

# Cabinet

**Grand Jury Room, Town Hall  
29 May 2013 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](http://www.colchester.gov.uk) or from Democratic Services. Occasionally meetings will need to discuss issues in private. This can only happen on a limited range of issues, which are set by law. When a committee does so, you will be asked to leave the meeting.

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# COLCHESTER BOROUGH COUNCIL CABINET

**29 May 2013 at 6:00pm**

Leader (& Chairman): Councillor Anne Turrell (Liberal Democrats)  
Councillor Nick Barlow (Liberal Democrats)  
Councillor Tina Bourne (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 interests they may have in the items on the agenda. Councillors should consult Meetings General Procedure Rule 7 for full guidance on the registration and declaration of interests. However Councillors may wish to note the following:-

- Where a Councillor has a disclosable pecuniary interest, other pecuniary interest or a non-pecuniary interest in any business of the authority and he/she is present at a meeting of the authority at which the business is considered, the Councillor must disclose

to that meeting the existence and nature of that interest, whether or not such interest is registered on his/her register of Interests or if he/she has made a pending notification.

- If a Councillor has a disclosable pecuniary interest in a matter being considered at a meeting, he/she must not participate in any discussion or vote on the matter at the meeting. The Councillor must withdraw from the room where the meeting is being held unless he/she has received a dispensation from the Monitoring Officer.
- Where a Councillor has another pecuniary interest in a matter being considered at a meeting and where the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the Councillor's judgment of the public interest, the Councillor must disclose the existence and nature of the interest and withdraw from the room where the meeting is being held unless he/she has received a dispensation from the Monitoring Officer.
- Failure to comply with the arrangements regarding disclosable pecuniary interests without reasonable excuse is a criminal offence, with a penalty of up to £5,000 and disqualification from office for up to 5 years.

#### **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**

**1 - 8**

To confirm as a correct record the minutes of the meeting held on 6 March 2013.

#### **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. Planning, Community Safety and Culture**

<ul style="list-style-type: none"> <li><b>i. Display Works at Colchester Castle and Repair Works to the Castle and Town Walls</b></li> </ul>	<p><b>9 - 14</b></p>
<p>See report by the Head of Community Services</p>	
<ul style="list-style-type: none"> <li><b>ii. Review of Council's Funding and Partnership Delivery Arrangements with firstsite, Arts Centre and Mercury Theatre</b></li> </ul>	<p><b>15 - 23</b></p>
<p>See recommendation in minute 34 of the meeting of the Strategic Overview and Scrutiny Panel meeting on 19 March 2013.</p>	
<b>8. Housing</b>	
<ul style="list-style-type: none"> <li><b>i. Three Contracts for the Refurbishment of Worsnop House</b></li> </ul>	<p><b>24 - 28</b></p>
<p>See report by the Head of Commercial Services</p>	
<b>9. Regeneration</b>	
<ul style="list-style-type: none"> <li><b>i. Bus Operation in Colchester</b></li> </ul>	<p><b>29 - 36</b></p>
<p>See recommendation in minute 31 of the meeting of the Strategic Overview and Scrutiny Panel on 12 March 2013.</p>	
<b>10. Business and Resources</b>	
<ul style="list-style-type: none"> <li><b>i. Member Development Group: Annual Report to Cabinet 2012-13 and Charter Status for Elected Member Development</b></li> </ul>	<p><b>37 - 70</b></p>
<p>See report by the Head of Corporate and Financial Management</p>	
<b>11. General</b>	
<ul style="list-style-type: none"> <li><b>i. Appointments to External Organisations and Council Groups</b></li> </ul>	<p><b>71 - 110</b></p>
<p>See report by the Head of Corporate and Financial Management</p>	
<ul style="list-style-type: none"> <li><b>ii. Progress of Responses to the Public</b></li> </ul>	<p><b>111 - 113</b></p>
<p>To note the contents of the Progress Sheet.</p>	
<b>12. Exclusion of the Public</b>	
<p>In accordance with Section 100A(4) of the Local Government Act</p>	

1972 and in accordance with The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 to exclude the public, including the press, from the meeting so that any items containing exempt information (for example personal, financial or legal advice), in Part B of this agenda (printed on yellow paper) can be decided. (Exempt information is defined in Section 100I and Schedule 12A of the Local Government Act 1972).

# COLCHESTER BOROUGH COUNCIL CABINET

29 May 2013 at 6:00pm

## AGENDA - Part B

(not open to the public or the media)

**Pages**

### 13. Planning, Community Safety and Culture

#### i. Exhibition Fit Out Works for Colchester Castle Redevelopment Project

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 Community Services

#### ii. Design Audio Visual (AV) and Multi Media (MM) Software Works for Colchester Castle Redevelopment Project

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 Community Services

#### iii. Repairs to Castle Walls

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 Resource and Financial Management

#### iv. Repairs to Roman Walls

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 and Financial Management

## **14. Housing**

### **i. Three Contracts for Worsnop 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 Commercial Services



# CABINET

## 6 MARCH 2013

*Present :-* Councillor Anne Turrell (the Leader of the Council)  
(Chairman)  
Councillors Lyn Barton, Tina Bourne, Annie Feltham,  
Martin Hunt (Deputy Leader ) , Beverley Oxford,  
Paul Smith and Tim Young

*Also in Attendance :-* Councillor Mary Blandon  
Councillor Pauline Hazell  
Councillor Michael Lilley  
Councillor Jon Manning  
Councillor Gerard Oxford  
Councillor Will Quince  
Councillor Dennis Willetts

### **67. Recording of the Meeting**

At the commencement of the meeting, Councillor Turrell, Leader of the Council and Portfolio Holder for Strategy, made an announcement noting the provisions of the Council Procedure Rules and Meetings General Procedure Rules specifying that there should be no recording of meetings, without the consent of the meeting. A member of the public had requested that they be allowed to make an audio recording of this meeting and the Cabinet had agreed to this request. The Council would also be recording the meeting. If any member of the public did not wish to be recorded, they should indicate this before speaking.

### **68. Minutes**

The minutes of the meeting held on 23 January 2013 were approved as a correct record.

### **69. Have Your Say!**

Councillor G. Oxford attended and, with the consent of the Chairman, addressed the Cabinet to ask what action the Council was taking to mitigate the impact on local businesses from changes to the access to the High Street. Businesses would lose sales from the loss of parking spaces for those with disabilities. He also asked what help was being provided to local businesses to help them sell online. In addition he asked what would be done to improve training for planning members to ensure that in future they accepted advice from nationally renowned consultants.

Councillor Barton, Portfolio Holder for Renaissance, explained that a monitoring group had been established to look at these issues. Groups such as C CVS, CORBA,

hackney carriage drivers and residents associations were represented. Additional parking would be provided on Head Street and twice the number of disabled parking bays would be provided at Vineyard Gate, where the lift was being refurbished. Access to Culver Street West remained. Councillor Smith, Portfolio Holder for Business and Resources, explained that the Council recognised the importance of internet sales. COLBEA was encouraging the development of internet skills. The Council's Digital Strategy was seeking to improve broadband speeds and further announcements on this would be made shortly.

Councillor T. Young, Portfolio Holder for Planning, Community Safety and Culture, explained that any member sitting on Planning Committee had to undertake mandatory planning training. Each group had a training budget which it could use to supplement the centrally provided training. The purpose of training was to ensure that Planning Committee members were in a position to make properly informed decisions. However, it was for members of the Planning Committee to decide in respect of any planning application whether or not they agreed with the recommendation put forward by officers, on the basis of material planning considerations.

## **70. Council Governance Arrangements**

The Monitoring Officer submitted a report a copy of which had been circulated to each Member.

Councillor Quince attended and, with the consent of the Chairman, addressed the Cabinet. He recognised that in view of the budgetary pressures facing the Council the creation of the Trading Board was sensible. He sought a reassurance that the Council would not enter into competition with local businesses and services. It was also hoped the new arrangements would lead to better scrutiny, but this could potentially be jeopardised by infrequent or particularly long meetings. Therefore it was important the scrutiny arrangements be reviewed after their introduction.

Councillor Turrell, Leader of the Council and Portfolio Holder for Strategy, welcomed his support. It was anticipated that the changes would improve scrutiny as governance issues currently considered by one of the scrutiny panels would be considered by the new Governance Committee. It would also allow members of the Scrutiny Panel to develop expertise and have access to specialist training. Members of the Cabinet indicated a number of services that the Council already operated in competition with local businesses. It would not be appropriate to restrict the Trading Board in this way.

*RECOMMENDED to COUNCIL that:-*

- (a) The amended governance arrangements contained at paragraphs 4.3, 4.4 and 4.5 of the Monitoring Officer's report be approved;
- (b) The amended Scheme of Delegation to Officers from Council, Planning Committee and Licensing Committee attached at Appendix 5 of the Monitoring Officer's report be approved.

(c) The Monitoring Officer be given authority to make the necessary amendments to the Constitution following the approval of the proposals contained in his report.

*RESOLVED* that:-

(a) The contents of the Scheme of Delegation to Officers by the Leader of the Council be noted.

(b) Authority be delegated to the Leader of the Council to amend the calendar of meetings consequent upon the approval by Council of the proposals contained in the Monitoring Officer's report.

*REASONS*

At its meeting on 28 November 2012 Cabinet approved the final business case resulting from the Universal Customer Contact Fundamental Service Review. Part of the business case identified the need for a revised governance structure which aligned with the proposed organisational direction. The Monitoring Officer's report details the required changes to the Council's governance and political decision-making arrangements.

*ALTERNATIVE OPTIONS*

No alternative options are presented although Council could leave the current governance arrangements in place.

## **71. Funding Allocations to Support Strategic Plan Priorities**

The Executive Director submitted a report a copy of which had been circulated to each Member.

Councillor Smith, Portfolio Holder for Business and Resources, stressed the importance of collecting up to date data to support the implementation of Park and Ride. Recent scrutiny of Park and Ride had had to rely on data collected in 2007.

Cabinet members identified a number of projects that would benefit from the funding provided to support their Portfolios, such as the Walls Project, the Colchester Comedy Festival and the Passport to Tenancy Scheme.

*RESOLVED* that:-

(a) The allocation of £100k in the 2013/14 budget to support Strategic Plan priorities be agreed, as set out at paragraph 4.1 of the Executive Director's report.

(b) The allocation of £40k for match funding of a parking and land use strategy model in Colchester to facilitate the implementation of the Park & Ride scheme and other associated parking issues be agreed.

## *REASONS*

During the development of the budget for 2013/14 the administration identified the opportunity to provide an amount of money to specifically support Strategic Plan priorities through a number of one off projects. This replicates the approach taken in 2012/13 to provide funding for a series of projects in the Jubilee Year.

The provision of £40k would fund a parking and land use strategy model in Colchester to facilitate the implementation of the Park & Ride scheme.

## *ALTERNATIVE OPTIONS*

The money could be allocated to other projects but it is felt that the proposals deliver the best value and most directly support a wide range of strategic plan priorities.

To not provide match funding for the parking and land use strategy but this would put the Park & Ride scheme at risk.

## **72. Officer Pay Policy**

The Head of Corporate Management submitted a report a copy of which had been circulated to each Member.

Martyn Warnes addressed the Cabinet pursuant to the provisions of Meetings General Procedure Rule 5(2) in respect of the Living Wage. He commended the Council for adopting the Living Wage and called on the Council to promote it with the large employers in the Borough. It was a subsistence wage designed just to cover the minimum costs of daily life. It was particularly important for Colchester, which was caught between the ripple effect of London on housing costs and the traditionally low wage base of East Anglia.

Councillors Smith, Portfolio Holder for Business and Resources, and T. Young, Portfolio Holder for Planning, Community Safety and Culture, thanked Mr Warnes for his comments. The Council had raised the Living Wage concept with other employers within the borough and would continue to promote it. The introduction of the Living Wage within the Council had affected approximately 60 staff.

*RECOMMENDED to COUNCIL* that the Council's Pay Policy Statement for 2013-14 be adopted.

## *REASONS*

The Localism Act requires "relevant authorities (including Colchester Borough Council) to prepare, approve and publish pay policy statements articulating their policies towards a range of issues relating to the pay of its workforce." The Pay Policy for 2012/13 was approved by Full Council on 21 March 2012. These statements must be prepared and approved by Full Council for each financial year.

## *ALTERNATIVE OPTIONS*

The only alternative would be not to approve the pay policy statement, but that would be contrary to the requirements of the Localism Act.

### **73. Technology and Community Engagement Task and Finish Group // Final Report**

The Technology and Community Engagement Task and Finish Group submitted a report a copy of which had been circulated to each Member.

Darius Laws attended and addressed the Cabinet pursuant to the provisions of Meetings Procedure Rule 5(2) to express his concern that a member of the public had recently been prevented from recording a Council meeting. He set out the history of public access to information about the meetings of Parliament culminating in broadcasting of Parliamentary proceedings in 1990. He questioned why the Council was afraid of allowing the recording of its meetings. If cost was a barrier it could be funded through reducing the number of councillors or moving to all out elections. A number of other authorities streamed their meetings onto their websites.

Ben Locker attended and addressed the Cabinet pursuant to the provisions of Meetings Procedure Rule 5(2). He argued that the minutes of Council meetings were difficult to locate on the Council website and it was easier and more informative to follow tweets from those in attendance. If the Council wanted to engage with residents, it needed to reach out to them and not expect residents to do the work to find the information they needed. The argument that speakers should not be recorded if they objected was spurious as Council clearly had the power to allow recording in these circumstances. The Council should invest so that it could broadcast meetings itself, but he did not believe that this would cost £30,000 as set out in the report. A petition on the matter would be submitted to the next meeting of Council.

Councillor Manning attended and, with the consent of the Chairman, addressed the Cabinet. The Council's processes needed to evolve and adapt to take account of social media. Otherwise engagement and participation was limited to those who could attend Council meetings. It should be easy and relatively cheap to record Council meetings. The Task and Finish Group had showed a lack of imagination. A ban on tweeting by Councillors would be unenforceable and would prevent Councillors from communicating with their residents. The Council should be proactively tweeting decisions itself. If Council failed to adapt it would cease to exist.

Councillor G. Oxford attended and, with the consent of the Chairman, addressed the Cabinet as a member of the Task and Finish Group. The Group had been concerned by the potential costs of webcasting and its research had shown that a number of authorities had now stopped webcasting. Councillors attending meetings should concentrate on the business of the meeting in order to fully contribute to the meeting and communicate with residents afterwards. Recording meetings was less problematic but there was a danger of edited extracts being used out of context.

Councillor Quince attended and, with the consent of the Chairman, addressed the Cabinet. He welcomed the proposal to refer the matter to Council for full debate. He expressed some concern that the Task and Finish Group may not have been provided with all the necessary information and that the Council's new audio system did not include the capacity to record.

Councillor Lilley attended and, with the consent of the Chairman, addressed the Cabinet as a member of the Task and Finish Group. He stressed the benefits of social media in engaging with residents. He received many queries through social media and it allowed quick and effective communication. It promoted a free and open Council. The Council needed to move to more modern ways of working. However, the Task and Finish Group felt that that it could not justify the costs of webcasting.

Councillor Hazell attended and, with the consent of the Chairman, addressed the Cabinet as a member of the Task and Finish Group. She considered that the remit of the Group had been to concentrate on issues relating to the use of tablets. It had explored webcasting but the costs had been prohibitive. However it would have been useful to have more information and better guidance. Some concern was expressed about tweeting during meetings when Councillors should be concentrating on the important business before them.

Councillor Turrell, Leader of the Council and Portfolio Holder for Strategy, drew attention to the Terms of Reference of the Task and Finish Group which included webcasting and sound recording of meetings and the use of mobile devices and social networking at meetings. She proposed that recommendations (i) – (vii) of the Task and Finish group should be referred on to Full Council for debate and determination. This would give all Councillors an opportunity to debate and determine the issues raised by the recommendations.

Councillor Dopson, Portfolio Holder for Housing, and Councillor T. Young, Portfolio Holder for Planning, Community Safety and Culture, indicated their support for moves to embrace modern technology. It was stressed that the Task and Finish Group had done a good job but events had moved on since it had reported. It was important that all councillors be allowed to contribute to the debate on these issues.

*RESOLVED* that:-

- (a) Recommendation (i) to (vii) of Technology and Community Engagement Task and Finish Group be referred to Full Council for debate and determination at its meeting on 20 March 2013.
- (b) Recommendation (viii) of the Technology and Community Engagement Task and Finish Group be referred to officers for further consideration and be referred back to a future meeting of the Cabinet for determination.

#### *REASONS*

Referral of the recommendations to Full Council would give all Councillors an opportunity to debate and determine the issues. As any changes to Procedure Rules

arising from the recommendations of the Task and Finish Group would require amendments to the Constitution, Full Council was the appropriate forum to consider the recommendations.

#### *ALTERNATIVE OPTIONS*

It was open to Cabinet to reject or amend the recommendations of the Technology and Community Engagement Task and Finish Group.

### **74. Colchester Borough Council Safeguarding Policy**

The Head of Life Opportunities submitted a report a copy of which had been circulated to each Member.

Councillor Felltham, Portfolio Holder for Communities and Leisure Services, indicated that combining the existing safeguarding policies for vulnerable adults and for children into one policy would provide greater clarity and provided an opportunity to update the policy. She thanked officers for their work in bring forward the revised policy. A briefing for members on the new policy would be held immediately before Council on 20 March 2013.

*RESOLVED* that the Safeguarding Policy at Appendix 1 of the Head of Life Opportunities report be approved.

*RECOMMENDED to COUNCIL* that the Safeguarding Policy be adopted and included in the Council's Policy Framework.

#### *REASONS*

(a) This Safeguarding Policy sets out the roles and responsibilities of Colchester Borough Council in working together with other professionals and agencies to safeguard children and vulnerable adults from abuse and neglect.

(b) The Council adopted a Safeguarding Policy for Vulnerable Adults in 2010, following on from its existing Child Safeguarding Policy. These are included in the Council's Policy Framework as separate policies. We are now looking to combine these two policies into one. The reason for this change is to bring consistency and clarity to these areas which have much in common.

(c) Having one policy will be simpler, and easier for officers, councillors and members of the public to access. It will also enhance the Council's ability to:

- have up-to-date and compliant policy and procedures
- work effectively to safeguard the welfare of children and vulnerable adults in the community,
- respond to scrutiny and audit from the Essex Safeguarding Adults

Board (ESAB) and Essex Safeguarding Children's Board (ESCB).

(d) The opportunity has also been taken to bring both the adult and child elements of the policy up to date with current legislation and guidance which has been subject to significant changes.

#### *ALTERNATIVE OPTIONS*

(a) To not approve the Policy. This would hinder the Council's ability to have up-to-date and compliant policy and procedures. It would also put at risk the authority's ability to work effectively to safeguard the welfare of children and vulnerable adults in the community, and to respond to scrutiny from the Essex Safeguarding Adults Board (ESAB) and Essex Safeguarding Children's Board (ESCB).

