

Council Meeting

**Council Chamber, Town Hall, High Street,
Colchester, CO1 1PJ
Wednesday, 15 July 2015 at 18:00**

Information for Members of the Public

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COLCHESTER BOROUGH COUNCIL
Council
Wednesday, 15 July 2015 at 18:00

TO ALL MEMBERS OF THE COUNCIL

Published 14/07/2015

You are hereby summoned to attend a meeting of the Council to be held at the Town Hall, Colchester on Wednesday, 15 July 2015 at 18:00 for the transaction of the business stated below.



Chief Executive

AGENDA - Part A
(open to the public including the press)

Please note that the business will be subject to short breaks at approximately 90 minute intervals.

Members of the public may wish to note that Agenda items 1 to 5 are normally brief.

Apologies

Councillors Davies, Fairley-Crowe, Liddy, Lissimore, B. Oxford and G. Oxford

1 Welcome and Announcements

(a) The Mayor to welcome members of the public and Councillors and to invite the Chaplain to address the meeting. The Mayor to remind all speakers of the requirement for microphones to be used at all times.

(b) At the Mayor's discretion, to announce information on-

- action in the event of an emergency;
- use of mobile phones;
- audio recording of the meeting;
- location of toilets.

2 Have Your Say!

The Mayor to ask members of the public to indicate if they wish to ask a question, make a statement or present a petition on any

matter relating to the business of the Council - either on an item on the agenda for this meeting or on a general matter not on this agenda and to invite any such contributions (Council Procedure Rule 6(2)).

(Note: A period of up to 15 minutes is available for general statements and questions under 'Have Your Say!').

3 Minutes

Motion that the minutes of the meeting held on 27 May 2015 be confirmed as a correct record.

Minutes of Council meeting 27-05-15

11 - 14

4 Mayor's Announcements

Mayor's Announcements (if any) and matters arising pursuant to Council Procedure Rule 8(3).

5 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 judgement 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.

6 Items (if any) referred under the Call-in Procedure

To consider any items referred by the Scrutiny Panel under the Call-in Procedure because they are considered to be contrary to the policy framework of the Council or contrary to, or not wholly in accordance with, the budget.

7 Recommendations of the Cabinet, Panels and Committees

To consider the following recommendations:-

7(i) A New Housing Strategy for Colchester 15 - 16

B... Motion that the recommendation contained in minute 60 of the Cabinet meeting of 18 March 2015 be approved and adopted.

7(ii) Appointment of High Steward 17 - 20

C... Motion that the recommendation contained in the minute 3 from the Governance Committee meeting of 30 June 2015 be approved and adopted

A background note on the Office of High Steward of Colchester is attached.

8 Notices of Motion pursuant to the provisions of Council Procedure Rule 11

Urology Cancer Services

Proposer: Councillor Harris

C... Motion that:-

This Council fully supports the retention of Urology Cancer Services in Colchester.

Transatlantic Trade and Investment Partnership

Proposer: Councillor Scott

D... Motion that this Council notes:

1. That the EU and USA launched negotiations in July 2013 on a Transatlantic Trade and Investment Partnership (TTIP).
2. That negotiations are underway to determine which goods and services TTIP will apply to and if new rules can be agreed to protect investors, harmonise standards, reduce tariffs and open new markets throughout the EU and USA.
3. That there has been no impact assessment about the potential impact on local authorities.
4. That there has been no scrutiny of the negotiating texts by local government and no consultation with local government

representatives

5. That MPs are also unable to scrutinise the negotiating documents.

This Council believes that:

1. TTIP could have a detrimental impact on local services, employment, suppliers and decision-making.
2. A thorough impact assessment of TTIP on local authorities must be undertaken before the negotiations can be concluded.
3. The proposed Investor State Dispute Settlement (ISDS) mechanism has been used by corporations to overturn democratic decisions by all levels of governments at significant public cost. Local decision-making must be protected from ISDS.
4. The EU's food, environmental and labour standards are better than those in the US and TTIP negotiations must raise and not lower these standards across the EU and USA.
5. Sourcing supplies and employment locally is important to strengthening local economies and meeting local needs. TTIP must not impact on local authorities' ability to act in the best interests of its communities.

This Council resolves:

1. To write to the Secretary of State for Communities and Local Government, local MPs and all Eastern Region MEPs raising our serious concerns about the impact of TTIP on local authorities and the secrecy of the negotiating process.
2. To write to the Local Government Association to raise our serious concerns about the impact of TTIP on local authorities and ask them to raise these with government on our behalf.
3. To call for an impact assessment on the impact of TTIP on local authorities.
4. To publicise the Council's concerns about TTIP; join with other local authorities which are opposed to TTIP across Europe and work with local campaigners to raise awareness about the problems of TTIP.
5. To contact the local authorities of municipalities twinned with Colchester asking them to consider passing a similar motion on TTIP.

(iii) Park and Ride

Proposer: Councillor Goss

F...The Park and Ride scheme run by Essex County Council is an important asset for Colchester and this Council without question wants the scheme to succeed. However, this Council believes that it should be modified to include the following:

1. Introduction of stops to serve Colchester Hospital;
2. Family friendly pricing - for example similar to Ipswich;
3. Potentially longer operating hours to maximise the scheme's

usefulness to local people and commuters.

This Council therefore calls on Essex County Council Portfolio Holder Rodney Bass to implement these changes expediently to increase the success of the scheme.

As the motion relates to a non-executive matter, it will be determined and debated at the meeting.

(iv) Budget Statement

Proposer: Councillor Bourne

G.... This Council notes, with concern and dismay, the content of the Chancellor of the Exchequer's Budget Statement on 8 July.

This Council believes actions from the Summer Budget will impact negatively on many residents in Colchester: particularly those on low incomes; students; residents seeking to access affordable housing; and contains disproportionate cuts to the under 25s.

This Council resolves to mitigate the negative impacts of the Budget by taking local action to support residents of the Borough and continue to invest in schemes that promote economic growth whilst working in partnership with key organisations to care for the most vulnerable.

This Council calls upon the MPs for the Borough of Colchester to oppose those aspects of the Finance Bill which will harm Colchester's interests, even if this means voting with the Opposition in Parliament.

As the motion relates to a non-executive matter, it will be determined and debated at the meeting.

(v) Firstsite

Proposer: Councillor Laws

H... Noting the important role of art in contributing to the cultural experience of Colchester, and the widespread support Firstsite is now receiving under the leadership of Anthony Roberts, Council requests the Arts Council to use its influence as the main funder to request that the level of local representation on Firstsite's Board of Trustees be increased, thus ensuring residents of Colchester have a direct say in the long term success of Firstsite.

As the motion relates to a non-executive matter, it will be determined and debated at the meeting.

Main Amendment

Proposer: Councillor Hayes

The motion on Firstsite be approved and adopted subject to the deletion of the words:-

“Council requests the Arts Council to use its influence as the main funder to request that the level of local representation on Firstsite’s Board of Trustees be increased”

and their replacement with the following words:

“this Council requests the Board of Directors/Trustees of Firstsite to invite this Council to nominate a councillor to sit on the Firstsite’s Board of Directors/Trustees under the same conditions as the Mercury Theatre”

If approved, the revised Motion would read as follows:-

“Noting the important role of art in contributing to the cultural experience of Colchester, and the widespread support Firstsite is now receiving under the leadership of Anthony Roberts, this Council requests the Board of Directors/Trustees of Firstsite to invite this Council to nominate a councillor to sit on Firstsite’s Board of Directors/Trustees under the same conditions as the Mercury Theatre, thus ensuring residents of Colchester have a direct say in the long term success of Firstsite. “

9 Questions to Cabinet Members and Chairmen pursuant to Council Procedure Rule 10

To receive and answer pre-notified questions in accordance with Council Procedure Rule 10(1) followed by any oral questions (not submitted in advance) in accordance with Council Procedure Rule 10(3).

(Note: a period of up to 60 minutes is available for pre-notified questions and oral questions by Members of the Council to Cabinet Members and Chairmen (or in their absence Deputy Chairmen)).

None received at the time of the publication of the Summons.

10 Changes to the Officer Employment Procedure Rules 21 - 26

I... Motion that the recommendations contained in the Monitoring Officer's report be approved and adopted.

11 Schedule of Portfolio Holder Decisions 27 - 34

To note the schedules of Portfolio Holder decisions covering the period 6 February 2015 to 30 June 2015.

12 Urgent Items (Council)

To consider any business not specified in the Summons which by reason of special circumstances the Mayor determines should be considered at the meeting as a matter of urgency.

13 Reports Referred to in Recommendations

The reports specified below are submitted for information and referred to in the recommendations specified in item 7 of the

agenda:

A New Housing Strategy for Colchester: report to Cabinet 18 March 2015

Appointment of High Steward: report to Governance Committee, 30 June 2015

A New Housing Strategy for Colchester 2015-20 - report to Cabinet 35 - 70

Appointment of High Steward - report to Governance Committee 71 - 72

14 Exclusion of the Public (not Scrutiny or Executive)

In accordance with Section 100A(4) of the Local Government Act 1972 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).

Part B

(not open to the public including the press)

Council

Wednesday, 27 May 2015

- Attendees:** Councillor Christopher Arnold (Member), Councillor Kevin Bentley (Member), Councillor Elizabeth Blundell (Member), Councillor Nigel Chapman (Member), Councillor Peter Chillingworth (Member), Councillor Beverly Davies (Member), Councillor John Elliott (Member), Councillor Andrew Ellis (Member), Councillor Margaret Fairley-Crowe (Member), Councillor Marcus Harrington (Member), Councillor Pauline Hazell (Member), Councillor Brian Jarvis (Member), Councillor John Jowers (Member), Councillor Sue Lissimore (Member), Councillor Jackie Maclean (Member), Councillor Richard Martin (Member), Councillor Peter Sheane (Member), Councillor Dennis Willetts (Member), Councillor Tina Bourne (Member), Councillor Dave Harris (Member), Councillor Cyril Liddy (Member), Councillor Michael Lilley (Member), Councillor Julie Young (Deputy Mayor), Councillor Tim Young (Member), Councillor Lyn Barton (Member), Councillor Helen Chuah (Member), Councillor Barrie Cook (Member), Councillor Nick Cope (Member), Councillor Mark Cory (Member), Councillor Annie Feltham (Member), Councillor Bill Frame (Member), Councillor Ray Gamble (Member), Councillor Martin Goss (Member), Councillor Julia Havis (Member), Councillor Jo Hayes (Member), Councillor Professor Peter Higgins (Member), Councillor Mike Hogg (Member), Councillor Jon Manning (Member), Councillor Paul Smith (Member), Councillor Laura Sykes (Member), Councillor Beverley Oxford (Member), Councillor Gerard Oxford (Member), Councillor Philip Oxford (Member), Councillor Roger Buston (Member), Councillor Robert Davidson (Member), Councillor Rosalind Scott (Member), Councillor Dominic Graham (Member), Councillor Justin Knight (Member), Councillor Jessica Scott-Boutell (Member), Councillor Theresa Higgins (Mayor and Chairman), Councillor Annesley Hardy (Member), Councillor Darius Laws (Member), Councillor Ben Locker (Member), Councillor Fiona Maclean (Member), Councillor Patricia Moore (Member)
- Apologies:** Councillor Mark Cable (Member), Councillor Will Quince (Member), Councillor Kim Naish (Member), Councillor Nigel Offen (Member), Councillor Chris Pearson (Member)

62 Prayers

The Retiring Mayor, Councillor John Elliott, chaired the meeting for the items at minutes 62-64.

