Chelmsford CM1 1GU</p> <p>Jo.Vanzanten@essex.pnn.police.uk Tel: 01245 291608 Fax: 01245 291601</p>	<ul style="list-style-type: none"> Community safety
<p>Equality and Diversity Member Liaison Group</p> <p>[Council Group]</p>	<p>Cllrs T. Higgins, G. Oxford, Feltham, J. Young and Willetts</p> <p>Cllr Dopson to attend all meetings on ex-officio basis</p>		<p>Pamela Donnelly Executive Director, Colchester Borough Council</p> <p>Tel: 01206 282212</p> <p>pamela.donnelly@colchester.gov.uk</p>	<ul style="list-style-type: none"> Cuts across all strategic priorities
<p>Member Development Group</p> <p>Council Group constituted to assist in the formulation, implementation, monitoring and evaluation of member development strategies.</p>	<p>Portfolio Holder with responsibility for Member Development and Cllrs Offen, Maclean, G Oxford, and Naish</p>		<p>Richard Clifford, Democratic Services Officer.</p> <p>richard.clifford@colchester.gov.uk 01206 507832</p>	<p>Supports members to meet all strategic priorities</p>

<p>Abberton Reservoir Community Fund Panel</p> <p>(includes reps from the following parishes affected by the reservoir expansion works:-</p> <ul style="list-style-type: none"> • Abberton & Langenhoe • Winstred Hundred • Layer de la Haye • Layer Breton) 	<p>Cllr Bentley, sub Cllr Ellis</p>	<p>Chair of Panel Has a vote and the casting vote</p> <p>The ARCFP has been set up to award money from the £750,000 Community Fund created by the Reservoir Works S106 Agreement. Funds are available to the community to claim against projects that mitigate unforeseen impacts of the development.</p>	<p>Sue Jackson. Principal Planning Officer</p> <p>sue.jackson@colchester.gov.uk 01206 282450</p>	
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Appendix B

Appointments to cease

<p>Waste Management Advisory Board for Essex and Southend [Local authority advisory body involved in waste management] [Meetings to be held during the day, other details to be advised at a later date]</p>		<p>The Waste Management Advisory Board discusses and progresses a number of waste management issues that are of county wide significance such as the Essex Municipal Waste Management Strategy, Essex's long term waste management contract and the appointment of consultants for the Strategy.</p>	<p>Ian Myers Member Support and Governance Essex County Council County Hall Chelmsford CM1 1QH ian.myers@essex.gov.uk Tel: 01245 430481 Fax: 01245 280180</p>	<ul style="list-style-type: none"> • Reduce, Reuse and Recycle • Be cleaner and greener
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Appendix C

Member Champions

Culture Champion: Councillor Cope
Cycling Champions: Councillors P. Higgins and T. Higgins
Design Champion: Councillor Gamble
Diversity Champion: Councillor T. Higgins
Heritage Champion: Councillor Spyvee
Youth Champions: Councillors Cory and Scott-Boutell
Sports Champion: Councillor Scott Greenhill

Annual Report from Members on Outside Bodies For the Financial Year 2010/11

Outside Body	Local Strategic Partnership (Colchester 2020)	
Representative/s	Cllr T. Young	Officer : Adrian Pritchard
No. of meetings	Held In Year : 9	Attended : All
Comments	<p>Purpose of the body The partnership meetings have discussed various issues relating to the future of the borough.</p> <p>Key items Future of Public Service Partnership Board and Local Strategic Partnership Town centre consultation Firstsite Affordable Housing Olympics Total Place/Colchester Delivers Project</p> <p>Other members Other members of the partnership include Essex Police, PCT, Essex County Council, Business Sector, Voluntary Sector</p> <p>Following the withdrawal of the Performance Reward Grant by Government together with the Local Area Agreement targets it was agreed that the Public Service Partnership Board had ceased its remit and terms of reference. The LSP considered its future and believed there was a need for a strategic body of this type for Colchester especially with the formation of the Kent, Essex and East Sussex LEP. The LSP also agreed to fund a project called “Colchester Delivers” which identifies public sector input/resources into issues which could be delivered in a more efficient and effective manner. During 2011 priorities for action will be agreed.</p>	
Decisions taken / Action required	Strategic priorities agreed; Public Service Partnership Board disbanded; Colchester Delivers project agreed.	

Outside Body	Haven Gateway Partnership	
Representative/s	Cllrs Turrell & Barton (substitute)	Officer: Ian Vipond
No. of meetings	Held in Year : 6	Attended: 6
Comments	<p>Haven Gateway contains the largest ports cluster in the UK together with two of the most economically active towns of Colchester and Ipswich. The Partnership is a private/public sector grouping that brings together Essex and Suffolk County Councils, Colchester, Ipswich, Babergh, Mid-Suffolk, Suffolk Coastal, Tendring and now Braintree District Councils with the businesses of the area in North Essex and South Suffolk. The partnership seeks to co-ordinate sustainable and integrated economic development of the sub-region; aid implementation of regeneration projects and; influence government and other investment decisions in the sub-region.</p>	
Issues arising or Action required	<p>The Partnership provides our representation on the Local Enterprise Partnership for Kent, Essex and east Sussex. Key decisions will include the form and role of the partnership itself together with matters on broadband access, new rail franchise, tourism, ports, creative industries and low carbon energy.</p>	

