

Scrutiny Panel Meeting

**Grand Jury Room, Town Hall, High Street,
Colchester, CO1 1PJ
Tuesday, 27 November 2018 at 18:00**

The Scrutiny Panel examines the policies and strategies from a borough-wide perspective and ensure the actions of the Cabinet accord with the Council's policies and budget. The Panel reviews corporate strategies that form the Council's Strategic Plan, Council partnerships and the Council's budgetary guidelines, and scrutinises Cabinet or Portfolio Holder decisions which have been called in.

Information for Members of the Public

Access to information and meetings

You have the right to attend all meetings of the Council, its Committees and Cabinet. You also have the right to see the agenda (the list of items to be discussed at a meeting), which is usually published five working days before the meeting, and minutes once they are published. Dates of the meetings are available here:

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

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

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Access

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

Facilities

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

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Scrutiny Panel – Terms of Reference

1. To fulfil all the functions of an overview and scrutiny committee under section 9F of the Local Government Act 2000 (as amended by the Localism Act 2011) and in particular (but not limited to):

- (a) To review corporate strategies;
- (b) To ensure that actions of the Cabinet accord with the policies and budget of the Council;
- (c) To monitor and scrutinise the financial performance of the Council, performance reporting and to make recommendations to the Cabinet particularly in relation to annual revenue and capital guidelines, bids and submissions;
- (d) To review the Council's spending proposals to the policy priorities and review progress towards achieving those priorities against the Strategic and Implementation Plans;
- (e) To review the financial performance of the Council and to make recommendations to the Cabinet in relation to financial outturns, revenue and capital expenditure monitors;
- (f) To review or scrutinise executive decisions made by Cabinet, the North Essex Parking Partnership Joint Committee (in relation to decisions relating to offstreet matters only) and the Colchester and Ipswich Joint Museums Committee which have been made but not implemented referred to the Panel pursuant to the Call-In Procedure;
- (g) To review or scrutinise executive decisions made by Portfolio Holders and officers taking key decisions which have been made but not implemented referred to the Panel pursuant to the Call-In Procedure;
- (h) To monitor the effectiveness and application of the Call-In Procedure, to report on the number and reasons for Call-In and to make recommendations to the Council on any changes required to ensure the efficient and effective operation of the process;
- (i) To review or scrutinise decisions made, or other action taken, in connection with the discharge of functions which are not the responsibility of the Cabinet;
- (j) At the request of the Cabinet, to make decisions about the priority of referrals made in the event of the volume of reports to the Cabinet or creating difficulty for the management of Cabinet business or jeopardising the efficient running of Council business;

2. To fulfil all the functions of the Council's designated Crime and Disorder Committee ("the Committee") under the Police and Justice Act 2006 and in particular (but not limited to):

- (a) To review and scrutinise decisions made, or other action taken, in connection with the discharge of those functions by the responsible authorities of their crime and disorder functions;
- (b) To make reports and recommendations to the Council or the Cabinet with respect to the discharge of those functions.

COLCHESTER BOROUGH COUNCIL
Scrutiny Panel
Tuesday, 27 November 2018 at 18:00

The Scrutiny Panel Members are:

Councillor Beverly Davies	Chairman
Councillor Kevin Bentley	Deputy Chairman
Councillor Phil Coleman	
Councillor Chris Hayter	
Councillor Andrea Luxford Vaughan	
Councillor Lee Scordis	
Councillor Barbara Wood	

The Scrutiny Panel Substitute Members are:

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

AGENDA
THE LIST OF ITEMS TO BE DISCUSSED AT THE MEETING
(Part A - open to the public)

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

1 Welcome and Announcements

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

2 Substitutions

Councillors will be asked to say if they are attending on behalf of a Committee member who is absent.

3 Urgent Items

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

4 Declarations of Interest

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

participating in any vote upon the item, or any other pecuniary interest or non-pecuniary interest.

5 Minutes of Previous Meeting

The Councillors will be invited to confirm that the minutes are a correct record of the meeting held on 16 October 2018 (to follow).

6 Have Your Say!

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

7 Decisions taken under special urgency provisions

The Councillors will consider any decisions by the Cabinet or a Portfolio Holder which have been taken under Special Urgency provisions.

8 Cabinet or Portfolio Holder Decisions called in for Review

The Councillors will consider any Cabinet or Portfolio Holder decisions called in for review.

9 Items requested by members of the Panel and other Members

(a) To evaluate requests by members of the Panel for an item relevant to the Panel's functions to be considered.

(b) To evaluate requests by other members of the Council for an item relevant to the Panel's functions to be considered.

Members of the panel may use agenda item 'a' (all other members will use agenda item 'b') as the appropriate route for referring a 'local government matter' in the context of the Councillor Call for Action to the panel. Please refer to the panel's terms of reference for further procedural arrangements.

10 Strategic Plan Spending Priorities

9 - 18

This report provides an opportunity for the Scrutiny Panel to consider and comment on the Strategic Plan Spending priorities report that was submitted to Cabinet on 21 November 2018, and which is attached as Appendix A. The report provided an update on the projects associated with the eight themes and the amended funding allocations.

11 Financial Monitoring Report – April to September 2018

19 - 34

The Panel is asked to consider the financial performance of General Fund Services and the Housing Revenue Account (HRA) for the first

six months of 2018/19, and to note the forecast budget overspend of £288k on the General Fund.

- | | | |
|----|--|---------|
| 12 | Capital Expenditure Monitor 2018/19 – April to September 2018 | 35 - 48 |
| | To review the progress of the schemes included in the capital programme, the associated spend for the first six months of the financial year, the budget forecasts for 2018/19 and future years and the RAG rating for each scheme as defined by the relevant project manager | |
| 13 | Work Programme | 49 - 62 |
| | This report sets out the current Work Programme 2018-2019 for the Scrutiny Panel. This provides details of the reports that are scheduled for each meeting during the municipal year. | |
| 14 | Exclusion of the Public (Scrutiny) | |
| | In accordance with Section 100A(4) of the Local Government Act 1972 and in accordance with The Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000 (as amended) to exclude the public, including the press, from the meeting so that any items containing exempt information (for example confidential personal, financial or legal advice), in Part B of this agenda (printed on yellow paper) can be decided. (Exempt information is defined in Section 100I and Schedule 12A of the Local Government Act 1972). | |

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

Report of	Chief Operating Officer	Author	Jonathan Baker
Title	Strategic Plan Spending Priorities		☎ 282207
Wards affected	Not applicable		

1. Executive Summary

- 1.1 This report provides an opportunity for the Scrutiny Panel to consider and comment on the Strategic Plan Spending priorities report that was submitted to Cabinet on 21 November 2018, and which is attached as **Appendix A**. The report provided an update on the projects associated with the eight themes and the amended funding allocations.

2. Action Required

- 2.1 To consider and comment on the Strategic Plan Spending priorities update report as submitted to the Cabinet on 21 November 2018.

3. Reason for Scrutiny

- 3.1 Following a request from the Scrutiny Panel Chairman, Cabinet agreed that the Scrutiny Panel consider and comment on the Strategic Plan Spending priorities.



Cabinet

21 November 2018

Item
7(i)

Report of	Chief Operating Officer	Author	Ann Hedges ☎ 282202
Title	Strategic Plan Spending Priorities		
Wards affected	All		

1. Executive Summary

- 1.1 A new Strategic Plan was agreed at full Council in February 2018. In order to progress the priorities it was agreed at Cabinet 11 July 2018 that additional, previously unallocated funds would be allocated across a range of key themes embedded in the Plan to enable quicker delivery. The themes also highlight areas where funding has already been secured but need additional focus.
- 1.2 Eight themes were identified and are set out in more detail at section 5 below. The eight themes are:
 1. Create Transport for Colchester
 2. Clean up and Promote the Town Centre
 3. Fight Crime and Improve Community Safety
 4. Reduce Homelessness
 5. Enterprising Colchester
 6. Sports and Health for All
 7. Reform and Refresh
 8. Co-operation
- 1.3 Since July the programme of work has progressed and this paper updates the specific projects being delivered against each theme.

2. Recommended Decision

- 2.1 To note progress and further detail against the eight priority themes.
- 2.2 To agree the amended funding allocations set out in section 10.

3. Reason for Recommended Decision

- 3.1 These priorities reflect those set out in the Strategic Plan and the allocation of resources will enable them to be moved forward more quickly.

4. Alternative Options

- 4.1 A different set of actions could be agreed however it is felt that these are of the highest importance.
- 4.2 No additional actions could be instigated however there is a significant amount of one-off money available that should be put to use for the benefit of Colchester.

Appendix A

5. Background Information

- 5.1 The year-end financial position that was taken to Scrutiny Panel on 12 June 2018 showed a positive position with a number of funding streams available for one-off spending.
- 5.2 A number of priorities have been identified that reflect the Strategic Plan that could be progressed more quickly with additional funding and themes that needed added focus is maintained.
- 5.3 Further progress and detail of the themes has been developed since the report to cabinet in July.

5.3.1 Create 'Transport for Colchester'

This was described as working with Essex County Council and public transport providers to agree a transport plan to secure better public transport and roads, to get back the power for Colchester to fix potholes, poor paths and broken roads.

A number of positive actions have been taken:

- a) Contribution of an additional £100k to the Local Highways Panel (LHP) agreed and the LHP has been moved back to Colchester.
- b) Working with Essex County Council on a Strategic Plan for Transport. Work has started and consultation will be undertaken in the New Year.
- c) Ongoing discussions with Essex County Council about how our highways are managed.

5.3.2 Clean up and promote the Town Centre

This was described as making the most of our great town, light up and show off our heritage. Promote the Business Improvement District (BID) and prioritise Vineyard Gate. Making Colchester a cleaner, greener, better experience for pedestrians, visitors and residents.

