

Cabinet Meeting

**Grand Jury Room, Town Hall, High Street,
Colchester, CO1 1PJ
Wednesday, 06 June 2018 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.

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COLCHESTER BOROUGH COUNCIL
Cabinet
Wednesday, 06 June 2018 at 18:00

The Cabinet Members are:

Leader and Chairman	Councillor Mark Cory (Liberal Democrats) Councillor Nick Barlow (Liberal Democrats) Councillor Tina Bourne (Labour) Councillor Martin Goss (Liberal Democrats) Councillor David King (Liberal Democrats) Councillor Mike Lilley (Labour) Councillor Beverley Oxford (The Highwoods Group) Councillor Tim 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 are a correct record of the meeting held on 14 March 2018.

14-03-18

7 - 16

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

Cabinet 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 Commercial Services

7(i) Northern Gateway - Approval of Heads of Terms for Sale of Land at Axial Way 17 - 20

Cabinet will consider a report seeking approval for the key heads of terms between the Council and a healthcare provider in respect of a long leasehold disposal of land at Northern Gateway.

8 Waste, Sustainability and Infrastructure

8(i) Recycling Collections from Flats 21 - 26

Cabinet will consider a report on the refuse and recycling service provided to residents of flats. It sets out proposals on how the challenges on providing residents of flats with the same service as residents in other types of accommodation can be overcome.

8(ii) Arrangements for Retaining and Processing Recycled Food and Garden Waste 27 - 32

Cabinet will consider a report providing proposals for the Council to retain recycled food and garden waste and procure its own contracts to process this.

9 Business and Culture

9(i) Colchester Business Improvement District 33 - 50

Cabinet will consider a report about the proposed Business Improvement District for Colchester town centre. the report provides detail on the required ballot of non domestic ratepayers in the proposed BID area, and sets out how the Council will collect the levy, should the proposal be approved. It also sets out how the Council should cast its vote in the ballot.

10 **Housing and Communities**

10(i) **Disposal of Maytree Court, Tiptree** 51 - 54

Cabinet is invited to approve the disposal of Maytree Court to the highest bidder and delegate authority to agree the final terms and consequential matters.

11 **Resources**

11(i) **Budget Position** 55 - 58

Cabinet will consider a report setting out a brief summary of the key revenue resources available to the Council following the end of year revenue outturn.

11(ii) **Member Development Group Annual Report 2017-18** 59 - 72

Cabinet is invited to receive the Annual Report of the Member Development Group for the 2017-18 municipal year.

12 **General**

12(i) **Appointments to Revolving Investment Fund Committee, External Organisations and Council Groups** 73 - 104

Cabinet will consider a report proposing appointments to the Revolving Investment Committee and to a number of external organisations and Council groups. The report also provides a number of reports about the work undertaken by appointees in 2017-18

12(ii) **Progress of Responses to the Public** 105 - 106

Cabinet is invited to review the progress of responses to members of the public who have addressed Cabinet and Council.

13 **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)

14 Housing and Communities (Part B)

14(i) Disposal of Maytree Court (Part B)

Cabinet is invited to approve the disposal of Maytree Court to the highest bidder and delegate authority to agree the final terms and consequential matters.

15 Commercial Services (Part B)

15(i) Northern Gateway - Approval of Heads of Terms For Sale of Land at Axial Way (Part B)

Cabinet will consider a report seeking approval for the key heads of terms between the Council and a healthcare provider in respect of a long leasehold disposal of land at Northern Gateway.

<p style="text-align: center;">CABINET 14 March 2018</p>
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Present: - Councillor Smith (Chairman)
Councillors Bourne, Cory, Feltham, Lilley, B. Oxford, J. Scott-Boutell and T. Young

Also in attendance: - Councillors Barber, Hazell, Laws, Lissimore, Scott and Willetts

242. Minutes

RESOLVED that the minutes of the meeting held on 31 January 2018 be confirmed as a correct record.

Councillor Cory (as a resident of Broome Grove) declared a non-pecuniary interest in the following item pursuant to the provisions of Meetings General Procedure Rule 7(5).

243. Have Your Say

David King addressed the Cabinet pursuant to the provisions of Meetings General Procedure Rule 5(1) about seen and unseen plastics pollution. Action was needed from all parties, residents and businesses to tackle the issue. Plastic pollution was enormous and pervasive, in particular from unseen microplastics. Under the precautionary principle, central and local government needed to take action as a priority. Public awareness needed to be raised, recycling increased and use of plastics reduced. This required leadership from the Council and partnership working with local businesses. Would the Council confirm that it was committed to improving recycling, including presently non-recyclable and single use plastics, and outline its next steps, and would it work with businesses on this issue?

Councillor J. Scott-Boutell, Portfolio Holder for Waste and Sustainability, explained that she had moved a motion at Council in December 2017 calling on the government to make more plastics recyclable. The Council would look to find ways of increasing rates of recycling further and on plastics in particular. She was aware that some businesses were looking to reduce the use of plastics and urged other business to follow their lead.

Councillor T. Young, Portfolio Holder for Business and Culture, agreed that the issue transcended party politics. He welcomed the steps taken by some business to reduce the use of single use plastics. The Council did need to act and also lobby the government for change. Councillor Lilley, Portfolio Holder for Public Safety and Licensing, explained that the Zones team were introducing a scheme which would allow plastic bottles to be refilled.

Mark Goacher addressed Cabinet pursuant to the provisions of Meetings General Procedure Rule 5(1) about recycling plastics. The public were not generally aware that a number of plastic products were not recyclable and he queried what percentage of plastic recycling collected was actually recycled. The Council needed to take action to raise awareness. He welcomed the refillable bottle scheme outlined by Councillor Lilley and suggested that the Council consider the reintroduction of water fountains in the town centre. He was disappointed that some business did not take the issue seriously and the Council should use its powers under the Environmental Protection Act 1990 to encourage businesses not to take action which could lead to an increase in litter.

Councillor J. Scott-Boutell, Portfolio Holder for Waste and Sustainability, indicated that she would contact Essex County Council to ascertain the information on recycling rates. Councillor T. Young, Portfolio Holder for Business and Culture, indicated that he would take up the issue of the local business with the Culver Precinct manager. Councillor Lilley, Portfolio Holder for Public Safety and Licensing, explained that he was exploring the issue of providing more recycling bins in the town centre with Essex County Council. He would look into the issue of water fountains.

John Akker addressed pursuant to the provisions of Meetings General Procedure Rule 5(1). It was surprising that Cabinet, as the most senior Committee, did not receive a report from the leadership or senior management of the Council on the state of the borough as a whole. Given the crisis in local government funding, there was considerable public concern. In addition he considered that Cabinet should also receive a report on the Council's contacts and meetings with central government.

Councillor Smith, Leader of the Council and Portfolio Holder for Strategy, explained that there had provision for such a debate at Full Council, but public attendance had been low. At its meeting on 31 January 2018, the Cabinet had considered the Strategic Plan which set out the priorities for the borough for the next three years. This had been recommended to Council where it had received cross party support. The Council published details of its responses to government consultations on the Council's website. Records of meetings with central government were often kept by government officials, rather than the Council, and there was not currently a procedure for publishing such records. This could potentially be an issue the Governance and Audit Committee could look at.

Councillor Scott addressed Cabinet pursuant to the provisions of Meetings General Procedure Rule 5(1) to request that the Council take back control of highways maintenance from Essex County Council. The highways service was inadequately funded and was unable to effectively prioritise work over such a large area. The condition of the roads had deteriorated in the recent inclement weather. The pavements were in an even worse condition, and as a consequence the elderly and the vulnerable found it difficult to leave their homes. Broome Grove in Wivenhoe was an example. The poor condition of the roads also contributed towards air pollution. Taking back control of the roads would be a major step towards becoming a unitary authority.

Councillor Smith, Leader of the Council and Portfolio Holder for Strategy, indicated that he supported the concept of a unitary authority. However, there was a danger that if services were taken piecemeal that the necessary level of funding would not follow. Councillor Cory, Portfolio Holder for Resources and Councillor T. Young, Portfolio Holder for Business and

Culture, indicated that the condition of Broome Grove had been reported to Essex County Council.

Councillor Laws addressed Cabinet pursuant to the provisions of Meetings General Procedure Rule 5(1). He welcomed the suggestion made at Full Council that a Task and Finish Group or some other cross party group be established to look at heritage issues across the borough. This could look at the Roman Walls and issues around Jumbo. It would be an opportunity to depoliticise some of the issues and work collaboratively.

Councillor T. Young, Portfolio Holder for Business and Culture, thanked Cllr Laws for his comments and agreed that all parties needed to work together on heritage issues so that Colchester could compete on a level playing field with other destinations with a similar heritage offer.

Councillor Barber addressed Cabinet pursuant to the provisions of Meetings General Procedure Rule 5(1) to ask what steps had been taken to initiate greater local control of services. The administration also needed to ensure that information on Vineyard Gate was shared cross party and there was effective public engagement on Vineyard Gate as the project moved forward.

Councillor Smith, Leader of the Council and Portfolio Holder for Strategy, explained that a full and fair description of the Vineyard Gate project had been provided at the Scrutiny Panel meeting on 13 March. A request had been made to Essex County Council to transfer all relevant powers to Colchester. Councillor T. Young, Portfolio holder for Business and Culture, explained plans for Vineyard Gate would be published by the end of the month and there would be consultation on the project where appropriate.

Councillor Willetts addressed Cabinet pursuant to the provisions of Meetings General Procedure Rule 5(1). In the recent poor weather, the Council had implemented an effective plan to deal with the disruption caused to waste collection services. However, this had not been effectively communicated to residents and was overly reliant on the website and digital communication. The communication plan for dealing with such incidents needed to be reviewed.

Councillor Smith, Leader of the Council and Portfolio Holder for Strategy, thanked Council officers for their work in dealing with the issues raised by the recent poor weather. The communications had been effective in reaching the vast majority of residents. There was a responsibility on Councillors in ensuring that the message was passed through their networks to community groups and parish councils. Social media was an effective way of doing this.

244. Colchester's Housing Strategy 2015-2020 – update for 2016-17

The Assistant Director Policy and Corporate submitted a report a copy of which had been circulated to each Member.

Councillor Barber attended and with the consent of the Chairman addressed the Cabinet. The government had announced £1 billion of additional funding for areas that had a pressing need for affordable housing. Would the Council be bidding to receive some of this funding to help provide affordable housing in the borough?

Councillor Smith, Leader of the Council and Portfolio Holder for Strategy, explained that he had raised this matter with the minister at an LGA event, and the funding would not be available for two years. Once the full details of the scheme were published, the Council would make an application for funding.

Councillor Willetts attended and with the consent of the Chairman addressed the Cabinet. At the previous meeting of the Cabinet he had raised a number of issues about housing priorities and homelessness which he did not consider had been properly answered. Colchester was the fastest growing borough in the region. The level of affordable housing provided was less than the 30% required by Council policies. The Housing Strategy did not set out how levels of affordable housing would be raised to these levels. The Strategy also failed to deal adequately with the reduction of homelessness and rough sleeping.

Councillor Smith, Councillor Smith, Leader of the Council and Portfolio Holder for Strategy, stressed that the proposals in the Assistant Director's report committed the Council to building more Council housing. This would help offset some, but not all, of the housing the Council lost annually as a consequence of the Right to Buy scheme. The cost of purchasing a home or entering the private rented sector was prohibitively expensive for many residents in Colchester, and government policies made it hard to provide the necessary levels of affordable housing. The provision of garden communities would help address the issue as it would ensure that a significant level of affordable housing was provided, as the Council could control the proportion of affordable housing that was provided.

Councillor Bourne, Portfolio Holder for Housing and Communities, responded to Councillor Willetts and explained that the purpose of the report was to provide an update on the Housing Strategy 2015-2020. It was an evidence based report that contained a significant amount of data. The report demonstrated that the Council was on target to meet its affordable housing target. More detailed reports on specific issues such as homelessness were available. In terms of rough sleepers, a rough sleeper co-ordinator had been appointed in October, and since then 11 rough sleepers had moved into accommodation. This involved a considerable amount of work with partner organisations. Following a visit from the Minister for Housing, the local MP had written to the Council to state how impressed he was with the work to reduce homelessness in Colchester.

The report set out proposals to build new Council housing. The administration had previously had a programme of building Council housing but changes introduced by government to the Housing Revenue Account (HRA) had brought this to an end. The Council had changed some of its policies around refurbishment which had freed up some headroom in the HRA which allowed the Council to proceed with building 20-30 new homes. A more detailed report would be submitted in due course. The Council was also seeking to improve the position for residents in the private rented sector through the provision of adaptations and through the work of the housing enforcement teams. This work had a very real impact on the quality of people's lives.

The Portfolio Holder thanked Tina Hinson, Housing Strategy Manager, and Karen Paton, Housing Strategy officer, for their work.

Councillor Cory, Portfolio Holder for Resources, highlighted that the Cabinet had also committed £3.6 million toward tackling homelessness at its meeting on 31 January 2018.

RESOLVED that:-

(a) It be agreed in principle that the Council should:

- pursue building new Council homes on suitable housing revenue account (HRA) sites;
- seek to deliver 20 to 30 new Council homes;
- plan to use of 1-4-1 right to buy receipts and up to £5 million of HRA borrowing to fund this development.

(b) A detailed report be brought to a future Cabinet meeting setting out the detailed financial and other considerations regarding building new Council homes.

(c) To continue to make the case to Government that the right to buy scheme needs to work for future generations and meet local need. To achieve this councils need to be able to set discounts locally and keep 100% of sale receipts to replace the homes which are sold.

(d) The update of Colchester's Housing Strategy 2016-17 and in particular the Housing Strategy Progress Report 2017 and Delivery Plan be noted.

REASONS

As set out in the Assistant Director's report.

ALTERNATIVE OPTIONS

Not to pursue building new affordable Council housing. This could result in households in housing need, including households that are homeless, waiting longer to be housed. By not pursuing building new council houses the Council would not be maximising the opportunity presented to use its own land and financial resources to provide much needed affordable homes for those in housing need.

245. Request for Delegated Authority to Agree the Award of Contract

The Assistant Director, Policy and Corporate submitted a report a copy of which had been circulated to each Member.

RESOLVED that:-

(a) Responsibility for approval of the award of contract to the Recommended Bidder for the installation of heating systems, bathrooms and kitchens along with the replacement of pitched roofs be delegated to the Portfolio Holder for Housing and Communities.

(b) The Council enter with the successful contractor into a 1 year JCT Standard Form of Measured Term Contract 2016 with the option to extend for a further year.

REASONS

The existing contract period for the provision of HIP work is coming to an end. As a result the work will be exposed to competitive tender in order to establish continuous improvement and best value.

The procurement approach agreed by Cabinet on 1st December 2010 as part of the Asset Management Strategy is to let a JCT Form of Contract for this and similar types of work

ALTERNATIVE OPTIONS

There are few alternative options as this programme forms part of the Council Statutory obligations as a Landlord and protects both our customers and the housing asset. The procurement process followed complies with the Public Procurement Regulations 2015.

246. Northern Gateway Sports Hub – Procurement Strategy

The Assistant Director Commercial submitted a report a copy of which had been circulated to each Member.

Councillor Barber attended and with the consent of the Chairman addressed the Cabinet to stress the need for continued community involvement and scrutiny as the project developed.

Councillor Smith, Leader of the Council and Portfolio Holder for Strategy, indicated that it was open to the Scrutiny Panel to include Northern Gateway on its work programme.

Councillor Feltham, Portfolio Holder for Commercial Services, responded to Councillor Barber and introduced the report. There had been considerable community involvement all the way through the project. There had been a number of stakeholder meetings and briefings for parish councils. The Council was aiming to maximise the involvement of residents who were affected by the development. Northern Gateway Sports Hub would take sporting activities in the borough to a new level. The report proposed a two package approach to procurement, which would split out the work into two elements: groundwork, drainage and roads and also design and construction work. Whilst this would involve more officer work, she was confident that officers would manage this effectively.

RESOLVED that:-

(a) The recommended Procurement Strategy as set out in the Assistant Director's report for the purpose of appointing a contractor to build the sports hub comprising grass and artificial pitches, cycle track, sports hall and rugby club pavilion together with associated ground and infrastructure works be approved.

(b) A report outlining the contractor appointment be brought back to Cabinet in June 2018.

REASONS

To provide a framework for consistency in the delivery of this complex project that retains overall control of the process and allows for specialist contractor input and maintains high quality standards, whilst meeting the challenging budgetary and timescales.

In order that the procurement of the contractor can be run simultaneously with the planning application process to enable the delivery timescales to be met.

