

Policy Review and Development Panel

Grand Jury Room, Town Hall
5 August 2013 at 6.00pm

The Policy Review Panel deals with reviewing policies and issues at the request of the Cabinet or Portfolio Holder, or pro-actively identifying issues that may require review; dealing with those issues either directly or by establishing Task and Finish Groups, monitoring progress of these Groups and assessing their final reports.

Information for Members of the Public

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www.colchester.gov.uk

Terms of Reference

Policy Review and Development Panel

- To review strategies and policies at the request of the Cabinet either directly or by establishing Task and Finish Groups, and to make recommendations back to Cabinet for decision.
- To review issues at the request of a Portfolio Holder either directly or by establishing Task and Finish Groups and to make recommendations back to the Portfolio Holder for decision.
- To monitor progress of Task and Finish Groups and assess their final reports prior to their submission to either the Cabinet or the Portfolio Holder.
- To proactively identify issues that may require review and improvement and to seek Cabinet's agreement as to whether and how they should be examined.

COLCHESTER BOROUGH COUNCIL
POLICY REVIEW AND DEVELOPMENT PANEL
5 August 2013 at 6:00pm

Members

Chairman : Councillor Julie Young.
Deputy Chairman : Councillor Mark Cory.
Councillors Mark Cable, Nigel Chapman, Barrie Cook,
John Elliott, Colin Mudie and Lesley Scott-Boutell.

Substitute Members : All members of the Council who are not Cabinet members or members of this Panel.

Agenda - Part A

(open to the public including the media)

Members of the public may wish to note that Agenda items 1 to 6 are normally brief and the last Agenda Item is a standard one for which there may be no business to consider.

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 to silent;
- the audio-recording of meetings;
- location of toilets;
- introduction of members of the meeting.

2. Substitutions

Members may arrange for a substitute councillor to attend a meeting on their behalf, subject to prior notice being given. The attendance of substitute councillors must be recorded.

3. 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.

4. 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.

5. 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.

6. Minutes

To confirm as a correct record the minutes of the meetings held on 22

May and 17 June 2013

7. Delivering Community Benefits from EU Funding in Colchester **7 - 9**

See report by the Head of Commercial Services

The following external guests have been invited to assist the panel with their deliberations:-

- Anita Cleary, Trustee, Hythe Community Centre
- Matthew Rowe, Director, firstsite
- Rebecca Bear, Programme Manager, SustainaBuild
- Tom Hodgson, Development Manager, Colchester and Ipswich Museum Service

8. Work Programme 2013/14 **10 - 12**

See report by the Assistant Chief Executive

9. Exclusion of the public

In accordance with Section 100A(4) of the Local Government Act 1972 and in accordance with The Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000 (as amended) to exclude the public, including the press, from the meeting so that any items containing exempt information (for example confidential personal, financial or legal advice), in Part B of this agenda (printed on yellow paper) can be decided. (Exempt information is defined in Section 100I and Schedule 12A of the Local Government Act 1972).

**POLICY REVIEW AND DEVELOPMENT PANEL
22 MAY 2013**

Present :- Councillor Julie Young (Chairman)
Councillor John Elliott (Deputy Mayor)
Councillors Mark Cable, Nigel Chapman, Barrie Cook,
Mark Cory and Lesley Scott-Boutell

1. Appointment of Chairman

RESOLVED that Councillor J Young be elected Chairman for the forthcoming Municipal Year.

2. Appointment of Deputy Chairman

RESOLVED that Councillor Cory be elected Deputy Chairman for the forthcoming Municipal Year

POLICY REVIEW AND DEVELOPMENT PANEL

17 JUNE 2013

Present :- Councillor Julie Young (Chairman)
Councillor John Elliott (Deputy Mayor)
Councillors Mark Cable, Nigel Chapman, Mark Cory,
Colin Mudie and Lesley Scott-Boutell

Substitute Member :- Councillor Helen Chuah for Councillor Barrie Cook

3. Minutes

The minutes of the meeting of the Panel held on 25 February 2013 were confirmed as a correct record.

4. Invited Guests

The Chairman welcomed five guests who had been invited to the meeting in order to broaden the Panel's discussion on Environmental Sustainability:

- David Webb from Sustainability East
- Paul Hinsley from Essex County Council
- Andrew Wilkinson from En-form
- Jo Wheatley from Transition Town Wivenhoe
- Jason Pettit from Transition Town Wivenhoe

5. Environmental Sustainability Strategy

Councillor Chapman (in respect of his Board Membership of Colchester Borough Homes) declared a non-pecuniary interest in this item pursuant to the provisions of Meetings General Procedure Rule 7(5).

