

Cabinet Meeting

**Grand Jury Room, Town Hall, High Street,
Colchester, CO1 1PJ
Wednesday, 08 June 2016 at 18:00**

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COLCHESTER BOROUGH COUNCIL
Cabinet
Wednesday, 08 June 2016 at 18:00

Members:

Leader and Chairman Councillor Paul Smith (Liberal Democrats)
 Councillor Tina Bourne (Labour)
 Councillor Mark Cory (Liberal Democrats)
 Councillor Annie Feltham (Liberal Democrats)
 Councillor Dominic Graham (Liberal Democrats)
 Councillor Mike Lilley (Labour)
 Councillor Beverley Oxford (Highwoods and Stanway
 Independent)
 Councillor Tim Young (Labour)

AGENDA - Part A
(open to the public including the press)

Members of the public may wish to note that Agenda items 1 to 5 are normally brief.

1 Welcome and Announcements

- a) The Chairman to welcome members of the public and Councillors and to remind all speakers of the requirement for microphones to be used at all times.
- (b) At the Chairman's discretion, to announce information on:
- action in the event of an emergency;
 - mobile phones switched to silent;
 - the audio-recording of meetings;
 - location of toilets;
 - introduction of members of the meeting.

2 Urgent Items

To announce any items not on the agenda which the Chairman has agreed to consider because they are urgent, to give reasons for the urgency and to indicate where in the order of business the item will be considered.

3 Declarations of Interest

The Chairman to invite Councillors to declare individually any interests they may have in the items on the agenda. Councillors should consult Meetings General Procedure Rule 7 for full

guidance on the registration and declaration of interests. However Councillors may wish to note the following:-

- Where a Councillor has a disclosable pecuniary interest, other pecuniary interest or a non-pecuniary interest in any business of the authority and he/she is present at a meeting of the authority at which the business is considered, the Councillor must disclose to that meeting the existence and nature of that interest, whether or not such interest is registered on his/her register of Interests or if he/she has made a pending notification.
- If a Councillor has a disclosable pecuniary interest in a matter being considered at a meeting, he/she must not participate in any discussion or vote on the matter at the meeting. The Councillor must withdraw from the room where the meeting is being held unless he/she has received a dispensation from the Monitoring Officer.
- Where a Councillor has another pecuniary interest in a matter being considered at a meeting and where the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the Councillor's judgement of the public interest, the Councillor must disclose the existence and nature of the interest and withdraw from the room where the meeting is being held unless he/she has received a dispensation from the Monitoring Officer.
- Failure to comply with the arrangements regarding disclosable pecuniary interests without reasonable excuse is a criminal offence, with a penalty of up to £5,000 and disqualification from office for up to 5 years.

4 Have Your Say!

a) The Chairman to invite members of the public to indicate if they wish to speak or present a petition at this meeting – either on an item on the agenda or on a general matter relating to the terms of reference of the Committee/Panel not on this agenda. You should indicate your wish to speak at this point if your name has not been noted by Council staff.

(b) The Chairman to invite contributions from members of the public who wish to Have Your Say! on a general matter relating to the terms of reference of the Committee/Panel not on this agenda.

5 Minutes

To confirm as a correct record the minutes of the meeting held on 16 March 2-016.

16-03-16

9 - 18

6	Call-In Procedure	
	To consider any items referred by the Scrutiny Panel under the call-in procedure. At the time of the publication of this agenda, there were none.	
7	Culture and Regeneration	
7(i)	Mercury Theatre Redevelopment	19 - 22
	See report by the Chief Operating Officer	
7(ii)	Repairs to Roman Walls	23 - 26
	See report by the Head of Commercial Services	
8	Waste and Sustainability	
8(i)	SEAX Essex Building Control Shared Service for Delivery of Building Control Regulation Service	27 - 30
	See report by the Head of Commercial Services	
9	Housing and Public Protection	
9(i)	Colchester Borough Homes Private Sector Leasing Scheme	31 - 34
	See report by the Head of Commercial Services	
10	Resources	
10(i)	Request for Delegated Authority to Agree New Insurance Contract	35 - 36
	See report by the Assistant Chief Executive	
11	General	
11(i)	Trading Board Annual Report 2015-16	37 - 78
	See report by the Head of Commercial Services	

11(ii)	Appointments to External Organisations and Council Groups	79 - 130
	See report by the Assistant Chief Executive	
11(iii)	Progress of Responses to the Public	131 -
	To note the contents of the Progress Sheet	132
12	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)

13	Minutes (Part B)
	The following minute contains exempt information (financial/business affairs of a particular person, including the authority holding the information) as defined in paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972.
	To confirm the not for publication extract from the minutes of the meeting on 16 March 2016.
14	Culture and Regeneration (Part B)
14(i)	Repairs To Roman Walls (Part B)
	The following report contains exempt information (financial/business affairs of a particular person, including the authority holding the information) as defined in paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972.
	See report by the Head of Commercial Services
15	Waste and Sustainability (Part B)

15(i) SEAX Essex Building Control Shared Service for Delivery of Building Control Regulation Service (Part B)

The following report contains exempt information (financial/business affairs of a particular person, including the authority holding the information) as defined in paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972.

See report by the Head of Commercial Services

CABINET 16 March 2016

Present: - Councillor Smith (Chairman)
Councillors Bourne, Cory, Feltham, Frame, Graham, B. Oxford and T. Young

Also in attendance: - Councillors Chapman, Cope, Davies, Hazell, Lissimore, Locker, G. Oxford, Willetts

67. Minutes

RESOLVED that the minutes of the meeting held on 27 January 2016 be approved as a correct record.

68. Have Your Say!

Joseph Schumacher addressed the Cabinet pursuant to the provisions of Meetings General Procedure Rule 5(1) about Salary Brook Valley. He highlighted the petition of almost 800 signatures recently submitted to the Council following the campaign led by Councillor Cook. Salary Brook Valley was a great asset to the community and rich in biodiversity. It was home to many species and irreplaceable ancient woodland. However it had attracted the interest of property developers and in order to protect it, the site should be designated as an asset of community value or classified as a special site in the Local Plan process.