The Reverend Liz Barnes opened the meeting with Prayers.

63 Apologies

Apologies were received from Councillors Cable, Cook (Mayor Making ceremony only), Davidson (Mayor Making ceremony only), F. Maclean (Mayor Making ceremony only), Naish, Offen, Pearson and Quince.

64 Election of the Mayor

It was PROPOSED by Councillor Barton, SECONDED by Councillor Willetts and supported by Councillors Bourne and G. Oxford and:-

RESOLVED that Councillor Theresa Margaret Anne Higgins be appointed as Mayor for the ensuing municipal year.

Councillor T. Higgins took the customary oath and subscribed the declaration of acceptance of office.

The Mayor then took the Chair and returned thanks for her election.

65 Minutes (Council)

RESOLVED that the minutes of the Council meeting on 18 February 2015 be confirmed as a correct record.

66 Election of the Deputy Mayor

It was PROPOSED by Councillor Liddy and SECONDED and SUPPORTED by Councillors Smith, Willetts and G. Oxford and:-

RESOLVED that Councillor Julie Ann Young be appointed Deputy Mayor of the Borough of Colchester for the ensuing municipal year.

Councillor J. Young then made and subscribed the declaration of acceptance of office and returned thanks for her election as Deputy Mayor.

67 Vote of Thanks to the Retiring Mayor

It was PROPOSED by Councillor Bentley, SECONDED and SUPPORTED by Councillors Smith, T. Young and G. Oxford and:

RESOLVED that the best thanks of the Council are due and hereby accorded to Councillor John Elliott for the admirable manner in which he has discharged the responsible duties of the Mayoralty during the past year and that a transcript of this resolution under the Common Seal be furnished to him.

68 Mayor's Chaplain and Other Announcements

The Mayor announced that she had appointed Father Tony McKentey to be her Chaplain for the ensuing municipal year and that she would be inviting representatives of other faiths to open meetings during the course of the year.

The Mayor indicated she would be supporting the following charities:-

Colchester Sea Cadets
Colchester YMCA
Colchester and Tendring National Children's Deaf Society Group
Colchester Phoenix Swimming Club
Stepping Stones Play and Learn Nursery
Nurture Dogs

The theme for her Mayoralty would be "One Colchester, Fair for All".

The Mayor announced that the Civic Service would be held on 28 June 2015.

69 Adjournment

RESOLVED that the meeting be adjourned until 11.45am and be resumed in the Council Chamber.

70 Have Your Say! (Council)

Ken Jones attended and addressed the Council pursuant to the provisions of Meetings General Procedure Rule 7(5) to congratulate the Mayor and Deputy Mayor on their election and to welcome them to their roles.

71 Appointment of the Leader of the Council

Councillor Feltham moved a motion that Councillor Paul Smith be appointed as Leader of the Council for the ensuing municipal year.

Councillor Bentley moved an amendment to the motion proposing that Councillor Dennis Willetts be appointed as Leader of the Council for the ensuing municipal year.

On being put to the vote the amendment was lost (twenty four voted in favour, twenty eight voted against).

The original motion was then put to the vote and was carried (twenty eight voted for, twenty four voted against).

72 Delegations made by the Leader of the Council

RESOLVED that the appointment of the Deputy Leader of the Council, the appointment of Cabinet members and the allocation of responsibility for portfolios, as determined by the Leader of the Council and as set out in the Supplementary Information, be noted.

73 Appointment of Panels, Committees and Sub-Committees

RESOLVED that:-

(i) In accordance with the provisions of Section 15 of the Local Government and Housing Act 1989, the number of seats, Group Representation and membership of the Governance Committee, Licensing Committee, Local Plan Committee, Planning

Committee, Scrutiny Panel (including the Crime and Disorder Committee) and Trading Board for the ensuing Municipal Year be as set out in the Supplementary Agenda for this meeting.

(ii) In accordance with the provisions of Section 17 of the Local Government and Housing Act 1989, the appointments of Task and Finish Groups shall not be on a Group basis and membership shall be as set out in the Supplementary Agenda for this meeting.

(iii) The membership of the Independent Remuneration Panel be as set out in the Supplementary Agenda for this meeting.

74 Amendment to the Constitution

RESOLVED that the recommendations set out in the Monitoring Officer's report be approved and adopted.

75 Former Councillors

RESOLVED that the Council recorded its grateful thanks to former Councillors Barlow, Hunt, Kimberley, Scott-Boutell and Turrell for the public service rendered by them to this Borough during their period of office as a Councillor and instructs that a transcript of this resolution be furnished to them on parchment under the Common Seal of the Borough as a permanent record of the appreciation of the Council.

Extract from minutes of the Cabinet meeting on 18 March 2015

60. A New Housing Strategy for Colchester

The Head of Commercial Services submitted a report a copy of which had been circulated to each Member.

Councillor Bourne, Portfolio Holder for Housing and Public Protection, introduced the report and stressed the importance of the Housing Strategy. It was a key strategic document that set out how the Council would meet housing need in the borough. The Council needed to provide a range of types and tenures of housing to meet the diverse housing needs of residents. The Strategy set out how these needs would be met by the Council and its partners. It had been developed through working in partnership and the Housing Strategy Partnership had identified a number of priorities to underpin the Strategy. Particular attention was drawn to the following priorities:-

- Improve the life chances of Colchester's residents including their health and well-being;
- Work to ensure that existing and new homes are healthy, safe and energy efficient.

RESOLVED that:-

- (a) The new Housing Strategy for Colchester for 2015 to 2020 be adopted.
- (b) The Housing Strategy Delivery Plan 2015 to 2020 be adopted.

RECOMMENDED TO COUNCIL that the Housing Strategy be adopted as part of the Council's Policy Framework.

REASONS

The Council has a statutory responsibility to produce and publish a Housing Strategy based on a review of housing in the borough.

ALTERNATIVE OPTIONS

To not adopt the Housing Strategy. There are however clear risks to not having a robust evidence based strategy in place such as not achieving local priorities, not being able to evidence and articulate Colchester Borough Council's wider vision for

housing and not providing a strong focus to our partners about their contribution to meeting our priorities.

Extract from the minutes of the Governance Committee meeting of 30 June 2015

3. Urgent Item – Appointment of High Steward

Councillor Liddy introduced the report by the Monitoring Officer for the Appointment of High Steward. The report recommended that Sir Bob Russell be chosen as the High Steward of Colchester, and that a special meeting of the Council be convened to pass the appropriate resolution.

Councillor Liddy stated that Sir Bob Russell has accepted the proposal of becoming the High Steward, and that a recommendation would need to be approved at 15 July Council meeting to ensure a special meeting could be convened without additional cost.

Councillor Willets, with the Chairman's permission, then addressed the committee regarding the reference in the report to consulting all group leaders. He stated that the Conservative Group had not given consent due to existing concerns regarding whether those in the position of High Steward are able to hold an elected office.

Councillor Arnold stated that there was a significant amount of concern in the Conservative group that the office of High Steward should be a non-political role. Councillor Arnold submitted an amendment to the recommendation in the report to state that in view of the non-political nature of the office of High Steward, the appointment shall cease immediately in the event that the holder gains elected political office either within or on behalf of any part of the Borough of Colchester.

Councillors discussed whether there were existing restrictions on the post of High Steward, and whether if the post holder gains election to an authority this would automatically end the arrangement. In addition Councillors discussed previous examples of High Steward and whether the amendment was a reflection on this particular appointment, considering that it has not been in place in the past. Councillor also questioned the length of the appointment and whether it was for a period of five years.

Councillors also commented on whether the Municipal Corporations Act 1835 was still in place regarding the High Steward advising the directing the Mayor, or whether it had been superseded by newer legislation.

Councillors voted on the amendment to the recommendation submitted by Councillor Arnold:

'that in view of the non-political nature of the office of High Steward, the appointment shall cease immediately in the event that the holder gains elected political office either within or on behalf of any part of the Borough of Colchester'

FOR: Councillor Arnold, Councillor Locker, Councillor Lissimore, Councillor Hazell

AGAINST: Councillor Liddy, Councillor Hayes, Councillor P.Higgins, Councillor Havis

As the vote was a tie, the Chairman used his casting vote to vote against the amendment.

Councillors then voted on the original recommendation in the report:

FOR: Councillor Liddy, Councillor Hayes, Councillor P.Higgins, Councillor Havis

AGAINST: Councillor Arnold, Councillor Locker, Councillor Lissimore, Councillor Hazell

As the vote was a tie, the Chairman used his casting vote to vote for the original recommendation in the report.

RESOLVED to RECOMMEND to Council that Sir Bob Russell be chosen as High Steward of the Borough of Colchester and a special meeting of the Council be convened on a date to be determined to pass an appropriate resolution.

Agenda item 7(ii)

Council Meeting 15 July 2015

Background Information for Council on the Office of High Steward of Colchester

This note provides further information for Council following the report to Governance Committee on 30 June 2015 (minute 3 refers) on the appointment of a new High Steward.

1.0 The office of High Steward of Colchester was created by virtue of a Royal Charter granted by King Charles I dated 9 July 1635, which was also the Charter that first gave the town a Mayor in place of two annually elected Bailiffs.