The Panel considered a report by the Head of Commercial Services reviewing the past achievements of the Council on environmental sustainability with a view to making recommendations to Cabinet on the development of a new Environmental Sustainability Strategy.

Sam Preston, Interim Group Manager for Strategy and Business, explained that the Council's Nottingham Declaration Strategy and Carbon Management Programme had now come to an end, leaving an opportunity for the Council to review its achievements and plan for the future.

The Council had been highly committed to its environmental responsibilities and had undertaken a number of key projects to reduce its own CO₂ emissions, support local communities and businesses to reduce their emissions and save money on energy bills and to understand the potential long term impacts of climate change. It had also take part in the Local Authority Carbon Management Programme and had exceeded its

target to reduce CO₂ emissions from buildings and operations with a total reduction in CO₂ emissions by 26% (2,444 tonnes).

In addition the Council had undertaken a number of projects to raise environmental awareness within communities and businesses as well as supporting them to access grants and funding to implement energy saving projects such as:

- Green Deal/ECO – The Government launched schemes to provide an affordable way for households to install energy saving measures;
- Climate Local – a re-launch of the Nottingham Declaration. Local authorities are encouraged to sign up for the scheme which commits them to taking action on climate change mitigation and adaptation;
- Home Energy Conservation Act (HECA) – the Government revised guidance on HECA in 2012 to move from a data gathering process to a local priority and action planning system;
- Energy switching schemes – The Council has started a scheme with iChoosr to offer an energy switching solution for residents in the borough to access cheaper energy deals.

Councillor Tim Young, Portfolio Holder for Planning, Community Safety and Culture, attended and, with the consent of the Chairman, addressed the Panel.

The Chairman invited each of the guests in turn to address the Panel on the issues from their organisation's perspective.

David Webb explained that Sustainability East had been launched in April 2011 to bring together elements of Climate East - the regional climate change partnership - and the former Sustainability East. He spoke about sustainability and climate change from a national and regional perspective giving an insight into government priorities and large regional programmes that could influence Colchester's Strategy going forward. He emphasised the need for local authority strategies to be aligned with environmental sustainability to ensure Councils were well placed to deal with issues as they emerged. It was also important to partner with other areas of policy such as economic growth, transport, health, energy and water. David went on to explain that for Authorities to successfully work together it was necessary for the issues to be fully embedded, for leadership to be demonstrated to show people how to achieve success and for broader collaboration to be in place in order to develop the right strategies and innovations.

Andrew Wilkinson explained that En-form was a local environmental charity which ran a number of projects to encourage residents and communities to be more sustainable. He referred to some of the projects that had been run successfully whilst giving an insight into local need. He explained that the organisation tried to concentrate on the themes of waste and recycling, energy, water and transport. In the past the organisation had raised between £50k and £60k for project work and because of its charitable status the organisation had the ability to access funding and expertise to complete projects that others were unable to undertake. Projects were assessed on the basis of need, value for money and costs. Andrew explained that certain initiatives were considered to

be logical initiatives (such as car sharing) whereas, in practice, very few people were prepared to commit to sharing themselves. In response to a question regarding the Frock Swap concept, he explained that Lottery Funding had been secured for a 'give and take' scheme whereby unwanted goods could be left outside on a certain day a week for others to take away free of charge.

Paul Hinsley explained the major sustainability projects that Essex County Council had been working on recently including climate change mitigation and adaptation. He explained the links with Planning, Economic Growth and Environment which reflected the need for sustainability to be supported by other areas of policy. Essex County Council was largely driven by the Carbon Reduction commitment which was reported to Government annually and had been a useful lever in terms of the financial penalties incurred where energy usage had not been measured accurately. In addition, the Essex Economic Growth Strategy was looking at low carbon technology such as the replication of off shore wind farms in suitable locations on land. In responding to a question regarding Local Enterprise Partnership funding, Paul explained that he assists in coordinating County and District investment teams to meet, discuss and bid for funds. Reference was made to the initiative undertaken by Suffolk County Council to install photo voltaic panels at the primary schools within its ownership and Paul explained that work had been undertaken at Essex to engage with the 600 or so primary and secondary schools across the County but the issue had been less straight forward due to the differing ownerships of the various schools.