Councillor Frame, Portfolio for Economic Growth and Planning, confirmed that he responded to the petition and had invited the lead petitioner to attend Local Plan Committee on 4 April. He suggested Mr Schumacher also attend. The Council was working with neighbouring authorities in line with the duty to cooperate. Work had started on building up an evidence base for the review of the Local Plan, which would include a study of Salary Brook Valley. Councillor Cory, Portfolio Holder for Resources, and Councillor T. Young, Portfolio Holder for Community Safety, Licensing and Culture, expressed their support for protecting Salary Brook Valley and highlighted the work done by other ward Councillors.

Mark Goacher addressed the Cabinet pursuant to the provisions of Meeting General Procedure Rule 5(1) to ask how the impact of government reforms would affect the Council's plan to build council housing and whether the Council intended to continue to build housing. He had welcomed the social housing built by the Council on brownfield

sites. He also queried why the petition on the West Tey settlement hadnot triggered a debate by Full Council, given that it contained 6,000 signatures.

Councillor Bourne, Portfolio Holder for Housing and Public Protection, explained that building council housing had been one of the first commitments of the administration. It recognised that the provision of council housing made housing available to those in need. However the government had imposed a 1% decrease on social housing rents. This had had a significant impact on the Housing Revenue Account Business Plan. Over the thirty year life of the plan, it would mean a loss of £143 million. The government had encouraged the Council to borrow against the value of its housing assets and use these funds to build Council housing and refurbish its social housing. With the decrease in rent and the loss of borrowing headroom the Council could no longer afford to finance further council housing.

Councillor Smith, Leader of the Council and Portfolio Holder for Strategy, explained that as the petition related to a planning matter, the criteria on referral to a meeting of Full Council did not apply and it was more appropriate for it to be considered by the Local Plan Committee. He also stressed that the Council would have continued to build council housing if it had been able to do so.

69. Delivering Colchester's Environmental; Sustainability Strategy: A New Local Authority Carbon Management Plan 2016-2020

The Head of Commercial Services submitted a report a copy of which had been circulated to each Member.

Richard Rugg of the Carbon Trust made a presentation to Cabinet. This highlighted the factors behind the need to manage carbon emissions and the action Colchester Borough Council had taken to date. It had already achieved a 35% reduction in carbon emissions and was in the top 10% of local authorities in dealing with carbon emissions. The new Carbon Management Plan addresses how the Council can reduce the environmental impact from its own buildings, services and operations, and is linked to a new sustainability campaign to engage with the wider public. The plan is set to achieve a 40% carbon reduction target by 2020. This was in line with the Council's strategic priorities and in addition would provide cost savings and community leadership.

Councillor Willetts attended and with the consent of the Chairman addressed the Cabinet. Whilst the progress made was to be welcomed, he considered that the new plans were not as challenging as previously. Many of the targets related to Leisure World and these should have been implemented already. The most serious issues, such as dealing with Council's fleet of vehicles, were not to be dealt with for several years and should be brought forward.

Councillor Cope attended and with the consent of the Chairman addressed the Cabinet. Whilst the progress in dealing with carbon was to be welcomed, no action was being taken to deal with methane emissions. He expressed concern about the energy use generated by digital technology and whether this had been taken into account in the Council's plans to move to more digital ways of working. Reference was also made to air quality issues, following the recent presentation to Councillors on the issue. The impact of air pollution

from buses was a particular concern and action needed to be taken now that the Council had evidence of the harm caused.

Councillor T. Young, Portfolio Holder for Community safety, Licensing and Culture, thanked Richard Rugg for his presentation and commended the work of Wendy Bixby, Sustainability and Projects Officer, and Cabinet colleagues for their work on carbon management. The actions in the Carbon Management Plan cut across all portfolios and were radical and realistic. There was no question of the administration becoming complacent.

Cabinet members also expressed their support for the Carbon Management Plan. There was no longer a statutory requirement to produce such a plan, but this was a priority for the Council. It was proposed that £190,000 be allocated to support the implementation of the Plan and further £88,000 was proposed to be allocated to bring some of the projects listed later in the plan forward for delivery. The issues raised on air quality and the energy costs of digital ways of working would be looked at further by the relevant services.

RESOLVED that the new Local Authority Carbon Management (LACM) Plan for Colchester for 2016 to 2020 be adopted.

REASONS

A key deliverable of the Council's Environmental Sustainability Strategy (ESS) 2015-2020 is to reduce carbon emissions from the impact of Colchester Borough Council's services, buildings and operations.

Projects identified in the new LACM Plan 2016-2020 will help the Council to cut the use of energy and fuel, and achieve more energy efficient buildings making both carbon and financial savings.

ALTERNATIVE OPTIONS

Not to adopt the LACM Plan (2016-2020). The Council does not have a statutory duty to produce and publish a LACM Plan. However, not having a robust plan to reduce the Council's carbon emissions would jeopardise the Council's ability to achieve its carbon reduction targets which it set out in its Environmental Sustainability Strategy. Having a plan has additional benefits such as reducing the Council's expenditure on energy and fuel costs.

Councillor Frame subsequently notified the Monitoring Officer of a non-pecuniary interest (as a Colchester Borough Council nominee on Colchester Presents) on the following item and the Monitoring Officer directed that the interest be recorded in the minutes of the meeting.

70. 2015/16 Budget Update

The Assistant Chief Executive submitted a report a copy of which had been circulated to each Member, together with a copy of the consultation response on the New Homes Bonus.

Councillor Willetts attended and with the consent of the Chairman, addressed the Cabinet. He considered that the funding of the projects listed in Appendix A of the Assistant Chief Executive's report was a better use of the funding than restoring street lighting. Essex County Council would turn individual street lights back on if circumstances warranted it. In particular the scheme to light key heritage site was welcomed. However, concern was expressed about the allocation of £25,000 for additional community safety resources in respect of the PREVENT/Modern Slavery agenda and gang related activity as he did not consider that these were problems in Colchester.