(b) To request amendments to the Policy. The Policy based around a "model" policy developed and approved by the Safeguarding Boards for adoption by partner agencies such as the Council.

### **75. Progress of Responses to the Public**

The Head of Corporate Management submitted a progress sheet a copy of which had been circulated to each Member.

*RESOLVED* that the contents of the Progress Sheet be noted.

#### *REASONS*

The progress sheet was a mechanism by which the Cabinet could ensure that public statements and questions were responded to appropriately and promptly.

#### *ALTERNATIVE OPTIONS*

No alternative options were presented to the Cabinet.





## Cabinet

29<sup>th</sup> May 2013

Item  
**7(i)**

<b>Report of</b>	<b>Head of Community Services</b>	<b>Author</b>	<b>Tom Hodgson ☎ 507949</b>
<b>Title</b>	<b>Display Works at Colchester Castle and Repair Works to the Castle and Town Walls</b>		
<b>Wards affected</b>	<b>Castle Ward</b>		

**This report concerns exhibition works to be undertaken as part of the project to redevelop Colchester Castle and repair works to the Castle and Town Walls**

### 1. Decision(s) Required

- 1.1 To agree to proceed with display works, in the form of exhibition fit out works and audio-visual (AV) and multimedia (MM) software works, to be undertaken as part of the Colchester Castle redevelopment project.
- 1.2 To agree to proceed with repair works to the external northern, eastern and southern façades and to all internal façades of Colchester Castle.
- 1.3 To agree to proceed with repairs to the Roman Walls within Colchester Town Centre.
- 1.4 To agree to enter into contracts with the successful contractors to undertake the aforementioned works.

### 2. Reasons for Decision(s)

- 2.1 Colchester and Ipswich Museum Service was successful in its second round bid to secure grant funding from the Heritage Lottery Fund (HLF) for a project to redevelop Colchester Castle Museum. One of the conditions of the grant award was that the Council demonstrates its commitment to maintaining Colchester Castle by undertaking planned repairs to the Castle walls.
- 2.2 The display works are a significant part of the redevelopment works themselves and will be the primary means of interpreting Colchester Castle, the Museum's archaeology collections and the town's wider heritage to visitors through creating an immersive and engaging experience.
- 2.3 With the exception of the western façade which was repaired in 2012, the external façades of Colchester Castle were last repaired in 1992. Since then their condition has deteriorated mainly due to weathering (which is to be expected over a twenty year period) and repairs are now required to consolidate the walls and to prevent further deterioration and masonry falls.
- 2.4 It has only been possible to survey the internal façades of the Castle walls since it has been emptied of its exhibits and this survey has highlighted areas of wall inside the Castle that also require repair.

2.5 The Roman walls that surround Colchester Town Centre are a scheduled ancient monument and CBC as custodian of these walls has a duty to inspect and periodically repair the same to ensure that the walls remain safe and to limit the deterioration of the structure of the walls as far as is reasonably practicable.

### **3. Alternative Options**

3.1 Not to proceed with the display works. However, they are an essential part of the Castle redevelopment project and this would mean not proceeding with the project as a whole. The HLF would require repayment of grant funding sums which have already been claimed.

3.2 Decide not to undertake the Castle repair works. However, it will not be possible to undertake the internal repairs once the Castle reopens following the redevelopment project and to not undertake any repairs could jeopardise the HLF grant funding.

3.3 Decide not to undertake repairs to the Roman walls. However, if repairs are not undertaken then there is a danger that sections of wall could become unsafe and also that English Heritage will withdraw any offers of funding towards future repairs.

### **4. Supporting Information**

4.1 Colchester and Ipswich Museum Service was awarded grant funding from the HLF in July 2011 for its project to redevelop Colchester Castle.

4.2 The successful HLF bid included the display works summarised below. The exhibition fit out works will:

- Interpret the features and history of Colchester Castle;
- Create exciting and engaging new museum displays;
- Provide new reception and shop facilities
- Create flexible use spaces within the Castle

4.3 A frequent comment by visitors was that the Castle vanished when they stepped inside the building. The fit out works will reveal far more of the internal fabric of the Castle through careful design of the new museum displays. This will allow much greater interpretation of the Castle, giving visitors a real feel and greater understanding of the building itself, how it was built, its long history and what remains today. The external features of the Castle will also be interpreted. The findings from a recent study day by Norman experts in the empty Castle will be incorporated into the interpretation

4.4 The new displays will be multi-layered with a rich mix of objects, graphics, audio-visuals, multimedia and interactives designed to make them appealing and accessible to a wide range of visitors, including core audiences of families and schoolchildren. There will be a significant use of digital technology to interpret the building, collections and associated stories. The displays will tell the story of Colchester from its origins over 2,000 years ago during the Late Iron Age through to the Civil War Siege of Colchester in 1648.

4.5 The unearthing of the Roman Circus in Colchester was a major archaeological discovery and CBC committed £100,000 towards a project to interpret the remains. Unfortunately, a bid to the HLF for an on-site development project failed in 2009. The residue of the CBC budget now supports the delivery of interpretation for the Circus through the Castle redevelopment project. The noise and excitement of Colchester's Roman Circus will be brought to life through an AV on the museum galleries. The AV will link to an adjacent display of objects that were found when the Circus was excavated. It will also link to the

site itself where there will be physical signage and virtual interpretation which will be delivered through a separate strand of display works for the Castle redevelopment project.

- 4.6 The specification of the display works has been developed by Redman Design who were appointed as the project designers following an OJEU procurement process. Tenders for the exhibition fit out works and AV and MM software works were returned and opened in the presence of the Portfolio Holder for Planning, Community Safety and Culture Cllr Tim Young and the Portfolio Holder for Resources Cllr Paul Smith on Friday 5<sup>th</sup> April 2013.
- 4.7 The western façade of Colchester Castle was repaired in 2012 following a condition survey undertaken by the Council's Framework Consultants NPS Ltd which in turn was commissioned following a number of masonry falls from the Castle walls, by far the worst being on the western façade.
- 4.8 It was agreed by Cabinet at this time that a planned programme of works to repair the remaining façades would follow and capital funding was allocated towards these works on the basis that a façade would be repaired each year from 2013 until 2015.
- 4.9 However, it was subsequently agreed that it would be prudent to complete repairs to the northern, eastern and southern façades simultaneously whilst the Castle was closed for its redevelopment in order to minimise disruption to both the operation of the Castle once it reopened and also visitors to the Castle and Castle Park.
- 4.10 A project to deliver the aforementioned works has been developed by NPS and three tenders were returned and opened in the presence of the Portfolio Holder for Planning, Community Safety and Culture Cllr Tim Young and the Portfolio Holder for Resources Cllr Paul Smith on Monday 4<sup>th</sup> March 2013.
- 4.11 A period of eight weeks when the Castle would be open to the public but emptied of exhibits was built into the redevelopment project programme. During this period, detailed condition and archaeological surveys of the inside of the Castle were undertaken. It had not been possible to complete surveys of this type and in this level of detail for many years due to the impediment caused by the Castle exhibits and displays.
- 4.12 The condition survey was particularly timely as there had been a large masonry fall over the grand stairs inside the Castle towards the end of 2012 which had resulted in the right hand side of the staircase being cordoned off until the Castle closed in January 2013. Thankfully no one was injured by this fall.
- 4.13 The condition survey subsequently highlighted several areas of wall inside the Castle that whilst not exposed to weathering as the external façades are, had deteriorated such that there were a number of further areas where masonry was becoming loose and liable to fall in the future.
- 4.14 A schedule of repairs was drawn up by NPS and this was passed to Hutton Construction Ltd who is the main contractor delivering the building works in conjunction with the redevelopment project. Hutton was instructed to obtain three quotations for the works from specialist sub-contractors which they did and these prices were submitted to NPS for analysis on Monday 8<sup>th</sup> April 2013.
- 4.15 Historically, a phased approach has been taken to the undertaking of repairs to the Roman Walls. Recently repairs have been based upon condition surveys completed by Purcell Ltd (formally Purcell, Miller, Tritton) and the last phase of repairs predominately to sections of wall along the southern end of Balkerne Hill were completed in summer 2012.

- 4.16 The next phase of repairs which are the last to be based upon the Purcell survey will focus on the following sections of wall:
- Balkerne Hill (northern end);
  - Roman Road/Belgrove Place;
  - St James the Great/St James Rise; and
  - Priory Street.
- 4.17 Future repairs will be based upon the recommendations of the condition survey of the whole of the Roman Walls within Colchester Town Centre, shortly to be undertaken by the Council's Framework Consultants NPS Ltd.
- 4.18 Repairs mostly take the form of securing loose building material, where possible replacing missing material, and re-mortaring joints within the walls where mortar has been lost or weathered away. All works have to have the consent of English Heritage and be undertaken by specialist contractors using approved methods and materials. Typically sections of wall repaired now will remain good for around twenty years before requiring further repairs.
- 4.19 Typically access to the walls is an issue and as such, contractors often require bespoke scaffolding to be erected in order for specified repairs to be completed safely. Within this current phase of repairs a specialist scaffolding has been designed to facilitate access to the wall at St James the Great whilst still permitting access for residents of St James Rise.
- 4.20 A project to deliver the current phase of repairs has been developed by NPS and five tenders were returned and opened in the presence of the Portfolio Holder for Resources Cllr Paul Smith on Friday 19<sup>th</sup> April 2013

## **5. Proposals**

- 5.1 To enter into contracts with the successful contractors for the various works.
- 5.2 To instruct Hutton to undertake the internal repair works via a specialist sub-contractor.

## **6. Strategic Plan References**

- 6.1 Supporting Tourism, Heritage and the Arts – Deliver Castle redevelopment project.
- 6.2 By undertaking the repair works to the Castle and the Town Walls, the Council will be ensuring that a popular community and heritage asset that draws visitors from both within and outside of the Borough remain safe and in good repair, thereby clearly demonstrating its commitments to making Colchester “a place where people want to live, work and visit.”

## **7. Consultation**

- 7.1 Audience research commissioned from Anne Millman Ltd at the development stage of the Castle project has been instrumental in shaping the approach to interpreting both the Castle and the museum displays.
- 7.2 The specification and proposals for the display works have been discussed and developed with the assistance and involvement of the HLF, the Young People and Older

People User Forums, established as part of this project, PORTAL the disabled access advisory group for the museum service and the museum's Teachers Advisory Panel.

- 7.3 The repair works to the Castle and the Town Walls have been discussed and developed with the assistance and involvement of English Heritage.
- 7.4 The residents of St James Rise have already been written to and consulted regarding the repairs to be undertaken to the section of Town Wall that is adjacent to their properties. Access to their properties will not be impaired at any time during the works, although scaffolding will remain in place whilst repairs are undertaken
- 7.5 In addition to the above, Colchester and Ipswich Museum Service has been releasing regular Castle project updates by email and has also hosted a number of member, staff and customer events presenting the proposed project.

## 8. Publicity Considerations

- 8.1 Major works being undertaken to a prominent building such as Colchester Castle is likely to, and in fact already has attracted press attention, particularly as the redevelopment project means that the Castle will be closed for more than a year.
- 8.2 Colchester and Ipswich Museum Service via the Council's Communications Team has issued a number of press releases to date regarding the project and will continue to do so at various stages throughout the project programme, especially to build customer anticipation ahead of the Castle reopening in 2014.
- 8.3 Major works being undertaken to a prominent and historic structure such as the Roman walls is also likely to attract press attention, albeit that a phased programme of repairs has been undertaken for the past few years.
- 8.4 As such, Colchester and Ipswich Museums via the Council's Communications Team will issue a press release regarding the project which will reiterate the drivers behind the same and the positive effect that the project will have upon both the Roman walls themselves and also the perpetuation of Colchester's wider heritage and status as Britain's oldest recorded town.

## 9. Financial implications

- 9.1. The total Castle redevelopment project budget is £4,229,494. The funding is broken down as follows:

Heritage Lottery Fund	£ 3,267,400.00
Colchester Borough Council	£ 618,994.00
European Regional Development Fund - Interreg IVA	£ 261,500.00
Department for Culture, Media and Sport - Renaissance	£ 45,500.00
Friends of Colchester Museums	£ 30,000.00
Essex Heritage Trust	£ 5,000.00
Friends of Colchester Roman Wall	£ 1,100.00

- 9.2. Based on the tenders reported, the existing funding allocated within the overall Castle redevelopment project budget for the display works, both exhibition fit out works and AV and MM software works, is sufficient to cover the cost of the tendered works.
- 9.3. Based on the tenders reported for the Castle external repairs and the quotations received for the internal repairs, the existing funding allocated within the capital

programme for the works is sufficient to cover the cost of the same and subsequent consultant fees.

- 9.4. The Council has invested c£355k in the phased restoration and preservation of the Town walls since 2004. This investment includes contributions from English Heritage totalling c£125k in recognition of the Council's commitment to preserving its heritage.
- 9.5. Based on the tenders reported for the Town Wall repairs, the existing funding remaining within the capital programme for the works is not sufficient to cover the cost of the next phase of repairs and subsequent consultant fees. It is proposed therefore that the extent of the repairs to be undertaken during this phase of works be prioritised to reduce the overall project cost to within the available capital allowance. Any repairs not undertaken during this phase will be completed during subsequent phases.

## **10. Equality, Diversity and Human Rights implications**

- 10.1 The Castle redevelopment project has a comprehensive EQIA which is published on the Council's website and can be accessed by the link below:-

[Equality Impact Assessment](#)

- 10.2 In addition to the above all Contractors that have tendered for the various projects have been asked a set of equality and diversity questions at the PQQ stage of the tender process to ensure that they are 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 various 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 projects. However, the projects will have their own risk management plans to ensure that potential risks are identified and mitigated wherever possible.

## **Background Papers**

None.

**Extract from the minutes of the Strategic Overview and Scrutiny Panel meeting of 19 March 2013**

**34. Review of the Council's funding and partnership delivery arrangements with Colchester Arts Centre, firstsite and the Mercury Theatre**

**Councillor Bentley (in respect of being a Member of Essex County Council and Chairman and Director of Mosaic Publicity Ltd), Councillor Sutton (in respect of being a Patron of The Mercury Theatre) and Councillor T. Higgins (in respect of being an employee of the University of Essex) all declared a non-pecuniary interest in the following item pursuant to the provisions of Meetings General Procedure Rule 7(5);**

The following invitees and guests attended the meeting for this item;

Mr. Anthony Roberts, Director, Colchester Arts Centre  
Mr. Matthew Rowe, Artistic Director, firstsite  
Mr. Wayne Warner, Commercial Director, firstsite  
Ms. Judith Merritt, Head of Learning, firstsite  
Ms. Theresa Veith, Executive Director, Mercury Theatre

Ms. Amelia Brompton  
Mr. Reece Clark  
Mrs. Molly Warren  
Mr. Nicholas Barton-Wines

Also in attendance from Colchester Borough Council;

Councillor Tim Young, Portfolio Holder for Planning, Community Safety and Culture

Mrs. Pam Donnelly, Executive Director  
Ms. Lucie Breadman, Head of Community Services  
Ms. Fiona Duhamel, Regeneration and Estates Manager  
Ms. Josie Worner, Regeneration Partnerships Officer  
Ms. Jenny Ruder, Commercial and Business Manager

**Have Your Say**

Mr. Andy Hamilton addressed the Panel, expressing disappointment that the firstsite had been used to hold a Council meeting. Mr. Hamilton described the firstsite building as a structurally deficient carbuncle run by an elitist organisation with an arrogant group of people who think rules do not apply. He said that the building was never wanted by local people, and their protests were ignored. Mr. Hamilton said other public organisations are now accepting failed organisations and enterprises and cut the funding accordingly, so given

there was such a negligible interest in the firstsite building, he felt it was time to stop funding firstsite and end the project.

**Joint Presentation from Mr. Wayne Warner, Mr. Matthew Rowe, Ms. Theresa Veith and Mr. Anthony Roberts**

Mr. Wayne Warner provided a financial overview for the three partner organisations.

He said they collectively employ 135 direct staff and 70 indirect staff, with annual salary costs of £1.731m, and hosted 322,000 visitors in the last year.

In respect of grants and revenue, all three partners received grants totalling £463.5k from Colchester Borough Council for 2012-13. The total annual revenue (including grants) was £4.33m. The Council's funding represented 11% of the total income equating to £1 contribution for every £9.34 of income generated.

Mr. Matthew Rowe in post for only eight weeks, said firstsite had 132,000 visitors in its first year. Whilst you would expect a spike in the first year and a second year dip, the organisation had exceeded their target of 150,000 visitors per year. He said firstsite was part of a family of national arts organisations, transforming arts, visual arts and culture across the country.

Mr. Rowe said firstsite provided great art for everyone including exhibitions, visitor experience, participation to nurture next generation artists and partnership working. The venue was exemplary in what it offers to visitors, an enhanced gallery experience that provided a programme of events catering for a wide range of audiences.

firstsite organise many community programmes for all age groups. An example was Airlock, a project that works with young people. Staff worked with young people from Colchester to develop a sub-group called YAK (Young Art Kommunity). This young people's group actively plan, programme and deliver their own events, including choosing regular Friday films screened every second week in the Auditorium. This season the YAK group plan to visit youth venues and colleges across Colchester to recruit new members. YAK focuses on developing and sharing skills and unlocking the potential of young people to develop new and innovative ideas. Airlock will support young people by giving them a voice, allowing them to represent their peer-group, and become involved in the future programme of work.

Mr. Rowe said they remain actively involved in community projects, in super output areas, for example, the 'Turf Twinning' project designed to build links between communities across the Borough. FETE is a collaborative two-year project bringing together the three arts partners under the banner of the Arts in Colchester. Since its launch at Willow Brook Primary School's summer festival last year, FETE has been working with community groups and residents in the St Anne's area of Colchester to build relationships, discover



talents and interests, and to explore visual and performing arts alongside artists and actors.

Mr. Rowe explained that the organisation was currently undertaking a three month review, including exploring the development of programmes, marketing and tourism, and increasing income from catering, venue hire and merchandise.

Mr. Rowe concluded by saying firstsite had occupied the firstsite building for 18 months and it was their intention to create a sustainable business model for Colchester.

Mr. Roberts said the Colchester Arts Centre (CAC) promote a range of contemporary performing arts and takes a leading role in the development of live art through commissions and partnerships. CAC operate in a little church with a big attitude in the heart of Essex.

Mr. Roberts gave the Panel an insight into the work placement and apprenticeship schemes for young people, an aspect of work vitally important and relevant to Colchester.

School Placements, plus Work Placements and creative apprenticeships (where pay is partly funded by Essex County Council) play an important role in the vitality and running of the CAC. With nine apprenticeships for 16 – 20 year olds, it is an opportunity for them to train in a variety of skills such as ticketing and marketing, bar management and stage and lighting management, tasks that are all symbiotic to the overall running of the centre. These young people, whilst being provided an opportunity to learn and develop in a commercial environment are an important investment that contributes to the operation and success of the CAC and in turn gives them the knowledge and confidence that can be life changing.