2.0 The Charter states that

"henceforth for ever there may and shall be in the borough aforesaid a High Steward to advise and direct the Mayor and Commonalty in the chief business touching that borough. Which High Steward indeed shall continue in the office of High Steward of the borough aforesaid during his natural life, unless in the meantime he should resign that office of his own free will."

3.0 The Charter goes on to state that after the death or resignation of a High Steward:-

"...at a time fitting.....it shall be rightfully lawful for the Mayor, Aldermen, Assistants, Common Council and Free Burgesses of the Commonalty of the Borough..... to choose and prefer one other as High Steward...."

4.0 The Municipal Corporations Act 1835 abolished most High Stewards and the Government only allowed Colchester's petition to retain a High Steward on condition that the wording contained on the Charter "...advise and direct..." be amended to "...advise...".

5.0 Accordingly the duties of the High Steward are:

"to advise the Mayor and Commonalty in the chief business touching the borough".

As the role is purely honorific it carries no formal responsibilities or powers.

6.0 Civic protocol states that the High Steward is given precedence after the Mayor.

7.0 The Local Government Act 1972 provides that:

- 7.1 an Honorary Alderman shall not while serving as a member of the council, be entitled to be addressed as Alderman or to attend or take part in any civic ceremonies of the council as an Alderman; and
- 7.2 An Honorary Alderman may attend and take part in such civic ceremonies as the council may from time to time decide, but shall not, as such, have the right to:-
- (a) attend meetings of the council or a committee of the council (including a joint committee upon which they are represented); or
 - (b) receive any allowances or other payments .
- 8.0 Council may wish to consider applying the same principles going forward to the post of High Steward as the law provides in relation to Honorary Aldermen as mentioned at paragraph 7.0.

Andrew Weavers
Monitoring Officer

15 July 2015

Report of	Monitoring Officer	Author	Andrew Weavers ☎ 282213
Title	Changes to the Officer Employment Procedure Rules		
Wards affected	Not applicable		

This report requests Council to amend the Officer Employment Procedure Rules in relation to disciplinary action against the Council's statutory officers

1. Decision Required

- 1.1 To amend the Officer Employment Procedure Rules in accordance with Appendix 1 to this report.
- 1.2 That the Monitoring Officer be given authority to make any consequential amendments to the Constitution.

2. Background

- 2.1 The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015 which came into force on 11 May 2015 make changes to the Local Authorities (Standing Orders) (England) Regulations 2001. The 2015 Regulations contain provisions which require the Council to amend its Officer Employment Procedure Rules contained in the Constitution.
- 2.2 The changes are to the rules relating to disciplinary action against, or the dismissal of, the head of paid service, chief finance officer and monitoring officer.
- 2.3 The reasons put forward by the Government for the changes are set out in paragraph 4 of this report.
- 2.4 The 2001 Regulations contained the following provisions:
 - No disciplinary action could be taken against the head of paid service, chief finance officer or monitoring officer other than in accordance with a recommendation in a report made by a designated independent person (DIP).
 - The designated independent person was such person as may be agreed between the Council and the relevant officer. If there was no agreement, the designated independent person would be nominated by the Secretary of State.
 - The designated independent person had statutory investigative powers, including access to documents and a right to require members of staff to answer questions.
 - The Council could suspend relevant officers for the purpose of investigating alleged misconduct but only for a period of up to two months. The designated independent person had power to extend or to revoke periods of suspension.

- The designated independent person was required to make a report stating whether (and, if so, to what extent) the evidence supported any allegation of misconduct, and recommending any disciplinary action that appeared to them to be appropriate.
- A decision to dismiss the head of paid service could only be taken by full Council.

3. The 2015 Regulations

3.1 The previous rules set out 2.4 above are revoked entirely. The new rules do the following:

- They remove the role of the designated independent person.
- They apply only to the dismissal of the head of paid service, chief finance officer and monitoring officer and not to disciplinary action short of dismissal.
- They remove the restriction on suspension of these officers during investigation of misconduct.
- They extend the provision that only full Council can dismiss the head of paid service to include the dismissal of the authority's head of paid service, chief finance officer and monitoring officer.
- They state that, before Council considers whether to dismiss these officers, it must convene a panel made up of councillors and at least two independent persons. These are the same independent persons appointed under the Localism Act to advise on standards issues. If the Council cannot recruit two independent persons to the panel it has appointed, it may invite independent persons appointed by another council.
- The Council can appoint more than two independent persons to a panel and there are no rules on the number of councillors on the panel.

3.2 The Council at its Annual Meeting on 22 May 2013 appointed Sarah Greatorex and Barbara Pears for term of 4 years as its independent persons under the Localism Act 2011.

4. The reasons for the changes

4.1 An Explanatory Memorandum to the 2015 Regulations sets out the policy justification for the changes. It states:

There have been for some time concerns that the DIP process in its application to councils is in practice complex and expensive. It has placed councils as the employer at a great disadvantage in comparison to the position of the employee, particularly given that the recommendation of the DIP must be followed. The Local Government Association Group has estimated that the minimum legal cost of the process is £100,000, excluding the cost of the investigation, preparing the case and briefing lawyers. The DIP process is time consuming particularly where the council and the senior officer concerned could not agree on a DIP, where the process can take over 15 months to reach completion.

In addition, where there are disciplinary actions against these most senior officers, there have been some suggestions that some councils prefer to negotiate severance payments rather than go through the formal DIP process. This is evidenced in the House of Commons Communities and Local Government Committee's report, which highlights the view of the Local Government Association witness that undertaking a performance management process for top staff can currently be "very damaging and timing consuming." The Government believes that such a process is not appropriate as it defeats the purpose of having the DIP process in place. Councils ought to act in the best interest of local taxpayers and not be

paying inflated sums to senior officers in order to avoid taking the costly and bureaucratic DIP route.

These Regulations simplify, as well as localise, the disciplinary process for the most senior officers by removing the bureaucratic and mandatory requirement that a DIP should be appointed. In place of the DIP process, the decision will be taken transparently by full council, who must consider any advice, views or recommendations from an independent panel, the conclusions of any investigation into the proposed dismissal, and any representations from the officer concerned. This means that councils can consider and decide the best disciplinary process that will deliver value for money for their local taxpayers, whilst retaining independent scrutiny.

4. Strategic Plan References

- 4.1 The manner in which Council governs its business is an underpinning mechanism in the Council's Strategic Plan aims to set out the direction and future potential for our Borough.

5. Financial Considerations

- 5.1 No direct implications.

6. Equality, Diversity and Human Rights Implications

- 6.1 An Equality Impact Assessment Statement has been prepared on the Constitution and is available on the Council website. The following link is to the Equality Impact Assessment: <http://www.colchester.gov.uk/CHttpHandler.ashx?id=2287&p=0>

7. Publicity Considerations

- 7.1 All amendments to the Council's Constitution and will be published on the Council's website.

8. Consultation, Community Safety, Health and Safety and Risk Management Implications

- 8.1 No direct implications.

Appendix 1: Changes to the Officer Employment Procedure Rules

DELETE:

2. Disciplinary action against the Head of Paid Service, Monitoring Officer and Chief Finance Officer

- (11) No disciplinary action (within the meaning of Regulation 2 of the Local Authorities (Standing Orders) (England) Regulations 2001) in respect of the Head of Paid Service (unless he/she is also a council manager of the Authority), the Monitoring Officer or the Chief Finance Officer, except the action described in Rule 2(12) may be taken by the Council or any a committee, a sub-committee, a joint committee on which the Council is represented or any other person acting on behalf of the Council, other than in accordance with a recommendation in a report made by a designated independent person under Regulation 7 of those Regulations.
- (12) The Head of Paid Service will initiate any investigation to suspend any of the officers referred to in Rule 2(11) and to appoint a designated independent person as required by Regulation 7 of the Local Authorities (Standing Orders) (England) Regulations 2001 provided that if the investigation relates to the Head of Paid Service, the investigation will be initiated by the Head of Corporate Services.
- (13) The action mentioned in Rule 2(11) is suspension of the Officer for the purpose of investigating the alleged misconduct occasioning the action; and any such suspension must be on full pay and terminate no later than the expiry of two months beginning on the day on which the suspension takes place.

REPLACE WITH:

2. Disciplinary action against the Head of Paid Service, Monitoring Officer and Chief Finance Officer

- (11) In the following paragraphs—
 - (a) “the 2011 Act” means the Localism Act 2011;
 - (b) “chief finance officer”, “disciplinary action”, “head of the authority’s paid service” and “monitoring officer” have the same meaning as in regulation 2 of the Local Authorities (Standing Orders) (England) Regulations 2001;
 - (c) “independent person” means a person appointed under section 28(7) of the 2011 Act;
 - (d) “local government elector” means a person registered as a local government elector in the register of electors in the authority's area in accordance with the Representation of the People Acts;
 - (e) “the Panel” means a committee appointed by the authority under section 102(4) of the Local Government Act 1972 for the purposes of advising the authority on matters relating to the dismissal of relevant officers of the authority;
 - (f) “relevant meeting” means a meeting of the authority to consider whether or not to approve a proposal to dismiss a relevant officer; and
 - (g) “relevant officer” means the head of the authority’s paid service, chief finance officer, or monitoring officer, as the case may be.

- (12) A relevant officer may not be dismissed by an authority unless the procedure set out in the following paragraphs is complied with.
- (13) The authority must invite relevant independent persons to be considered for appointment to the Panel, with a view to appointing at least two such persons to the Panel.
- (14) In Rule 2 (13) relevant independent persons means any independent person who has been appointed by the authority or, where there are fewer than two such persons, such independent persons as have been appointed by another authority or authorities as the authority considers appropriate.
- (15) Subject to Rule 2 (16), the authority must appoint to the Panel such relevant independent persons who have accepted an invitation issued in accordance with Rule 2 (13) in accordance with the following priority order—
 - (a) a relevant independent person who has been appointed by the authority and who is a local government elector;
 - (b) any other relevant independent person who has been appointed by the authority;
 - (c) a relevant independent person who has been appointed by another authority or authorities.
- (16) An authority is not required to appoint more than two relevant independent persons in accordance with Rule 2 (15) but may do so.
- (17) The authority must appoint any Panel at least 20 working days before the relevant meeting.
- (18) Before the taking of a vote at the relevant meeting on whether or not to approve such a dismissal, the authority must take into account, in particular—
 - (a) any advice, views or recommendations of the Panel;
 - (b) the conclusions of any investigation into the proposed dismissal; and
 - (c) any representations from the relevant officer.
- (19) Any remuneration, allowances or fees paid by the authority to an independent person appointed to the Panel must not exceed the level of remuneration, allowances or fees payable to that independent person in respect of that person's role as independent person under the 2011 Act.