Councillor T. Young, Portfolio Holder for Community Safety, Licensing and Culture, highlighted the importance of restoring street lighting, but that in view of Essex County Council's position this was not possible. The funding for PREVENT/Modern Slavery and gang related issues was important. Modern slavery was a hidden problem but it did exist in North Essex and gangs were moving into Colchester and Tendring. The funding would support a range of strategic priorities.

Councillor Cory, Portfolio Holder for Resources, supported Councillor Young's comments and introduced the report. The proposed allocations of funding supported a wide range of community needs including heritage and the voluntary sector. Members of the Cabinet indicated their support for the proposals and highlighted how the proposals delivered on their strategic priorities and would engender wellbeing within the borough.

RESOLVED that:-

- (a) £185k be reallocated from funding for street lights to the projects set out in Appendix A of the Assistant Chief Executive's report and that funding be carried forward into 2016/17 as required.
- (b) The funding allocated for the Wonderhouse project be held against a project to review museum storage issues and potential move from the Museum Resource Centre.
- (c) The additional New Homes Bonus sum of £88k be allocated to support the implementation of the Carbon Management Plan.
- (d) £33k from the 2015/16 New Homes Bonus Strategic Plan Priorities allocation be used for the Roman Circus scheme as set out in the Assistant Chief Executive's report.
- (e) The New Homes Bonus Consultation response be noted.

REASONS

It was reported to Full Council as part of the budget and tax setting that a report would be brought to Cabinet on the reallocation of certain funds.

ALTERNATIVE OPTIONS

Different options for funding could be considered and the Cabinet could decide that allocated funds should be added to balances.

71. Digital Challenge

The Assistant Chief Executive submitted a report a copy of which had been circulated to each Member together with minute 51 of the Scrutiny Panel meeting of 23 February 2016.

Councillor Willetts attended and with the consent of the Chairman, addressed the Cabinet. He welcomed the proposals as they would lead to an improvement in customer service. The Council's digital infrastructure lagged far behind that of businesses of a similar size. He hoped the investment would deliver systems that were easier to use for customers and that a sensible balance would be drawn between security and ease of access so that customers would not be required to provide large volumes of information in order to access Council systems.

Councillor B. Oxford, Portfolio Holder for Customers, and Councillor Cory, Portfolio Holder for Resources, presented the report and thanked the Scrutiny Panel for its helpful comments. The Council appreciated that it needed to be able to provide its customers with the ability to contact it at the time and in the method of their choice. The use of digital technology would also free up officer resource to provide more help to those without access to technology.

RESOLVED that:-

(a) The Digital Challenge business case at Appendix 1 of the Assistant Chief Executive's report be approved.

(b) The comments of the Scrutiny panel be noted.

REASONS

To enable the implementation of the Digital Challenge proposals, which will:

- Improve customer service
- Improve effectiveness
- Increase productivity
- Improve efficiency
- Deliver significant savings.

ALTERNATIVE OPTIONS

The alternative option would be not to approve the Digital Challenge business case, but that would fail to capitalise on the investment included in the ICT Strategy to achieve the benefits and savings in the business case.

Councillors Graham (as a member of Myland Community Council) and T. Young (in respect of his son's membership of Colchester and East Essex Cricket Club)

declared a non-pecuniary interest in the following item pursuant to the provisions of Meetings General Procedure Rule 7(5).

72. Colchester Northern Gateway (North) Sports Hub Development Proposal

The Head of Commercial Services submitted a report a copy of which had been circulated to each Member.

Fiona Duhamel, Economic Growth Manager, made a presentation to Cabinet outlining the vision underpinning the proposal and the main features of the proposed development.

Jean Dickinson addressed the Cabinet pursuant to the provisions of Meetings General Procedure Rule 5(1). Whilst she generally supported the proposals for the Northern Gateway, she requested that the southern part of the Rugby Club site be retained for community use. It was noted that the report indicated that an area of land within the rugby club site would become public open space. There was a wide range of community uses that would be suitable on this site such as a pop up library, crèche or facilities for the elderly. There would be great concern if this part of the site was used for housing development and if that was proposed in the future then community groups should be given an opportunity to respond.

Councillor Chapman attended and with the consent of the Chairman addressed the Cabinet. He stressed that villages to the north of Colchester wished to remain as discrete entities and did not want to be subsumed within development stretching northwards from Colchester. There was some concern that the northern boundary of development in Colchester was being brought forward again and in particular about the northern salient of the site beyond Salary Brook. It was hoped that any buildings and development on the site would be kept low key and there was also some concern about potential light and noise pollution from the site.

Councillor Locker attended and with the consent of the Chairman addressed the Cabinet and expressed his support for the plans for the site, which would create a regional sporting hub. The types of sports offered had also taken account of community need. Mile End had seen considerable growth over recent years and had seen in particular a rise in the number of families and of elderly residents. The provision of community facilities had not kept pace with population growth and it was now anticipated that there would be a shortfall in the section 106 funding allocated for community facilities. This development might provide an opportunity to address this issue. If the Northern Gateway site was to be funded through housing development, would the Cabinet look at other funding streams for the provision of community facilities.

Councillor Frame, Portfolio Holder for Economic Growth and Planning, introduced the report and stressed that Cabinet was not considering a planning application and this would be brought forward in due course. The proposals would provide a wide range of non-elite sports. As the scheme developed, issues of light and noise pollution would be looked at and appropriate mitigation would be put in place. The site could act as a barrier against further housing development moving northwards. In respect of the comments about community facilities, there would be further consultation with key stakeholders which

would provide an opportunity for these matters to be considered further.

Members of the Cabinet expressed support for the scheme. The sports provided would reflect changing trends in the types of sport people wished to participate in. There would be a good balance of community and performance sports uses. The scheme would only proceed if it could be demonstrated that it was sustainable and viable in the long term. However, the provision of housing development on part of the rugby club site was a key element of the funding for the scheme.