A range of activities have been undertaken with others at the planning stage:

- a) Deep cleans of the Town Centre undertaken.
- b) Additional street cleaning equipment being purchased. We are looking at equipment and testing various things to establish what will be most effective.
- c) Recycling bins to be installed once licenses agreed by Essex County Council and additional litter bins.
- d) Pedestrianisation of the High Street being looked at by the Public Initiatives and Policy Panel and the Business Improvement District.
- e) Introduction of Living Walls being scoped to help improve air quality.
- f) Scoping sites for the introduction of drinking fountains across the Town Centre. A plan for five sites being developed. Implementation likely to be early summer 2019.
- g) Christmas trees being planned for six sites across the Town Centre.
- h) Scoping and feasibility study to look at costs and options for highlighting a number of heritage assets. This is a complex project that will require permissions from Historic England and it is likely to be early summer before it is delivered. However, a number of activities have been delivered such as the poppies display on the Castle for remembrance weekend and the lighting of the war memorial.
- i) A new marketing campaign at Liverpool Street Station that has proved successful in the past that will be delivered in the run up to Christmas.

Appendix A

- j) An innovative art installation in Sir Isaacs Walk with high level “umbrellas” that are lit. It is planned that these will go up in February.
- k) Additional planters for the High Street for Spring.

5.3.3 Fight Crime and Improve Community Safety

This was described as working with the police to put more officers on our streets, strengthening community policing and making them more visible and responsive to resident’s needs. We will be tough on anti-social behaviour.

Discussions were held with the police to identify how additional resource might be best used and have resulted in a robust and comprehensive plan.

- a) Additional policing resource being funded made up of 1 sergeant, 4 special constables, 1 constable and 1 PCSO. This will further increase by March 2019 to have 1 sergeant, 1 constable, 3 PCSOs, 4 special constables and an ASB co-ordinator.
- b) Town Centre Action Plan has been agreed with the Police targeting persistent begging, street drinking, anti-social behaviour and drug use/selling. Implementation has begun.
- c) Weekly partner meetings are held to monitor actions and outcomes.

In addition we have undertaken actions to further supplement this work including:

- d) Use of a specialist external company to undertake enforcement action particularly targeting night time low level ASB. These have started and will continue for six months, targeting two weekends per month.
- e) Use of an external company to provide additional resource for a week of zero tolerance in the day time.
- f) A series of enforcement campaigns being planned including gum, litter and fly tipping over a year using existing resource in partnership with Keep Britain Tidy. The first of these will be around gum.

5.3.4 Reduce Homelessness

Described as additional investment in property in the Borough to help house vulnerable residents and produce extra income to re-invest. **Build new Council houses**, to help those on our waiting lists or those immediately at risk of homelessness.

- a) MHCLG funding of £192k in place and plan being delivered to reduce rough sleeping.
- b) Purchase of 16 properties agreed by Cabinet for use as temporary accommodation. At this point eight have been purchased and four have been let to homeless families.
- c) Cabinet also agreed to purchase ten properties under right to buy back for permanent accommodation. Four have been purchased and a further three are being purchased.
- d) HRA Borrowing headroom – bids submitted to access funding for additional headroom.
- e) Paper agreed at Cabinet 10 October to enable Amphora Homes to build housing including affordable housing.
- f) This agenda also sees a paper proposing that up to twenty properties will be bought for affordable rent in partnership, to allow use of Right to Buy receipts.

5.3.5 Enterprising Colchester

Described as supporting our innovative local businesses, large and small. Develop our creative industries and our partnership with business leaders and the University of Essex.

One of the priority actions we are able to take is to look for opportunities for external funding to support businesses in Colchester. This is demonstrated in the key actions under this theme:

Appendix A

- a) Business Improvement District established and working on their priorities.
- b) Bid for funding to enable roll out of ultrafast broadband for small businesses submitted.
- c) Bid to Local Growth fund for funding for new grow on spaces for local businesses.

5.3.6 Sports and Health for All

Described as taking the next steps towards building Northern Gateway as a Regional Sports and Entertainment Hub, working with Sports England and others to raise sports participation across the Borough.

- a) Publication of the first phase of the project is about to be published. By the end of November we will have clarification from Sport England on the delivery phase funding that we expect to be in the region of £3m across the 3 areas (Tendring, Basildon and Colchester).
- b) First phase saw £850K development grant invested, setting up the infrastructure to run the main projects. This also started to test some initial existing projects that were felt to be good practise and to explore if these should be scaled and replicated.
- c) For example a Housing Crisis project for people in temporary and emergency accommodation given intensive support, including debt management, involvement in the community, mental health, physical activity, supported by a personal mentor approach. This has proved very successful.
- d) Chair of Sport England attended the first strategic sponsors group.

5.3.7 Reform and Refresh

Described as invigorating Council ways of working, to look at alternative methods of service delivery and to maximise efficiencies to be re-directed towards frontline services. Launch a Policy and Public Initiatives panel to bring in new ideas from the public.

The new Public Policy and Initiatives Panel was established at the beginning of the Municipal year and has met a number of times. It has held a consultation meeting and an on-line survey to look at ideas from the public. A number of these are being taken forward.

The Task & Finish Group to look at alternative methods of service delivery now has a full membership and will meet shortly.

5.3.8 Co-operation

Described as welcoming the help and ideas and support of every party and every part of the community, working with Tollgate Village, forming a cross-party group for tourism and heritage, working with all of those wanting to improve life and prospects for all within the Borough.

Key actions here include:

- a) Task & Finish Group looking at opportunities to improve our tourism and heritage offer, Chaired by Cllr Laws.
- b) Tollgate representative invited to join the Ambassadors group.
- c) Funding for community initiatives including support to Age Concern.
- d) Funding for the Arts Centre to enable a bid to the Arts Council for refurbishment work. Our funding of £30k has successfully supported the bid for additional funding of almost £500k.
- e) Working with the voluntary group "Walk Colchester" to progress the next stage of the Colchester Orbital.
- f) A one-off payment to support West Mersea Town Council with refurbishment of the toilets.

Appendix A

- g) WW1 commemorative benches in Castle Park installed.

6. Equality, Diversity and Human Rights implications

- 6.1 An equality impact assessment was available for the Strategic Plan and is relevant for this. The link is available here [Strategic Plan 2018-21](#)

7. Strategic Plan References

- 7.1 The priorities are all set out in the [Strategic Plan 2018-21](#). This programme of work will take forward a number of areas.

8. Consultation

- 8.1 A number of these priorities will require public consultation and finance for appropriate consultation will be included in the allocation of resources to inform how specific projects will be taken forward.
- 8.2 The work of the Public Policy and Initiatives Panel in particular has asked the public for ideas and a range of these are now being taken forward.

9. Publicity Considerations

- 9.1 There will be a range of areas that will of interest to the public and proactive communications will be undertaken and a range of communication campaigns will be used to support some of the behaviour change activities.
- 9.2 Better Colchester has been established as a brand to inform and engage people of the actions being taken and how they can get involved. A range of activities are underway including adverts in the Gazette, Spotify adverts, Facebook boosts, short videos, bus stop adverts. The aim is to get key messages to the public to explain what we are doing to improve the issues they tell us they have about the borough.
- 9.3 Two editions of a Council newsletter planned. The first will be delivered week commencing 19 November.

10. Financial implications

- 10.1 Cabinet agreed a one off additional budget allocation of £1.95m to support the Strategic Plan spending priorities. This funding was agreed in addition to existing revenue and capital budget allocations. The initial sums were allocated to themes pending more detailed planning. Allocations would need to change as estimates and partner views were confirmed to allocate resource to specific projects to ensure best value. As such it was always envisaged that some reallocations would be required.
- 10.2 The following table sets out the latest position by theme providing details of specific budgetary allocations. This shows that over £1.5m has been allocated against specific activities.

Main theme	Items to be funded	Initial Allocation	Current agreed budgets
		£'000	£'000
	Local Highways Panel		100

Appendix A

Main theme	Items to be funded	Initial Allocation	Current agreed budgets
		£'000	£'000
Transport for Colchester	Support to development of Transport Strategy and work on pedestrianisation of the High Street, including consultation.		117
		550	217
Clean up the Town Centre	<i>Additional cleanliness activities:-</i>		
	• Deep cleans of the High Street and Town Centre Roads		25
	• Removal of high level graffiti		3
	• Additional equipment		33
	• Additional zone resource		102
	• Recycling bins		20
	• Additional litter bins		6
		300	189
	<i>Heritage projects including lighting</i>	200	200
	Tourism marketing campaign		10
	<i>Projects including:-;</i>		
	• Christmas trees		40
	• Living walls		30
	• Drinking Fountains		18
	• Signage		3
	• Umbrella art installation		30
	• Additional planters		30
	• Project resource to support delivery		20
		250	181
Fight Crime	Additional resource to the police (including street weeks)		330
	<i>Enforcement campaigns:-</i>		
	• 12 night time zero tolerance exercises & 1 week of day time actions		60
	• Enforcement campaigns		30
		400	420
Co-operation	Community projects		70
	<i>Specific Projects:-</i>		
	• Joint projects with voluntary and arts sectors		10
	• Support to Colchester Arts Centre for bid.		30
	• Support to Age Concern		5
	• Colchester Orbital		20
	• West Mersea toilets		15
	• WW1 commemorative benches		4
		150	154
Communications	Better Colchester campaign		100
	Newsletters - 2 editions		50

Appendix A

Main theme	Items to be funded	Initial Allocation	Current agreed budgets
		£'000	£'000
		100	150
		1,950	1,511
Contingency	Contingency to cover additional projects, and or costing changes or emerging costs		439
			1,950

10.3 The agreed detailed allocations will not all be spent within this financial year, for example, the support for additional police resources covers a 2 year period. This is as expected. It was recognised delivery would extend beyond the first year, to allow for feasibility study and or commercial process and for discussions with partners, such as Essex County Council and the Police. £1.5M of spend or commitment is expected by the end of year one. Any unspent sums this year will be carried forward to the following year and reported within normal budget reports.

10.4 As shown, there remains a sum of £0.4m to be allocated to specific projects or activities. This will include consideration of any ongoing costs.

