

Cabinet Meeting

**Grand Jury Room, Town Hall, High Street,
Colchester, CO1 1PJ
Wednesday, 29 January 2020 at 18:00**

The Cabinet deals with the implementation of all Council services, putting into effect the policies agreed by Full Council and making recommendations to Full Council on policy issues and the budget.

Information for Members of the Public

Access to information and meetings

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

Dates of the meetings are available here:

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

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

Have Your Say!

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

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

Audio Recording, Mobile phones and other devices

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

Access

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

Facilities

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

Evacuation Procedures

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

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Colchester, CO1 1JB

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e-mail: democratic.services@colchester.gov.uk

www.colchester.gov.uk

COLCHESTER BOROUGH COUNCIL
Cabinet
Wednesday, 29 January 2020 at 18:00

The Cabinet Members are:

| | |
|---------------------|--|
| Leader and Chairman | Councillor Mark Cory (Liberal Democrats) Councillor Adam Fox (Labour and Co-operative) Councillor Martin Goss (Liberal Democrats) Councillor Theresa Higgins (Liberal Democrats) Councillor David King (Liberal Democrats) Councillor Mike Lilley (Labour and Co-operative) Councillor Andrea Luxford Vaughan (Liberal Democrats) Councillor Julie Young (Labour) |
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AGENDA
THE LIST OF ITEMS TO BE DISCUSSED AT THE MEETING
(Part A - open to the public)

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

1 Welcome and Announcements

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

2 Urgent Items

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

3 Declarations of Interest

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

4 Minutes of Previous Meeting

Cabinet will be invited to confirm that the minutes of the meeting of 20 November 2019 are a correct record.

20-11-19

9 - 22

5 Have Your Say!

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

6 Decisions Reviewed by the Scrutiny Panel

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

7 Waste, Environment and Transportation

7(i) Climate Emergency Action Plan

23 - 104

Cabinet will consider a report providing an update on progress and current activity in addition to seeking approval for proposed action to be taken to address the Climate Emergency declared by Full Council in July 2019.

8 Strategy/Business and Resources

8(i) 2020/21 Revenue Budget, New Strategic Priorities and the Medium Term Financial Forecast

105 -
154

Cabinet will consider a report on the proposed 2020/21 Revenue Budget, New Strategic Priorities and Medium Term Financial Forecast and proposing that Cabinet make recommendations to Full Council on the budget.

9 Housing

9(i) Increasing the Supply of Affordable Housing - 100 Homes Project

155 -
170

Cabinet will consider a report on the 100 Homes Project, which is an innovative project which would make a significant contribution to meeting the housing needs of Colchester's residents who need affordable rented, secure and decent homes.

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| 9(ii) | Housing Revenue Account Estimates 2020-21 | 171 - 192 |
| | Cabinet will consider a report setting out the Housing Revenue Account estimates for 2020/21, the Medium Term Financial Forecast (MTFF) for 2020/21 to 2024/25 and the 30 Year HRA Financial Model. | |
| 9(iii) | Housing Investment Programme 2020/21 | 193 - 200 |
| | Cabinet will consider a report setting out the Housing Investment Programme for 2020/21. | |
| 9(iv) | Award of Housing Adaptations Contract | 201 - 204 |
| | Cabinet will consider a report making a recommendation for the award of a contract for disability-related property adaptations to the Council's housing stock. The current contract is due to expire, and the new contract is anticipated to start in February 2020. The recommendation is to award to the incumbent contractor following an open procurement process. | |
| 10 | Housing/Commercial Services | |
| 10(i) | Use of the Council's HRA Estate to Facilitate Significant Inward Investment in Broadband Infrastructure | 205 - 212 |
| | Cabinet will consider a report about the arrangements for the use of the Council's HRA land on commercial terms in order to facilitate investment in the borough's broadband infrastructure. | |
| 11 | Commercial Services | |
| 11(i) | Digitalisation of the CCTV Network | 213 - 220 |
| | Cabinet will consider a report setting out proposals to replace the existing analogue Closed-Circuit Television (CCTV) system with a modern digital monitoring system | |
| 11(ii) | Updates to the Events Policy | 221 - 238 |
| | Cabinet will consider a report inviting it to approve an updated Events Policy. | |
| 12 | Communities, Wellbeing and Public Safety | |
| 12(i) | Safeguarding Policy and Suicide Protocol | 239 - 286 |

Cabinet will consider a report inviting it to approve a revised Safeguarding Policy and Suicide Protocol and to refer them to Council for inclusion in the policy framework.

- 12(ii) **Youth Zone Sports and Social Centres - recommendation from Policy and Public Initiatives Panel** 287 - 292

Cabinet will consider a recommendation from the Policy and Public Initiatives Panel that it consider the potential funding of a Colchester Youth Zone, together with options for partnership work and the potential impacts of a Colchester Youth Zone.

13 **Culture and Performance**

- 13(i) **2019-20 Half Year Performance Report including progress on the 2018-2021 Strategic Plan Action Plan** 293 - 340

Cabinet will consider the performance for the half year for 2019-20 including progress of performance measures and an update on the Strategic Plan Action Plan.

- 13(ii) **Holy Trinity Church** 341 - 342

Cabinet will consider a recommendation from the Heritage and Tourism Task and Finish Group that funding be made available for a feasibility study to determine the extent of works required to renovate Holy Trinity Church

- 13(iii) **Claudius Gateway** 343 - 344

Cabinet will consider a recommendation from the Heritage and Tourism Task and Finish Group in respect of Claudius Gateway.

14 **Business and Resources**

- 14(i) **Business Rates Relief Policy 2020** 345 - 358

Cabinet will consider a report setting out a new Business Rates Relief Policy. The new policy sets out the criteria for the various reliefs available. The proposed changes are minimal with more focus on improving the accessibility for businesses to understand their eligibility and ease of application.

- 14(ii) **Tender of Internal Audit Contract** 359 - 360

Cabinet will consider a report seeking to delegate authority to award the new contract for internal audit services to the Portfolio Holder for Business and Resources.

15 **Business and Resources/Customers**

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| 15(i) | Request for Delegated Authority to Agree the Award of Contract | 361 - 364 |
| | Cabinet will consider a report seeking approval to delegate authority to the Portfolio Holder for Customers, in conjunction with the Assistant Director, Corporate and Improvement Services, for the approval of the award of a contract to supply and manage leased ICT devices. | |
| 16 Strategy | | |
| 16(i) | Amendments to the Scheme of Delegation to Officers | 365 - 400 |
| | Cabinet will consider a report inviting it to note the amendments to the Scheme of Delegation from the Leader of the Council to Officers of the Council following a change of responsibilities within the Senior Management Team. | |
| 17 General | | |
| 17(i) | Progress of Responses to the Public | 401 - 404 |
| | Cabinet will consider a report setting out the progress of responses to members of the public who address meetings of Cabinet or Full Council under the Council's Have Your Say arrangements. | |
| 18 Exclusion of the Public (Cabinet) | | |
| | In accordance with Section 100A(4) of the Local Government Act 1972 and in accordance with The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 to exclude the public, including the press, from the meeting so that any items containing exempt information (for example personal, financial or legal advice), in Part B of this agenda (printed on yellow paper) can be decided. (Exempt information is defined in Section 100I and Schedule 12A of the Local Government Act 1972). | |

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

19 **Housing - Part B**

19(i) **Award of Housing Adaptations Contract - Part B**

Cabinet will consider an Appendix to report by the Head of Place and Client Services in respect of the bids received for the Housing Adaptations Contract.