

Cabinet Meeting

**Grand Jury Room, Town Hall, High Street,
Colchester, CO1 1PJ
Wednesday, 31 January 2018 at 18:00**

The Cabinet deals with the implementation of all Council services, putting into effect the policies agreed by Full Council and making recommendations to Full 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 (the list of items to be discussed at a meeting), which is usually published five working days before the meeting, and minutes once they are published.

Dates of the meetings are available here:

<https://colchester.cmis.uk.com/colchester/MeetingCalendar.aspx>.

Most meetings take place in public. This only changes when certain issues, for instance, commercially sensitive information or details concerning an individual are considered. At this point you will be told whether there are any issues to be discussed in private, if so, you will be asked to leave the meeting.

Have Your Say!

The Council welcomes contributions and representations from members of the public at most public meetings. If you would like to speak at a meeting and need to find out more, please refer to the Have Your Say! arrangements here: <http://www.colchester.gov.uk/haveyoursay>.

Audio Recording, Mobile phones and other devices

The Council audio records public meetings for live broadcast over the internet and the recordings are available to listen to afterwards on the Council's website. Audio recording, photography and filming of meetings by members of the public is also welcomed. Phones, tablets, laptops, cameras and other devices can be used at all meetings of the Council so long as this doesn't cause a disturbance. It is not permitted to use voice or camera flash functions and devices must be set to silent. Councillors can use devices to receive messages, to access meeting papers and information via the internet. Looking at or posting on social media by Committee members is at the discretion of the Chairman / Mayor who may choose to require all devices to be switched off at any time.

Access

There is wheelchair access to the Town Hall from St Runwald Street. There is an induction loop in all the meeting rooms. If you need help with reading or understanding this document please take it to the Library and Community Hub, Colchester Central Library, using the contact details below and we will try to provide a reading service, translation or other formats you may need.

Facilities

Toilets with lift access, if required, are on each floor of the Town Hall. A water dispenser is available on the first floor.

Evacuation Procedures

Evacuate the building using the nearest available exit. Make your way to the assembly area in the car park in St Runwald Street behind the Town Hall. Do not re-enter the building until the Town Hall staff advise you that it is safe to do so.

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www.colchester.gov.uk

COLCHESTER BOROUGH COUNCIL
Cabinet
Wednesday, 31 January 2018 at 18:00

The Cabinet Members are:

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|---------------------|--|
| Leader and Chairman | Councillor Paul Smith (Liberal Democrats) Councillor Tina Bourne (Labour) Councillor Mark Cory (Liberal Democrats) Councillor Annie Feltham (Liberal Democrats) Councillor Mike Lilley (Labour) Councillor Beverley Oxford (The Highwoods Group) Councillor Jessica Scott-Boutell (Liberal Democrats) Councillor Tim Young (Labour) |
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AGENDA
THE LIST OF ITEMS TO BE DISCUSSED AT THE MEETING
(Part A - open to the public)

Please note that Agenda items 1 to 5 are normally dealt with briefly.

1 Welcome and Announcements

The Chairman will welcome members of the public and Councillors and remind everyone to use microphones at all times when they are speaking. The Chairman will also explain action in the event of an emergency, mobile phones switched to silent, audio-recording of the meeting. Councillors who are members of the committee will introduce themselves.

2 Urgent Items

The Chairman will announce if there is any item not on the published agenda which will be considered because it is urgent and will explain the reason for the urgency.

3 Declarations of Interest

Councillors will be asked to say if there are any items on the agenda about which they have a disclosable pecuniary interest which would prevent them from participating in any discussion of the item or participating in any vote upon the item, or any other pecuniary interest or non-pecuniary interest.

4 Minutes of Previous Meeting

The Councillors will be invited to confirm that the minutes are a correct record of the meeting held on 22 November 2017.

