

COLCHESTER CITY COUNCIL

FORWARD PLAN OF KEY DECISIONS 1 January 2024 – 30 April 2024

During the period from 1 January 2024 – 30 April 2024* Colchester City Council intends to take ‘Key Decisions’ on the issues set out in the following pages. Key Decisions relate to those executive decisions which are likely to either:

- result in the Council spending or saving money in excess of £500,000; or
- have a significant impact on communities living or working in an area comprising two or more wards within the City of Colchester.

This Forward Plan should be seen as an outline of the proposed decisions and it will be updated on a monthly basis. Any questions on specific issues included on the Plan should be addressed to the contact name specified in the Plan. General queries about the Plan itself should be made to Democratic Services (01206) 507832 or email democratic.services@colchester.gov.uk

The Council invites members of the public to attend any of the meetings at which these decisions will be discussed and the documents listed on the Plan and any other documents relevant to each decision which may be submitted to the decision taker can be viewed free of charge although there will be a postage and photocopying charge for any copies made. *All decisions will be available for inspection on the Council's website, www.colchester.gov.uk*

If you wish to request details of documents regarding the ‘Key Decisions’ outlined in this Plan please contact the individual officer identified.

If you wish to make comments or representations regarding the ‘Key Decisions’ outlined in this Plan please submit them, in writing, to the Contact Officer highlighted two working days before the date of the decision (as indicated in the brackets in the date of decision column). This will enable your views to be considered by the decision taker. Details of the decision makers are correct at the time of publication.

Contact details for the Council’s various service departments are incorporated at the end of this plan.

If you need help with reading or understanding this document please telephone (01206) 282222 or textphone users dial 18001 followed by the full number that you wish to call and we will try to provide a reading service, translation or other formats you may need.

*The Forward Plan also shows decisions which fall before the period covered by the Plan but which have not been taken at the time of the publication of the Plan.

KEY DECISION REQUIRED	DOES DECISION INCLUDE EXEMPT INFORMATION (or information defined by the Government as Confidential)	DATE OF DECISION or PERIOD DECISION TO BE TAKEN	DECISION MAKER (title and name, including Cabinet, portfolio holders and officers) – details of decision makers correct at time of publication	DOCUMENTS SUBMITTED OR TO BE SUBMITTED TO DECISION TAKER TO CONSIDER (and from where they are available)	CONTACT DETAILS FROM WHICH DOCUMENTS CAN BE OBTAINED (name of the authors of the reports)
Award of Contract for the communal area cleaning of 2 and 3 storey blocks	No	December 2023	<p>Portfolio Holder for Housing, Councillor Paul Smith</p> <p>Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk</p>	Portfolio Holder report	<p>Martin Norgett Strategic Client for Asset Management martin.norgett@colchester.gov.uk 07816 204488</p>
Acquisition of family homes from Developer within the Chesterwell development	Yes	December 2023	<p>Portfolio Holder for Housing, Councillor Paul Smith, in consultation with Richard Block, Chief Operating Officer,</p> <p>Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk</p>	Portfolio Holder report	<p>Terri Hamilton Client for Affordable Housebuilding Terri.hamilton@colchester.gov.uk 07870 542949</p>

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Award of contract for the upgrade of thermal elements and deck areas to flats at Trinity Square	No	December 2023	<p>Portfolio Holder for Housing, Councillor Paul Smith</p> <p>Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk</p>	Portfolio Holder report	<p>Martin Norgett Strategic Client for Asset Management martin.norgett@colchester.gov.uk 07816 204488</p>
Viability Assumptions and Affordable Rent on New build affordable housing developments within the Council's General needs housing stock	Yes	22 November 2023	<p>Cabinet (Cllrs King, Burrows, Cory, Goss, Jay, Luxford Vaughan, Smith, Sommers)</p> <p>Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk</p>	Cabinet report	<p>Terri Hamilton Client for Affordable Housebuilding Terri.hamilton@colchester.gov.uk 07870 542949</p>

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Approval of Fees and Charges 2024-25	No	19 December 2023	<p>Cabinet (Cllrs King, Burrows, Cory, Goss, Jay, Luxford Vaughan, Smith, Sommers)</p> <p>Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk</p>	Cabinet report Schedule of draft fees and charges	<p>Andrew Small Section 151 Officer Andrew.small@colchester.gov.uk</p>

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<p>North Essex Authorities and Shared Services</p> <p>The report will update Cabinet on progress since agreeing the North Essex Authorities' (NEA) Memorandum of Understanding in December 2022, seek approval to establish the North Essex Councils partnership and commit resources to enable its objectives to be delivered. It will also provide an update on shared services and seek approval to progress to develop a full business case for a single shared back office.</p>	No	19 December 2023	<p>Cabinet (Cllrs King, Burrows, Cory, Goss, Jay, Luxford Vaughan, Smith, Sommers)</p> <p>Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk</p>	Cabinet report	<p>Richard Block Chief Operating Officer Richard.block@colchester.gov.uk (01206) 506825</p>