11. Health, Wellbeing and Community Safety Implications

11.1 A number of the priorities will improve the health, wellbeing and community safety for our residents.

12. Health and Safety Implications

12.1 N/A

13. Risk Management Implications

13.1 N/A

Scrutiny Panel

27 November 2018

Item

11

Report of	Assistant Director Policy and Corporate	Author	Darren Brown ☎ 282891
Title	Financial Monitoring Report – April to September 2018		
Wards affected	Not applicable		

1. Executive Summary

- 1.1 This report gives the Panel the opportunity to hold Service Managers and Portfolio Holders accountable for their budgets. The financial position is summarised as follows:-
- The General Fund is showing a net underspend against services of £337k as at period 6. This includes a net underspend on expenditure of £16k and more income of £321k.
 - The current forecast outturn position for the General Fund is a net overspend of £288k.
 - The Housing Revenue Account is showing a net underspend of £535k as at period 6, and is forecast to be on budget at the year-end.
- 1.2 Further more detailed work will be undertaken during Quarter 3 to ensure forecast outturn positions are robust, and any resulting necessary action to mitigate any forecast budget variance will be considered. In addition, SMT continues to monitor the budget position on a monthly basis. The next report to the Panel will consider the draft outturn position, with the 9 month position being reported to Governance & Audit Committee in March.

2. Action required

- 2.1 The Panel is asked to consider the financial performance of General Fund Services and the Housing Revenue Account (HRA) for the first six months of 2018/19, and to note the forecast budget overspend of £288k on the General Fund.

3. Reason for scrutiny

- 3.1 Monitoring of financial performance is important to ensure that:
- Service expenditure remains within cash-limited budgets.
 - Potential variances at year-end are identified early so that remedial action can be taken to recover the position or 'recycle' any surplus budgets.
 - Performance targets are being met.
- 3.2 This report also gives the committee the opportunity to hold Service Managers and Portfolio Holders accountable for their budgets.

4. Background

- 4.1 This report reviews the Council's overall position based on profiled income and expenditure for the six months to 30 September 2018, and also shows a projection of the outturn figures for the full year. All the information presented in respect of General Fund Services shows the position based on net 'direct costs'. The review of the Housing Revenue Account is different in that it shows all costs, both direct and indirect.

Summary Position

- 4.2 The projected outturn for the General Fund is currently a net overspend of £288k. The Housing Revenue Account forecast outturn position is currently to be on budget.
- 4.3 The General Fund position is set out in more detail in the following paragraphs and the HRA position explained in paragraphs 4.21 to 4.25. Budgets carried forward from 17/18 are now included in the schedules within this report, and as such will be monitored as part of the overall position.

General Fund – Position to 30 September 2018

Service Budgets

- 4.4 Appendix A shows the current budget variances and forecast outturn variances by Service Group. The net position shows a variance against profiled budget for General Fund Services (excluding Benefits, NEPP & JMC) of £337k (favourable). This comprises total expenditure being £16k lower than expected and total income being £321k higher than expected. Appendix B breaks these variances down by subjective group.

Income

- 4.5 Income to the Council is above targets in a number of areas to date, but most notably in Domestic Waste, Parking and Planning. The main shortfall to date relates to Sport & Leisure, although this is currently forecast to reduce in the second half of the year. As one of our main risk areas, income will continue to be closely monitored by officers on a monthly basis.

Expenditure

- 4.6 There are underspends against profiled budgets in most services areas, which can be a result of profiling of budgets as well as timing of expenditure.
- 4.7 Benefits payments are not shown in Appendix A & B to avoid distorting the reported position for Service Groups. It is currently projected that this area will be underspent by £100k at year end, when the final subsidy claim is paid. Furthermore, NEPP and JMC variances are not included in the Appendix A & B totals, given these areas are ring-fenced and are reported to the relevant joint committee.

Outturn Forecast / Risk Areas

- 4.8 This is the second review this year of the 2018/19 budget position, and the current forecast outturn is a net overspend of £288k.

	£'000	
Service budgets	488	See paras. 4.9 – 4.10 and Appendix C
Technical Items – Pay Award Adjustment	(100)	See para 4.14
Technical Items – HB Overpayments	(100)	See para 4.15
Potential net overspend	288	

Service Budgets

- 4.9 The following table sets out the forecast outturn for all service areas, with outturn variances. This shows a net forecast overspend of £488k. As the table shows, this is primarily relates to £336k in Environment (Recycling & Fleet), £100k in Customer, and £79k in respect of company related budgets shown within Policy & Corporate.

Service	Forecast outturn		
	<i>Expenditure</i>	<i>Income</i>	<i>Net</i>
	<i>£'000</i>	<i>£'000</i>	<i>£'000</i>
EMT	1	-	1
Community	(54)	26	(28)
Customers	195	(95)	100
Environment	439	(103)	336
Policy & Corporate (incl. CDC)	(25)	104	79
Total all services	556	(68)	488

- 4.10 Appendix C sets out details of all forecast variances against service budgets at the year-end totalling £488k. To provide some context on the scale of the variances shown in Appendix C, a percentage value has been included within the comments which shows the proportion of the relevant budget that it represents. For example, an underspend due to vacant posts or the vacancy factor would be expressed as a proportion of the total employees budget for that area.
- 4.11 Cabinet have allocated funding of £1.95million for Strategic Priorities, and further details are shown on a separate report on this agenda. Where expenditure is planned to be incurred in the current financial year, budgets have been introduced and are assumed to be spent. Therefore these are not contributing to the forecast outturn variation shown within this report.
- 4.12 There are other risks, both positive and negative, to the outturn position that are not currently shown in the forecast. These and other areas will be closely monitored over the coming months and if appropriate the outturn forecast will be revised.

Corporate / Technical Items

- 4.13 The budget includes a number of corporate and technical budget areas such as net interest earnings, the provision to repay debt, pension costs and some non-service specific grants. It is currently assumed that the outturn for these areas will be in line with the budget.
- 4.14 The 2018/19 budget included an assumption of 2% for pay inflation. Given the actual pay award agreed was 1.5%, the resultant saving of circa £100k has been removed from service budgets and is now being held in our technical budget.
- 4.15 The budget includes an amount for the recovery of housing benefit overpayments, which is where claimants have been overpaid and we recover the money. We are forecasting more income to be recovered than estimated in the budget.

Summary position and action proposed

- 4.16 The forecast outturn shows a potential net overspend of £288k. There are a number of factors which are contributing to this position, with the main ones being:-
- Less income due to economic factors, e.g. Recycling & Fleet
 - Less income caused by external delays e.g. Northern Gateway
 - More expenditure due to demand e.g. Recycling & Fleet
 - One-off costs associated with futures reviews

- Increased income from the recovery of housing benefit overpayments

- 4.17 The impact of budget reviews should be viewed alongside the forecast outturn for the year. Outturn reviews in previous years have been undertaken to ensure that budgets reflect best estimates and do not contain “contingencies”. This does mean that services have less scope to absorb unforeseen budget pressures and any requests for new spending that may arise in-year.
- 4.18 As part of work to produce the 2019/20 detailed budgets consideration is being given to the extent to which some of the issues in the current year are likely to continue, or are one-off pressures.
- 4.19. The forecast position has been reported to Cabinet as part of the 2019/20 budget update. For planning purposes, the assumption remains that the final outturn will be delivered on budget and it should be noted that balances remain above the agreed minimum level by £0.3m.
- 4.20 Senior Management Team and Budget Group continue to monitor the budget position on a monthly basis and an updated forecast outturn will be produced to assess the impact on balances as part of the final 2019/20 budget report. This will be reported to the Panel in January. The 9 month position will be reported to Governance and Audit Committee in March.

Housing Revenue Account

- 4.21 The Housing Revenue Account (HRA) is a ring-fenced account which is affected by a number of variable factors. At the end of September 2018, the HRA is showing a net underspend of £535k compared to the profiled budget for the same period. This is primarily due to lower expenditure on Premises costs of £145k and Supplies & Services costs of £105k, and £228k more income than budgeted.

Position to date

- 4.22 Premises related costs are showing an underspend of £145k as at the end of September 2018. Overall, there is a net overspend of £5k on Repairs and Maintenance, which primarily relates to the timing of expenditure on repairs and maintenance of pumping stations, Homeless Persons Units and other delegated areas. There are underspends of £64k on Grounds Maintenance budgets, £37k on Council Tax on void properties and £23k on Utility and Water costs which relate to the timing of expenditure.
- 4.23 Supplies & Services costs are underspent by £105k at the end of September. There is a general underspend across most budget headings, which primarily relate to the timing of expenditure, the main factor being IT costs of £30k.
- 4.24 We have received £228k more income at the end of September 2018. This reflects the net impact of less rental & service charge income being lost from dwellings and garages than assumed within the budget, through a combination of voids and the level of Right to Buy sales.

Forecast Outturn

- 4.25 The HRA forecast outturn is to be on budget. Any underspend that occurs in the year will be used to fund a greater proportion of our Housing Capital Programme through an increased Revenue Contribution to Capital, thus minimising new borrowing and maximising our available headroom.

5. Standard References

- 5.1 Having considered consultation, publicity, equality, diversity and human rights, community safety, and health and safety implications, there are none that are significant to the matters in this report.

6. Strategic Plan references

- 6.1. The priorities within the Strategic Plan are reflected in the Medium Term Financial Forecast. This makes assumptions regarding government grant and Council Tax income, and identifies where necessary savings will be found in order to achieve a balanced budget. The 2018/19 revenue budget was prepared in accordance with the Strategic Plan's priorities, in the context of the Council facing growing financial pressures. Budget monitoring enables the financial performance against these priorities to be assessed.

7. Financial implications

- 7.1. As set out above.

8. Risk management implications

- 8.1. Risk management is used throughout the budget cycle, and this is reflected in the strategic risk register. The 2018/19 revenue budget report that was approved by Council in February 2018 detailed a number of potentially significant risk areas that had been identified during the budget process. In addition, Assistant Directors identify a number of both positive and negative risk areas during the year.