Outside Body	Braintree, Colchester & Uttlesford Joint Parking Cttee	
Representative/s	Cllrs Hunt & Barlow	Officer : Matthew Young
No. of meetings	Held in year: 4	Attended: 4
Comments	<p>Purpose of the body The role of the Joint Committee is to ensure the effective delivery of Parking Services for Colchester Borough Council, Braintree District Council and Uttlesford District Council, in accordance with the agreement signed by the three authorities covering the period 2009 – 2014.</p> <p>Key Items The Joint Committee is responsible for all the functions entailed in providing a joint service for:</p> <ul style="list-style-type: none"> ○ Back-Office operations ○ Parking Enforcement ○ Car-Park Management ○ Strategy and Development <p>Other members Nominated officers & Members from Braintree & Uttlesford Councils</p>	
Issues arising or Action required	Dissolving Joint Committee and joining the North Essex Parking partnership by 1 st April 2011	

Outside Body	Colchester Borough Homes Board	
Representative/s	Cllrs Chapman, Kimberley, Mundie, Naish, Offen & L.Sykes	Officer: Lindsay Barker
No. of meetings	Held in year: 6 (inc AGM)	Attended: 6
Comments	<p>The Council set up an Arms Length Management Organisation (ALMO) which is a separate legal company called Colchester Borough Homes (CBH) which ensures the separation of the local authority strategic housing function from the day to day management of the Council's housing stock. CBH is managed by a board, which comprises six tenant and leaseholder representatives, six council nominees and three independent representatives. The day to day running of the company is delegated to a senior management team, led by the Chief Executive of CBH.</p>	
Issues arising or Action required	<p>To oversee the responsibilities of CBH as an independent company which are:</p> <ul style="list-style-type: none"> ● asset management investment and repairs ordering; ● environmental protection and improvement; ● rent collection, dealing with arrears and debt counselling; ● estate management, caretaking, and support services under Supporting People ● managing lettings, voids and under-occupation; ● enforcement of tenancy conditions; ● similar functions for leaseholders; and ● tenant participation, information and consultation ● day to day management of property services and allocations. <p>Key decisions/issues this year will include: growing the business of the ALMO, investing in Council housing post-decent homes, managing tenancies in a time of welfare reform and delivering efficient and effective services that offer real value for money.</p>	

Outside Body	Colchester Community Stadium Board	
Representative/s	Cllr Turrell / Cllr Hunt	Officer : Adrian Pritchard
No. of meetings	Held in year: 4	Attended: 4
Comments	<p>Purpose of the body The partnership meetings have discussed various issues relating to operation and finances of the Community Stadium.</p> <p>Key items Management company operating statistics Tenants performance Community and stakeholder events Site development Company business</p> <p>Other members Other members of the partnership include Colchester United Football Club, Colchester United Community Sports Trust, 3 Independent Board Members</p> <p>The Board oversaw the stadium management operations for all non-match day events together with the community usage through the Community Sports Trust activities and the community stakeholder events for use by local community groups.</p> <p>Finance was also raised to surface the car park which is due to take place in the close season</p>	
Issues arising or Action required	Strategic priorities and performance measures agreed for tenants. Resurfacing of the car park agreed.	

Outside Body	Colchester & Ipswich Joint Museums Cttee	
Representative/s	Cllrs Barlow & Smith	Officer : Peter Berridge
No. of meetings	Held in year: 5	Attended: 5
Comments	<p>Key Items Annual budget and operating plan agreed. Heritage lottery funding bid submitted. This is a formal Council Committee that has full delegated Executive powers that are binding on the CBC Cabinet – which is why the two CBC members sitting on it have to be members of the Cabinet. The Joint Committee Agreement between CBC and IBC states that it should be the Portfolio Holder responsible for museums and the one responsible for finance.</p>	
Issues arising or Action required	The chairing of the committee alternates between CBC and Ipswich on a yearly basis, so a member from Colchester could be required to chair the committee (2011-12 is with Ipswich, 2012-13 is CBC)	

Outside Body	Colchester Hospital University NHS Foundation Trust	
Representative/s	Cllr Hunt	Officer: N/A
No. of meetings	Held in year: 6 & 6 cttee	Attended: 4 & 4 cttee
Comments	The rep on this next year will be Cllr Dopson. It meets 6 times a year and standing committee.	
Issues arising or Action required		

Outside Body	Local Government Association, General Assembly	
Representative/s	Cllrs Turrell (voting member) Hunt (substitute) Bentley, G.Oxford & T.Young (observers)	Officer: N/A
No. of meetings	Held in year:	Attended:
Comments	Purpose of the body - to review policy issues for local government nationally.	
Issues arising or Action required		

Outside Body	Local Government Association, Urban Commission	
Representative/s	Cllrs Offen (voting member) T.Young (non-voting member)	Officer: N/A
No. of meetings	Held in year:	Attended: 0
Comments	I was given some dates by Paul Smith, but never received any papers. I phoned prior to each date, but was told that my name was not on the list and that there was no need to attend.	
Issues arising or Action required		

Outside Body	Local Government Association, Rural Commission	
Representative/s	Cllrs Chillingworth (voting member) Garnett (non-voting member)	Officer : N/A
No. of meetings	Held in year: 2	Attended: 1
Comments	I attended the Rural Commission meeting in London on 30 March 2011, but was unable to attend the meeting held in Chester in September 2010. Purpose. These meetings allow representatives from member local authorities to meet to hear presentations and discuss common problems faced in rural areas. In addition to those meetings, as a RC member, I attend the Essex Rural Partnership meetings twice a year as CBC's representative. Also it's Steering Group some 6 times a year representing local authority members.	
Issues arising or Action required	Rural broadband provision, rural transport, flooding and housing. These are information/ discussion rather than action sessions.	