**Record of Decisions taken under Scheme of Delegation to Cabinet Members
6 February 2015 – 30 June 2015**

Portfolio – Business and Resources/Resources											
Date	Number	Report Title	Author	Decision	Result						
11/02/2015	BUS-009-14	Colchester Borough Council Procurement Strategy 2015-17	Clive Bull	Approval of the Procurement Strategy	Agreed 18/02/2015						
26/02/2015	BUS-010-14	Enterprise, Skills and Employment Grant	Jan Warren	<div><div>To award the remainder of the Enterprise, Skills and Employment Grant for the 2014-15 financial year to the following organisations, to enable them to provide support services to the residents of Colchester. The total funding available for award is £42,500, £21,000 of which has already been awarded. This report is a request for the remaining £21,500 to be allocated as follows:-</div><table><tr><td>Colbea</td><td>£1,500</td></tr><tr><td>Opportunities Included</td><td>£7,500</td></tr><tr><td>Signpost Colchester</td><td>£12,500</td></tr></table><div>Any grant awards will be made subject to the standard Council grant conditions and also a requirement by the Enterprise team to receive evidence of spend</div></div>	Colbea	£1,500	Opportunities Included	£7,500	Signpost Colchester	£12,500	Agreed 05/03/2015
Colbea	£1,500										
Opportunities Included	£7,500										
Signpost Colchester	£12,500										

**Record of Decisions taken under Scheme of Delegation to Cabinet Members
6 February 2015 – 30 June 2015**

				and progress on the specific projects awarded funding.	
26/02/2015	BUS-011-14	Disposal of Wivenhoe Town Hall, Car Parks and Toilets	Fiona Duhamel	To approve the disposal of Wivenhoe Town Hall, toilets and car park on Wivenhoe High Street to Wivenhoe Town Council. To authorise the Head of Commercial Services, to agree and settle final terms and consequential matters to complete the sale of the properties.	Agreed 05/03/2015
01/04/2015	BUS-012-14	Local Authority Mortgage Rate	Debbie Greenwood	To set the locally determined interest rate as 4.81% for the 6 months starting 1 April 2015.	Agreed 10/04/2015
14/04/2015	BUS-013-14	Refurbishment of Entrance Bridge, Colchester Castle	Lee Spalding	To enter into a contract with the successful contractor for the works.	Agreed 21/04/2015
29/04/2015	BUS-014-14	Housing Benefit and Local Council Tax Support Verification Policy	Louisa Giddings	To agree changes to the Housing Benefit and Local Council Tax Support Claim Verification Policy.	Agreed 29/04/2015
14/05/2015	BUS-015-14	Irrecoverable Debts Over £5000	Debbie Greenwood	To write off debts totalling £98,237.28	Decision called in. Call in withdrawn following mediation meeting and decision agreed

**Record of Decisions taken under Scheme of Delegation to Cabinet Members
6 February 2015 – 30 June 2015**

					12/06/15.
27/05/015	BUS-015-14	Pay Award 2015/16	Jessica Douglas	To determine the level of the pay award for 2015-16 for employees of Colchester Borough Council	Agreed 10/06/2015

Portfolio – Communities and Leisure Services					
Date	Number	Report Title	Author	Decision	Result
05/03/2015	COM-002-14	Allocation of Section 106 Borough Wide Funding for Building Works 2015-16	Fay Mathers	1.1 To approve in principle the award of £30,073 from the section 106 ‘borough wide fund subject to completion of a Section 106 spend release form. 1.2 To not award funding to groups that do not meet the criteria for Section 106 ‘borough wide’ funding.	Agreed 12/03/2015

Portfolio –Community Safety, Licensing and Culture					
Date	Number	Report Title	Author	Decision	Result
26/03/2015	COS-003-14	Museums Collection Development Policy	Bill Seaman	The approval of the Collections Development Policy for the Colchester Borough Council museum collections.	Agreed 2/04/2015

**Record of Decisions taken under Scheme of Delegation to Cabinet Members
6 February 2015 – 30 June 2015**

Portfolio – Customers					
Date	Number	Report Title	Author	Decision	Result
No decisions taken in this period					

Portfolio – Economic Development and Regeneration/Economic Growth and Planning					
Date	Number	Report Title	Author	Decision	Result
No decisions taken in this period					

Portfolio – Housing and Public Protection					
Date	Number	Report Title	Author	Decision	Result
18/02/2015	HOU-012-14	Sale of Premises at 93 and 95 Military Road, Colchester	Emma Lamond	To approve the disposal of 93 and 95 Military Road to Partridge Group Ltd subject to contract, for the sum of £405,000 To authorise the Head of Commercial Services, in conjunction with the Portfolio Holder for Housing and Public Protection, to agree the offer made on the property and settle final terms and consequential matters to complete the sale of the property.	Agreed 25/02/2015

Record of Decisions taken under Scheme of Delegation to Cabinet Members 6 February 2015 – 30 June 2015

				To authorise the Head of Commercial Services in conjunction with the Portfolio Holder for Housing and Public Protection, to agree a sale to an alternative party listed in the list of bids received or to reoffer the property on the open market, in the event that the purchaser does not proceed to complete the sale.	
18/03/2015	HOU-013-14	Sale of Premises at 31 West Stockwell Street, Colchester	Emma Lamond	<p>To approve the disposal of 31 West Stockwell Street to Mr David Charles Carter, subject to contract, for the sum of £221,150</p> <p>To authorise the Head of Commercial Services, in conjunction with the Portfolio Holder for Housing and Public Protection, to agree the offer made on the property and settle final terms and consequential matters to complete the sale of the property.</p> <p>To authorise the Head of Commercial Services in conjunction with the Portfolio Holder for Housing and Public Protection, to agree a sale to an alternative party listed in the list of</p>	Agreed 25/03/2015

**Record of Decisions taken under Scheme of Delegation to Cabinet Members
6 February 2015 – 30 June 2015**

				bids received or to reoffer the property on the open market, in the event that the purchaser does not proceed to complete the sale.	
01/04/2015	HOU-014-14	Asset Management Strategy	Lynn Thomas	To approve the Asset Management Strategy	Agreed 10/04/2014

Portfolio – Strategy					
Date	Number	Report Title	Author	Decision	Result
23/04/2015	STR-001-14	Lease of Pavilion and Artificial Pitch at Shrub End Sports Ground	Simon Grady	<p>To approve the leasehold disposal of the pavilion and artificial pitch at Shrub End Sports Ground, subject to contract.</p> <p>To authorise the Head of Operational Services, in consultation with the Portfolio Holder for Communities and Leisure, to finalise the terms and consequential matters to complete the lease of the property to Colchester United FC Football in the Community (CUFC FITC).</p>	Agreed 08/05/15

**Record of Decisions taken under Scheme of Delegation to Cabinet Members
6 February 2015 – 30 June 2015**

Portfolio – Street and Waste Services					
Date	Number	Report Title	Author	Decision	Result
26/02/2015	STW--001-14	Response to the County Council's publication of a Traffic Regulation Order to relocate the crossing at the end of the A133 Colne Bank venue near Colne Bank Avenue	Paul Wilkinson	<p>1.1 To agree that Colchester Borough Council (CBC) responds to the current consultation being undertaken by Essex County Council (ECC).</p> <p>1.2 The Borough Council welcomes the decision by Essex County Council to relocate the crossing rather than remove it.</p> <p>1.3 The County Council is asked to align the removal and relocation of the crossing to with other potential work in the area.</p> <p>1.4 The Borough Council seeks assurances that the relocated crossing will remain on a permanent basis and Colchester Borough Council and the users of the crossing are fully in engaged in these changes to the crossing</p>	Agreed 05/03/2015

**Record of Decisions taken under Scheme of Delegation to Cabinet Members
6 February 2015 – 30 June 2015**

				and routes leading to the crossing.	
05/03/2015	STW-002-14	Supply of Sacks for Recycling and Waste Collection	Chris Dowsing	To accept the tender submitted by British Polythene Industries PLC for the supply of sacks for recycling and waste collection (£228,808.90)	Agreed 12/03/2015
12/03/2015	STW-003-14	East Anglian Rail Franchise Consultation	Jane Thompson	Respond to the Government's consultation and promote the region's rail service as indicated in the report and in the appendix	Agreed 19/03/2015
23/04/2015	STW-004-14	Response to the County Council's publication of a Traffic Regulation Order Notice TRAF/4803 proposal to remove the pedestrian controlled crossing at the top of North Hill	Paul Wilkinson	To agree that Colchester Borough Council (CBC) responds to the current consultation being undertaken by Essex County Council (ECC). The Borough Council objects to proposal by Essex County Council to remove the signal controlled pedestrian crossing at the top of North Hill	Agreed 30/04/2015

Report of	Head of Commercial Services	Author	Karen Paton
Title	A New Housing Strategy for Colchester 2015-2020		
Wards affected	All wards		

This report concerns the adoption of a new Housing Strategy for Colchester

1. Decision(s) Required

- 1.1 To adopt a new Housing Strategy for Colchester for 2015 to 2020.
- 1.2 To adopt the Housing Strategy Delivery Plan 2015 to 2020.
- 1.3 To recommend to full Council that the Housing Strategy be adopted as part of the Council's Policy Framework.

2. Reasons for Decision(s)

- 2.1 The Council has a statutory responsibility to produce and publish a Housing Strategy based on a review of housing in the borough.

3. Alternative Options

- 3.1 To not adopt the Housing Strategy. There are however clear risks to not having a robust evidence based strategy in place such as not achieving local priorities, not being able to evidence and articulate Colchester Borough Council's wider vision for housing and not providing a strong focus to our partners about their contribution to meeting our priorities.

4. Supporting Information

- 4.1 The Housing Strategy is intended to be the local housing authority's vision for housing in its area, its objectives, targets and policies on how it intends to manage and deliver its strategic housing role. It forms the overarching framework against which the authority considers and formulates other policies on more specific housing issues.

The Housing Strategy is a key strategic document for the Local Authority. It does not just cover affordable housing but will also set out what Colchester Borough Council and its partners will do to address the key housing issues facing Colchester.

Working in Partnership to deliver a Housing Strategy for Colchester

- 4.2 A Housing Strategy Partnership made up of key stakeholders was set up to identify ways in which the Council and its partner organisations could work together to develop a Housing Strategy for Colchester. The first meeting of the Partnership was held in May 2014.