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Peer Review Action Plan Update	No	19 December 2023	<p>Cabinet (Cllrs King, Burrows, Cory, Goss, Jay, Luxford Vaughan, Smith, Sommers)</p> <p>Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk</p>	Cabinet report Peer Review Action Plan Update	<p>Richard Block Chief Operating Officer Richard.block@colchester.gov.uk (01206) 506825</p>
Local Council Tax Support 2024/25	No	19 December 2023	<p>Cabinet (Cllrs King, Burrows, Cory, Goss, Jay, Luxford Vaughan, Smith, Sommers)</p> <p>Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk</p>	Cabinet report 6-week public consultation results LCTS scheme 2024/25	<p>Adam Wood Benefits and Support Manager adam.wood@colchester.gov.uk 01206 505857</p>

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Approval to complete the purchase of land/property at ‘The Centre’ Greenstead from Notting Hill Genesis, using funding received via the Estates Regeneration Fund	Yes	19 December 2023	<p>Cabinet (Cllrs King, Burrows, Cory, Goss, Jay, Luxford Vaughan, Smith, Sommers)</p> <p>Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk</p>	Portfolio Holder report	<p>Richard Kendrew Project Manager richard.kendrew@colchester.gov.uk 01206 589276</p>
Award of Contract for General Building	No	December 2023	<p>Portfolio Holder for Housing, Councillor Paul Smith</p> <p>Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk</p>	Portfolio Holder report	<p>Martin Norgett Strategic Client for Asset Management martin.norgett@colchester.gov.uk 07816 204488</p>

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Award of contract for retrofit installation to combat fuel poverty	No	December 2023	<p>Portfolio Holder for Housing, Councillor Paul Smith</p> <p>Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk</p>	Portfolio Holder report	<p>Martin Norgett Strategic Client for Asset Management martin.norgett@colchester.gov.uk 07816 204488</p>
<p>Housing Revenue Account Fees and Charges 2024 – 2025 To agree the Housing Revenue Account fees and charges for 2024-2025</p>	No	December 2023	<p>Portfolio Holder for Housing, Councillor Paul Smith</p> <p>Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk</p>	Portfolio Holder report, including schedule of fees and charges	<p>Suzane Norton Housing Client Coordinator suzanne.norton@colchester.gov.uk (01206) 282249</p>

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Award of Contract for Gas Servicing	No	January 2024	<p>Portfolio Holder for Housing, Councillor Paul Smith</p> <p>Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk</p>	Portfolio Holder report	<p>Martin Norgett Strategic Client for Asset Management martin.norgett@colchester.gov.uk 07816 204488</p>
Authority to award Contract for Delivery of Energy Improvements for the Social Housing Decarbonisation Fund Project – Package 2	No	January 2024	<p>Portfolio Holder for Housing, Councillor Paul Smith</p> <p>Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk</p>	Portfolio Holder report	<p>Martin Norgett Strategic Client for Asset Management martin.norgett@colchester.gov.uk 07816 204488</p>

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Golden Brick Agreement to acquire 6 off the shelf family homes	Yes	January 2024	<p>Portfolio Holder for Housing, Councillor Paul Smith</p> <p>Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk</p>	Portfolio Holder report	<p>Terri Hamilton Client for Affordable Housebuilding Terri.hamilton@colchester.gov.uk 07870 542949</p>

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Officer Pay Policy Statement 2024-25	No	24 January 2024	<p>Cabinet (Cllrs King, Burrows, Cory, Goss, Jay, Luxford Vaughan, Smith, Sommers)</p> <p>Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk</p>	Cabinet report Draft Officer Pay Policy Statement 2024-25	<p>Jess Douglas Head of People Jessica.douglas@colchester.gov.uk 01206 282239</p>

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Enabling Works for Colchester Northern Gateway	Yes	24 January 2024	<p>Cabinet (Cllrs King, Burrows, Cory, Goss, Jay, Luxford Vaughan, Smith, Sommers)</p> <p>Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk</p>	Cabinet report	<p>Lindsay Barker Deputy Chief Executive and Executive Director, Place lindsay.barker@colchester.gov.uk (01206) 507435</p>

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2024-25 Budget, Council Tax and Medium Term Financial Forecast, Housing Revenue Account 2024-25 Estimates and Housing Investment Programme 2024-25	No	24 January 2024	<p>Cabinet (Cllrs King, Burrows, Cory, Goss, Jay, Luxford Vaughan, Smith, Sommers)</p> <p>Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk</p>	Cabinet report	<p>Andrew Small Section 151 Officer Andrew.small@colchester.gov.uk</p>
Award of Contract for Temporary Staff	No	24 January 2024	<p>Cabinet (Cllrs King, Burrows, Cory, Goss, Jay, Luxford Vaughan, Smith, Sommers)</p> <p>Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk</p>	Cabinet report	<p>Jess Douglas Head of People Jessica.douglas@colchester.gov.uk 01206 282239</p>

CONTACT DETAILS FOR COLCHESTER CITY COUNCIL

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