ALTERNATIVE OPTIONS

Not to agree the recommended procurement strategy. However this would jeopardise the delivery of the project and would introduce delays to the procurement of contractors

As set out in the Assistant's Director's report, various options regarding the type of work package and method of procurement have been considered.

247. Housing Company – Financing Arrangements

The Assistant Director, Policy and Corporate submitted a report a copy of which had been circulated to each Member.

RESOLVED that:-

- (a) Authority be delegated to the Portfolio Holder for Resources the detailed funding arrangements in respect of loans and equity for Colchester Amphora Housing Limited (CAHL).
- (b) £250k of equity be invested in CAHL funded from New Homes Bonus as set out in the Assistant Director's report.

REASONS

Further work is being carried out to determine the detailed funding packages for CAHL. The report to Cabinet in June 2017 stated that further financial and site modelling work would be required before any funds were committed by the Council. At this point work is ongoing to review and establish the most state aid and lending market compliant funding mix. This will include consideration of the financial implications for the Council. The proposed equity investment of £250k will enable CAHL to progress the company's business plan aspirations whilst appropriate funding options are explored.

ALTERNATIVE OPTIONS

Given the scope of the Amphora Homes Business Plan it is important to ensure that the funding mix supporting this is compliant in terms of Corporation Tax liabilities and State Aid and further work is being done to establish this. The scheme work to take forward the Business Plan however has commenced in earnest and is currently progressing swiftly. Delegating detailed funding arrangement to the Portfolio Holder means a decision on the funding mix can be made quicker. Not confirming a compliant funding mix would expose the Council to State Aid noncompliance risk. It would also slow the pace and progress of the work now being undertaken to initiate the delivery of the Business Plan as no investment can be made until the funding mix is agreed and reflected in the Loan Agreement between CBC and CAHL. Finally not agreeing the proposed equity investment of £250k would also mean that CAHL would not have the resources to continue to work up and progress the housing development sites in the current programme thereby delaying

the implementation of the Business Plan.

248. Risk Based Verification

The Assistant Director Customers submitted a report a copy of which had been circulated to each Member.

Councillor Willetts attended and with the consent of the Chairman, addressed the Cabinet. He noted the process that had led to the auditor's recommendation that the Risk Based Verification policy be formally reviewed and agreed. The auditors had estimated that the value of the errors based on the policy was £75,000. Whilst it was accepted that this was a very small proportion of the overall benefits budget, it was noted that the auditors refused to put a confidence level on this figure. It was suggested that the Council's finance team review this to ensure that there was no significant underlying issue.

Councillor Smith, Leader of the Council and Portfolio Holder for Strategy, responded and stressed that the recommendation from the auditors was purely procedural and that the issue was fully dealt with by the actions proposed in the report.

Councillor Cory, Portfolio holder for Resources, stressed that the recommendation in the report would deal with the issue identified by the auditors. He and the auditors had full confidence in the performance of the benefits team

RESOLVED that:-

- (a) The Risk Based Verification Policies for 2016/2017 be adopted.
- (b) The Risk Based Verification Policies for 2017/2018 be adopted
- (c) The Risk Based Verification Policy for 2018/2019 be adopted.

REASONS

The Department for Work and Pensions recommends that Risk Based Verification policies are examined through a governance process following Section 151 Officer recommendation.

ALTERNATIVE OPTIONS

Risk Based Verification policies are required to be adopted to adhere to Department for Work and Pensions guidance.

A manual process of Risk Based Verification could be introduced. This is not recommended at this stage due to the current level of new claims still being received. This will be reviewed in future years and considered once the impact of Universal Credit is known.

249. Progress of Responses to the Public

The Assistant Director, Policy and Corporate submitted a progress sheet a copy of which had been circulated to each Member.

RESOLVED that the contents of the Progress Sheet be noted.

REASONS

The progress sheet was a mechanism by which the Cabinet could ensure that public statements and questions were responded to appropriately and promptly.

ALTERNATIVE OPTIONS

No alternative options were presented to the Cabinet.


250. Thanks

Councillor Smith, Leader of the Council and Portfolio Holder for Strategy, noted that this was the last Cabinet meeting of the municipal year and thanked the members of the Cabinet for their service. He also thanked those Councillors and members of the public who had attended Cabinet, and those officers supporting the Cabinet. Councillor T. Young thanked Councillor Smith for his work as Chairman of Cabinet.

The Cabinet resolved under Section 100A(4) of the Local Government Act 1972 and the Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations 2012 to exclude the public from the meeting for the following item as it involved the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972.

251. Minutes

RESOLVED that the not for publication extract from the minutes of the meeting held on 31 January 2018 be confirmed as a correct record.

Report of	Strategic Director for Commercial and Place	Author	Stephen Brown  508822
Title	Northern Gateway – Approval of Heads of Terms for sale of land at Axial Way		
Wards affected	Mile End and Highwoods		

This report seeks approval of Heads of Terms (which include the key financial terms detailed in the confidential part of this report) between the Council and a healthcare provider in respect of a proposed long leasehold disposal of c.12.4 acres of land at the Northern Gateway

1. Decision(s) Required

- 1.1 To note the decision required in Part B of this agenda to approve the Heads of Terms which will form the basis of the long leasehold disposal to a healthcare provider.
- 1.2 To note the wider scheme benefits which will be secured from this development and its contribution to the expansion of Northern Gateway as a key growth location in Colchester.

2. Reasons for Decision(s)

- 2.1 Delivery of the Northern Gateway growth location is well underway, with the disposal to Turnstone for the cinema complex and the proposed development of the sports facilities to the north of the A12. This healthcare site will further enhance this area and will bring a wealth of wider economic growth benefits.
- 2.2 The land transaction will bring an important capital receipt to the Council which will help fund the development of the sport facilities and the Northern Gateway proposals as approved by Cabinet in November 2016.
- 2.3 The main element of the proposed healthcare development will employ up to 150 staff in a variety of skilled, clinical and administrative/operation roles. But with the whole site, this will be far higher and there will also be related employment with other employers in the borough to service the campus. There is also a desire to attract skilled staff who live in the borough but are currently working outside the area.

3. Alternative Options

- 3.1 The Council could refuse to accept that the proposed Heads of Terms offer the Council the best possible consideration for this site and could pursue other offers. However the offer received compares very well to other land deals carried out in this area and independent valuations. If we do not progress, the healthcare provider may pursue alternative locations within Essex. Additional supporting information is in the confidential section of this report.

- 3.2 The Council could seek to retain this land until Northern Gateway has been progressed further however the opportunity to secure this health care provider could be lost to an alternative site and there is a need for guaranteed capital receipts. It is very unlikely any higher value would be secured in the future.

4. Supporting Information

- 4.1 The vision for the development of land at Northern Gateway has been set out in the North Colchester Masterplan document and previous RIF and Cabinet reports which are included as Background Papers. The broad Vision for the Northern Gateway area is to create:
- A new gateway for Colchester
 - A cutting edge destination for sport and leisure
 - A distinctive place defined by memorable buildings and spaces
 - An exemplary approach to sustainability
 - A place for enterprise and employment opportunities
- 4.2 The development of Northern Gateway as a leisure, sport and business destination is already well underway. A variety of employment uses are already in place along Axial Way including Flakt Woods and David Lloyd, with the new cinema and sports facility in the planning stage.
- 4.3 The next phase of delivery is focused on land to the south of Axial Way which is identified in the emerging local plan as a mix of employment and residential uses. It is proposed that the capital receipt from the disposal of this site will be allocated to form part of the funding package for the sports facility proposed for north of the A12. This was approved by Cabinet in November 2016.
- 4.4 The healthcare provider will primarily provide a number of different health based uses on the site all of which will benefit the Borough. Further information can be found in the Confidential Part B of this Agenda.

5. Proposals

- 5.1 The Council proposes to dispose of this site on a long leasehold basis for a capital premium as outlined in the confidential section of this report. As part of the disposal the healthcare provider will develop a range of facilities including uses that front the proposed boulevard.
- 5.2 The Heads of Terms are attached to the confidential section of this report
- 5.3 The scheme will create a range of uses, the majority related to the health care industry ,and will create a vibrant and sustainable health care hub in this area with an active frontage onto the Boulevard.
- 5.4 The proposals will also bring employment with up to 150 new jobs created within the main element of the proposals.

6. Strategic Plan References

- 6.1 The Northern Gateway vision with the boulevard will meet the 'Growth' and 'Opportunity' strategic aims and will create an attractive and sustainable location where people can be proud to work and live.

- 6.2 The creation of a health campus with the associated uses will help to meet the 'Growth' goal. There will be a substantial investment in this campus which will provide economic growth through the creation of a large number jobs, an increase in the range of skills that Colchester provides and infrastructure improvements.
- 6.3 A healthcare campus will have a direct influence on the health of the borough and will there help to meet the 'Wellbeing' and 'Opportunity' strategic goals.
- 6.4 The site disposal also provides a commercial opportunity for the Council as it strives to make better use of its assets.

7. Consultation

- 7.1 The wider plans at Northern Gateway have been subject to widespread consultation over the last few years.
- 7.2 As the scheme progresses it will be subject to consultation at planning application stage in the usual way.

8. Publicity Considerations

- 8.1 To date, no publicity has been carried out in respect of this site due to commercial confidentiality.
- 8.2 The Council will publicise the proposal at the appropriate time

9. Financial implications

- 9.1 The proposed land disposal will provide a significant capital receipt which will in part be used to fund the delivery of the Northern Gateway sports project. Detailed financial implications are set out in the confidential paper.

10. Equality, Diversity and Human Rights implications

- 10.1 Please see EQIA report here - <http://www.colchester.gov.uk/article/12743/Commercial-Services>

11. Community Safety Implications

- 11.1 None identified at this stage

12. Health and Safety Implications

- 12.1 None identified at this stage

13. Risk Management Implications

- 13.1 Please see the confidential section of the report.

Background Papers

North Colchester Masterplan – <http://www.colchester.gov.uk/CHttpHandler.ashx?id=22911&p=0>

Site Plan

Please see the confidential part of this report to view the proposed Heads of Terms

Report of	Assistant Director of Environment	Author	Richard Block ☎ 506825
Title	Recycling Collections From Flats		
Wards affected	All wards		

1. Executive Summary

- 1.1 This report provides an overview of the refuse and recycling collection service currently provided to residents of flats. It identifies the challenges associated with providing all residents of flats with the same service as residents living in other types of dwelling and provides proposals on how these can be overcome.

2. Recommended Decision

- 2.1 That where feasible, residents of flats are provided with collections of plastic recycling and that an additional refuse and recycling collection vehicle is provided to facilitate this.
- 2.2. To agree the funding of additional costs of the vehicle as set out in section 10.
- 2.3. To note that consideration to any additional on-going net costs will be considered as part of the 2019/20 budget.

3. Reason for Recommended Decision

- 3.1 To ensure all residents can recycle as much material as possible regardless of where they live to further reduce the amount of residual waste produced in the Borough.

4. Alternative Options

- 4.1 Consideration has been given to providing all residents of flats with a separate food waste collection, but this was not considered feasible at this stage.
- 4.2 An alternative option of providing no collections of additional recyclable material was also considered but it is clear residents of flats wish to recycle plastic rather than disposing of it as refuse.

5. Background Information

Introduction

- 5.1 Changes to the Refuse and Recycling service implemented in June 2017 were reviewed at the Cabinet Meeting in February 2018. It was always planned to look at the potential for providing residents of flats the same recycling collections as other residents.
- 5.2 Since January 2018 a review has been undertaken of the current service provided to residents of flats and the potential opportunities to provide them with the same recycling service as other residents.
- 5.3 In March 2018 the Scrutiny Panel received a report relating to the review and resolved that recycling collections provided to flats be increased, with the view to provide a service similar to that provided to other properties.

Current Service Provision

- 5.4 Flats are currently provided with a range of services which have evolved because of several factors including:
 - Available storage space for refuse and recycling inside flats and in communal areas
 - Number and location of flats in each block
 - Age of the development
 - On older developments, the policy of the management company towards providing recycling storage equipment and space
- 5.5 Previously, whenever there has been storage space available for recycling dry recycling collections have been provided to flats. A supplementary planning document with requirements for refuse and recycling storage areas has also been used to require developers to make appropriate space and bins available to facilitate recycling collections.
- 5.6 Flats are currently provided with a range of dry recycling services and frequencies of refuse collection. This mixture reflects local factors and barriers as described previously. 6661 flats across 432 locations are provided with recycling collections of paper, cans and glass from 3 large communal bins. The remaining locations either have kerbside collections or no recycling collections due to the barriers described previously. Flats have not generally been provided with collections of recycled plastics.

General issues with increasing future recycling collections from flats

- 5.7 The constraints mentioned in 5.4 are beyond this Council's control. For example, if a management company on an older development is not prepared to make facilities available for residents in a block of flats to store recycling in a communal area it is not possible to provide a full range of recycling collection services.
- 5.8 Providing any additional collections of recycling from flats would also require additional collection vehicle capacity, bins and staff. There is no current spare capacity on existing recycling rounds due to the significant increases in recycling now being collected from other dwellings and due to property growth. Due to

limits in storage space some blocks would need weekly collections of all refuse and recycling. For the same reason it is also difficult to create capacity on existing vehicles by moving flats to fortnightly refuse collections so this option has not been explored further.

Specific issues associated with recycled plastic collections

- 5.9 Most residents of flats cannot currently recycle plastics, and this represents the biggest challenge in terms of providing a full dry recycling collection service. In those developments that can recycle other materials in large communal wheeled bins, if a fourth plastic bin was introduced, a minimum of 553 x 360ltr bins would need to be provided to enhance the current recycling stations. The cost of these will be met by managing agents.
- 5.10 Extra waste/recycling collection vehicle capacity is also now needed because of new property growth and growing numbers of trade waste customers. A full analysis of the financial implications is shown in section 10. If an extra vehicle was purchased, the additional capacity could be used for both of these purposes and to provide plastic collections to flats.

Specific issues associated with food waste collections

- 5.11 Very few flats are currently provided with a separate weekly food waste collection service. Where flats are provided with this it is because the front door leads onto a street where refuse and recycling crews servicing other types of dwellings pass.
- 5.12 The main barrier to providing other flats with this service is space for storage of food waste whilst awaiting collection and the potential smell of larger quantities of food waste being stored prior to collection. If there is space in communal areas for a communal bin, then the management company would also need to be prepared to clean the bin and deal with any problems of odour.

6. Equality, Diversity and Human Rights implications

- 6.1 A full Equality Impact Assessment was undertaken prior to the changes to the Refuse and Recycling Collection Service in June 2017. There are no additional equality implications arising from this report.

7. Strategic Plan References

- 7.1 Further increasing the amount of waste that is recycled will contribute to the responsibility theme of the [Strategic Plan 2018-21](#) in that it will encourage recycling and reduce the amount of waste sent to landfill.

8. Consultation

- 8.1 If a decision was made to provide residents of flats with collections of additional recyclable material, consultation will be undertaken with the residents and managing agents of each development.

9. Publicity Considerations

- 9.1 It will be essential to publicise any additional recycling collection services provided to flats so that residents know what material to recycle and how to store this whilst awaiting collection.

10. Financial implications

- 10.1 As stated previously, there is a requirement for an extra waste/recycling collection vehicle to provide refuse and recycling collections to new properties in the Borough. The same new vehicle would also have sufficient capacity to provide plastic collections to flats.
- 10.2 Refuse and recycling collection vehicles are currently leased, and the estimated costs shown reflect this. The Council has recently conducted a procurement exercise to purchase vehicles and there is flexibility within the contract to purchase an additional vehicle. This could further reduce the annual vehicle leasing costs/maintenance cost by c£8k.
- 10.3 The year-end waste service figures which reflect the changes made to the Waste Service in June 2017 have produced greater than budgeted increases in recycling credit income. In light of this, it is considered that the recycling credit income budget can be increased by £60k.
- 10.4 As referred to earlier in this report it is also considered that there is the potential to increase trade waste income during the coming year by utilising the additional vehicle. The current vehicles used for this are at capacity but demand is still strong for this service. If an additional vehicle was purchased to collect plastics from flats it could also be used to provide collections from trade waste customers with the resulting income partially offsetting the overall cost of the vehicle. In a full year this is estimated at additional income of £60k.
- 10.5. A summary of the revenue implications of the proposed new vehicle and running costs and funding from additional income is set out in the following table.

	* 2018/19	2019/20	
	£000	£000	Comments
Expenditure			
Vehicle Leasing	44	58	See para. 10.1 and 10.2
Fuel/Maintenance	5	7	
Staff	56	76	
	105	141	
Income			
Trade Waste	(45)	(60)	See para 10.3.
Overachievement of Recycling Credits	(60)	(60)	See para 10.4
	(105)	(120)	
Net Cost	0	21	
* Assumes go live of 1st July 2018			

- 10.6 In summary, it is shown that in the current year the costs can be financed from additional income. A potential net additional cost is shown for 2019/20, however, this may vary depending on final costs and delivery of income and as such it will be considered as part of the 2019/20 detailed budget.

