

Cabinet

**Grand Jury Room, Town Hall
30 May 2012 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

You have the right to attend all meetings of the Council, its Committees and Cabinet. You also have the right to see the agenda, which is usually published 5 working days before the meeting, and minutes once they are published. Dates of the meetings are available at www.colchester.gov.uk or from Democratic Services.

Have Your Say!

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 refer to Attending Meetings and "Have Your Say" 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.

Mobile phones, pagers, cameras, audio recorders

Please ensure that all mobile phones and pagers are turned off or switched to silent before the meeting begins and note that photography or audio recording is not permitted.

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There is wheelchair access to the Town Hall from St Runwald Street. There is an induction loop in all the meeting rooms. If you need help with reading or understanding this document please take it to Angel Court Council offices, High Street, Colchester or telephone (01206) 282222 or textphone 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.

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COLCHESTER BOROUGH COUNCIL CABINET

30 May 2012 at 6:00pm

Leader (& Chairman): Councillor Anne Turrell (Liberal Democrats)
Councillor Lyn Barton (Liberal Democrats)
Councillor Tina Dopson (Labour)
Councillor Annie Feltham (Liberal Democrats)
Councillor Martin Hunt (Liberal Democrats)
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 14 March 2012.

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. Business and Resources/Communities and Leisure Services

i. Request for Delegated Authority in Conjunction with Building Projects to be Undertaken at Leisure World, Colchester

1 - 4

See report by the Head of Life Opportunities

- 8. General**
- i. Policy Review and Development Panel Work Programme 5**
 See recommendation in minute 16 of the Policy Review and Development Panel meeting of 5 March 2012.
- ii. Appointments to External Organisations and Council Groups 6 - 50**
 See report from the Head of Corporate Management
- iii. Progress of Responses to Members of the Public 51 - 53**
 To note the contents of the Progress Sheet
- 9. Business and Resources**
- i. Member Development Group Annual Report 2011-12 54 - 82**
 See report by the Head of Corporate Management
- ii. Upgrading of Audio/Visual Facilities – Colchester Town Hall and Rowan House 83 - 87**
 See report by the Head of Corporate Management

10. 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**

30 May 2012 at 6:00pm

AGENDA - Part B

(not open to the public or the media)

Pages

11. Business and Resources

i. Upgrading of Audio/Visual Facilities – Colchester Town Hall & Rowan House

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 Corporate Management



Cabinet

Item
7(i)

30th May 2012

Report of	Head of Life Opportunities	Author	Lee Spalding ☎ 282118 Simon Grady ☎ 282908
Title	Request for Delegated Authority in Conjunction with Building Projects to be Undertaken at Leisure World Colchester		
Wards affected	All		

This report requests that Cabinet delegate the responsibility for agreeing to proceed with building projects at Leisure World Colchester to the Portfolio Holder for Business and Resources and Portfolio Holder for Communities and Leisure Services

1. Decision(s) Required

- 1.1 To delegate the responsibility for agreeing to proceed with building projects at Leisure World Colchester (LWC) to the Portfolio Holder for Business and Resources and Portfolio Holder for Communities and Leisure Services or any other portfolio holders that Cabinet sees fit.
- 1.2 To delegate the responsibility for agreeing to place an order with the successful contractor to undertake the aforementioned projects.

2. Reasons for Decision(s)

- 2.1 Building projects to extend and remodel facilities at LWC in accordance with the Sport and Leisure Fundamental Service Review (S & L FSR) Full Business Case agreed by Cabinet on 14 March 2012 are currently at the final design and planning stage and will go out to tender around 25th June 2012 for a return around 23rd July. Tenders are expected to total around £1m which would normally require a Cabinet decision to proceed.
- 2.2 In order that the projects can be completed in accordance with the programme outlined within the Business Case, works must commence on site no later than 3rd September 2012, which means placing an order with the successful contractor by no later than 1st August. However, Cabinet meeting dates around this period are 4th July and 5th September which are too early and too late respectively to fit with the project programme.
- 2.3 Delegating authority to the Portfolio Holders would allow us to place an order with the successful contractor and achieve the specified start date without having to wait for the formal Cabinet meeting on 5th September.

3. Alternative Options

- 3.1 The decision to proceed with the building projects and place an order with the successful contractor is postponed until the Cabinet meeting scheduled for 5th September 2012. This would delay the projects by at least 6 weeks meaning that the targets for beginning to generate additional income as outlined within the S&L FSR Business Case could not be met.

4. Supporting Information

- 4.1 The agreed S&L FSR Full Business Case includes plans to create a Commercial Hub at the existing Leisure World Colchester site. This involves improving the customer journey, introducing new ICT to offer more self-serve capabilities for customers, and increase provision of income-generating facilities.
- 4.2 The building projects to be undertaken at LWC as part of the Business Case are summarised as follows:
- Extension of Aactiva Gym into adjacent multi-purpose room.
 - Creation of new multi-purpose room at first floor level in former Classics Bar area.
 - Extension of Spinning Room.
 - Creation of new catering concession including extending out existing main entrance and reception area.
 - Remodelling of remaining main entrance and reception areas including additional retail space, new admin suite, self-serve technology and automated security.
- 4.3 The projects will be undertaken such that the normal operation of LWC is disrupted as little as possible and therefore any loss of existing income will be minimal. To this end, it is proposed that projects commence immediately after the school summer holidays and be complete by January 2013 (extension of Aactiva Gym and creation of new multi-purpose room) and April 2013 (remaining works) respectively.
- 4.4 A project to deliver the aforementioned projects is currently being developed by the Council's Framework Consultants NPS Ltd and tenders are due to be sent out by the end of June 2012.

5. Proposals

- 5.1 It is proposed that once the final analysis of tenders is received from NPS Ltd, a report will be prepared for the Portfolio Holder for Business and Resources and Portfolio Holder for Communities and Leisure Services requesting authorisation to proceed with the building projects and place an order with the successful contractor.

6. Strategic Plan References

- 6.1 By undertaking the proposed building projects at LWC the Council will be ensuring that a popular community asset that draws customers from both within and outside of the Borough is enhanced to offer improved services and facilities leading to increased customer satisfaction and numbers, in turn leading to increased income to the Council in accordance with the S&L FSR Business Case.
- 6.2 The proposals outlined in this full business case contribute to the broad aim in the draft Strategic Plan 2012-15 of "Creating opportunities for all its residents" and the following priority areas:
- Providing sport and leisure for all, alongside good quality green spaces and play areas
 - Working in partnerships to help tackle health and crime issues

- Regenerating our borough through buildings, employment, leisure and infrastructure
- Supporting tourism, heritage and the arts
- Enabling local communities to help themselves.

7. Consultation

7.1 Customers, staff, external stakeholders, other Council services and Unison have played an important part in the development of the Full Business Case, which was considered in full at the meeting of the Council's Strategic Overview and Scrutiny Panel on 14 February 2012.

8. Publicity Considerations

8.1 Major building projects being undertaken at a prominent building such as LWC is likely to attract press attention and as such, a communications plan is being developed detailing the works, the reasons for doing them and the positive effect that these will have upon the building. The communication will also confirm the programme for the works and any changes to the normal opening of LWC and the facilities offered.

9. Financial implications

9.1. At the Cabinet meeting on 14 March 2012 it was agreed to release £1.621m from the Council's capital programme provision for Fundamental Service Reviews to fund the estimated capital costs set out in the Sport and Leisure Full Business case, of which £1.2m had been assigned to building works.

9.2. It is not anticipated that tenders will exceed the agreed budget of £1.2m including consultant fees, however, an analysis of the tender returns will be considered as part of the Portfolio Holder's decision to accept the lowest acceptable tender.

10. Equality, Diversity and Human Rights implications

10.1 Contractors that will tender for the projects will be asked a set of equality and diversity questions to ensure that they are fully committed to equality and diversity.

10.2 These questions will include:

- Requesting that a copy of the contractor's equal opportunities policy (if they have one) is submitted along with their tender.
- Confirmation that they are able to fully meet the requirements that all local authorities have, i.e. a statutory duty to outlaw discrimination based on race, sexual orientation, disability, age, religion or belief, gender and human rights, as this duty extends to organisations carrying out functions or works on the council's behalf also.

10.3 The EQIA for the Fundamental Service Review business case for Colchester Borough Council's Sport and Leisure Services is attached.

11. Community Safety Implications

11.1 None directly arising from this report.

12. Health and Safety Implications

- 12.1 Due to the nature of the works to be delivered, the projects fall within the jurisdiction of the Construction Design and Management (CDM) Regulations 2007 and as such, the Council as the “Employer” has appointed a CDM Coordinator and Competent Designer as it is required to do to properly fulfil its obligations under the Regulations.

13. Risk Management Implications

- 13.1 There are no major risks associated with these building projects. However, the projects have their own risk management plan to ensure that potential risks are identified and mitigated wherever possible.

Background Papers

None.

**EXTRACT FROM THE MINUTES OF THE MEETING OF THE
POLICY REVIEW AND DEVELOPMENT PANEL
HELD ON 5 MARCH 2012**

16. Work Programme 2011 / 12

The Panel considered a report by the Head of Corporate Management giving details of the scheduling in the Panel's work programme for the year.

The report provided an update on the current situation regarding the four Task and Finish Groups. In particular, the Waste and Recycling Task and Finish Group had recently met again to begin the assessment of the results of the Food Waste Trial and the Magistrates' Courts Task and Finish Group had been reconvened to oversee the implementation of the proposals from Council to test the market regarding the future uses of the Magistrates' Courts, Old Library and other surplus space in the Town Hall.

The Panel members were concerned that, notwithstanding the progress made on the whole by the Task and Finish Groups, two meetings of the Policy Review and Development Panel had been cancelled during the year. The members were of the view that they had undertaken some valuable work, particularly in relation to such issues as the innovative proposals for the lighting of the town centre and the Public Realm Strategy and the Gypsy and Traveller Protocol.

The Panel was reminded that more recently its remit had been changed by the Cabinet from a scrutiny panel to one effectively undertaking work on behalf of the Cabinet and the Cabinet members.

RESOLVED that the contents of the work programme and the current situation regarding the various Task and Finish Groups be noted.

RECOMMENDED to the Cabinet that consideration be given to the work of the Policy Review and Development Panel, including its relationship with the various Task and Finish Groups, with a view to a more proactive role in policy related matters being assigned to the Policy Review and Development Panel.

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 2012/2013 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 2012/2013 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 4.4 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. Further information about the reasons for no longer appointing to these bodies is at paragraph 4.2 below.