Jo Wheatley and Jason Pettit explained that Transition Town Wivenhoe was an organisation which was working in partnership with a number of organisations towards a sustainable and resilient future. The group used grass root volunteers to concentrate on food issues which tended to have the greatest impact locally. The group had also worked with local market gardeners in Wivenhoe and was looking generally at the local economy. Jason went on to say that the group had achieved success at a local level through the activity of between 30 and 50 regular volunteers and now was looking for support at an infrastructure level, such as in relation to cycle ways and street lighting, in order to bring broader success. He felt it was important for Councillors to deliver strong leadership in terms of sustainability strategies. An active group had developed in Nayland, set up on the back of an energy initiative providing good returns on investment. Attempts had been made to deliver a similar regime in Colchester itself but it had proved more difficult to achieve over a larger area.

Particular discussion from the Panel members was in relation to:

- The legacy of the Nottingham Declaration and the need for the organisation to pull together various areas such as Planning and Neighbourhood Plans in a consistent and coherent manner as well as the need for the collection of robust data to demonstrate real impact;
- The added benefit of introducing 20 mph limits in residential areas which would assist in persuading parents of the potential to permit children to walk and cycle to school;
- The cause of high levels of emissions from in terms of density of vehicles and speed of travel;
- The potential to develop the concept of the Frock Swap across other areas of

Reduce – Re-use – Recycle;

- The potential for communities in rural areas to collaborate in purchasing oil in bulk in order to drive down the cost to individual consumers;
- The sustainability and environmental work included Colchester's Local Development Framework which had assisted in providing Colchester with a robust framework within which to operate;
- The fact that cooking fat had recently become a tradable commodity;
- The Council's current refuse freighter fleet being powered with bio diesel;
- The current situation regarding the provision of electric vehicle charging points and the funding available from the EU and the requirement on supermarket developments to include charging points;
- The options available to provide alternative heating solutions and the need for individuals to provide information in the form of case studies in order to share the information for the benefit of others.

RESOLVED that –

- (i) All the guests be thanked for their valuable contributions to the meeting

RECOMMENDED to Cabinet that:-

- (i) The following issues be borne in mind when the Council's new Environmental Strategy is determined:

- The need for relevant strategies to be well aligned across various areas of the Council's operation;
- Concentration be directed at particular projects with a wider scale of impact;
- The need for environmental sustainability to be embedded in all that the Council delivers;
- The importance of projects at the grass roots level, such as Transition Town, to be supported, particularly in respect of assistance infrastructure levels;
- The importance of accurate data to be gathered in order to provide measurable evidence of the impact of strategies;
- The ability to work with other organisations to secure consistent funding support;
- The benefit of continuing with the broad collaboration with Essex County Council and other groups;
- The problem of oil dependency in rural areas and the need for sustainable alternatives to be explored more fully;
- The potential to communicate and develop more opportunities, such as the photo voltaic initiative at local schools, as well as other successful case studies;
- The requirement for the Council to take the lead in terms of sustainability in order to demonstrate to others how to take the issues forward.

6. Work Programme 2013-14

The Panel considered a report by the Assistant Chief Executive including an update,

giving details of items that Cabinet had indicated it would like to request the Policy Review and Development Panel to review as follows:-

- Transportation Strategy
- Housing, homelessness and welfare reform
- Behaviour Change
- Economic Growth
- Zone Working at CBC
- Market Strategy
- European Funding

The provisional scheduling of the areas of work had been undertaken for the Panel, bearing in mind availability and that the programming of some items will need to be at a specific time in the year.

The report also provided an update of the work of the 20mph and Waste and Recycling Task and Finish Groups

RESOLVED that –

- (i) The provisional scheduling of initiatives and policy reviews identified by the Cabinet be approved and the current situation regarding the Task and Finish Groups be noted.
- (ii) Details of the scheduling of the initiatives and policy reviews within the Panel's Work Programme be referred to Cabinet for information.



Policy Review and Development Panel

Item

7

5 August 2013

Report of	Head of Commercial Services	Author	Josie Worner ☎ 282914
Title	Delivering Community Benefits from EU Funding in Colchester		
Wards affected	All wards		

The Panel is invited to review the achievements of the Council with regards to EU funded projects and make recommendations to Cabinet on how to maximise benefits from EU Funding for Colchester in the future.