11. Health, Wellbeing and Community Safety Implications

- 11.1 There are no implications.

12. Health and Safety Implications

- 12.1 There are no health and safety implications, over and above the existing implications for providing the refuse and recycling collection service to flats which are well managed through an established health and safety management system.

13. Risk Management Implications

- 13.1 The proposals considered above are based on current property levels in the Borough. There is a risk that as further flats are built additional resources would be required to provide all forms of recycling collections to those locations.

Report of	Assistant Director - Environment	Author	Richard Block
			☎ 506825
Title	Arrangements for Retaining and Processing Recycled Food and Garden Waste		
Wards affected	All wards		

1. Executive Summary

- 1.1 The recycled food waste and garden waste this Council collects from residents is currently passed to Essex County Council to be processed. This report provides proposals for this Council to retain recycled food and garden waste and procure its own contracts to process this. If approved this would mean this Council receives a share of the waste disposal cost savings made by Essex County Council proportionate to the extra cost incurred to collect this material separately.

2. Recommended Decision

- 2.1 To approve service of a notice on Essex County Council as the Waste Disposal Authority under Section 48(3) of the Environmental Protection Act 1990 giving notice of this Council's intention to make its own arrangements for the recycling of food and garden waste under section 48(2) of the Act.
- 2.2 To approve a procurement to select contractors to process garden waste and food waste collected by this Council conducted in line with this Council's Contract Procedure Rules.
- 2.3. To note the anticipated net revenue income which will accrue from the proposals in this report and consider this as part of the 2019/20 budget strategy.

3. Reason for Recommended Decision

- 3.1 To ensure Colchester Borough Council receives a share of the waste disposal cost savings made by Essex County Council proportionate to the extra cost incurred to collect food and garden waste separately.
- 3.2 Under section 48(3) of the Environmental Protection Act this Council can serve notice on Essex County Council of its intention to make its own arrangements for the recycling of food and garden waste under section 48(2). Under section 52(1), Essex County Council are obliged to pay this Council recycling credits provided that ECC does not have grounds to object to this proposed action under Section 48(4) of the EPA.

4. Alternative Options

- 4.1 The alternative option is to continue with the current arrangements, but this has been rejected as this Council receives no recycling credit payments for food waste and does

not receive a share of avoided waste disposal costs proportionate to the extra cost of collecting garden waste separately.

5. Background Information

- 5.1 The Environmental Protection Act 1990 introduced the Recycling Credits Scheme to incentivise recycling and composting of household waste by Waste Collection Authorities such as this Council. The Scheme makes available the savings in disposal costs that result from the retention of household waste for recycling. Under the Act, Waste Disposal Authorities (Essex County Council) have a duty to pay recycling credits to Waste Collection Authorities for any household waste which they collect and retain for recycling.
- 5.2 The current standard recycling credit payment Essex County Council are required to pay if a collection authority makes arrangements to process the recycling they collect is £66.32 per tonne, although by law this must be uplifted by 3% annually.
- 5.3 Currently the material Colchester Borough Council collects from households is managed in two ways:
1. Paper/card, cans, glass, plastics and textiles are retained and sold to derive income and a full recycling credit of £66.32 per tonne is claimed from Essex County Council. The combined income helps to offset the additional cost of collecting this material separately.
 2. Food and garden waste is delivered to facilities procured by Essex County Council with no income or recycling credits received for food waste and a discretionary recycling credit of £26 per tonne received from Essex County Council for garden waste.
- 5.4 The processing contractor for garden waste is in Birch, which means material is delivered directly to the facility by this Council so there are no associated haulage costs for Essex County Council. The £26 per tonne recycling credit is paid on the basis this is the balance of the £66 credit left after Essex County Council have paid for processing the garden waste.
- 5.5 The processing contractor for food waste is in Halstead, which means material is delivered directly to the facility by this Council so there are no associated haulage costs for Essex County Council. It is not clear why Essex County Council pay this Council no recycling credits for food waste.

Potential future options

- 5.6 Many Councils in other parts of the country procure their own contract for all recycled material and claim a full recycling credit from the Waste Disposal Authority to pay for processing costs and to contribute towards the cost of collecting materials separately.
- 5.7 This Council is currently directed to take food and garden waste to a facility which has been procured by Essex County Council through a framework contract. The contract has already expired, however the service orders let under the framework are still live. The service orders for food waste expire at the end of March 2019 and for green garden waste at the end of March 2020. Essex County Council are currently preparing to procure a new framework contract by the end of the year.
- 5.8 For this Council to establish contracts to process food and garden waste it would be necessary to undertake a procurement process. Essex County Council will be procuring

new contracts for food waste in November 2018 for and garden waste in June 2019. As a result, they would need formal confirmation prior to these dates that this Council is retaining this material.

- 5.9 If Essex County Council has made arrangements for the treatment of recycling expected from this Council prior to this Council making arrangements, it can refuse a request to retain it. As a result, the procurement undertaken by this Council will need to have been completed by the end of October 2018.

6. Equality, Diversity and Human Rights implications

- 6.1 In considering the decision of this report and the actions resulting from the decision being taken it is not considered to have an impact on the promotion of equality or discriminate in relation to gender, gender reassignment, disability, sexual orientation, religion or belief, age and race/ethnicity.
- 6.2 A link to the EIA for recycled materials contracts is available here <http://www.colchester.gov.uk/CHttpHandler.ashx?id=6573&p=0>

7. Strategic Plan References

- 7.1 This directly links to the vision, themes and objectives of the [Strategic Plan 2018-21](#). In particular the theme of RESPONSIBILITY and the action

- Encourage re-use and recycling to reduce waste to landfill

8. Consultation

- 8.1 In considering this decision officers have informally consulted with officers Essex County Council and shared information appropriate to the decision being taken. Officers of Essex County Council have provided informal comments which have been considered in this report.

9. Publicity Considerations

- 9.1 There are no publicity considerations.

10. Financial implications

- 10.1 Procuring independent contracts would increase revenue costs by c£315,000 (based on 17/18 tonnages) as this Council would be required to pay for processing of the material currently paid for by Essex County Council. The indicative processing costs are taken from nationwide surveys and represent a mid-point. In addition, there is an estimated ongoing additional contract management and administration costs of £15,000 per annum.
- 10.2 The Recycling Credit payable for recycling retained by this Council under the Environmental Protection Act 1990 is currently set at £66.32 per tonne and is uplifted by 3% per annum on the 1st April of each year. Based on current tonnage levels it is estimated that the proposed approach could generate additional gross income of £721,000.
- 10.3. In total, the proposals could deliver an annual net revenue saving of c£0.39m as summarised in the following table.

	Tonnage	Current Arrangement	Proposed Forecast	Change
		£000	£000	£000
Income				
Food Waste	5,195	0	(345)	(345)
Garden Waste	9,327	(243)	(619)	(376)
<i>Sub-Total</i>	<i>14,522</i>	<i>(243)</i>	<i>(964)</i>	<i>(721)</i>
Expenditure				
Food Waste	5,195	0	91	91
Garden Waste	9,327	0	224	224
<i>Sub-Total</i>	<i>14,522</i>	<i>0</i>	<i>315</i>	<i>315</i>
Sub-Total Net Income		(243)	(649)	(406)
Additional Contract Management			15	15
Total Net Income		(243)	(634)	(391)

- 10.4. There will be some one-off procurement costs this year of approximately £30,000 and these can be met from the in-year saving. There are some potential risks that could affect the cost and income and a further assessment of the expected saving will be reported to Cabinet as part of the 2019/20 budget strategy.

11. Health, Wellbeing and Community Safety Implications

- 11.1 There are no health wellbeing or community safety impacts as a result of this decision.

12. Health and Safety Implications

- 12.1 There are no impacts on the health and safety of the general public as a result of this decision.

13. Risk Management Implications

- 13.1 There is a legal process to notify Essex County Council if this Council intends to make arrangements to retain food and garden waste for processing as set out in the decision and at 3.2. As would result in Essex County Council being required to share a greater proportion of the avoided waste disposal costs than they currently do there is a risk they will attempt to challenge this process. This would be mitigated by ensuring the legal process required under the Environmental Protection Act is followed.
- 13.2 Several tasks and processes currently undertaken by Essex County Council would fall to this Council if food and garden waste is retained and processed under separate contracts. This would include effectively managing recycling disposal contracts and administering additional recycling credit claims. If these are not conducted appropriately there is a risk to service continuity and to the additional income referred to above. This could be mitigated by investing a small proportion of the additional income (£15,000) in additional staff resource.

- 13.3 Essex County Council has a network of suppliers and associated infrastructure and can provide contingency arrangements if Birch is not operational. This would not be available if this Council made our own arrangements. This could be mitigated through contractually requiring the appointed facility to provide alternative facilities should their facility not be available.
- 13.4 The £26 per tonne credit payments currently made by Essex County Council for garden waste are discretionary and there is no guarantee that this would continue if this Council were not successful in securing suitable outlets and the material was once again processed by them. It is assumed that both facilities that currently process material collected by this Council are likely to bid in any procurement as this represents a significant proportion of their current business. Further reassurance will be sought by completing market engagement prior to commencing procurement.

Report of	Assistant Director – Policy and Corporate	Author	Andrew Weavers
Title	Colchester Business Improvement District		☎ 282213
Wards affected	Castle		

1. Executive Summary

- 1.1 This report deals with the proposed Colchester Business Improvement District (BID) for Colchester Town Centre. The proposal is being led by Colchester Presents CIC (a community interest company) who have developed and consulted on the BID proposal the details of which are contained in this report.
- 1.2 This report also provides detail on the required ballot of non-domestic ratepayers within the proposed BID area.
- 1.3 The Council's Returning Officer will act as the Ballot Holder and will administer the ballot of non-domestic ratepayers in the proposed BID area.
- 1.4 This report details how the Council as Billing Authority will collect the BID levy should the proposal be approved by the ballot.
- 1.5 If approved by the ballot, the BID will be managed by a company known as Our Colchester Limited.
- 1.6 An Operating Agreement with the Council sets out the existing services that the Council will continue to supply during the BID period.

2. Recommended Decision

- 2.1 To confirm that the Council as Billing Authority is satisfied with Colchester Presents CIC's Business Improvement District (BID) Proposal for Colchester Town Centre for 2018 to 2023.
- 2.2 To agree the ballot of non-domestic ratepayers within the proposed BID area.
- 2.3 To note the financial implications set out in section 8 and agree to collect the BID levy in line with charges set out in section 8.3.
- 2.4 To instruct the Assistant Director - Policy and Corporate to vote "Yes" in the ballot on behalf of the Council in relation to its non-domestic rate-paying Council properties located within the proposed BID area.
- 2.5 To delegate the approval and signing of the final version of the Operating Agreement to the Strategic Director Commercial and Place.

3. Reasons for Recommended Decision

- 3.1 To enable the Council to formally endorse the BID Proposal for Colchester Town Centre and proceed to the ballot of businesses in accordance with the relevant Regulations.
- 3.2 As the owner of 17 properties (hereditaments) in the proposed BID area, the Council will have the opportunity to vote in the BID ballot.

4. Alternative Options

- 4.1 The Council could vote “No” in the BID ballot. The Council is one of over 490 businesses who are eligible to vote in the BID ballot and the result will be determined by a majority vote (numeric and rateable value). The Council has demonstrated its support for the BID project through its funding, member and officer time and its formal endorsement at this meeting and other alternative options are not being suggested.

5. Supporting Information

- 5.1 Business Improvement Districts are business led partnerships which are created through a ballot process to deliver additional services to local businesses. A BID is a defined area in which a levy is charged on all business rate payers in addition to the business rates bill. This levy is used to develop projects which will benefit business in the local area.
- 5.2 Colchester Presents CIC has developed a BID Proposal for Colchester Town Centre which comprises a business plan, details of baseline services and a draft Operating Agreement for 2018- 2023 (the term of the proposed BID) which it has submitted to the Council in accordance with the relevant regulations. The business plan which is attached at Appendix 1 details the services intended to be provided with the BID area. It also contains details of who will be liable for the levy, the amount of levy to be collected and how it is to be calculated. Those businesses (approx. 490) which have a rateable value of £15k and over located in the proposed BID area will be subject to the levy as contained in the Proposals will be eligible to vote in a ballot which will determine whether the proposal goes ahead.
- 5.3 The ballot for the BID will be undertaken by the Council’s Returning Officer acting as the Ballot Holder in accordance with the provisions contained in the Business Improvement Districts (England) Regulations 2004. A business entitled to vote in the BID ballot will have one vote in respect of each hereditament (property on which a business rate is paid) situated in the BID area. The full ballot procedure will be forwarded to businesses with the ballot papers. Voting will be from 1 June 2018 and will conclude on 28 June 2018. The announcement of the results is set for 29 June 2018. The notice of the result will be announced and published both on the Council and the BID websites (www.ourcolchester.co.uk).
- 5.4 A successful ballot vote is one that has a simple majority in both votes cast and in rateable value of the votes cast. Each business entitled to vote in a BID ballot is allowed one vote in respect of each property occupied or (if unoccupied) owned by them in the geographical area of the BID. Once the BID is in operation the levy is charged on all relevant businesses within the BID area (regardless of whether or how that business voted in the ballot).
- 5.5 In order for the ballot to be successful it must meet two tests in order for a BID to be approved:-

- (1) a simple majority (51%) of those voting must vote in favour; and
 - (2) those voting in favour must represent a greater total rateable value than those voting against.
- 5.6 In the event of a successful “yes” vote in favour of the BID, the term of the Colchester Town Centre BID would commence on 1 October 2018 and run until 30 September 2023 and would be managed by Our Colchester Limited via an Operating Agreement with the Council.
- 5.7 If the BID is successful the Council as Billing Authority will manage the billing and collection of the levy and will hold the levy in a ring fenced revenue account on behalf of Our Colchester Limited which has been created to provide services within the BID area.
- 5.8 A Marketing and Communications Strategy is being implemented to promote and engage with businesses to secure a vote in favour of the BID in June 2018. A range of Communication and PR activity is now underway including media releases, regular newsletters, dedicated website (www.ourcolchester.co.uk), ongoing business engagement forums and 1:1 meetings with businesses.
- 5.9 A draft Operating Agreement has been agreed between the Council and the BID company, Our Colchester Limited which sets out the details of the operation of the BID, the use of the levy for the purposes of achieving the BID arrangements and also how the Council as Billing Authority will collect the levy from eligible business in the BID area. The Operating Agreement also contains details of baseline services which comprise the current service specification, delivery and performance measures by the Council. Services provided by the BID will be over and above those outlined in the baseline services.
- 5.10 The BID Proposal and including the Business Plan 2018 – 2023 was published and launched to businesses in May 2018. This detailed the proposed services to be provided by the BID company together with the indicative costs of providing those services. The Proposal identifies which businesses will be required to pay and what BID levy percentage would be charged. The Proposal also identifies any exemptions or discounts that may be applied.

6. BID Consultation

- 6.1 Colchester Presents CIC engaged the services of Central Management Solutions (CMS) who are experts in BIDs. CMS undertook a feasibility study with businesses to advise whether in their opinion the development of a BID for Colchester Town Centre was viable and whether it would be able to deliver the type of projects and services that businesses if the area feel would be beneficial. CMS undertook a feasibility survey and held workshops with over 350 businesses.
- 6.2 73% of survey respondents were strong supporters of a BID. Key service provision areas included a vision, marketing and co-ordination of place, support and enforcement measures to tackle rough sleepers, measures to tackle anti-social behaviour, measures to improve the appearance of vacant units and buildings and funding for projects to support independent small businesses.

It was also considered that the BID would have the resources to support a broad and ambitious vision. It was also important that businesses had a combined voice on key issues.

7. BID Proposal

- 7.1 The Proposal for the Colchester BID is the document upon which the businesses will decide how to vote in the ballot. It contains details of the BID levy, BID area, BID projects and costs, BID budget, BID ballot process, BID management and evidence supporting the BID case.
- 7.2 A business plan containing details of the services proposed to be delivered by the BID company is available on the BID website and is attached at Appendix A.
- 7.3 The business plan highlights that it is intended that the BID will deliver a wide range of benefits for businesses in the BID area under the following themes:

Connecting

- A strong marketing offer to highlight Colchester's hidden gems
- A strong combined voice
- Improved signage and accessibility
- Loyalty/reward scheme for office sector

Imagining

- Coordinating and promoting a full calendar of events for the year
- Ring-fencing funds for BID projects
- Night-time economy
- Improved streetscape

Invigorating

- Support and help drive initiatives to tackle rough sleeping and begging
- Street Ambassadors
- Cleaner and greener environment to attract visitors

Making History

- Bespoke events and marketing to showcase heritage
- Increased promotion of the Arts and Culture in Colchester
- Increased support for tourism sector
- To work towards a "destination"

- 7.4 It is considered that the BID Proposal (and business plan) are compliant with the Regulations, do not conflict with any of the Council's policies nor propose a disproportionate burden on particular businesses within the proposed BID area.