RESOLVED that:-

- (a) The recommended proposal including layouts and concept building designs be approved, to create a community sport and leisure hub at Northern Gateway North which will provide a new high quality home for Colchester Rugby club, dedicated cycling facilities including a learn to ride offer, two 3G artificial pitches and a central sports building suitable for use by a range of clubs and individuals.
- (b) To note the decision required on Part B of the agenda to approve the full business case for the proposed development including the capital and revenue assumptions and financial implications for the Council's budget and Medium Term Financial Forecast.
- (c) It be agreed in principle that the capital proceeds from the disposal of part of the Mill Road site for residential development can be used as enabling funding for the scheme and agree that further work in reducing the risks associated with this funding mechanism will be reported back to Cabinet at a later date.
- (d) The potential capital contributions to the scheme from a range of funders including Sport England and sports governing bodies be noted and that the required funding applications be pursued.
- (e) To note the recommendation in part B of this agenda that the Council should make provision to support any interim borrowing of capital required during the development of the scheme.
- (f) The emerging management options for the site detailed in part B of the agenda be noted and further examination of the most appropriate model be endorsed with a view to bringing the details of the preferred option(s), together with agreed heads of terms for key users of the site, back to Cabinet for approval.
- (g) Work on the scheme to continue with a view to submitting an application for planning permission in due course.

REASONS

To ensure the development of the Northern Gateway as a key sports/leisure destination within a quality parkland setting will be designed and built in an economical and sustainable manner.

To ensure that the scheme proceeds in accordance with good planning principles and with the benefit of planning approval as an essential milestone in the project.

To ensure that a robust business case supports the delivery of the proposed scheme including financial sustainability, funding mechanisms and operational business planning before progressing to the detailed design stage.

To ensure that all risks and financial implications from capital recycling and interim borrowing are fully assessed and monitored in accordance with the Council's financial management arrangements.

To ensure that the full capital funding required for the scheme is secured from a range of external funders.

To ensure that the scheme is managed effectively and in a sustainable way whilst retaining Council control in order to ensure the scheme meets the requirements of the Council's Sports Strategies.

To provide jobs and economic growth to a key growth location within the Borough.

ALTERNATIVE OPTIONS

Different options have been explored during the development of the scheme over the past 18 months and it is intended that the layout and building proposals are adaptable should other sports clubs become key participants in the future. The site layout, building design and business case presented here represent the only viable option at this stage.

It is possible that the scheme could be halted and the land could continue to be leased for agriculture with attendant implications for the Borough in meeting the Sports Strategy outputs and for the Rugby Club in not being able to expand and grow its community offer.

Any delay in bringing forward the proposed scheme may impact upon the levels of external funding to be secured as key funders may decide to invest in other opportunities.

Councillor T. Young (as Chairman of Colne Housing) declared a non-pecuniary interest in the following item pursuant to the provisions of Meetings General Procedure Rule 7(5).

73. Housing Development Strategy

The Head of Commercial Services submitted a report a copy of which had been circulated to each Member.

Councillor Bourne, Portfolio Holder for Housing and Public Protection, presented the report and explained that despite the impact of government reforms on the building of council houses there were still opportunities for the Council to bring forward housing into the borough. The report outlined a number of options that would enable the Council to enter into a commercial venture that would result in the construction of up to 860 homes with a variety of tenures. Further feasibility work would be undertaken on the options set out in the report.

Councillor Smith, Leader of the Council and Portfolio Holder for Strategy, highlighted that housing associations had stopped or reduced the amount of housing they were building and therefore there was considerably less housing provision for those who could not afford a house on the open market. This new proposal would allow the Council to bring forward housing in a variety of tenures and also to use some of the profit that was generated for initiatives such as subsidies for key workers or for local people.

RESOLVED that:-

- (a) The recommended outline proposal to commence a seven year programme of direct new build housing development on Council owned sites be agreed in principle subject to a full business case being approved by Cabinet at a later date.
- (b) The creation of a wholly owned Housing Development Company to deliver, or be capable of entering into a joint venture to deliver, the proposed programme of development, subject to approval of the full business case referred to above, to include further site pre development work, viability testing, financial modelling and specialist legal advice be agreed in principle.
- (c) Officers be authorised to work up the full business case including company structure, further site pre-development work and viability testing.

REASONS

To bring forward a robust delivery programme of future homes with a range of tenures, such as private market sale homes, affordable homes, private rented homes, key worker homes, and starter homes, in the Borough over the next 7 years.

To stimulate economic growth and bring forward a commercial opportunity for the Council in respect of its underutilised land assets which can be used to contribute to wider Borough objectives.

To take a lead in meeting overall housing stock needs and raising the quality of design and delivery in the Borough

To play a part in the sustainable growth of the construction industry and provide high

quality training opportunities through onsite developments

A decision in principle will allow officers to carry out more detailed work on site pre development, financial modelling and viability.

To generate a General Fund cross subsidy mechanism which will provide capital to fund the programme in the absence of available funding through the Housing Revenue Account.

ALTERNATIVE OPTIONS

Not to proceed with a further programme of housing development which will adversely affect the chance of bringing forward more affordable homes in the Borough given the current pressure on registered providers business plans.

To move forward another small development of Council build affordable homes similar in unit numbers to Phase 1, however this is not currently affordable given the lack of available borrowing headroom in the Housing Revenue Account. (HRA)

74. Progress of Responses to the Public

The Assistant Chief Executive 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.

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.

75. Colchester Northern Gateway (North) Development Proposal

This minute is not for publication by virtue of paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 (information relating to the financial or business affairs of any particular person, including the authority holding that information.)

Report of	Chief Operating Officer	Author	Ann Hedges
Title	Mercury Theatre Redevelopment		☎ 282202
Wards affected	Castle		

This report requests delegated authority of funding from the Arts Council to enable the development of the bid for Stage Two money from the Arts Council for the redevelopment of the Mercury

1. Decision(s) Required

- 1.1 To delegate authority to the Chief Operating Officer in consultation with the Portfolio Holder for Culture and Regeneration to spend the Stage One funding to enable the Stage Two bid to be submitted in the appropriate time scale.