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 following:-
- The Police and Crime Panel (PCP), which has been established pursuant to the provisions of the Police Reform and Social Responsibility Act. The Panel will be responsible for scrutinising and supporting the work of the Police and Crime Commissioner, who in turn is responsible for holding the Chief Constable to account. Each local authority in England is required to appoint a member to their force area PCP. In Essex this means that the County Council, the two Unitary authorities and each of the twelve District and Boroughs will appoint a member to the Panel, which will also contain a minimum of two independent members. Essex County Council will act as the host authority for the Panel.
 - The Army Covenant Working Group established following the agreement of the Armed Forces Community Covenant. The Covenant formalises Colchester's support for soldiers based in the town and gives access to funding from the Ministry of Defence to support projects to strengthen the bonds between the military and the public.
- 4.2 Details of those appointments that will cease are at Appendix B.
- There is no longer a need to appoint to the Local Strategic Partnership as this ceased to exist in November 2011.
 - Essex Partnership Forum has also ceased to exist.
 - It is also no longer necessary to appoint to the PATROL Adjudication Joint Committee. Following the creation of the North Essex Parking Partnership, one member from the Partnership (the Chair of the Joint Parking Committee) represents the interests of all the authorities in the Partnership. It is therefore not necessary for Colchester Borough Council to make a separate appointment of its own.
 - The remit and the membership of the Local Highway Panel changed with effect from 1 April 2012 and it is not anticipated that any Colchester Borough Councillors will be members of the Panel in the 2012/13 municipal year.
- 4.3 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.
- 4.4 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. An updated list with the nominated Champions will be circulated at or before the Cabinet meeting.
- 4.5 A review of the Council's governance arrangements highlighted the need for the work undertaken by the Council's representative on outside bodies and Council groups to be formally reviewed. Therefore, information about the work of the Council's representatives on a number of the external organisations and Council Groups in the 2011-12 municipal year is attached at Appendix D.
- 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

Organisations / Groups requiring formal appointment				
Organisation	Representatives for 2012/13	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 Quince, 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 Smith (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>	<p>Relevant to most strategic priorities</p>
<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 Cable (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>	<p>Relevant to most strategic priorities</p>

<p>East of England Local Government Association</p>	<p>Leader of the Council – Cllr Turrell</p>	<p>Adrian Cannard Head of Strategic Support East of England Local Government Association Flempton House Flempton Bury St Edmunds Suffolk IP28 6EG 01284 729443 07920 257935 Adrian.cannard@eelga.gov.uk</p>	<p>Relevant to most strategic priorities</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>Mark Smith Office Manager and Executive Support Haven Gateway Partnership 8 & 9 St Peters Court St Peters Street Colchester Essex CO1 1WD</p> <p>Tel: 01206 713713 Fax 01206 575773 Email: mark.smith@haven-gateway.org</p> <p>Officer contact - Ian Vipond, tel 282717</p>	<ul style="list-style-type: none"> Improving opportunities for local businesses to thrive including retail; Bringing investment to the borough.
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<p>Member Partnership Board</p>	<p>Portfolio Holder for Strategy – Cllr Turrell</p> <p>Substitute Member - Portfolio Holder for Street and Waste Services – Cllr Hunt</p>	<p>The Purpose of the Membership 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"> • Reducing, reusing and recycling our waste
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<p>IAA Member Working Group</p>	<p>Portfolio Holder for Strategy – 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</p> <p>ian.myers@essex.gov.uk Tel: 01245 430481</p>	<ul style="list-style-type: none"> Reducing, reusing and recycling our waste.
<p>Colchester Institute Corporation Board of Governors</p> <p>[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</p> <p>hazel.paton@colchester.ac.uk Tel 712606 Fax: 718155</p>	<ul style="list-style-type: none"> Giving local people the chance to improve their skills.

<p>North Essex Parking Partnership Joint 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 Renaissance - Cllr Barton</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"> Promoting sustainability and reducing congestion
<p>Campaign to Protect Rural Essex</p> <p>(Countryside and environment organisation)</p> <p>[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>Linda Walsh Campaigns and Development Manager Campaign to Protect Rural Essex RCCCE House Threshelfords Park Inworth Road Feering, Colchester CO5 9SE office@cpressesx.org.uk Tel/Fax: 01376 572023</p>	<ul style="list-style-type: none"> Promoting sustainability and reducing congestion; Improving our streets and local environment

<p>Colchester Borough Homes Board</p> <p>[Commercial Partnership]</p>	<p>Cllrs Chapman, Gamble, Kimberley, Naish, Offen, L Sykes,</p>	<p>Greg Falvey Colchester Borough Homes PO Box 7888 Colchester CO3 3YB Delivery Point 45</p> <p>Tel 01206 282372 Fax 01026 506924</p> <p>Officer contact: Gareth Mitchell tel 506972</p>	<ul style="list-style-type: none"> • Providing more affordable homes across the borough
<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 Leisure Services - Cllr Feltham</p> <p>(Plus officer member – Lucie Breadman, Head of Life Opportunities)</p>	<p>Maureen Hanley Head of Locality Commissioning – North East North East Commissioning Hub, Essex House, 200 The Crescent, Colchester Business Park, Colchester, Essex CO4 9YQ Phone 01206 222440 Mobile 07786 125339 Email: Maureen.hanley@essex.gov.uk</p> <p>Officer contact – Lucie Breadman Tel: 282726 Delivery Point 30</p>	<ul style="list-style-type: none"> • Working in partnerships to tackle health and crime issues; • Supporting more vulnerable groups

<p>Colchester Community Stadium Board [Commercial Partnership]</p>	<p>Cllrs Turrell and Hunt Chief Executive Adrian Pritchard</p>	<p>Chief Executive of the Board, Clive Gilham clivegilham@hotmail.com 07903 652510</p>	<ul style="list-style-type: none"> • Regenerating our borough through buildings, employment, leisure and infrastructure • Providing sport and leisure for all, alongside good quality green spaces and play areas.
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<p>Safer Colchester Partnership - Responsible Authority Group</p>	<p>Portfolio Holder for Planning, Community Safety and Culture - 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>	<ul style="list-style-type: none"> Working in partnerships to help tackle health and crime issues.
<p>Colchester Hospital University NHS Foundation Trust</p>	<p>Cllr Offen</p>		<p>Tammy Diles Assistant to Trust Chair / Ft Engagement Manager Colchester Hospital University NHS Foundation Trust Turner Road Colchester 01206 742347 tammy.diles@colchesterhospital.nhs.uk</p>	<ul style="list-style-type: none"> Working in partnerships to help tackle health and crime issues.

<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>Portfolio Holder for Planning, Community Safety and Culture - Cllr T. Young</p>	<p>Elected members receive and consider reports from the Museums in Essex officer and act in a consultative role. Each local authority is entitled to appoint one elected member to serve on the committee.</p>	<p>Stuart Warburton Museum Advisory Service Essex Record Office Wharf Road Chelmsford CM2 6YT Stuart.warburton@essex.gov.uk 01245 244691</p> <p>Officer contact – Peter Berridge, Tel: 282930 Delivery Point 18</p>	<ul style="list-style-type: none"> Supporting tourism, heritage and the arts
<p>Colchester and Ipswich Joint Museums Committee</p> <p>To develop and implement a joint museum service for Colchester and Ipswich</p>	<p>Portfolio Holder with responsibility for Planning, Community Safety and Culture - Cllr T. Young</p> <p>Portfolio Holder for Business and Resources – Cllr Smith</p> <p>Substitute member – Portfolio Holder for Renaissance – Cllr Barton</p>		<p>Peter Berridge, Colchester and Ipswich Museum Manager, Environmental and Protective Services Peter.berridge@colchester.gov.uk 01206 282930</p>	<ul style="list-style-type: none"> Supporting tourism, heritage and the arts.

<p>Cory Environmental Trust in Colchester</p> <p>[Registered Charitable Trust giving grants in various categories relating to the environment, public amenity and public education]</p> <p>[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>	<p>Sue Hawes Grassroots (Colchester and Tendring Community Trust) Straight Road centre 329 Straight Road Colchester CO3 9EF</p> <p>Tel: 01206 542255 Email: colchestertrust@hotmail.com</p>	<ul style="list-style-type: none"> Improving our streets and local environment; Enabling local communities to help themselves; Giving local people the chance to improve their skills.
<p>Dedham Vale (AONB) and Stour Valley Joint Advisory Committee</p> <p>[Partnership project funded by local authorities and DEFRA]</p> <p>[Meetings held 2 or 3 times a year at various times and venues throughout the Stour Valley area. Additional meetings and workshops as necessary.]</p>	<p>Dedham and Langham/Fordham and Stour Ward Councillors (2) Councillor Chapman and Councillor Cable</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 /Katherine Blake , Project Manager Dedham Vale (AONB) and Stour Valley Project c/o Suffolk County Council Endeavour House 8 Russell Road Ipswich IP1 2BX</p> <p>Tel: 01473 264263 Fax: 01473 2168 89 Mobile: 07971 909648/9 E:mail Dedhamvale.project@suffolk.gov.uk</p> <p>Officer contact – Adam John, Tel: 282472 Delivery Point 8</p>	<ul style="list-style-type: none"> Supporting tourism, heritage and the arts; Promoting sustainability and reducing congestion.

<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 Secretary to Essex Health Overview and Scrutiny Committee 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"> Working in partnerships to help tackle health and crime issues.
<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>Portfolio Holder for Planning, Community Safety and Culture – Cllr T. Young</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>	<ul style="list-style-type: none"> Regenerating our borough through buildings, employment, leisure and infrastructure. Promoting sustainability and reducing congestion.

<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 Worner, Tel: 282914 Delivery Point 6</p>	<ul style="list-style-type: none"> Supporting tourism, heritage and the arts
<p>Equality and Diversity Member Liaison Group</p> <p>[Council Group]</p>	<p>Cllrs T. Higgins, G. Oxford, Willetts, J. Young, one more Liberal Democrat to be nominated</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"> Relevant to 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 for Business and Resources – Cllr Smith Cllrs Harris, Maclean, Offen. G. Oxford</p>		<p>Richard Clifford, Democratic Services Officer.</p> <p>richard.clifford@colchester.gov.uk 01206 507832</p>	<ul style="list-style-type: none"> Supports members to meet all strategic priorities

<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 sue.jackson@colchester.gov.uk 01206 282450</p>	<ul style="list-style-type: none"> • Regenerating our borough through buildings, employment, leisure and infrastructure.
<p>Police and Crime Panel</p> <p>The Panel will be responsible for scrutinising and supporting the work of the Police and Crime Commissioner, who in turn is responsible for holding the Chief Constable to account.</p>	<p>Cllr T. Young</p>		<p>Colin Ismay Head of Scrutiny and Lead Governance Officer Finance Essex County Council Telephone ddi 01245 430396 Extn 20396 Email: colin.ismay@essex.gov.uk www.essex.gov.uk</p>	<p>Relevant to community safety strategic priorities and work of the Community Safety Partnership</p>

<p>Army Covenant Working Group</p> <p>The Covenant formalises Colchester's support for soldiers based in the town and gives access to funding from the Ministry of Defence to support projects to strengthen the bonds between the military and the public.</p>	Cllr Offen	<ul style="list-style-type: none"> Working in partnerships to help tackle health and crime issues. Giving local people the chance to improve their skills
<p>Local Highway Panel</p> <p>The remit and membership of the Panel have been revised by Essex County Council.</p> <p>A block of funding from the highways budget will be devolved to Local Highways Panels for local prioritisation. The Panel will be able to prioritise and make recommendations for project/schemes to the Essex County Council Portfolio Holder.</p>	<p>Cllrs Turrell, Quince, Scott-Boutell, J. Young</p> <p>Cllr Hunt will be substitute member for Cllr Turrell.</p> <p>Plus the following four members of Essex County Council representing Colchester divisions:</p> <p>Cllr Anne Brown – Cllr Kevin Bentley Cllr Margaret Fisher Cllr Lyn Barton</p>	<p>The Panel to be administered and supported by Essex County Council</p> <ul style="list-style-type: none"> Promoting sustainability and reducing congestion; Regenerating our borough through buildings, employment, leisure and infrastructure.

Appendix B

Appointments to cease

<p>Essex Partnership Forum (reconstituted to partially replace Essex Local Government Association, Executive Committee) [Two meetings per year]</p>			<p>Kate Crofts Essex County Council Room C302, County Hall Market Road Chelmsford CM1 1QH kate.crofts@essex.gov.uk Tel: 01245 437552</p>	
<p>Local Strategic Partnership (Colchester 2020)</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>

<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>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>	<ul style="list-style-type: none"> Promoting sustainability and reducing congestion
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Appendix C

Member Champions

Armed Forces Champion: Councillor Offen
Business Champion: Councillor Frame
Cycling Champion: Councillor P. Higgins
Design Champion: Councillor Barlow
Diversity Champion: Councillor T. Higgins
Heritage Champion: Councillor Hayes
Youth Champion: Councillor Scott-Boutell
Sports Champion: Councillor Greenhill

Appendix D

Outside Body	LGA Rural Commission	
Representative/s	Cllr Chillingworth (voting member), Cllr Garnett (non voting member)	Officer: N/A
No. of meetings	Held in year: 2	Attended: 1
Comments	<p>Purpose of the Group</p> <p>Forum for discussing and learning about current rural issues affecting local authorities. Meets September/March.</p> <p>Work in 2011/12</p> <p>Local growth National Planning Policy Framework Affordable social housing Sustainable transport Public transport in rural areas</p> <p>Other members</p> <p>All rural local authorities who are members of the LGA.</p>	
Issues arising or Action required	Although the LGA Rural Policy Section negotiate on issues with government, this forum is really a discussion/information body with no decision making powers.	