8.0 Financial Implications

- 8.1 There are three main financial implications for the Council in respect of the BID:-
- Initial support for the BID process
 - Costs of administering the BID
 - The Council's own levy payment

Support for BID

- 8.2. Cabinet has agreed to grant Colchester Presents CIC £62,000 to enable it to progress the BID proposals. This has been funded from the New Homes Bonus allocation for town centre projects. In the event of a successful BID ballot it has been agreed that this will be repayable by Our Colchester Limited during the term of the BID. It has been proposed that this will be repaid over 4 years starting from year 2 of the BID.

Costs of administering the BID

- 8.3. The Council will be responsible for the billing and collection of the levy for the BID. This involves a number of additional external costs relating to IT systems and postage and printing as well as staff time. The table below summarises these costs showing which are one-off and which are recurring:-

	One off	Recurring	Total
	£'000	£'000	£'000
External additional costs			
System (incl. design and training)	15	3.4	16.9
Post and print		1	1
	15	4.4	19.4
Billing and collection *		11.1	11.1
Total	15	15.5	30.5

* Note: Some temporary additional staff resources may be required and this is reflected in this figure

- 8.4 The BID business plan reflects these costs and the assumption that the Council will be reimbursed for them.
- 8.5 As part of the proposed Operating Agreement the Council will incur some cashflow costs associated with the collection of the levy and paying over income to the BID. These are likely to be fairly minor and the actual collection risk remains with the BID and not the Council.

Cost of levy to CBC

- 8.6 Under the BID proposals only those businesses situated in the BID areas with a rateable value of £15k and above will be liable to pay the levy. It is proposed that this is charged at 1.5% of the rateable value. Charitable organisations which are subject to relief on their business rates will pay 1.2% of the levy. From 2019 onwards the levy rate will be increased by a fixed inflation rate of 2% per annum.
- 8.7 The Council has 17 hereditaments with a rateable value of in excess of £15k and the resulting annual cost to the Council of paying the levy as proposed in the BID Proposal is £29k. In the current year the cost is for only 6 months and therefore will be c£5.5k. No budgetary provision has been made for this in either the current year or the Medium Term Financial Forecast (MTFF) and this will be considered by Cabinet as part of the 2019/20 budget strategy.

9. Strategic Plan References

- 9.1 The BID for Colchester Town Centre is a key priority under the Council's Strategic Plan 2018 -21 under the Opportunity strand by helping business to flourish by supporting infrastructure for start-up businesses and facilitating a Business Improvement District.

10. Equality, Diversity and Human Rights Implications

10.1 No implications can be identified at this stage.

11. Community Safety Implications

11.1 BID services linked to Community Safety are being considered for inclusion in the final proposal

12. Health and Safety Implications

12.1 No implications identified at this stage.

13. Risk Management Implications

13.1 A Risk Register has been compiled for the BID Project Plan

14. Consultation and Publicity

14.1 Comprehensive plans for consultation and publicity are contained within the Colchester BID Project Plans.

Appendix A – Business Improvement District Business Plan



OUR COLCHESTER

A BID to make new history



OUR VISION FOR A
BUSINESS IMPROVEMENT DISTRICT

BUSINESS PLAN 2018-2023

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Colchester is a town steeped in unique history and is proud to be able to showcase this alongside a growing modern and contemporary town centre.

There are great opportunities ahead for the business community. Colchester Presents CIC* has dedicated itself to investigating the potential for the town centre, and this business plan highlights how a BID can help reconnect people and place, to reimagine and reinvigorate our town, maintaining its historical pride.

Over the past 12 months, we have consulted with businesses in Colchester to ensure this proposed BID encompasses their priorities for the town centre and we are grateful to those who have taken part in this research.

For a BID to be successful, businesses must vote in favour. We encourage you to read this business plan and vote yes for a BID in Colchester, funded by and led by businesses.

Yours,



Carl Milton
Our Colchester Steering Group

✓ There will be a 28 day postal ballot which will commence on **1st June 2018** and close at 5pm on **28th June 2018**



STEERING GROUP



- | | | |
|---|--|---|
| 1 Carl Milton
MD, Fenwicks | 4 David Robertson
Shopping Centre Manager, Culver Square Shopping Centre | 7 Tim Young
Councillor |
| 2 Michelle Reynolds
MD, Inprint | 5 Peter Scopes
Shopping Centre Manager, Lion Walk Shopping Centre | 8 Simon Blaxhill
MD, Kent Blaxill & Co Ltd |
| 3 Bryan Johnston
Senior Partner, GoodyBurrett LLP | 6 Rachel Skells
Partner, Whittles | 9 Steve Mannix
Executive Director Mercury Theatre |

BID ZONE



Map not to scale



ABOUT BIDs

A BID is a business-led and business-funded body formed to improve a defined commercial area. The benefits of BIDs, cited by the businesses they represent, are wide-ranging and include:

- Businesses decide and direct what they want for the area
- Businesses are represented and have a voice in issues affecting their area
- BID levy money is ring-fenced for use only in the BID area
- Increased footfall
- Improved staff retention
- More and better publicised events around the town centre
- Enhanced marketing and promotion
- Assistance in dealing with the Council, Police and other public bodies
- BIDs were first established in Canada and now exist across the globe, including in South Africa, US, Germany, Japan, New Zealand and Australia.
- There are over 300 BIDs in the UK
- BIDs provide additional services to those already provided by the local authority

RESEARCH AND CONSULTATION

No one knows what could improve the trading environment of our town centre better than the owners and managers that run their businesses here every day.

Over the past year we have undertaken a comprehensive programme of engagement and research and used the opinions of local owners and managers to build the programme of service delivery in this business plan.

We spoke to over 50% of local eligible businesses in the BID area in two rounds of face-to-face surveys.

We also held a series of workshops for local businesses and have attended a number of sector specific traders meetings and networking events.

“There is so much that Colchester has to offer. So much heritage, so much culture, so much friendliness! The more we act together the stronger our story will be.”

Ant Roberts
Colchester Arts Centre

Concerns of local businesses from the planning survey and the services Our Colchester will provide to tackle them:

Rough Sleepers

- Support initiatives to tackle rough sleeping, drinking and aggressive begging

Anti-social behaviour

- Police accredited street ambassadors and security
- Professional representation to outside bodies (inc. Local Authority and Essex Police)

Appearance of empty units

- Shop front hoardings showcasing local artists

Customer perception of the town centre

- Cleaner and greener environment to create a more welcoming town
- A strong marketing offer to improve trading in the town centre
- Active support for tourism activities and promotions
- An Independent Business Fund
- Co-ordinating and promoting a full calendar of events for the whole year
- An improved streetscape
- Bespoke events and marketing to showcase heritage
- Increased promotion of the art and culture in Colchester

Accessibility of the town centre

- Improved signage and accessibility

Feasibility Stage
Survey Responses

195

BID Newsletters
Distributed

2000+

Planning Stage
Survey Responses

350

Business Final Consultation
Document issued

475

Visioning
Workshops

3

Networking
Events Attended

5

Other

FACE-TO-FACE
PRESS COVERAGE
WORKSHOPS
EMAIL
SOCIAL MEDIA

The research highlights the following key priorities for Colchester set out in the following themes:
CONNECTING + IMAGINING + INVIGORATING = MAKING HISTORY

PUTTING IDEAS INTO REALITY CONNECTING

The research carried out indicated that town centre businesses were consistent in their need for improved marketing and communication. Letting businesses, customers, residents and workers all know what is going on in the town really matters, connecting them to activity. There was also a need for improved wayfinding on and offline, connecting people from place to place with ease and efficiency. Therefore the BID will provide:

- A strong marketing offer to highlight Colchester's hidden gems

The BID will build a town centre focused website and will work with Visit Colchester and other local organisations to create a strong and co-ordinated multi-channel marketing offer that shows off all of Colchester town centre's strengths as a destination. This will help ensure the BID can maximise visitor footfall in the future, better link our daytime and night-time economies in the eyes of local visitors and promote all the parts of the BID's local business community.

- A strong combined voice

We have a broad range of businesses in our town centre, and the BID will be the perfect conduit for one strong and combined business voice for them all.

- Improved signage and accessibility

Our town centre has many different trading centres and places of interest for visitors. The BID will help visitors and customers to get around our town by providing additional wayfinding in the form of printed maps, online tools and also enhance signage where needed.

- Loyalty/reward scheme for office sector

We have a large office sector in our town and many people come to work in offices from outside the town centre every day. The BID wants to better connect our office with our retail and leisure by offering a loyalty/reward scheme for employees in the BID zone. Money can't buy offers and treats curated just for them.

78% of those surveyed view marketing and communication as a priority



PUTTING IDEAS INTO REALITY

IMAGINING

Improved marketing and communication means that Colchester will need to live up to the marketing hype. Re-imagining the experience of the place with a co-ordinated calendar of events for the year, linking the day, evening and night economy and physical improvements to the place are needed to round up the offer. Equally, a key part of the Colchester experience is its strong independent sector and a desire to highlight this unique selling point shone through in the research. Therefore the BID will provide:

- A co-ordinated calendar of events for the year

Good events drive footfall and create vibrancy in our town centre. We already have many events in our town throughout the year, but the BID will help businesses around the town centre keep informed as to when and where they are so everyone can take advantage of them and also plan staffing levels/opening hours for their business for busy times. The BID will also work with other event and promotion providers to co-ordinate a full and relevant calendar for the year.
- Night-time economy support

Colchester is a great place to go for an evening out and our night-time economy is a key part of our town's offer as a destination. Pro-active and targeted marketing campaigns will be created specifically for this important sector as part of the BIDs marketing activities highlighting night-time economy businesses. Businesses will be given their own web listings to raise awareness of their own events and on-premises promotions.

The BID will also work alongside key charities such as the SOS bus - to assist them in the great work that they do. Our Colchester will work with the authorities and pubwatch to help make the place a safe and welcoming destination.
- An Independent Business Project Fund

Helping raise awareness of the independent sector - the strength of our independent sector is part of what makes our town unique and part of what makes it attractive to visitors. The BID wants to celebrate and support our small independent sector by allocating a sum of money specifically to help fund projects devised by the independent sector to support them and their businesses.
- Improved streetscape

The physical appearance of the town centre streets is very important. The BID will work with the local authority to support projects and initiatives to improve the local streetscape and make it more aesthetically pleasing for visitors.

The Council have pledged not to further consider a Late Night Levy for Colchester if a BID in the town is successful at ballot.



“

A well managed and co-ordinated Colchester that engages with and highlights the amazing independent businesses in the town is a great goal to be working towards. I'm really excited that this is now a tangeable possibility.

Alice Charrington Tymperleys



PUTTING IDEAS
INTO REALITY

INVIGORATING

75%

of businesses surveyed would want the BID to provide dedicated Street Ambassadors for the town centre

The BID's research indicated that businesses felt a great sense of pride for their town and wanted to combine this positive energy to make the place feel strong and healthy. This involves ensuring that the town is reinvigorated from the ground up – cleaner and more welcoming to residents, visitors and businesses alike. Therefore the BID will work in partnership with Colchester Business Against Crime, Pubwatch, SOS Bus and Street Pastors to focus on the following priorities:

- Support and help drive initiatives to tackle rough sleeping and begging

We know this is a big concern for local business. The BID will work with others in a multi-agency approach to tackle issues surrounding persistent rough sleepers. The BID will also work with the local police and local security teams to deter aggressive begging outside businesses and on our local streets.

- Street Ambassadors

The BID will employ a team of Street Ambassadors to provide an extra visible presence in our town centre. The BID will seek relevant accreditations for them so they can assist with local enforcement against anti-social behaviour and aggressive begging. There will also be visible representatives of the BID who will keep in constant communication with local businesses and act as a direct line of communication between business owners and the BID, helping to ensure that concerns and queries can be passed to the BID team quickly and conveniently.

- Cleaner and greener environment to attract visitors

A clean and sparkling environment helps make a place feel welcoming, therefore the BID will offer a grot spot, hot spot cleaning service targeting those areas in need of extra attention – after busy holiday weekends or just if some TLC is in order.

“ We are in many BID locations and we've seen first hand the difference they can make.

Chris Morgan Local Director, Metro Bank



OUR COLCHESTER
A BID to make new history



“

The BID will make Colchester a more attractive location for skilled workers and has our full backing. Colchester requires investment to compete in securing and retaining a high-quality working community that will be the envy of our rival towns. To do this businesses with offices in Colchester must speak with one coherent voice to make continuous efforts to keep us at the front of the queue for outstanding candidates.

Bryan Johnston Senior Partner of GoodyBurrett



PUTTING IDEAS
INTO REALITY

MAKING HISTORY

CONNECTING + IMAGINING + INVIGORATING = MAKING HISTORY

Place is now all about experience. If voted in, the BID will play its part in joining up the dots and creating a Colchester town centre to be proud of. Marketing, communication, events, linking the day and night-time economy, wayfinding, street ambassadors, a voice for business to name but a few things the BID can and will do for you.

In 2016 Colchester's tourism
economy was worth

£345.3m

(Source: Colchester Borough Council)



Colchester's place in the history of our nation is a big source of pride and commercial opportunity for our town. The BID will help town centre businesses capitalise on our unique history by working with the local authority and local historical, cultural and tourism organisations to provide a strong programme of events and a coherent marketing offer to help drive up tourism to our town centre and the wider economic benefits that come with it.

We are the pre-eminent cultural location in Essex and wider East Anglia and the BID will provide marketing to our thriving arts sector to help it get the recognition it deserves.

The BID will provide support for our tourism sector to ensure that all our town centre's key selling points are pulled together and marketed coherently to ensure the BID boosts tourism spend in our town centre as much as possible.

Town and city centres are changing up and down the country. Places that co-ordinate their overall offer and create a great visitor experience reap the benefits. We will work towards creating a combined offer that all visitors, residents and workers will be proud of.



SUPPORTING THE BID



Colchester is a wonderful town, it has great heritage and a vibrant town centre with many independent shops. If Colchester is to take that next step it must have an active BID scheme running which is business-led and managed by local people who really know the area.

Tim Mann
Managing Director at Mann's Music



We have seen the huge benefit that a successful BID can make to a local economy in other locations, and strongly believe that Colchester will prosper from the BID.

Simon Cudmore
Area Business Manager at Barclays



Setting up a BID would be great news for Colchester. I thoroughly support the campaign and would encourage other businesses in the area to get behind the Colchester BID.

Jackie Norbury
Store Manager at M&S Colchester



Colchester needs to stay a great destination for its residents and visitors. The proposals set out will make a real difference to the Colchester town centre experience. Any retailer or leisure operator will tell you that customer experiences are becoming even more important as a factor in where people decide to spend their money.

Craig Newnes
Franchise owner, McDonalds, Colchester



We've been behind the BID from the beginning as we understand just how good it can be for Colchester. The event showed how it will give us a cohesion to act as one to deal with issues around the town to improve Colchester for businesses, residents and visitors alike. We believe that supporting the BID to get off the ground is vital to secure the future of Colchester town centre.

David Boyden
Owner of Boydens



Imagining a Colchester town centre that is really well co-ordinated and managed, heightening the great independents we have is very exciting. A thriving town is good for everyone that does business from filling restaurants, to shopping, to events generating further footfall. With the Tollgate development on the horizon the BID will better ensure our town stays the beating economic heart of our community.

Steve Sleigh
Owner at Mailboxes Etc

LEVY RULES, GOVERNANCE, BUDGET AND ACCOUNTS

VARIABLES TO INCOME	TOTAL
Headline BID Levy Rate	1.5%
Total Rateable Value	£33,715,650
Levy Rate for Charities	1.2%
Levy Rate for Shopping Centres	1.2%
Levy Rate Inflation	2%
Additional Income	To Be Sourced
Levy Cap	No Cap
Hereditaments	Circa 491
Threshold Above Which Levy Applies	£14,999

THE LEVY RULES

1. The levy rate to be paid by each property or hereditament is to be calculated as 1.5% of its rateable value as at the 'chargeable day' (notionally 1st October each year).

2. All properties or hereditaments with a rateable value of £14,999 or more will be eligible for payment of the levy.

3. The number of properties or hereditaments liable for the levy is circa 491.

4. From 2019 onwards, the levy rate will be increased by the fixed rate of inflation of 2% per annum.

5. The levy will be charged annually in advance for each chargeable period (October to September each year), starting in October 2018. No refunds will be made.

