

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 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 as an **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 January 2019 – 30 April 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 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

1. Central Support Futures Review
2. Half Year 2018 - 2019 Performance Report including progress on Strategic Plan Action Plan

Scrutiny Panel meeting - 29 January 2019

Scrutiny Panel Chairman's briefing – 24 January 2019

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

1. Arts Organisations

COLCHESTER BOROUGH COUNCIL

FORWARD PLAN OF KEY DECISIONS 1 January 2019 – 30 April 2019

During the period from 1 January 2019 – 30 April 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)
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
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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Award of contract for the installation of heating systems To approve a new contract for heating systems following delegation from Cabinet in March 2018.	Yes	January 2019	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
Financial Review of the Revolving Investment Fund	Yes	16 January 2019	Revolving Investment Fund Committee (Cllrs Barlow, Cory, King, T. Young) Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk	Revolving Investment Fund Committee report and supporting papers	Sean Plummer Strategic Finance Manager Sean.plummer@colchester.gov.uk (01206) 282347

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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
2019-20 General Fund Revenue Budget, Council Tax, Capital Programme and Medium Term Financial Forecast To recommend to Council the 2019-20 General Revenue Budget, Colchester Borough Council's element for Council Tax for 2019-20 and the Capital Programme.	No	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	Sean Plummer Strategic Finance Manager Sean.plummer@colchester.gov.uk (01206) 282347

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Housing Investment Programme (HIP) 2019/20 To approve the Housing Investment Programme for 2019/20.	No	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	Darren Brown Finance Manager (Business Partners) Darren.brown@colchester.gov.uk (01206) 282891
Housing Revenue Account Estimates 2019/20 To approve the HRA Estimates 2019/20	No	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	Darren Brown Finance Manager (Business Partners) Darren.brown@colchester.gov.uk (01206) 282891

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The Future Ownership of the New Affordable Housing Delivered on the Phase 1 Colchester Amphora Housing Ltd Developments	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
Opportunities to Develop Council Owned Sites Through Housing Revenue Account (HRA) Borrowing	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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The award of the Voids and Insurance works contract	Yes	February 2019	Portfolio Holder for Housing and Communities Tina Bourne Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk	Officer report	Andrew Tyrrell Client and Business Manager Andrew.tyrrell@colchester.gov.uk 01206 282390

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