1. Actions required

- 1.1 To note the past achievements of the Council with regards to European-funded projects.
- 1.2 To note the future context and priorities around EU funding investment.
- 1.3 To make recommendations to Cabinet about how Colchester can continue and increase access to EU funding in the future.

2. Reason for scrutiny

- 2.1 With a backdrop of restricted public finances, the Council continues to look at how it will raise funding to deliver new jobs, business growth, infrastructure, and opportunities for the community. The Council has existing commitment and expertise in European funding that it can leverage.
- 2.2 Government has asked Local Enterprise Partnerships (LEPs) to draft a European funding strategy by autumn 2013. For Colchester this role is performed by the South East Local Enterprise Partnership (SELEP) and covers Essex, Kent and East Sussex. The strategy will determine the priorities for growth in the South-east and set out a framework of projects that will be eligible for funding between 2015 and 2020. The strategy will link to the Strategic Economic Plans that LEPs are producing and will also set the framework for how Government is likely to allocate its funding programmes, such as Growth Deals.
- 2.3 Review of progress to date in this area, will enable panel members to inform Colchester's priorities and contribution to the development of the strategy.

3. Background information

- 3.1 There are numerous European funding programmes. The Council has to date accessed Interreg and the East of England Competitiveness Programme. Interreg is managed by a secretariat on behalf of the European Commission and requires development and delivery of projects working with partners in different countries within Europe. The Competitiveness Programme is managed at the UK level, and in the east is focused upon low-carbon growth.
- 3.2 In the future programme period (2015-2020), any source of European funding that the UK can access will be aligned to 3 priority themes:

1. Strengthening research, technological development and innovation
2. Enhancing the competitiveness of small and medium sized businesses.
3. Supporting low-carbon economy across all sectors

LEP funding and the strategy will identify the area's priorities for economic growth and innovation, a project pipeline, and indications of how LEPs will seek to match fund 60% of the project budget from a range of sources including: government programmes; particularly the Growth Deal, private-sector contribution, academic research councils, Technology Strategy Board and so on. The agreed vehicle for Colchester to influence the SELEP funding strategy is the Essex Integrated County Strategy which can be accessed from the Essex County Council web site [here](#) (or by navigating from essex.gov.uk: Home > Your Council > Strategies and Policies > The Integrated County Strategy).

- 3.3 Work is currently underway to refresh and enhance the Essex Integrated County Strategy in partnership with other Essex local authorities as an Essex position on its sector strengths, opportunities for growth driven by innovation and competitiveness, opportunities for enhanced partnership working with higher education and industry and project pipeline.
- 3.4 At the time of writing the report, the SE LEP has been provisionally allocated £165m of European funding to deliver growth between 2015-2020. £82.5m of which will be aligned to innovation, small and medium sized business competitiveness, ICT and low-carbon initiatives underpinning this. £82.5m of which will be allocated to employability and skills and social innovation. Workshops continue to take place to discuss themes and no drafts of the strategy have been circulated. We know that for at least the first two years of the strategy any proposed projects must indicate where they will draw match funding from (60%). Should any more information be available about this work or the draft at the time of presenting to the panel, then a paper will be tabled.

4. Summary of recent EU funded projects in Colchester

4.1 TRANSCOAST

Transcoast commenced in July 2009 and will finish in December 2013. It is funded by the Interreg IVA programme and is a consortium led by Zeeland, Netherlands. Colchester secured EUR 466,425 with match funding from staff salaries, development contribution, and a grant from Homes and Community Agency. The funding has supported one project delivery post.

Transcoast has delivered improvements to public areas and access routes in the Hythe and community engagement, including supporting Hythe Forward and interpreting the history of the area.

4.2 CURE

CURE stands for Creative Urban Renewal in Europe. The project commenced in January 2011 and will finish in December 2014. It is funded by the Interreg IVB programme and is a consortium led by Hagen, Germany. Colchester secured EUR 212,000 with match funding from staff salaries, Arts Council England, and the Haven Gateway partnership. The funding has supported one project delivery post.

CURE has enabled development of the Creative Colchester strategy, temporary use of empty buildings and spaces and the architectural plans, planning consent and operating model for a Creative Business Centre as well as EUR 120,000 towards refurbishment costs.

4.3 SUSTAINABUILD

SustainaBuild commenced in July 2013 and will finish in February 2015. It is funded by Competitiveness Programme (UK managed fund) and is an East of England consortium led by Climate Energy/British Gas. Colchester has secured £371,800 with match funding drawn from the capital programme and staff salaries for Colchester Borough Homes. The project supports three delivery posts. The project enables the low-carbon refurbishment including heating, lighting, solar hot water, triple glazing, voltage optimisers, insulation of the Council's Worsnop House – sheltered housing scheme.

