

# Council Meeting

**Council Chamber, Town Hall, High Street,  
Colchester, CO1 1PJ**

**Wednesday, 02 November 2016 at 18:00**

# **Information for Members of the Public**

## **Access to information and meetings**

You have the right to attend all meetings of the Council, its Committees and Cabinet. You also have the right to see the agenda, which is usually published 5 working days before the meeting, and minutes once they are published. Dates of the meetings are available at [www.colchester.gov.uk](http://www.colchester.gov.uk) or from Democratic Services. Occasionally meetings will need to discuss issues in private. This can only happen on a limited range of issues, which are set by law. When a committee does so, you will be asked to leave the meeting.

## **Have Your Say!**

The Council values contributions from members of the public. Under the Council's Have Your Say! policy you can ask questions or express a view to most public meetings. If you wish to speak at a meeting or wish to find out more, please refer to Attending Meetings and "Have Your Say" at [www.colchester.gov.uk](http://www.colchester.gov.uk)

## **Audio Recording, Filming, Mobile phones and other devices**

The Council audio records all its public meetings and makes the recordings available on the Council's website. Audio recording, photography and filming of meetings by members of the public is also permitted. The discreet use of phones, tablets, laptops, cameras and other such devices is permitted at all meetings of the Council, with the exception of Committee members at all meetings of the Planning Committee, Licensing Committee, Licensing Sub-Committee and Governance Committee. It is not permitted to use voice or camera flash functionality and devices must be kept on silent mode. Where permitted, Councillors' use of devices is limited to receiving messages and accessing papers and information via the internet.

## **Access**

There is wheelchair access to the Town Hall from St Runwald Street. There is an induction loop in all the meeting rooms. If you need help with reading or understanding this document please use one of the contact details at the bottom of this page and we will try to provide a reading service, translation or other formats you may need.

## **Facilities**

Toilets with lift access, if required, are located on each floor of the Town Hall. A vending machine selling hot and cold drinks is located on the ground floor.

## **Evacuation Procedures**

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

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**[www.colchester.gov.uk](http://www.colchester.gov.uk)**

**COLCHESTER BOROUGH COUNCIL**  
**Council**  
**Wednesday, 02 November 2016 at 18:00**

**TO ALL MEMBERS OF THE COUNCIL**

**Published 26/10/2017**

You are hereby summoned to attend a meeting of the Council to be held at the Town Hall, Colchester on Wednesday, 02 November 2016 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.**

**1 Welcome and Announcements (Council)**

(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.

**Prayers**

**Apologies**

## 2 **Have Your Say! (Council)**

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 (Council)**

A... Motion that the minutes of the meeting held on 27 July 2016 be confirmed as a correct record.

**Minutes 27-07-16**

9 - 18

## 4 **Declarations of Interest**

The Chairman to invite Councillors to declare individually any interests they may have in the items on the agenda. Councillors should consult Meetings General Procedure Rule 7 for full guidance on the registration and declaration of interests. However Councillors may wish to note the following:-

- Where a Councillor has a disclosable pecuniary interest, other pecuniary interest or a non-pecuniary interest in any business of the authority and he/she is present at a meeting of the authority at which the business is considered, the Councillor must disclose to that meeting the existence and nature of that interest, whether or not such interest is registered on his/her register of Interests or if he/she has made a pending notification.
- If a Councillor has a disclosable pecuniary interest in a matter being considered at a meeting, he/she must not participate in any discussion or vote on the matter at the meeting. The Councillor must withdraw from the room where the meeting is being held unless he/she has received a dispensation from the Monitoring Officer.
- Where a Councillor has another pecuniary interest in a matter being considered at a meeting and where the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the Councillor's 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.

**5 Mayor's Announcements**

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

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

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) 2015/16 Year End Review of Risk Management 19 - 20**

B... Motion that the recommendation contained in minute 111 of the Cabinet meeting on 12 October 2016 be approved and adopted.

**7(ii) Health and Safety Policy 2016-17 21 - 22**

C... Motion that the recommendation contained in minute 25 of the Governance and Audit Committee meeting of 11 October 2016 be approved and adopted.

**7(iii) Review of the Council's Ethical Governance Policies 23 - 24**

D... Motion that the recommendation contained in minute 27 of the Governance and Audit Committee meeting of 11 October 2016 be approved and adopted.

**7(iv) Review of Local Code of Corporate Governance 25 - 26**

E.... Motion that the recommendation contained in minute 30 of the Governance and Audit Committee meeting of 11 October 2016 be approved and adopted.

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

To consider the following Motions:-

**(i) Bus Services Bill - Motion withdrawn**

**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)).

Councillor Higgins to Councillor Lilley, Portfolio Holder for Licensing and Safer Communities:-

When will Colchester Borough Council adopt a policy to govern the use of Advertising Boards ("A" Boards) on the public highway within the Borough boundaries?

- |    |  |          |
|----|--|----------|
| 10 | <b>Schedule of Portfolio Holder decisions</b>  | 27 - 30  |
|    | To note the schedule of portfolio holder decisions covering the period 13 July 2016 - 16 October 2016.   |          |
| 11 | <b>Urgent Items (Council)</b>  |          |
|    | 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.  |          |
| 12 | <b>Reports Referred to in Recommendations</b>  |          |
|    | The reports specified below are submitted for information and referred to in the recommendations specified in item 7 of the agenda:  |          |
|    | 2015/16 Year End Review of Risk Management, report to Cabinet, 12 October 2016   |          |
|    | <b>Year End Review of Risk Management 2015-16 - report to Cabinet.doc</b>  | 31 - 54  |
|    | <b>Health and Safety Policy - report to Governance and Audit Committee</b>   | 55 - 92  |
|    | <b>Review of the Council's Ethical Governance Policies - report to Governance and Audit Committee</b>  | 93 - 94  |
|    | <b>Review of Local Code of Corporate Governance - report to Governance and Audit</b>   | 95 - 122 |
| 13 | <b>Exclusion of the Public (not Scrutiny or Executive)</b>   |          |
|    | 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)