Outside Body	Colchester Community Stadium Board	
Representative/s	Cllr Turrell and Hunt	Officer: Adrian Pritchard
No. of meetings	Held in year: 4	Attended: All
Comments	<p>To address issues such as:</p> <p>Purpose of the Group To oversee the use of the Community Stadium and manage the leases and performance of the tenants including the football club; management company and community trust.</p> <p>Work in 2011/12 The Colchester Community Stadium Board has moved from monthly to quarterly board meetings reflecting the nature and operation of the stadium as more 'business as usual'.</p> <p>The stadium company took out two loans (one from CBC; one from Colchester United FC) to surface the car park which has made a massive difference to the appearance and operation of the stadium. The company has reduced his revenue expenditure by operating with 2 independent members and the Chief Executive in place of 3 independents and the Chief Executive. The year has been taken up with performance of the stadium; the commercial management company and Colchester United Community Sports Trust. 2012/13 will concentrate on preparing to re-let the commercial contract at the end of the 5 year expiry period.</p> <p>Other members 3 independent board members 1 management company member 1 community trust member</p>	
Issues arising or Action required		

Outside Body	Safer Colchester Partnership – Responsible Authority Group	
Representative/s	Cllr T. Young	Officer: Ian Vipond
No. of meetings	Held in year: 4	Attended: 4
Comments	<p>Purpose of the Group</p> <p>This is a statutory group made up of various statutory agencies which has to produce a strategic assessment of crime and an annual partnership plan that addresses crime issues in the borough.</p> <p>Work in 2011/12</p> <p>Please see end of year report on the annual partnership plan – at appendix 1.</p> <p>Other members</p> <p>Karen Loweman (Colchester Borough Homes), Jane Gardner (Essex County Council) Pauline Auguste (Essex Probation Service) Cllr Anne Turrell Chief Inspector Paul Wells (Essex Police) Superintendent Adrian Coombs (Essex Police) Chris French (NEENHS) Cllr Margaret Fisher (Essex Police Authority Essex Fire & Rescue</p>	
Issues arising or Action required	None.	

Outside Body	North East Essex Children's Commissioning and Delivery Board	
Representative/s	Cllr Dopson	Officer: Lucie Breadman
No. of meetings	Held in year: x 4	Attended:
Comments	<p>To address issues such as:</p> <p>Purpose of the Group</p> <p>There is a NE Children's Partnership strategic commissioning board and a NE Children's Partnership strategic delivery board.</p> <p>The functions of the NE Children's Partnership strategic commissioning board are to:</p> <ul style="list-style-type: none"> ✚ Take a strategic view of the 'bigger picture' and what the impact will be on the lives of children, young people and families in NE ✚ Provide strategic direction ✚ Provide an overarching view of what is happening in NE Essex ✚ Provide an overview of needs and issues drawn from evidence-base ✚ Break down barriers that prevent partnership working & optimise opportunities for joint commissioning and provision ✚ Provide support and challenge <p>Membership of the strategic commissioning board:</p> <ul style="list-style-type: none"> ✚ PCT Children's commissioner ✚ Lead GP for children & YP ✚ Schools facilitator (representing schools) ✚ School governor/schools forum ✚ Adults Commissioning and Delivery Director (Social care) ✚ Children's Commissioning and Delivery Director (Social care) ✚ Early Years Commissioner ✚ Colchester elected member ✚ Tendring elected member ✚ ECC elected member ✚ Assistant Director Public Health (Chair) ✚ Head of Locality Commissioning <p>The functions of the NE Children's Partnership strategic delivery group are to:</p> <ul style="list-style-type: none"> ✚ Change service delivery methods to provide more joined-up services to children and their families ✚ Support and contribute to needs assessment and evidence-base ✚ Identify gaps in provision ✚ Identify what needs to be commissioned ✚ Identify how services could be delivered better ✚ Ensure user engagement in the development and delivery of services <p>Membership of the strategic delivery group:</p> <ul style="list-style-type: none"> ✚ Assistant Director ACE ✚ Service Manager General Medicine & Paediatrics 	

- ✚ Associate Director of Child and Adolescent Mental Health (CAMHS)
- ✚ Practice Nurse from GP
- ✚ Area Manager for Assessment and Family Support (CSC)
- ✚ DC/BC providers
- ✚ Voluntary sector representative/s
- ✚ Children's Centres provider rep
- ✚ Police
- ✚ Youth Offending Service
- ✚ Job Centre Plus
- ✚ Probation
- ✚ Schools facilitator
- ✚ Headteacher – special school
- ✚ Headteachers
- ✚ Chair of the Strategic Commissioning Partnership (Chair)
- ✚ Head of Locality Commissioning

Both boards have an important role to determine the overall strategy for the NE Children's Partnership and consequently need to come together at various points in the year.

Work in 2011/12

The NE partnership has 6 subgroups and an overall performance management group to monitor performance of the subgroups (each of the subgroups has an action plan against which performance is monitored.) and services commissioned by the partnership. A snapshot of some of the achievements is provided below. The annual report for 11/12 is in the process of being finalised.

Needs assessments produced for NE.
 Priorities identified summer 2011 – early years, family support & parenting, emotional health & wellbeing and youth support.
 Commissioning to meet priorities through the Early Intervention Fund and resources for LDGs completed.
 Children's Centres re-commissioning completed.
 Safeguarding training needs audited and training promoted.
 Care packages for children allocated via MAAG.
 Integrated working processes promoted.
 EssexFamily pilots developed in 5 areas.
 Provision to meet needs mapped and promoted.

NEET

More internships/work placement opportunities being identified, in place and offered;
 Managed Moves pilot successfully launched in Sept 2011 and expanded in Jan 2012 reducing the number of young people falling NEET at 17 and 18
 Young people report an improvement in access to information and guidance.
 Apprenticeship numbers increased, participation rates now at 13%, up from 11% (2008)

Parenting

The Tendring FIP has supported 38 families with a 91% reduction in

	<p>offending and 88 % reduction in anti social behaviour. Colchester FIP has supported 32 families – 100% reduction in neighbourhood disputes; 92% reduction in effects of debt; 90% improvement in housing issues. with a 100% reduction in neighbourhood disputes; 92% reduction in effects of debt; 90% improvement in housing issues.</p> <p>Information on parenting support is now available in the CABs in Tendring and Colchester, adult drug and alcohol services and Colchester housing Team. The housing team are also keeping parenting practitioners updated on changes in housing benefits and the impact on families so they are better able to support them,</p> <p>Stay Safe Safeguarding good practice checklist developed for use with partners Partners better informed about recommendations from SCR's</p> <p>Integrated working Improved integrated working practices Increase in the number of CAFs registered on CAFPoint and increase in the number of CAFs coming to MAAG Early years staff report they are more confident about having difficult conversations with parents following bespoke Early Years workshop</p> <p>Other members As above.</p>
<p>Issues arising or Action required</p>	<p>Some of the challenges and actions for the future are listed below:</p> <p>Board to better engage with and meet the needs of, the new Clinical Commissioning Group (CCG) & to:</p> <ul style="list-style-type: none"> • raise profile of the C, YP & Families agenda • enhance opportunities for alignment & joint commissioning <p>Board needs to give further consideration to key issues:</p> <ul style="list-style-type: none"> • Better alignment of resources • How to continue to build capacity in the market given cuts in funding • Ensuring sustainability of current services and provision where there might be over reliance on external, short term funding streams • Joining up with adult & other services • Impact of increasing numbers of Academies within the quadrant • Strengthening links in the emerging Health and Well Being Board • How to more effectively involve children, young people and families in the work of the Board through its sub-groups' business? • Improved communication • Robust impact measurement

Outside Body	Campaign to Protect Rural Essex	
Representative/s	Cllr Blundell	Officer: n/a
No. of meetings	Held in year: 4	Attended: 4
Comments	<p>T</p> <p>Purpose of the Group</p> <p>CPREssex works locally, both on its own and in partnership with CPREngland, to stand up for the countryside; to protect it from the threats its 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</p> <p>It is one of the consultees as part of the establishment of Colchester's Local Development Framework and is frequently consulted by CBC Development Control department regarding planning applications in rural areas of Colchester. It often works in partnership with other local environmental and ecological organisations eg the Dedham Vale AONB and Stour Valley Joint Advisory Committee; Suffolk Wildlife Trust; Daws Hall Nature Reserve.</p> <p>Recent activities have included:-</p> <ul style="list-style-type: none"> • The Chairman and others attended the Essex MPs Westminster briefing about the implications of the Localism Bill; • With the support of the Country Landowners Association and the National Farmers Union CPREssex has emailed all members in Essex asking them to report incidents of illegal fly-tipping during the past year, with the results being compiled to form a database of this problems; • CPREssex's "Stop the Drop" Litter Campaign has been supported by the Federation of Women's Institutes; • Monitoring activity relevant to the eviction of travellers from the Dale Farm site in Basildon; • Considerable input into the draft National Planning Policy Framework, both in writing and also personal liaison between the Chairman of CPREssex and the relevant government minister; • Continuing to support the 100 Parishes project and Essex Woodland Partnership in their mission to regenerate the county's ancient woodlands; • Investigations were undertaken to asses the environmental impact of the Bamford to Twinstead pylon line which would impact on the Dedham Vale AONB; • CPRE's National Policy Committee debated the impact of the recently created 36 local Enterprise partnerships. The South 	

	<p>East LEP, which included Essex, was considered by some to be too large and to have too little funding to be able to achieve much;</p> <ul style="list-style-type: none"> • A talk was given to CPREssex about the Wilderness Foundation UK – an international charity aiming to preserve the world’s remaining wild environments and to promote the understanding of the relationship between people and the land; <p>Other members</p> <p>Representatives of other CPREssex’s Groups (of which Colchester is one) – other examples are Maldon, Chelmsford and Tendring District.</p> <p>Representatives of CPREssex Sub _Committees eg Minerals and Waste Group, Transport Group, Aviation Group and Plans Group.</p> <p>CPREssex representatives on External Bodies – eg Dedham Vale Society, Ramblers Association and Harlow Civic Society.</p>
<p>Issues arising or Action required</p>	<p>CPREssex is still facing funding difficulties and is actively trying to recruit members and to hold fund-raising activities. There is always a good attendance at the CPREssex meetings and the exchange of information from representatives all around Essex proves to be both interesting and relevant to local authorities, providing both mutual support and comments and advice county wide. CBC continues to benefit from the knowledge and experience of all contributors to these meetings.</p>

Outside Body	Board of Colchester Borough Homes	
Representative/s	Cllr s Chapman, Kimberley, Feltham, Naish, Offen and L. Sykes	Officer: Gareth Mitchell
<u>No. of meetings</u>	<u>Held in year:</u>	<u>Attended:</u>
6	April 2011 – March 2012	Cllr Mudie 1 Cllr Naish 5 Cllr Offen 5 Cllr Chapman 6 Cllr Feltham 4 Cllr Sykes 3 Cllr Kimberley 2
Comments	<p>To address issues such as:</p> <p>Purpose of the Group</p> <p>The board sets the Company's objectives and monitors performance and delivery of these objectives. It is also responsible for setting up and delivering business and development plans, approving budgets, monitoring performance and ensuring that Colchester Borough Homes (CBH) meets its legal duties.</p> <p>Work in 2011/12</p> <ul style="list-style-type: none"> ▪ Ensuring CBH meet the requirements of the regulator, the Tenants Services Authority. ▪ Considering the Council's capital programme for investment in the Council's housing stock. ▪ Strategic direction of the company. ▪ CBH compliance with legislation e.g. Equality Act, Safeguarding, Fraud and Corruption. ▪ Sheltered Housing Review ▪ Review of the Housing Revenue Account. <p>Other members</p> <p>3 Independents 4 Tenant Representatives 1 Leaseholder Representative</p>	
Issues arising or Action required	Board members who are elected members now also sit on the local housing review Project Board which is looking at the future use of the Council's Housing Revenue Account.	