6. The maximum amount payable for any one hereditament has no cap.

7. The owners of untenanted properties or hereditaments will be liable for payment of the levy.
8. Occupiers within shopping centres that are subject to a service charge will pay 1.2% of their rateable value.

9. Charitable organisations that are subject to relief on their business rates liability will pay a levy of 1.2%.

10. Both the Sixth Form College and Colchester Institute are exempt from paying the levy.

11. The Licensing Authority currently does not have a policy to introduce a Late Night Levy during the term of the BID.

12. Colchester Borough Council will be responsible for collection of the levy. The collection charge will be £15,000 in year one, followed by £15,500 per annum for the remaining four years of the BID. This equates to a collection charge of £30.54 per hereditament in year one based on 491 hereditaments and is approximately 3% of the of anticipated billed levy.

	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTAL
Income						
Levy Income	£461,303.39	£470,529.45	£479,940.04	£489,538.84	£499,329.62	£2,400,641.34
Expenditure						
Connecting	£106,099.78	£108,221.78	£110,386.21	£112,593.94	£114,845.81	£552,147.52
Imagining	£106,099.78	£108,221.78	£110,386.21	£112,593.94	£114,845.81	£552,147.52
Invigorating	£133,777.98	£136,453.54	£139,182.61	£141,966.26	£144,805.59	£696,185.98
Overhead	£92,260.67	£94,105.88	£95,988.00	£97,907.76	£99,865.92	£480,128.23
Contingency	£23,065.17	£23,526.47	£23,997.00	£24,476.94	£24,966.48	£120,032.07
Total Expenditure	£461,303.38	£470,529.45	£479,940.03	£489,538.84	£469,329.61	£2,400,641.32

GOVERNANCE - ACCOUNTABILITY AND TRANSPARENCY

1. The BID recognises the importance of accountability and transparency within its governance arrangements. It will aim to be certified through British BIDs Accreditation, an award in respect of internal quality management systems within its first term.

2. The number of Directors for the BID Company (the Board – maximum 12) will include representation from all business sectors to ensure inclusion. This may include some non-levy payers, although always in a minority. The Board will meet quarterly.

3. The Board shall appoint a Chair. Their Chair will also act as Chair of the BID Advisory Group.

4. The BID Advisory Group, primarily made up of and representing levy payers, will advise on operational and service delivery issues, oversee performance measurement, and more generally act as the primary consultative and advisory body on BID Services as set out in the business plan. It will meet quarterly, prior to Board meetings. Minutes from each BID Advisory Group meeting will form part of the information provided to the Board ahead of their meetings. In turn, minutes of Board meetings will be circulated to the BID Advisory Group.

5. Provided that the BID is meeting its overall objectives and subject to consultation with the BID Advisory Group, it shall have the ability to vary service delivery and expenditure allocation according to the changing demands of levy payers. However, any change to the BID boundary or to the headline levy rate would require an alteration ballot.

6. The BID Advisory Group will be made up of representatives of levy paying businesses and non-levy payers and will be elected periodically. Additional members may be co-opted, including representatives from partner organisations. The nominated representatives of Colchester Borough Council will be observers and will not be subject to re-election processes.
7. A group representing all independents (including non-levy payers below the threshold) will be formed to recommend how the 'Independent Fund' should be spent. The group will be chaired by an appointed independent business representative who will also represent the interests of the sector on the BID Advisory Group.

8. Levy paying businesses may be eligible to become Members of the BID Company.

9. The BID will file annual accounts compiled by independent accountants with Companies House. The accounts will be available to all levy payers. An annual report on activities, including finances, will be published. An Annual Meeting for Members and levy payers will be held. The BID will issue a statement every year to levy payers.

10. An Operating Agreement, which includes the Council's Baseline services within the BID area, has been agreed with Colchester Borough Council. A copy can be found at www.ourcolchester.co.uk

11. Notification of the intention to hold a ballot was sent to the Secretary of State on 6th February 2018.

FINANCES

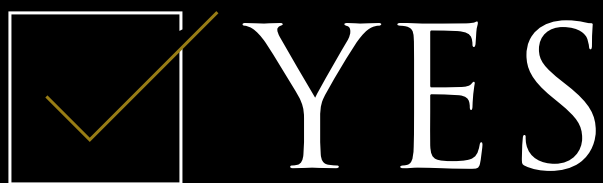
1. A cautious approach has been adopted to providing the indicative budget for the BID term.

2. A levy collection rate of 97% has been assumed and this reflects national average.

3. The average annual levy available to be spent by the BID for the term is approx £480,128.27 assuming 97% collection rate.

4. Annual surpluses act as a contingency provision on expenditure, and together with the availability of reserves, provide for an anticipated surplus of 5% of average annual expenditure by the end of the first term.

5. Operating costs of the BID Company are estimated as 20% of total expenditure.



FOR OUR COLCHESTER

2018-2023

- 1** Businesses that are eligible to vote will be sent their ballot paper by 1st June 2018
- 2** You can return your ballot paper via a ballot box located at Rowan House or the Town Hall. Alternatively it can be posted.
- 3** Voting 'YES' will support the establishment of Our Colchester BID for five years. Ballot papers must be returned by 5pm on 28th June 2018
- 4** If successful the new BID term will commence in October

 www.ourcolchester.co.uk

 uk.linkedin.com/company/colchesterbid

 [@ColchesterBID](https://twitter.com/ColchesterBID)



OUR COLCHESTER

A BID to make new history

Report of	Assistant Director of Policy & Corporate	Author	Lynn Thomas ☎ 505863
Title	Disposal of Maytree Court, Tiptree		
Wards affected	Tiptree		

1. Executive Summary

- 1.1 This report concerns the sale of residential sheltered premises at Maytree Court, Tiptree through informal tender
- 1.2 The Housing Investment Programme considered by Cabinet on 1st February 2017 included assumptions on receipts from potential disposal of assets, of which this forms a part.
- 1.3 The decision to sell the property was agreed by cabinet and had been subject to two withdrawn bids in March and October 2017
- 1.4 The alternative options to selling the property have been considered and the reasons for not to pursue these are explained in section 4 of this report

2. Recommended Decision

- 2.1 To approve the disposal of Maytree Court to the highest bidder that is identified and for the reasons set out in this report and to delegate to the Assistant Director of Policy & Corporate, in conjunction with the Portfolio Holder for Housing and Communities authority to agree and settle final terms and consequential matters in order to complete the sale.
- 2.2 To authorise the Assistant Director of Policy & Corporate, in conjunction with the Portfolio Holder for Housing and Communities, to settle final terms and consequential matters to complete any sale or agree an alternative sale if the current sale falls through again.

3. Reason for Recommended Decision

- 3.1 The previously approved purchasers of Maytree Court in March and October 2017 have withdrawn their offer. Although delegated authority Cabinet agreed in section 1.2 of the report presented for decision on 11 October 2017 was to agree an alternative sale to a party that had previously submitted an offer, the property has been remarketed and these are new offers received.

4. Alternative Options

- 4.1 Not to dispose Maytree Court. This would result in a need to continue to invest in the property in the knowledge that it does not represent value for money in the long term. Significant investment would be needed to ensure that the property remains accessible for residents the lift needs replacement as does the heating system). There has been an emergency only repair policy at Maytree since 2011 (due to the scheme being part of the

future options group) and therefore there is currently a back log of circa £155k of capital works at the scheme. Little could be done to improve the layout of the property

- 4.2 To retain the property and lease it to a registered provider. The investment required to the property would still need to be met in order to comply with the legislation around energy ratings and to maintain the asset. The Council would need to undertake this work, as owner of the asset. If a registered provider were to undertake the work, this would need to be repaid through the rental income. It is highly unlikely that this would produce a rent that would be affordable to prospective tenants, making the work unviable.

5. Background Information

- 5.1 Please refer to the attached reports that went to Cabinet on the 15th March and 11 October 2017

6. Equality, Diversity and Human Rights implications

- 6.1 <http://www.colchester.gov.uk/CHttpHandler.ashx?id=15007&p=0>

7. Strategic Plan References

- 7.1 The disposal of Maytree Court will help to achieve the following goals from the Council's Strategic Plan 2018 - 2021:

Growth – provide an opportunity to release an asset not fit for its original purpose, so that it can be re-used to meet the Boroughs future needs.

Responsibility – reduce the number of empty homes and bring back the properties into an appropriate re-use, so that it makes a positive contribution to the infrastructure and environment of the area.

Wellbeing – as an empty building it could have a negative impact on community safety, the sale and re-use of the property will reduce this risk.

8. Consultation

- 8.1 CBC and CBH have consulted with residents that were occupying the scheme and Ward Cllrs since the original Sheltered Housing Review in 2011.
- 8.2 In August 2016 when it was announced that the scheme was closing CBH began working with tenants and supporting them to find alternative accommodation. Some residents had already bid on other properties before the announcement was made. Residents have been moving to another sheltered scheme in Tiptree that is run by Colne Housing, to Maldon or to other CBC owned properties in Tiptree and the surrounding area. Tenants have also been supported by Ward Cllrs and an independent living advocate from Age UK. Tenants have received the statutory home loss payment summer 2017. All tenants have now moved and the property is empty.
- 8.3 The approved asset management process agreed as part of the Asset Management - Strategy has been followed. The process takes advice from numerous feeder groups including housing management staff, tenants and leaseholders, finance staff, other relevant Council staff and the recommendations presented through this report are supported by the various stakeholders involved.

9. Publicity Considerations

- 9.1 To attract the best possible return for the asset, the property will be advertised on the open market using the professional services of the Estates Section to appoint an agent.

10. Financial implications

- 10.1 The disposal of this property will remove the requirement to undertake substantial capital works on it over the life of the 30 year Asset Management Strategy and HRA Business Plan.

- 10.2 The Housing Investment Programme considered by Cabinet on 1st February 2017 included assumptions on receipts from potential disposal of assets, of which this forms a part.

11. Health, Wellbeing and Community Safety Implications

- 11.1 By disposing of the property it will be brought back into use so that it makes a contribution to the infrastructure and environment of the area.
- 11.2 By disposing of the empty property on the open market it will reduce the risk to the community by having a functional building that is in use.

12 Risk Management Implications

- 12.1 If the disposal of Maytree Court does not proceed it will impact on the Asset Management Strategy which has been approved to balance the economic value of assets with the social and economic needs of residents given the long term viability of properties.

Cabinet

6 June 2018

Item
11(i)

Report of	Assistant Director – Policy and Corporate	Author	Sean Plummer
Title	Budget Position		☎ 282347
Wards affected	n/a		

1. Executive Summary

- 1.1 This report sets out a brief summary of the key revenue resources available to the Council following the end of year revenue outturn.
- 1.2 Detailed budgetary proposals to support a delivery plan for the coming year will be brought forward to Cabinet later this year.

2. Recommended Decision

- 2.1 To note:-
 - i. the summary end of year revenue position and resulting impact on balances.
 - ii. the draft business rates pool gain for last year
 - iii. the current unallocated budget from the New Homes Bonus
- 2.2. To note that an action plan for the coming year is being produced and that proposals to allocate funding will be brought forward to a future Cabinet meeting.

3. Reasons for Recommended Decision

- 3.1 To provide Cabinet with a high level end of year revenue budget position and to identify funds that could be available to support emerging proposals to deliver change through investment this year.

4. Alternative Options

- 4.1 The recommendation in this report are simply to note the position. When proposals are brought forward to Cabinet alternative options will be provided.

5. Supporting Information

End of Year Outturn

- 5.1 The end of year revenue outturn will be reported to scrutiny Panel on 12th June 2018. Whilst Cabinet will need to consider the full detailed position at the next meeting there are some specific points to highlight at this stage.

- 5.2. The end of year General Fund revenue account shows an underspend after proposed budget carry forwards of £79k. When the 18/19 budget was set, it had been assumed for planning purposes that the end of year position could *potentially* be an overspend of £200k. The outturn therefore improves our balances position. The following table sets out that in total the outturn results in balances being £520k above our recommended level:-

	£'000	Note
Uncommitted / unallocated balances above 'prudent' level	441	Position before end of year revenue changes
Outturn position	79	Position to be reported to Scrutiny Panel
Balances above prudent level	520	

Essex Business Rates Pool

- 5.3 The provisional Essex business rate pool outturn shows a gain of £834k for 2017/18 which is being carried forward into 2018/19. We do not budget for this gain although we have commented during the year that we were assuming a gain of c£0.5m. The 2019/20 budget already assumes that we will use £200k from this to support next year's (2019/20) budget and therefore this leaves a balance of £634k.

2018/19 Budget – New Homes Bonus

- 5.4. The Council is due to receive £3.4m in NHB in 18/19. Of this, £2.38m has been allocated to support the base budget and specific proposals such as supporting the Northern Gateway sports project. It was agreed in the budget that the balance of £1.063m would be used to help deliver projects which support strategic plan priorities and also those which can deliver income to assist with managing future budget pressures. No specific proposals to use this have yet been made.

Summary

- 5.5. Following the completion of end of year accounts it can be shown that there is in the region of £2.2m available for the Council to consider new spending proposals:-

	£'000	Para
Uncommitted / unallocated balances above 'prudent' level	520	5.2
Business Rates pool gain	634	5.3.
2018/19 New Homes Bonus	1,063	5.4
Total	2,217	

- 5.6. When the Cabinet consider proposals on how some or all of the above funds are used it is important that it is done in light of the overall budget position for the current and future years. For example, the Medium Term Financial Forecast (MTFF) shows a budget gap over the period 2019/20 to 2021/22 of £2.6m. Steps are being taken to close this gap, without drawing on the £2.2M of 'one-off' funds identified above. Consideration will be given to how such funds might be needed to fund existing or new items in the current year as well as the option of using the funding to support the annual budget in the next 2 to 3 years.
- 5.7. Full Council agreed the Strategic Plan for the Council for the period 2018 - 2021. As part of this it was agreed to ask officers to start to prepare an action plan to achieve its aims and priorities. Work is well underway to produce a plan for the coming year which reflects the agreed aims set out in the Strategic Plan and the new priorities of the administration.

The aim is that proposals will be made in the coming weeks for agreement by Cabinet and this will include the use of the funding referred to in this report where proposed.

6. Strategic Plan References

- 6.1 The 2018/19 budget and the Medium Term Financial Forecast is underpinned by the Strategic Plan priorities and will seek to preserve and shift resources where needed to these priorities.

7. Equality, Diversity and Human Rights Implications

- 7.1 No implications can be identified at this stage.

8. Community Safety Implications

- 8.1. No implications can be identified at this stage.

9. Health and Safety Implications

- 9.1 No implications identified at this stage.

10. Risk Management Implications

- 10.1 No specific issues have been identified at this stage

11. Consultation and Publicity

- 11.1 It is intended to publicise a plan for the coming year and to report progress in due course.

Report of	Assistant Director of Policy and Corporate	Author	Richard Clifford ☎ 507832
Title	Member Development Group Annual Report 2017-18		
Wards affected	'Not applicable'		

1. Executive Summary

1.1 The purpose of the Member Development Group is to provide a forum where members can advise on the planning, delivery and evaluation of member development activities. It is an all-party group and is chaired by the Portfolio Holder for Resources. The Group is required to report to Cabinet on an annual basis. This report meets this requirement and summarises the work of the Group during the 2017-18 municipal year.

2. The Annual Report sets out information on the provision of member development, expenditure on the member development budget and progress towards reaccreditation for Charter Status for Elected Member development.

2. Recommended Decision

2.1 To receive and note the report of the Member Development Group on the work of the Group in the 2017-18 municipal year.

3. Reason for Recommended Decision

3.1 The Member Development Group is required to report to Cabinet on an annual basis. This provides Cabinet with an opportunity to review the work of the Group and the provision of member development.

4. Alternative Options

4.1 No alternative options are proposed.

5. Background Information

5.1 The Annual Report of the Member Development Group for 2017-18 is attached to this report. This sets out information about the background to the group and its terms of reference and composition. It summarises the main areas of work undertaken by the Group and provides information about the range of development activities undertaken by members of Colchester Borough Council in 2017-18.

5.2. Cabinet are invited to receive and note the report.

6. Equality, Diversity and Human Rights implications

6.1 An EQIA for the councillor development policy has been prepared and can be accessed via the link below.

<http://www.colchester.gov.uk/CHttpHandler.ashx?id=2290&p=0>

7. Strategic Plan References

7.1 Member development supports all the Strategic Plan priorities by promoting the skills and knowledge members need in order to fulfil their roles effectively.

8. Financial Implications

8.1 The Annual Report sets out expenditure against the member development budget for the 2017-18 municipal year. There are no financial implications arising from the report.