Background Papers

None

Period 6 – Current Budget Variances and Forecast Outturn Variances by Service Area

		Position to date			Forecast Outturn		
	Area	Spend	Income	Net	Spend	Income	Net
		£'000	£'000	£'000	£'000	£'000	£'000
Corporate & Democratic Core		(10)	(24)	(34)	-	-	-
	Total	(10)	(24)	(34)	-	-	-
Executive Management Team							
	EMT	3	-	3	1	-	1
	Total	3	-	3	1	-	1
Community							
	Assistant Director	(1)	-	(1)	-	-	-
	Cultural Services	(13)	4	(9)	(5)	4	(1)
	Community Zones	(156)	35	(121)	(63)	12	(51)
	Community Development	(50)	8	(42)	13	11	24
	Colchester Museums	(3)	13	10	1	(1)	-
	Subtotal	(223)	60	(163)	(54)	26	(28)
	Colchester & Ipswich Museums	4	(28)	(24)	25	(11)	14
	Total	(219)	32	(187)	(29)	15	(14)
Customer							
	Assistant Director	(4)	-	(4)	-	-	-
	Customer Business	(29)	(34)	(63)	(42)	-	(42)
	Local Taxation & NNDR	(31)	(30)	(61)	(24)	(45)	(69)
	Customer Solutions	49	-	49	58	(44)	14
	Customer Experience	103	1	104	203	(6)	197
	Subtotal	88	(63)	25	195	(95)	100
	Benefits - Payments & Subsidy	921	2,174	3,095	-	(100)	(100)
	Total	1,009	2,111	3,120	195	(195)	-
Environment							
	Assistant Director	(1)	-	(1)	-	-	-
	Recycling & Fleet	57	(30)	27	390	(55)	335
	Car Parking	3	13	16	4	-	4
	Licensing & Food Safety	13	(82)	(69)	36	(64)	(28)
	Environmental Health Services	14	(28)	(14)	3	(19)	(16)
	Electoral Services	(11)	(3)	(14)	-	-	-
	Land Charges	(14)	27	13	(5)	43	38
	Building Control	(3)	(15)	(18)	11	(8)	3

		Position to date			Forecast Outturn		
	Area	Spend	Income	Net	Spend	Income	Net
		£'000	£'000	£'000	£'000	£'000	£'000
	Subtotal	58	(118)	(60)	439	(103)	336
	Parking Partnership (NEPP)	17	(113)	(96)	199	(306)	(107)
	Total	75	(231)	(156)	638	(409)	229
	Policy & Corporate						
	Assistant Director	20	-	20	6	-	6
	Finance	(8)	-	(8)	(1)	-	(1)
	ICT and Communications	54	(1)	53	(10)	-	(10)
	People and Performance	15	6	21	14	(1)	13
	Governance	(13)	(1)	(14)	(10)	-	(10)
	Place Strategy	(56)	(7)	(63)	(40)	-	(40)
	Planning	22	(88)	(66)	(16)	(50)	(66)
	Housing	95	(117)	(22)	1	-	1
	Garden Communities	-	-	-	-	-	-
	Subtotal	129	(208)	(79)	(56)	(51)	(107)
	<i>Company Related:-</i>						
	Client – Commercial Company	8	-	8	-	24	24
	Corporate Asset Management	1	(18)	(17)	36	(5)	31
	Commercial & Investment	(20)	(86)	(106)	21	91	112
	Sport & Leisure	(50)	136	86	(26)	45	19
	Total	68	(176)	(108)	(25)	104	79
	Total (excl. Benefits, NEPP & JMC)	(16)	(321)	(337)	556	(68)	488
	Total (all)	926	1,712	2,638	780	(485)	295

Current Budget Variances and Forecast Outturn Variances by Subjective Group

		Position to date			Forecast Outturn		
		Actual	Budget	Variance	Actual	Budget	Variance
	Subjective	£'000	£'000	£'000	£'000	£'000	£'000
	Expenditure						
	Employees	11,836	11,571	265	23,090	23,011	79
	Premises Related	4,054	4,225	(171)	7,402	7,295	107
	Transport Related	1,150	1,198	(48)	2,852	2,864	(12)
	Supplies & Services	4,101	4,145	(44)	8,113	7,824	289
	Third Party Payments	2,417	2,503	(86)	4,368	4,275	93
	Transfer Payments	118	50	68	100	100	0
	Capital Financing Costs	0	0	0	110	110	0
	Total	23,676	23,692	(16)	46,035	45,479	556
	Income						
	Government Grant	(1,369)	(1,327)	(42)	(1,562)	(1,554)	(8)
	Other Grants & Reimbursements	(1,961)	(1,773)	(188)	(3,724)	(3,604)	(120)
	Customer & Client Receipts	(10,124)	(10,016)	(108)	(20,403)	(20,463)	60
	Income-Interest	(60)	(77)	17	(153)	(153)	0
	Inter Account Transfers	0	0	0	0	0	0
	Total	(13,514)	(13,193)	(321)	(25,842)	(25,774)	(68)
	Net	10,162	10,499	(337)	20,193	19,705	488

Forecast Outturn Variances

Service Area	Variance			Comment
	Spend £'000	Income £'000	Net £'000	
Executive Management Team				
EMT	1	-	1	Small overspend on employee costs (0.09%).
Community Services				
Cultural Services	(5)	4	(1)	£5k underspend forecast on vacant post (3.5%) which is offset by less income from advertising and sales (3.9%).
Community Zones	(63)	12	(51)	The majority of the forecast underspend relates to savings of £85k (3.17%) on staff costs, mainly on pension costs as a result of staff opting out of the scheme. The underspend is partially offsetting £10k of voluntary redundancy costs with no budget. There is a small overspend within Zones/Sweepers on new stand pipes and additional asbestos clearance (2.9%). The underspend is also offsetting Mayor's signage costs with no budget and a small budget pressure in HWCP due to bridge works. Less income in Market offset by more income in HWCP shop sales (10%). Also less income at the Crematorium which relates to Memorial Garden and Book of Remembrance sales (1%).
Community Development	13	11	24	Small underspend offset by savings target currently forecast as not being met. Further overall £3k overspend for Lion Walk following the transition of the service to Age Concern and payment of grant to support new offer to residents and existing members.
Colchester Museums	1	(1)	-	Small overspend on development and £9.5k (2%) shortfall on admissions is offset by unbudgeted solar panels income of £10k.

Service Area	Variance			Comment
	Spend £'000	Income £'000	Net £'000	
Colchester and Ipswich Museums (CIMS)	25	(11)	14	<p>CIMS is a ring fenced budget. There is a forecast underspend of £12k (0.68%) on staff. This is a mixture of savings from vacant posts (such as CIMS manager vacancy) and maternity leave savings, which are offset by additional casual staff costs plus the vacancy factor.</p> <p>Business Rates budget pressure of £14k (20.76%), mainly due to charges for MRC that is no longer occupied by Museums and is awaiting sale. Additional general expenses costs of £39k for new CMS to replace MODES, which is partially offset by small savings on equipment and a deep store costs in Heckworth.</p> <p>£2k (0.2%) additional grant from Arts Council towards Training Museums and £10k (7%) more Retail income.</p>
Customer Services				
Customer Business	(42)	-	(42)	Underspend on employee costs are due to a receipt of DWP grant funding for a temporary post before recruitment has taken place leaving a temporary vacancy (3%).
Local Taxation & Business Rates	(24)	(45)	(69)	Underspend on employee costs are due to a receipt of DWP grant funding for a temporary post before recruitment has taken place leaving a temporary vacancy (7%). £45k extra income on court fees is forecast.
Customer Solutions	58	(44)	14	<p>Additional costs have occurred due to service needs including security at the Hub (£22k) and new IT equipment (£15k). Exceeding the budget on Print and postage costs (£21k) however the overall costs in this area are reducing year on year.</p> <p>Additional income is forecast from a DWP reimbursement of redundancy costs (£35k) and security recharges (£8k).</p>

Service Area	Variance			Comment
	Spend £'000	Income £'000	Net £'000	
Customer Experience	203	(6)	197	Forecast overspend on Employee costs are due to redundancy and pension strain payments paid out of 'in-year' budget following the Customer Futures 2 review.
Benefits – Payments & Subsidy	-	(100)	(100)	Forecasting £100K additional income for the collection of Housing Benefit overpayments.
Environmental Services				
Recycling and Fleet	390	(55)	335	Employee overspends are forecast due to not having had sufficient vacant posts yet this year to achieve the budget target for vacancies (2.92%.) Clear sacks and caddie stock levels are high and although purchasing for recycling kit is expected to slow down a £170k overspend is forecast (77%) but this will be monitored against demand. Recycling activity has increased and resulted in £90k (13.7%) more income from recycling credits being forecast. This has been partially offset with a forecast shortfall on Trade income (5%). Following market fluctuations in material sales values and resulting additional contractor costs associated with sorting materials, net income derived from the sale of materials will reduce.
Parking	4	-	4	Additional security costs relating to closing St Johns car park at night.
Licensing and Food Safety	36	(64)	(28)	Employee overspends are forecast due to not having had sufficient vacant posts yet this year to achieve the budget target for vacancies (3%.) Due to Court Cases in progress Legal Fees are forecast to overspend (116%) Licencing Income is forecast to exceed the target (9.9%) of which £40k relates to Private Hire Vehicle Licensing.

Service Area	Variance			Comment
	Spend £'000	Income £'000	Net £'000	
Environmental Health Services	3	(19)	(16)	Following the introduction of the Redress Penalty Scheme by PSH, £10k more income has been forecast (100%).
Land Charges	(5)	43	38	A £43k shortfall of Search Fees income is forecast by year end (12.40%).
Building Control	11	(8)	3	Employee overspends are offset by ACM grant funding.
North Essex Parking Partnership (NEPP)	199	(306)	(107)	NEPP budgets are ring-fenced and are expected to operate within budget, with any surplus or deficit being transferred to the Decriminalised Parking Reserve at year-end.
Policy & Corporate (incl. CDC)				
Assistant Director Policy & Corp	6	-	6	Forecast overspend relates to agency costs to cover vacant Assistant Director post, slightly offset by reduced hours for PA post (3.6%).
Finance	(1)	-	(1)	Small forecast underspend on employee costs (0.10%).
ICT and Communications	(10)	-	(10)	Underspend forecast mainly due to vacant posts (0.5%).
People & Performance	14	(1)	13	Overspend forecast on employee costs due to redundancy cost (1.8%). Small unbudgeted income from Unison for collecting company subscriptions through payroll (100%).
Governance	(10)	-	(10)	Underspend forecast on employee costs due to vacant posts, offsetting agency costs to cover maternity (1%).
Place Strategy	(40)	-	(40)	Underspend forecast on employee costs due to vacant posts following review, offsetting redundancy costs (4.9%).