In 2012 a new leadership team took over at the Mercury with Daniel Buckroyd (Artistic Director) and Theresa Veith (Executive Director) leading the theatre in a new direction, most notably with the creation of the Made in Colchester branding of the Mercury's 'in house' work.

Theresa Veith spoke about the Mercury Theatre (MT), creating work for local audiences and communities, and how it strives to reach a younger and broader audience through high quality, diverse work. The MT also aims for regional, national and international collaboration, partnerships, and recognition.

The high quality of the theatre's homegrown work made by the talented team of theatre-makers at Colchester marks the MT out as one of the leading producing theatres in the country. The MT is a highly respected regional theatre staging a broad mix of classics and new writing as well as working extensively within the local community. It produces the highest quality theatre and is a venue for the best touring theatre and entertainment as well as providing a platform for local performing arts groups and artists.

Ms. Veith said the MT is undertaking a fundamental review, including audience research, a pricing review and a review of their community work with a view to increasing community participation and development.

### **Guest Speakers**

**Ms. Amelia Brompton** addressed the Panel and spoke about her involvement in the YAK (Young Art Kommunity) Group, a group of ten 16 – 24 year olds who meet weekly and actively plan, programme and deliver their own events and themed gaming (Xbox 360) sessions as well as choosing and organising regular Friday film screenings in the firstsite Auditorium.

YAK was about trying to create opportunities to involve young people, for example Flow Group meet on a Wednesday, and from this a free session evolved to learn and experience Hula Hooping.

Amelia said YAK has invited entries for their short film festival, an amazing skills development project, where films can be about anything and from any genre but shouldn't be longer than 7 minutes. The films should be suitable for a young audience and Amelia said it was an opportunity to film, edit and create and overdub music.

Thanks to the opportunities created by her invited involvement in YAK, Amelia, who started in January has decided to continue with the project.

**Reece Clark** addressed the Panel and spoke about his involvement with the Community Arts Centre (CAC).

Reece said that following contact by Mr. Roberts and the subsequent interview, he commenced with the CAC as a work placement in September 2012, initially for an eight week period.

Reece has been given experience in bookings and enquiries (box office), bar tending and generally helping out with the work associated with holding the many variety of events held at the Centre.

Reece said he had really enjoyed his stay at the CAC, that everything he had learnt has been of benefit to him, and thanks to Mr. Roberts he was able to stay on as a volunteer.

Reece concluded by saying his stay had provided him with an insight into the world of performing art and it had been a pleasure and an honour to work with the CAC Team.

**Mrs Molly Warren** addressed the Panel. She explained that she had worked at Severalls Hospital and was actively involved in their concert group. In retirement she wished to remain active and with her friend Janet Coleman, began participating in Monday events at the Mercury.

Molly said her class get involved in many activities such as exercise and dance classes, and she has now been going on a regular basis for 17 years in which time she has seen her class grow to a membership of forty.

Molly said it enables her to start the week off well and she has a wonderful time. She said her message was 'It is never too late to participate in events and activities'.

**Mr. Nicholas Barton-Wines** addressed the Panel. A twenty one year old emerging actor and director he began at the Mercury Theatre Summer School as a twelve year old.

In the last three year Nicholas had shadowed two productions and has been invited next year to act and assist in stage production and direction. He said that two years ago he began to teach 11 – 14 year olds in the Youth Theatre, something he continues to be involved in. Nicholas said that as part of his career development he is now applying for top drama school posts, to which the Mercury Theatre is fully supportive.

Nicholas concluded by adding that he has now started his own Production Company and will be appearing at Hotbed 2013. Nicholas said he was grateful for the start given to him by the Mercury Theatre.

### **Open Discussions**

Councillor Chuah thanked the guest speakers for their passionate presentations, the arts partners for their participation in community projects in St Anne's Ward and the contributions they make to Colchester.

Councillor Frame said given the Arts partners work with young people on projects within their respective buildings, for example YAK, couldn't firstsite find a way of engaging with the young people who congregate outside the building. Mr. Rowe said how to address this issue was an ongoing challenge. He was aware of the impact of visitor expectations to youths both inside the foyer area of the building and outside the building. He did not want firstsite to become a waiting room for young people and they are actively looking at activities to engage with those people. Mr. Rowe said it will be possible to fund these activities in the building from within, but additional resources would be needed to put in place external activities, and this remained an outstanding challenging task. Councillor Frame said the Portfolio Holder for Communities and Leisure would need to consider a business case that included a programme of engagement, to determine if some funding could be made available. Later in the discussions and in response to Councillor P. Higgins who believed in some way the skateboarders themselves provided life and cultural input to the area and local community, Ms. Judith Merritt said the skateboarders are not excluded and do enter the building and use the facilities, and some are involved in the Airlock and YAK programmes. firstsite offer a host of creative and educational opportunities for young people within Colchester.

Councillor P. Higgins expressed disappointment of some aspects of building management when recently visiting firstsite. He said the first things he noticed when visiting the building was a beautiful open floor area that had not been swept and unclean floors. On a number of other occasions he has visited the restaurant it never appeared to be busy, and on every occasion there was dirty crockery on display. Councillor Higgins said it sounds trivial but it is important because these things give the impression that no one cares. Councillor Higgins also felt the building was never bustling, contrary to his experiences at other provincial galleries where visitor numbers can be high if the right exhibition choices are made, and suggested an exhibition of 'Pop Art' would provide a busy and vibrant atmosphere.

In response to Councillor Higgins, Mr. Warner said the revenue generated by the Donation boxes was £700 - £1000 per month. Mr. Rowe said it was firstsite's intention to display more boldly and prominently the grants and donations received so that visitors can see more visibly the public's generosity.

Mr. Rowe said the firstsite project was one component of the St Botolph's Quarter Regeneration project, and this project remained incomplete. This has caused the firstsite building to remain cut-off from the town centre and the challenge was to develop a closer relationship and links with other art and commercial centres in Colchester. He accepted that programmes and exhibitions needed greater name recognition to provide the pulling power needed. Mr. Rowe confirmed to Councillor Offen that the footfall numbers are recorded electronically with a % subtraction to take account of Councillors and staff visits.

Councillor Offen said the MT had produced an outstanding 2013 programme and the work of the CAC continues to delight, but he made a plea for firstsite to provide a livelier atmosphere as there never appears to be anything going on.

With respect to the building foyer and the lack of pictures, Mr. Rowe responded to Councillor Offen by agreeing that the large foyer space created a key visitor impression but did need improving, having the potential to be Colchester's equivalent to the Tate Modern. Councillor Bentley said well known artists creating art with a local connection, such as Gilbert and George, would draw large numbers of visitors.

In response to Councillor Naish and the wards chosen for community projects, Mr. Roberts said in regards to the 'Fete' project, they were invited to look at areas of low engagement, not specific wards, but super output areas. The idea is to give residents who would otherwise not have the opportunity, an art experience and where they go is usually driven by community groups rather than a geographic area. Ms. Veith said these projects more often than not involve community groups such as 'Teenage Mother Groups' that engages with young mothers and their families and with the intention of broadening horizons and increasing confidence. Quite often funding is a problem, but they remain committed to creating these opportunities for a wide range of

people from different backgrounds. Ms. Merritt added that in respect of school work, they offer a range of standard or bespoke programmes to all the schools in the borough and they have a regular long term relationship with the Lexden Springs School and Lavender House childcare / caring establishment, and offers do go out to local scouts and guides groups.

Councillor Davies said community projects needed to reach the more deprived communities in the rural areas of the borough. Councillor Davies also believed many adults, not just young people, would love to experience some of the events e.g. circus skills, and concurred with some of the earlier comments that the lack of local art in the firstsite building is a real public perception.

Mr. Roberts said there could possibly be a role for the development of other Outreach groups, and if any transpired he would if asked try to provide assistance. Ms. Veith said the organisations are not promoting what they do widely enough and there is a desire to create more opportunities. She said the appointment of the new Communications Director will be tasked with developing their promotional work. Mr. Rowe said there has been six historic local artists exhibitions since the opening of firstsite, but success in visiting figures was to some extent dependent on the exhibition being permeable on many different levels, and placing artists at the centre of every aspect of work that we do e.g. learning, exhibition and retail.

Councillor Sutton said he would like to see an examination of the Outreach Programme, where community projects are not concentrated in super output areas, with some thought going into providing some projects to other outlying rural and urban areas. Councillor Sutton also said that given it was originally anticipated that 500k visitors were targeted in the original business case how did the figure reduce to the current 150k visitors.

Mr. Rowe said it was a misnomer to call firstsite an elitist organisation that fabricates rules and data, but accepted the need to develop a greater profile and partnership with all local communities, and this will go some way to lessening negative comments. Mr. Warner said the information presented to the Committee demonstrated the resilience of the organisation and the level of funds being leveraged in are way above the national average. Firstsite was not a niche facility with its own rules, and the visitor figures are collected electronically. The 500k visitors stated was the estimate figures expected to the whole St Botolph's Regeneration programme, not firstsite alone.

Councillor Bentley spoke about the need for a wider catchment area for promoting the local arts and culture scene as a tourist attraction, for example, the mention of firstsite in other towns and cities, and asked how this could be achieved and whether this aspect of work needed to be expanded within the partnership agreements. Mr. Roberts said in regards to promotion, the best national profile and form of promotion for the CAC was tour display notices by bands and other performing artists, and the recent Comedy Festival had a very good Facebook page thanks to the collaborative work with the Visitor Information Centre. People travel many miles, even internationally if they

have a passion for a particular act, and the new electronic technology helped make their promotional work a huge success. Mr. Roberts said there was still room to improve and the Council could do more to help with this aspect of work, and this could be written into the partnership agreements. Ms. Veith said the 'Made in Colchester' productions appeals to and creates a wave of interest to others outside of Colchester, so it was vital a message about this work goes out to a wider audience. Mr. Rowe said firstsite would benefit from a regional promotion approach, with the partners acting as a critical mass with collective offers. Councillor P. Higgins said firstsite, being cut-off from the town centre would benefit by street signage from major car parks and public transport stations.

Mr. Rowe responded to Councillor P. Higgins saying firstsite are exploring the possibility of working in partnership with Picture House to bring live streaming of opera concerts as an alternative to the cinema audience. Ms. Veith said the MT are still in an active partnership with Lakeside Theatre and are looking to involve them in the future development of emerging artists.

In response to Councillor Chuah's enquiry about the problems with the disabled seating arrangements at a recent Auditorium booking, Mr. Warner said there had been a disproportionate high number of disabled people in the party and firstsite had not been advised of this. Mr. Warner said subsequent to this incident, they have now amended their ticketing arrangements whereby the person making the booking is now prompted to advise firstsite of their disabled requirements.

Ms. Merritt responded to Councillor Offen concerning more involvement from the arts partners with the Garrison, and the potential to unlock some funding from the Armed Forces Community Covenant and their £50m grant to support community group projects across the Country. She said firstsite do get involved in community projects at the Garrison, and were actively involved in four projects last year.

## **Summary**

Councillor Tim Young, Portfolio Holder for Planning, Community Safety and Culture thanked all the arts representatives and guests for their presentations and participation in the discussions. Councillor Young said all three organisations do great work that helps to promote Colchester.

Councillor Young agreed with the comments from Panel Members that more needed to be done to engage with young people who congregate and play on and around the Public Realm. He applauded the Comedy Festival that helped put Colchester on the map and the arts partners in general for creating the great reputation for arts and culture in Colchester.

Councillor Young said it would be counter-productive to reduce or stop the current grant funding and taking on board the comments from the Panel, promised the Council will continue to work in partnership with the arts partners to improve and provide continual value for money.

*RESOLVED* that the Panel -

- i) Thanked the representatives for their presentations and responding to questions from Members, thanked guest speakers for their contributions, and thanked firstsite for hosting the Council meeting.
- ii) Considered and noted the current performance against the current standard(s), and the fit between the contribution of the funded arts partners and the Council's strategic priorities and plans.
- iii) Requested the Cabinet to examine the Outreach Programme, so community projects are not concentrated in super output areas, with some thought going into providing some projects to other areas of the Borough.
- iv) Requested the Portfolio Holder for Communities and Leisure Services to work with firstsite in improving communications with the young people who congregate and play on and around the Public Realm, and find more ways to encourage them to participate in other activities.
- v) Requested the Cabinet to consider ways of helping the arts partners to promote the local arts and culture scene to a wider catchment area to attract more tourists, an aspect of work that could be improved upon. This was collaborative work, an aspiration that could be written into the partnership agreements.
- vi) Requested the Cabinet to reconsider a previous request to provide an indication of two future years funding at the same time as the current grant(s) is agreed.



## Cabinet

29 May 2013

Item  
**8(i)**

<b>Report of</b>	<b>Head of Commercial Services</b>	<b>Author</b>	<b>Gareth Mitchell</b> <b>John Rock</b> ☎ 282719 ☎ 282762
<b>Title</b>	<b>Three contracts for the refurbishment of Worsnop House</b>		
<b>Wards affected</b>	New Town Ward		

**This report sets out the procurement process for tendering three contracts to deliver refurbishment works at Worsnop House and recommends an appointment to each of the three contracts.**

### 1. Decision(s) Required

- 1.1 To agree to appoint ND Smiths, to deliver the Building Works involved in refurbishing Worsnop House.
- 1.2 To agree to appoint Lock Electrical, to deliver the Electrical Works involved in refurbishing Worsnop House.
- 1.3 To agree to appoint Cooper & Broome, to deliver the Mechanical Works involved in refurbishing Worsnop House.
- 1.2 To agree to enter with the successful individual contractors into the latest version Joint Contracts Tribunal (JCT) 2011 Intermediate Form of Contract to deliver the works.

### 2. Reasons for Decision(s)

- 2.1 Following a review of the Council's sheltered housing, the review made a number of recommendations. The aim of the review was to improve accommodation for older people in the borough and ensure that our sheltered housing met the needs and aspirations of older people.
- 2.2 The review found that changes were needed to address several issues; voids in sheltered housing was high, yet at the time there were over 500 people on the needs register who were eligible for sheltered housing. Nine out of the then 23 sheltered housing schemes did not offer self contained accommodation which suggested that they did not meet the needs or aspirations of older people.
- 2.3 This is the first major refurbishment of our existing sheltered stock and is presented to address the September 2011 Cabinet decision to make improvements to four of the Council's sheltered schemes so that in future no tenant would need to share facilities and every tenant would have their own kitchen and bathroom.
- 2.4 The procurement approach agreed by Cabinet on 1<sup>st</sup> December 2010 as part of the Asset Management Strategy is to let a JCT Form of Contract for this and similar types of work.



### 3. Alternative Options

- 3.1 Not to accept the tenders of one or more of the proposed contractors. This would impede the delivery of previous Cabinet decisions and may not deliver best value which the Council has a duty to seek.
- 3.2 Not to continue with the programme but again this would be at odds with the previous Cabinet decisions.

### 4. Supporting Information

- 4.1 In September 2011 Cabinet agreed to implement the recommendations of the review of sheltered housing. One of the key recommendations was to make improvements to four of the Council's sheltered schemes. This long term plan of improvements would both meet the housing needs of current tenants as well as future proofing the stock to ensure that it meets the future demand from older people for sheltered housing and enabled older people to live independently for longer. Worsnop House was the first sheltered housing scheme to be selected for improvements.
- 4.2 There are a number of key themes which reflect the benefits which would result and have shaped the proposed investment in Worsnop House. These are:
  - Enabling tenants to live independently for longer – Improvements to be made to Worsnop House include; wet room including “walk in shower” in the bathroom; bespoke mobility scooter storage with charging points; widened doorways to allow wheelchair use; automatic/assisted fire doors.
  - Energy efficient so that tenants can heat and light their homes at as lowest cost as possible - Improvements to be made include; use of LED super energy efficient lighting including the communal areas; insulating flats to improve energy efficiency; ground breaking energy efficient communal boiler which will have a significant impact on tenants heating bills.
  - Meets the Colchester Standard – Improvements to be made to Worsnop House include; 2 lifts to the second floor, this means tenants not having to walk a long way to a lift and gives assurance if one breaks down; improved laundry suite; increased electrical sockets in each flat; all self-contained flats with own bathroom and kitchen; kitchen can now accommodate full-sized cooker and fridge-freezer.
  - Future proofing – Improvements that will be made will include; a distinctive and welcoming entrance which is light and airy (the new atrium); improved signage which meets the needs of those with poor sight; an increase in the number of sheltered flats available from 29 to 32 including a guest suite; four flats to be fully wheelchair accessible; balconies to all first floor flats to allow access to open space; installation of “solar tubes” to improve light in hallways to each flat.

The detail acknowledges the constraints of working with an existing building whilst pushing the boundaries to achieve the Colchester Standard.

A “show flat” was set up at Worsnop House to showcase the potential changes and to give existing tenants the opportunity to give their feedback on the proposed changes. As a result of this a number of changes have been made to the design and to some of the fittings. Ward members have also been invited and visited the show flat.

- 4.3 Cabinet agreed to firstly allocate £1.8m in the 2012/13 Housing Investment Programme (HIP) and this was further supported by £2.023m in the 2013/14 (HIP) programme.
- 4.4 EU regulations are not applicable for this size of contract and so it was advertised in local papers for 2 weeks based on three separate contracts covering particular building disciplines. A two-stage contractor selection process was followed consisting of a Pre-Qualification Stage which is open to all interested parties, followed by a Tender Stage which is restricted to contractor's selected by analysis of the first stage responses. The Pre-Qualification Stage invites interested contractors to submit information concerning their Financial Capacity, Technical Capability, Relevant Experience and References. Information is requested in a Pre-Qualification Questionnaire from all interested contractors.
- 4.5 A Sheltered Housing Project Board has been set up and a detailed project and governance plan has been formulated giving a timeline to complete the procurement process.
- CBH carried out a robust analysis of the completed PQQ's which resulted in 6 contractors being invited to tender for the Building Works Contract, 5 contractors for the Electrical Works Contract and 5 for the Mechanical Works Contract.
  - Tenders were sent out to the prospective contractors on the 15<sup>th</sup> April 2013 and were returned and opened by legal services on 7<sup>th</sup> May 2013.
  - The tenders were scored on an 80% cost, 20% quality split derived from the returned tenders and contractor proposed delivery Quality Statements. The Quality Statements were scored by a panel on the 8<sup>th</sup> May 2013. The panel was made up of CBH and CBC staff, CBH Board Member together with a customer representative from Worsnop House.
  - The final cost and quality analysis was then conducted by CBH and presented to the Sheltered Housing Project Board for approval before the recommendations contained in this report were brought to Cabinet.
- 4.6 A copy of the overall results attributed to Tender Price and Quality are available on Part 2 of the agenda.
- 4.7 As part of the procurement process a robust tender specification was developed to ensure the Council and its tenants receive best value on the evaluation criteria of price and quality. The documentation was written to contain a strong emphasis on quality and resident satisfaction as it will be necessary for customers to continue to reside in Worsnop House while works are in progress.
- 4.8 The Form of Contract to deliver the contracts is the latest version of the Joint Contracts Tribunal (JCT) Standard Form of Intermediate Contract.
- 4.9 Current robust controls and monitoring arrangements will continue as a minimum standard. The formal monthly Operational Site Meeting (OSM) attended by both CBC and CBH together with the Sheltered Housing Board have been put in place with arrangements to capture the performance monitoring of all contracts including progress against the agreed programme, monitoring of expenditure against agreed budgets, the quality and standard of the services provided to tenants by reviewing customer satisfaction reports and direct liaison with tenants.