Outside Body	Local Highway Panel	
Representative/s	Cllrs Hunt, Gamble, Hardy, Hazell, Harris and Offen	Officer: Richard Clifford
No. of meetings	Held in year:4	Attended: Number of Council Attendees at each meeting 4 July 2011 – 6 19 September 2011 – 6 9 January 2012 – 6 21 February 2012 - 5
Comments	<p>Once again, this was a frustrating year for the Panel as due to the budgetary pressures facing local government there was no capital budget available for the Panel to prioritise funding. Therefore, the Panel was unable to fulfil its key role of ensuring funding was allocated to local priorities. Nevertheless the Panel continued to provide 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.</p> <p>The Panel extended its remit to take on a role in assessing and prioritising potential parking schemes before submission to the North Essex Parking Partnership for consideration for funding and implementation.</p>	
Issues arising or Action required	Essex County Council has indicated that the remit and the membership of the Panel will change with effect from 1 April 2012. A block of funding from the highways budget will be devolved to Local Highways Panels for local prioritisation. Each Panel will include the Essex County Council members for the relevant area, plus an equal number of borough councillors (where they choose to engage) and will be able to prioritise and make recommendations for project/schemes to the Essex County Council Portfolio Holder.	

Outside Body	Member Development Group	
Representative/s	Cllrs Smith, Maclean, Naish, Offen and G. Oxford	Officer: Richard Clifford
No. of meetings	Held in year: 5	<p>Attended:</p> <p>Number of attendees at each meeting</p> <p>11 July 11 – 3 12 October 11 - 2 7 December 11 – 5 15 February 12 – 2 3 April 2012 – 1</p>
Comments	<p>A full report on the work of the Member Development Group in 2011-12 is included elsewhere on the Agenda for this meeting. The conclusion of the report is as follows:-</p> <p>“The Group considers that good progress has been made in carrying forward the recommendations arising from the Charter assessment. Further work on bringing forward these recommendations will form the main part of the Group’s work programme in 2012-13.</p> <p>The Group considers that a varied and interesting programme of development was provided in 2011-12. The sessions have provided Councillors with an insight into many of the challenging issues facing the Council at this point. and have contributed towards the priorities in the Strategic Plan. They have provided Councillors with an opportunity to improve their knowledge and skills base and therefore to be in a better position to help serve the Council and their constituents. “</p>	
Issues arising or Action required		

Outside Body	Abberton Reservoir Community Fund Panel	
Representative/s	Cllr Bentley Sub Cllr Ellis	Officer: Sue Jackson
No. of meetings	Held in year: 5	Attended: 5
Comments	<p>Purpose of the Group</p> <p>The Abberton Reservoir Community Fund Panel is a sub group of the Abberton Liaison Group. The liaison group meets quarterly.</p> <p>The purpose and objectives of the Abberton Liaison Group are: to liaise on and discuss any issues including public consultation relating to the construction and operational effects of Abberton Reservoir Raising and deliveries to and from the Layer Pipe Storage Compound in connection with provision of the Wormingford to Abberton Pipeline (including its preparation and restoration); to provide to members of the Abberton Liaison Group information concerning:</p> <ul style="list-style-type: none"> (a) the programme for and the progress of construction; (b) forthcoming significant activities; (c) procedures for notifying the local community of their occurrence; (d) changes to the construction methodology or the proposals for Abberton Reservoir Raising themselves or the programme of deliveries to the Layer Pipe Storage Compound that have the potential to have a significant effect on the local community or the appearance of the construction site or that will affect the final appearance of the raised Reservoir; (e) amendments to normal traffic arrangements in the vicinity of the Reservoir <p>including proposals for the management of traffic during specific construction operations; To operate and administer the Community Fund.</p> <p>The Community Fund Panel considers application made to it for grants from the Community Fund. The Community Fund is a sum of money, £750,000, secured by the Council through a legal agreement with Essex and Suffolk Water to help tackle such impacts as arising from the project that were not possible to foresee at the time of granting planning permission. Individuals and groups from within Abberton and Langenhoe, Layer Breton, Layer de la Haye, and Winstred Hundred Parishes can apply for money from the fund.</p> <p>Application must be made in writing and are circulated to the group before the meeting. Applicants can address the panel and answer any questions. The applicant/s then leave the meeting and the members of the panel discuss the application and vote on it. The voting members are set out in the section 106 agreement.</p>	

Sue Jackson, Principal Planning Officer, advises the Panel whether the application satisfies the criteria in the section 106, to provide advice and answer questions, but does not have a vote.

Work in 2011/12

Meetings

15 June 2011

- Considered an application to resurface the Layer de la Haye village hall car park. A grant of £34,417 approved subject to conditions.
- Considered an application to relocate the entrance/exit to the footpath on the village playing field Layer de la Haye. A grant of £1,800 approved subject to conditions.

14 Sept 2011

- Considered an application for an extension and works to St Andrew's Church, Abberton. Application deferred for further information to be submitted.
- Considered an application for an extension and works to St Mary the Virgin Church, Peldon. Application deferred for further information to be submitted.

26 October 2011

- Re-considered the application for an extension at St Andrew's Church Abberton. A grant of £50,000 was approved subject to conditions.
- Considered an application for double glazing to a residential property in Layer de la Haye. Application deferred for further information.

14 December 2011

- Re-considered the application for an extension to St Mary the Virgin Church Peldon. A grant of £15,000 was approved subject to conditions.
- Re-considered the application for double glazing to a residential property in Layer de la Haye. A grant up to a maximum of £4000 was approved subject to conditions.
- Considered an application for an extension to Peldon Village Hall. A grant of £100,000 was approved subject to conditions.

14 March 2012

- Considered an application for double glazing to a dwelling in Straight Road. Application rejected as it did not satisfy the section 106 criteria.

Considered an application for the provision of Broadband in Winstred Hundred & Layer Breton. A grant of £50,000 was approved subject to conditions.

Issues arising or
Action required

Appendix 1

Colchester Community Safety Partnership End-year performance report

Date: **March 2012**

Prepared by: Bridget Tighe (☎ 01206 282104)

This report provides information on performance towards achieving the Annual Partnership Plan targets.

Status: **G**: Achieved or on track to be achieved; **A**: Some concerns about achievement or data not yet available; **R**: Not on track to be achieved

Target	Lead agency	Ultimate deadline	Status	Progress
Key priority 1 – To address domestic abuse				
Support the work of the Women's Safety Worker within the Integrated Domestic Abuse Programme	Essex Probation	Mar 2012	G	<p>ON TRACK A Women's Safety Worker has been in post for Colchester throughout 11-12 and contacts women post sentence of their current or ex partner being part of the Integrated Domestic Abuse Programme. There were 92 open referrals at the last quarter report. The number of men attending the domestic violence programmes from the Colchester CSP area is currently 25.</p>
RECOMMENDATION: Funding permitting this work to continue throughout 12-13.				
Support the work of the domestic abuse forum	DA Forum	Mar 2012	G	<p>ON TRACK The forum has been meeting regularly this year and has organised a Domestic Abuse Conference which was held in June aimed at identifying young people who might be witnessing domestic abuse, an Awareness Day in December aimed at promoting the mechanisms for reporting domestic abuse and re-launching the Sanctuary Scheme in December.</p>
RECOMMENDATION: Continue with the forum's work in 2012-13 especially with regard to promoting the Sanctuary Scheme.				

Target	Lead agency	Ultimate deadline	Status	Progress
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KEY PRIORITY 2 – To reduce re-offending through integrated offender management

Reduce adult re-offending rates by working more effectively in partnership.	Essex Police & Essex Probation	Mar 2012	G	ON TRACK An IOM Steering Group (for Colchester and Tendring) has been established to take this initiative forward. An appropriate cohort has been identified and checked by probation and the police. The first Tasking Group will meet at the beginning of March when this new programme will go live.
Reduce adult re-offending rates by providing support for offenders when they leave prison.	Essex Probation	Mar 2012	G	ON-TRACK As above.

RECOMMENDATION: The work and progress of the IOM to be monitored throughout 12-13.

KEY PRIORITY 3 – To address alcohol misuse

Reduce alcohol misuse and related harm.	NEENHS	Mar 2012	G	<ul style="list-style-type: none"> The Alcohol Action Plan was reviewed and updated. The PCT alcohol service developments initiated in 2009 and 2010 continue: (alcohol liaison nurse Specialist in CHUFT, extended brief interventions, Intervention & Brief Advice (IBA) in primary care) have continued. Activity levels have increased in the latter part of 2011-12 (as an example the ALNS received 125 referrals from July to end December 2011). In addition there was an alcohol worker pilot in A&E from May 2011 to Jan 12; however this was not successful at identifying clients in need of support and will not continue.
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RECOMMENDATION/S: The Alcohol Action Panel to be reviewed and updated. The ALNS and IBA initiatives to continue throughout 12-13.

Target	Lead agency	Ultimate deadline	Status	Progress
Reduce crime and offending caused by alcohol misuse.	CSP Essex Police	Mar 2012	G	<ul style="list-style-type: none"> The Street drinkers pilot was due to run to end of February however, the group secured additional funding to run to end of March. The DPPO is continually enforced by Police Officers and is a very useful tool to tackle Alcohol related ASB. It is utilised sensibly and with discretion, it is a discretionary power and therefore can be enforced against those committing ASB where alcohol is involved, but often is not enforced when, for example, a family have a picnic in the park and parents have with them a bottle of wine and are sensible - generally in cases such as these a quiet word is sufficient. It has been key in tackling some of our more persistent drinkers who cause ASB on a regular basis in regular hotspots such as the St Botolph's underpass, St Mary's Chrutyard, the Arts Centre, the Priory and in the High Street. Drink is regularly disposed and Section 26 Dispersal Orders are often utilised banning problematic people from the whole area of the DPPO for up to 48hrs - refusal or return results in arrest. This is one of our very useful tools and is the basis of Operation Tertiary which was designed to tackle the unsightly and often intimidating problem of groups of people drinking openly in public places.
	Trading Standards		G	<ul style="list-style-type: none"> Challenge 25 launched on 1st September and is over half way through the sign ups. They have carried out 25 tests with 5 sales made, this is a 20% failure rate and therefore Trading Standards will be looking at this 20% for further testing.
	Essex Police		A	<ul style="list-style-type: none"> Police and licence holders have been working towards re-establishing the BOBB (Behave or Be Banned) initiative and this is due to start again in the near future when it will be run by Pubwatch. This year has been problematic due to the withdrawal of the BOBB scheme Essex wide. There were problems stemming from the unlawful disclosure of information by one individual which was successfully challenged in the courts. The scheme has had to be re-designed and the bureaucracy surrounding the disclosure of information has been altered to ensure a process that is lawful whilst

Target	Lead agency	Ultimate deadline	Status	Progress
	Essex Police		G	<p>being fit for purpose. This has been a large bone of contention for licensees who were very keen on the scheme which gave them an idea of exactly who was causing problems in the licensed premises in the Colchester District and enabled them to ban them from the Town with the support of the other licensees.</p> <ul style="list-style-type: none"> Night Owl is an initiative that targets lone / vulnerable females in an attempt to identify those at risk of attack, especially sexual assault and generally relates to the NTE. It is a mind set rather than a formalised Operation, albeit there is a set procedure for Police Officers who create an incident on every occasion and ensure the vulnerable female gets home safely by various means. We have rolled this out to the Street Pastors, CCTV, taxi drivers and licensed Hackney Carriage operators, Pubwatch, the SOS bus crew and the Public Health 'Risky' behaviour team who have in turn pushed the message to people out on a night out. It has been a focus of a couple of press releases in the local media and there has certainly been a buy in from partners who do flag up to us those females they feel are vulnerable. There are no figures to support the scheme's success, however, similar to the 'One Punch' Campaign, it is very hard to quantify how many sexual assaults or serious injuries from assault have been prevented.
	Open Road, NHS, CBC	Mar 2012	G	<ul style="list-style-type: none"> Work in partnership is progressing to access funding for the SoS Bus beyond Oct 2012. A QIPP bid has been successful in providing funding for a paramedic service to be located on the bus. The intention is to reduce attendances at A&E. Colchester's Safer Colchester Partnership has provided £29K funding. In addition to this colleagues at the PCT have been working hard to access data from Colchester's A&E department so they can use this in any funding bids. <p>Partners have been working together on issues related to the Night</p>