The Partnership included members from:

Colchester Borough Council
Colchester Borough Homes
Registered Providers - Colne Housing Society and Family Mosaic
Housing Developers - Mersea Homes and Dove Jeffrey Homes
Floating Support – One Floating Support
Private Landlords
Citizens Advice Bureau
Essex County Council.

In order to fulfil its remit the Partnership:

- Compiled an evidence base bringing together all available data on all aspects of housing in Colchester to underpin the strategy and delivery plan.
- Researched national and local drivers that may impact on the strategy.
- Undertook Involvement and consultation to identify residents' and organisations' priorities for housing.
- Highlighted key issues and determined long term goals and priorities for housing in Colchester.
- Developed a Delivery Plan that sets out the actions to achieve the priorities identified for the strategy.

4.3 The overarching vision for the new Housing Strategy is to:

Make Colchester a place where people choose to live in a decent, safe home which;

- *meets their needs,*
- *at a price they can afford and,*
- *in locations and neighbourhoods that are sustainable and desirable.*

Work to improve the quality of life of local residents.

4.4 The Partnership identified 8 key priorities for the Housing Strategy as detailed below:

- Maximise the supply of housing to meet local needs.
- Work with partners and residents to create mixed communities which are economically, environmentally and socially healthy and resilient.
- Prevent homelessness and rough sleeping.
- Improve the life chances of Colchester's residents including their Health and Wellbeing.
- Work with customers to help them make informed choices about their housing options.
- Make the best use of existing homes.
- Work to ensure that existing and new homes are healthy, safe and energy efficient.
- Ensure that housing and related services meet a range of specialist needs.

The new Housing Strategy makes clear links to both national and local strategies and policies and takes into account government legislation and initiatives.

Monitoring and Review

- 4.5 The new Housing Strategy describes how Colchester Borough Council intends to use its resources and work with and influence partners in the public and private sector to help achieve its strategic priorities.

The strategy will be a live document that will achieve its aims and objectives through the implementation of a 5 year Delivery Plan, which will be updated on a regular basis.

A progress report on the Delivery plan will be produced annually and presented to the Portfolio Holder with responsibility for Housing and circulated to key stakeholders.

5. Proposals

- 5.1 It is proposed that Cabinet adopt the Housing Strategy 2015 - 2020 and in doing so support the implementation of the delivery plan, which will deliver the strategy, within the timescales set out.
- 5.2 That Cabinet recommend to full Council that the Strategy be adopted as part of the Council's Policy Framework.

6. Strategic Plan References

- 6.1 The Housing Strategy will help to achieve the following goals from the Council's Strategic Plan 2015 - 2018:
- Provide opportunities to increase the number of homes available including those that are affordable for local people and to build and refurbish our own Council houses for people in significant need.
 - Be clear about the major opportunities to work in partnership with public, private and voluntary sectors to achieve more for Colchester than we could on our own.
 - Cultivate Colchester's green spaces and opportunities for health, wellbeing and the enjoyment of all.
 - Ensure Colchester is a welcoming and safe place for residents, visitors and businesses with a friendly feel that embraces tolerance and diversity.

7. Consultation

- 7.1 The Housing Strategy has been the subject of consultation, including:
- An on-line survey with residents and organisations on the key priorities for the Housing Strategy (with paper copies available on request).
 - A workshop session with Colchester Borough Council Tenants and Leaseholders to capture their views on the proposed priorities.
 - An opportunity for key stakeholders to comment on the draft Housing Strategy, Evidence Base and Delivery Plan.
 - An all Councillor and Board Member briefing session.
 - An opportunity for Colchester Borough Homes Board to review the documents.

The responses to consultations have been positive. Where comments, amendments and suggestions have been made these have been incorporated where appropriate.

8. Publicity Considerations

- 8.1 The Housing Strategy documents will be published on the Council's website. A communications plan is being developed to publicise the Strategy and generate interest and commitment to the Delivery Plan.

9. Financial implications

- 9.1 The strategy sets out a challenging and ambitious vision for housing which will be delivered against a backdrop of significant reduction in funding for local government. In the current financial climate of reduced resources, the Council will need to look carefully at how it will use these resources to deliver the strategy from existing budgets.
- 9.2 The Council will work to encourage its partners to commit their resources to meeting the priorities set out in the strategy. As many of the organisations are members of the Housing Strategy Partnership they have already helped to shape the strategy and shown their commitment to its delivery.

10. Equality, Diversity and Human Rights implications

- 10.1 An Equality Impact Assessment on the Housing Strategy has been completed and a link to the document can be found below.

<http://www.colchester.gov.uk/CHttpHandler.ashx?id=17028&p=0>

11. Community Safety Implications

- 11.1 It is anticipated that with the implementation of the Housing Strategy Delivery Plan there will be a positive benefit for Community Safety.

12. Health and Safety Implications

There are no Health and Safety implications.

13. Risk Management Implications

There are no risk management implications

Appendices:

Housing Strategy Brief Summary

Housing Strategy Delivery Plan 2015 - 2020

Background Papers

Housing Strategy 2015-2020

Evidence Base

Colchester's Housing Strategy 2015-2020

The Housing Strategy 2015 – 2020 provides an important summary of how the Council and its partners will achieve its **vision** to:

- Make Colchester a place where people choose to live in a decent, safe and healthy home which; meets their needs, at a price they can afford and in locations and neighbourhoods that are sustainable and desirable
- Work to improve the quality of life of local residents.

Achievements since the last strategy...

- Built a total of 4,573 market homes and 1,166 affordable homes to meet the housing needs of Colchester and its residents.
- Used our own land and assets to deliver the first new council homes in 20 years.
- Attracted grant funding of £27.4 million into the borough as well as investing £537,000 of our own funding and £1.06 million of S106 commuted sums to enable the delivery of new affordable homes.
- Completed and published a Strategic Housing Market Assessment (SHMA) in 2014.
- Developed a Strategic Tenancy Strategy which set out our response to fixed and flexible tenancies and affordable rent.
- Developed a Financial Assistance policy to encourage landlords and owners of private sector property to keep it in good repair.
- Set up a number of initiatives to bring empty homes back into use.
- Achieved the Decent Homes Standard for the Council's own stock and invested over £34 million during the lifetime of the strategy.
- Produced a new Homelessness Strategy in 2014, in partnership with voluntary and statutory organisations.
- Achieved the Government target to halve the number of households in temporary accommodation by December 2010.
- Prevented 2,152 households from becoming homeless over the life of the strategy.
- Reviewed the Council's temporary accommodation for households who were homeless and as a result embarked on a programme to bring our temporary accommodation up to today's standards.
- Reviewed the Council's sheltered housing to make it fit for the future and fully refurbished two schemes.
- Promoted modern energy efficient building methods and ensuring homes consume fewer resources.

Key Priorities

Maximise the supply of housing to meet local needs by:

- Maximising the supply of affordable housing on new developments by Implementing Colchester's Local Plan.
- Delivering Market and Affordable Housing to meet housing need and demand.
- Ensuring that housing which is built is attractive and meets the needs of Borough residents, creating neighbourhoods and communities which are sustainable.
- Encourage new initiatives including housing products, which meet housing need and demand from affordable and social rented through to home ownership.
- Maximise the use of the Council's land and assets to deliver new housing by producing a Development Strategy.
- Continue to review the Council's existing sheltered housing stock to implement the Colchester Standard.
- Promote a positive message about the need for new housing and align with the need for Homelessness Prevention in the borough and the need for affordable housing of all tenures.
- Increase the role of the private rented sector in meeting housing need.

Work with partners and residents to create mixed communities which are economically, environmentally and socially healthy and resilient by:

- Working with local communities and the voluntary sector to improve information, access and support to facilitate integration into the local community.
- Delivering quality neighbourhoods and meet the infrastructure needs of proposed housing developments.
- Encouraging housing providers and other organisations to participate in Community Engagement.
- Create neighbourhoods and communities that are sustainable by working in partnership with residents, the voluntary sector and community organisations.
- Improve the external environment on the Council's housing estates by developing an Asset Management Strategy.
- Reduce and tackle anti-social behaviour in partnership with other agencies.

Prevent Homelessness and Rough Sleeping.

Preventing homelessness and rough sleeping are addressed in the Homelessness Strategy 2014 - 2019.

The key priorities identified in the Homelessness Strategy are:

- Preventing homelessness by sustaining tenancies
- Mitigating the negative impacts of welfare reform

- Improving the Health and Wellbeing of homeless people
- Changing the perception and culture of social housing through education – managing expectations
- Rough Sleepers

The delivery plan for the strategy can be found below:

<http://www.colchester.gov.uk/homelessnessstrategy>

Work in partnership to improve the Life Chances of Colchester's residents, including their health and well-being by:

- Improving the health & wellbeing of Colchester residents through greater integration of housing, health and social care services.
- Undertaking targeted activity to support the most vulnerable members of the community who live in the poorest quality housing. Demonstrating how housing improvements can have cost savings to the NHS and wider society as well as improving health.
- Providing advice and support with fuel debt relief and help to reduce fuel poverty.
- Maximising resources available for adaptations work by agreeing protocols with Registered Providers.
- Supporting and encouraging residents to take up work to lower the rates of unemployment in the Borough.
Increasing the employability skills of 25-35 year old entrenched unemployed in the most deprived wards in the borough.

Work with customers to enable them to make informed choices about their housing options by:

- Managing clients' expectations and provide support to enable them to resolve their housing issues.
- Ensuring that young people understand the housing options available to them and the risks of leaving home in an unplanned way.
- Increasing housing options in the private rented sector by encouraging, supporting and incentivising private landlords.
- Improving tenancy sustainment and work proactively with residents to provide advice and assistance around budgeting, work and debts
- Supporting residents affected by Welfare Reform by providing proactive support to those households that are affected.

Make the best use of existing homes by:

- Maximising the use of council homes and reducing under-occupation by using incentives to encourage tenants to downsize.
- Reducing the levels of overcrowding in affordable housing by encouraging and promoting the use of mutual exchange to tenants.
- Helping people whose independence may be at risk to remain in, or return to their home.
- Maintaining and where possible reduce the currently low levels of long term empty properties in the borough.
- Ensuring that houses in multiple occupation (HMOs) are safe and well managed.