Service Area	Variance			Comment
	Spend £'000	Income £'000	Net £'000	
Planning	(16)	(50)	(66)	Underspend forecast on employee costs due to vacant posts following review, offsetting redundancy and agency costs (3.4%). More income forecast at year end on Planning Fee's (4.2%).
Housing	1	-	1	Small overspend forecast due to ECC Pension's charge following Housing Systems Team TUPE to CBH (100%).
Client – Commercial Company	-	24	24	A £24k shortfall is currently forecast against the £286k dividend that is due to be returned to the Council. Colchester Commercial Holdings Limited (CCHL) are looking to mitigate this shortfall by further development management consultancy, growth in corporate event bookings and the development of catering and bar operation at ticketed events.
Corporate Asset Management	36	(5)	31	£10k unbudgeted spend for Colchester Library Licence Fee. Overspend on R&M for Rowan House Lift repair (8.4%) and Town Hall PA system (13%).
Commercial & Investment	21	91	112	Commercial properties have some small unplanned cost pressures including business rates and security although these are offset by some underspends, overall a £9k overspend has been forecast. Income is forecast to be £100k lower than budget due to a delay in the progress of the Northern Gateway site, and this has now been moved forward into 19/20. Some small variances on other properties including Vineyard St have also been forecast.
Sport and Leisure	(26)	45	19	A business rates pressure of £34k as well as a £20k water costs increase on prices and usage (under investigation) have both been forecast. Savings on some employees costs help to offset a cost pressure of £13k mainly due to casuals' superannuation. Supplies and services, including equipment costs also reduced to help

Service Area	Variance			Comment
	Spend £'000	Income £'000	Net £'000	
				<p>offset. An £18k grant expenditure is also off-set by matching income.</p> <p>An income shortfall of £45k is forecast. Lifestyles membership sales continue to perform well, however, the 10% growth forecast for the second half of this year is very challenging given it is ahead already of income levels achieved in 2017/18. All other areas of income are forecasting to be less than target by year end. Aqua Springs is exceeding usage targets, however, the %age of member usage versus casual 'paying' customers has increased resulting in year to date variance of £38k below profile, therefore, the forecast to hit income profiles for the second half of the year is again challenging.</p>

September 2018	Current Period - September 2018			Forecast Year-End Position		
	Profiled Budget to Period 6 £'000	Actual to Period 6 £'000	Variance (under) / over £'000	Annual Budget £'000	Projected Outturn £'000	Variance (under) / over £'000
Account Description						
HRA - Direct & Non-Direct						
EXPENDITURE						
Employees	59	51	(8)	121	121	-
Premises Related	3,147	3,002	(145)	6,470	6,470	-
Transport Related	-	1	1			
Supplies & Services	339	234	(105)	832	832	-
Third Party Payments	2,033	2,019	(14)	3,491	3,491	-
Transfer Payments	56	20	(36)	112	112	-
Support Services	1,702	1,702	-	3,464	3,464	-
Capital Financing Costs	-	-	-	15,241	15,523	282
TOTAL EXPENDITURE	7,336	7,029	(307)	29,731	30,013	282
INCOME						
Other Grants & Reimbursements	(68)	(68)	-	(178)	(178)	-
Customer & Client Receipts	(15,350)	(15,579)	(229)	(29,222)	(29,504)	(282)
Income-Interest	(1)	-	1	(32)	(32)	-
Inter Account Transfers	-	-	-	(110)	(110)	-
TOTAL INCOME	(15,419)	(15,647)	(228)	(29,542)	(29,824)	(282)
TOTAL NET - HRA	(8,083)	(8,618)	(535)	189	189	-

Report of	Assistant Director Policy and Corporate	Author	Margaret Donaldson ☎ 282338
Title	Capital Expenditure Monitor 2018/19 – April to September 2018		
Wards affected	Not applicable		

1 Executive Summary

- 1.1 The Council's capital programme includes capital expenditure in relation to the delivery of General Fund services, as well as in respect of the Housing investment Programme, including expenditure on housing stock. The programme also includes capital schemes which form part of the Revolving Investment Fund (RIF).
- 1.2 In line with the Council's Financial Regulations, a review of the schemes included in the capital programme is required on a quarterly basis.

2 Action Required

- 2.1 To review the progress of the schemes included in the capital programme, the associated spend for the first six months of the financial year, the budget forecasts for 2018/19 and future years and the RAG rating for each scheme as defined by the relevant project manager.

3 Reason for Scrutiny

- 3.1 Monitoring the capital programme is important to ensure that:
 - spending on projects are within agreed scheme budgets,
 - projects are delivered to the required level to support service delivery objectives within the designated budget,
 - the Council maximises its available capital resources and ensures public funds are invested effectively, supporting the Council's various financial strategies and associated statutory requirements; and
 - Members have assurance that the key risks associated with the capital programme are being managed to ensure efficient and effective delivery of the programme.
- 3.2 This report also gives the Panel the opportunity to hold Service Managers and Portfolio Holders accountable for their budgets and project delivery progress and outcomes.

4 Background Information

- 4.1 The Council's capital programme for 2018/19 and future years was approved by Council on the 21 February 2018, as part of the Council's consideration of the 2018/19 budget and Medium Term Financial Strategy. In line with the Council's Financial Regulations, progress on the approved programme is required to be reviewed on a quarterly basis.
- 4.2 This half yearly review is especially important as it provides sufficient time for remedial action to be taken both in the approach to the end of the financial year and to inform the capital programme financial planning.
- 4.3 It should be noted that the capital programme mainly consists of schemes where spending is planned across a number of years. Financial variances can occur as a result of:
- reprofiling scheme budgets into the following financial year to reflect scheme progress on site;
 - reprofiling scheme budgets to reflect changes in the timing of payments; and
 - the need for additional budget due to changes in the nature of the scheme or unforeseen costs.
- 4.4 Any significant variances from planned financial and non-financial activity is reported to the Panel in the following paragraphs.

5 Half Yearly Capital Monitoring Position

- 5.1 The table below provides a summary of the capital programme by service area:

	Total Prog.	2018/19 Spend Qtr 2	2018/19 Forecast	Future Years Forecast	(Surplus) / Shortfall
Service / Scheme	£'000	£'000	£'000	£'000	£'000
Communities	7,259	169	1,706	5,553	0
Environment	7,853	200	4,893	2,960	0
Policy & Corporate	45,973	1,405	14,218	31,655	(100)
Revolving Investment Fund (RIF)	36,003	2,298	10,751	25,320	68
Completed Schemes	110	40	135	0	25
Housing Revenue Account	12,808	4,263	12,808	0	0
Total Capital Programme	110,006	8,375	44,511	65,488	(7)

- 5.2 Accrued capital expenditure for the first six months of the financial year totalled £8.375m. This represents 18.9% of the projected capital programme spend for 2018/19. A net underspend of £7k has resulted due to the following budget changes:

Scheme	Over/ (Under) £'000	
General Fund position		
Open Spaces Provision (funded by New Homes Bonus)	(100)	The purchase of land included within the project is no longer required as it has been provided for through a S106 agreement. It has been recommended to Cabinet that £57k of this saving is used to support another scheme.
Completed schemes – Garrison Gym Rebuild	25	Additional works required for completion of the scheme.
Subtotal	(75)	
RIF position		
Sheepen Road Phase One	(135)	Scheme complete and budget reviewed, resulting in a scheme underspend to be reallocated within the RIF.
Sheepen Road (Amphora Place) Phase Two	203	The original budget did not fully allow for all costs of this project and following a review an increase is now forecast. In addition, due to the constrained nature of the site, costs have increased such as relocation of services, increased statutory utility cost and legal agreement costs. However the project still shows a healthy return on capital invested and a tenant has been secured with a rental income stream for the next 15 years. The overspend can be viewed alongside the saving on phase 1.
Net underspend	(7)	
Less reallocated	57	Cabinet decision to reallocate funding.
Net overspend	50	

- 5.3. The forecast net overspend will be reported to Cabinet as part of the 2019/20 capital programme.
- 5.4. **Appendix A** sets out the full capital programme, with the associated expenditure for the period under review and budget forecasts.
- 5.5. Since the Quarter 1 review of the programme by Audit and Governance Committee on 4th September 2018, the Programme has increased by £10.818m, the material changes are detailed below:
- RIF Scheme – Boulevard scheme – inclusion of £3.471m budget in line with Cabinet approval on 5 September 2018; and
 - Equity Investment in CCHL – inclusion of Equity investment of £7.3m, as approved by Cabinet on 10 October 2018.
- 5.6. Full details of the changes are reported at **Appendix B**.
- 5.7. A significant element of the capital programme comprises either financial support to the Council's recently formed companies or schemes in progress through the Revolving Investment Fund. These schemes bring with them a complex mix of funding and development management considerations as well as involving a number of external partners to deliver the required outcomes.

- 5.8. The schemes result in different risks compared to traditional capital expenditure schemes. Funding arrangements can take time to put in place and can be more volatile in the short to medium term; which could result in temporary council funding to fill the short term gap. Expenditure can be the responsibility of a number of organisations, resulting in complex accounting, management and governance arrangements.
- 5.9. To ensure that these issues affecting the capital programme are reported and considered promptly, this report includes commentary from project managers on the most significant areas of planned expenditure, **Appendix C** and schemes classified as 'Red' or 'Amber' in the RAG rating index **Appendix D**.
- 5.10. The Council uses a process of RAG rating to identify and report associated risks for individual capital schemes; with 'Green' indicating the scheme is on progress, 'Amber' indicating action required to bring the scheme back on track and 'Red' highlighting a material change to the scheme arrangements being required. In preparation for the mid-year review of the capital programme, project managers were asked to reassess each schemes RAG status and consider the level of planned expenditure to be undertaken by the end of the financial year.
- 5.11. The RAG review resulted in one RIF schemes changing from 'Green' to 'Amber' and one scheme changing from 'Green' to 'Red'. The table below details the changes and the accompanying project managers comments:

Scheme	Total Scheme Forecast £'000	2018/19 Q2 RAG Rating	2018/19 Q1 RAG Rating	Comments
Digital Strategy Feasibility	183	Amber	Green	The progress of the scheme is dependent on the securing of £5.5m external funding. A decision is expected in December 2018.
Sheepen Road Phase 2	2,204	Red	Green	See comment at 5.2

- 5.12. The next Audit and Governance meeting will be updated with the progress on these schemes.

6. Standard References

- 6.1. There are no particular references to the Strategic Plan; consultation; publicity considerations; community safety and health and safety implications.