2. Reasons for Decision(s)

- 2.1 We have been successful in obtaining Stage One funding of £478,730 from the Arts Council to enable us to make a detailed bid for additional funding of £3.5m from the Arts Council for a redevelopment of the Mercury.
- 2.2 The total cost of the redevelopment is £9m and is also supported by a direct contribution of £1m by Colchester Council and £1m from Essex County Council. The Mercury has a fund raising target of £1.8m.
- 2.3 At this point Arts Council have awarded £478,730k of funding to enable a detailed bid for the next stage of funding.
- 2.4 Colchester Council is the project owner as the building is owned by the Council and the Stage One funding will be given to us.
- 2.5 Delegating the spend of the Stage One money will allow the project to move forward to the required time scales

3. Alternative Options

- 3.1 Not to delegate the authority to spend which could put a higher risk around time scales as the stage two bid has to be submitted within eighteen months of notification of Stage One money

4. Supporting Information

- 4.1 The Mercury Theatre has an excellent reputation and is an important organisation for Colchester providing a diverse programme including drama, dance, music, and family theatre.

- 4.2 The Mercury has occupied its current site since 1972 during which time it has developed a loyal core audience. The Theatre offers a thriving programme of professional and community productions plus an extensive range of learning and participation activities. While there have been some minor improvements to the building and essential repairs, there has been no significant investment in the infrastructure for over 40 years. Activities have now outgrown the physical environment.
- 4.3 The Mercury is part of our diverse cultural offer in Colchester, supporting tourism. It is an important regional venue for performing arts, drawing audiences from across the region. The Theatre's turnover in 2014/15 was in excess of £3.5m with audiences of over 100,000 a year. Data indicates that the Mercury generates almost £3m of additional spend from visitors to the locality, making it an important player in the local economy.
- 4.4 The Mercury is more than a theatre with a major learning and participation programme. This includes youth theatre groups, after school workshops, performance and technical summer schools and tours into schools across the County. A thriving work placement and work experience programme engages students from a range of educational organisations.
- 4.5 The development of the Mercury will enable all its activities to be expanded and improved. It will also allow further development of income opportunities.

5. Proposals

- 5.1 This paper requests the delegation to spend the Stage One money from the Arts Council to enable a full bid to be produced for an ambitious and much needed redevelopment of the theatre.

6. Strategic Plan References

- 6.1 The redevelopment of the Mercury Theatre supports a number of areas in the Strategic Plan:
- Enhance the diverse retail and leisure mix
 - Make more of Colchester's great heritage and culture
 - Promote Colchester to attract further inward investment
 - Promote Colchester's heritage and wide ranging tourism attractions to enhance our reputation as a destination

7. Consultation

- 7.1 There will be significant public consultation as part of the development of the Stage Two bid

8. Publicity Considerations

- 8.1 Some publicity has already been received for the agreement to the funding from the Arts Council. A communications plan will be developed as part of the work in Stage One
- 8.2 When Stage Two funding is received then further publicity around the scheme will be appropriate.

9. Financial implications

- 9.1 The Arts Council Stage One finding will be given to Colchester Council. This is a sum of £478,730 and will be ring-fenced for the development of the Stage Two bid.

10. Equality, Diversity and Human Rights implications

10.1 The Stage Two bid will have an Equality Impact Assessment as part of the submission

11. Community Safety Implications

11.1 N/A

12. Health and Safety Implications

12.1 N/A

13. Risk Management Implications

13.1 The Stage One funding needs to be used appropriately to ensure the Stage Two bid is made in the available time scale.

Report of	Head of Commercial Services	Author	Mark Wicks ☎ 506914
Title	Repairs to Roman Walls		
Wards affected	Castle Ward		

This report concerns repair works to be undertaken to the Roman Walls within Colchester Town Centre.

1. Decision(s) Required

- 1.1 To agree to proceed with repairs to the Roman Walls within Colchester Town Centre.
- 1.3 To agree to enter into a contract with the successful contractor to undertake the aforementioned works.

2. Reasons for Decision(s)

- 2.1 The Roman walls that surround Colchester Town Centre are a scheduled ancient monument and CBC as custodian of these walls has a duty to inspect and periodically repair the same to ensure that the walls remain safe and to limit the deterioration of the structure of the walls as far as is reasonably practicable.

3. Alternative Options

- 3.1 Decide not to undertake the repairs. However, if repairs are not undertaken then there is a danger that sections of wall could become unsafe and also that Historic England will withdraw any offers of funding towards future repairs.

4. Supporting Information

- 4.1 During the summer of 2013, repairs based upon condition surveys completed by NPS Property Consultants Ltd. were carried out to a number of sections of walls located in:
 - Balcerne Hill (Northern end);
 - Roman Road/Belgrove Place;
 - St James the Great/St James Rise; and
 - Priory Street.
- 4.2 The next phase of repairs which are the last to be based upon the NPS survey will focus on the following sections of wall:
 - Balcerne Hill (Southern end, and North of Balcerne Gate);
 - Crouch Street
 - Roman Road/Land Lane;
 - Claudius Court;
 - Priory Street (Western and Central sections);
 - Priory Lodge;

- Vineyard Street;
- Middleborough;
- Castle Park (North Boundary); and
- Duncan's Gate (Castle Park).

- 4.3 Future repairs will be based upon the recommendations of the condition survey of the whole of the Roman Walls within Colchester Town Centre, shortly to be undertaken by Colchester Borough Homes Ltd. It is anticipated that the extent of future works will be reduced as a result of completion of the works completed in 2013, and the next phase of works as detailed above.
- 4.4 Repairs mostly take the form of securing loose building material, where possible replacing missing material, and re-mortaring joints within the walls where mortar has been lost or weathered away. All works have to have the consent of Historic England and be undertaken by specialist contractors using approved methods and materials. Typically sections of wall repaired now will remain good for around twenty years before requiring further repairs.
- 4.5 Typically access to the walls is an issue and as such, contractors often require bespoke scaffolding to be erected in order for specified repairs to be completed safely. Within this current phase of repairs independent access equipment and/or specialist scaffolding will be required.
- 4.6 A project to deliver the current phase of repairs has been developed by Colchester Borough Homes Ltd. and four tenders were returned and opened in the presence of the Colchester Borough Council Legal Services on Friday 19th April 2013.