Target	Lead agency	Ultimate deadline	Status	Progress
	CSP partners			Time Economy in order to prepare for the submission of a bid for a Purple Flag in October 2012.
RECOMMENDATION: If funding can be identified continue with Street Drinkers project through the summer to September and evaluate. Continue with DPPA and re-establish BOBB to be run by Pubwatch. Continue working with partners and Open Road to secure sustainable funding for the project. Continue working with partners on issues relating to the Night Time Economy.				
KEY PRIORITY 4 – To reduce crime and the fear of crime				
Reduce violent crime across the Borough by 1%	Essex Police	Mar 2012	A	<p>There has been a steady increase in violent crime throughout the year until the 4th quarter when the figure went down by 75 (9%) on the previous quarter. Partners will be working to sustain this downward trend through tackling alcohol abuse, domestic abuse and seeking funding to sustain the SoS Bus.</p> <p>Figures for the year: 1 Jan – 31 Mar 574 1 Apr – 30 Jun 706 1 Jul – 30 Sep 792 1 Oct – 31 Dec 717</p>
RECOMMENDATION: This Life Opportunities target to continue into 12-13.				
Support Neighbourhood Action Panels across the Borough	Essex Police, CBC	Mar 2012	G	<p>There are 12 Neighbourhood Action Panels running across the borough holding regular meetings and dealing with issues identified by the local community. The top issues throughout 11-12 were identified as: graffiti, speeding, parking and dog fouling and each NAP has an action plan to deal with these. A NAP Chairs event was very positive about the work of the NAPs especially in the light of the changes within the Council's Street Services. Chairs saw these changes as providing an efficient service to the NAPs.</p>
RECOMMENDATION: Continue to support the work of the NAPs throughout 12-13.				
Engage local residents in community days of action and Safer Colchester	CBC	Mar 2012	G	<p>There have been 3 community days of action: St Annes - 2nd March 2011 Harbour - 5th July 2011 Wivenhoe - 24th November 2011 Each have left a legacy element – Friday evening football in St. Anne's, Revamping of a children's play area in Barn Hall, including replacing</p>

Target	Lead agency	Ultimate deadline	Status	Progress												
				fencing, bins and renovation of play equipment, plus general clean up of area and setting up a community garden (the Queen's Jubilee Garden) behind the old police station and mural for the local residents.												
RECOMMENDATION: Provide 3 Days of Action in 2012-13. The first is being planned for Stanway on 21 st March. Two other locations to be decided after that time.																
Engage with young people on issues of community safety	CBC	Mar 2012		Crucial Crew was delivered in June with <ul style="list-style-type: none"> • 1631 pupils attended (55 schools) • Event ran for 2 weeks: Monday 13th June – Friday 24th June • 2 sessions per day (Morning & Afternoon) • 6 scenarios – Road Safety, Fire Safety, Crime & ASB, Rail Safety, Personal Safety, Drugs & Alcohol <p>Two firebreak courses were held in 11-12 with 100% (12 youngsters) successfully completing. Six questions are used to measure outcomes: all figures show % improvement:</p> <table> <tr> <td>Attendance</td> <td>67%</td> </tr> <tr> <td>Punctuality</td> <td>67%</td> </tr> <tr> <td>Attitude to Peers</td> <td>33%</td> </tr> <tr> <td>Attitude to Staff</td> <td>83%</td> </tr> <tr> <td>Motivation in lessons</td> <td>100%</td> </tr> <tr> <td>Academic Ability</td> <td>8%</td> </tr> </table> <p>2 of the students were extremely difficult and both showed improvement in 4 areas. The areas of highest improvement were attitude to staff and motivation.</p>	Attendance	67%	Punctuality	67%	Attitude to Peers	33%	Attitude to Staff	83%	Motivation in lessons	100%	Academic Ability	8%
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Motivation in lessons	100%															
Academic Ability	8%															
RECOMMENDATION: A Crucial Crew event to be planned for 12-13 and a Firebreak course to be delivered in 12-13 if finances allow.																
Engage with 'chaotic families' agenda.	CBC	Mar 2012	G	<ul style="list-style-type: none"> • A Steering Group has been set up to take this work forward and will be working with Participate to deliver a new model of working with chaotic families in Colchester. • £180K of funding has been received from ECC for a two year period. In addition, a QIPP funding bid has been successful in 												

Target	Lead agency	Ultimate deadline	Status	Progress
				<p>attaining £360K shared between Colchester and Tendring for two years.</p> <ul style="list-style-type: none"> • CBH working in partnership with Colne Housing has been working hard to ensure one key worker is retained at the Colchester FIP project.
RECOMMENDATION: Monitor and report on the work of the Essex Families project.				
Reduce ASB in Colchester	CBH ASB team	Mar 2012	G	<ul style="list-style-type: none"> • ABCs and new Parenting Contracts have been agreed and implemented. • Categorisation of cases has been completed and reviewed as part of the CBC / CBH merger • Successful diversionary activities have been delivered to young people including: garden projects and army days
RECOMMENDATION: Continue to deliver diversionary activities. Set new targets for 12-13.				
Increase organisational understanding of community safety issues	CBH ASB team	Mar 2012	G	<ul style="list-style-type: none"> • Costs prohibited the development of a model of costing intervention • Safeguarding training has been delivered across the organisation to enable staff to report any concerns. • The Council's ASB team and the CBH ASB team have explored and are in process of merger.
RECOMMENDATION: Explore alternative costing intervention tools for 12-13. Work on best practice and procedures for new merged ASB team. Set new targets for 12-13.				

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
Cabinet, 14 March 2012 and Council, 21 March 2012	Angel Kalyan	The handling of her complaint by the Council	Verbal response given at Cabinet by Councillor Turrell, Leader of the Council and Portfolio Holder for Strategy and Performance and Adrian Pritchard, Chief Executive	14 March 2012
Cabinet, 14 March 2012 and Council 21 March 2012	Bobby Hunt	Joyce Brooks House	Verbal response given at Cabinet and Council by Councillor T. Young, Portfolio Holder for Strategy and Performance.	14 March 2012
Cabinet, 14 March 2012	Nick Chilvers	Communicating the Local Housing Review	Verbal response given by Councillor Turrell, Leader of the Council and Portfolio Holder for Strategy and Performance.	14 March 2012
Cabinet, 14 March 2012	Jill Dyer, Ian Collins	The future of the West End Tennis Centre	Verbal response given by Councillor Dopson, Portfolio Holder for Communities and Diversity	14 March 2012
Cabinet, 14 March 2012 and Council 21 March 2012	Darius Laws.	The future of the West End Tennis Centre	Verbal response given at Cabinet by Councillor Dopson, Portfolio Holder for Communities and Diversity	14 March 2012

Council, 21 March 2012	Christine Lavelle	The Council's handling of a planning application for an extension to the Stockwell Arms	Written response sent by the Head of Environmental and Protective Services on 29 March 2012	29 March 2012
Council, 21 March 2012	Norman Bailey	Review, of sheltered housing, litter and graffiti, relocation of the bus station, access to the High Street	Verbal responses given by Councillor Hunt, Portfolio Holder for Street and Waste Services and Councillor T. Young, Portfolio Holder for Housing and Community Safety	21 March 2012
Council, 21 March 2012	Andy Abbott	Communication of the sheltered housing review	Verbal response given by Councillor T. Young, Portfolio Holder for Housing and Community Safety and written response set by the Head of Strategic Policy and Regeneration on 19 April 2012.	19 April 2012
Council, 21 March 2012	John Lonergan	Changes to access to the High Street	Verbal response given by Councillor Barton, Portfolio Holder for Renaissance	21 March 2012
Council, 21 March 2012	Father Tilbrook, Jordan Newell, Julia Havis	Renaming of Harbour Ward	Issues raised were addressed during the debate and vote on the Council Motion	21 March 2012
Council, 21 March 2012	Jo Hayes	Waste disposal	Issues raised were addressed during the debate and vote on the Council Motion	21 March 2012

(ii) Petitions

Date petition received	Lead Petitioner	Subject Matter	Form of Response	Date Completed
21 March 2012	Owen Bartholomew	Reopening and cleaning of toilets next to Greenstead library	Interim response sent to Lead Petitioner by the Head of Street Services. on 5 April 2012. Substantive response to be sent following the election.	Date of substantive response to be advised.



Cabinet

Item
9(i)

30 May 2012

Report of	Head of Corporate Management	Author	Richard Clifford
Title	Member Development Group: Annual Report to Cabinet 2011-12		
Wards affected	Not Applicable		

This report concerns the Annual Report of the Member Development Group on its work in the 2011-12 municipal year.

1. Decision(s) Required

1.1 To receive and note the report of the Member Development Group on the work of the group in the 2011-12 municipal year.

2. Reasons for Decision(s)

2.1 Cabinet will recall that in April 2011 the Council was successful in achieving Charter Status for Elected Member Development.

2.2 One of the recommendations arising made by the Charter Assessment Team was that the Member Development Group should be placed clearly with the Council's decision making structure to improve its accountability and visibility. In order to address this recommendation, the Group's Terms of Reference were amended to make its links to Cabinet clearer and to include a requirement that the Group report to Cabinet on an annual basis.

3. Alternative Options

3.1 No alternative options are proposed.

4. Supporting Information

4.1 The Annual Report of the Member Development Group for 2011-12 is attached to this report. This sets out information about the background to the group and its terms of reference and composition. It summarises the main areas of work undertaken by the Group and provides information about the range of development activities undertaken by members of Colchester Borough Council in 2011-12.

4.2 The Report concludes that:-

“The Group considers that good progress has been made in carrying forward the recommendations arising from the Charter assessment. Further work on bringing forward these recommendations will form the main part of the Group's work programme in 2012-13.

The Group considers that a varied and interesting programme of development was provided in 2011-12. The sessions have provided Councillors with an insight into many of the challenging issues facing the Council at this point. and have contributed towards

the priorities in the Strategic Plan. They have provided Councillors with an opportunity to improve their knowledge and skills base and therefore to be in a better position to help serve the Council and their constituents.”

5. Strategic Plan References

- 5.1 The Annual Report looks at how the priorities outlined in the Annual Training Plan have been met. The Plan identifies which of the Strategic Plan priorities in place at the time development opportunities contributed to.
- 5.2 Member development supports all the Strategic Plan priorities by promoting the skills and knowledge members need in order to fulfil their roles effectively.

6. Financial Implications

- 6.1 There are no direct financial implications arising from the report. The Annual Report sets out the expenditure against budget for member development in 2011-12.

7. Equality, Diversity and Human Rights implications

- 7.1 An EQIA for the councillor development policy has been prepared and can be accessed via the link below.

http://www.colchester.gov.uk/servedoc.asp?filename=CORP_member_dev_policy_eqia_260110.pdf

8. Standard References

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

Member Development Group: Report to Cabinet 2011/12

1. Introduction

The Member Development Group was established in 2008-2009. The purpose of the Group was to provide a forum where members could advise on the planning, delivery and evaluation of member development activities and to help oversee the Council's bid to achieve Charter Status for Member Development. The Group was made up of a member of each political group and latterly was chaired by the relevant Portfolio Holder.