4.4 NORMAN CONNECTIONS

Norman Connections commenced in October 2010 and will finish in May 2014. It is funded by Interreg IVA programme with a consortium led by Medway, UK. Colchester has secured £132,000 with match funding from the capital programme and staff salaries. The project will deliver interpretation of Colchester Castle as part of its major redevelopment.

4.5 CREATIVE BUSINESS CENTRE

The Creative Business Centre full application is expected to be submitted to the East of England Competitiveness Programme by September 2013. The project will be led by the Council, in partnership with the University of Essex and firstsite. The project would support 6 delivery posts (4FTE).

If successful, the Council will secure £750,000 of a £2m project budget to deliver phase 1 that will provide 20 creative studios, a programme of business incubation, training and support, and include an exemplar low-carbon building concept. Match funding has been secured from Arts Council England, firstsite, University of Essex, Essex County Council and partner staff salaries.

5. **Invited guests**

5.1 The following external guests have been invited to assist the panel with their deliberations:-

Anita Cleary, Trustee, Hythe Community Centre

Matthew Rowe, Director, firstsite

Rebecca Bear, Programme Manager, SustainaBuild

Tom Hodgson, Development Manager, Colchester and Ipswich Museum Service

6. **Strategic Plan references**

6.1 This report links to the Strategic Plan priority to regenerate our borough through buildings, employment, leisure and infrastructure.

7. **Other Standard References**

7.1 Having considered consultation, publicity, financial implications, equality, diversity and human rights, health and safety, community safety and risk management implications, there are none which are significant to the matters in this report. All of these implications would be fully reviewed at the development stage for individual projects.

Policy Review and Development Panel

Item

8

5 August 2013

Report of	Assistant Chief Executive	Author	Amanda Chidgey
Title	Work Programme 2013/14		☎ 282227
Wards affected	Not applicable		

This report sets out the current Work Programme 2013/2014 for the Policy Review and Development Panel.

1. Decisions Required

- 1.1 The Policy Review and Development Panel is asked to note the current situation regarding the Panel's work programme for 2013/14.

2. Alternative options

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

3. Introduction

- 3.1 The terms of reference for the Panel involve reviewing and making recommendations on strategies and policies at the request of the Cabinet or a portfolio holder and making recommendations back to Cabinet for decision. In addition the panel can proactively identify issues requiring review and, accordingly, seek Cabinet's agreement as to whether and how they should be examined.
- 3.2 The Panel's work programme will evolve as the Municipal Year progresses and items of business are commenced and concluded. At each meeting of the Panel, the opportunity is taken for the work programme to be reviewed and, if necessary, amended according to current circumstances.

4. Supporting Information

- 4.1 The Work Programme has been updated since the meeting of the Panel held on 17 June 2013 to reflect the decisions that were made at the meeting in relation to the areas of work that the Cabinet had requested the Panel to review and the proposed scheduling of the items of business.

5. Strategic Plan References

- 5.1 The Council recognises that effective local government relies on establishing and maintaining the public's confidence, and that setting high standards of self governance provides a clear and demonstrable lead. Effective governance, of which the review and development of policy are parts, underpins the implementation and application of all aspects of the Council's work.

7. Standard References

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

**Policy Review and Development Panel
WORK PROGRAMME 2013/14**

	<u>17 June 2013</u>		<u>5 August 2013</u>	<u>16 September 2013</u>
Policy Initiatives			European Funding	Behaviour Change Economic Growth (including youth employment)
Review of Corporate Policies	Environmental Sustainability			
Task and Finish Groups				20 mph speed limit // Update

	<u>4 November 2013</u>		<u>13 January 2014</u>	<u>10 March 2014</u>
Policy Initiatives	Transportation Strategy		Market Strategy Zone Working	Housing / Homelessness / Welfare Reform
Review of Corporate Policies	Equality and Diversity // Annual Report			
Task and Finish Groups				

Task and Finish Groups	Membership 2013-14
Waste Prevention and Recycling Options Appraisal	Councillors Cope, Cory, Lissimore, B. Oxford, Willetts and J Young
20 mph	Councillors Harrington, Lilley, G Oxford, L Sykes and Parish Councillor Gili-Ross