Outside Body	Local Government Association, Coastal Issues Special Interest Group	
Representative/s	Cllr T. Young	Officer:
No. of meetings	Held in year:	Attended:
Comments		
Issues arising or Action required		

Outside Body	East of England Local Government Association	
Representative/s	Cllr Turrell	Officer: N/A
No. of meetings	Held in year:	Attended:
Comments	Purpose of the body - to review policy issues for local government regionally.	
Issues arising or Action required		

Outside Body	Essex Partnership Forum	
Representative/s	Cllr Turrell	Officer : N/A
No. of meetings	Held in year:	Attended:
Comments	Purpose of the body: Work and outcomes associated with the County-wide Sustainable Community Strategy.	
Issues arising or Action required		

Outside Body	Waste Management Advisory Board for Essex and Southend	
Representative/s	Cllrs Hunt & Turrell (substitute)	Officer: Paul English
No. of meetings	Held in year: 0	Attended: 0
Comments	This body no longer exists. It has been replaced with the Essex Waste Partnership. The member attendees will be the same but it has yet to meet.	
Issues arising or Action required		

Outside Body	Colchester Institute Corporation Board of Governors	
Representative/s	Cllrs Pyman (until 31/07/10)	Officer: N/A
No. of meetings	Held in year:	Attended:
Comments		
Issues arising or Action required		

Outside Body	Annual Rail Seminar	
Representative/s	Cllr Naish	Officer: N/A
No. of meetings	Held in year:	Attended:
Comments	Did not meet in 2010 / 11.	
Issues arising or Action required		

Outside Body	Campaign to Protect Rural Essex	
Representative/s	Cllr Blundell	Officer : N/A
No. of meetings	Held in year : 6 in 2010 Reduced to : 4 in 2011	Attended: Apr 2010 – Apr 2011 5 out of 6 Plus attendance at relevant Fund-Raising events
Comments	<p>Purpose of the Body CPREssex works locally and nationally to stand up for the countryside; to protect it from the threats it faces, and to shape its future for the better. Its ambition is to preserve a beautiful and thriving countryside that's valued and enjoyed by everyone.</p> <p>Key Items It is one of the consultees as part of the establishment of Colchester's Local Development Framework and is also often consulted by CBC's Development Control department regarding planning applications in rural areas of Colchester. It often works in partnership with other local environmental and ecological organisations, e.g. The Dedham Vale Society.</p> <p>Recent activities have included:</p> <ul style="list-style-type: none"> (a) Registering objections to a number of environmentally damaging proposed mineral extraction sites around the county. (b) Asking that the proposed Essex County Council and Southend Borough Council waste management and disposal facilities should be on brown field sites and not encroach into the green belt or green field areas. © Urging councils to exercise their enforcement powers to remove illegal roadside advertising. (d) Calling for a withdrawal of the forestry sale proposals. (e) Celebrating the conservation of Essex by supporting the 100 Parishes Project and the Essex Woodland Partnership in their mission to regenerate our county's ancient woodlands. <p>Other Members of CPREssex's Advisory Committee Representatives of other CPPREssex's Groups (of which Colchester is one) - other examples are Maldon, Chelmsford and Tendring District. Representatives of CPREssex sub-committees – e.g. Minerals and Waste Group, Transport Group, Aviation Group and Plans Group. CPREssex representatives on External Bodies – e.g. Dedham Vale Society, Ramblers Association and Harlow Civic Society. CPREssex has a Chairman, 2 Vice Chairs and a Campaigns and Development Manager, all of whom are always present</p>	
Issues arising or Action required	As with so many voluntary and/or charitable organisations today, CPREssex is facing funding difficulties. More volunteers are always required but there is no doubting the commitment of CPREssex to its core aims and values. The exchange of information between the various attendees at the meetings of the Advisory Committee is vital and this Committee provides an excellent example of cross-organisations mutual support, and often legal advice, for one another. CBC continues to gain from its comments and advice.	

Outside Body	North East Essex Children's Trust Board	
Representative/s	Cllr Dopson	Officer : Gareth Mitchell
No. of meetings	Held in year: 6	Attended: 6
Comments	<p>Purpose of the body: The North East Essex Children's Commissioning and Delivery Board brings partners together at a strategic level to determine needs and identify priorities and plans to deliver better outcomes for children and young people in the area. The Board may also directly commission services.</p> <p>Membership: NHS bodies District Councils Police JobCentre Plus Voluntary and Community Sector Schools Essex County Council Fire and Rescue Service Probation Service</p> <p>Vision: <i>"to make a difference and help improve the lives of local children, young people and their families"</i></p> <p>Priorities: The Board has agreed the following four priorities:</p> <ul style="list-style-type: none"> • Emotional Health & Well Being • Parenting and Family Support • Young people not in Education, Training or Employment (NEET) • Child Poverty <p>In addition, four overarching themes have been identified that will increase the impact of the Board's work:</p> <ul style="list-style-type: none"> • Safeguarding children, young people and their families • Integrated children's workforce and integrated working • Involvement of children, young people and families • Partnership development 	
Issues arising or Action required	<p>New Children's Partnership arrangements put in place. Performance Management arrangements implemented. Priorities agreed. Joint Commissioning Strategy and Plan under development.</p>	

Outside Body	Safer Colchester Partnership – Responsible Authority Group	
Representative/s	Cllr T.Young	Officer: Ian Vipond
No. of meetings	Held in year: 5	Attended: 5
Comments	The Responsible Authorities Group is a statutory partnership that consists of the Councils Portfolio Holder and Chief Officers representing statutory partners and organisations that are well placed to make a valuable contribution to crime and disorder reduction in Colchester Borough. Partners include representatives of Essex Police, Fire and Probation Services, local Health bodies, Essex County Council and Colchester Borough Homes. It links to neighbourhoods through the Neighbourhood Action Panels NAP's. Major initiatives have included the 'Days of Action' and Safer Colchester Project as well as the SOS bus and a range of support initiatives on key issues such as Domestic Violence and misuse of drugs and alcohol.	
Issues arising or Action required	The Partnership works together to reduce crime and disorder in Colchester by delivering the key priorities of the agreed Annual Partnership Plan. Undoubtedly this year will involve dealing with the implications of reduced funding and future changes to how these services are delivered.	