Once of the recommendations arising from the successful bid for Charter Status was that the Member Development Group should be placed clearly with the Council's decision making structure to improve its accountability and visibility. In order to address this recommendation, the Group's Terms of Reference were amended to make its links to Cabinet clearer and to include a requirement that the Group report to Cabinet on an annual basis. This report meets this requirement and summarises the work of the Group during the 2011-12 municipal year.

2. Terms of Reference

The Group's Terms of Reference are as follows:-

The Member Development Group will advise on the planning, delivery and evaluation of member development activities and make recommendations to Cabinet where appropriate.

The membership of the Member Development Group will be the relevant Portfolio Holder with responsibility for Member Development and one member from each political group represented on the Council. The Group will be chaired by the Portfolio Holder. Members of the Group will be responsible for the promotion of Member Development within their political group.

The Member Development Group will:-

- oversee the provision of member development opportunities;
- advise on policies and procedures relating to member development; and monitor their implementation and effectiveness;
- regularly review the level and allocation of the Councillor development budget;
- oversee the evaluation of member development opportunities and assess the contribution of member development opportunities towards the Council's corporate objectives;
- ensure that Charter Status for Member Development is maintained and monitor the progress of the implementation of the recommendations from the Charter Assessment.

3. Composition

The membership of the Group in 2011-12 was as follows:-

Councillor Paul Smith, Portfolio for Resources and Heritage, Chairman
Councillor Jackie Maclean
Councillor Kim Naish
Councillor Nigel Offen
Councillor Gerard Oxford

The Group has been supported by Lucie Breadman, Head of Corporate Management and Richard Clifford, Democratic Services Officer.

The Group has met on five occasions in 2011-12.

4. Main Areas of Work

4.1 Recommendations of the Charter Assessment Team

In April 2011 the Council was awarded Charter Status for Elected Member Development. Accreditation is for a period of three years. As well as highlighting the Council's particular strengths, the report of the assessment team identified a number of areas in which the Council could seek to improve over the next three years.

The key suggested improvement areas were as follows:-

- The Member Development Group should be placed clearly with the Council's decision making structure to improve its accountability and visibility;
- Consideration should be given to replacing the training needs analysis process with Personal Development Plans;
- The links between individual sessions and the Council's corporate priorities should be made more explicit;
- Continue to develop a programme geared towards succession planning;
- Development of a programme geared towards how the Council could best to respond to the Localism agenda;
- Revisit the use and application of the political skills framework
- Continue to engage with parishes and neighbouring districts and utilise knowledge of "twin-hatted" councillors in cascading of member development.

The Group has been looking at these issues and considering how these could be addressed. Particular consideration was given to the first two recommendations. As alluded to in the introduction to this report, the governance arrangements for the group have been changed to address the first recommendation. The Group has also considered the issue of Personal Development Plans (PDPs) and work on the development of a possible scheme is ongoing. The Group considered any such system needed to be easier quicker to use than the training needs analysis process conducted in

2010. It is envisaged that proposals will be made to the political groups in due course.

The Group has also looked at the issues raised in the recommendations on the political skills framework, succession planning and links with other authorities on development issues and where necessary has sought to improve the Council's procedures.

In respect of the recommendation around Localism, the Localism agenda remains a high priority for development and a number of sessions touching on the Localism Act have been provided, as set out below:-

Localism and Big Society – 12 July 2011
Draft National Planning Policy Framework – 4 October 2011
Localism Workshop – 9 February 2012
Planning Policy and Development issues – 29 February 2012

The Localism Workshop specifically addressed how the Council could respond to the Localism agenda. Further development on Localism related issues will follow, including on the implications of the Localism Act for the Code of Conduct and the Standards regime.

4.2 The Provision of Member Development

The priorities for Member Development in 2011-12 were set out in the Council's Annual Training Plan and the provision of member development has concentrated on the priorities identified therein. A copy of the Plan is attached at Appendix 1, with comments included as to the development provided for each of the priorities.

Development has been provided for all those issues identified as the highest priorities. The provision of development events around welfare reform and reforms to the NHS has been delayed due to the passage of the relevant legislation through Parliament. It has not been possible to deal with some of the issues that were identified as lower priorities, particularly around public speaking and communication skills. However, these issues will be considered again when the training plan is reviewed by the Member Development Group.

Fifty four councillors have attended one or more development event, either internal or external over the course of the municipal year. Twenty nine have attended five or more development events over this period. Details of the attendance by Councillors at member development sessions are at Appendix 2. The Group considers that this demonstrates that there is a considerable appetite for development. In addition the high levels of attendance are an indication that the sessions that are being delivered are of interest to members.

Feedback provided by Councillors at member development sessions is collated and reported to the Group. The feedback provided has been largely very positive, although the session on Equality and Diversity was the subject

of some negative feedback. Where issues are raised or negative feedback given this provides an opportunity for the Council to learn and adjust its practices

In addition to the traditional development sessions, the Council has also sought to promote the use of other modes of learning. The Group has encouraged the use of tools such as workbooks produced by the IDEA and the circulation of written briefings and updates as alternative to attending courses. For example publications from the Centre for Public Scrutiny have been circulated to members of the Scrutiny Panels.

4.3 Member Development Budget and Resources

The member development budget for 2011/12 was £12,000. The budget is split into two elements: a core training budget of £6000 which is used to fund core training with a council wide application such as training on planning, licensing, and scrutiny. It is also used to fund a place at Leadership Academy. The remainder of the budget is split between the political groups on the basis of £100 per member. However, the Group encouraged greater flexibility between the two elements of the budget.

The spend on the budget was £7359.02 of which £4768.52 was from the core budget and £2590.5 from the group budget. The Council has sought wherever possible to use existing officer resource to provide learning and development rather than rely on external trainers, who have been used sparingly. The Group considers that in view of the number of development and learning events that have been provided, the budget has provided good value.

In terms of officer resource, member development is supported by the Democratic Services Team. A Democratic Services Officer has responsibility for member development and spends on average approximately one- two days per week on member development work. Support is also provided by the Democratic Services Manager and Democratic Services Assistant as and when required as many of the sessions are led by managers and Heads of Service. The Executive Management Team have run a series of four sessions for members.

5. Conclusion

The Group considers that good progress has been made in carrying forward the recommendations arising from the Charter assessment. Further work on bringing forward these recommendations will form the main part of the Group's work programme in 2012-13.

The Group considers that a varied and interesting programme of development was provided in 2011-12. The sessions have provided Councillors with an insight into many of the challenging issues facing the Council at this point. and have contributed towards the priorities in the Strategic Plan. They have provided Councillors with an opportunity to improve their knowledge and skills

base and therefore to be in a better position to help serve the Council and their constituents.

Appendix 1

Colchester Borough Council: Annual Training Plan 2011-12

The purpose of this training plan is to outline the priorities for member development in the 2011-12 municipal, year. It is based on information from the following sources:

- Information provided by Councillors about their individual training needs following completion of their Councillor self assessment forms;
- Information provided by the Executive about their view of the priorities for Member Development in the 2011-12 Municipal year;
- Suggestions from the all party Member Development Group.

When arranging and delivering training and development for Councillors, consideration should always be given to including strategic partners, parish councillors and councillors from neighbouring authorities.

Subject	Objective	Delivery	Priority (scale of 1 to 3) with 1 being the highest priority	Links to Strategic Plan objectives
Knowledge based development				
The impact of the legislative programme of the coalition government on local	To provide members with information about the contents of legislation and reforms	To be delivered through a range of methods:- <ul style="list-style-type: none"> • presentations; • electronic/online 	1	Contributes to delivery of all Strategic Plan objectives but to the following in particular:-

<p>government and how it will impact on Colchester and on Colchester Borough Council. In particular this will look at:-</p> <ul style="list-style-type: none"> • The Localism Bill and its impact on the governance of local authorities, community empowerment, planning and housing • Reforms to the NHS • Equality Act 	<p>introduced by the Coalition Government. To address in particular how these will impact on the Council, on their roles as Councillors (eg as ward Councillors or as scrutiny members) and on the Borough of Colchester as a whole.</p>	<p>courses;</p> <ul style="list-style-type: none"> • circulation of information eg briefing notes from LGA. <p>Particular consideration to be given to involving strategic partners where appropriate.</p>	<ul style="list-style-type: none"> • Addressing Older People's Needs; • Addressing Younger People's Needs; • Community Development; • Healthy Living; • Homes for All.
<p><i>Member development events held in 2011-12 to address this issue:-</i></p> <p><i>Equality and Diversity Workshop – 5 July 2012</i> <i>Localism and Big Society – 12 July 2011</i> <i>Draft National Planning Policy Framework – 4 October 2011</i> <i>Localism Workshop –9 February 2012</i> <i>Planning Policy and Development Issues – 29 February 2012</i></p> <p><i>Development on reforms to the NHS locally has been delayed by lengthy passage of the Health and Social Care Bill. A briefing on the provision of mental health services by the North Essex Partnership Foundation Trust was provided on 9 March 2012.</i></p>			

<p>Provision of information about Welfare Rights</p>	<p>To increase members knowledge of benefits available to constituents so that they are better able to help and advise constituents.</p> <p>To keep members abreast of developments and changes to benefits that may be introduced.</p>	<p>To be delivered through a range of methods:-</p> <ul style="list-style-type: none"> • presentations; • electronic/online courses; • circulation of information eg briefing notes from LGA. <p>Particular consideration to be given to involving strategic partners , in particular staff from Members of Parliament offices, parish councillors</p>	<p>1</p>	<ul style="list-style-type: none"> • Addressing Older Peoples Needs • Addressing Younger People's Needs • Community Development • Healthy Living • Homes for All
<p><i>Member development events held in 2011-12 to address this issue:-</i></p> <p><i>Presentation on Partnership with Job Centre Plus on 6 September 2011.</i></p> <p><i>Member development event on Welfare Reform Act and changes to Housing Benefit provision scheduled for 19 June 2012. Members of Colchester Borough Homes Board and members of staff from MPs office also invited to attend.</i></p>				
<p>Provision of information about the programme of Fundamental Service Reviews and how these</p>	<p>To increase all members knowledge of the function and impact of the FSRs and how these are</p>	<p>To be delivered through a range of methods:-</p> <ul style="list-style-type: none"> • presentations; • electronic/online courses; 	<p>1</p>	<p>Indirectly contributes to delivery of all Strategic plan objectives</p>

<p>impact on the roles and responsibilities of each of the Service Groups within the Council.</p>	<p>changing the delivery of services</p> <p>To increase members knowledge of the roles and responsibilities of each of Service Groups within the Council.</p> <p>To help members deal with constituents' queries effectively by providing information about the relevant processes to obtain information and appropriate officers to contact.</p>	<ul style="list-style-type: none"> circulation of relevant written information 		
<p><i>Member development events held in 2011-12 to address this issue:-</i></p> <p><i>Member development event on Staff Structure at Colchester Borough Homes following FS R- 11 October 2011.</i></p> <p><i>Transformation of the Organisation – 15 November 2011</i></p> <p><i>Roles and responsibilities of each service area are now available on the Council website and newsletters on the progress of FSRs are published on the relevant part of the Hub.</i></p>				
<p>Local Government Finance</p>	<p>To ensure that members have an understanding of the</p>	<p>To be delivered through a range of methods:-</p> <ul style="list-style-type: none"> presentations; 	<p>1</p>	<p>Indirectly contributes to delivery of all Strategic plan objectives</p>