Minutes 22-11-17

7 - 20

5 Have Your Say!

The Chairman will invite members of the public to indicate if they wish to speak or present a petition on any item included on the agenda or any other matter relating to the terms of reference of the meeting. Please indicate your wish to speak at this point if your name has not been noted by Council staff.

6 Decisions Reviewed by the Scrutiny Panel

The Councillors will consider the outcome of a review of a decision by the Scrutiny Panel under the call-in procedure. At the time of the publication of this agenda, there were none.

7 Strategy

7(i) Strategic Plan 2018-21

21 - 34

This report invites Cabinet to agree a draft Strategic Plan 2018-21 and to recommend it to Full Council for adoption.

8 Housing and Communities

8(i) Taking Action to Tackle Homelessness

35 - 42

This report summarises new action to reduce homelessness, and improve the service the Council provides to homeless people.

9 Strategy/Resources/Housing and Communities

9(i) 2018/19 General Fund Revenue Budget, Capital Programme and Medium Term Financial Forecast

43 - 128

This report requests that Cabinet recommend to Council the 2018/19 General Fund Revenue Budget, Colchester Borough Council's element of Council Tax for 2018/19, the Capital Programme and the Medium Term Financial Forecast.

9(ii) Housing Revenue Account Estimates 2018/19

129 -
152

This report sets out the Housing Revenue Account budget for 2018/19, including proposals for changes to tenants rents for the coming financial year, and the management fee payable to Colchester Borough Homes. It includes a forecast of the potential

expenditure requirements and income projections for the HRA for the next 5 years, and the updated 30 year HRA financial model.

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| 9(iii) | Housing Investment Programme 2018/19 | 153 - 160 |
| | This report sets out a summary of the proposed allocation of £9.188million of new resources to the Housing Investment Programme for 2018/19, along with the sources of funding. It also includes an indication of the potential expenditure requirements and funding sources for the years 2019/20 to 2022/23. | |
| 10 | Waste and Sustainability | |
| 10(i) | Review of Waste Collection Strategy | 161 - 208 |
| | This report sets out how the changes to the waste collection strategy agreed in December 2016 have been implemented and the impact the changes have made. | |
| 11 | Commercial Services | |
| 11(i) | Colchester Commercial Holdings Ltd Business Plan | 209 - 240 |
| | This reports sets out the business plan for Colchester Commercial (Holdings) Limited (CCHL) which combines all high level goals, financial targets and personnel functions from the subsidiary companies. The report recommends that the Cabinet approves the CCHL business plan including the revenue and capital assumptions and implications for the Council's budget. | |
| 11(ii) | Refurbishment of 5-6 St Nicholas St | 241 - 244 |
| | This report provides an update on the redevelopment of 5-6 St Nicholas Street (Jacks) and invites Cabinet to consider a limited refurbishment of the building, which would then be leased to a prospective tenant. | |
| 12 | Business and Culture | |
| 12(i) | Half Yearly Performance Report including Progress on Strategic Plan Action Plan | 245 - 272 |
| | This report summarises performance for the first half of 2017-18 towards achieving the Council's key performance measures and the Strategic Plan Action Plan. | |
| 13 | Resources | |

- 13(i) **Mandatory Member Development, Member Role Profiles and Training Plan** 273 - 310

This report invites Cabinet to consider making a recommendation to Council in respect of mandatory member development and to approve Councillor role profiles and training plan.

14 **General**

- 14(i) **Progress of Responses to the Public** 311 - 314
To note the contents of the Progress Sheet

15 **Exclusion of the Public (Cabinet)**

In accordance with Section 100A(4) of the Local Government Act 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).

Part B
(not open to the public including the press)

16 **Commercial Services - Part B**

16(i) **Refurbishment of 5-6 St Nicholas St - Part B**

This report provides confidential background information on the costs required to bring the building into a lettable state should Cabinet decide to progress the option identified in the report on Part A of the agenda. It also seeks approval of the capital spend required for the building works together with approval of the draft heads of terms for the lease.