



Policy and Public Initiatives Panel

Item
9

19 June 2019

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| Report of | Assistant Director Policy and Corporate | Author | Owen Howell ☎ 282518 |
| Title | Work Programme 2019-20 | | |
| Wards affected | Not applicable | | |

1. Executive Summary

- 1.1 This report sets out the current Work Programme 2019-2020 for the Policy and Public Initiatives Panel, providing details of the items of business that are scheduled for each meeting during the municipal year.

2. Recommended Decision

- 2.1 The Panel is asked to note the contents of the Panel's Work Programme for 2019-2020 as set out below and to confirm the appropriate scheduling of work for the next municipal year.
- 2.2 The Panel is asked to discuss and approve:
- The methods for public engagement, as outlined within Section 4 of the report.
 - The format of the public engagement exercise at its meeting to be held on 25 September 2019.

3. Alternative Options

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

4. Background Information

- 4.1 The Policy and Public Initiatives Panel's Work Programme will evolve as the municipal year progresses. Items can be added to the Work Programme in two ways, either through Cabinet approving a request from the Panel, or Portfolio Holders and Cabinet requesting policies, strategies or other issues be reviewed. The Panel may also receive outline scoping reports on service reviews that are taking place across the Council and these will be added to the work programme when appropriate.
- 4.2 Approval was sought from Cabinet for the inclusion in the work programme of requests relating to the impact of Universal Credit / Austerity and the use of the River Colne to encourage more effective use from environmental and activity aspects. Cabinet considered and approved these requests at its meeting on 13 March 2019.
- 4.3 The two items named in 4.2 above are provisionally scheduled for consideration by the Panel on 31 July 2019 subject to the Panel's preferences and officer availability.

4.4 The Panel resolved to undertake another Public Engagement session, which has been provisionally scheduled for 25 September 2019.

Policy and Public Initiatives Panel meeting on 25 September 2019

4.5 At the meeting of 6 March, the Panel agreed to consider holding another public engagement meeting, to encourage submissions from members of the public regarding initiatives that the Panel could review. Panel members will need to consider the methods used to encourage public engagement outlined below and confirm the scope of those ideas requested. The Panel's first public engagement session took place in September 2018 and it is suggested that the meeting scheduled for September this year be dedicated to this event.

4.6 Set out below are the arrangements which were undertaken in 2018 for the first public engagement event. Subject to any proposals and approval by the Panel, it is proposed that these arrangements be utilized again.

4.7 With regard to publicising the meeting, it is intended that the following communication channels will be used;

- Colchester Borough Council Twitter Feed - @yourcolchester – 13k followers
- Colchester Borough Council Facebook page – 5k followers
- Press release – 10 publications including BBC Essex, Colchester Gazette, Look East and East Anglian Daily Times.
- Colchester Borough Council Borough E-Newsletter – 3.7k subscribers
- Publish information on the Colchester Borough Council website homepage
- Publish information on the Colchester Borough Council Committee Management Information Website (CMIS).

4.8 In terms of the scope it is suggested that members of the public submit ideas regarding the Strategic Plan 2018-21 and the themes of Growth, Responsibility, Opportunity and Wellbeing. Members of the public may also want to contribute to items that are within the Policy and Public Initiatives Panel work programme.

4.9 In order to collate ideas in advance of the meeting, it is suggested that an online form is used. The form will be publicised by the methods outlined above and will invite members of the public to suggest relevant ideas. The form would require members of the public to provide details of the idea, the likely resources required and the benefit of reviewing such an idea. Responses received would then be put to the Panel in the form of a report at the meeting on 25 September. Members of the public would also be able to provide written submissions addressed to the Democratic Services Team at Rowan House.

4.10 Panel members will need to consider how best to conduct the meeting on 25 September and whether to emulate the format of the Panel's first public engagement meeting, held on 19 September 2018.

4.11 Officers have considered the different approaches and are minded to suggest that the structure of a formal Committee meeting is retained in order to provide a transparent and accountable approach to the ideas suggested. This also allows for the meeting to be recorded and published.

4.12 Public contributions could be made in three ways:

- a) Responses from members of the public received in advance (see 4.8)
- b) Members of the public would be invited to attend and propose their ideas to Panel members. Members of the public would be timed, in accordance with the current have your say arrangements. Panel members may want to invite members of the public to structure their proposals to outline the perceived costs and benefits of undertaking such a review.
- c) To be inclusive, provision could also be made for those individuals that wish to attend the meeting, but do not wish to speak. The provision of a flip chart and post-it notes in the public seating area has previously been welcomed by Panel members, and the Panel may wish for an adjournment be scheduled for a short period of time to allow members to consider those ideas that have been posted.

4.13 The Panel will need to consider those ideas suggested by members of the public that it wishes to take forward, either through a recommendation to Cabinet, or requesting officers undertake brief feasibility studies before returning to the Panel.

5. Standard References

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

6. Strategic Plan References

6.1 Policy review is integral to the delivery of the Strategic Plan's priorities and direction for the Borough as set out under the four themes of growth, responsibility, opportunity and wellbeing.

Policy and Public Initiatives Panel Work Programme 2019-20

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| 19 June 2019 |
| <ol style="list-style-type: none">1. Responsible Dog Ownership2. Work Programme 2019-20 and suggestion of items for consideration |
| 31 July 2019 |
| <ol style="list-style-type: none">1. The use of the River Colne in terms of encouraging more effective use from environmental and activity aspects. |
| 25 September 2019 |
| <ol style="list-style-type: none">1. Public Engagement – Survey Responses and Contributions at the meeting. |
| 27 November 2019 |
| <ol style="list-style-type: none">1. Impact of Universal Credit and Austerity Measures |

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| 15 January 2020 |
| 1. Next steps regarding options for Colchester High Street: agreeing objectives, gathering data and consulting stakeholders and the public. TBC |
| 4 March 2020 |
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Requests awaiting consideration by Cabinet:

- None currently outstanding.