Work to ensure that existing and new homes are healthy, safe and energy efficient by:

- Commissioning a Private Sector Stock Condition Survey.
- Encouraging private landlords & managing agents to provide good quality and well managed properties by Increasing the number and percentage of accredited landlords.
- Encouraging and support homeowners to maintain and repair their homes and introduce energy efficiency measures.
- Improving the Energy Efficiency of private sector housing in Colchester and contribute to a reduction of households in fuel poverty.
- Improving the energy efficiency of the Council's housing stock by implementing the Green Strategy, part of the Asset Management Strategy.
- Increasing the take up of the Government's Green Deal scheme across the borough.

Ensure that housing and related services meet a range of specialist needs by:

- Working in partnership with other providers to ensure a sufficient supply of housing for older people, including extra care.
- Ensuring a co-ordinated approach to supported housing across the council, social care and health.
- Identifying and supporting the need for adapted properties as part of new developments.
- Increasing the use of assistive technologies for Council tenants by publicising the benefits to tenants to remain in their own homes.

Housing Strategy Delivery Plan 2015 to 2020

1. Maximise the supply of housing to meet local needs.

What we want to achieve	Key Actions	Outcome	When it will be done	Who will do it
Deliver Market and Affordable Housing to meet housing need and demand	<p>Complete the full review of the Local Plan and produce a new plan which is in compliance with the National Planning Policy Framework.</p> <p>Work in partnership with Parish Council's, the Rural Community Council of Essex (RCCE), Registered Providers and private developers to enable the delivery of affordable housing in rural areas.</p>	<p>Ensure the Council's planning policies are updated to provide a robust basis for guiding future growth in the Borough.</p> <p>Delivery of more affordable housing in rural areas of Colchester</p>	<p>Local Plan adopted 2017</p> <p>2015-2020</p>	<p>CBC Planning Policy Team</p> <p>CBC – Housing Strategy Team Parish Council's, RCCE, Registered Providers and private developers</p>
Maximise the supply of affordable housing on new developments	<p>Implement Colchester's Local Plan which seeks 20% of all new homes to be affordable on sites with over 5 homes in rural areas and more than 10 in urban areas</p> <p>Influence the allocation of S106 contributions to ensure the delivery of affordable housing is maximised not compromised</p>	<p>Affordable housing target of 426 homes between 2015 and 2020.</p>	<p>2015-2020</p> <p>2015-2020</p>	<p>CBC – Affordable Housing Development Officer, Development Team, Planning Officers, Registered Providers</p>

What we want to achieve	Key Actions	Outcome	When it will be done	Who will do it
	<p>Ensure a balance is reached between delivering new homes and the need for affordable housing by considering viability.</p> <p>Consider if commuted sums can be used to deliver affordable housing elsewhere in the borough</p> <p>Explore how we can use the Affordable Housing New Homes Bonus to increase the supply of housing</p> <p>Work with Registered Providers to seek HCA funding to help deliver more affordable units on new schemes</p>	<p>Different ways of delivering affordable housing</p> <p>Use the New Homes Bonus to deliver new affordable homes</p>	<p>2015 - 2020</p> <p>2015</p>	<p>CBC Housing Strategy Manager, Affordable Housing Development Officer</p>
<p>Understand and identify the housing needs in terms of number, size, tenure, quality of properties and associated facilities.</p>	<p>Clearly set out the level of housing required in the borough to meet housing need and demand through the development of an Objectively Assessed Need figure, as required by the National Planning Policy Framework</p> <p>Ensure that the new Local Plan includes policies to secure good quality design and space standards for new homes</p> <p>Consult with the University of Essex</p>	<p>Robust Objectively Assessed Need figure is established to inform production of the local plan</p> <p>5 year housing land supply is established and maintained which provides certainty for developers and ensures new</p>	<p>2017</p> <p>Ongoing</p>	<p>CBC Planning Policy Team</p>

What we want to achieve	Key Actions	Outcome	When it will be done	Who will do it
	<p>when assessing the demand for housing to ensure student needs are addressed.</p> <p>Consult with the Adaptations Manager to consider the building of specially adapted properties to accommodate those with specific needs.</p>	<p>development happens in the right locations</p> <p>Ensure that housing delivered in the market is attractive and meets the needs of Borough residents, creating neighbourhoods and communities which are sustainable. Particular groups include larger families, older people and supported housing for vulnerable people.</p>		CBC Housing Strategy Team
Encourage new initiatives, including housing products, which meet housing need and demand between affordable rented and home ownership.	<p>Implement Colchester's Planning Policies which seek 20% of all affordable housing to be provided as Intermediate housing</p> <p>Explore increasing the number of equity share properties available</p> <p>Publicise and support national initiatives which seek to bridge the gap between affordable rented and outright home ownership</p>	<p>A range of products and initiatives available to meet housing need</p> <p>A fully functioning housing ladder where demand meets supply at a price that is affordable to households in Colchester.</p>	<p>2015-2020</p> <p>2015/2016</p> <p>2015 -2020</p>	CBC Affordable Housing Development Officer
Maximise the use of the Council's land and assets to	Produce a development strategy which sets out the Council's	Delivery of new housing on Council	2015/16	Housing Development

What we want to achieve	Key Actions	Outcome	When it will be done	Who will do it
deliver new housing.	<p>aspirations, a pipeline of development and the funding required to deliver the strategy</p> <p>Identify council owned housing that is no longer viable and consider its potential to enable the development of new homes</p>	owned sites to increase housing numbers	2015-2020	<p>Officer</p> <p>Joint CBC/CBH Asset Management Group, Housing Development Officer</p>
Continue to review the Council's existing sheltered housing stock to implement the Colchester Standard	<p>Carry out major refurbishment of the Sheltered Housing Stock identified in the 2010 Review.</p> <p>Review the remaining Sheltered housing stock through condition surveys and assessing their viability</p>	<p>Colchester Standard achieved on all schemes identified</p> <p>Up to date surveys and viability assessments completed on schemes.</p>	<p>1st scheme completed March 2015.</p> <p>2nd scheme starting April 2015</p> <p>Annual reviews</p>	CBH Asset Management Team
Promote a positive message about the need for new housing and align with the need for Homelessness Prevention in the borough and the need for affordable housing of all tenures	Publicise the community and economic benefits of new homes and the need for housing to meet local needs through press releases, consultation, committee reports	A better understanding amongst residents as to why additional housing is required	2015-2020	Communications Team, Planning Policy, Registered Providers
Increase the role of the private rented sector in meeting	Improve access for those who traditionally face barriers to the	Increased provision of Private Rented homes	2015-2020	CBH - Housing options Team, CBC – Private

What we want to achieve	Key Actions	Outcome	When it will be done	Who will do it
housing need	private rented sector (PRS) Work with landlords to improve the sometimes poor image of the PRS through implementing the Essex wide landlord accreditation scheme	to meet housing needs Landlord Accreditation scheme implemented and perception of the PRS improved	2015/16	Sector Housing Team, Private Landlords

2. Work with partners and residents to create mixed communities which are economically, environmentally and socially healthy and resilient

What we want to achieve	Key Actions	Outcome	When it will be done	Who will do it
Facilitate integration into the local community for the incoming population.	Work with local community and voluntary sector to improve information, access and support (especially ethnic minorities)	Community groups set up. Incoming population successfully integrated into the community	2015-2020	CBC Community Initiatives Team
Deliver quality neighbourhoods with adequate infrastructure.	Inform and consult the relevant infrastructure providers including education services of proposed housing developments so they have the opportunity to comment and influence outcomes. Work in partnership with ECC and the South East Local Enterprise Partnership (SELEP) to deliver integrated and sustainable transport projects	High quality communities Projects delivered – Infrastructure needs met	2015-2020 2015-2020	CBC Planning Policy and Transportation Team, Development Management, Community Development Team
Encourage Community Engagement with housing providers and other organisations	Introduce a co-ordinated approach to community engagement with voluntary sector and housing providers	Community projects established Projects delivered including Crucial Crew for older and young	2015-2018	Police, Crime Commissioners, CCVS,CBH, Registered Providers

What we want to achieve	Key Actions	Outcome	When it will be done	Who will do it
		people.		
Create neighbourhoods and communities which are sustainable	<p>Develop partnerships with residents, the voluntary sector, community organisations and wider local service providers, especially on new housing schemes/developments.</p> <p>Work in partnership with the Community Police to implement new legislation from the ASB Police and Crime Act and undertake enforcement action as necessary</p> <p>Maximise employability funding from the SELEP to support the Economic Growth Strategy</p>	<p>Partnerships set up</p> <p>Continue to hold events including 'Days of Action' and 'Make a difference day', to bring communities together. (8 make a difference days held a year)</p> <p>Funding bids submitted and agreed</p>	<p>2017</p> <p>Ongoing</p> <p>2020</p>	<p>Zone Wardens, Community Police, Community Initiatives, CBH, Registered Providers, CBC – Private Sector Housing, Environmental Protection, Animal Services.</p> <p>CBC - Economic Growth Team, Enterprise and Tourism Team</p>
Improve the external environment on the Council's housing estates	<p>Develop an Estate Management Strategy for the external environment within the Council's housing estates</p> <p>Complete a pilot project at Scarfe Way to test the impact of improvements around blocks of flats.</p>	<p>Estate Management Strategy produced with recommendations that can be implemented</p> <p>Pilot project completed</p> <p>Results of the pilot used to inform an ongoing estate improvement</p>	2017	Zone Wardens/CBH

What we want to achieve	Key Actions	Outcome	When it will be done	Who will do it
		programme		
Reduce and tackle anti-social behaviour in partnership with other agencies	<p>Challenge antisocial behaviour and use appropriate sanctions against those who cause a nuisance</p> <p>Work with others to offer a range of interventions to help people change their behaviour</p> <p>Provide support to witnesses and victims of antisocial behaviour</p>	Reduction in antisocial behaviour	2015-2020	CBH anti-social behaviour team, Neighbourhood action panels, Police, CBC Community Initiatives Team, Environmental Protection, Animal Services.