Outside Body	Colne Estuary Members Liaison Group	
Representative/s	Cllrs Sutton, Manning & Lilley	Officer: Beverley McClean
No. of meetings	Held in year: 0	Attended: 0
Comments	<p>The main purpose of the Colne Member Liaison Group was to discuss the administrative aspects of the Colne Estuary Initiative including funding. It also provided an opportunity for elected members to learn about and discuss key issues affecting their coastal constituencies. The Member Liaison Group has not met during the past year.</p> <p>Key issues have included project funding and general issues such as water quality, coastal development and coastal management issues (flood management) affecting coastal communities living and working along the Colne Estuary.</p> <p>This group included member representation from Essex County Council, Tendring District Council. Other partners involved were Essex University, Brightlingsea Harbour Commissioners, Anglia Water, Natural England and the Environment Agency.</p> <p>Comment from Cllr Lilley</p> <p>When I was elected 3 years ago I was assigned to the Colne Estuary group but had not received any invites to meetings and not informed of upcoming meetings so I checked with Officers what this group was about, I was told as CBC funding had been withdrawn there was no need for Councillors to attend and also because a Officer attended on behalf of CBC.I would have been interested to attend these meetings, if there are any, as Rowhedge is covered by this group.</p>	
Issues arising or Action required	The passage of the Marine and Coastal Access Act in late 2010 will introduce a new system of Marine Spatial Planning in the UK. A Marine Spatial Plan will be produced covering the Colne Estuary and this may re instate a new role for elected members. This is unlikely to be in the next financial year though.	

Outside Body	Cory Environmental Trust in Colchester	
Representative/s	Cllr Arnold	Officer: Chris Dowsing
No. of meetings	Held in year :3	Attended: 3
Comments	<p>Purpose of the body The trust meets to consider funding through landfill tax monies project applications submitted by interested bodies that meet the criteria of the trust.</p> <p>Key Items These are the consideration of project applications and the monitoring of financial awards and the trusts financial position.</p> <p>Other Members Other members of the trusts include a representative of Cory Environmental who provide the trust with Landfill Tax monies and other trustees</p>	
Issues arising or Action required	The secretariat role is changing and this needs agreement.	

Outside Body	Local Highway Panel	
Representative/s	Cllrs Hunt, J.Young, Gamble, Frame, Hardy & Hazell	Officer: Richard Clifford
No. of meetings	Held in year: 4	Number of Council attendees at each meeting 21/06/10 - 6 15/09/10 - 6 02/02/11 - 6 24/03/11 - 4
Comments	<p>This has been a frustrating year for the Panel as due to the budgetary pressures facing local government there was no capital budget available to fund the local schemes that the Panel had previously identified as priorities for funding. Nevertheless the Panel provided a useful forum where Panel members could seek to influence the work and priorities of the ECC Highways Department. Panel meetings provided an opportunity for ward councillors and members of the public to raise issues of concern to them. In this way, the Panel provided local accountability for ECC Highways Department. The Panel usefully explored issues such as the difficulties posed by the extended inclement weather and the work of the Highway Rangers. The Panel also decided to extend its remit to cover issues relating to public rights of way.</p> <p>Comment from Cllr J. Young : Given the fact that budgets were not available to spend I think this group should have been suspended until they were available. This was set up with a devolved budget to allow local decisions to be made about priorities and how the money would be spend. With no money for 2010/2011 the group was pointless as it could not meet its objectives .</p>	
Issues arising or Action required	At the first meeting of the new municipal year the Panel will be considering a report the budgets available and the extent of the funds available for the Panel to prioritise.	

Outside Body	Dedham Vale (AONB) and Stour Valley Joint Advisory Committee	
Representative/s	Cllrs Chapman & Garnett	Officer: Adam John
No. of meetings	Held in year: 2 usually but 5 during 2010/11	Attended: 5
Comments	<p>Purpose of the body: As representatives of the funding partners the JAC scrutinise and support the staff unit of the Dedham Vale AONB & Stour Valley Project, including monitoring and setting the budget and Project business plan and to have overall responsibility for producing, monitoring and reviewing the Management Plan (as required by the CROW Act) and is responsible for reviewing the Memorandum of Understanding between partners.</p> <p>Work undertaken by Cllr Chapman I am chair of the JAC so have attended numerous meetings concerning the staff 'restructuring', which I would actually liken to a CBC FSR, which has come about due to expected severe reduction in grants from Government at national and local levels. I have also attended several national meetings representing the JAC at discussions with Natural England (NE) and other AONBs and I attend the National Conference of AONBs. I represent the JAC at local events –for example, I have judged an art competition, a Suffolk Greenest County Award, presented the latter, attended public consultations etc. I have liaised with senior officers at Suffolk County Council regarding the restructuring. I would also add that I have maintained regular contact with Cllr Barton, as the portfolio holder, during the course of the last year.</p> <p>Also, we have formed, with the Essex Chamber of Commerce a forum for businesses in the Stour Valley, with the aim of endeavouring to work more closely with them in the future for our mutual benefit. We are hoping for some financial support to come our way for specific projects –advertising in one our publications being the first one.</p> <p>I estimate I have been putting in nearly a day a week recently on Dedham Vale work.</p> <p>Other members NE Essex & Suffolk CC Babergh, Braintree and Tendring DC St Edmundsbury BC</p>	
Issues arising or Action required	<p>Staff restructuring under consideration, to be reviewed in 12 months. 2011/12 budget agreed but due to funding reconsideration by principal partner the Memorandum of Agreement is currently under review. Management Plan monitoring ongoing</p>	