- 4.10 The role of CBH as the Contract Administrator (CA) and Main Contractor is key to the success of this contract. CBH will manage the contract on behalf of the Council which will include managing day to day issues/arrangements of the contract and act as the main point of contact for all parties through a nominated representative. The CA through the nominated representative will attend the monthly OSM to report on the contractor's performance. The role of CA is also clearly defined within the JCT Form of Contract.
- 4.11 Financial credit checks on each of the recommended contractors have been conducted by CBH and their individual rating does not give cause for concern

## **5. Proposals**

- 5.1 To accept the recommendations of the Sheltered Housing Project Board by:
- 5.2 Awarding the contract to deliver the Building Works Contract to ND Smiths
- 5.3 Awarding the contract to delivery the Electrical Works Contract to Lock Electrical
- 5.4 Awarding the contract to deliver the Mechanical Works Contract to Cooper & Broome
- 5.5 To enter with the successful individual contractors into the latest version of the JCT Intermediate Form of Contract for the sums tendered

## **6. Strategic Plan References**

- 6.1 This decision is part of delivering against the Council's Strategic Priorities 2012 – 15 by regenerating our borough through buildings, employment, leisure and infrastructure by ensuring the housing stock is maintained to a decent standard.

## **7. Consultation**

- 7.1 Tenants were involved in the tender process and will be further involved in the set up and mobilisation of the successful contractor with particular emphasis on engaging with the tenant forums and on site operational meetings.

## **8. Publicity Considerations**

- 8.1 Good communication with tenants is vital and the Council working closely with CBH will need to issue information to our tenants to advise them of new contract arrangements, how it will affect them with ongoing updates as the programme progresses. Again this information will follow once the contracts are let and more detailed discussions have taken place with the three successful contractors.

## **9. Financial implications**

- 9.1 Cabinet have previously agreed to firstly allocate £1.8m in the 2012/13 Housing Investment Programme (HIP) and this was further supported by an additional £2.023m in the 2013/14 (HIP) programme. As a result there are sufficient funds allocated within the Housing Investment Programme to cover the tenders received with sufficient contingency available to cover professional fees and works which are found to be necessary but are unspecified at this stage.
- 9.2 Interviews will be conducted with each of the recommended contractors prior to work commencing to ensure all aspects of the contracts and the particular needs of our customers to ensure they are fully understood.

## **10. Equality, Diversity and Human Rights implications**

- 10.1 Link to individual strategy provided  
<http://www.colchester.gov.uk/article/4962/Strategic-Policy-and-Regeneration>  
Title: The Annual Housing Investment Programme (HIP)
- 10.2 Through the Housing Procurement Strategy within the (AMS) staff ensure that all future procurement and purchasing documentation recognise, understand and support CBC and CBH policies with regard to equal opportunities, diversity and human rights.

## **11. Community Safety Implications**

- 11.1 There are none directly arising from this report although through the procurement process all contractors will be aware of the specific needs of our customers and direct on site delivery will be managed by CBH to safeguard both customers and contractors. I.

## **12. Health and Safety Implications**

- 12.1 Through the role of Contract Administrator CBH will be responsible for ensuring Health and Safety requirements are fully complied with.

## **13. Risk Management Implications**

- 13.1 By following the Councils own procurement policy and by implementing the controls and recommendations as set out in this report, the Council is seeking to mitigate against any potential risks or challenges.

**Extract from the minutes of the Strategic Overview and Scrutiny Panel meeting of 12 March 2013**

**31. Bus Operation in Colchester**

**Councillor Naish (in respect of being a Private Hire Taxi Driver) declared a non-pecuniary interest in the following item pursuant to the provisions of Meetings General Procedure Rule 7(5);**

The following invitees attended the meeting for this item;

Ms. Nikki Alder, General Manager, North Essex, First Group  
Mr. Julian Elliott, Network Manager, First Group  
Mr. Steve Hartman, Local Operations Manager, First Group  
Mr. Nick Blackall, Local Bus Manager, Essex County Council  
Mr. Peter Kay, Secretary, C-Bus

Also in attendance;

Mr. Ian Vipond, Executive Director  
Mr. Paul Wilkinson, Transportation Policy Manager

**Have Your Say**

Mr. Tim Oxtan addressed the Panel, saying the Borough's current bus transport situation could not be put better than was described in the written submission to the Panel Members from Mr. Peter Kay, Secretary of C-BUS. He said that in particular, the local authorities needed to find ways to reduce traffic and ease congestion, with buses playing an important role in this. He felt the number of car parking spaces available to the public in the Town Centre should be reduced to encourage bus use, and did not consider the new Bus Station to be adequate or fit for purpose. Mr. Oxtan said letters in the local press, and in particular, a Lawford resident who described their late night experience at the station as 'like being in a prison of war camp', confirmed other users are like minded. Mr. Oxtan concluded by saying a new location, fit for purpose, should be found and suggested the Britannia Car Park as an alternative site.

**Presentations**

Mr. Paul Wilkinson presented the report 'Bus Operation in Colchester' and spoke briefly on the strategic issues around bus transportation and the key projects.

Mr. Wilkinson said this meeting follows on from the previous meeting held on 10 January 2012 and representatives from the First Group, Essex County Council and C-BUS were in attendance to help the Panel in their deliberations.

Mr. Wilkinson explained that the Core Strategy sets out the growth agenda for Colchester and the policies direct the location of the growth to the main urban area of Colchester. He spoke about the importance of a good network in Colchester, where buses are accessible to those without access to a car or do not drive and whose trips by bus represent approximately 35% of journeys. It was confirmed that 95% of households are within 400m of at least an hourly service between 7.00 – 9.00 am. Mr Wilkinson mentioned the seven customer demands for a good bus service and how these demands can be met, with the most important of these being frequent and reliable buses that stop close to pick-up and destination points.

Concerning strategic issues, Mr. Wilkinson spoke about the Council's support of the delivery of the new Park and Ride site to the north of the A12, to be operational by the autumn of 2014 and the Council's commitment to developing a low emission strategy for Colchester.

In conclusion, Mr. Wilkinson spoke briefly about the new bus station in Osborne Street that opened in November 2012, the new facilities and an on-site supervisor appointed by the Council to help direct and guide passengers about the new services, Essex County Council's commitment to upgrading the real time passenger information systems to Colchester by June 2013, and the new experimental Town Centre Traffic Reduction scheme to be introduced from 17 March 2013 that will give buses, taxis, motorcycles and cycles priority up North Hill and into the High Street, and where other vehicles will be restricted between 11.00 am and 6.00 pm.

### **Mr. Peter Kay, C-BUS**

Mr. Kay, Secretary of the Colchester Bus Users Support Group (C-BUS) had provided the Panel with a written submission on the C-BUS views on Colchester's bus operations.

Mr. Kay addressed the Panel as representative of C-BUS, saying he felt there needed to be a definitive in-depth investigation into all the causes of traffic congestion in Colchester, something that should have been addressed years ago but had been neglected. He had concerns about the introduction of a new Park and Ride scheme, questioning the accuracy of the 2009 data being used to estimate the car usage and fare charged at the site, and the lack of opportunity to challenge the facts being presented.

Mr. Kay said the new bus station site was awful for bus users and compared badly with other similar new bus stations, a facility that was poor and with no other alternative, allowing the user no choice, just a take it or leave it and stay at home. He felt the policy to design a facility for public use was done without determining accurate usage and with a lack of control of public spending, the local authorities had no understanding on how to provide a good service to the users. He said fiddling around the edges with the scheme, for example, the changes in Stanwell Street, will not encourage users to continue to use the service or bring back those previous users who had defected back to the

car. Mr. Kay concluded by asking what the specific role was of the Bus Supervisor and whether it was fulfilling a useful function.

In response to Councillor Frame, Mr. Kay said C-BUS, a bus users lobby group, was set-up in 2003, with a major amount of time spent in a pro-active role with users and bus operators in trying to dissuade the Council and Essex County Council from closing the old bus station in Queen Street. The Group is 54 members strong (with 100 at the height of the time of the bus station closure), with an elected committee, meeting four times annually, and with four newsletters published annually. He confirmed this was one of only 20 Bus User Groups in the entire country.

The Chairman thanked Mr. Kay for his presentation and for responses.

### **Open Discussions**

#### **Ticket prices**

With regards to ticket prices, Mr. Elliott, in response to Councillor P. Higgins said First Group pricing is competitive, and provides good value for money in comparison with other bus operators. First Group do review costs, revenues and passenger growth, from which a pricing structure is developed. Price reductions can be considered but ultimately, being able to provide a service at a reduction is a commercial judgement.

#### **The type and age of buses**

Responding to Councillors Offen and P. Higgins, Mr. Elliott said First Group typically operate two types of bus, the 43 seater single decker and double decker buses for the highest demand routes. First Group will shortly be replacing 15 older buses with newer vehicles as part of a continuous cascading programme of renewal. The replacement buses will be 7-8 years old, approximately 5 years younger than the decommissioning buses.

Whilst modern buses have better engine specifications giving reduced emission levels, Councillor Quince said that unless the Councils evoke a more stringent air quality policy the borough will continue to be fed old second hand buses. Councillor Quince remained unimpressed by the promise of new seven year old buses.

Many Councillors could not understand why smaller 'hopper' buses are not used on many of the quieter services. Mr. Hartman said 'hopper' buses are not competitive and not using them was purely a matter of economics.

Ms. Alder said she will relay members concerns about the age of replacement buses back to the Group Directors.

Ms. Alder confirmed to Councillor Naish that First Group is considering radio communications for drivers.

### Bus (bus stops) and ticketing design

Mr. Elliott responded to Councillor Offen explaining that the design of buses has improved remarkably in recent years, with more inner space and greater access for wheelchair users, prams and buggies. The vehicles now have greater driving manoeuvrability and better engine specification gives reduced emission levels.

In response to Councillor P. Higgins, Mr. Elliott said First Group are now researching and developing new ticket machines and card / ticket readers to enable a smarter and cashless way of paying. As these facilities become more common place it was agreed that this will impact positively on the passenger waiting times in the town centre.

Mr. Blackall responded to Councillor Quince in explaining that new ticketing software is planned for future installation that will provide integrated tickets for use on all buses. The real time information system in Colchester is to be upgraded shortly by ECC. The on-street displays will be upgraded and will show departures. This information will eventually be able to be fed back to the operator(s) who will be able to make improved decisions on what action to take when there are delays and through the real time information displays relay messages back to customers.

Mr. Blackall, in response to Councillor Oxford explained that in an ideal world bus timetables would be available at every bus stop and new electronic signage available at many more bus stops. He added that the public can access timetables on-line and hard copies are available at the bus station. Mr. Blackall said that S106 monies is usually triggered at various stages of new development. Erecting bus stops from day one of a new development is an aspiration they try to implement, though in usual circumstances they are done in line with the levels of new occupancy. Councillor Oxford said these needed to be erected as soon as possible to encourage households to use buses, otherwise they will be lost to car travel and then the difficulty of persuading them to change their travelling habit.

### Lack of civility of bus drivers/ access to buses

Councillor Offen said that many bus drivers lack civility or politeness and many are not able to speak English.

Ms. Alder responded to Councillor Oxford, agreeing that there needed to be an agreed policy on priority use of spaces designated for wheelchair users and prams and buggies. Mr. Blackall said wheelchair users have a legal right to have priority to spaces dedicated for this purpose. That said it is a sensitive issue that a driver will need to resolve if there is an issue.

Councillor Offen said drivers needed the appropriate training and Councillor Quince said punitive action against those failing to comply should be avoided as it was essential young parents are not discouraged to travel by bus.



Mr. Elliott said replacement buses are now DDA (Disability Discrimination Act) compliant with a ramp facility for wheelchair users. Ms. Alder said drivers do have various training courses to attend including modules on Customer Care, Disability Awareness and One to Ones. Ms. Alder urged any members of the public who come across unreasonable or rude driver attitudes to report these. First Group will take these seriously and investigate and discipline as appropriate. That said everyone agreed it would be unfair to tarnish all drivers with the same criticisms. Ms. Alder confirmed to Councillor Naish that pay differentials did not exist, that all bus drivers are paid on the same wage scales, and further to the discussions on training, all bus drivers are accompanied by trainers to ensure a full understanding of routes, ticketing and payments.

Councillor Oxford praised the First Group drivers for their politeness.

### Bus routes and utilisation

In response to Councillor Offen, Mr. Blackall explained that since the deregulation and privatisation of buses in 1985, bus companies do have a freedom to operate on bus routes and the Public Transport Authority do not have the powers to force them on or off routes. The bus operators are competing companies with no coordination of service timings between operators.

In response to Councillors Offen and P. Higgins, Mr. Elliott said there are peaks and troughs in passenger use therefore it is inevitable you will occasionally see passing buses with very few or no travelling passengers. Typically, bus routes operate along south-north corridors with the town centre acting as a hub and allowing passengers the ability to change where routes converge. Passenger number reports are studied and bus operators do operate routes around maximising bus utilisation.

Councillor Quince said peak congestion time for car and bus traffic, before and straight after office opening times of 9.00 am to 4.00 pm, was not, in terms of bus usage, addressed in the report, and if we want to encourage more people to travel into the town centre by bus to work, shouldn't we be trying to make the buses more appealing to current and potential new commuters.

### Air Quality

Councillor Quince had mentioned that he believed that unless the Council's take a hard-line and evoke a more stringent air quality policy the borough will continue to be fed old second hand buses,

Mr. Elliott said in addition to annual MOT testing, buses are inspected on a 28 day cycle and this included testing for low exhaust emissions. Mr. Blackall said bus operators hold a Bus Operators Licence. To satisfy the conditions of the licence, the bus operator has to provide evidence that buses can be maintained to the required standard. All vehicles are MOTd annually and

random checks can be made of bus fleets to ensure compliance. All vehicles, regardless of age, must meet the prescribed standards of performance and emission controls.

Mr. Wilkinson said officers do have continual dialogue with the bus operators on many issues including air quality.

Councillor P. Higgins said whilst he accepted work is now being undertaken to control exhaust emissions, he could not understand why this was not addressed much earlier.

Mr. Wilkinson said it had been necessary to develop an Air Quality Action Plan (strategy). Slow moving traffic in the town centre is the main reason for poor air quality and has to improve, with the new strategy being developed with an emphasis on moving people to more sustainable modes of travel e.g. cycling and walking. This will not be an overnight fix, with the Council having little control over a large proportion of vehicle traffic, but the intention is to commit to delivering the strategy over the next eighteen months.

#### *The new bus station and changes to town centre traffic flow*

In response to Councillor Quince, Mr. Hartman said First Group would have liked to have seen multi-stands and better facilities, but they are working with Essex County Council and Colchester Borough Council to get the best out of what is provided. Mr. Wilkinson said the Osborn Street site was identified as part of the St Botolph's Master Plan and the current new site does provide the capacity required when relocating the facilities. The Councils and bus operators remain committed to this site and are working closely in partnership to find solutions to issues and problems.

Councillor Quince who said the new facility provided a welcome that sent out the wrong message to new visitors and challenged the Portfolio Holder to say if she felt it was fit for purpose. In response to his comment that the toilet facility provided was not fit for purpose, and Councillor Davies who questioned the decision to close toilets at the new site two hours before the last bus services are scheduled to leave the station, Mr Wilkinson said the idea is to provide a high standard toilet facility, and the decision to close the toilets late at night was to avoid undesirable behaviour in the toilets, a point reiterated by Mr. Ian Vipond.

Councillor Offen said anti social behaviour was not a good enough reason to close the toilet facilities early. Members of the public waiting for long periods in the evening will often need toilets and the Council through a duty of care should be providing this facility. Councillor Offen did not think this action was acceptable.

Mr. Wilkinson explained to Councillor Frame that the implementation of the new bus station was phase I of the implementation plan, and officers will be looking to make further improvements as part of Vine Yard Street re-development.

Mr. Blackall said it was not right to make a comparison with the bus stations at Chelmsford and Colchester, and whilst it will be a challenge to find the flexibility of the old bus station, it is working well and officers continue to work to make further improvements.

Mr. Wilkinson confirmed to Councillor Sutton that the Council does employ a Bus Supervisor, in-post since November 2012. The Supervisor provides a customer service between 9am – 5pm Tuesday to Saturday. He said the Supervisor wears a high visibility vest and is responsible for providing help to bus travellers, moving on car drivers and helping bus drivers. The bus operators remain satisfied with the work of the Supervisor. Ms. Alder said First Group were pleased with the supervisory role and had received positive feedback from bus drivers and passengers.

Mr. Blackall responded to Councillor Sutton with regard to the High Street layout. Improving the manoeuvrability of buses can be achieved through better use of bus stops with simple design changes and subtle changes elsewhere will improve traffic flow. The Working Group set-up to implement the bus station project will continue, but will also work on developing and improving the new town centre traffic flow scheme. Mr. Hartman said that just slightly extending bus stop bays will enable buses to fully park on the bay and allow other traffic to flow continuously down the High Street.

#### *Park and Ride / Car Parking Charges*

In response to Councillor Davies at the effects of reduced all-day car parking charges in some town centre car parks, Mr. Elliott said regular bus users are more concerned with reliable, regular and good quality bus services, and a drop in these standards will have a greater impact on passenger numbers than reductions in car parking charges. However, if it was seen that price reductions are having an effect on bus passenger numbers, then the bus operators will need to review the situation.

#### *Quality Bus Partnership*

Mr. Blackall responded to Councillor P. Higgins, saying Essex County Council do have regular liaison meetings with the bus operators, and it is important that both parties are aware of and understand all issues. In regards to a Quality Bus Contract, Mr. Blackall was aware of the agreement currently operating at Oxford City, that can bring about better dialogue and partnership working, and can create a high quality, welcoming gateway to a town or city.

Mr. Blackall, who said the Councils generally have a very good relationship with the bus operators, agreed to circulate more information on the Oxford partnership to members.

Whilst Councillors heeded the advice of Mr. Vipond, that Essex County Council are the Public Transport Authority, Councillors Davies and Offen said the Council needed to work in partnership with Essex County Council in organising and introducing a Bus Operator Charter, with the operators signing

up to act as ambassadors to the Borough and with an emphasis on customer service such as behaviour, civility and understanding.