7. Financial implications

- 7.1. The relevant financial implications are contained within the body of this report.

8. Risk Management Implications

- 8.1 A process of RAG rating is used to assess the risks associated with individual capital schemes. The body of the report includes details of Scheme progress, risks and associated actions.

Appendices

Appendix A – Capital Programme 2018/19

Appendix B – Capital Programme Funding Changes

Appendix C – Capital Programme Significant Areas of Expenditure

Appendix D - Capital Programme 'Red & Amber' Schemes 2018/19

Service / Scheme	Total Programme £'000	Spend to Q2 £'000	Projected Expenditure			(Surplus) / Shortfall £'000	RAG Status	
			2018/19 £'000	2019/20 £'000	2020/21 £'000		Q2	Q1
SUMMARY								
Communities	7,259.1	168.5	1,705.8	4,803.3	750.0	0.0		
Environment	7,853.1	200.1	4,892.7	1,804.1	1,156.3	0.0		
Policy & Corporate	45,972.6	1,405.1	14,217.8	25,643.6	6,011.2	(100.0)		
Revolving Investment Fund (RIF)	36,002.8	2,297.9	10,751.7	23,338.2	1,981.4	68.5		
Completed Schemes	110.5	39.9	135.2	0.0	0.0	24.7		
Total (General Fund)	97,198.1	4,111.5	31,703.2	55,589.2	9,898.9	(6.8)		
Housing Revenue Account	12,807.6	4,263.5	12,807.6	0.0	0.0	0.0		
Total Capital Programme	110,005.7	8,375.0	44,510.8	55,589.2	9,898.9	(6.8)		
COMMUNITIES								
Cook's Shipyard Playsite Wivenhoe S106	7.6	0.0	7.6	0.0	0.0	0.0	G	G
Wivenhoe Adult Gym	16.0	0.0	16.0	0.0	0.0	0.0	G	G
Castle Park Cricket Pavilion Extension S106	125.0	0.0	125.0	0.0	0.0	0.0	G	G
Castle Park Improvements	192.7	0.0	192.7	0.0	0.0	0.0	G	G
Tiptree P C - Store & WCs S106	89.1	0.0	89.1	0.0	0.0	0.0	G	G
St Luke's Church Hall Tiptree	48.5	0.9	48.5	0.0	0.0	0.0	G	G
Mile End Sports Ground	22.5	19.0	22.5	0.0	0.0	0.0	G	G
Stanway Scout Hut	158.2	2.0	158.2	0.0	0.0	0.0	G	-
Highwoods Country Park - Coffee Shop improvements	25.0	0.0	25.0	0.0	0.0	0.0	G	G
Walls - new merged scheme	126.5	3.2	22.5	104.0	0.0	0.0	G	G
Mercury Theatre Redevelopment Phase 1	(1.3)	(1.3)	(1.3)	0.0	0.0	0.0	G	G
Mercury Theatre Redevelopment Phase 2	6,390.7	144.7	1,000.0	4,640.7	750.0	0.0	G	G
Cemetery Extension	38.6	0.0	0.0	38.6	0.0	0.0	G	G
Cemetery Exterior Lighting	20.0	0.0	0.0	20.0	0.0	0.0	G	G
TOTAL - Communities	7,259.1	168.5	1,705.8	4,803.3	750.0	0.0		
ENVIRONMENT								
Shrub End Depot - new baler and shed	840.5	0.0	0.0	840.5	0.0	0.0	A	A
Waste Collection Strategy	17.7	1.5	17.7	0.0	0.0	0.0	G	G
Shrub End - Fuel Tank	50.0	19.9	50.0	0.0	0.0	0.0	G	G
Waste Fleet Vehicles	4,000.0	0.0	4,000.0	0.0	0.0	0.0	G	G
Mandatory Disabled Facilities Grants	2,657.3	171.1	700.0	801.0	1,156.3	0.0	A	A
Private Sector Renewals - Loans and Grants	287.6	7.6	125.0	162.6	0.0	0.0	G	G
TOTAL - Environment	7,853.1	200.1	4,892.7	1,804.1	1,156.3	0.0		
POLICY & CORPORATE								
Assistance to Registered Housing Providers	36.0	0.0	0.0	36.0	0.0	0.0	G	G
Use of 1-4-1 Right to Buy Receipts	1,346.0	224.7	674.7	519.1	152.2	0.0	G	G
Purchase of properties for temporary accommodation	2,880.0	1,073.5	2,880.0	0.0	0.0	0.0	G	G
Lending to new Council Housing Company	27,886.0	0.0	1,623.0	21,304.0	4,959.0	0.0	G	G
Equity Investment in CCHL	7,300.0	0.0	7,300.0	0.0	0.0	0.0	G	-
District Heating Project North	137.1	10.9	137.1	0.0	0.0	0.0	G	G
Colchester Northern Gateway Heat Network	5,900.0	0.0	1,300.0	3,700.0	900.0	0.0	G	G
Local Authority Carbon Management (LACM)	82.2	0.0	82.2	0.0	0.0	0.0	G	G
CCTV Monitoring	111.1	0.0	111.1	0.0	0.0	0.0	G	G
Open Space Provision	100.0	0.0	0.0	0.0	0.0	(100.0)	G	G
Charter Hall - improvements	109.7	96.0	109.7	0.0	0.0	0.0	G	G
LWC - Aqua Springs Refurbishment	84.5	0.0	0.0	84.5	0.0	0.0	G	G
TOTAL - Policy & Corporate	45,972.6	1,405.1	14,217.8	25,643.6	6,011.2	(100.0)		

						Projected Expenditure							
				Spend				(Surplus) /		RAG			
		Total Programme		to Q2		2018/19		2019/20		2020/21		(Surplus) /	
		£'000		£'000		£'000		£'000		£'000		Shortfall	
Service / Scheme												Status	
												Q2 Q1	
REVOLVING INVESTMENT FUND													
Northern Gateway North		89.5	24.9	89.5	0.0	0.0	0.0	G	G				
CNGN - Mile End Cricket		122.2	107.1	122.2	0.0	0.0	0.0	G	G				
CNGN - Sports Hub		23,201.4	635.2	5,500.0	16,000.0	1,701.4	0.0	A	A				
Northern Gateway South		134.3	177.3	204.0	0.0	0.0	69.7	A	A				
CNGS - Detailed Planning		923.8	146.3	923.8	0.0	0.0	0.0	G	-				
CNGS - Boulevard		3,471.2	0.0	100.0	3,371.2	0.0	0.0	G	-				
CNG - Marketing & Branding		81.3	11.5	11.5	0.0	0.0	(69.8)	G	G				
Town Centre		4,740.6	621.3	1,061.0	3,399.6	280.0	0.0	G	G				
Jacks - St Nicholas St		337.4	11.8	337.4	0.0	0.0	0.0	G	G				
St Nicholas Square & Balcerne Gardens		35.0	15.2	35.0	0.0	0.0	0.0	G	G				
Sheepen Road		138.2	(33.9)	4.0	0.0	0.0	(134.2)	G	G				
Sheepen Road Phase 2		2,001.2	572.3	2,204.0	0.0	0.0	202.8	R	G				
St Botolphs Public Realm		155.0	0.8	50.0	105.0	0.0	0.0	G	G				
East Colchester Enabling Fund		217.4	0.0	50.0	167.4	0.0	0.0	G	G				
Breakers Park		69.0	0.0	12.0	57.0	0.0	0.0	G	G				
Site Disposal Costs		4.8	0.0	4.8	0.0	0.0	0.0	G	G				
Moler Works Site		2.5	(0.6)	2.5	0.0	0.0	0.0	G	G				
CMP Phase 3 - PV Systems		95.4	0.0	0.0	95.4	0.0	0.0	A	G				
Digital Strategy - feasibility		182.6	8.7	40.0	142.6	0.0	0.0	A	G				
TOTAL - RIF		36,002.8	2,297.9	10,751.7	23,338.2	1,981.4	68.5						
COMPLETED SCHEMES (OR WHERE RETENTION ONLY OUTSTANDING)													
Creative Business Centre		0.6	0.0	0.6	0.0	0.0	0.0						
Colchester Business Centre		0.0	1.8	1.8	0.0	0.0	1.8						
LWC - Health & Fitness Extension		16.0	0.0	16.0	0.0	0.0	0.0						
Oak Tree Community Centre Roof		20.5	0.0	20.5	0.0	0.0	0.0						
Lion Walk Activity Centre		1.4	0.0	1.4	0.0	0.0	0.0						
Garrison Gym Rebuild		4.0	26.9	26.9	0.0	0.0	22.9						
Old Heath Recreation Ground Improvements		30.3	0.2	30.3	0.0	0.0	0.0						
Longridge Toddler Play Area		25.0	25.0	25.0	0.0	0.0	0.0						
Relocation of Museum Resource Centre		0.1	(14.0)	0.1	0.0	0.0	0.0						
Replacement of Cremators		4.8	0.0	4.8	0.0	0.0	0.0						
St Johns Car Park		7.8	0.0	7.8	0.0	0.0	0.0						
TOTAL - Completed Schemes		110.5	39.9	135.2	0.0	0.0	24.7						
HOUSING REVENUE ACCOUNT													
Housing Improvement Programme		9,595.0	2,855.1	9,595.0	0.0	0.0	0.0	G	G				
Adaptations to Housing Stock		618.0	427.9	618.0	0.0	0.0	0.0	G	G				
Sheltered Accommodation Review		114.0	286.2	114.0	0.0	0.0	0.0	G	G				
Housing ICT Development		477.3	3.9	477.3	0.0	0.0	0.0	G	G				
Purchase of properties - HRA		2,003.3	690.4	2,003.3	0.0	0.0	0.0	G	G				
TOTAL - Housing Revenue Account		12,807.6	4,263.5	12,807.6	0.0	0.0	0.0						

£'000	Detail
Revenue Contributions	
(32)	Business broadband – funding change to reflect grant contribution.
(32)	Subtotal Revenue Contributions
Section 106	
164	Release of S106 funding for Stanway Scout Hut and Tiptree store/WC
(21)	Surface Flooding - Distillery Lane/Haven Road – S106 funding reduced.
143	Subtotal Section 106
External Funding	
3,471	RIF Scheme - Boulevard as approved by Cabinet September 2018.
760	CNGS Detailed Planning budget as approved by Cabinet September 2018
4,231	Subtotal External Funding
Capital Receipts & Borrowing	
(874)	Reduction in lending to the Housing Company
7,300	Inclusion of Equity Investment in Colchester Council Housing Limited in line with Cabinet October 2018
50	Town Centre – Broadband loan repaid
6,476	Subtotal Capital Receipts & Borrowing
10,818	Total Change