Outside Body	Essex Health Overview and Scrutiny Committee	
Representative/s	Cllr Offen	Officer: N/A
No. of meetings	Held in year: 8	Attended: 8
Comments	<p>Scrutiny of health provision in Essex Issues; CQC adverse reports on Acute Trusts in Basildon, Colchester and Chelmsford. Chairs and Ch. Execs required to attend and present improvement programmes and report on progress.</p> <p>The Health Bill. Recommendations for change sent to the Sec of State.</p> <p>Devolvement of provider services by PCTs</p>	
Issues arising or Action required	Future of scrutiny of healthcare, at present unclear.	

Outside Body	Mercury Theatre Limited	
Representative/s	Cllr Cope	Officer : Josie Warner
No. of meetings	Held in year: 6	Attended:
Comments	<p>Purpose of the body To direct and oversee the strategic plans of the Mercury Theatre, including financial monitoring and business planning.</p> <p>Key items Executive Director's report, Artistic Director's report, report of committees such as H&S and finance.</p> <p>Other members Independent representatives including Philip George (Chair) and Richard Bailey (Deputy Chair) Observing officers from CBC, ECC and Arts Council attend occasionally</p>	
Issues arising or Action required	<p>Participation in joint-arts fundamental service review</p> <p>Successful application to the Arts Council to become a National Portfolio Organisation</p> <p>Business and financial planning to mitigate funding reductions – Director role has been to assist in managing the changing financial scene.</p> <p>Future planning for rehearsal facilities, new roof and new heating system.</p>	

Outside Body	Museums in Essex Committee	
Representative/s	Cllr Barlow	Officer: N/A
No. of meetings	Held in year:	Attended: 1
Comments	<p>The Museums in Essex Committee was established in 1985. Since then it has provided a co-ordinating focus, promoting the interests of museums within the county. The Committee is an example of co-operation between most district and borough authorities, Essex County Council and Southend Unitary Authority and the independent museum sector. It is funded through subscriptions from members.</p> <p>MIEC's mission is to "support museums in Essex to raise standards, and make their collections accessible to everyone"</p> <p>MIEC's aims are</p> <ol style="list-style-type: none"> 1) Standards - Raise standards in care of collections and public services for museums in Essex. 2) Exhibitions - Develop a strong reputation for the production of touring exhibitions within the county and beyond. 3) Marketing - Raise the profile of museums in Essex and promote their collections, services, activities and events. 4) Training - Work with our regional partners to deliver practical and accessible training for all. 5) Audience Development and Accessibility - Encourage and assist museums to increase and broaden the range of users. 6) Advocacy and Developing Partnerships - Work with the regional and national heritage sector to increase opportunities for Essex museums. <p>Work in 2010/11</p> <p>Updating the MIEC website with information on member museums</p> <p>Setting up the Beyond the Frame project which pairs artists with various museums within Essex, including the University of Essex Latin American Art Collection at Colchester, to create artworks and run public activities and events.</p> <p>Ongoing administration of the Silks of Life touring exhibition of Chinese costume.</p> <p>Taking part in the Maritime Heritage East project which links together museums in the region with maritime collections.</p> <p>Looking at opportunities to establish a cultural diversity champion on the MIEC Management Committee.</p>	
Issues arising or Action required	<p>Discussions on the future role of MIEC given the departure of the County Museums Development Officer and the financial pressures on the various local authorities to find the annual subscription. Networking between members and advocacy to stakeholders were considered to be the primary functions of MIEC and the organisation may be re-shaped to take this into account.</p>	

Outside Body	Patrol Adjudication Joint Committee	
Representative/s	Cllr Hunt	Officer : Richard Walker
No. of meetings	Held in year: 2	Attended:
Comments	<p>Purpose of the body <i>The Parking and Traffic Regulations Outside London Adjudication Joint Committee (PATROL AJC) has been established to enable constituent Councils to exercise their functions appointing Adjudicators, etc under Part 6 of the Traffic Management Act 2004</i></p> <p><i>This council joined the Joint Committee as required, during 2008. As the council is a member of the PATROL Adjudication Joint Committee, it is a requirement that the council regularly nominates a Councillor to serve on the Joint Committee.</i></p> <p>Key Items <i>to oversee the administrative functions of the "Traffic Penalty Tribunal", appoint adjudicators, and agree its accounts.</i></p> <p>Other members <i>All CPE councils (or their partner representatives) outside London</i></p>	
Issues arising or Action required	<i>To receive reports</i>	

Outside Body	Police and Community Consultative Group	
Representative/s	Cllr T.Young	Officer: N/A
No. of meetings	Held in year:	Attended:
Comments	Essex Police have advised that this group no longer exists.	
Issues arising or action required		