*RESOLVED* that the Panel;

i) Considered and commented on the provision of public transport in the Borough, and the extent to which these operations contribute to the Council's strategic priorities.

ii) Requested officers to write to the bus operators to express the Panel's disappointment at their failure to attend the meeting, and to forward to them a copy of the minutes of the meeting.

iii) Requested the Cabinet to work with their counterparts at Essex County Council to bring about the introduction of a Bus Operator Charter to Colchester.

<b>Report of</b>	<b>Head of Corporate and Financial Management</b>	<b>Author</b>	<b>Richard Clifford</b>
<b>Title</b>	<b>Member Development Group: Annual Report to Cabinet 2012-13 and Charter Status for Elected Member Development</b>		
<b>Wards affected</b>	Not Applicable		

**This report concerns the Annual Report of the Member Development Group on its work in the 2012-13 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 2012-13 municipal year.
- 1.2 To consider a recommendation from the Member Development Group that the Council recommit to the Charter and seek reaccreditation for Charter Status for Elected Member Development in April 2014.

**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.
- 2.3 Charter Status accreditation lasts for a period of three years at the end of which the Council needs to undergo the assessment process again in order to retain Charter Status. Therefore consideration needs to be given to whether the Council should recommit to the Charter.

**3. Alternative Options**

- 3.1 It is open to the Cabinet to decide that the Council should not seek reaccreditation for Charter Status or that it seeks reaccreditation at Charter Plus level.

**4. Supporting Information**

- 4.1 The Annual Report of the Member Development Group for 2012-13 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 2012-13.

4.2. The Council was awarded Charter Status in April 2011. Accreditation lasts for a period of three years at the end of which the Council needs to undergo the assessment process again in order to retain Charter Status.

4.3 Since the Council achieved Charter Status in 2011, the criteria against which Charter Status has judged has changed slightly. There are now four key elements to the criteria:-

- Commitment to councillor development;
- Strategic approach to councillor development;
- Learning and development is effective in building capacity;
- Supporting councillors.

The main changes from the previous criteria are:--

- There is no longer a whole separate criterion around the Member Learning and Development Plan. The requirements around this are now included under the Strategic Approach to Councillor Development criterion;
- There is no longer a criterion entitled "Elected Member Development promotes work/life balance and citizenship". Instead there is a new criterion entitled "Supporting Councillors" which looks in more general terms at how Councils support Councillors. This seems a sensible development and is recognition of the links between development and support in ensuring that Councillors are best placed to successfully fulfil their roles.

4.5 At Appendix 1 are the "Accreditation Guidelines" for Member Charter status. These breakdown the four main criteria into more detailed guidance about what is required to meet each of the criteria.

4.5 During the 18 month reassessment the Council received feedback that some elements of the Council's approach were close to the Charter Plus standard. Charter Plus is an optional higher level of the Member Development Charter. It is intended for Councils who have already been awarded the Charter and want an additional challenge to further improve their member development and support. The additional requirements of Charter Plus are designed to reflect:-

- Developments in what is considered to be best practice in member development since the original Charter was launched;
- The need to address wide councillor support issues as part of the broader development of Councillors' roles;
- The need to promote local democracy and make better links between the tiers of local government.

4.6 No additional criteria are added for Charter Plus. However, the Council is required to meet a higher standard and demonstrate further evidence in respect of each of the criteria.

4.7. After careful consideration of the evidential requirements for both Charter and Charter Plus status, the Member Development Group was of the view that Charter Plus status should be the long term aim for the Council but that for the next reassessment the Council should seek to maintain the present Charter standard. In reaching this decision the Group took account of the likely officer and councillor resource necessary for Charter Plus, particularly given the other demands on officer time resulting from the programme of FSRs currently underway and the difficulty of finding additional resource for member development, given the budgetary pressures facing the Council.

## **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 2012-13.

6.2 If the Council re-commits to the Charter and seeks reassessment, a further payment of £3000 is due to South East Employers. This covers the cost of the assessment and ongoing support and contact. There is no additional cost for Charter Plus.

## **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/CHttpHandler.ashx?id=2290&p=0>

## **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.

## Accreditation Guidelines

### **Commitment to councillor development**

- 1.1 **Top political and managerial leadership commitment to development of elected members**
- 1.2 **Councillor Learning and Development Policy**
- 1.3 Access to learning and development takes into account diversity of needs
- 1.4 Designated Budget for councillor development
- 1.5 Officer support for councillor development

### **Strategic approach to councillor development**

- 2.1 Councillor led strategy
- 2.2 Councillor roles are clearly defined
- 2.3 **Individual Learning and Development Plans**
- 2.4 Political Leadership and Executive Team development and management
- 2.5 Committee Learning and Development
- 2.6 Development opportunities are promoted and take in to account access requirements
- 2.7 Joint learning activities with officers, partners and the wider community
- 2.8 Corporate Councillor Learning and Development Plan prioritising activities
- 2.9 Structured Induction process for all new councillors
- 2.10 Evaluation mechanisms that inform future plans
- 2.11 Councillor Learning and Development Reference Group

### **Learning and development is effective in building capacity**

- 3.1 Councillors learn and develop effectively
- 3.2 Learning is shared with other councillors and where appropriate, with other officers and stakeholders
- 3.3 **Investment in learning and development is evaluated in terms of benefits and impact**
- 3.4 Improvements to learning and development activities are identified and implemented

### **4. Supporting Councillors**

- 4.1 Council provides an appropriate level and range of support as well as assisting those with caring responsibilities
- 4.2 Council examines how council business is conducted to allow for equality of access to key political decision making processes
- 4.3 Council holds events for the community to encourage people to become future community leaders



- 4.4 Councillors are provided with development and briefings to enable them to understand and fulfil their role in relation to community involvement and its impact on their wider role as councillors
- 4.5 Councillors are provided with the skills to enable them to fulfil their role as leaders of the organisation

## **Member Development Group: Report to Cabinet 2012/13**

### **1. Introduction**

The purpose of the Member development Group is to provide a forum where members can advise on the planning, delivery and evaluation of member development activities. The Group is 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 in April 2011 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 2012-13 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 2012-13 was as follows:-

Councillor Paul Smith, Portfolio for Business and Resources, Chairman  
Councillor David Harris  
Councillor Jackie Maclean  
Councillor Nigel Offen  
Councillor Gerard Oxford

The Group has been supported by Jess Douglas, Senior Manager, Corporate Management, and Richard Clifford, Democratic Services Officer.

The Group has met on four occasions in 2012-13.

#### **4. Main Areas of Work**

##### **4.1 Personal Development Plans for Members**

One of the key elements of the Group's work this municipal year has been the implementation of a system of Personal Development Plans for members. This is in line with one of the recommendations from the successful assessment for Charter Status in April 2011.

Following consideration of the issue, the Group recommended proposals for a system of Personal Development Plans for members to the Group Leaders. The process will be Councillor led and was introduced into groups from 1 January 2013. With no elections in May 2014 this gives a sixteen month period for the system to bed down before the next round of Borough Council elections in May 2014.

The system and associated paperwork are designed to be light touch and to be as simple as possible whilst still delivering sufficient information about member training needs to the Council. It was agreed that the PDP process should not be mandatory as this would be counter-productive and contrary to the spirit of engagement that should underpin the system.

This is a key initiative and the introduction of a successful system of PDPs is good practice. It should provide a formal structure to ensure that issues around development are discussed and help Groups Leaders manage succession planning. It should also help ensure that development resources are targeted towards those areas where it is most needed. The introduction of a system of PDPs with a majority of Councillors having a PDP will be a necessity for the maintenance of the Council's Charter Status.

##### **4.2 The Provision of Member Development**

The priorities for Member Development are set out in the Council's Member Training Plan. This will be formally reviewed once a significant number of PDP returns are received. In the meantime the Group has continued to work towards the priorities identified in the current plan. A copy of the Plan is attached with comments included explaining the development provided this municipal year for each of the priorities.

Development has been provided for all those issues identified as the highest priorities. One of the key issues facing local government over the course of 2102-13 municipal year has been welfare reform. Particular emphasis has been given to providing development on this issue over the course of the year. Sessions on welfare reform, housing benefit reform and localising council tax were well attended. The Group believe that these sessions have been particularly valuable and have provided an opportunity for members to learn more about issues that have a direct impact on local residents and to put members in a position where they are better able to help and advise residents. For example, as a consequence of the information provided about welfare reform, the Highwoods Independent Group produced a comprehensive information sheet giving details of the benefit changes and where residents could get advice and further information. This was included as a “pull out” in their newsletters delivered to all residents in their ward.

In response to requests from Councillors, the Market Stalls event was reinstated. This provided an opportunity for Councillors, both newly elected and long standing, to meet officers and learn more about the services they delivered and the structure of services within the Council. This was particularly valuable given the changes in the Council’s structure following recent Fundamental Service Reviews.

Fifty seven councillors have attended one or more development event, either internal or external over the course of the year, with nearly two thirds of Councillors attending five or more sessions. 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 and relevance to members.

Feedback provided by Councillors at member development session is collated and reported to the Group. The feedback has largely been positive. In particular the sessions on welfare were very well received. Where issues are raised or negative feedback received, this provides an opportunity for the Council to learn and adjust its practices.

### **4.3 Member Development Budget and Resources**

The member development budget for 2011/13 was set at £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 licensing, planning 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 has encouraged greater flexibility between the two elements of the budget and for funds to be transferred from group budgets to the core, if necessary.

The spend on the budget was £7727.71 of which £5728.71 was from the core budget and £1999 from group budgets. External trainers have been used

sparingly as it the Group's experience that Councillors value the knowledge and experience of the Council's officers. The Group appreciates the time and effort that officers put into providing development opportunities for Councillors. Member development is supported by the Democratic Services Team. A Democratic Services Officer has responsibility for member development and spends on average 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. Considerable time and efforts in put into providing sessions and development by officers across the organisation.

The Group considers that in view of the amount of development delivered and the large number of Councillors who have taken advantage of development opportunity that the budget and resources put into member development provide good value.

#### **4.4 Member Charter Reassessment**

The Council was awarded Charter Status for Elected Member Development in April 2011. Charter Status accreditation lasts for a period of three years, with an interim reassessment after a period of 18 months. The Council underwent its reassessment in November 2012. This is a light touch reassessment that aims to check that the standards of the Charter are being maintained and to check the "direction of travel".

The Council's reassessment was successful and it received some positive feedback that some elements of the Council's work was close to meeting the standard of Charter Plus (a higher level award) .After considering the criteria for Charter Plus and the resource implications for both Councillors and officers, the Group has made a recommendation to Cabinet that when it seeks full reassessment in April 2014 it should do so at the Charter level, but that the Council's long term aim should be to achieve Charter Plus.

### **5. Conclusion**

The value of member development was encapsulated by a member of Council in a feedback form submitted following a member development session on welfare reform:-

"Councillors cannot operate effectively and in the best interests of their residents if they do not have information on matters and issues that will affect their lives. It is important therefore, that Councillors are given more information as policies are firmed up in order to enable layering of knowledge, to inform the bigger picture."

It is the Group's view that a valuable programme of development has been provided throughout the course of 2012-13 and that it has provided information that has helped Councillors directly benefit their residents. In addition, the Group has overseen the introduction of a valuable process that should help ensure that in future member development is better targeted at

members needs and will ensure value for money from the resources devoted to member development.

**Colchester Borough Council: Annual Training Plan 2012-13**

The purpose of this training plan is to outline the priorities for member development in the 2012-13 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 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
<b>Knowledge based development</b>				
The impact of the legislative programme of the coalition government on local government and how it will impact on	To provide members with information about the contents of legislation and reforms introduced by the Coalition Government.	To be delivered through a range of methods:- <ul style="list-style-type: none"> <li>• presentations;</li> <li>• electronic/online courses;</li> <li>• circulation of</li> </ul>	1	Contributes to delivery of all Strategic Plan objectives but to the following in particular:- <ul style="list-style-type: none"> <li>• Addressing Older People's Needs;</li> </ul>

<p>Colchester and on Colchester Borough Council. In particular this will look at:-</p> <ul style="list-style-type: none"> <li>• The Localism Bill and its impact on the governance of local authorities, community empowerment, planning and housing</li> <li>• Reforms to the NHS</li> <li>• Equality Act</li> </ul>	<p>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>information eg briefing notes from LGA.</p> <p>Particular consideration to be given to involving strategic partners where appropriate.</p>		<ul style="list-style-type: none"> <li>• Addressing Younger People's Needs;</li> <li>• Community Development;</li> <li>• Healthy Living;</li> <li>• Homes for All.</li> </ul>
<p><i>Member development events held in 2012-13 to address this issue:-</i></p> <p><i>New Standards Arrangements Briefing - 25 June 2012</i></p> <p><i>Neighbourhood Planning – 10 July 2012</i></p> <p><i>Community Infrastructure Levy – 2 October 2012</i></p> <p><i>Landlord Tenancy Policy Briefing – 5 March 2013</i></p> <p><i>A session on the Equality Act specifically designed for members is currently being drawn up and will be delivered early in the 2013-14 municipal year</i></p>				
<p>Welfare Reform and provision of</p>	<p>To increase members knowledge of benefits</p>	<p>To be delivered through a range of methods:-</p>	<p>1</p>	<ul style="list-style-type: none"> <li>• Addressing Older Peoples Needs</li> </ul>



<p>information about Welfare Rights</p>	<p>available to constituents so that they are better able to help and advise constituents.  To keep members abreast of developments and changes to benefits that may be introduced.</p>	<ul style="list-style-type: none"> <li>• presentations;</li> <li>• electronic/online courses;</li> <li>• circulation of information eg briefing notes from LGA.</li> </ul> <p>Particular consideration to be given to involving strategic partners , in particular staff from Members of Parliament offices, parish councillors</p>		<ul style="list-style-type: none"> <li>• Addressing Younger People's Needs</li> <li>• Community Development</li> <li>• Healthy Living</li> <li>• Homes for All</li> </ul>
<p><i>Member development events held in 2012-13 to address this issue:-</i></p> <p><i>Welfare Reform Briefings- 19 June 2013 and 4 December 2012</i></p> <p><i>Localising Council Tax Briefing - 23 July 2012</i></p> <p><i>The Probation Experience – 5 February 2013</i></p> <p><i>A further Welfare Reform Briefing is being prepared for early in the 2013-14 municipal year</i></p>				
<p>Provision of information about the programme of Fundamental Service Reviews and how these impact on the roles and responsibilities of each</p>	<p>To increase all members knowledge of the function and impact of the FSRs and how these are changing the delivery of services</p>	<p>To be delivered through a range of methods:-</p> <ul style="list-style-type: none"> <li>• presentations;</li> <li>• electronic/online courses;</li> <li>• circulation of relevant written</li> </ul>	<p>1</p>	<p>Indirectly contributes to delivery of all Strategic plan objectives</p>

<p><b>of the Service Groups within the Council.</b></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>	<p>information</p>		
<p><b>Member development events held in 2012-13 to address this issue:-</b></p> <p><b>Market Stalls event – 20 June 2012</b></p> <p><b>UCC FSR Briefing for Councillors 19 September 2012</b></p> <p><b>Report to Cabinet on 28 November 2012 and information on the Hub have provided further formation about the UCC FSR and the changes to the structure of the Council resulting from it.</b></p>				
<p><b>Local Government Finance</b></p> <p><b>To include:-</b></p>	<p>To ensure that members have an understanding of the principles of Local</p>	<p>To be delivered through a range of methods:-</p> <ul style="list-style-type: none"> <li>• presentations;</li> <li>• electronic/online</li> </ul>	<p>1</p>	<p>Indirectly contributes to delivery of all Strategic plan objectives</p>

<ul style="list-style-type: none"> <li>• General session for new Councillors or those with a general interest;</li> <li>• More advanced training to be made available for those with a particular interest eg Portfolio Holder, members of Finance and Audit Scrutiny Panel.</li> </ul>	<p><b>Government Finance</b> 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"> <li>• courses;</li> <li>• circulation of relevant written information</li> </ul>		
<p><i>Member development events held in 2012-13 to address this issue:-</i></p> <p><i>Understanding Finance - 27 June 2012</i></p> <p><i>Localising Council Tax Support – 23 July 2012</i></p>				
<p>Relations with community groups and parish councils</p>	<p>To help develop relations with Community Groups by increasing members</p>	<p>To be delivered by a range of methods including:</p> <ul style="list-style-type: none"> <li>• Presentations by or visits to community</li> </ul>	<p>2</p>	<ul style="list-style-type: none"> <li>• Addressing Older People's Needs</li> <li>• Addressing Younger Peoples</li> </ul>

	<p>knowledge of nature of work undertaken by community groups, charitable organisations and parish councils within the borough.</p>	<p>groups;  <ul style="list-style-type: none"> <li>• Circulation of written information</li> </ul> </p>		<p><b>Needs</b></p> <ul style="list-style-type: none"> <li>• Community Development</li> <li>• Community Safety</li> <li>• Health Living</li> </ul>
<p><b>No formal member development sessions delivered in 2012-13</b></p> <p><b>A Market Stalls event for community and third sector organisations, particularly those involved in welfare related issues, is planned for the 2104-14 municipal year</b></p>				
<p><b>Skills based development</b></p>				
<p><b>Public speaking skills</b></p>	<p>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</p>	<p>Formal training session to be delivered by external trainer</p>	<p>3</p>	<p>By providing Councillors with the necessary skills to fulfil their role, indirectly contributes to all of Strategic Plan objectives.</p>

	environment.				
<b>No member development session provided in 2012-13</b>					
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"> <li>• Developing written and verbal communication skills;</li> <li>• Online communication and developing a website;</li> <li>• New media such as social networking;</li> <li>• Effective media relations</li> </ul>	<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>	

<b>Member development events held in 2012-13 to address this issue:-</b>					
<b>Social Media Briefing – 12 March 2013</b>					
<b>IT Skills</b>	<p>To provide members with the opportunity to develop the necessary skills and information to utilise IT effectively to fulfil their roles.</p> <p>To include training on new software that Councillors may wish to use.</p>	<p>To be delivered through a range of methods such as formal presentations, drop in workshops; online courses.</p>	<b>2</b>	<p>By providing Councillors with the necessary skills to fulfil their role, indirectly contributes to all of Strategic Plan objectives.</p>	
<b>Member development events held in 2012-13 to address this issue:-</b>					
<b>Social Media Briefing – 12 March 2013</b>					
<b>IT drop in session for Councillors</b>					
<b>Continued roll out of VDI to Councillors</b>					