3. Prevent homelessness and rough sleeping

Preventing homelessness and rough sleeping are addressed in our Homelessness Strategy 2014-2019. The Delivery plan for the strategy can be found by following the link below:

<http://www.colchester.gov.uk/homelessnessstrategy>

What we want to achieve	Key Actions	Outcomes	When it will be done	Who will do it
Progress on the actions set out in the Homelessness Strategy Delivery plan monitored and updated annually.	Consult with Homelessness Strategy Project Group and other key organisations on progress on actions.	Delivery plan updated and progress report completed and published on website.	Annually	Housing Strategy Officer
To produce a new Homelessness Strategy for Colchester.	Project Group set up with key stakeholders to carry out a review of Homelessness in Colchester and develop a new Homelessness Strategy and Delivery plan.	A new Homelessness Strategy written and published.	2019/2020	Housing Strategy Officer

4. Work in partnership to improve the Life Chances of Colchester's residents, including their health and well-being

What we want to achieve	Key Actions	Outcomes	When it will be done	Who will do it
Improve health & wellbeing of Colchester residents through greater integration of housing, health and social care services.	Engage with partner services and identify opportunities for joint working and service delivery to tackle housing as a long term barrier to health.	Joint working established between housing, health and social care	2015-18	CBC Private Sector Housing, Registered Providers Essex County Council
	Explore opportunities for additional Public Health funding.			NEE CCG
	Establish effective multidisciplinary care/referral pathways	Pathways established and referral processes improved	2015-2020	
	Reduce the number of home hazards most likely to have a negative impact on residents' health and safety.	Home hazards reduced by 300 per annum	2015 - 2020	
	Work with local community and voluntary sector organisations to improve information, access and support for household health checks.	Regular Forums established, Tenancy audits in place to identify vulnerable tenants	2015-2020	Customer Services Solutions, Private Sector Housing
Undertake targeted activity to support the most vulnerable	Establish and pilot new referral pathways between Private Sector	Pathways established	2014-16	CBC Private Sector Housing,

What we want to achieve	Key Actions	Outcomes	When it will be done	Who will do it
members of the community who live in the poorest quality housing containing Category 1 and significant Category 2 hazards	<p>Housing & Customer Support Team</p> <p>Work with Clinical Commissioning Group and Health and Social Care Services through the Care Closer to Home Strategy to tie Environmental Health into care planning and patient discharge to</p>	<p>Progress to achieving an annual target of improving 300 dwellings occupied by vulnerable people including those with long term health conditions.</p> <p>Facilitate quick and ready access to services which resolve property-related barriers to returning to/staying at home.</p>		<p>Registered Providers</p> <p>NEE CCG</p> <p>ECC ACE</p>
Achieve cost savings to the NHS and wider society as a result of housing improvements on health.	Purchase housing health cost calculator and populate with data for each intervention or housing assistance case where housing hazards have been removed.	£80,000 NHS Cost savings delivered annually	<p>Cost calculator purchased 2014</p> <p>Cost saving ongoing</p>	CBC Private Sector Housing
Reduce fuel poverty in the borough.	<p>Promote Warm Home Discount and Priority Services Register for vulnerable residents.</p> <p>Provide fuel poverty advice to households & signpost customers to income maximisation and fuel tariff/debt advice.</p>	<p>Increased take up of Warm Home discount.</p> <p>Reduction in fuel poverty in the borough</p>	<p>2015-2020</p> <p>2015-2020</p>	<p>CBC Private Sector Housing</p> <p>CBC – Community Initiatives Team, Voluntary sector Energy suppliers Energy Savings Trust</p>

What we want to achieve	Key Actions	Outcomes	When it will be done	Who will do it
	<p>Signpost customers to Green Deal offers and measures available.</p> <p>Enforce the provision of insulation and economic/efficient heating systems in privately rented properties to remove Category 1 and significant Category 2 hazards of Excess Cold.</p> <p>Provide grant/loan aid to owner occupiers (where alternative forms of assistance are not available) to remove Category 1 and significant Category 2 hazards of Excess Cold</p>	<p>Removal of 80 Excess Cold hazards in privately rented and owner occupied homes per annum.</p>	<p>2015 onwards</p> <p>Ongoing</p>	
Maximise resources available for adaptations work	Develop a protocol with RPs which sets out their financial contributions towards adaptations in properties they own for their tenants.	Protocol developed and contributions by RP's are implemented.	2015/16	CBC – Private Sector Housing, Registered Providers
A proactive approach to dealing with dampness and condensation in flats '.	Work with Registered providers and Green Deal providers to identify and improve dwellings through building fabric and behaviour change interventions	<p>Accommodation with damp and condensation problems identified and improved.</p> <p>Damp & Mold hazards mitigated</p> <p>NHS Cost Savings established</p>	<p>Pilot properties identified 2015</p> <p>2018</p> <p>Ongoing</p>	<p>Private Sector Housing</p> <p>Registered Providers</p> <p>Green Deal Providers</p>

What we want to achieve	Key Actions	Outcomes	When it will be done	Who will do it
Lower the rates of unemployment in the Borough by supporting and encouraging residents to take up work.	Operate weekly Work Clubs for advice, support and networking Develop education, employment and training opportunities for council tenants and other residents	Work clubs set up; premises and volunteers to run them identified	Ongoing	Community Initiatives Team CBH
	Develop the Local Support Services framework, in partnership with Colchester Job Centre Plus, Colchester Borough Homes, Customer Borough Council and other partners to promote employment opportunities and local support services	Unemployment reduced	Ongoing	CBH/CBC Customer Services Solutions.
Increase the employability skills of 25-35 year old entrenched unemployed in St Andrews and surrounding area	Implement Resilience Hub based in Greenstead Housing Office to offer training, work placements and motivational courses	Increase in 25-35 year olds into employment.	2015/2016	DWP, CBC,CBH, Colne Housing, GO4, Signpost, Children Centres and Family Solutions
Encourage better links between housing and crime prevention	Work with organisations to continue to arrange and hold events including; Terry's Army Days/Local ASB Forum/ASB Partnership event.	Events held quarterly	2015-2020	Colchester Borough Homes/Open Road/Police/Catch 22
	Make homes safer and reduce the fear of crime through mitigation of 'entry by intruder' hazards under the provisions of the Housing	Safer homes and reduction in fear of crime – Category 1 & significant category 2	2015-2020	CBC – Private Sector Housing Team

What we want to achieve	Key Actions	Outcomes	When it will be done	Who will do it
	<p>Health and Safety Rating System (HHSRS).</p> <p>Provision of Home Security Grants to lower income households for urgent home security works</p>	<p>'entry by intruder' hazards removed.</p> <p>Minimum 20 'entry by intruder' hazards removed per year by formal or informal enforcement action</p>		
Prevent and reduce Domestic Abuse	Work in partnership with Essex County Council to develop a Domestic Abuse Strategy for Essex	Domestic Abuse Strategy produced and implemented	2015	CBH, ECC, Registered Providers

5. Work with customers to help them make informed choices about their housing options

What we want to achieve	Key Actions	Outcomes	When it will be done	Who will do it
Manage customers' expectations and enable them to help themselves	Work with the CBC Customer Service Centre to help promote self serve	More customers able to self-serve More efficient service Financial savings	2015/16	CBH - Housing Options Team, Customer Services Solutions, CBC- Private Sector Housing
Ensure that young people understand the housing options available to them and the risks of leaving home in an unplanned way	Work in partnership with schools in the borough to educate young people and their parents about their housing options and the risks of leaving home in an unplanned way. Publicise COYOHO (Colchester Young Persons Housing) website which offers advice and information for young people on Housing problems.	School projects set up so young people are more informed about housing. Publicised to organisations and groups via e-mail and Social Media	Ongoing 2015/16	Yes/CCVS/Age UK/TACMEP/CBH – Housing Options Team Community Initiatives Team
Increase housing options in the private rented sector encouraging, supporting and incentivising private landlords	Set up a quarterly Landlords Forum Continue to offer a rent bond to landlords to provide affordable rented accommodation and to ensure housing standards are suitable.	Landlords Forum set up and good attendance maintained Increase in use of the Private Rented Sector – Monitor take up	Ongoing	CBH - Housing Options Team Lettings Officer, Private Sector Landlords, CBC – Private Sector Housing Team.

	Deliver housing standards regulation and management training to Private Sector Landlords.	Training delivered – better informed and broadly compliant landlords.	2015-16	
Support residents affected by Welfare Reform	Continue to develop internal and external partnerships to mitigate the effects of welfare reform. Continue to provide proactive support to those affected by the reform agenda.	More residents supported and where appropriate alternative housing options identified.	2015-2020	Housing Options Team, CBH, Customer Services Solutions.
Improve tenancy sustainment and work proactively with residents to provide advice and assistance around budgeting, work and debts	Promote pre tenancy workshops/early intervention for arrears Promote financial Inclusion to help tenants to budget and provide long term improvements for residents in financial difficulty and reduce long term dependency on discretionary funds	Increase in take up of workshops. Reduction in the take up of discretionary funds	2015-2020	CBH – Housing Options Team /Supported Housing Organisations/CBH - Tenant Support Officers

6. Make the best use of existing homes

What we want to achieve	Key Actions	Outcomes	When it will be done	Who will do it
Maximise the use of council homes and reduce under-occupation	<p>Implement revised tenant incentive scheme policy to encourage council tenants who are under-occupying to move to a home that better meets their needs</p> <p>Promote the use of mutual exchange, to better meet tenants housing needs including a mutual exchange fair where tenants from all landlords in Colchester can be matched to more suitable properties</p> <p>Continue to carry out tenancy audits to ensure tenancy fraud is minimised</p> <p>Ensure the Council's Sheltered Housing Stock is appropriately maintained in accordance with the Colchester Standard.</p> <p>Maximise take-up of sheltered housing through the major refurbishment programme to</p>	<p>Tenant Incentive Scheme implemented and more under occupied households using the scheme.</p> <p>Mutual exchange publicised and an increase in the number of households moving through the scheme. In 2013-14 there were 114.</p> <p>Target of 300 Tenancy audits completed a year. Tenancy fraud reduced.</p> <p>All stock meets Colchester Standard</p> <p>Reduction in sheltered voids.</p>	<p>Ongoing</p> <p>5 year and 30 year plan</p>	<p>CBH – Housing Options Team, Tenant Support Officers, Registered Providers</p> <p>CBH – Property Services</p>