<p>To include:-</p> <ul style="list-style-type: none"> • General session for new Councillors or those with a general interest; • More advanced training to be made available for those with a particular interest eg Portfolio Holder, members of Finance and Audit Scrutiny Panel. 	<p>principles of Local Government Finance so that members are able to contribute effectively to the work of the Council, particularly in respect of the budget setting process.</p> <p>To ensure that members of the Finance and Audit Scrutiny Panel have the necessary knowledge and expertise to enable the Panel to function effectively.</p>	<ul style="list-style-type: none"> • electronic/online courses; • circulation of relevant written information 		
<p><i>Member development events held in 2011-12 to address this issue:-</i></p> <p><i>Understanding Finance – 29 June 2011</i></p> <p><i>Finance, Budgets and Expenditure: the Public Sector Way – 1 September 2011</i></p>				
<p>Relations with community groups and parish councils</p>	<p>To help develop relations with Community Groups by increasing members knowledge of nature of</p>	<p>To be delivered by a range of methods including:</p> <ul style="list-style-type: none"> • Presentations by or visits to community groups; 	<p>2</p>	<ul style="list-style-type: none"> • Addressing Older People's Needs • Addressing Younger Peoples Needs

	work undertaken by community groups, charitable organisations and parish councils within the borough.	<ul style="list-style-type: none"> • Circulation of written information 		<ul style="list-style-type: none"> • Community Development • Community Safety • Health Living
<p>Member development events held in 2011-12 to address this issue:-</p> <p>Partnership with Job Centre Plus – 6 September 2011</p> <p>Colchester Citizen's Advice Bureau – 7 February 2012</p>				
Public speaking skills	To provide members with the opportunity to develop the necessary skills to enable them to speak in public clearly and confidently. In particular to take account of the many and varied circumstances in which Councillors may need to speak and to deal with the particular challenges involved in speaking in a political	Formal training session to be delivered by external trainer	3	By providing Councillors with the necessary skills to fulfil their role, indirectly contributes to all of Strategic Plan objectives.

	environment.				
No member development session provided					
Communication skills	<p>To provide members with the opportunity to develop the necessary skills and information to enable them to communicate with residents, councillors, officers and the media effectively. To cover issues such as:-</p> <ul style="list-style-type: none"> • Developing written and verbal communication skills; • Online communication and developing a website; • New media such as social networking; • Effective media relations 	<p>To be delivered through a range of methods including formal presentations and facilitated courses where appropriate; online courses;; workbook and meetings with relevant officers.</p>	3	<p>By providing Councillors with the necessary skills to fulfil their role, indirectly contributes to all of Strategic Plan objectives.</p>	

No member development session provided					
Chairing Skills	To provide Chairman and Vice Chairman of Committee and panels with the opportunity to develop their chairing skills.	To provide an opportunity for Chairman and Vice Chairman with the opportunity to discuss and promote best practice.	To be delivered by a range of methods including: <ul style="list-style-type: none"> • Formal presentation delivered by trainer; • Use of workbooks; • Consider the establishment of a regular Chairman's Group; • Feedback from external peers. 	1	By providing Councillors with the necessary skills to fulfil their role, indirectly contributes to all of Strategic Plan objectives.
				2	By providing Councillors with the necessary skills to fulfil their role, indirectly contributes to all of Strategic Plan objectives.
Member development events held in 2011-12 to address this issue:-					
Chairing – Developing and Improving Skills session – 9 November 2011					
IT Skills	To provide members with the opportunity to develop the necessary skills and information to utilise IT effectively to fulfil their roles.	To include training on new software that	To be delivered through a range of methods such as formal presentations, drop in workshops; online courses.		

	Councillors may wish to use.			
Roll out of VDI to Councillors - Ongoing throughout the municipal year IT skills: 22 March 2012 (funded from Liberal Democrat group training budget and open to Liberal Democrat councillors only)				
Regulatory based development				
Planning	<p>To ensure that members of the Planning Committee meet the requirements of the Constitution in respect of training;</p> <p>To provide a sufficient pool of substitutes with the require training and expertise to enable the Committee to function;</p> <p>To ensure that members of the Planning Committee and substitutes have the necessary skills</p>	<p>General introductory session to be a formal presentation;</p> <p>Updates and information on more advanced topics to be delivered through a range of methods:-</p> <ul style="list-style-type: none"> • presentations; • electronic/online courses; • circulation of information by e-mail; • site visits. 	1	<ul style="list-style-type: none"> • Homes for all • Enabling job creation; • Congestion busting; • Healthy living.
<p>To include:-</p> <ul style="list-style-type: none"> • General introductory session for new Councillors, ward Councillors and those new to Planning Committee; • Updates on hot topics that arise throughout the municipal year; • Advanced training for members of Planning 				

<p>Committee. Subjects to be covered to decided during Municipal Year in discussion between Head of Planning Services and the Chairman of Planning Committee.</p>	<p>and expertise to make sound decisions based on planning criteria. To ensure that ward Councillors have the necessary knowledge of the planning system to effectively represent and champion the interests of their constituents.</p>			
<p>Member development events held in 2011-12 to address this issue:-</p> <p>Planning training – 31 May, 1 June and 14 2011 Design briefing and tour of Hythe - Draft National Planning Policy Framework – 4 October 2011 Planning Policy and Development Issues – 29 February 2012</p>				
<p>Licensing To include:-</p> <ul style="list-style-type: none"> • General session outlining the licensing system, the regulatory framework that underpins it; the 	<p>To ensure that members of the Licensing Committee meet the requirement of the Constitution in respect of training; To ensure that members of the Licensing Committee</p>	<p>General session to be a formal presentation. Updates and information on more advanced topics to be delivered through a range of methods:-</p> <ul style="list-style-type: none"> • presentations; • electronic/online courses; 	<p>1</p>	<ul style="list-style-type: none"> • Community safety • Enabling job creation • Healthier living.

<p>role and powers of the Licensing Committee and its sub-committees and how ward Councillors can interact with the licensing system;</p> <ul style="list-style-type: none"> • Training to provide members of the Licensing Committee with sufficient expertise to sit on Committee and its Sub-Committees; <p>Updates on topics as they arise throughout the year, such as legislation updates, and modular units on more advanced issues.</p>	<p>have the necessary skills and expertise to make sound decisions.</p> <p>To ensure that ward Councillors have the necessary knowledge of the licensing system to effectively represent and champion the interests of their constituents.</p>	<ul style="list-style-type: none"> • circulation of information by e-mail; • site visits. 	
<p><i>Member development events held in 2011-12 to address this issue:-</i></p>			
<p>Licensing Committee training – 18/19 July 2011</p> <p>Induction for New Councillors</p>			

<p>Induction programme for new Councillors elected in May 2011.</p> <p>To include:-</p> <ul style="list-style-type: none"> • Introductions to key officers; • Tour of Town Hall and key housekeeping matters (building pass; car parking, location of meeting rooms etc) • Access to Council IT systems; • Sessions on key topics: Code of Conduct, Local Government Finance, Planning • Tour of Customer Service Centre 	<p>To provide newly elected councillors with a structured and effective induction to enable them to</p> <ul style="list-style-type: none"> • Understand their role as Councillors; and the legal obligations placed on an elected member; • Effectively represent and champion the needs of their constituents; • Understand the structure and meetings processes of the Council. • Understand the resources available to support and help them 	<p>Formal presentations on key topics</p> <p>Meetings with key officers</p> <p>Tour of Town Hall</p> <p>Provision of key documents</p>	<p style="text-align: center;">1</p>	<p>By providing Councillors with the necessary skills to fulfil their role, indirectly contributes to all of Strategic Plan objectives.</p>
<p><i>Induction programme for three newly elected Councillors provided May – June 2011 including following elements:-</i></p>				

- *Introduction and welcome from Executive Management team*
- *Tour of the Customers Service centre and Town Hall*
- *Introductory sessions on Code of Conduct, Local Government Finance and Decision Making and Scrutiny*

Evaluation

The following principles will apply to evaluation of the training and development delivered to Councillors;

- **Feedback from delegates should be sought from every Councillor Development session. This should be analysed and summary provided to the trainer and also reported to the Member Development Group. Feedback should also be sought from other methods of developing. Again the feedback should be analysed, summarised and reported where appropriate to the person providing the development and to the Member Development Group**
- **A report evaluating the impact of the training plan and its contribution to the delivery of the objectives to the Council's Strategic Plan will be submitted on an annual basis to the Member Development Group.**

**Appendix 2
Attendance at Training and Development Opportunities 2011-12 Municipal Year**

Training Dates	Attendees	Planning Training - Vince Pearce	31-May-11	Planning Training - Vince Pearce	01-Jun-11	Planning Training - Vince Pearce	14-Jun-11	Code of Conduct - Andrew Weavers	15-Jun-11	Democratic Services Team	22-Jun-11	Understanding Finance - Sean Plummer	29-Jun-11
	Barton		Arnold	Elliott		Feltham		Ellis		Ellis			
	Blandon		Barlow	Maclean		Harrington		Feltham		Harrington			
	Chapman		Bouckley	Willets		Quince		Harrington		Lilley			
	Chillingworth		Cook					Lissimore		Quince			
	Hardy		Feltham					Quince		Smith			
	Harrington		Ford										
	Hazell		Lewis										
	Higgins, P		Lilley										
	Higgins, T												
	Lissimore												
	Martin												
	Quarrie												
	Quince												
	Spyvee												
	Sykes, L												
	Young, J												

Equality and Diversity Workshop - Localism - Ian Vipond	Licensing - Braintree District Council	Licensing - Braintree District Council	Licensing - Braintree District Council	Health and Safety - Tudor Smith	Design Training: Tour of Developments in the Hythe
05-Jul-11	12-Jul-11	18-Jul-11	19-Jul-11	16-Aug-11	01-Sep-11
Cindy Leaney	Vipond	District Council	District Council	Tudor Smith	Hythe
Arnold Barlow Bouckley Chillingworth Cope Dopson Feltham Ford Frame Higgins, T Hunt Lilley Naish Offen Oxford, B Oxford, G Quarrie Quince Willettts Young, T	Arnold Blundell Chillingworth Feltham Frame Gamble Hardy Hazell Lewis Lilley Offen Oxford, B Oxford, G Quarrie Quince Willettts Young, T	Bouckley Cook Cope Hazell Kimberley Lilley Mudie	Blandon Bouckley Cook Cope Hazell Kimberley Lilley Mudie Quarrie	Bouckley Elliot Offen Oxford, B Spyvee	Chillingworth Lewis Maclean Gamble Sykes, L

Finance: Budgets, Expenditure - the Public Sector Way - Ann Wain	01-Sep-11	Sheltered Housing Review - Tina Hinson/Karen Loweman	05-Sep-11	Partnership with Job Centre Plus - Sandra Cullum, Andy Flexen Pallott, Russ Green	06-Sep-11	Localism Bill Update (EPOA Planning Training Series)	14-Sep-11	Draft National Planning Policy Framework - Ian Vipond, Karen Syrett	04-Oct-11	CBH Staff Structure following FSR - Alison Inman, Greg Falvey and Directors from CBH	11-Oct-11
Chillingworth	Blandon	Blandon	Cook	Cook	Barton	Blundell	Barton	Blundell	Blandon	Blandon	
Cope	Cook	Cook	Dopson	Dopson	Mudie	Barlow	Mudie	Barlow	Chapman	Chapman	
Feltham	Cory	Cory	Feltham	Feltham		Chapman		Chapman	Cook	Cook	
Harrington	Dopson	Dopson	Hogg	Hogg		Chillingworth		Chillingworth	Feltham	Feltham	
Lilley	Feltham	Feltham	Maclean	Maclean		Davies		Davies	Hardy	Hardy	
Smith	Ford	Ford	Mudie	Mudie		Ellis		Ellis	Harris	Harris	
Sykes, C	Frame	Frame	Oxford, B	Oxford, B		Feltham		Feltham	Hazell	Hazell	
Sykes, L	Harris	Harris	Oxford, G	Oxford, G		Gamble		Gamble	Higgins, T	Higgins, T	
	Higgins, T	Higgins, T	Scott-Boutell	Scott-Boutell		Garnett		Garnett	Lewis	Lewis	
	Hogg	Hogg	Smith	Smith		Jowers		Jowers	Oxford, B	Oxford, B	
	Lewis	Lewis				Lissimore		Lissimore	Oxford, G	Oxford, G	
	Lilley	Lilley				Maclean		Maclean	Scott-Boutell	Scott-Boutell	
	Manning	Manning				Scott-Boutell		Scott-Boutell	Young, T	Young, T	
	Naish	Naish				Spyvee		Spyvee			
	Oxford, B	Oxford, B				Sykes, C		Sykes, C			
	Oxford, G	Oxford, G				Sykes, L		Sykes, L			
	Oxford, P	Oxford, P				Willetts		Willetts			
	Scott-Boutell	Scott-Boutell									
	Smith	Smith									
	Sykes, C	Sykes, C									
	Sykes, L	Sykes, L									
	Young, J	Young, J									
	Young, T	Young, T									