<b>Regulatory based development</b>			
<p><b>Planning</b></p> <p>To include:-</p> <ul style="list-style-type: none"> <li>• General introductory session for new Councillors, ward Councillors and those new to Planning Committee;</li> <li>• Updates on hot topics that arise throughout the municipal year;</li> <li>• Advanced training for members of Planning Committee.</li> </ul>	<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 and expertise to make sound decisions based on planning criteria.</p> <p>To ensure that ward Councillors have the necessary knowledge of the planning system</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"> <li>• presentations;</li> <li>• electronic/online courses;</li> <li>• circulation of information by e-mail;</li> <li>• site visits.</li> </ul>	<p style="text-align: center;">1</p> <ul style="list-style-type: none"> <li>• Homes for all</li> <li>• Enabling job creation;</li> <li>• Congestion busting;</li> <li>• Healthy living.</li> </ul>

	to effectively represent and champion the interests of their constituents.				
<p><b>Member development events held in 2012-13 to address this issue:-</b></p> <p><b>Planning Training - 28 May 2012, 29 May 2012. 19 November 2012</b></p> <p><b>Neighbourhood Planning – 10 July 2012</b></p> <p><b>Community Infrastructure Levy – 2 October 2012</b></p>					
<p><b>Licensing</b></p> <p><b>To include:-</b></p> <ul style="list-style-type: none"> <li>• General session outlining the licensing system, the regulatory framework that underpins it; the role and powers of the Licensing Committee and its sub-committees and how ward Councillors can</li> </ul>	<p>To ensure that members of the Licensing Committee meet the requirements of the Constitution in respect of training;</p> <p>To ensure that members of the Licensing Committee have the necessary skills and expertise to make sound decisions.</p> <p>To ensure that ward Councillors have the necessary knowledge</p>	<p>General 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"> <li>• presentations;</li> <li>• electronic/online courses;</li> <li>• circulation of information by e-mail;</li> <li>• site visits.</li> </ul>	1		<ul style="list-style-type: none"> <li>• Community safety</li> <li>• Enabling job creation</li> <li>• Healthier living.</li> </ul>



<p>interact with the licensing system;</p> <ul style="list-style-type: none"> <li>• Training to provide members of the Licensing Committee with sufficient expertise to sit on Committee and its Sub-Committees;</li> </ul> <p>Updates on topics as they arise throughout the year, such as legislation updates, and modular units on more advanced issues.</p>	<p>of the licensing system to effectively represent and champion the interests of their constituents.</p>			
<p><i>Member development events held in 2012-13 to address this issue:-</i></p> <p><i>Licensing Act 2003 – 4 July 2012</i></p> <p><i>Trading Standards for Licensing - 11 July 2012</i></p> <p><i>The Role of the NHS in Licensing – 12 September 2012</i></p> <p><i>Making Representations under the Licensing Act 3 October 2012</i></p>				
<p><b>Induction for New Councillors</b></p>				

<p><b>Induction programme for new Councillors elected in May 2012.</b></p> <p><b>To include:-</b></p> <ul style="list-style-type: none"> <li>• Introductions to key officers;</li> <li>• Tour of Town Hall and key housekeeping matters (building pass; car parking, location of meeting rooms etc)</li> <li>• Access to Council IT systems;</li> <li>• Sessions on key topics: Code of Conduct, Local Government Finance, Planning</li> <li>• Tour of Customer Service Centre</li> </ul>	<p><b>To provide newly elected councillors with a structured and effective induction to enable them to</b></p> <ul style="list-style-type: none"> <li>• Understand their role as Councillors; and the legal obligations placed on an elected member;</li> <li>• Effectively represent and champion the needs of their constituents;</li> <li>• Understand the structure and meetings processes of the Council.</li> <li>• Understand the resources available to support and help them</li> </ul>	<p><b>Formal presentations on key topics</b></p> <p><b>Meetings with key officers</b></p> <p><b>Tour of Town Hall</b></p> <p><b>Provision of key documents</b></p>	<p style="text-align: center;"><b>1</b></p>	<p><b>By providing Councillors with the necessary skills to fulfil their role, indirectly contributes to all of Strategic Plan objectives.</b></p>
<p><b>Induction programme delivered for new Councillors including:-</b></p>				

- *Introduction and welcome from Executive Management team*
- *Tour of the Customer 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 2012-13 Municipal Year**

<b>Training Dates</b>	<b>Vince Pearce</b>	<b>Planning Training - Vince Pearce</b>	<b>29-May-12</b>	<b>Introduction to the Code of Conduct</b>	<b>31-May-12</b>	<b>Welfare Reform Act Briefing - Ann Wain</b>	<b>19-Jun-12</b>	<b>Market Stalls</b>	<b>20-Jun-12</b>	<b>Weavers</b>	<b>25-Jun-12</b>
<b>Attendees</b>	Cable Chillingworth Chuah Cook Davies Elliott Frame Hayes Higgins, T Jarvis Liddy Martin Offen Sutton	Lissimore Maclean Manning Mudie Oxford, P Turrell	Cable Granger Hayes Liddy	Barton Blandon Chapman Chillingworth Davies Dopson Feltham Havis Hazel Higgins, T Hogg Liddy Lilley Martin Mudie Naish Oxford, G Oxford, P Oxford, B Quince Smith Sykes, C Turrell Willets Young, J Young, T	Barton Blandon Cable Chapman Chillingworth Chuah Davies Elliott Granger Havis Hayes Higgins, T Jarvis Lewis Liddy Lilley Maclean Mudie Oxford, B Oxford, G Quince Sutton Sykes, C Sykes, L	Blandon Cable Chapman Chillingworth Chuah Davies Elliott Granger Havis Hayes Higgins, T Jarvis Lewis Liddy Lilley Maclean Mudie Oxford, B Oxford, G Quince Sutton Sykes, C Sykes, L	Barton Blandon Bentley Blandon Blundell Cable Chapman Chillingworth Chuah Cook Cope Davies Dopson Elliott Ellis Fairley-Crowe Feltham Frame Gamble Goss Granger Greenhill Harrington Hazel Hayes Higgins, P				

Hogg  
Hunt  
Jarvis  
Jowers  
Lewis  
Liddy  
Lilley  
Lissimore  
Maclean  
Manning  
Martin  
Mudie  
Offen  
Oxford, G  
Oxford, P  
Quince  
Scott-Boutell  
Smith  
Sutton  
Sykes, C  
Sykes, L  
Willets  
Young, J  
Young, T

CBH  
Carey  
Hollis  
Houchell  
Thomas



<b>New Councillor</b>											
<b>Roadshow - East of England LGA</b>	07-Sep-12	<b>Role of NHS in Alcohol Licensing</b>	12-Sep-12	<b>UCC FSR Briefing - Adrian Pritchard</b>	19-Sep-12	<b>Excellence in Customer Service - Public Service</b>	26-Sep-12	<b>UCC FSR Briefing - Adrian Pritchard</b>	26-Sep-12	<b>Community Infrastructure Levy Briefing - Karen Syrett</b>	02-Oct-12
Hayes Liddy	Blandon Cope Havis Jarvis Kimberley Lilley	Barlow Blandon Cook Cope Feltham Frame Gamble Granger Harrington Havis Hayes Hazell Higgins, T Jarvis Liddy Oxford, B Oxford, G	Beverley Oxford	Blundell Chapman Chillingworth Chuah Hogg Kimberley Lewis Liddy Lissimore Offen Quince Scott-Boutell Sykes, C Sykes, L Turrell	Blundell Chapman Chillingworth Chuah Hogg Kimberley Lewis Liddy Lissimore Offen Quince Scott-Boutell Sykes, C Sykes, L Turrell					Chillingworth Cook Frame Hazell Jarvis Lewis Liddy Oxford, B Oxford, G Scott-Boutell Smith Sykes, C Sykes, L	



<b>Community Budgeting: Making Opportunity or Threat - the Licensing Act</b>	<b>Representations under the Licensing Act</b>	<b>Think About Health and Planning Training - Safety - Tudor Smith</b>	<b>Welfare Reform Briefing</b>	<b>Planning for Flood Risk - Inland and Coastal - Essex Planning Training Workshop - Anglia Ruskin</b>
04-Oct-12	31-Oct-12	06-Nov-12	04-Dec-12	23-Jan-13
Liddy	Barlow Blandon Chapman Cope Frame Harris Havis Hazell Jarvis Liddy Lilley Martin Sykes, C Sykes, L	Chillingworth Cope Harris Jarvis Liddy Martin Oxford, G Scott-Boutell	Cope Feltham Lewis Liddy Lilley Maclean Naish Offen Oxford, G Oxford, P Quince Smith Sykes, C Sykes, L Turrell Willetts Young, T Young, J	Chillingworth Maclean

<b>The Probation Experience - \Probation Service</b>	<b>Housing and Affordable Housing Delivery - Essex</b>	<b>Local Government Conference - Labour Party</b>	<b>District Action on Public Health - Districts Council Network</b>	<b>Landlord Tenancy Policy Briefing</b>	<b>Community Budgeting</b>
Barlow	05-Feb-13	06-Feb-13	11-Feb-13	05-Mar-13	06-Mar-13
Blandon	Chapman	Young, J	Feltham	Blandon	LGA
Blundell	Chillingworth	Young, T		Bourne	Liddy
Chillingworth	Elliott			Chapman	
Feltham	Lewis			Chillingworth	
Frame	Maclean			Gamble	
Havis				Hazell	
Hazell				Hogg	
Liddy				Lewis	
Lilley				Liddy	
Lissimore				Oxford, B	
Maclean				Oxford, G	
Naish				Quince	
Scott-Boutell				Scott-Boutell	
Smith				Young, T	
Young, T					

<p><b>Getting Your Message Across - IDEA</b> 09-Mar-13</p> <p>Barlow</p>	<p><b>Social Media Briefing</b> 12-Mar-13</p> <p>Barlow Feltham Liddy Oxford, B Scott-Boutell Turrell</p>	<p><b>Disability Reform: Fulfilling Potential, Transforming Lives</b> 19-Mar-13</p> <p>G. Oxford</p>	<p><b>Safeguarding - Pre-Council Briefing - Lucie Breadman/Andrew Harley</b> 20-Mar-13</p> <p>Barlow Barton Blandon Blundell Bourne Chapman Chillingworth Chuah Cook Cope Davies Elliott Ellis Feltham Frame Gamble Harrington Hazell Higgins, P Higgins, T Hunt Jarvis Kimberley Lewis Lilley Lissimore</p>
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Maclean  
Martin  
Oxford, B  
Oxford, G  
Oxford, P  
Quince  
Scott-Boutell  
Smith  
Sykes, L  
Turrell,  
Young, J  
Young, T

<b>Name</b>	<b>Number of development sessions attended</b>
Christopher Arnold	
Nick Barlow	7
Lyn Barton	3
Kevin Bentley	1
Mary Blandon	13
Elizabeth Blundell	4
Mark Cable	4
Nigel Chapman	9
Peter Chillingworth	12
Helen Chuah	5
Barrie Cook	5
Nick Cope	9
Mark Cory	
Beverly Davies	5
Tina Bourne	5
John Elliott	5
Andrew Ellis	2
Margaret Fairley-Crowe	1
Annie Feltham	10
Steve Ford	
Bill Frame	10
Ray Gamble	6
Martin Goss	1
Glenn Granger	6
Scott Greenhill	1
Marcus Harrington	3
Dave Harris	3
Julia Havis	10
Jo Hayes	9
Pauline Hazell	11
Peter Higgins	2
Theresa Higgins	5
Mike Hogg	4
Martin Hunt	2
Brian Jarvis	13
John Jowers	1
Margaret Kimberley	3
Sonia Lewis	11
Cyril Liddy	19
Michael Lilley	8
Sue Lissimore	5
Jackie Maclean	9
Jon Manning	3
Richard Martin	6
Colin Mudie	5
Kim Naish	4
Nigel Offen	4
Beverley Oxford	10
Gerard Oxford	11
Philip Oxford	5
Will Quince	7
Lesley Scott-Boutell	8

Paul Smith	7
Terry Sutton	3
Colin Sykes	9
Laura Sykes	9
Anne Turrell	6
Dennis Willetts	4
Julie Young	6
Tim Young	8

<b>Report of</b>	<b>Head of Corporate and Financial Management</b>	<b>Author</b>	<b>Richard Clifford</b>
<b>Title</b>	<b>Appointments to external organisations and council groups</b>		
<b>Wards affected</b>	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 2013/2014 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 2013/2014 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 or if a vacancy occurs.
- 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.

**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:-
- 4.2 It is no longer proposed to make appointments to the following organisation and Council Groups:-

## **Equality and Diversity Member Liaison Group:-**

Following meetings of the Group in April and September 2012, it was concluded that the Group no longer needed to meet. The aims of the Member Liaison Group are now met in other ways. An annual report on Equality and Diversity is considered by the Policy Review Panel when councillors have the opportunity to monitor and review the Council's activities and actions in meeting the requirements of the Equality Act 2010 and the Council's strategic issues. There is a Portfolio Holder for Equality and Diversity (who was also a member of MLG), a Head of Service and an officer who co-ordinate and report on this work, and each service is tasked with embedding Equality and Diversity into service delivery.

## **Army Covenant Working Group**

The Army Covenant Working Group has now completed its task and future issues will be picked up through liaison between the Chief Executive and the Garrison Commander.

- 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 B, who will be responsible for promoting these issues within the Council. Appendix B 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 2012-13 municipal year is attached at Appendix C. In future, reports on the work of those appointments to organisations of strategic importance will be made twice a year.

## **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 2013/14	Role of the Representative and Voting Capacity	Contact Name and Address	Compliance with the Strategic Plan
<b>Local Government Organisations</b>				
<b>Local Government Association, General Assembly</b> [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 member) – Cllr Barlow 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)	Fatima De Abreu, Member Services Local Government Association Local Government House Smith Square London SW1P 3HZ <a href="mailto:fatima.deabreu@local.gov.uk">fatima.deabreu@local.gov.uk</a> Tel: 020 7664 3136 Fax: 020 7664 3030	Relevant to all strategic priorities

<p><b>Local Government Association, Urban Commission</b></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>Fatima De Abreu, Member Services Local Government Association Local Government House Smith Square London SW1P 3HZ <a href="mailto:fatima.deabreu@local.gov.uk">fatima.deabreu@local.gov.uk</a> Tel: 020 7664 3136 Fax: 020 7664 3030</p>	<p>Relevant to most strategic priorities</p>
<p><b>Local Government Association, Rural Commission</b></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 <a href="mailto:memberservices@local.gov.uk">memberservices@local.gov.uk</a> Tel: 020 7664 3040 Fax: 020 7664 3030</p>	<p>Relevant to most strategic priorities</p>

<p><b>East of England Local Government Association</b></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    <a href="mailto:Adrian.cannard@eelga.gov.uk">Adrian.cannard@eelga.gov.uk</a></p>	<p>Relevant to most strategic priorities</p>
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<p><b>Haven Gateway Partnership</b></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 Barlow (substitute member)</p>	<p>The Chairman is appointed annually. The Chairman and each partner have one vote. The Secretary may not vote.</p>	<p>Steve Clarke Director Haven Gateway Partnership 8 &amp; 9 St Peters Court St Peters Street Colchester Essex CO1 1WD</p> <p>Tel: 01206 713611 Mobile: 07930843276 Main Number: 01206 764778 Email: <a href="mailto:steve.clarke@haven-gateway.org">steve.clarke@haven-gateway.org</a></p> <p>Officer contact - Ian Vipond, tel 282717</p>	<ul style="list-style-type: none"> <li>Improving opportunities for local businesses to thrive including retail;</li> <li>Bringing investment to the borough.</li> </ul>
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<p><b>Member Partnership Board</b></p>	<p>Portfolio Holder for Street and Waste Services – Cllr Hunt</p> <p>Substitute Member - Portfolio Holder for Strategy – Cllr Turrell</p>	<p>The Purpose of the Membership Partnership Board is to act as a forum for the Essex and Southend Waste Partnership to consider issues relating to the Joint Municipal Waste Management Strategies, the waste management system across Essex and acting as a “Champion” within those Partner authorities and the wider Essex Waste Partnership.</p>	<p>Ian Myers Senior Committee Officer – Corporate Law and Governance Essex County Council Chelmsford CM1 1QH</p> <p><a href="mailto:ian.myers@essex.gov.uk">ian.myers@essex.gov.uk</a> Tel: 01245 430481</p>	<ul style="list-style-type: none"> <li>• Reducing, reusing and recycling our waste</li> </ul>
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<p><b>IAA Member Working Group</b></p>	<p>Portfolio Holder for Street and Waste Services – Cllr Hunt</p> <p>Substitute member: Portfolio Holder for Strategy – Cllr Turrell</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 Senior Committee Officer – Corporate Law and Governance Essex County Council Chelmsford CM1 1QH</p> <p><a href="mailto:ian.myers@essex.gov.uk">ian.myers@essex.gov.uk</a> Tel: 01245 430481</p>	<ul style="list-style-type: none"> <li>Reducing, reusing and recycling our waste.</li> </ul>
<p><b>Colchester Institute Corporation Board of Governors</b></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><a href="mailto:hazel.paton@colchester.ac.uk">hazel.paton@colchester.ac.uk</a> Tel 712606 Fax: 718155</p>	<ul style="list-style-type: none"> <li>Giving local people the chance to improve their skills.</li> </ul>

<p><b>North Essex Parking Partnership Joint Committee</b></p> <p>To develop and implement a joint parking service for North Essex including Braintree, Colchester, Epping Forest, Harlow, Tending and Uttlesford.</p>	<p>Portfolio Holder with responsibility for Street and Waste Services Cllr Hunt.</p> <p>Substitute member:- Portfolio Holder for Regeneration - Cllr Barlow</p>	<p>To receive reports, participate in discussions and to raise issues of concern to this Council, one executive member able to vote.</p>	<p>Matthew Young Head of Street Services Street Services</p> <p>matthew.young@colchester.gov.uk 01206 282902</p> <p>Partnership Officer contact:- Richard Walker Parking Partnership Group Manager, Delivery Point 12 01206 282708 <a href="http://www.parkingpartnership.org">www.parkingpartnership.org</a> <a href="mailto:parking@colchester.gov.uk">parking@colchester.gov.uk</a></p>	<ul style="list-style-type: none"> <li>• Promoting sustainability and reducing congestion</li> </ul>
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<p><b>Essex County Travellers Unit (ECTU)</b> - a partnership with Essex County Council, Police, Fire Brigade and other local authorities The aim of the ECTU is to deliver an efficient, effective and consistent approach to service provision across the county. The unit fulfils the council's responsibilities for gypsies/travellers.</p>	<p>Portfolio Holder for Street and Waste Services – Cllr Hunt</p>	<p>To sit on the ECTU partnership board. If action requires a vote then this would be to determine a recommendation to the authorities. The representative will then take the recommendation through the appropriate decision making process. There is one vote per member authority</p>	<p>Stephen Andrews Essex Countywide Traveller Unit Manager Environment, Sustainability &amp; Highways  Essex County Council   telephone: 01245 437645   extension: 51645  email: <a href="mailto:stephen.andrews@essex.gov.uk">stephen.andrews@essex.gov.uk</a>  </p>	<ul style="list-style-type: none"> <li>• Showing tolerance and changing behaviours to create better local communities</li> <li>• Tackling anti-social behaviour and using enforcement to support priorities</li> <li>• Supporting more vulnerable groups</li> </ul>
<p><b>Campaign to Protect Rural Essex</b> (Countryside and environment organisation) [Meetings held six times a year at 10.30am at the Essex Record Office, Wharf Road, Chelmsford]</p>	<p>Cllr Blundell</p>	<p>Representatives have no specific role but attend on behalf of the Council to facilitate two way communications. Representatives are not able to vote</p>	<p>Linda Walsh Campaigns and Development Manager Campaign to Protect Rural Essex RCCE House Threshelfords Park Inworth Road Feering, Colchester CO5 9SE  <a href="mailto:office@cpressessex.org.uk">office@cpressessex.org.uk</a> Tel/Fax: 01376 572023</p>	<ul style="list-style-type: none"> <li>• Promoting sustainability and reducing congestion;</li> <li>• Improving our streets and local environment</li> </ul>

