



Colchester  
City Council

# Cabinet Meeting

**Grand Jury Room, Town Hall, High Street,  
Colchester, CO1 1PJ  
Wednesday, 13 March 2024 at 18:00**

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



# Information for Members of the Public

## Access to information and meetings

You have the right to attend all meetings of the Council, its Committees and Cabinet. You also have the right to see the agenda (the list of items to be discussed at a meeting), which is usually published five working days before the meeting, and minutes once they are published. Dates of the meetings are available here:

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

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

## Have Your Say!

The Council welcomes contributions and representations from members of the public at most public meetings. If you would like to speak at a meeting and need to find out more, please refer to the Have Your Say! arrangements here:

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

## Audio Recording, Mobile phones and other devices

The Council streams public meetings for live broadcast over the internet and the recordings are available to listen to afterwards on the Council's YouTube channel. Audio recording, photography and filming of meetings by members of the public is also welcomed. Phones, tablets, laptops, cameras and other devices can be used at all meetings of the Council so long as this doesn't cause a disturbance. It is not permitted to use voice or camera flash functions and devices must be set to silent. Councillors can use devices to receive messages, to access meeting papers and information via the internet. Looking at or posting on social media by Committee members is at the discretion of the Chair / Mayor who may choose to require all devices to be switched off at any time.

## Access

There is wheelchair access to the Town Hall from St Runwald Street. There is an induction loop in all the meeting rooms.

## Facilities

Toilets with lift access, if required, are on each floor of the Town Hall. A water dispenser is available on the first floor.

## Evacuation Procedures

Evacuate the building using the nearest available exit. Make your way to the assembly area in the car park in St Runwald Street behind the Town Hall. Do not re-enter the building until the Town Hall staff advise you that it is safe to do so.

Colchester City Council

telephone (01206) 282222 or textphone 18001 followed by the full number you wish to call

e-mail: [democratic.services@colchester.gov.uk](mailto:democratic.services@colchester.gov.uk)

[www.colchester.gov.uk](http://www.colchester.gov.uk)

**COLCHESTER CITY COUNCIL**  
**Cabinet**  
**Wednesday, 13 March 2024 at 18:00**

Leader and Chair	Councillor King Councillor Burrows Councillor Cory Councillor Goss Councillor Jay Councillor Luxford Vaughan Councillor Smith Councillor Sommers
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**AGENDA**  
**THE LIST OF ITEMS TO BE DISCUSSED AT THE MEETING**  
**(Part A - open to the public)**

**Live Broadcast**

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

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

**1 Welcome and Announcements**

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

**2 Urgent Items**

The Chair will announce if there is any item not on the published agenda which will be considered because it is urgent and will explain the reason for the urgency.

**3 Declarations of Interest**

Councillors will be asked to say if there are any items on the agenda about which they have a disclosable pecuniary interest which would prevent them from participating in any discussion of

the item or participating in any vote upon the item, or any other registerable interest or non-registerable interest.

#### 4 **Minutes of Previous Meeting**

Cabinet will be invited to confirm that the minutes of the meeting held on 24 January 2024 are a correct record.

**24-01-24 public**

9 - 24

#### 5 **Have Your Say! (Hybrid Cabinet Meetings)**

Members of the public may make representations to Cabinet meetings on any item on the agenda or any other matter relating to the business of Cabinet. This can be made either in person at the meeting or by joining the meeting remotely and addressing the Cabinet via Zoom. Each representation may be no more than three minutes. Members of the public wishing to address Cabinet remotely may register their wish to address the meeting by e-mailing [democratic.services@colchester.gov.uk](mailto:democratic.services@colchester.gov.uk) by 12.00 noon on the working day before the meeting. In addition, a written copy of the representation should be supplied for use in the event of technical difficulties preventing participation at the meeting itself.

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

#### 6 **Decisions Reviewed by the Scrutiny Panel**

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

#### 7 **Strategy**

##### 7(i) **Fit for the Future Transformation Portfolio**

25 - 114

Cabinet will consider a report inviting it to adopt the portfolio of activity to transform the Council and ensure services are fit for the future and deliver savings required in the Medium-Term Financial Forecast. Cabinet will also consider the recommendation made by the Scrutiny Panel at its meeting on 26 February 2024.

##### 7(ii) **Hibernation of Colchester Amphora Housing Ltd**

115 -  
152

Cabinet will consider a report inviting it approve the necessary resolutions to enable Colchester Amphora Housing Ltd to be hibernated.

## 8 Resources

- 8(i) **The Estate Plan** 153 -  
164  
Cabinet will consider a report inviting it to approve the Estate Plan.

- 8(ii) **Portfolio Holder for Resources - Recommendation from Scrutiny Panel** 165 -  
168  
Cabinet will consider a recommendation from the Scrutiny Panel from its meeting on 23 January 2024.

- 8(iii) **Business Rates - Discretionary Rates Relief Policy** 169 -  
212  
Cabinet will be invited to approve the new Business Rates Discretionary Rates Relief Policy which sets out how legislative powers will be used to award both mandatory and discretionary business rate relief.

## 9 Housing

- 9(i) **Request for Delegated Authority for the Award of HRA Contracts 2024/25** 213 -  
218  
Cabinet will consider a report seeking delegation of powers to the Portfolio Holder for Housing to approve the award of Housing Revenue Account contracts 2024/25 as they arise, which will make those awards smoother and faster if they arise between meetings scheduled for the next year.

## 10 Economy, Transformation and Performance

- 10(i) **Corporate Key Performance Indicator Targets for 2024-2025** 219 -  
224  
Cabinet will be invited to set Corporate Key Performance Indicators for 2024/25 municipal year.

- 10(ii) **Amendment of Councillor Development Policy: Leadership Academy** 225 -  
230  
Cabinet will consider a report setting an amendment to the provision in the Councillor Development Policy relating to attendance at the Local Government Association's Leadership Academy programme.

## 11 General

- 11(i) **Progress of Responses to the Public** 231 -  
238  
Cabinet will consider a report setting out the progress of responses to members of the public who spoken under the Have Your Say provisions at recent meetings of Council, Cabinet and the Council's Committees and Panels.
- 11(ii) **Recommendation from the Scrutiny Panel - Corporate Communications** 239 -  
242  
Cabinet are invited to consider a recommendation made by the Scrutiny Panel meeting at its meeting on 13 February 2024.
- 12 **Exclusion of the Public (Cabinet)**  
In accordance with Section 100A(4) of the Local Government Act 1972 and in accordance with The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 to exclude the public, including the press, from the meeting so that any items containing exempt information (for example personal, financial or legal advice), in Part B of this agenda (printed on yellow paper) can be decided. (Exempt information is defined in Section 100I and Schedule 12A of the Local Government Act 1972).

**Part B**  
**(not open to the public including the press)**

- 13 **Minutes (Not for Publication)**  
Cabinet is invited to confirm the not for publication extract from the minutes of the meeting on 24 January 2024 as a correct record.
- 13(i) **Minutes 24-01-24 - not for publication extract**
- This report is not for publication by virtue of paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 (financial / business affairs of a particular person, including the authority holding information).