5. Proposals

- 5.1 To enter into a contract with the successful contractor for the works.

6. Strategic Plan References

- 6.1 The Council's Strategic Plan 2015-18 has a number of sections including a new vision statement "Rich heritage, ambitious future". The four words that the Council feels sum up what it wants to achieve (themes) are:
- Vibrant - promoting our heritage and working hard to shape our future.
 -
 - Prosperous - generating opportunities for growth and supporting infrastructure.
 -
 - Thriving - attracting business and selling Colchester as a destination.
 -
 - Welcoming - a place where people can grow and be proud to live.
- 6.2 By undertaking the repair works to the Roman walls, the Council will be ensuring that a popular community and heritage asset that draws visitors from both within and outside of the Borough remain safe and in good repair, thereby clearly demonstrating its commitment to these four strategic themes.

7. Consultation

- 7.1 The specification and proposals for the repair works have been developed in close consultation with Colchester and Ipswich Museums Service and Historic England.

- 7.2 In addition to the above, the local adjacent for Claudius Court, and the operator of Priory Lodge has already been consulted regarding access for the repairs to be undertaken to the sections of wall that is adjacent to their properties. Access to their properties will not be impaired at any time during the works, although scaffolding will remain in place whilst repairs are undertaken.

8. Publicity Considerations

- 8.1 Major works being undertaken to a prominent and historic structure such as the Roman walls is likely to attract press attention, albeit that a phased programme of repairs has been undertaken for the past few years.
- 8.2 Colchester and Ipswich Museums via the Council's Communications Team will issue a press release regarding the project which will reiterate the drivers behind the same and the positive effect that the project will have upon both the Roman walls themselves and also the perpetuation of Colchester's wider heritage and status as Britain's oldest recorded town.

9. Financial implications

- 9.1 The Council has spent a total of £766k on the repair of the Roman walls to date since 2004/2005. Of this sum £107k was funding granted by Heritage England. This funding has been spent as follows:

Financial Year	Expenditure	Grant from Heritage England
	£	£
2004/05	19,616.49	0.00
2005/06	52,009.07	0.00
2006/07	22,956.55	0.00
2007/08	12,971.28	0.00
2008/09	9,788.76	23,000.00
2009/10	105,351.73	23,000.00
2010/11	21,719.36	0.00
2011/12	41,585.11	0.00
2012/13	68,788.79	35,000.00
2013/14	274,410.88	26,069.00
2014/15	22,522.12	0.00
2015/16	7,197.75	0.00
Total	658,917.89	107,069.00

- 9.2 The existing funding allocation within the Capital Programme for the ongoing maintenance of the Roman walls (including the Castle walls and closed churchyard walls for which the Council is equally responsible) is £522.9k. There is therefore sufficient capital available to fund the next phase of repairs.

10. Equality, Diversity and Human Rights implications

- 10.1 All Contractors that have tendered for the project have been asked a set of equality and diversity questions at the PQQ stage of the tender process to ensure that they are fully committed to equality and diversity.

10.2 These questions included:

- Requesting that a copy of the contractor's equal opportunities policy (if they have one) is submitted along with their tender.
- Confirmation that they are able to fully meet the requirements that all local authorities have, i.e. a statutory duty to outlaw discrimination based on race, sexual orientation, disability, age, religion or belief, gender and human rights, as this duty extends to organisations carrying out functions or works on the council's behalf also.

11. Community Safety Implications

11.1 None directly arising from this report.

12. Health and Safety Implications

12.1 Due to the nature of the works to be delivered, the project falls within the jurisdiction of the Construction Design and Management (CDM) Regulations 2015 and as such, the Council as the "Employer" has appointed Colchester Borough Homes Ltd. as Principal Designer, and the selected contractor will be appointed as the Principal Contractor as it is required to do to properly fulfil its obligations under the Regulations.

13. Risk Management Implications

13.1 There are no major risks associated with this project. However, the project will have its own risk management plan to ensure that potential risks are identified and mitigated wherever possible.

Background Papers

None.

Report of	Head of Commercial Services	Author	Graham Lewis 8960
Title	SEAX Essex Building Control Shared Service for delivery of Building Control Regulation Services		
Wards affected	All Wards		

To consider whether the Council should become a member of the Building Control Shared Service and that it will act as host authority for the shared service.

1. Decision(s) Required

- 1.1 To agree that Colchester Borough Council joins the SEAX Essex Building Control Shared Service with effect from the planned operational launch date of 1 January 2017. This incorporates acceptance of the following:
 - Current financial information and projections
 - The provisional time scales outlined in the mobilisation plan
 - Acceptance of the Partnership Agreement (the governance arrangements), as it stands at the present with only Heads of Terms
- 1.2 To give delegated authority to the Head of Commercial Services in consultation with Portfolio Holder for Waste and Sustainability to:-
 - a. approve any changes in the Host Authority Business Plan
 - b. sign-off the final version of the Partnership Agreement
- 1.3 To appoint the relevant Cabinet Member to the Partnership Management Board.
- 1.4 That a budget provision is agreed for the one-off set-up costs.
- 1.5 To give delegated authority to the Head of Commercial Services in consultation with the Portfolio Holder for Waste and Sustainability to continue to act as Host Authority based on any changes to the Business Plan - Colchester Borough Council has agreed to host SEAX Essex Building Control and as such all partner authority staff, income and expenditure will move to CBC.
- 1.6 To note that the other authorities involved in the Shared Service will be required to formally delegate the discharge of their statutory building control function by a resolution under Section 101 of the Local Government Act 1972 and other enabling enactments via the shared service hosted by Colchester Borough Council.
- 1.7 To note the extensive work undertaken by Trading Board to oversee and guide the delivery of this strategically important initiative.