<p><b>Colchester Borough Homes Board</b> [Commercial Partnership]</p>	<p>Cllrs Chapman, Gamble, Kimberley, Lilley, Offen and L. Sykes</p>	<p>Greg Falvey Chief Executive Colchester Borough Homes 1<sup>st</sup> Floor, Rowan House 33 Sheepen Road, Colchester CO3 3WG Delivery Point 45</p> <p>Tel 01206 282919 Fax 01026 506924</p> <p>Officer contact: Gareth Mitchell tel 506972</p>	<ul style="list-style-type: none"> <li>• Providing more affordable homes across the borough</li> </ul>
<p><b>North East Essex Children's Commissioning and Delivery Board</b> [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  (Plus officer member – Lucie Breadman, Head of Life Opportunities)</p>	<p>Lee Bailey Integrated Workforce Manager 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 07824867641 Email: <a href="mailto:lee.bailey@essex.gov.uk">lee.bailey@essex.gov.uk</a></p> <p>Officer contact – Lucie Breadman Tel: 282726 Delivery Point 30</p>	<ul style="list-style-type: none"> <li>• Working in partnerships to tackle health and crime issues;</li> <li>• Supporting more vulnerable groups</li> </ul>

<p><b>Colchester Community Stadium Board</b> [Commercial Partnership]</p>	<p>Cllrs Turrell and Frame</p>		<p>Chief Executive of the Board, Clive Gilham <a href="mailto:clivegilham@hotmail.com">clivegilham@hotmail.com</a> 07903 652510</p>	<ul style="list-style-type: none"> <li>• Regenerating our borough through buildings, employment, leisure and infrastructure</li> <li>• Providing sport and leisure for all, alongside good quality green spaces and play areas.</li> </ul>
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<p><b>Safer Colchester Partnership - Responsible Authority Group</b></p>	<p>Portfolio Holder for Planning, Community Safety and Culture - Cllr T. Young  (Plus officer member – Pam Donnelly, Executive Director)</p>	<p>Full voting rights</p>	<p>Bridget Tighe, Communities Initiative Manager <a href="mailto:Bridget.tighe@colchester.gov.uk">Bridget.tighe@colchester.gov.uk</a> Tel (01206 282104)</p>	<ul style="list-style-type: none"> <li>Working in partnerships to help tackle health and crime issues.</li> </ul>
<p><b>Colchester Hospital University NHS Foundation Trust</b></p>	<p>Cllr Feltham</p>		<p>Tammy Diles Assistant to Trust Chair / Ft Engagement Manager Colchester Hospital University NHS Foundation Trust Turner Road Colchester  01206 742347  <a href="mailto:tammy.diles@colchesterhospital.nhs.uk">tammy.diles@colchesterhospital.nhs.uk</a></p>	<ul style="list-style-type: none"> <li>Working in partnerships to help tackle health and crime issues.</li> </ul>

<p><b>Museums in Essex Committee</b></p> <p><b>[Countrywide consultative committee regulated by constitution. Involved in the improvement of museum provision and standards in the country]</b></p> <p><b>[Three meetings held per annum at 10.30am. Meetings held by local authorities and museum members around the country]</b></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  <a href="mailto:Stuart.warburton@essex.gov.uk">Stuart.warburton@essex.gov.uk</a>          01245 244691</p> <p>Officer contact –          Peter Berridge, Tel: 282930          Delivery Point 18</p>	<ul style="list-style-type: none"> <li>Supporting tourism, heritage and the arts</li> </ul>
<p><b>Colchester and Ipswich Joint Museums Committee</b></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 Regeneration –          Cllr Barlow</p>		<p>Bill Seaman,          Colchester and Ipswich Museum Manager,          Community Services  <a href="mailto:bill.seaman@colchester.gov.uk">bill.seaman@colchester.gov.uk</a>          01206 282930</p>	<ul style="list-style-type: none"> <li>Supporting tourism, heritage and the arts.</li> </ul>

<p><b>Cory Environmental Trust in Colchester</b></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"> <li>Improving our streets and local environment;</li> <li>Enabling local communities to help themselves;</li> <li>Giving local people the chance to improve their skills.</li> </ul>
<p><b>Dedham Vale (AONB) and Stour Valley Joint Advisory Committee</b></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>Katherine Potts, 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"> <li>Supporting tourism, heritage and the arts;</li> <li>Promoting sustainability and reducing congestion.</li> </ul>

<p><b>Essex Health Overview and Scrutiny Committee</b></p> <p>[meetings are held on the first Wednesday of the month at County Hall, Chelmsford]</p>	<p>Cllr Feltham</p>		<p>Colin Ismay Governance Team Manager PO Box 11 County Hall Chelmsford CM1 1LX</p> <p>Tel: 01245 430396</p> <p><a href="mailto:colin.ismay@essex.gov.uk">colin.ismay@essex.gov.uk</a></p>	<ul style="list-style-type: none"> <li>Working in partnerships to help tackle health and crime issues.</li> </ul>
<p><b>Essex Partnership for Flood Management</b></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>Lucy Shepherd Flood Partnerships Manager Environment, Sustainability &amp; Highways Essex County Council 01245 433181 Ex 52181</p> <p><a href="mailto:lucy.shepherd@essex.gov.uk">lucy.shepherd@essex.gov.uk</a></p>	<ul style="list-style-type: none"> <li>Regenerating our borough through buildings, employment, leisure and infrastructure.</li> <li>Promoting sustainability and reducing congestion.</li> </ul>

<p><b>Mercury Theatre Limited</b></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>Teresa Veith Executive Director Mercury Theatre Balkerne Gate Colchester CO1 1PT</p> <p><a href="mailto:theresav@mercury.co.uk">theresav@mercury.co.uk</a></p> <p>Officer contact – Jenny Ruder, Commercial and Business Manager Tel: 01206 507846 Delivery Point 18</p>	<ul style="list-style-type: none"> <li>Supporting tourism, heritage and the arts</li> </ul>
<p><b>Member Development Group</b></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, T. Higgins, Maclean, G. Oxford</p>		<p>Richard Clifford, Democratic Services Officer.</p> <p><a href="mailto:richard.clifford@colchester.gov.uk">richard.clifford@colchester.gov.uk</a> 01206 507832</p>	<ul style="list-style-type: none"> <li>Supports members to meet all strategic priorities</li> </ul>



<p><b>Abberton Reservoir Community Fund Panel</b></p> <p>(includes reps from the following parishes affected by the reservoir expansion works:-</p> <ul style="list-style-type: none"> <li>• Abberton &amp; Langenhoe</li> <li>• Winstred Hundred</li> <li>• Laver de la Haye</li> <li>• Laver Breton)</li> </ul>	<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 <a href="mailto:sue.jackson@colchester.gov.uk">sue.jackson@colchester.gov.uk</a> 01206 282450</p>	<ul style="list-style-type: none"> <li>• Regenerating our borough through buildings, employment, leisure and infrastructure.</li> </ul>
<p><b>Police and Crime Panel</b></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  Substitute member: Cllr Hunt</p>		<p>Colin Ismay Governance Team Manager Finance Essex County Council Telephone ddi 01245 430396 Extn 20396 Email: <a href="mailto:colin.ismay@essex.gov.uk">colin.ismay@essex.gov.uk</a> <a href="http://www.essex.gov.uk">www.essex.gov.uk</a></p>	<p>Relevant to community safety strategic priorities and work of the Community Safety Partnership</p>

<p><b>Local Highway Panel</b></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 Harris, T. Higgins, Hunt, Scott-Boutell.</p>	<p>The Panel to be administered and supported by Essex County Council</p>	<ul style="list-style-type: none"> <li>• Promoting sustainability and reducing congestion;</li> <li>• Regenerating our borough through buildings, employment, leisure and infrastructure.</li> </ul>
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**MEMBER CHAMPIONS 2012-13**

<b>Armed Forces Champion:</b>	Councillor Offen
<b>Business Champion:</b>	Councillor Frame
<b>Cycling Champion:</b>	Councillor P. Higgins
<b>Design and Heritage Champion:</b>	Councillor Hayes
<b>Diversity Champion:</b>	Councillor T. Higgins
<b>Older Persons Champion:</b>	Councillor Bourne
<b>Public Transport Champion:</b>	Councillor Naish
<b>Sports Champion:</b>	Councillor Greenhill
<b>Youth Champion:</b>	Councillor Scott-Boutell

## Appendix C

Outside Body	<b>LGA Rural Commission</b>	
Representative/s	Cllr Chillingworth (voting member), Cllr Cable (non voting member)	Officer: N/A
No. of meetings	Held in year:2	Attended: 1
Comments	<p>To address issues such as:</p> <p><b>Purpose of the Group</b></p> <p><b>To provide a forum for rural councillors across England to consider issues of common interest and to make recommendations to LGA and on to ministers where appropriate.</b></p> <p><b>To hear presentations from ministers and others on subjects of common interest.</b></p> <p><b>Work in 2012/13</b></p> <p>March meeting. Local government finance LEPS and rural growth EU rural funding programme Rural crime and police and crime commissioners (case studies) Rural flooding</p> <p><b>Other members</b> Most local authorities</p>	
Issues arising or Action required	<p>See above</p> <p>No action as this is not a decision-making body</p> <p>I tend to only attend the annual meeting in London. The autumn meeting is held over 2 days at another venue, last October it was Bath. I do not consider the cost involved in travel and staying overnight is justified.</p>	

Outside Body	<b>Haven Gateway Partnership</b>	
Representative/s	Cllr Turrell Cllr Barton (substitute member)	Officer: Ian Vipond
No. of meetings	Held in year: 5	Attended: 4
Comments	<p>To address issues such as:</p> <p><b>Purpose of the Group</b> The purpose of this Sub-Regional Economic Partnership is to be a framework through which partner organisations including local business representatives can work together to promote the economic opportunities and secure the future prosperity of this major gateway to the East of England</p> <p><b>Work in 2012/13</b> Economic projects and lobbying related to A14 and A120, Port related growth, (including Bathside Bay , Cruise Gateway, Windfarm opportunities) Low Carbon Freight Dividend, cultural collaboration, innovation Martlesham and feeding business objectives into the new LEP's . The partnership met with the roads and shipping minister Stephen Hammond MP to discuss improvements necessary to the connectivity within the sub-region if the sub-regions successful economic base was to be improved even further.</p> <p><b>Other members</b> All Local Authorities in the Haven Gateway Area *, various Haven Ports organisations, BT, Essex and Suffolk Chamber of Commences and individual Business Representatives.</p>	
Issues arising or Action required	<p>*A number of Suffolk Authorities, but not all, indicated that they wished to leave the partnership at the end of last year because of their involvement with their New Anglia LEP and the Partnership has been assessing its work programme in the context of the remaining authorities and Business representatives. A new work programme has now been agreed.</p>	

Outside Body	<b>Campaign to Protect Rural Essex</b>	
Representative/s	Cllr Blundell	
No. of meetings	Held in year: 4	Attended: 4
Comments	<p>To address issues such as:</p> <p><b>Purpose of the Group</b></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 that it faces, and to shape its future for the better. Its ambition is to preserve a beautiful and thriving countryside that's valued and enjoyed by everyone.</p> <p><u>Key Items</u></p> <p>The sudden death in July 2012 of the then CPRE Chairman, Tom Holme, at the age of 54, caused great sadness to colleagues and members of CPRE. Tom had tremendous energy and a great fondness for CPRE, together with a wide and varied number of contacts, including at National Government level, and his presence as CPRE Chairman is greatly missed. I attended his funeral.</p> <p>Since that time the oversight of CPRE has been carried out jointly by the two Vice Chairmen, Tricia Moxey and Richard Beauchamp, and it is expected that a new Chairman will be elected at the AGM in October 2013.</p> <p>As I mentioned in my Report at this time last year, difficulties regarding funding continue and there has been a slight reduction in membership.</p> <p><u>Recent Activities have included</u></p> <ul style="list-style-type: none"> <li>• In April 2012 a report was received from the Eastern Region Chairman of CPREngland relating to the possibility of altering the structure and staffing of this area, but no major restructure was recommended. As with many other charities nowadays, it was decided to reduce the number of regular meetings of the group and also to hire only cheaper premises for meetings. Fund Raising activities continue, with more planned for this year.</li> <li>• An integrate approach regarding policies on such matters as Wind Turbines, the NPPF, the expansion of Luton Airport, Incinerators, Media Contacts, links with LEPS, Overhead Power Lines across the Essex-Suffolk Border and the Government Policy re Traveller Sites was agreed.</li> </ul>	

- Braintree District Council has continued to object to the proposals by the G120 Group to build up to 11,000 houses on approximately 800 acres of land between Braintree and Marks Tey. Included in this proposal has been an offer to dual part of the A120 alongside which it was planned to build this 'New Town' but at a meeting with Priti Patel MP, which I attended, she explained that it was essential that the status of a 'Route of National Importance' must be obtained for this section of the A120 before MPs would even consider part funding of this upgrade, which she estimated would take about 3 years. However, she did say that if the planned expansion at Stansted Airport goes ahead then it would be essential for the A120 to Stansted to be dualled.

- Colchester planning applications/matters which have been discussed at CPRE meetings in Chelmsford and on which CPRE has commented include:

Tendring District Council's Local Plan

The application to upgrade and expand house building at St Osyth Priory, St Osyth

Horkesley Park, Colchester

Colchester United Practice Pitches at Tiptree

Wilkins (Jam) proposals for a new factory and house building project at Tiptree

Paintballing in Layer Wood, Layer Marney, Colchester

The proposal by Hook2Sisters for a very large expansion of their Chicken Factory in much the same geographical area from 180,000 to 360,000

- CPREssex has continued to support the 100 Parishes Project and Essex Woodland Partnership in their mission to regenerate our county's ancient woodlands.

#### Other Members of CPREssex's Advisory Committee

CPREssex Representatives from all Essex Local Authorities (including Basildon and Thurrock) but with the exception of Chelmsford, Maldon or Uttlesford attend the Advisory Committee meetings to give their reports on matters of interest to CPREssex in their localities, and the following Groups also give reports on matters relating to their interests:

Transport Group (this month regarding the proposed new Thames Crossing, where all three possible routes run through Thurrock and the third option runs through the Green Belt))

Plans Group (which described CBC's LDF as an example of an Excellent Plan!)

Events Group

	<p><u>Minerals and Waste Group (including Oil Fracking)</u> <u>Aviation Group</u></p> <p>Similarly, CPRE Representatives on External Bodies also present their reports, eg Dedham Vale Society, Ramblers Association, Harlow Civic Society, Essex Bridleways Association, Friends of Hadleigh Park and Essex Wildlife Trust.</p>
<p>Issues arising or Action required</p>	<p>As last year, CPREssex is having to work hard to raise funds and recruit members – particularly younger members. There is always a good attendance at CPREssex meetings and Members are in good spirits.</p> <p>Some members feel that the NPPF did not give tight enough guidance about building on Green Belt sites and there are concerns about some areas where building is encroaching onto the edge of, and sometimes into, such sites.</p> <p>However the exchange of information from representatives from all over Essex is most useful and, from time to time, enables mutual aid and support between Groups when particular problems such as the 'Green Belt' arise. Its work is valuable.</p>



Outside Body	<b>Board of Colchester Borough Homes</b>	
Representative/s	Cllrs Chapman, Gamble, Kimberley, Naish, Offen and L. Sykes	Officer: Gareth Mitchell
No. of meetings	Held in year: 7	Attended: 85%
Comments	<p>The board of directors provides strategic direction for the company, determines its policies, approves its expenditure and monitors its performance in delivering services. It also ensures compliance with the management agreement between the Company and the Council and ensures the Company complies with its legal responsibilities. Board members are also members of one or more sub committees (Finance &amp; Audit, HR &amp; Governance and Performance Review), which allows for greater scrutiny of specific items.</p> <p>Some of the key achievements of the Board in 2012/13 were: revising the Company's approach to risk management, overseeing the implementation of FSR stage two, approving the new arrangements for the delivery of a joint ASB service for Colchester, ensuring CBH was prepared for the impact of Welfare Reform and agreeing the Annual Delivery Plan, the Budget and the Housing Investment Programme for 2013/14.</p> <p>The Board also includes six tenant members and three independent members.</p>	
Issues arising or Action required	<p>The New Housing Arrangements project business case will be presented to Cabinet in this municipal year and will give rise to some governance changes within Colchester Borough Homes. The Council and CBH are working together to ensure these changes meet the needs of the new working arrangements.</p>	

Outside Body	<b>North Essex Parking Partnership</b>	
Representative/s	Cllr Hunt  Cllr Barton	Lead Officer: Matthew Young  Richard Walker - Operational Group Manager.
No. of meetings	5	5
Comments	<p>To address issues such as:</p> <p><b>Purpose of the Group</b></p> <p>To oversee and direct the work of the North Essex Parking Partnership (NEPP)  Providing an efficient and flexible single parking service for the whole of North Essex, and includes:  On-Street civil parking enforcement and charging  Off-Street civil parking enforcement (except Tendring District Council) and charging  Approving the implementation of Traffic Regulation Orders  Overseeing the North Essex Parking Partnership operation</p> <p><b>Work in 2012/13</b>  Set Parking Fees and Charges  Approve and implement Traffic Regulation Orders</p> <p><b>Other members</b></p> <p>Susan Barker (Uttlesford)  Penny Channer (Essex County)  Robert Mitchell (Braintree)  Nick Turner (Tendring)  Cllr Gary Waller (Epping Forest)  and Cllr Phil Waite (Harlow)</p>	
Issues arising or Action required	<p>Actions are recorded from each meeting and issued as minutes to each partner authority. As this is technically a sub-committee of Essex County Council all call-ins are undertaken under their system. It is clerked by Robert Judd from Colchester BC who are the lead authority.</p> <p>No actions required by CBC.</p>	

Outside Body	<b>North East Essex Children's Commissioning and Delivery Board</b>	
Representative/s	Cllr Feltham	Officer: Lucie Breadman
No. of meetings	Held in year: four	Attended: three
Comments	<p><b>Purpose of the Group</b>  The NE Local Children's Commissioning and Delivery Board brings together agencies and organisations locally to determine needs and identify priorities and plans for children and young people in the area.</p> <p>The Board also directly commissions services at a local level although remains accountable to the Strategic Joint Commissioning Group and its Executive.</p> <p>The Board engages with the local community, analysing and determining local need and informing the county-wide needs analysis and Strategic Joint Commissioning Group joint commissioning strategies and plans. It provides a local governance structure for integrated working practices and a local focus for commissioning activity.</p> <p>The NE Local Children's Commissioning and Delivery Boards ensure that a robust and effective relationship with the Essex Safeguarding Children Board exists through their Stay Safe sub-groups, consulting with them on safeguarding issues and on the development of plans. Whilst also ensuring that there are appropriate links and reporting arrangements to other relevant local bodies and groups.</p> <p>The key responsibilities of the NE Local Children's Commissioning and Delivery Board are:</p> <ul style="list-style-type: none"> <li>▪ To promote and deliver the local vision for children and young people in line with the commissioning plans and strategy of the Strategic Joint Commissioning Group.</li> <li>▪ To ensure the local delivery of the commissioning plans and strategies of the Strategic Joint Commissioning Group.</li> <li>▪ To lead the work on local aligning, pooling and sharing of resources to ensure effective and joint commissioning.</li> <li>▪ To ensure the effective and coordinated allocation of resources and agency activities locally to meet the needs of children, young people and families, including overseeing the operation and impact of Multi-Agency Allocation Groups (MAAGs)</li> <li>▪ To performance manage and oversee local activity to deliver improved impacts and results for children, young people and families.</li> </ul>	

- To ensure effective safeguarding of local children and young people, reporting to the Essex Safeguarding Children Board.