9. Standard References

9.1 There are no particular references to consultation or publicity considerations or community safety; health and safety or risk management implications.

Member Development Group: Report to Cabinet 2017/18

1. Introduction

The purpose of the Member Development Group is to provide a forum where members can advise on the planning, delivery and evaluation of member development activities. The Group is made up of a member of each political group and is chaired by the Portfolio Holder for Resources.

The Group is required to report to Cabinet on an annual basis. This report meets this requirement and summarises the work of the Group during the 2017-18 municipal year.

2. Terms of Reference

The Group's Terms of Reference are as follows:-

The Member Development Group will advise on the planning, delivery and evaluation of member development activities and make recommendations to Cabinet where appropriate. The Member Development Group will report to Cabinet on an annual basis.

The membership of the Member Development Group will be the relevant Portfolio Holder with responsibility for Member Development and one member from each political group represented on the Council. The Group will be chaired by the Portfolio Holder. Members of the Group will be responsible for the promotion of Member Development within their political group.

The Member Development Group will:-

- oversee the provision of member development opportunities;
- advise on policies and procedures relating to member development; and monitor their implementation and effectiveness;
- regularly review the level and allocation of the Councillor development budget;
- oversee the evaluation of member development opportunities and assess the contribution of member development opportunities towards the Council's corporate objectives;
- ensure that Charter Status for Member Development is maintained and monitor the progress of the implementation of the recommendations from the Charter Assessment.

3. Composition

The membership of the Group in 2017-18 was as follows:-

Councillor Mark Cory, Portfolio for Resources, Chairman
Councillor David Harris
Councillor Jackie Maclean
Councillor Theresa Higgins
Councillor Gerard Oxford

The Group has been supported by Hayley McGrath, Corporate Governance Manager, and Richard Clifford, Lead Democratic Services Officer.

The Group has met on three occasions in 2017 - 18.

4. Main Areas of Work

4.1 The Provision of Member Development

Details of the development sessions held this year and member attendance at these sessions is attached at Appendix 1.

In 2017-18, forty- six councillors have attended one or more development event, either internal or external over the course of the year, with twenty five Councillors attending five or more sessions. The Group considers that these attendance figures reflect a healthy interest in member development by Councillors and demonstrate that there is considerable interest in the sessions delivered.

The Member Development Group agreed a number of measurable objectives for member development and performance against these objectives is shown in the table below.

Objective	Target	2017-18
Number of Councillors attending one or more Development Session	80%	90%
Number of Councillors attending 5 or more Development Sessions	25%	49%
Number of Development Sessions or Briefings provided for Councillors over the course of a municipal year	10	17
Number of Councillors who have completed Leadership Academy programme during the course of the Municipal Year	1	1
Percentage of completed feedback forms indicating that development session was worthwhile	75%	81%

As well as providing some training on core skills, the programme of member development has provided briefings to keep members up to date on key Council projects and initiatives, such as Garden Communities and the introduction of new technology to help with waste collection, and on key legislation where it impacts on the work of the Council and Councillors, such as the General Data Protection Regulations. A number of sessions have also been run to keep members up to date on the work of key partners such as Essex Highways and local public sector health organisations.

Where appropriate, development opportunities have been opened up to Councillors from other authorities and to Council officers. This helps ensure that the learning is disseminated widely. For example, a considerable number of parish councillors attended the briefing session on Essex Highways, and Essex County Council members representing Colchester borough were also invited to attend the Garden Communities briefing. A significant number of Council officers attended the sessions with health partners.

Councillor Jessica Scott-Boutell completed the LGA's Leadership Academy programme, and also a LGA Young Councillor's weekend programme.

Planning and licensing training has also been provided to ensure that members are kept up to date with developments in these fields and to ensure that there is a wide pool of members able to sit on the Planning and Licensing Committees.

Feedback provided by Councillors at member development session is collated and reported to the Group. The feedback is generally very positive as is demonstrated by the fact that 81% of completed feedback forms indicated that the session was worthwhile.

4.2 Member Development Budget and Resources

The member development budget for 2017-18 was set at £10,000. The budget is split into two elements: a core training budget of £4900 which is used to fund core training with a council wide application such as training on licensing, planning and scrutiny. It is also used to fund a place at Leadership Academy. The remainder of the budget is split between the political groups on the basis of £100 per member. In practice, there has been limited spend from the group budgets and a flexible approach has been taken and the underspend on the group budgets has been used to support core training

Where possible the Council seeks to provide training and development in house and most of the training and development in 2017-18 has been provided by partners or by Council's own officers without charge.

The total spend on the budget was £7097.3 broken down as follows:-

Core budget	
Licensing training, Jim Hunter	£1000
Member Charter Fee, LGA	£1500
Place At Leadership Academy and pre course accommodation	£1255
Place at LGA Young Councillors Weekend	£200
Licensing training, Cornerstone (via Tendring District Council)	£85

The Confident Public Speaker, LGIU	£707.4
Chairing Skills, LGIU	£707.4
Subtotal	£5454.8
Liberal Democrat training budget	
Councillors weekend, Kickstart	£540
Leadership Essentials, How to Run a Good Planning Committee, LGA	£250
The Government and Planning Reform, LGA	£250
Subtotal	£1040
Labour training budget	
Introduction to Local Government Funding, LGIU	£175
Labour Group Training Day	£152.5
Subtotal	£327.5
Conservative training budget	
Boosting British High Streets	£245
Subtotal	£245
Overall expenditure	£7097.3

Member development is supported by the Democratic Services Team. Support was also provided by the Corporate Governance Manager as and when required. Considerable time and efforts is put into providing sessions and development by officers across the organisation. The Group wishes to formally record its appreciation for the time and effort that officers and partners put into providing development opportunities for Councillors.

4.3 Member Charter Status

The Council was originally awarded Member Charter Status for Elected Member Development in July 2011 and again in January 2015. In February 2017 the Cabinet agreed to a recommendation from the Member Development Group that the Council should seek reaccreditation for Member Charter Status. It also agreed that accreditation should be sought at Charter level, although the long term aim should be to secure accreditation at Member Charter Plus.

It had originally been envisaged that the assessment for Charter Status would take place towards the end of the 2017-18 municipal year. However, the assessment date for Charter Status has now been agreed as 25 July 2018. The Group has monitored the preliminary work involved in preparing the evidence base for Charter Status. For example it has overseen the preparation of the Council's Training Plan, which was revised to take into account the priorities in the new Strategic Plan. It be will be closely involved in the preparation for the assessment and will take part in the assessment.

4.4 Other Issues and Work Going Forward

The Governance and Audit Committee has recently been conducting a Review of Meetings and Ways of Working. One of the issues that was raised as part of the review was whether there would be benefit in considering whether the range of subjects in which training and development is mandatory for Councillors should be widened. The outcome of the review was that the Member Development Group was asked to look into the issue with a view to making a recommendation to Cabinet.

The Group considered this issue at its meeting in December 2017 and made the following recommendation to Cabinet.

RECOMMENDED TO CABINET that it consider the following recommendations in respect of mandatory member training and to consider making a recommendation to Council to amend the Constitution accordingly:-

- (a) Training on Safeguarding, Equality and Diversity and Data Protection be made mandatory for all Councillors from May 2018.
- (b) All such training to be completed by mid-June 2018.
- (c) All new Councillors elected post May 2018 to undertake Safeguarding, Equality and Diversity and Data Protection training within six weeks of election.
- (d) Training in Chairing Skills for all Chairs newly elected to the Council's Committees and Panels from May 2018 to be mandatory, unless the Monitoring Officer considers that the relevant Councillor had extensive experience of chairing meetings in a local authority environment.
- (e) All such training to be completed within three months of election as Chair.
- (f) The views on the Independent Remuneration Panel be sought on the principle of withholding payment of relevant allowances should relevant mandatory training not be undertaken.

Cabinet agreed the recommendation at its meeting on 31 January 2018 and made a recommendation to Council. In line with the recommendation the views of the Independent Remuneration Panel were sought, and they were supportive of the proposals, although they recommended that a safeguard be put in place to ensure that any withholding of allowances did not cause hardship.

The recommendation was discussed by Council at its meeting on 21 February 2018. Council resolved that the issue of the timing for completion of the mandatory training be considered further by the Member Development Group and the issue be further considered by Council. This will be referred to the first meeting of the Group in the new municipal year.

The Group has also considered issues relating to social media and member to member relations. It has requested that further consideration be given to a draft social media guide and a member to member protocol, and these issues will be considered further in the new municipal year.

5. Conclusion

After reviewing the development delivered in 2017 -18 and the large number of Councillors who have taken advantage of development opportunities, the Group consider that a useful and varied programme of development opportunities has been provided for councillors and that the resources put into member development have provided good value. The Group looks forward to the assessment for Member Charter Status, and hopes that the processes it has put in place to ensure member development is efficient and effective will receive external validation.

Attendance at Training and Development Opportunities 2017-18 Municipal Year

Appendix 1

Training	Licensing Training	Planning training	The Confident	Public Speaker	Chairing Skills	Labour Group	Licensing Training -	Tendring District	
Dates	14-Jun-17	15-Jun-17	05-Sep-17	03-Oct-07	07-Oct-17	10-Oct-17	Council		
Attendees	Buston R Cope N Higgins T Hogg M Laws D Loveland D Oxford B Scott R Young J Zoe Gentry	Oxford, B	Chillingworth, P Laws, D Moore, P Scott-Boutell, J Scott-Boutell, L Wood, B	Chillingworth, P Harris, D Loveland, D Oxford, B Scott-Boutell, L Young, J	Bourne, T Fox, A Harris, D Liddy, C Lilley, M Pearson, C Scordis, L Scott, R Warnes Young, J Young, T	Higgins, T			

Garden Communities Briefing	Leadership Academy, Programme 167	Working Together Across Colchester	Young Cllrs Weekend Programme	Planning Training	New Waste Technology	Digital Agenda Workshop
10-Oct-17	July, Sept and Oct 201	08-Nov-17	18/19 November 2017	15-Nov-17	16-Nov-17	21-Nov-17
Barber, L	Scott-Boutell, J	Chillingworth, P	Scott-Boutell, J	Barton	Chapman	Barlow
Barlow, N		Chuah, H		Chuah	Chillingworth	Chillingworth
Chapman, N		Cory, M		Jarvis	Coleman	Coleman
Chillingworth, P		Feltham, A		Liddy	Feltham	Davies
Cope, N		Fox, A		Maclean, J	Fox	Fox
Ellis, A		Hogg, M			Hazell	Harris
Feltham, A		Jarvis, B			Jarvis	Lilley
Fox, A		Pearson, C			Liddy	Smith
Harris, D		Smith, P			Lissimore	Willetts
Hazell, P		Warnes, M			Maclean, J	Wood
Laws, D		Young, T			Oxford, G	Young, T
Maclean, J					Scordis	
Moore, P					Scott-Boutell, J	
Scott, R		Officers			Scott-Boutell, L	
Scott-Boutell, J					Smith	
Scott-Boutell, L		Lucie Breadman			Warnes	
Smith		Sonia Carr			Willetts	
Warnes, M		Cassandra Clements				
Young, T		Rory Doyle				
		Sally Harrington				
		Richard Clifford				
		Casey Harrison				
		Graham Lewis				
		Jon Ruder				
		Emma Regan				
		Mel Rundle				
		Karen Syrett				
		Leonie Rathbone				
Baker, J (ECC)						

Dementia Awareness		Essex Highways Briefing		Our Colchester BID		NEE CCG Care Hub	Emergency Planning Briefing	Emergency Planning Training
05-Dec-17		09-Jan-18		23-Jan-18	20-Feb-18	26-Feb-18	15-Mar-18	
Bourne	Chillingworth		Barlow	Bourne	Barlow	Arnold		
Chillingworth	Chuah		Buston	Buston	Barton	Chillingworth		
Chuah	Coleman		Chapman	Chapman	Buston	Elliott		
Lilley	Cory		Chillingworth	Davidson	Chuah	Ellis		
Wood	Davidson		Davies	Davies	Coleman	Fox		
	Davies		Fox	Fox	Davidson	Hazell		
	Feltham		Hazell	Goss	Davies	Hjarvis		
	Fox		Jarvis	Harris	Elliott	Laws		
	Hazell		Laws	J Maclean	Flores	Liddy		
	Higgins		Liddy	Jarvis	Fox	Lilley		
	Hogg		Lissimore	L Scott-Boutell	Hazell	Loveland		
	Laws		Scordis	Moore	Hogg	Scott-Boutell, J		
	Lilley		Smith	B Oxford	Laws	Scott-Boutell, L		
	Moore		Warnes	Smith	Liddy	Willetts		
	Scordis		Willetts	Warnes	Lilley	Young, J		
	Smith		Young, J		Smith	Young, T		
	Warnes		Young, T		Warnes			
	Wood							
	Young, T							
					Officers	Officers		
					Mandy Jones	Andrew Weavers		
					Leonie Rathbone	Carl Free		
					Rory Doyle			
					Michael Smith			
					Chris Downes			
					Jo Besant			
					Elizabeth Simmons			
	Parish Council reps							
	Cllr Powling, West Mersea Parish Council							
	Cllr Fenn, Wormingford Parish Council							
	Liz Malvisi, Mount Bures Clerk & Responsible Financial Officer							
	Elsie Chapman, Clerk Layer Marney Parish Council							

Fred Chapman, Transport Officer, Layer Marney Parish Council
Cllr Alan Hannington, Wakes Cole Parish Council
Cllr Robert Keen,

Stuart Henderson

General Data**Protection****Dementia****Regulation Training****Awareness**

20-Mar-18

22-Mar-18

Arnold	Davidson
Barlow	Liddy
Barton	Moore
Chapman	B Oxford
Chillingworth	G Oxford
Chuah	L Scott-Boutell
Coleman	Warnes
Davidson	
Elliott	
Feltham	
Flores	
Goss	
Harris	
Hazell	
Higgins	
Laws	
Liddy	
Lilley	
Lissimore	
Maclean, J	
Oxford, B	
Oxford, G	
Scott	
Scott-Boutell, J	
Scott-Boutell, L	
Warnes	
Wood	
Young, T	

Name	Number of development sessions attended
Christopher Arnold	2
Lewis Barber	1
Nick Barlow	5
Lyn Barton	3
Kevin Bentley*	1
Tina Bourne	4
Roger Buston	4
Nigel Chapman	5
Peter Chillingworth	11
Helen Chuah	6
Phil Coleman	5
Nick Cope	3
Mark Cory	2
Robert Davidson	5
Beverly Davies	4
John Elliott	4
Andrew Ellis	2
Dan Ellis	
Annie Feltham	5
Vic Flores	1
Adam Fox	10
Martin Goss	2
Dominic Graham	
Dave Harris*	6
Pauline Hazell	7
Theresa Higgins	5
Mike Hogg	3
Brian Jarvis	5
John Jowers*	
Darius Laws	8
Cyril Liddy	8
Michael Lilley	7
Sue Lissimore*	3
Derek Loveland	3
Fiona Maclean	
Jackie Maclean	5
Patricia Moore	5
Beverley Oxford	6
Gerard Oxford	3
Philip Oxford	
Chris Pearson	2
Lee Scordis*	4
Rosalind Scott	3
Jessica Scott-Boutell	6
Lesley Scott-Boutell	8
Paul Smith	8
Martyn Warnes	11
Dennis Willetts	4
Barbara Wood	5
Julie Young*	5
Tim Young	8

* also a member of Essex County Council where they also receive training and development

Report of	Assistant Director of Policy and Corporate	Author	Richard Clifford ☎ 507832
Title	Appointments to Revolving Investment Fund Committee, External Organisations and Council Groups		
Wards affected	All		

1. Executive Summary

1.1 This report proposes appointments to the Revolving Investment Committee, a sub-Committee of Cabinet, and to a number of external organisations and Council groups. The report also provides a number of reports about the work undertaken by appointees to external organisations and Council groups in 2017-18.

2. Recommended Decision

2.1 The membership of the Revolving Investment Find Committee for the 2018-19 municipal year be as follows:-

Councillor Cory, Leader of the Council and Portfolio Holder for Strategy
Councillor Barlow, Portfolio Holder for Commercial Services
Councillor King, Portfolio Holder for Resources
Councillor T. Young, Portfolio for Business and Culture

2.2 The representatives to the various external organisations and Council groups listed in Appendix A be appointed for the 2018-19 municipal year such appointments to cease if the representatives cease to be members of the Council during the year. (Please note that an updated version of Appendix A containing details of the appointments will be published before or at the meeting).

2.3 To remove Paul Smith as the Council's appointed director on the Board of North Essex Garden Communities Limited.

2.4 To appoint Councillor T. Young as the Council's appointed director on the Board of North Essex Garden Communities Limited.