Scheme	Forecast for year £'000	2018/19 Spend Qtr. 2 £'000	Commentary
Communities			
Mercury Theatre	1,000	145	Funding has been secured from a number of sources including Essex County Council (£1m), SELEP (£1m) and ERDF (c£1m). Arts Council England have confirmed that the funding condition of 90% of funding is in place has been met. Demolition and archaeology are now in progress.
Environment			
Waste Fleet	4,000	0	The specification and order has been placed for 25 waste vehicles to the value of £3.9m. By purchasing vehicles rather than leasing them significant annual revenue savings will be generated.
Disabled Facilities Grants	700	171	The 2018/19 budget has been reprofiled to reflect expenditure to date and forthcoming commitment assumptions. Action has been taken to recruit additional staff and to engage external advisers to assess and process grant applications quicker and ensure that as much government funding as possible is spent in 2018/19. The full impact of these actions is expected to come into effect in February/March 2019.
Policy & Corporate			
Lending to New Housing Company	1,623	0	Full Council on the 21st February 2018, approved lending to the Council's Housing Company of £28.8m to support housing development as set out in the CCHL business plan. Timing of the actual payments to be confirmed.
Equity Investment in Housing Company	7,300	0	Cabinet agreed equity investment in CCHL (Colchester Commercial Holdings Limited). Timing of investment is linked to finalising loan agreement.

Scheme	Forecast for year £'000	2018/19 Spend Qtr. 2 £'000	Commentary
Purchase of Properties for Temporary Accommodation	2,880	1,074	This project is to purchase 16 properties to use as temporary accommodation for homeless households. Six properties have been purchased up to the end of quarter 2. Ten more properties are going through the legal process with completions due between October and December 2018. At the end of quarter 2 £1.073.5k had been spent and £1.706.5k had been committed but it should be noted that this excludes any final works required to the properties to bring them up to a lettable standard.
Northern Gateway Heat Network	1,300	0	Cabinet on 15th March 2017, approved a proposal to create a heat network and supporting infrastructure on sites at northern gateway. An update on the project and proposed structure to deliver the scheme will be considered by Cabinet in January.
Revolving Investment Fund			
Northern Gateway - Sports Hub	5,500	635	Contractor appointed and advanced pitch works will be completed Mid-November. Main tenders have been received and appointment of contractor and full funding update has been reported to Cabinet 21st November. This includes a proposal for Cabinet and Council to agree an increased revised budget.
Town Centre	1,061	621	Enabling monies to support regeneration projects in the Town Centre. Already acquired a group of properties in Osborne Street/ Arthur Street/Vineyard St and continue to purchase further properties as part of the Council's long term for this area.
Sheepen Road Phase 2	2,204	572	The second office building at Amphora is well underway with expected completion early 2019 to enable the tenant to carry out their fit out works and take occupancy by April 2019. As set out within this report there is a forecast overspend on this scheme,

Scheme	Forecast for year £'000	2018/19 Spend Qtr. 2 £'000	Commentary
Housing Revenue Account			
Housing Improvement Programme	9,595	2,855	Programme to maintain and improve the council housing stock to the Colchester standard, the programme is devised using information from the Council's 30 year asset management strategy, which has recently been updated to realign it with the revised HRA business plan. The work carried forward from 2017/18 has been completed using newly procured contractors. Contracts have been let on a 1 year contract with the option to extend for a further year. The 2018/19 programme is slightly behind due to the 2017/18 work taking precedence but an action plan is in place to be back on programme by the end of the year. Further procurement is being rolled out and has been planned to complete the 5 year plan with a view to contracts starting in either 2019 or 2020. Contracts are being let individually with a focus to encourage smaller, local contractors to bid for work and avoid a position whereby the delivery of multiple elements is based on the performance of one contractor.
Housing Revenue Account (Cont.)			
Purchase of HRA Properties	2,003	690	During Q1 three properties were purchased. During Q2 another property was purchased for the HRA and is now in the general needs housing stock. This was a two bedroom flat. We have utilised the right to buy receipts for 30% of the overall costs in accordance to Government criteria. We are anticipating completion of 3 more properties in Q3 that have been progressed across both Q2 and into the next quarter.

Scheme	Forecast for year £'000	2018/19 Spend Qtr. 2 £'000	Commentary
Environment			
Disabled Facilities Grants	700	171	See earlier comment
Shrub End Depot – New Bailer and Shredder	0	0	Whilst there is not currently a financial risk, discussions with ECC are ongoing with regard to the potential redevelopment of the Recycling Centre for Household waste at Shrub End. Negotiations on land are also ongoing between the Council and ECC. The outcomes of these will feed into the options for the Council's Depot development alongside other potential sites. Budget re-profiled to 2019/20.
Revolving Investment Fund			
Northern Gateway - Sports Hub	5,500	635	See earlier comment
Northern Gateway South	204	177	<p>The CBC Planning Committee has made a resolution to grant consent to the Turnstone full application. This decision was subject to a judicial review challenge, this has now been approved. We now have a revised scheme based on market conditions from the developer and this is being developed further.</p> <p>The CNG (Colchester Northern Gateway) Drainage Project is now complete and the system commissioned. However, this has required additional expenditure above the original budget allocation, which will be met from reallocating resources within the RIF.</p>
Sheepen Road Phase 2	2,204	572	See separate comments on this report.

Scheme	Forecast for year £'000	2018/19 Spend Qtr. 2 £'000	Commentary
CMP Phase 3 PV System	0	0	Installation of PV systems on a selection of the Council's commercially sized buildings. Works complete at LWC in 2013-14. Further works since completed at Colchester Crematorium, Shrub End Depot, Heckworth Close Museum Store, Mile End Sports Pavilion, 123 Gosbecks Road, Garrison Gym and Mercury Theatre. Planning permission in place for further installation at Rowan House, but project currently on hold and unlikely to proceed. £95k funding allocated to Rowan House project now to be used to install further phase of PV on new Production Block at Mercury Theatre.
Digital Strategy Feasibility	40	9	Implementation of the 2017-22 CBC Digital Strategy, including LFFN deployment. Outcome of funding bid for £5.5m will be known by December.

Report of	Assistant Director of Policy and Corporate	Author	Jonathan Baker ☎ 282207
Title	Work Programme 2018-19		
Wards affected	Not applicable		

1. Executive Summary

- 1.1 This report sets out the current Work Programme 2018-2019 for the Scrutiny Panel. This provides details of the reports that are scheduled for each meeting during the municipal year.

2. Action Required

- 2.1 The Panel is asked to consider and note the contents of Work Programme for 2018-19.

3. Background Information

- 3.1 The Panel's work programme will evolve as the Municipal Year progresses and items of business are commenced and concluded. At each meeting the opportunity is taken for the work programme to be reviewed and, if necessary, amended according to current circumstances.
- 3.2 The Central Support Futures Review has been added to the Scrutiny Panel agenda for the December meeting and a report on the Proposed Key Performance Indicators for 2019-20 has been added to the agenda for the meeting in January.
- 3.3 The Chairman of the Scrutiny Panel requested the inclusion of the Forward Plan of Key Decisions as part of the work programme for the Scrutiny Panel, and this is included in **Appendix A**.

4. Standard References

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

5. Strategic Plan References

- 5.1 Governance is integral to the delivery of the Strategic Plan's priorities and direction for the Borough as set out under the four themes of growth, responsibility, opportunity and wellbeing.
- 5.2 The Council recognises that effective local government relies on establishing and maintaining the public's confidence, and that setting high standards of self governance

provides a clear and demonstrable lead. Effective governance underpins the implementation and application of all aspects of the Council's work.

Appendices

Appendix A – Forward Plan of Key Decisions – 1 December 2018 – 31 March 2019

Work Programme for 2018/19

Scrutiny Panel meeting - 12 June 2018
Scrutiny Panel Chairman's briefing – 7 June 2018
<ol style="list-style-type: none"> 1. Financial Monitoring Report End of Year – 2017/18 2. Capital Expenditure Monitor 2017/18
Scrutiny Panel meeting - 17 July 2018
Scrutiny Panel Chairman's briefing – 12 July 2018
<ol style="list-style-type: none"> 1. 2019/20 Budget Strategy, Medium Term Financial Forecast and Budget Timetable 2. Treasury Management – Annual Report 3. Environment and Communities Futures Business Case 4. Implementation Plan to Plastic Recycling Collection from Flats 5. Annual Scrutiny Report
Scrutiny Panel meeting -21 August 2018
Scrutiny Panel Chairman's briefing – 13 August 2018
<ol style="list-style-type: none"> 1. Update on Implementation of Plastic Recycling Collections to Flats 2. Locality Budgets 3. Year End 2017/18 Performance Report including the Strategic Plan Action Plan 2018-21 4. Strategic Plan Spending Priorities 5. Bus Review Letter – Further Questions to Bus Companies
Scrutiny Panel (Crime and Disorder Committee) - 11 September 2018
Scrutiny Panel Chairman's briefing – 10 September 2018
<ol style="list-style-type: none"> 1. Safer Colchester Partnership (Crime and Disorder Committee)
Scrutiny Panel – 16 October 2018
Scrutiny Panel Chairman's Briefing – 9 October 2018
<ol style="list-style-type: none"> 1. Colchester Borough Homes Performance 2017-18 2. Homelessness and Rough Sleepers 3. Local Council Tax Support – Year 18/19
Scrutiny Panel meeting - 27 November 2018
Scrutiny Panel Chairman's briefing – 20 November 2018
<ol style="list-style-type: none"> 1. Strategic Plan Spending Priorities

<ul style="list-style-type: none"> 2. 2018-19 Revenue Monitor, period April – September 3. 2018-19 Capital Monitor, period April – September
Scrutiny Panel meeting - 11 December 2018
Scrutiny Panel Chairman's briefing – 5 December 2018
<ul style="list-style-type: none"> 1. Half Year 2018 - 2019 Performance Report including progress on Strategic Plan Action Plan 2. Central Support Futures Review
Scrutiny Panel meeting - 29 January 2019
Scrutiny Panel Chairman's briefing – 24 January 2019
<ul style="list-style-type: none"> 1. 2019-20 Revenue Budget, Capital Programme, Medium Term Financial Forecast, Housing Revenue Accounts Estimate and Housing Investment Programme (Pre-scrutiny of Cabinet Decision) 2. Treasury Management Investment Strategy 3. Waste and Zones Futures Review 4. Proposed Key Performance Indicator Targets 2019-20
Scrutiny Panel meeting - 19 March 2019
Scrutiny Panel Chairman's briefing – 18 March 2019
<ul style="list-style-type: none"> 1. Arts Organisations

COLCHESTER BOROUGH COUNCIL

FORWARD PLAN OF KEY DECISIONS 1 December 2018 – 31 March 2019

During the period from 1 December 2018 – 31 March 2019* Colchester Borough Council intends to take 'Key Decisions' on the issues set out in the following pages. Key Decisions relate to those executive decisions which are likely to either:

- result in the Council spending or saving money in excess of £500,000; or
- have a significant impact on communities living or working in an area comprising two or more wards within the Borough of Colchester.