2. Reasons for Decision(s)

- 2.1 By creating a shared service the Council will create greater resilience in its building control service, create potential savings for the Council, give more effective support to economic development in the district and provide a better service to customers. Colchester Borough Council has agreed to host SEAX Essex Building Control and as such all partner authority staff, income and expenditure will move to CBC.

All local authority Building Control teams are facing a number of issues which are affecting the viability of the service and as a consequence Colchester Borough Council has been working with six other partner Authorities across Essex with a view to forming a single Building Control shared service, hosted by Colchester Borough Council that will, through the benefits of scale, be better able to tackle these issues.

The outcomes of the work to date demonstrate a clear case for change and the potential to create savings for the partnering Authorities by developing a collaborative working arrangement. A high level Business Case produced by Colchester Borough Council to enable the partnering Authorities: Basildon, Braintree, Colchester, Harlow, Maldon, Tendring, and Uttlesford to present to their respective decision making bodies, for a decision on joining the SEAX Essex Building Control Shared Service. It is envisaged that all Authorities will have a confirmed position by the end of July, with a planned date for the commencement of the service being 1 January 2017.

3. Alternative Options

1. Do nothing
2. Restrict the service
3. Keep in house and invest

4. Supporting Information

- 4.1 None

5. Proposals

- 5.1 It is proposed that Colchester Borough Council agree to be a member of SEAX Essex Building Control Shared Service and that it confirm its position as Host Authority (subject to 1.5 above)

6. Strategic Plan References

This proposal meets the vision, themes and objectives of the [Strategic Plan 2015-18](#).
In terms of;

Vibrant - Create the right environment for people to develop and flourish in all aspects of life both business and pleasure.

Prosperous - Promote Colchester to attract further inward investment and additional businesses, Support people to develop the skills needed by employers in the future to take advantage of higher paid jobs being created, Provide opportunities to increase the number of homes available including those that are affordable for local

Thriving - Be recognised as a centre of learning and educational opportunities for young people to make the best of their potential, to work in partnership with public, private and voluntary sectors to achieve more for Colchester than we could on our own

Welcoming - Ensure Colchester is a welcoming and safe place for residents, visitors and businesses, create a business friendly environment, encouraging business start-ups, support to small and medium sized enterprise and offer development in the right locations, make Colchester confident about its own abilities, to compete with the best of the towns in the region to generate a sense of pride.

7. Consultation

- 7.1 As required

8. Publicity Considerations

- 8.1 As required

9. Financial implications

- 9.1 By becoming part of a shared service the cost of the service is projected to reduce. The experience of other shared services formed around the country is that, by pooling resources, partner councils gain more efficient services at lower costs
- 9.2 The Business Case projects that the shared service will reduce the costs for the Building Control Service compared to the 2016/17 budget by approximately £150,000 from £185,000 down to around £34,000 in five years, with further possible savings being anticipated as the partnership establishes itself and if more partners join.

10. Equality, Diversity and Human Rights implications

- 10.1 The formation of a building control shared service is intended to produce a more effective service and as a consequence there should be no adverse impact on any part of the community.

11. Community Safety Implications

- 11.1 There are no particular references to community safety

12. Health and Safety Implications

- 12.1 There are no particular references to health and safety or risk management implications

13. Risk Management Implications

- 13.1 The Council currently faces the risk of its Building Control service facing increasing competition and reduced sustainability which eventually will lead to increased costs for the Council.

Business Case not being delivered has been mitigated by several external checks on the Business Case viability and strong management on costs and income generation.

Background Papers

None

Report of	Head of Commercial Services	Author	Geoff Beales
Title	Colchester Borough Homes Private Sector Leasing Scheme		
Wards affected	All		

This report seeks agreement from Cabinet for actions in support of a Colchester Borough Homes Private Sector Leasing Scheme.

1. Decision(s) Required

- 1.1 To agree that Colchester Borough Council (the Council) can enter into a private sector leasing scheme (the Scheme) for the reasons set out in this report and that Colchester Borough Homes (CBH) can manage the Scheme on behalf of the Council.
- 1.2 To agree to the Council granting non-secure tenancies to tenants occupying properties leased through the Scheme where there is a duty to provide accommodation for people who are homeless or threatened with homelessness.
- 1.3 To delegate decisions regarding the implementation of the scheme to the Head of Commercial Services in consultation with the Portfolio Holder for Housing and Public Protection.

Reasons for Decision(s)

- 2.1 Under the terms of the Management Agreement with CBH, decisions on future opportunities for CBH to expand or develop services need to be approved by Cabinet.
- 2.2 The Council, as the local housing authority, has powers and duties under Part VII of the Housing Act 1996 (as amended) to secure accommodation for households who are homeless.
- 2.3 CBH manages the housing advice and homelessness process on behalf of the Council whilst the duty to provide suitable temporary accommodation remains with the Council.
- 2.4 Private sector landlords can be reluctant to provide accommodation directly to people who are threatened with homelessness. It is intended that the Scheme will be of interest to private sector landlords because the Council will be responsible for the rent and the condition of the properties in accordance with the terms of any lease agreed.
- 2.5 It is intended that the proposed Scheme will reduce the reliance on and the cost of bed and breakfast accommodation at a time when demand for housing options and homelessness services is increasing.

3. Alternative Options

- 3.1 Not to adopt a Private Sector Leasing Scheme and rely on existing temporary accommodation providers and bed and breakfast accommodation both inside and outside the Borough.
- 3.2 Enhance incentives given to private landlords to let their properties to households who are homeless rather than CBC/CBH creating their own scheme. CBH currently manages a Home Finder Scheme, which provides landlords with tenants without a finders/matching fee, and pays the landlord an advance deposit to secure the accommodation on behalf of the tenant. This scheme is unlikely to generate enough properties to address current pressures on the housing options and homelessness service.