2.5 To authorise the Leader of the Council to make a determination where a nomination is deemed to be in dispute, if a vacancy occurs or if an appointment needs to be made to a new organisation during the course of the municipal year.

2.6 To note the reports about the work undertaken by appointees to external organisations in 2017-18, as set out in Appendix B

3. Reason for Recommended Decision

3.1 The Revolving Investment Fund Committee is a sub-Committee of Cabinet and therefore appointments to the Committee need to be made by Cabinet.

3.2 It is important for the Council to continue to make formal appointments to certain organisations and council groups such as those with statutory functions, our key strategic and community partners and groups with joint working arrangements. These groups have been identified in Appendix A.

4. Alternative Options

4.1 No alternative options are proposed other than to authorise the Leader of the Council to make a determination where a nomination is deemed to be in dispute.

5. Background Information

5.1 In accordance with the agreed procedure for making appointments to external organisations and council groups, if any seat or vote allocation remains in dispute by the after the appointments have been made by Cabinet, the Leader of the Council can determine the matter.

5.2 A review of the Council's governance arrangements highlighted the need for the work undertaken by the Council's representative on outside bodies and Council groups to be formally reviewed. Therefore, information about the work of the Council's representatives on a number of the external organisations and Council groups in the 2017-18 municipal year is attached at Appendix B.

5.3 Cabinet at its meeting on 30 November 2016 appointed Paul Smith as a director to the Board of North Essex Garden Communities Limited. Following the recent Borough Council elections result, the Cabinet is required to formally remove Paul Smith as its appointed director.

5.4 It is proposed that Cabinet appoints Councillor T. Young as a director to the Board of North Essex Garden Communities Limited.

6. Financial Implications

6.1 Members are entitled to claim travel allowance in respect of attendance at meetings of the external organisations and Council groups to which they have been appointed.

7. Strategic Plan References

7.1 The particular contribution that each of the external organisations and Council groups makes towards the aims of the Strategic Plan is indicated in in Appendix A.

8. Publicity Considerations

8.1 Members appointed as representatives will be notified accordingly. Confirmation of appointments will be sent to the relevant external organisation and to officer contacts for the various Council groups.

9. Equality, Diversity and Human Rights Implications

9.1 There are no direct implications for Equality and Diversity from these appointments and as such a full EQIA has not been deemed necessary. However the council and all representatives, both officers and members, will encourage and in some cases insist that our partners have the same approach to equality and diversity as we do and ensure that this is implicit within their policies and procedures.

10. Risk Management Implications

10.1 Councillors fulfilling external and partnership appointments need to have regard to the information and advice contained within the 'Guidance for Members on Outside Bodies'.

11. Health, Well-being and Community Safety and Health and Safety Implications

11.1 None

Appendices

Appendix A – Appointments to External Organisations and Council Groups 2018-19

Appendix B – Reports on Appointments to External Organisations and Council Groups 2017-8

Organisations / Groups requiring formal appointment				
Organisation	Representatives for 2018/19	Role of the Representative and Voting Capacity	Contact Name and Address	Compliance with the Strategic Plan
Local Government Organisations				
Local Government Association, General Assembly [Local Government Association dealing with all aspects of local government] [Meetings are held in June/July and December at 2pm. The meeting in June/July is held at the annual conference venue and the December meeting in London]		Representative is a member of the general assembly and has a voting right (if more than one member is appointed there remains only one voting right)	Fatima A S de Abreu Member Services Assistant Local Government Association 18 Smith Square Westminster London SW1P 3HZ Direct line: 0207 664 3136	Relevant to all strategic priorities

East of England Local Government Association			<p>Cinar Altun, Policy and Secretariat Manager East of England Local Government Association West Suffolk House West Way Bury St Edmunds Suffolk IP33 3YU</p> <p>01284 758321 07920 257935</p> <p>Cinar.altun@eelga.gov.uk</p>	<p>Relevant to most strategic priorities</p>
Local Government Information Unit The LGIU is an independent research and information organisation.		<p>The representative is a member of the Members' Assembly, which meets once a year, and may stand for election to the Executive Board.</p>	<p>Head of Partnerships Third Floor 251 Pentonville Road London N1 9NG</p> <p>020 7554 2800</p> <p>partnerships@lgiu.org.uk</p>	<p>Relevant to most strategic priorities</p>

<p>Haven Gateway Partnership</p> <p>[A sub-regional economic partnership]</p> <p>The purpose of the Partnership is to be a framework through which partner organisations can work together to promote the economic opportunities and secure the future prosperity of this major gateway to the East of England</p> <p>[The Management Board meets bi-monthly around the sub-region alternating between Suffolk and Essex]</p>		<p>The Chairman is appointed annually. The Chairman and each partner have one vote. The Secretary may not vote.</p>	<p>Anita Thornberry Director Unit 1, The Green House Parkside Office Village Knowledge Gateway Nesfield Road Wivenhoe Park Colchester CO4 3ZL</p> <p>Tel: 01206 713611 Mobile: 07595 415660 Main Number: 01206 764778 Email: anita.thornberry@haven-gateway.org</p> <p>Officer contact - Ian Vipond, tel 282717</p>	<ul style="list-style-type: none"> • Ensure residents benefit from Colchester's economic growth with skills, jobs and improving infrastructure • Promote inward investment to the borough.
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<p>Essex Waste Partnership</p> <p>The Essex Waste Partnership includes Essex County Council, the 12 district and borough councils and the unitary authority of Southend-on-Sea Borough Council. The Essex Waste Partnership was set up to ensure cost-efficient and sustainable waste management is delivered across the county and Southend. The aim is to reduce and reuse as much waste as is physically possible.</p>	<p>Other members</p> <p>All waste collection authorities within Essex and Essex County Council as the Waste Disposal Authority.</p>		<p>Ian Myers Senior Committee Officer – Corporate Law and Governance Democratic Services Essex County Council Chelmsford CM1 1QH</p> <p>ian.myers@essex.gov.uk Tel: 01245 430481 033301 34575</p> <p><u>Officer Contact:</u> Chris Dowsing Group Manager – Recycling, Waste and Fleet Chris.dowsing@colchester.gov.uk Tel: 01206 282752</p>	<p>Encourage reuse and recycling to reduce waste to landfill</p>
<p>North Essex Parking Partnership Joint Committee</p> <p>To develop and implement a joint parking service for North Essex including Braintree, Colchester, Epping Forest, Harlow, Tendring and Uttlesford.</p> <p>Joint Parking Committee providing parking services across North Essex, parking management and the power to make new parking restrictions.</p>		<p>To receive reports, participate in discussions and to raise issues of concern to this Council, one executive member able to vote.</p>	<p>Richard Block. Assistant Director Environment</p> <p>Partnership Officer contact:- Richard Walker Parking Partnership Group Manager, Delivery Point 12 01206 282708 www.parkingpartnership.org parking@colchester.gov.uk</p>	<p>Promote responsible citizenship by encouraging resident to get involved in their communities and to identify solutions to local issues;</p>

<p>Essex County Travellers Unit (ECTU) - a partnership with Essex County Council, Police, Fire Brigade and other local authorities</p> <p>The aim of the ECTU is to deliver an efficient, effective and consistent approach to service provision across the county.</p> <p>The unit fulfils the council's responsibilities for gypsies/travellers.</p>		<p>To sit on the ECTU partnership board. If action requires a vote then this would be to determine a recommendation to the authorities. The representative will then take the recommendation through the appropriate decision making process. There is one vote per member authority</p>	<p>Steve Andrews Essex Countywide Traveller Unit Manager</p> <p>telephone: 03330 137854 mobile: 07867 469246 email: stephen.andrews@essex.gov.uk</p> <p>CBC – Belinda Silkstone</p>	<p>Encourage belonging, involvement and responsibility in all the borough's communities..</p>
<p>Campaign to Protect Rural Essex</p> <p>(Countryside and environment organisation)</p> <p>[Meetings held six times a year at 10.30am at the Essex Record Office, Wharf Road, Chelmsford]</p>		<p>Representatives have no specific role but attend on behalf of the Council to facilitate two way communications. Representatives are not able to vote</p>	<p>Ms Angie Jamison, Chairman Ms Tricia Moxey, Vice Chairman Campaign to Protect Rural Essex RCCE House Threshelfords Park Inworth Road Feering, Colchester CO5 9SE</p> <p>office@cpressessex.org.uk Tel/Fax: 01376 572023</p>	<p>Help residents adopt healthier lifestyles by enabling the provision of excellent leisure facilities and beautiful green spaces, countryside and beaches.</p>

<p>Colchester Borough Homes Board</p> <p>[Wholly-owned subsidiary company of the Council. Colchester Borough Homes is the Council's Arms-Length Housing Management Organisation]</p>			<p>Owen Howell Board Assurance Officer HR & Governance Team Colchester Borough Homes Tel: (01206) 282518</p>	<p>Create new social housing by building Council homes and supporting Registered Providers</p> <p>Target support to the most disadvantaged residents and communities.</p>
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<p>North Essex Children's Partnership</p> <p>[To secure the improvement in the well being of children and young people in North East Essex as defined by section 10 of the Children Act 2004.]</p>			<p>Lee Bailey Lead for Partnership Delivery Family Operations Head of Locality Commissioning – North East North East Commissioning Hub, Essex House, 200 The Crescent, Colchester Business Park, Colchester, Essex CO4 9YQ Essex County Council Telephone: 03330139085 Mobile: 07824867641 email: lee.bailey@essex.gov.uk www.essex.gov.uk</p> <p>Officer contact – Lucie Breadman Tel: 282726 Delivery Point 4</p>	<p>Work with Essex Police and Partners in the Safer Colchester Partnership to make Colchester an even safer place.</p> <p>Target support to the most disadvantaged residents and communities</p>
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<p>Colchester Community Stadium Board</p> <p>The Colchester Community Stadium Board is a company wholly-owned by the Council to oversee the letting to Tenants of the Community Stadium and ensure they meet the financial and community yield targets set as part of the commercial leases.</p>		<p>The Councillor and Council Director sit on the Company Board and act as Board members.</p>	<p>Chief Executive of the Board, Clive Gilham</p> <p>clivegilham@hotmail.com</p> <p>07903 652510</p>	<p>Help residents adopt healthier lifestyles by enabling the provision of excellent leisure facilities and beautiful green spaces, countryside and beaches.</p> <p>Help residents adopt healthier lifestyles by enabling the provision of excellent leisure facilities and beautiful green spaces, countryside and beaches.</p>
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Safer Colchester Partnership - Responsible Authority Group		Full voting rights	Melanie Rundle, Communities Initiative Manager melanie.rundle@colchester.gov.uk Tel (01206 282104)	Work with Essex police and the partners in the Safer Colchester Partnership to make Colchester an even safer place.
Colchester Hospital University NHS Foundation Trust			Tammy Diles Deputy Company Secretary Email: tammy.diles@Colchesterhospital.nhs.uk Colchester General Hospital Trust Offices Turner Road Colchester Essex CO4 5JL 01206 745338	Encourage belonging, involvement and responsibility in all the borough's communities Target support to the most disadvantaged residents and communities
Colchester and Ipswich Joint Museums Committee To develop and implement a joint museum service for Colchester and Ipswich			Lucie Breadman Assistant Director, Community 01206 282726 Lucie.breadman@colchester.gov.uk	Promote and enhance Colchester borough's heritage and visitor attraction to increase visitor numbers and to support job creation.

<p>Dedham Vale (AONB) and Stour Valley Joint Advisory Committee</p> <p>[Partnership project funded by local authorities and DEFRA</p> <p>[Meetings held 2 or 3 times a year at various times and venues throughout the Stour Valley area. Additional meetings and workshops as necessary.]</p>		<p>Representatives are involved in steering the work of the project and in particular matters affecting the Area of Outstanding Natural Beauty. Representatives are able to vote.</p>	<p>AONB Manager, Simon Amstutz Address: AONB Office, Dock Lane, Melton, Suffolk IP12 1PE Dedham Vale (AONB) and Stour Valley Project c/o Suffolk County Council Endeavour House 8 Russell Road Ipswich IP1 2BX Telephone: 01394 445225</p> <p>E:mail Dedhamvale.project@suffolk.gov.uk</p> <p>Officer contact – Adam John, Tel: 282472 Delivery Point 8</p>	<p>Promote and enhance Colchester borough's heritage and visitor attraction to increase visitor numbers and to support job creation.</p> <p>Help residents adopt healthier lifestyles by enabling the provision of excellent leisure facilities and beautiful green spaces, countryside and beaches.</p>
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<p>Essex Partnership for Flood Management</p> <p>The aim of the Partnership is to meet Essex County Council's responsibilities under the Flood Management Act. Essex County Council recognise the need to work with borough and district councils on flood management issues. They have established the Essex Partnership for Flood Management which is a member group that will receive reports on these issues across Essex and agree actions to alleviate problems.</p> <p>The Partnership is supported by an officer steering group.</p>			<p>Lucy Shepherd Flood Partnerships Manager Environment, Sustainability & Highways Essex County Council 01245 433181 Ex 52181</p> <p>lucy.shepherd@essex.gov.uk</p> <p>Lisa Siggins Democratic Services Officer Democratic Services Corporate and Customer Services</p> <p>Essex County Council Telephone: 033301 34594 Ext: 34594 Email: lisa.siggins@essex.gov.uk www.essex.gov.uk</p>	<p>Encourage belonging, involvement and responsibility in all the borough's communities</p>
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Colchester Arts Centre			<p>Anthony Roberts Director Colchester Arts Centre Church Street Colchester Essex CO1 1NF</p> <p>anthony@colchesterartscentre.com</p> <p>Officer contact – Claire Taylor, Visitor and Cultural Services Team Leader - T 01206 282920 Claire.taylor@colchester.gov.uk</p>	<p>Promote and enhance Colchester borough's heritage and visitor attractions to increase visitor numbers and to support job creation;</p>
Firstsite			<p>Sally Shaw Director Lewis Gardens High Street Colchester CO1 1JH</p> <p>sally@firstsite.uk</p> <p>Copy in Sandra MacDonald</p> <p>sandra@firstsite.uk</p> <p>Officer contact – Claire Taylor, Visitor and Cultural Services Team Leader - T 01206 282920 Claire.taylor@colchester.gov.uk</p>	<p>Promote and enhance Colchester borough's heritage and visitor attractions to increase visitor numbers and to support job creation;</p>

<p>Mercury Theatre Limited</p> <p>[Limited Company and Charity running an arts repertory company]</p> <p>[Meetings held every 4-6 weeks at 6pm at the Mercury Theatre]</p>		<p>Representatives act as Directors who are able to participate fully in the meetings and vote</p>	<p>Steve Mannix Interim Executive Director Mercury Theatre Balkerne Gate Colchester CO1 1PT</p> <p>Steve.Mannix@mercurytheatre.co.uk</p> <p>Officer contact – Claire Taylor, Visitor and Cultural Services Team Leader - T 01206 282920 Claire.taylor@colchester.gov.uk</p>	<p>Promote and enhance Colchester borough's heritage and visitor attractions to increase visitor numbers and to support job creation;</p>
<p>Colchester Presents CiC Board</p> <p>Colchester Presents CiC is a company created by leading members of the Town Centre community to advance the interests and prospects of the Town Centre for the benefit of the residents and Businesses of the Borough and Town.</p>		<p>The Councillor sits on the Company Board and votes as a Board member.</p>	<p>Chief Executive of the Board, St Martin's House, 63 West Stockwell Street, Colchester, Essex, CO1 1HE</p>	<p>Work with partners to create a share vision for a vibrant town centre</p> <p>Promote inward investment to the borough</p>

Member Development Group Council Group constituted to assist in the formulation, implementation, monitoring and evaluation of member development strategies.			Richard Clifford, Lead Democratic Services Officer. richard.clifford@colchester.gov.uk 01206 507832	Supports members to meet all strategic priorities
Police and Crime Panel The Panel will be responsible for scrutinising and supporting the work of the Police and Crime Commissioner, who in turn is responsible for holding the Chief Constable to account.			Colin Ismay Corporate Law and Assurance Essex County Council County Hall Market Road Chelmsford CM1 1QH colin.ismay@essex.gov.uk Telephone ddi 01245 430396 Extn 20396 Email: colin.ismay@essex.gov.uk www.essex.gov.uk	Work with Essex police and the partners in the Safer Colchester Partnership to make Colchester an even safer place. Help make sure that Colchester is a welcoming place for all residents and visitors
Bradwell Local Communities Liaison Council Independent, local community body acting as a liaison between with local organisations on matters arising from the operation/management of the Bradwell Power Station site.		Full voting rights	Tracey Finn Bradwell LCLC Secretariat mailto:tracey.finn@magnoxsites.com Tel: 01797 343510	Promote responsible citizenship by encouraging residents to get involved with their communities and to identify solutions to local issues