This Forward Plan should be seen as an outline of the proposed decisions and it will be updated on a monthly basis. Any questions on specific issues included on the Plan should be addressed to the contact name specified in the Plan. General queries about the Plan itself should be made to Democratic Services (01206) 507832 or email democratic.services@colchester.gov.uk

The Council invites members of the public to attend any of the meetings at which these decisions will be discussed and the documents listed on the Plan and any other documents relevant to each decision which may be submitted to the decision taker can be viewed free of charge although there will be a postage and photocopying charge for any copies made. *All decisions will be available for inspection at the Library and Community Hub, Colchester Central Library, 21 Trinity Square, Colchester and they are also published on the Council's website, www.colchester.gov.uk*

If you wish to request details of documents regarding the 'Key Decisions' outlined in this Plan please contact the individual officer identified.

If you wish to make comments or representations regarding the 'Key Decisions' outlined in this Plan please submit them, in writing, to the Contact Officer highlighted two working days before the date of the decision (as indicated in the brackets in the date of decision column). This will enable your views to be considered by the decision taker.

Contact details for the Council's various service departments are incorporated at the end of this plan.

If you need help with reading or understanding this document please take it to the Library and Community Hub, Colchester Central Library, 21 Trinity Square, Colchester or telephone (01206) 282222 or textphone users dial 18001 followed by the full number that you wish to call and we will try to provide a reading service, translation or other formats you may need.

*The Forward Plan also shows decisions which fall before the period covered by the Plan but which have not been taken at the time of the publication of the Plan.

KEY DECISION REQUIRED	DOES DECISION INCLUDE EXEMPT INFORMATION (or information defined by the Government as Confidential)	DATE OF DECISION or PERIOD TO BE TAKEN	DECISION MAKER (title and name, including Cabinet, portfolio holders and officers)	DOCUMENTS SUBMITTED OR TO BE SUBMITTED TO DECISION TAKER TO CONSIDER (and from where they are available)	CONTACT DETAILS FROM WHICH DOCUMENTS CAN BE OBTAINED (name of the authors of the reports)
Appointment of the Supplier(s) for the purchase of pedestrian and road sweepers	Yes	November 2018	Chief Operating officer, in consultation with the Portfolio Holder for Waste, Environment and Transportation, Councillor Goss Please contact via Democratic Services (01206) 507832 email: democratic.services	Officer report	Richard Block Assistant Director Environment richard.block@colchester.gov.uk 01206 282632
Appointment of contractor for the redevelopment of the Mercury Theatre	Yes	November 2018	Chief Operating Officer Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk	Officer report	Andrew Weavers Strategic Governance Manager Andrew.weavers@colchester.gov.uk 282213

KEY DECISION REQUIRED	DOES DECISION INCLUDE EXEMPT INFORMATION (or information defined by the Government as Confidential)	DATE OF DECISION or PERIOD DECISION TO BE TAKEN	DECISION MAKER (title and name, including Cabinet, portfolio holders and officers)	DOCUMENTS SUBMITTED OR TO BE SUBMITTED TO DECISION TAKER TO CONSIDER (and from where they are available)	CONTACT DETAILS FROM WHICH DOCUMENTS CAN BE OBTAINED (name of the authors of the reports)
Housing Revenue Account Fees and Charges 2019-2020 To agree the Housing Revenue Account fees and charges for 2019-2020	No	November 2018	Portfolio Holder for Housing and Communities, Councillor Tina Bourne Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk	Portfolio Holder report	Geoff Beales Client Co-Ordinator Geoff.beales@colchester.gov.uk 01206 506514
Garden Communities – Approval of interim business plan and financial procedure rules for North Essex Garden Communities Limited	No	21 November 2018	Cabinet (Cllrs Barlow, Bourne, Cory, Goss, King, Lilley, B. Oxford, T. Young) Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk	Cabinet report	Andrew Weavers Strategic Governance Manager Andrew.weavers@colchester.gov.uk 01206 282213

KEY DECISION REQUIRED	DOES DECISION INCLUDE EXEMPT INFORMATION (or information defined by the Government as Confidential)	DATE OF DECISION or PERIOD DECISION BE TAKEN TO	DECISION MAKER (title and name, including Cabinet, portfolio holders and officers)	DOCUMENTS SUBMITTED OR TO BE SUBMITTED TO DECISION TAKER TO CONSIDER (and from where they are available)	CONTACT DETAILS FROM WHICH DOCUMENTS CAN BE OBTAINED (name of the authors of the reports)
Contract award for repairs to unadopted highways	Yes	21 November 2018	Cabinet (Cllrs Barlow, Bourne, Cory, Goss, King, Lilley, B. Oxford, T. Young) Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk	Cabinet report	Andrew Tyrrell Client and Business Manager Andrew.tyrrell@colchester.gov.uk 01206 282390
Appointment of contractor for Sports Hub at Northern Gateway	Yes	21 November 2018	Cabinet (Cllrs Barlow, Bourne, Cory, Goss, King, Lilley, B. Oxford, T. Young) Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk	Cabinet report	Andrew Tyrrell Client and Business Manager Andrew.tyrrell@colchester.gov.uk 01206 282390

KEY DECISION REQUIRED	DOES DECISION INCLUDE EXEMPT INFORMATION (or information defined by the Government as Confidential)	DATE OF DECISION or PERIOD DECISION BE TAKEN TO	DECISION MAKER (title and name, including Cabinet, portfolio holders and officers)	DOCUMENTS SUBMITTED OR TO BE SUBMITTED TO DECISION TAKER TO CONSIDER (and from where they are available)	CONTACT DETAILS FROM WHICH DOCUMENTS CAN BE OBTAINED (name of the authors of the reports)
Budget Update, Capital Programme, Financial Reserves and Approval of Fees and Charges	No	21 November 2018	Cabinet (Cllrs Barlow, Bourne, Cory, Goss, King, Lilley, B. Oxford, T. Young) Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk	Cabinet report; schedule of proposed fees and charges	Sean Plummer Strategic Finance Manager Sean.plummer@colchester.gov.uk 01206 282347
Increasing the supply of affordable housing	No	21 November 2018	Cabinet (Cllrs Barlow, Bourne, Cory, Goss, King, Lilley, B. Oxford, T. Young) Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk	Cabinet report	Tina Hinson Housing Strategy Manager tina.hinson@colchester.gov.uk 01206 506903

KEY DECISION REQUIRED	DOES DECISION INCLUDE EXEMPT INFORMATION (or information defined by the Government as Confidential)	DATE OF DECISION or PERIOD DECISION BE TAKEN TO	DECISION MAKER (title and name, including Cabinet, portfolio holders and officers)	DOCUMENTS SUBMITTED OR TO BE SUBMITTED TO DECISION TAKER TO CONSIDER (and from where they are available)	CONTACT DETAILS FROM WHICH DOCUMENTS CAN BE OBTAINED (name of the authors of the reports)
Matters relating to land transfer and rights of way at Queen Street	Yes	21 November 2018	Cabinet (Cllrs Barlow, Bourne, Cory, Goss, King, Lilley, B. Oxford, T. Young) Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk	Cabinet report	Ian Vipond, Strategic Director, Policy and Place ian.vipond@colchester.gov.uk 01206 282717
To approve the Operating Model for the Sports Hub to be run by Colchester Borough Council	Yes	21 November 2018	Cabinet (Cllrs Barlow, Bourne, Cory, Goss, King, Lilley, B. Oxford, T. Young) Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk	Cabinet report	Andrew Tyrrell Client and Business Manager Andrew.tyrrell@colchester.gov.uk 01206 282390

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To delegate the responsibility for agreeing the award of the Voids and Insurance works contract to the Portfolio Holder for Housing & Communities	Yes	21 November 2018	Cabinet (Cllrs Barlow, Bourne, Cory, Goss, King, Lilley, B. Oxford, T. Young) Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk	Cabinet report	Andrew Tyrrell Client and Business Manager Andrew.tyrrell@colchester.gov.uk 01206 282390
Appointment of contractor for refurbishment of bathrooms, showers and toilets in Colchester Borough Council housing stock	Yes	December 2018	Portfolio Holder for Housing and Communities, Councillor Tina Bourne Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk	Portfolio Holder report	Andrew Tyrrell Client and Business Manager Andrew.tyrrell@colchester.gov.uk 01206 282390

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Disposal of Commercial Site, Plot 600, Severalls Business Park	Yes	20 December 2018	Revolving Investment Fund Committee (Cllrs Barlow, Cory, King and T. Young) Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk	Committee report and supporting documentation	Elizabeth Simpson Head of Estates, Colchester Amphora Trading Ltd Elizabeth.Simpson@colchester.amphora.com 01206 508792
Changes to the financial delivery structure and asset ownership of the Northern Gateway Heat Network	Yes	30 January 2019	Cabinet (Cllrs Barlow, Bourne, Cory, Goss, King, Lilley, B. Oxford, T. Young) Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk	Cabinet report	Andrew Tyrrell Client and Business Manager Andrew.tyrrell@colchester.gov.uk 01206 282390

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