Outside Body	Member Development Group	
Representative/s	Cllrs Maclean, Naish, Offen, G. Oxford (during the course of the year, the Portfolio Holder for Resources and Diversity, plus Member Charter peers, Cllr T. Higgins, Cllr J Young and Cllr T. Young were also invited to attend meetings of the group).	Officer: Richard Clifford
No of meetings	Held in Year : 4	Number of attendees at each meeting:- 15/12/10 - 3 19/01/11- 6 15/02/11 - 4 23/03/11 - 5
Comments	<p>The Member Development Group oversaw the successful bid for Charter Status for Elected Member Development. As part of this work it managed the assessment of members training and development needs, drafted an Annual Training Plan setting out members development needs for 2011-12 and evaluated the benefits of training and development for the Council.</p> <p>The Group also monitored the member development budget and has suggested improvements in the way it should be managed in future years. The Group has also overseen the improvements to member development procedures such as the extension of the Learning Pool to Councillors and the introduction of a protocol setting out standards around the arrangements for and the promotion of training and development events.</p>	
Issues arising or action required	To consider the report from the Charter assessment team and the recommendations made therein	

PETITIONS, PUBLIC STATEMENTS, QUESTIONS

(i) Have Your Say speakers

Date of Meeting	Details of Member of the Public	Subject Matter	Form of Response	Date Completed
Council, 23 March 2011	Will Quince	Dog Fouling	Verbal response given at the meeting by the Portfolio Holder for Street and Waste Services	23 March 2011
Council, 23 March 2011	Andy Hamilton	The provision of a charitable mobility scooter service anywhere in the bus station, the relocation of Shopmobility to St Mary's car park and the support the Council gave to firstsite.	Verbal response given at the meeting by the Portfolio Holder for Communities	23 March 2011
Council, 23 March 2011	Liz Adams	The impact of the new cycle route in Crouch Street	Verbal response given at the meeting by the Portfolio Holder for Economic Development, Culture and Tourism given at the meeting; written response sent by the Portfolio Holder for Economic Development, Culture and Tourism on 11 May 2011	11 May 2011

Date of Meeting	Details of Member of the Public	Subject Matter	Form of Response	Date Completed
Council, 23 March 2011	Graham Phelps	The impact of the new cycle route in Crouch Street	Verbal response given at the meeting by the Portfolio Holder for Economic Development, Culture and Tourism given at the meeting; written response sent by the Portfolio Holder for Economic Development, Culture and Tourism on 11 May 2011.	11 May 2011
Council, 23 March 2011	Dave Richards	The impact of the new cycle route in Crouch Street	Verbal response given at the meeting by the Portfolio Holder for Economic Development, Culture and Tourism given at the meeting; written response sent by the Portfolio Holder for Economic Development, Culture and Tourism on 11 May 2011	11 May 2011
Council, 23 March 2011	Raymond Moore	City Status	Written response sent by the Leader of the Council and Portfolio Holder for Performance and Strategy on 15 April 2011.	15 April 2011
Council, 23 March 2011	Wendy Bailey	City Status	Written response sent by the Leader of the Council and Portfolio Holder for Performance and Strategy on 15 April 2011.	15 April 2011

Date of Meeting	Details of Member of the Public	Subject Matter	Form of Response	Date Completed
Council, 23 March 2011	Bill Hayton	City Status	Written response sent by the Leader of the Council and Portfolio Holder for Performance and Strategy on 15 April 2011.	15 April 2011

(ii) Petitions

Date petition received	Lead petitioner	Subject Matter	Form of Response	Date Completed
16 February 2011	Mr J Buxton	Access Licences: Unfair New Proposed Fee Schedule for 2011-2016	Written response sent by the Head of Life Opportunities	8 March 2011

Report of	Lindsay Barker	Author	Sam Preston ☎ 282707
Title	Proposal to install Photovoltaic (PV) Panels on Social Housing and Corporate Buildings.		
Wards affected	All wards		

This report concerns an opportunity for the Council to enter into a lease agreement with a preferred contractor to install PV panels on suitable social housing stock and corporate buildings.

1. Decision(s) Required

- 1.1 To agree to proceed with the installation of PV systems on the roofs of suitable Council owned houses, sheltered housing schemes and corporate buildings via a roof rental arrangement for the reasons set out in this report.
- 1.2 To agree for the Council to enter into detailed lease negotiations with a preferred supplier in order to seek to agree relevant contract documentation.
- 1.3 To delegate authority to the Head of Strategic Policy & Regeneration in consultation with the relevant Portfolio Holder to enter into a formal legal arrangement with the preferred bidder once negotiations have been successfully concluded. Also in the event that the Council and the preferred bidder are unable to successfully conclude negotiations within a reasonable period of time, to delegate authority to enter into negotiations with the next bidder and if successful then to award a contract with that bidder.
- 1.4 To delegate authority to the Head of Strategic Policy & Regeneration to amend the terms of relevant secured tenancies in order to exclude the roof space from the secure tenancy. This will enable the successful company to be granted with appropriate rights to install and maintain the PV Panels which could require relevant tenants to enter into a formal surrender and re-grant of their tenancy.

2. Reasons for Decision(s)

- 2.1 Colchester's social housing stock and corporate buildings provide a valuable asset of roof space which could be utilised with the installation of PV Panels to generate electricity using energy from the sun. The installation of PV offers both financial and environmental benefits to the Council and wider community.
- 2.2 The government incentive scheme called the Feed-in Tariff (FiT) means that small scale generation of electricity via PV panels attracts an income of 43.3p/kWh, potentially creating a significant income stream for the Council.
- 2.3 Under a roof rental option the Council would allow a preferred supplier to supply, install and maintain the PV systems under a lease agreement. The supplier would fully fund the project implementation and on-going maintenance to ensure that there is no direct cost to the Council. The preferred supplier will receive income from the PV systems via the

FiT incentive and will give a proportion of this income to the Council as rent for the use of the Council's roofs via a formal lease agreement.