Outside Body	Dedham Vale AONB and Stour Valley Joint Advisory Committee (JAC) and Partnership (Pship)	
Representative/s	Cllr Nigel Chapman (NC) Cllr Christopher Arnold (CA)	
No. of meetings	Held in 2017/18 <i>Assuming 1/4/17 to 31/3/18</i> 28/7/17 (JAC) 3/11/17 (JAC) 2/3/18 (JAC) 22/9/17 (Pship) 28/4/17 (Pship)	Attended: NC Yes CA Yes NC Apols CA Yes NC Yes CA Yes NC Apols CA Apols NC Yes CA Apols
Comments	<p>Purpose of the Group JAC provides oversight and scrutiny for staff team at AONB including budgets (Cllr Chapman is Chairman) Partnership oversees the development and delivery of statutory AONB Management plan for AONB</p> <p>Work in 2017/18 As above</p> <p>Other members JAC made up of representatives of 7 Local Authority Funding Partners Partnership is made up of 26 Public, Private and Third Sector organisations</p>	
Issues arising or Action required	None	

Outside Body	Essex Countywide Traveller Unit - ECTU	
Representative/s	Belinda Silkstone	Cllr Michael Lilley
No. of meetings	Held in 2017/18 4	Attended:
Comments	<p>Purpose of the Group The ECTU is a partnership operation working, on behalf of the partners, on various issues around the Gypsy/Traveller Community including health, education, fire safety, site management and the management of unauthorised encampments on partner land. The meetings held are two tier – one officer meeting which is a precursor to the main Joint Committee, which is the member meeting with overall responsibility for the running of the unit</p> <p>Work in 2017/18 Supporting children / young people into education, signposting/supporting with health issues, completing home and site fire safety visit, management of all unauthorised encampments on partner land.</p> <p>Other members Basildon, Braintree, Brentwood , Castle Point, Chelmsford, Colchester, Maldon, Rochford, Tendring, Thurrock, Uttlesford Councils, Essex County Council Public Health, Country Parks, Property Services, Highways, Education and Social Care, Essex Fire and Rescue, and Essex Police.</p>	
Issues arising or Action required		

Outside Body	Essex Flood Partnership Board	
Representative/s	Cllr Cory	
No. of meetings	Held in 2017/18 Quarterly in County Hall	Attended: None attended 2017/18
Comments	<p>Purpose of the Group</p> <p>The Board brings together all key stakeholders so that they may contribute to a strategic overview of matters surrounding flooding in Essex to ensure a consistent and co-ordinated approach with regard to flood risk management. It contributes to key decisions on projects, strategies funding and communications.</p> <p>Work in 2017/18</p> <p>Varied, please see minutes of individual meetings</p> <p>Other members</p> <p>The Chair of the partnership is the Essex Cabinet Member for Environment and Waste. There is no other ECC member representation on the Board.</p> <p>The board comprises of an elected member from each of the 12 District, Borough and City councils within Essex. Members are often supported at the by lead advisors from their councils. There are also representatives from Thames Water, Anglia Water, the EA and Essex Fire and Rescue</p>	
Issues arising or Action required		

Outside Body	Essex Waste Partnership	
Representative/s	Cllr Paul Smith	
No. of meetings	Held in 2017/18 - 3	Attended: -3
Comments	<p>Purpose of the Group</p> <p>The Essex Waste Partnership includes Essex County Council, the 12 district and borough councils and the unitary authority of Southend-on-Sea Borough Council. The Essex Waste Partnership was set up to ensure cost-efficient and sustainable waste management is delivered across the county and Southend. The aim is to reduce and reuse as much waste as is physically possible.</p> <p>Work in 2017/18</p> <p>Monitoring progress against the Joint Municipal Waste Management Strategy for Essex and the commissioning of the Mechanical Biological Treatment plant.</p> <p>Other members</p> <p>All waste collection authorities within Essex and Essex County Council as the Waste Disposal Authority.</p>	
Issues arising or Action required		

Outside Body	Member Development Group	
Representative/s	Cllr Cory (Portfolio Holder for Resources) Cllr Harris Cllr Higgins Cllr G. Oxford Cllr J. Maclean	
No. of meetings	Held in 2017/18:- 3	Attended: Cllr Cory 3 Cllr Higgins 2 Cllr Maclean 1 Harris 1 (plus substitute member sent for 1 meeting) Cllr Oxford 0
Comments	<p>Purpose of the Group</p> <p>The Member Development Group will:-</p> <ul style="list-style-type: none"> • oversee the provision of member development opportunities; • advise on policies and procedures relating to member development; and monitor their implementation and effectiveness; • regularly review the level and allocation of the Councillor development budget; • oversee the evaluation of member development opportunities and assess the contribution of member development opportunities towards the Council's corporate objectives; • ensure that Charter Status for Member Development is maintained and monitor the progress of the implementation of the recommendations from the Charter Assessment. <p>Work in 2017/18</p> <p>A full report on the work of the Group and issues going forward is contained elsewhere on the Cabinet agenda.</p> <p>Other members</p>	

Issues arising or Action required	

Outside Body	Colchester Mercury Theatre Ltd	
Representative/s	Cllr Lyn Barton	
No. of meetings	<p>Held in 2017/18</p> <p>4 Board of Directors Meetings 1 Away Day</p> <p>5 Capital Sub Committee Meetings</p>	<p>Attended:</p> <p>All</p>
Comments	<p>Purpose of the Group</p> <p>To provide theatre and associated performing arts, education and community engagement activities for Colchester and North Essex.</p> <p>Work in 2017/18</p> <p>Our Board of Directors undertake the following:</p> <p>Acting as Trustees and Company Directors for the registered charity and associated trading and touring companies.</p> <ul style="list-style-type: none"> • Approval of business plan. • Approval and monitoring of all budgets and quarterly management accounts. • Approval of all company policies and procedures (HR, legal, business and operations). • Approval of artistic programme • Support, advice and guidance for the Co-Chief Executives • Monitoring and evaluation • Risk Management • Legal compliance <p>Mercury Rising Capital Programme</p> <p>In addition to the duties and responsibilities outlined above, Cllr Barton has been an active member of our Capital Sub Committee. The Committee have undertaken the following:</p> <ul style="list-style-type: none"> • Development and approval of the design of the new building. • Approval and monitoring of all budgets and cash flows in relation to the project (8.9 million). 	

	<ul style="list-style-type: none"> • Development and approval of all external funding applications • Development and approval of the MOU with Colchester Borough Council. • Monitoring of projects risks • Monitoring of project programme <p>Other members</p> <p>None</p>
Issues arising or Action required	None. Cllr Barton has made a significant contribution to our work last year.

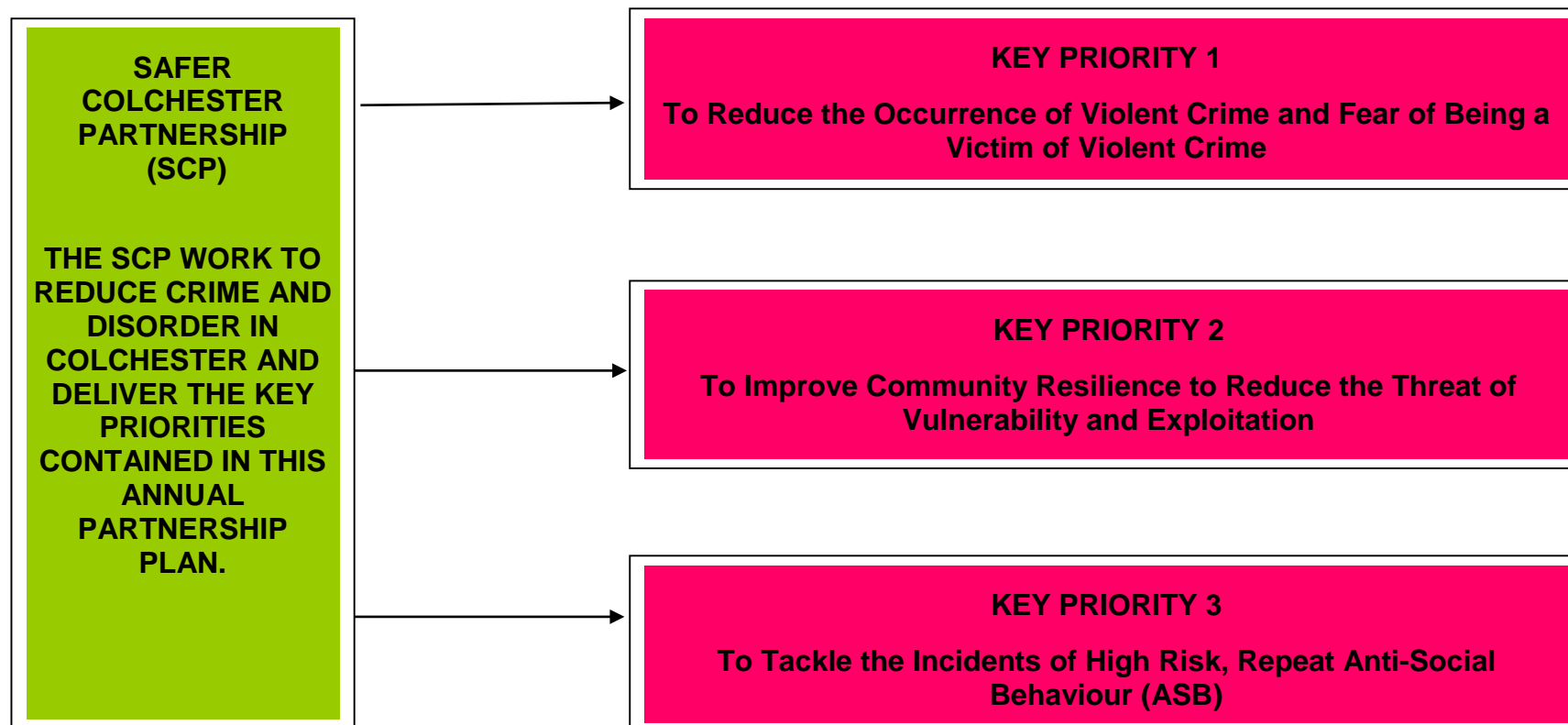
Outside Body	North Essex Parking Partnership – Joint Committee	
Representative/s	Cllr Lilley	
No. of meetings	Held in 2017/18	Attended: 4
Comments	<p>Purpose of the Group</p> <p>Joint Parking Committee providing parking services across North Essex, parking management and the power to make new parking restrictions.</p> <p>Work in 2017/18</p> <p>Decisions on policy, budget, and schemes for approval.</p> <p>Other members</p> <p>Uttlesford District Council Braintree District Council Tendring District Council Epping Forest District Council Harlow District Council Essex County Council</p>	
Issues arising or Action required		

Outside Body	Safer Colchester Partnership: RESPONSIBLE AUTHORITIES STRATEGIC GROUP (RASG)	
Representative/s	Cllr Mike Lilley	Officer Pam Donnelly
No. of meetings	Held in 2017/18 1. 15 th March 2017 2. 13 th June 2017 3. 12 th Sept 2017 4. 6 th December 2017 5. 27th February 2018	Attended: 1. Pam Donnelly (SCP Chair), Cllr Mike Lilley (CBC) 2. Pam Donnelly & Cllr Mike Lilley 3. Pam Donnelly & Cllr Mike Lilley 4. Pam Donnelly & Cllr Mike Lilley 5. Cllr Mike Lilley
Comments	Purpose of the Group <u>Strategic Aim:</u> To ensure that all members of the Safer Colchester Partnership (SCP) work together in partnership to reduce crime and disorder in Colchester and deliver the key priorities contained in the Annual Partnership plan. Work in 2017/18: Please see attached Partnership Plan Other members: Jeremy Scott MOD Colchester Garrison William Biggar Garrison Chris Pearson NPS Probation David Messam NPS Probation Kirsty Gibbons CRC Catherine Paige CRC Les Nicoll Essex Fire Rescue Anna Hook ECC Mark Eaglestone Essex Fire Rescue Cllr Anne Turrell Essex Fire Authority Melanie Rundle CBC Sally Harrington CBC Licensing Shaun Kane Essex Police Sonia Carr CBC Tracy Rudling Community 360 Pam Green NHS Danielle Booth Essex Police Dean Weston CBC Karen Loweman CB Homes Lisa Llewelyn NHS Lucie Breadman CBC Monica Illsley University of Essex	
Issues arising or Action required	None	



Safer and Stronger Communities

Safer Colchester Partnership - Annual Partnership Plan 2017-2018



3 SCP KEY PRIORITIES FOR 2017-2018:

KEY PRIORITY (KP) 1

To reduce the occurrence of violent crime and fear of being a victim of violent crime

This KP includes:

Sharing data and good practice (maintaining successful CS Hub)

Developing an understanding of violent crime (working with CSP analyst)

Tackling alcohol related harm and establishing links to violent and sexual crime

Delivering enforcement operations around the hidden harms such as OCG's, gangs, modern slavery, child sexual exploitation, domestic abuse and night time economy

KEY PRIORITY (KP) 2

To improve community resilience to reduce the threat of vulnerability and exploitation

This KP includes:

Tackling and raising awareness of the hidden harms in Colchester such as gangs, modern slavery, child sexual exploitation and domestic abuse

Protecting and supporting those vulnerable residents at risk of exploitation

Raising awareness of digital and cyber-crime (working with CSP analyst) and working in partnership to tackle the issue

Raising awareness of Prevent/Counter Terrorism

KEY PRIORITY (KP) 3

To tackle the incidents of high harm, repeat Anti-Social Behaviour (ASB)

This KP includes:

Tackling and raising awareness of Hate Crime

Tackling repeat youth and low level gangs nuisance (not OCG's or drugs gangs but those more visual gangs that are intimidating the public)

Working in partnership to utilise ASB tools powers and tools appropriately to tackle high profile issues such as aggressive begging, rough sleeping, street drinking and retail crime in the borough

OTHER KEY PRIORITIES CONSIDERED BY THE SCP IN 2017-2018:

Police and Crime Plan 2016 – 2020.

Our Vision for Essex: Safe and secure communities are the bedrock on which we build success and wellbeing for all.

- The Police and Crime Plan sets out the policing priorities and aims for keeping Essex safe.
- The plan brings together police, partners and the public of Essex to build safe and secure communities, to ensure the public have confidence in their police force and that victims are satisfied with the service and support they receive.
- The commitments set out in the plan build on existing partnerships, developing them in new and ambitious ways, including greater collaboration between police and fire and closer working with local councils, community safety partnerships, the voluntary sector, community sector and Health

Seven Policing Priorities to Protect Essex:

1. **More local, visible and accessible policing**
2. **Crack down on Anti-Social Behaviour**
3. **Breaking the cycle of domestic abuse**
4. **Reverse the trend in serious violence**
5. **Tackle gangs and organised crime**
6. **Protect children and vulnerable people**
7. **Improve safety on our roads**

Essex Police Plan on a Page / Current Priorities

Why are we here?

- Prevent crime and protect people from harm
- Solve crime and bring offenders to justice
- Deliver the best possible service that promotes satisfaction and confidence

Our priorities:

Keep people safe by policing based on Threat, Harm, Risk, Investigation, Vulnerability and Engagement.

With focus on:

1. **Child abuse and exploitation**
2. **Immigration and modern slavery**
3. **Domestic abuse**
4. **Urban street gangs and related violence / vulnerability**
5. **OCG Criminality**
6. **Counter terrorism and domestic extremism**
7. **Digital crime**
8. **Dwelling burglary**
9. **Violence with injury**
10. **Repeat high harm ASB**

PETITIONS, PUBLIC STATEMENTS, QUESTIONS

(i) Have Your Say speakers

Date of Meeting	Details of Members of the Public	Subject Matter	Form of Response	Date Completed
14 March 2018	David King	Plastics pollution	Verbal response provided at the meeting by Councillor J. Scott-Boutell, Portfolio Holder for Waste and Sustainability and Councillor T. Young, Portfolio Holder for Business and Culture	14 March 2018
14 March 2018	Mark Goacher	Recycling plastics	Verbal response provided at the meeting by Councillor J. Scott-Boutell, Portfolio Holder for Waste and Sustainability, Councillor T. Young, Portfolio Holder for Business and Culture and Councillor Lilley, Portfolio Holder for Public Safety and Licensing	14 March 2018
14 March 2018	John Akker	Provision of information to Cabinet on the state of the borough and on contact and meetings with central government	Verbal response provided by Paul Smith, Leader of the Council and Portfolio Holder for Strategy	14 March 2018

(ii) Petitions

Date petition received	Lead Petitioner	Subject Matter	Form of Response	Date Completed
No valid petitions received				