#### **Work in 2012/13**

- Development of a local needs analysis within the framework of the joint children's needs assessment and Joint Strategic Needs Assessment.
- Using the local needs analysis, agree specific local priorities within the context of the commissioning plans and strategy of the Strategic Joint Commissioning Group.
- Development and delivery of a joint plan to achieve the priorities of the Strategic Joint Commissioning Group and locally determined priorities.
- Development of a local 'resource envelope' that forms the basis for negotiation and agreement of the alignment, pooling and/or delegation of resources.
- Development of local evidence base of effective interventions and market intelligence as key tools in the development of local joint commissioning plans.
- Development of local commissioning plans and commission services according to local need within the strategic framework and governance framework established by the Strategic Joint Commissioning Group.
- Oversee performance management of the local plan, priorities and targets to ensure improved outcomes are achieved.
- Monitor, evaluate and review commissioned services to ensure effective service delivery and improved outcomes.
- Report on progress towards delivering the desired impacts and results
- Developed links with other local joint working arrangements, boards or bodies.
- Ensured the active participation and engagement of children, young people, parents, carers and families in the activities of the Local Children's Commissioning and Delivery Board, working within county-wide frameworks.
- Oversee the operation of Multi-Agency Allocation Groups (MAAGs) locally to ensure effective and coordinated responses to the needs of children, young people and families with additional and complex needs and ensure that emerging trends and intelligence are fed into local needs analysis and commissioning plans and activity.
- Contributed to the Review of Assessment Referral and Access Routes to Services.
- Contributed to the Childrens Partnership Review
- Supported the design of the Family Solutions Service

<b>Other members</b>		
<b>Service/agency</b>	<b>Role</b>	<b>Name</b>
<b>NHS</b>	GP consortium – children’s lead	TBC ( by Helen Kershaw)
	Public Health Commissioning	Debbie Healy & Georgina Warwick
	Children’s Commissioner	Helen Kershaw
	Provider of health services	Denise Peggs
	Hospital Trust	Dymphna Sexton-Bradshaw & Karen Hull
<b>District/Borough Council</b>	Lead Member	Clr Annie Feltham Clr Linda McWilliams
	Lead Officer	Lucie Breadman Paul Price
<b>Police</b>	District Commander representation	TBC
<b>LSP</b>	Lead Officer	TBC
<b>Job Centre Plus</b>	Area Representative	TBC
<b>Voluntary – community sector</b>	CVS & ECVYS	Tracey Rudling Sharon Alexander
<b>Essex School Governors Association</b>	Area representative	Rod Lane
<b>Education</b>	Early Years Area Representative	Diane Macefield
	Primary Facilitator (July 2013)	Andy Jones
	Secondary Facilitator (July 2013)	Nick Pavitt
	Special Schools	Gary Smith
<b>Essex County Council</b>	Elected Member	Clr Mick Page
	Head of Locality Commissioning	Maureen Hanley
	Director of Local Delivery	Alastair Gibbons
	Commissioning and Delivery Director Adult Social care	Nick Presmeg or Ethlet Chiwaka
	YOS Area Manager	Jackie Horlock

Issues arising or Action required	Whole Essex Partnership Review is on-going. The commitment to retain local partnership arrangements has been confirmed by the Childrens Partnership Executive however, the detail of their role going forward has yet to be determined. Therefore the operation of this Board is somewhat in limbo. Its scope for impact should be clearer once guidance from county is provided

Outside Body	<b>Colchester Community Stadium Board</b>	
Representative/s	Cllr Turrell and Hunt	Officer: Adrian Pritchard
No. of meetings	Held in year: 6 (from April 2012 – March 2013)	Attended: 6
Comments	<p>To address issues such as:</p> <p><b>Purpose of the Group</b></p> <p>To manage leases and tenants who operate the Colchester Community Stadium on behalf of the Council.</p> <p>To performance manage the commercial operator of the stadium against agreed key performance indicators.</p> <p><b>Work in 2012/13</b></p> <p>Performance manage the commercial management company of the stadium approving the business plan; operational and financial performance and key performance indicators.</p> <p>Operating achievements of the tenants, the Colchester United Football Club and the Colchester United Community Sports Trust.</p> <p>Ensure community and stakeholder issues are addressed by various tenants and partners.</p>	
Issues arising or Action required	<p>The two major issues addressed this year have been: -</p> <p>(i) The withdrawal of CUCST from the stadium following their financial position and on their request.</p> <p>(ii) Agreement to a new commercial operating agreement with the current management company which was subsequently approved by CBC Cabinet in ? 2013.</p>	

Outside Body	<b>Safer Colchester Partnership – Responsible Authority Group</b>	
Representative/s	Cllr T. Young	Officer: Pam Donnelly
No. of meetings	Held in year: 5	Attended: 5
Comments	<p><b>Purpose of the Group</b>  This is a statutory body set up under the Crime and Disorder Act 1988. Made up of a range of ‘Responsible Authorities’ each is charged with working together to reduce crime and disorder as well as working with others who have a key role such as housing and community groups. It is required to carry out an annual strategic assessment and a three year partnership plan reviewed annually. It also has the duty to carry out a Domestic Homicide Review should one be necessary in the Borough.</p> <p><b>Work in 2012/13</b>  Local priorities include reducing domestic violence, reducing re-offending, miss-use of alcohol and responding to emerging trends in local crime levels.  A key success this year has been the achievement of ‘purple flag’ status for Colchester Town which reflects considerable work on the night time economy including such initiatives as the SOS bus, Street Pastors, co-ordination of enforcement and the diversifying of the evening offer.  Other activities include the Community Days of Action each followed by three months of ‘Safer Colchester Project’ aimed at specific localities.  Elsewhere the Neighbourhood Action Panels have been restructured to matched the Council seven zones and we continue to offer ‘Crucial Crew’ to all yr 6 pupils in the Borough and for the first time have provided a senior crucial crew . The Partnership also supports the Women’s Safety Worker and Domestic Abuse Forum.</p> <p><b>Other members</b>  Essex Police (Colchester Commander), ECC, Essex Probation, Essex Fire Service and the Fire Authority, Colchester Borough Homes, North East Essex PCT (now the CCG), a variety of delivery agencies are invited to attend as appropriate.</p>	
Issues arising or Action required	<p>The Partnership now has a direct relationship with the Essex Police and Crime Commissioner which will inevitably impact on the direction of travel. The biggest single issue facing the Partnership in recent years is the significant reduction of Partnership funds which has had a dramatic impact on the projects that can be supported. Priorities continue to be challenged.</p>	



Outside Body	<b>Dedham Vale AONB and Stour Valley Joint Advisory Committee</b>	
Representative/s	Cllr Chapman and Cllr Cable	Officer: Adam John
No. of meetings	Held in year: 2 - (with an option to call additional 'special' meetings)	Attended: Member and/or Officer representation at all JAC meetings
Comments	<p>To address issues such as:</p> <p><b>Purpose of the Group:</b></p> <p>As representatives of all the funding partners the Joint Advisory Committee (JAC) scrutinises and supports the Dedham Vale AONB &amp; Stour Valley Project Team staff unit, including monitoring and setting its budgets and the Project business plan.</p> <p>The (JAC) has overall responsibility for producing, monitoring and reviewing the Management Plan, including the delivery plan (a statutory duty placed on Colchester Borough Council by the Countryside and Rights of Way (CROW) Act 2000). The JAC is also responsible for the review of the Projects Memorandum of Understanding (MoU)</p> <p><b>Overview of work carried out in 2011/12:</b></p> <ul style="list-style-type: none"> <li>• Monitoring delivery of the actions set within the Management Plan and resulting from any topic related working group</li> <li>• Intervention in the planning system as appropriate</li> <li>• JAC Members and Officer Representative liaising with other CBC councillors and officers as appropriate regarding issues relating to the AONB and Stour Valley</li> <li>• Monitoring progress of Managing a Masterpiece project</li> <li>• Members communicating with other Partners as appropriate about the budget process</li> <li>• Obtaining funding commitments as set out in the MoU</li> </ul> <p><b>Other funding partners to the Project:</b></p> <ul style="list-style-type: none"> <li>• DEFRA</li> <li>• Suffolk CC</li> <li>• Essex CC</li> <li>• Colchester BC</li> <li>• Babergh DC</li> <li>• Braintree DC</li> <li>• St Eds BC</li> <li>• Tendring DC</li> </ul>	

Outside Body	<b>Equality and Diversity Member Liaison Group</b>	
Representative/s	Cllrs T. Higgins, G. Oxford, Feltham, J. Young (Chair - resigned) and Willetts	Officer: Pamela Donnelly; Lucie Breadman
No. of meetings	Held in year: 2	Attended: As above
Comments	<p><b>Purpose of the Group</b></p> <p>Key aims of the Member Liaison Group:</p> <ul style="list-style-type: none"> <li>• To fulfil or discharge Councillors' legal duties under the Equality Act 2010;</li> <li>• To monitor progress against the above;</li> <li>• Strategic issues concerning equality and diversity;</li> <li>• Links to policies and procedures.</li> </ul> <p>Following discussions, and as the group did not appoint a new Chair as set out in the action note from the September 2012 meeting, this group has come to an end.</p> <p>"There was a considerable debate around Equality and Diversity aims and objectives and the role of the group and the contributions it is able to make in this larger arena. When for instance there were specific issues to consider it was simpler to engage and the group is still providing on going monitoring. The group noted that the Annual Report to Policy Review panel provides a monitoring opportunity.</p> <p>Clarification on whether we are to go forward for the Excellent Standard was requested and it was pointed out that if we are not going forward then the group is just monitoring the Annual Plan.</p> <p>It was agreed that the Chair would take the issue on how to move forward up with Cabinet."</p> <p><b>Work in 2012/13</b></p> <p>See above action note. The aims of the MLG are now covered as follows: An annual report on Equality and Diversity is considered by the Policy Review Panel when councillors have the opportunity to monitor and review the Council's activities and actions in meeting the requirements of the Equality Act 2010 and the Council's strategic issues. There is a Portfolio Holder for Equality and Diversity (who was also a member of MLG), a Head of Service and an officer who co-ordinate and report on this work, and each service is tasked with embedding Equality and Diversity into service delivery.</p>	
Issues arising or Action required	The Member Liaison Group met in April and September 2012 and the overall conclusion is that this group no longer needs to meet. No action required for 2013/14.	

Outside Body	<b>Member Development Group</b>	
Representative/s	Cllrs Smith, Harris, Maclean, Offen and G. Oxford	Officer: Richard Clifford
No. of meetings	Held in year: 3	Attended:  Number of attendees at each meeting  18 September 2012: 3 4 December 2012: 5 26 March 2013: 3
Comments	<p>A full report on the work of the Member Development Group is submitted to Cabinet annually, which gives full details of the provision of member development over the course of the municipal year and the benefits it brings.</p> <p>The Group oversees the provision of member development. The main highlights of its work in 2012-13 were as follows:-</p> <ul style="list-style-type: none"> <li>• The Council passed an interim reassessment of Member Charter Status and received positive feedback from the assessment team about elements of the Council's approach to member development.</li> <li>• A process for the introduction of Personal Development Plans for members was agreed and introduced.</li> <li>• A varied and interesting programme of development events was provided. Development concentrated on issues that related to Strategic Plan priorities. In particular a number of sessions on topical issues around welfare reform were delivered enabling councillors to provide advice and help to residents.</li> <li>• 57 Councillors attended at least one member development session in the course of the year. Nearly two thirds attended five or more sessions.</li> <li>• The Market Stalls event giving Councillors the opportunity an opportunity to meet Council officers and learn more about the services and structure of the Council was reintroduced.</li> </ul>	
Issues arising or Action required	Looking forward the main element of work for 2013-14 will be ensuring a successful reassessment of Charter Status in April 2014.	

Outside Body	<b>Abberton Reservoir Community Fund Panel</b>	
Representative/s	Cllr Bentley  Sub Cllr Ellis	Officer: Sue Jackson
No. of meetings	Held in year: 4	Attended: 4
Comments	<p><b>Purpose of the Group</b></p> <p><b>The Abberton Reservoir Community Fund Panel is a sub group of the Abberton Liaison Group. The liaison group meets quarterly.</b></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"> <li>(a) the programme for and the progress of construction;</li> <li>(b) forthcoming significant activities;</li> <li>(c) procedures for notifying the local community of their occurrence;</li> <li>(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;</li> <li>(e) amendments to normal traffic arrangements in the vicinity of the Reservoir</li> </ul> <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>	

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.

My role is to advise the panel whether the application satisfies the criteria in the section 106, to provide advice and answer questions. I do not have a vote.

### **Work in 2012/13 Meetings**

#### **13 June 2012**

Grant application for an extension to Abberton & Langenhoe Village Hall discussed and deferred to give the applicant an opportunity to submit further clarification on the impacts to residents from the reservoir works and information linking the use of the building/extension to the expansion of the reservoir.

#### **12 September 2012**

Grant application from a resident for removal expenses as the move was delayed because of the construction works associated with the diversion of the B1026. Evidence was provided by the applicant and NWL. In view of the conflicting evidence the panel approved a percentage of the grant applied for

Grant application for broadband to serve the parishes of Winstred Hundred. Application approved subject to restrictions and clarification on the revenue share element

Grant application for an extension to Abberton and Langenhoe Village Hall. Application approved subject to restrictions.

#### **12 December 2012**

Grant application from Layer PC application for footpath works application approved in principle

Reconsideration of grant application for removal expenses deferred as applicant did not attend.

Consideration of minor changes to the broadband grant for a 3 stage payments instead of the approved 5 stage approved

#### **15 March 2013**

Consideration of grant for works to Abberton and District Cricket Club. Deferred for additional information

Issues arising or Action required	
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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, 6 March 2013	Martyn Warnes	Living Wage	Verbal response provided at the meeting by Councillor Smith, Portfolio Holder for Business and Resources and Councillor T. Young, Portfolio Holder for Planning, Community Safety and Culture	6 March 2013
Cabinet, 6 March 2013	Darius Laws	Recommendations of the Technology and Community Engagement Task and Finish Group	Verbal response provided at the meeting by Councillor Turrell, Leader of the Council and Portfolio Holder for Strategy	6 March 2013
Cabinet, 6 March 2013	Ben Locker	Recommendations of the Technology and Community Engagement Task and Finish Group	Verbal response provided at the meeting by Councillor Turrell, Leader of the Council and Portfolio Holder for Strategy	6 March 2013
Council, 20 March 2013	Sara Colquhoun	The impact of the changes to access to the High Street	Verbal response provided at the meeting by Councillor Barton, Portfolio Holder for Renaissance and a written response from Councillor Barton sent on 10 April 2013	10 April 2013

<b>Council, 20 March 2013</b>	<b>Annesley Hardy</b>	<b>The impact of the changes to access to the High Street</b>	<b>Verbal response provided at the meeting by Councillor Barton, Portfolio Holder for Renaissance and a written response from Councillor Barton sent on 10 April 2013</b>	<b>10 April 2013</b>
<b>Council, 20 March 2013</b>	<b>Andy Hamilton</b>	<b>firstsite and Tymperleys</b>	<b>Verbal response provided at the meeting by Councillor T. Young, Portfolio Holder for Planning, Community Safety and Culture and Councillor Barton, Portfolio Holder for Renaissance</b>	<b>20 March 2013</b>
<b>Council, 20 March 2013</b>	<b>Nick Chilvers</b>	<b>The Monitoring Group for the changes to the access to the High Street; improvements to the bus station</b>	<b>Verbal response provided at the meeting by Councillor Barton, Portfolio Holder for Renaissance</b>	<b>20 March 2013</b>
<b>Council, 20 March 2013</b>	<b>Jim Sands</b>	<b>The impact of the changes to access to the High Street</b>	<b>Verbal response provided at the meeting by Councillor Barton, Portfolio Holder for Renaissance and a written response from Councillor Barton sent on 4 April 2013</b>	<b>4 April 2013</b>
<b>Council, 20 March 2013</b>	<b>Ben Locker</b>	<b>Recommendations of the Technology and Community Engagement Task and Finish Group</b>	<b>The issues raised were addressed in the debate by Council on the recommendations by Full Council</b>	<b>20 March 2013</b>
<b>Council, 20 March 2013</b>	<b>Darius Laws</b>	<b>Recommendations of the Technology and Community Engagement Task and Finish Group</b>	<b>The issues raised were addressed in the debate by Council on the recommendations by Full Council</b>	<b>20 March 2013</b>
<b>Council, 20 March 2013</b>	<b>Amanda Stannard</b>	<b>The impact of changes to Housing Benefit</b>	<b>Written response sent by Councillor Bourne, Portfolio Holder for Housing, sent on 10 April 2013</b>	<b>10 April 2013</b>



**(ii) Petitions**

<b>Date petition received</b>	<b>Lead Petitioner</b>	<b>Subject Matter</b>	<b>Form of Response</b>	<b>Date Completed</b>
<b>18 March 2013</b>	<b>Annesley Hardy</b>	<b>Changes to the access to the High Street</b>	<b>Petition rejected as invalid as it did not comply with Petition Procedure Rules</b>	<b>20 March 2013</b>
<b>20 March 2013</b>	<b>Ben Locker</b>	<b>In support of transparency at public meetings</b>	<b>Petition rejected as invalid as it did not comply with Petition Procedure Rules</b>	<b>27 March 2013</b>