Planning Training - EPOA	13-Oct-11	Chairing - Developing and Improving Skills - Tim Young	Transformation of the Organisation - Adrian Pritchard, Pam Donnelly	Positive Planning in Challenging and Changing Times - RTPI	Business Opportunities in Offshore Wind - EEEGR	Adaptation to Climate Change - Town and Country Planning Association
Barton	Arnold Cook Cope Cory Davies Feltham Higgins Lissimore Offen Smith Sykes Turrell Young, J	09-Nov-11	15-Nov-11	21-Nov-11	24-Nov-11	08-Dec-11
	Bouckley Chapman Feltham Frame Harrington Lissimore Maclean Offen Oxford, B Scott-Boutell Sykes, C Sykes, L	Arnold Chillingworth Elliott Lewis Maclean	Barlow	Barlow	Barlow	

Annual Housing Finance Conference - LGA	14-Dec-11	Shaping the Place of Colchester - Ian Vipond	17-Jan-11	Neighbourhood Planning Training	04-Feb-12	Colchester CAB Briefing	07-Feb-12	Localism Workshop	09-Feb-12	Planning Policy and Development Issues	29-Feb-12
Smith	Bentley Blandon Chillingowrth Cook Dopson Garnett Hardy Harrington Hazell Higgins, T Lewis Lissimore Manning Martin Oxford, B Oxford, G Quarrie Quince	Davies Lewis Maclean	Blandon Hardy Lissimore Sykes, C Sykes, L Spyvee	Blandon Chapman Chillingworth Cook Cope Dopson Elliott Hardy Harrington Hazell Offen Oxford, B Oxford, G Spyvee Sykes, C Sykes, L Young, T	Barlow Blandon Chapman Chillingworth Cope Davies Ellis Hardy Harrington Higgins, T Lewis Martin Offen Oxford, G Scott-Boutell Smith Spyvee Sykes, C Sykes, L Turrell						

Name	Number of development sessions attended
Christopher Arnold	6
Nick Barlow	7
Lyn Barton	3
Kevin Bentley	1
Mary Blandon	9
Elizabeth Blundell	3
John Bouckley	6
Nigel Chapman	6
Peter Chillingworth	10
Helen Chuah	
Barrie Cook	9
Nick Cope	8
Mark Cory	2
Beverly Davies	5
Tina Dopson	5
John Elliott	3
Andrew Ellis	4
Margaret Fairley-Crowe	
Annie Feltham	13
Steve Ford	3
Bill Frame	4
Ray Gamble	3
Christopher Garnett	2
Martin Goss	
Scott Greenhill	
Mike Hardy	8
Marcus Harrington	10
Dave Harris	2
Pauline Hazell	7
Peter Higgins	1
Theresa Higgins	9
Mike Hogg	2
Martin Hunt	2
John Jowers	1
Margaret Kimberley	2
Justin Knight	
Sonia Lewis	10
Michael Lilley	8
Sue Lissimore	7
Jackie Maclean	7
Jon Manning	4
Richard Martin	3
Colin Mudie	3
Kim Naish	2
Nigel Offen	9
Beverley Oxford	10
Gerard Oxford	9
Philip Oxford	1
Ann Quarrie	5
Will Quince	6
Lesley Scott-Boutell	10
Paul Smith	9

Henry Spyvee	6
Terry Sutton	
Colin Sykes	8
Laura Sykes	11
Anne Turrell	3
Dennis Willetts	2
Julie Young	4
Tim Young	4

30th May 2012

Report of	Head of Corporate Management	Author	Lee Spalding ☎ 282118
Title	Upgrading of Audio/Visual Facilities – Colchester Town Hall & Rowan House		
Wards affected	All Wards.		

This report concerns the project to upgrade the existing audio/visual facilities at the Town Hall and Rowan House.

1. Decision(s) Required

- 1.1 To agree to proceed with the project to upgrade the audio/visual (AV) facilities at the Town Hall and Rowan House.
- 1.2 To agree to place an order with the successful contractor to undertake the aforementioned works.

2. Reasons for Decision(s)

- 2.1 Existing audio systems, including hearing loop facilities at the Town Hall are aging and unreliable. Current systems limit the use of rooms and are no longer fit for purpose. Similarly facilities at Rowan House are limited to a basic hearing loop system installed in the Training Room. Visual facilities available at both buildings consist of portable projectors and screens only.
- 2.2 The replacement of AV systems at both buildings will greatly improve facilities for meetings, training and presentation purposes as well as ensuring that the Council's offices continue to comply with the Equality Act.
- 2.3 The upgrading of AV systems within the Town Hall will also make the building more attractive to external customers. Presently external events and functions at the Town Hall generate income of c£80k per annum and it is hoped that enhanced AV facilities will further promote the building as a premier venue for conferences and other events.

3. Alternative Options

- 3.1 Decide not to undertake this project. However, this would inevitably result in further deterioration of existing AV systems which are already difficult to source replacement parts for due to their age, which in turn would threaten the Council's ability to provide basic hearing loop and delegate microphone facilities.

4. Supporting Information

- 4.1 A comprehensive specification for the upgrading of all AV facilities at both the Town Hall and Rowan House was developed and tendered in August 2011. However, tenders returned at the time were considerably more expensive than expected.

- 4.2 It was subsequently agreed by EMB on 2nd February 2012 that the scope of the project would be reduced to bring it more in line with the available budget and then retendered, giving priority to upgrading the audio and hearing loop systems within the Town Hall and Rowan House, but also to providing limited visual facilities, albeit much improved compared to the existing, generally as detailed within Appendix A.
- 4.3 Works will be programmed such that disruption to the normal operation of the Town Hall and Rowan House is kept to a minimum although at times individual rooms within each building will be unavailable whilst the new systems are installed. This may mean that some meetings have to be temporarily relocated from their usual venues until works are complete. If Cabinet agrees to proceed with the project then works will start on site in July 2012 and should take approximately 8 weeks to complete.
- 4.4 The project retender has been developed by the Council's Framework Consultants NPS Ltd and four tenders were returned on Friday 27th April 2012.

5. Proposals

- 5.1 To place an order with the successful contractor for the works.

6. Strategic Plan References

- 6.1 By undertaking the upgrading and replacement of AV systems within the Town Hall and Rowan House the Council will be ensuring that both buildings are fit to continue to perform their Civic duties within a 21st Century setting where technology is constantly evolving.

7. Consultation

- 7.1 Before deciding upon the AV equipment to be specified within the tender documents, a trial of the proposed hearing loop system was run during the month of August 2011. Whilst the equipment used in the trial was not a full system, it was indicative of the technology available and during the trial period the system was used for numerous meetings including Cabinet and the Equality and Diversity Group. Generally the feedback received from users following the trial was positive and this helped to inform the project specification.

8. Publicity Considerations

- 8.1 News of the AV project has already been reported in the local press with particular interest being paid to the future possibility of the Council broadcasting its meetings via the internet.
- 8.2 As such, a press release will be prepared detailing the full extent of the works to be delivered by the project.

9. Financial implications

- 9.1 The need to upgrade AV facilities at both the Town Hall and Rowan House has been known for some time. Subsequently a budget, largely consisting of the balance of funding left over from the Council's project to upgrade its buildings to Equality Act (formally DDA) standards, has been allocated to the project from the Capital Programme.

9.2 Based on the tenders received, the basic retendered works package as detailed within Appendix A can be funded from the existing budget. Although the Contractor's tender figure currently exceeds the available budget, the tender contains certain contingencies which are not expected to be expended and I am confident therefore that works can be delivered within the budget sum.

9.3 The tender also includes works within the Old Library which will not be instructed until the future of this part of the Town Hall has been confirmed as part of the work currently being undertaken by the Magistrates Courts Task and Finish Group.

10. Equality, Diversity and Human Rights implications

10.1 The upgrading of hearing loop and visual systems as part of this project demonstrates the Council's commitment to ensuring that its buildings are fully compliant with the Equality Act and also confirms its commitment to equality and diversity generally.

10.2 Contractors that have tendered for the project have been asked a set of equality and diversity questions to ensure that they are also fully committed to equality and diversity.

10.3 These questions included:

- Requesting that a copy of the contractor's equal opportunities policy (if they have one) is submitted along with their tender.
- Confirmation that they are able to fully meet the requirements that all local authorities have, i.e. a statutory duty to outlaw discrimination based on race, sexual orientation, disability, age, religion or belief, gender and human rights, as this duty extends to organisations carrying out functions or works on the council's behalf also.

11. Community Safety Implications

11.1 None directly arising from this report.

12. Health and Safety Implications

12.1 Due to the nature of the works to be delivered, the project falls within the jurisdiction of the Construction Design and Management (CDM) Regulations 2007 and as such, the Council as the "Employer" has appointed a CDM Coordinator and Competent Designer as it is required to do to properly fulfil its obligations under the Regulations.

13. Risk Management Implications

13.1 There are no major risks associated with this project. However, the project will have its own risk management plan to ensure that potential risks are identified and mitigated wherever possible.

Appendix A – Minimum Requirements to Solve Current Hearing Loop Problems and to Provide Limited Visual Facilities.

Background Papers

None

APPENDIX A – MINIMUM REQUIREMENTS TO SOLVE CURRENT HEARING LOOP PROBLEMS & TO PROVIDE LIMITED VISUAL FACILITIES

	<u>TOWN HALL</u>
	COUNCIL CHAMBER
1.	S&I of new Conferencing system with PC / CCU / Switching matrix & iPad touch screen control
2.	Small power & data provision / infrastructure for above including mounting rack
3.	S&I new speakers to Council Chamber & Public Gallery for PA
4.	Small power & data provision / infrastructure for above
5.	Sockets for direct connection to the audio system 3.5m
	NORTH COMMITTEE ROOM F12
6.	Supply & Install new IR system complete with radiators, receivers and chargers.
7.	Mobile AV cabinet
8.	Supply and install 10 wireless delegate microphone system with WAP, chargers and case.
9.	Small power & data provision / infrastructure for above
	GRAND JURY ROOM F9
10.	Supply and install infrared system complete with modular radiators desk top microphone, receivers and charger.
11.	Supply and install 20 wireless delegate microphone system with WAP, chargers and case.
12.	Small power & data provision / infrastructure for above
13.	Supply 65" LCD/LED screen on a trolley with cover for use in the Grand Jury room and Council Chamber.
	WEST COMMITTEE ROOM F10
14.	Supply & Install new IR system complete with slave transmitter / Radiators.
	MAYOR'S PARLOR F8
15.	Supply & Install new IR system complete with slave transmitter / Radiators.
	MOOT HALL
16.	Supply and install 20 wireless delegate microphone system with WAP, chargers and case.
17.	Small power & data provision / infrastructure for above
	OLD LIBRARY
18.	Supply & Install new CCU / DSP / WAP / Microphones & portable AV cabinet
19.	Supply and install 20 wireless delegate microphone system with WAP, charges and case.

	<u>ROWAN HOUSE</u>
	GF TRAINING ROOM G3
20.	Supply and install induction system, driver, microphones and speakers
21.	Supply and install 20 wireless delegate microphone system with WAP, chargers and case.
22.	Supply & install Interactive whiteboard with integral projector / speakers & operating suite
23.	Portable AV Cabinet
24.	Small power / lighting / fire system interface & data provision / infrastructure for above
	2ND FLOOR MEETING ROOM S17
25.	Supply & install Interactive whiteboard with integral projector / speakers & operating suite
26.	Small power / lighting & data provision / infrastructure for above