What we want to achieve	Key Actions	Outcomes	When it will be done	Who will do it
	free up under-occupied properties			
Reduce levels of overcrowding in affordable housing	Promote the use of mutual exchange, to better meet tenants needs (see action above)		Ongoing	CBH Housing Options, Housing Management Teams, Registered Providers
	Assessment of 'crowding and space' under the provisions of part 1 of the Housing Act 2004 to ensure families are correctly prioritised for rehousing	Crowding and space hazards removed or sufficiently mitigated.	Ongoing	CBC – Private Sector Housing Team
Help people whose independence may be at risk to remain in or return to their home in both the private and public sector properties.	Increase use of the disabled adaptations in CBC properties to encourage independent living amongst older residents and residents with a disability	Increase in planned and unplanned adaptations 100% spend of DFG budget allocation	Ongoing	CBH Adaptations Manager, Registered Providers
	Respond to recommendations from ECC Occupational Therapy service to process Disabled Facilities Grants in private sector properties.			
	Participate and influence the recommissioning process for Home Improvement Agency services by ECC in 2015.	New HIA service or alternative provision in place from 2015	2015	CBC – Private Sector Housing with Home Improvement Agency support ECC

What we want to achieve	Key Actions	Outcomes	When it will be done	Who will do it
	Provide advice on welfare benefits to older people to help them maximise their income and remain in their own home.	Increase in older people able to remain in their own home	Ongoing	CBC Welfare Rights Team
Maintain and where possible reduce the currently low levels of long term empty properties in the Private Sector Provide information to residents on the reality of empty homes – manage the perception	<p>Respond to enquiries regarding long term empty properties and take informal or formal action as appropriate.</p> <p>Offer financial assistance to bring empty properties back in to use wherever possible or to reduce the affect of the property on the neighbourhood.</p>	<p>Reduction in the overall number of empty homes.</p> <p>Make safe and secure empty properties where there is a significant public health or safety impact on the community.</p>	Ongoing	CBC Private Sector Housing, Registered Providers

7. Work to ensure that existing and new homes are healthy, safe and energy efficient

What we want to achieve	Key actions	Outcomes	When it will be done	Who will do it
Target the work we do to improve homes in the private sector based on evidence and the best information	Commission stock condition survey to provide evidence base and influence future service planning and delivery activities. Purchase Housing Health Costs Calculator	Survey and final report completed and implemented HHCC purchased and in use to demonstrate savings to society resulting from housing interventions	2015/16 2015	Private Sector Housing Team
Encourage private landlords & managing agents to provide good quality and well managed properties	Adoption & Development of Essex Landlord Accreditation Scheme (ELAS) and Colchester's Student Accommodation Accreditation Scheme (SAAS) Review and improve housing conditions through the Housing Health & Safety Rating System (HHSRS) under the provisions of the Housing Act 2004 Part 1 Support landlords towards provision of broadly compliant housing accommodation through improved	Increase number and percentage of accredited landlords through ELAS and Colchester's Student Accommodation Accreditation Scheme (SAAS) Category 1&2 hazards removed. Minimum of 300 per annum. Update website with self-serve information.	Ongoing 2015 onwards 2015	CBC - Private Sector Housing Team ELAS Local Authority Consortium. Essex University CBC – Private Sector Housing Team

What we want to achieve	Key actions	Outcomes	When it will be done	Who will do it
	communication and joint working - Identify common barriers to compliance and provide self service advice and guidance in order that resources can be targeted toward criminal landlords.	Landlord training delivered. Participation in Landlord Forums and other similar events.	Ongoing	
Ensure that houses in multiple occupation (HMOs) are safe and well managed	<p>Develop knowledge of the number and location of private HMOs in Colchester.</p> <p>Ensure HMOs are managed in accordance with the Management of Houses in Multiple Occupation (England) Regulations 2006 & (additional provisions) Regulations 2007</p> <p>Undertake statutory duty to license all mandatory HMOs under the provisions of the Housing Act 2004 Part 2</p> <p>Use enforcement powers to raise standards where landlords refuse to work with CBC or where landlords fail to licence properties as necessary.</p>	<p>Better quality accommodation - Improvement of HMO's from 30 to 50 per annum over the course of the strategy.</p> <p>Reduction in unlicensed HMO's</p> <p>Enforcement action and prosecution of non-compliant/criminal landlords.</p>	<p>2020</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	CBC - Private Sector Housing, Private Landlords
Encourage & Support homeowners to maintain and repair their homes and	Remove and mitigate significant hazards and fund energy efficiency improvements where no alternative	Improvement in energy efficiency of properties.	2015/16	CBC - Private Sector Housing

What we want to achieve	Key actions	Outcomes	When it will be done	Who will do it
introduce energy efficiency measures.	<p>form of assistance is available by providing financial assistance through grants and loans.</p> <p>Undertake review of Financial Assistance Policy and explore opportunities to further incentivise property improvements through provision of grants and loans.</p>	More grants and loans provided for property improvements.	2015/16	
Improve the Energy Efficiency of private sector housing in Colchester and contribute to a reduction of households in fuel poverty	<p>Undertake Housing Health and Safety Rating System (HHSRS) excess cold assessments and take appropriate action to ensure dwellings have an effective and affordable means of heating.</p> <p>Provide fuel poverty advice to households & signpost customers to income maximisation and fuel tariff advice.</p>	<p>80 excess cold hazards removed through formal/informal enforcement and financial assistance per annum.</p> <p>Promotional events and activities organised relating to the promotion of energy efficiency and renewable energies available to the domestic market.</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>CBC - Private Sector Housing</p> <p>Energy/Green deal suppliers</p> <p>CBC - Community Initiatives Team</p>
Increase the take up of the government's Green Deal scheme across the borough, encouraging and supporting residents to make	Working in partnership with Green Deal installers to make direct contact with households, hold information session to allow residents to find out more about	<p>Information sessions held and grant funding accessed.</p> <p>Use existing funding and identify or draw</p>	2015/16	Community Initiatives Team, CBC Private Sector Housing

What we want to achieve	Key actions	Outcomes	When it will be done	Who will do it
improvements to their home increasing energy efficiency, and reducing fuel bills.	insulating their homes and where possible grant funding may be available. Use social media to promote Green Deal opportunities.	down available ECO or Green Deal funding. More residents benefit/make savings by joining the Green Deal		
Improve the energy efficiency of the Council's housing stock	Implement the Green Strategy part of the Asset Management Strategy, which provides a holistic approach to making homes more energy efficient.	Increase in homes that are more energy efficient.	2020	CBH Asset Management
	Utilise the Government's and the EU's energy grant and incentive schemes to maximise the amount of measures available to individual properties within the stock.		Ongoing	CBH Energy Initiatives Officer
	Continue the Solar PV installation programme with private investors to ensure every viable property within the housing stock has PV installed.	PV Panels installed, tenants save money on fuel bills.	Ongoing	CBH Asset Management
	Include energy saving measures within the Colchester standard and ensure procurement includes measures within specifications where appropriate.		Ongoing	CBH Asset Management

What we want to achieve	Key actions	Outcomes	When it will be done	Who will do it
Understand the viability of implementing new energy efficiency measures for the Council's housing stock	Energy assessments to be carried out on all properties with the Housing Stock.	Assessments completed, better understanding of costs to inform what new measures are implemented.	2019	CBH Project Surveyor (Energy)

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8. Ensure that housing and related services meet a range of specialist needs

What we want to achieve	Key Actions	Outcomes	When it will be done	Who will do it
Work in partnership with other providers to ensure a sufficient supply of housing for older people including extra care.	Work with ECC to identify funding available and delivery options. Use information from the SHMA to identify the needs and aspirations of older people, where they want to live and type of accommodation	Funding Identified Needs and aspirations of older people identified and provision made within the Local Plan for suitable sites	Ongoing	CBC Housing Strategy Team, Housing Development Officer
Ensure a co-ordinated approach to supported housing across the council, social care and health	Continue to work with ECC and attend the Housing, Health and Social Care Forum to influence commissioning of supported housing and support services where possible. Review existing supply of supported housing in the borough including access to and support options.	Increase/improvement in supported housing and support services for Colchester. Directory of support services updated. Supported housing supply identified to inform commissioning process.	Ongoing Ongoing	CBC Housing Strategy Team
Identify and support the need for adapted properties as part of new developments	Negotiate the provision of homes built to wheelchair standards on sites where affordable housing is being provided	Increase in the number of wheelchair standard properties	Ongoing	CBC Housing Strategy Team
Increase use of assistive technologies for Council tenants.	Publicise the benefits of assistive technology to tenants to enable them to remain in their own homes.	More tenants using the service	2017	CBH

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30 June 2015

Report of	Monitoring Officer	Author	Andrew Weavers
			☎ 282213
Title	Appointment of High Steward		
Wards affected	Not applicable		

This report requests the Committee to recommend that Sir Bob Russell be appointed as High Steward of Colchester

1. Decision Required

- 1.1 To recommend to Council that Sir Bob Russell be chosen as High Steward of the Borough of Colchester and a special meeting of the Council be convened on a date to be determined to pass an appropriate resolution.

2. Background

- 2.1 The office of High Steward was created in Colchester by means of a Royal Charter dated 9 July 1635, which was also the Charter that first gave the town a Mayor in place of two annually elected Bailiffs.

The Charter sets out the duties of the High Steward as being:-

“to advise and direct the Mayor and Commonalty of the same Borough in the chief business touching that Borough.”

The Charter goes on to say that after the death or resignation of a High Steward:-

“...at a time fitting.....it shall be rightfully lawful for the Mayor, Aldermen, Assistants, Common Council and Free Burgesses of the Commonalty of the Borough..... to choose and prefer one other as High Steward....”

- 2.1 The office of High Steward has been vacant since 2009 following the resignation of Professor Sir Ivor Crewe who held the office from 2003.

3. Proposal

- 3.1 The Leader of the Council and the Group Leaders agreed that Sir Bob Russell be offered the post of High Steward in recognition of his many years of public service to the Borough. Sir Bob Russell has subsequently accepted.
- 3.2 Sir Bob Russell will become the 23rd High Steward of the Borough of Colchester and the Committee is requested to recommend to full Council that it agrees to confer the title at a special meeting of the Council to be convened on a date to be determined.

4. Strategic Plan References

- 4.1 The manner in which Council governs its business is an underpinning mechanism in the Council's Strategic Plan aims to set out the direction and future potential for our Borough.

8. Financial Considerations

- 8.1 The only financial considerations are in relation to the costs of convening a special council meeting and a commemorative scroll. The special meeting will be held on the same day as the special meeting convened for the conferment of new Honorary Aldermen.

9. Equality, Diversity and Human Rights Implications

- 9.1 No direct implications

10. Publicity Considerations

- 10.1 The special council meeting will be open to the public and details will be published on the Council's website.

11. Consultation, Community Safety, Health and Safety and Risk Management Implications

- 11.1 No direct implications.