3. Alternative Options

3.1 To decide not to progress further with this project in which case no further action will be taken.

3.2 To create a licence agreement with the preferred supplier. It is likely that the successful company will require a lease of the roof space in order to guarantee rights that could last up to 25 years and/or to ensure that they can obtain the necessary finance for the PV panels. Accordingly, a licence arrangement is unlikely to be a viable option.

4. Supporting Information

4.1 Feed-in Tariffs

The Feed-in Tariff (FIT's), guarantees a minimum payment for electricity generated through a renewable source where energy companies pay a fixed amount of money per unit of renewable energy generated.

The financial incentives for installing PV Panels are now three fold;

- fixed rate income for 25years of 43.3p/kWh (this rate is for small scale installations, the rate is reduced for larger installation above 4kWp)
- an import fee for energy not used which is fed back into the grid – 3p/kWh
- proportion of free electricity where the residents would use the energy generated.

The potential income through FIT's is fixed for 25years which offers a secure investment that will not be affected by a change in interest rates or changes in energy prices, it is also index linked. It should be noted that the FITs payments are set to reduce by 8% per annum after April 2012 for new applicants and there is a possibility that the scheme maybe re-focused or even terminated in 2014. In order to address this risk the Council has specified that as many PV systems as possible must be installed on suitable properties and registered by 31st March 2012, with the option for the Council to extend the period for up to two further years.

4.2 Progress to date

Following a Cabinet decision in March the Council entered into a tender process to find a suitable supplier to finance, supply, install and maintain the PV panels as set out in a detailed tender specification. In order to secure high quality panels, efficient and effective installation along with sufficient maintenance and monitoring the Council procured specialist advice to develop the specification. The tender documents were completed with input from both CBC and CBH including significant support from legal services.

A total of 21 suppliers responded to the tender by supplying pre-qualification questionnaires (PQQs).

Tenders were returned on 17th May 2011.

4.3 'Bigger picture'

The Climate Change Act 2008 created a legally binding target to reduce CO2 emissions in the UK by 80% by 2050 and in addition to this the EU Renewable Energy Directive sets the UK a target to provide 15% of its energy from renewable technologies by 2020.

In order to achieve the set targets the Government has put in place a range of incentives and programmes and as a local authority Colchester Borough Council has an opportunity to access these not only for the benefit of its communities but also to boost a developing sector in the area, enable job creation and training opportunities and to generate a much needed income which can be either re-invested into more projects in the future or used as a revenue income for other Council projects.

The Council and CBH have undertaken a wide range of projects in the past to help improve energy efficiency, reduce fuel poverty and lower carbon emissions. Some examples include boiler replacements, insulation schemes and fuel switching schemes, all of which have benefitted selected tenants and residents with suitable properties. Although the PV project proposal is restricted in terms of only benefitting tenants and corporate buildings with correct orientation (alongside a number of other criteria), it is proposed that the Council uses some of the income generated to invest in a ring fenced green fund that would be used to kick start further projects to improve energy efficiency/renewable energy generation and to access other funding and incentives.

Further incentives planned for 2012 include the Renewable Heat Incentive which will offer similar financial benefits to the FiTs but for renewable heat generating technologies. And also the Green Deal which offers consumers energy efficiency improvements at no upfront cost in a 'pay as you save' type deal.

4.4 Roof rental option

This option offers the lowest risk to the Council by passing on the financial risk as well as implementation risks to a preferred supplier. This would be at no cost to the Council and the supplier would be responsible for all installation and maintenance of the PV.

Key benefits of this option are:

- The option is low risk to the Council as they do not have money invested into the project
- It is in the preferred supplier's interest to provide the best quality PV systems and to ensure they are maintained to a high standard
- It is in the preferred supplier's interest to install as many systems as possible by the April 2012 deadline
- The preferred supplier is willing to provide significant consultation with Council tenants and have experience in doing so and to work in partnership with the Council and/or CBH in order to maximise the take up of PV panels.

Risks associated with this option are:

- The Council would be entering into long term lease arrangement which is likely to create inherent potential risks from a landlord and tenant point of view and/or from a property management perspective
- It must be acknowledged that the number of suitable properties are unknown and there is a risk that there is simply not enough time to install PV panels on all suitable properties prior to the 31st March 2012, that is why the Council has included the option to extend the initial period for up to two further years.
- Contract arrangements need to be future proof to ensure that the income is guaranteed for 25 years
- The Council is unable to agree appropriate terms with a preferred bidder

4.5 Environmental benefits

Utilising the Council's roof space to generate renewable electricity will help to reduce CO₂ emissions by approximately 1600 tonnes per year whilst highlighting the Council as a community leader for sustainability and raising awareness of carbon reduction across the wider borough.

4.6 Benefits to tenants

The PV project proposal will benefit a proportion of Council tenants who are willing for the PV Panels to be installed and where their property is deemed to be suitable for the installation. It is expected that around 1/3 of all tenants (2000) could benefit from the project although this figure can not be guaranteed. The main benefit for the relevant tenants will be that they can use the free electricity generated during daylight hours from the PV Panels. The benefit could potentially be significant depending on how the tenant uses electricity and the benefit would further increase if energy prices continue to rise.

Accordingly, the benefits to individual tenants will depend wholly on energy demand but it is estimated that likely annual energy savings could be £100-150 (which across all properties could be £200,000 - £300,000 benefit).

5. Proposals

5.1 The Council enters into detailed lease negotiations with the preferred supplier.

5.2 As the Council will be entering into a lease agreement a significant part of the project implementation will be down to the supplier. Interested parties (tendering suppliers) have been required to submit a project implementation plan and programme which has been evaluated as part of the tender process. The programme will include details of how many installations might be completed by the end of March 2012.

5.2 If the proposal is agreed by Cabinet it is intended that the preferred bidder will be notified on or around the 26th May 2011, after which negotiations of the lease arrangements and proposed variations to secure tenancies will start immediately. It is hoped that the negotiation will be completed within 21 days of the initial notification of preferred bidder status. It is only once the documentation has been agreed between the Council and the preferred bidder and the Council issues a formal letter of acceptance will the parties be able to enter into a contractual relationship. Accordingly, negotiation will and must remain "subject to contract"

5.3 CBH will be undertaking the contract management for this project in relation to the housing stock to ensure that high standards of tenant communication, installation and maintenance are achieved. The Council will deal with the contract management where it relates to commercial properties.

6. Strategic Plan References

6.1 The proposed project will help to achieve the Council's objective to be cleaner and greener.

7. Consultation

7.1 In order to gauge tenant interest in this project CBH undertook some initial consultation with their e-forum. 111 tenants responded to the consultation which is around 45% response rate. Of these respondents 77% either strongly agreed or agreed that the project should go ahead. Full results can be seen in appendix.

- 7.2 There has been consultation with the Council Executive Board and Colchester Borough Homes Board who have been very supportive of the proposal.
- 7.3 If the proposal is undertaken, then the preferred supplier in conjunction with CBH will be required to carry out extensive consultation/communications with tenants as part of their works. This was stipulated in the tender specification and suppliers were scored regarding their approach to the process and their past experience of similar tenant consultation and engagement.

8. Publicity Considerations

- 8.1 A full communications plan will be developed to ensure that tenants, leaseholders and the general public are fully aware of the project and kept up to date with progress.

9. Financial implications

- 9.1 The supplier will retain ownership of the panels and therefore receive the FiT payments. The financial benefit for the Council will be the proportion of the FiT paid to the Council as rent for the use of its roofs.
- 9.2 Aside from the FiT income the Council will also benefit from the use of free electricity generated at its sheltered housing schemes and corporate properties. This is anticipated to deliver energy savings of around £2500 - £4000/year depending upon the capacity of the PV systems finally supplied and installed by the preferred supplier. This benefit will increase as energy prices increase.
- 9.3 There will be a contract management cost to CBH which will be paid for through the HRA budget, however this will be recovered from the income generated and will be minimal once implementation is complete. CBH will develop a full proposal including costing for this work.

10. Equality, Diversity and Human Rights implications

- 10.1 There are no equality, diversity and human rights impacts associated as the installations will be based on the orientation and suitability of the property. The procurement process expects all candidates to have equality and diversity policies and these have been assessed through the tender process.
- 10.2 Due to the specific criteria that will determine suitable properties for PV system installation, inevitably some properties will not be suitable. It is important therefore that the Council considers how the rental income can be shared more widely across the Borough. It is therefore proposed that the Council uses a proportion of the generated income to re-invest in future sustainability and energy efficiency projects for tenants and the wider community. A 'green fund' could be established that would enable the Council to access further incentives such as the Renewable Heat Incentive and provide match funding for more community based projects.

11. Community Safety, Health and Safety and Risk Management Implications

- 11.1 The suppliers involved in the tender process were asked to demonstrate that they have sufficient plans and procedures in place to ensure health and safety during the installation of the PV systems and as they are maintained throughout their 25 year expected service life. Suppliers were evaluated regarding health and safety, risk management and business continuity as part of the tender process.

Appendix

Tenant consultation report

Appendix 1

PV Cell Project Tenant Consultation

1. Aim

The aim of this report is to present the results of the tenant consultation questionnaire in relation to CBC's proposed Photovoltaic (PV) project.

2. Background

A questionnaire was developed to obtain an initial view of the project and was sent out to the tenant consumer group which comprises of 250 members. The consultation was required initially as this project will only benefit those tenants' properties which meet the criteria for the installation of PV. The consumer group is made up of a cross section of our tenants from the entire Borough. A response rate of 45% was received which is above average for this type of consultation.

3. Questionnaire

The questionnaire is attached overleaf which comprised of six questions:

- (i) Should we go ahead with the PV Cell project while we can get the panels for free?
- (ii) Should it be compulsory for tenants if they live in a suitable property?
- (iii) Would you give permission for installation and maintenance?
- (iv) Would you be interested in taking part in a pilot project?

If yes to Q (iv)

- (v) Would you be prepared for us to monitor your energy consumption?
- (vi) Would you be prepared to allow us to visit your property to view the equipment?

4. Results

	Strongly Disagree	Disagree	Not Sure	Agree	Strongly Agree	Total
Should we go ahead with the PV Cell project while we can get the panels for free?	7	4	14	25	61	111
Should it be compulsory for tenants if they live in a suitable property?	8	7	22	28	46	111
	Yes	No				
Would you give permission for installation and maintenance?	93	12				105
Would you be interested in taking part?	87	15				102
Would you be prepared for us to monitor your energy consumption?	86	4				90
Would you be prepared to allow us to visit your property to view the equipment?	89	3				92

5. Conclusion

The results show that 77% of those who replied either strongly agreed or agreed that the Council should go ahead with the PV project and 74% felt it should be compulsory while the cells can be installed for free. Only 6% strongly disagreed with the idea.

84% of tenants would give permission for an installation and 78% were interested in taking part in a pilot scheme.

The comments show that the majority who voted in the 'Not Sure' category wanted more information before making a decision and many who disagreed thought it would cost them money which isn't the case.

In summary, the consultation showed that our tenants are fully behind the project moving forward.

Matt Armstrong
Asset Manager, CBH
6th May 2011