4. Supporting Information

- 4.1 CBH manages the housing options function on behalf of CBC. This includes assessment of homelessness applications and the provision of temporary accommodation. This service is coming under growing pressure with housing options for people to whom the Council owes a duty becoming increasingly limited.
- 4.2 Whilst much has been done to improve the Borough's temporary accommodation, some households are still placed in properties which are unsuitable either due to property size or because they have shared bathroom and kitchen facilities. Frequent moves between temporary accommodation is upsetting, particularly for vulnerable households requiring access to GP and social care services and for families with children needing to easily access schools.
- 4.3 The numbers of households living in Bed and Breakfast accommodation is regularly reported and monitored via the CBH Management Agreement Liaison Protocol. At the end of March 2016, 28 households were living in bed and breakfast accommodation, of which 13 were families and 15 were single people. Of these, 24 households were placed outside of the Borough.
- 4.4 A successful Scheme managed by CBH on behalf of the Council represents an opportunity to increase availability of more suitable private sector accommodation to help ensure CBH is able to support the Council fulfilling its statutory homelessness duties.

5. Proposals

- 5.1 The Scheme will be established with lease agreements between Landlords and CBC, occupation agreements will be between CBC and the Tenant, with the Scheme being managed by CBH.
- 5.2 Delegated authority will be established via the Management Agreement in order that CBH are able to manage the lease and the tenancy on behalf of the Council. They will also be responsible for setting up the scheme, administering it and attracting landlords.

6. Strategic Plan References

6.1 The proposals contribute directly to the following Strategic Plan priority areas:

- Provide opportunities to increase the number of homes available including those that are affordable for local people and to build and refurbish our own Council Houses for people in significant need.
- Develop a strong sense of community across the Borough by enabling people and groups to take more ownership and responsibility for their quality of life.
- Create the right environment for people to develop and flourish in all aspects of life both business and pleasure.

7. Consultation

7.1 A Landlords Forum was held on 15 March 2016. An outline of a possible scheme was presented to 28 landlords with accommodation to let in Colchester borough; a good level of interest was shown in letting their properties via this proposed scheme.

8. Publicity Considerations

8.1 A communications plan will be developed to publicise the scheme and generate interest from landlords.

9. Financial implications

9.1 Initial funding to set up the Scheme will be from existing temporary accommodation and homelessness prevention budgets, with Staffing resources also funded from existing budgets.

9.2 Costs arising from tenant arrears, and re-let costs will be covered by the rental income.

9.3 Legal costs relating to individual leases will be borne by the Scheme once it becomes self-financing. Initial costs are included within existing service level agreements.

9.4 There may be unforeseen costs in respect of property damage where the Council is unable to recover the costs from the non-secure tenancy.

10. Equality & Diversity Implications

10.1 The Private Sector Leasing scheme will provide an improved temporary accommodation solution for those who are vulnerable and homeless. Reducing out-of-Borough accommodation placements and the use of Bed & Breakfast and shared accommodation improves opportunity and well-being for those who are homeless. Families with children who are homeless and require temporary accommodation will benefit from improved accommodation options.

10.2

An Equality Impact Assessment on discharging homelessness duty has previously been completed and a link to the document can be found below:

<http://www.colchester.gov.uk/CHttpHandler.ashx?id=7856&p=0>

11. Community Safety Implications

- 11.1 It is anticipated that with the implementation of the scheme there will be a positive benefit for Community Safety by the provision of support to vulnerable clients.

12. Health and Safety Implications

- 12.1 Inspections of the Leased property will be carried out against an agreed standard by the CBC Private Sector Housing team. Copies of gas and electrical safety certificates, heating breakdown cover and an energy performance certificate will be available for each tenancy. Landlords will be required to provide adequate building insurance.

13. Risk Management Implications

- 13.1 The mix and value of properties in the scheme has a large impact on the costs and risks, therefore a balanced portfolio will be the desired objective. It is proposed that 35 properties will be taken on in year 1 and a further 50 properties a year up to a maximum of 150 properties.
- 13.2 Monitoring of the Scheme will be dealt with at the quarterly liaison meetings between CBC and CBH that are held under the Management Agreement. Performance will be measured by a balanced budget and the transition of tenants into more permanent accommodation. The Portfolio Holder for Housing and Public Protection will be updated regularly.
- 13.3 By the development of a property standard which will be inspected by the CBC Private Sector Housing team at the outset of the lease, the standard of the accommodation will be assured.
- 13.4 It should be accepted that tenants who will occupy the leased accommodation will be vulnerable and likely to require more intensive support to manage the tenancy. Through regular visits and inspections, tenants will be supported by the Housing Options Team to maintain the accommodation.

Report of	Assistant Chief Executive	Author	Hayley McGrath 508902
Title	Request for Delegated Authority to Agree New Insurance Contract		
Wards affected	Not applicable		

This report requests that the Cabinet delegate the responsibility for agreeing the new insurance contract to the Portfolio Holder for Resources.

1. Decision(s) Required

- 1.1 To delegate the responsibility for agreeing the new insurance contract to the Portfolio Holder for Resources,

2. Reasons for Decision(s)

- 2.1 The current contracts for insurance expire on 31 July 2016. A tender exercise is therefore currently being carried out by the Council's insurance brokers to obtain quotes for a new package. The results of this exercise are not scheduled to be available from the brokers until late June 2016, which will not allow sufficient time to be able to seek Cabinet approval for the new arrangements, and allow for any potential handover to a new supplier, prior to the expiry of the current contract.

3. Alternative Options

- 3.1 The alternative is to request approval of the new contract at the Cabinet meeting on 13 July 2016. Whilst this would be before the expiry of the current contract it would not allow for any handover arrangements to be put in place, if the supplier changes. This could result in the need for the current suppliers to extend cover for a period of time whilst new working processes are implemented, which they are under no obligation to do.

4. Supporting Information

- 4.1 The current total annual insurance premium is in the region of £650,000.
- 4.2 The Council's insurances are presently split over a number of providers, with one insurer providing the majority of covers and then various other companies providing more specialist insurances. The tender has been split into separate 'lots' for each cover type, which will enable interested providers to quote for either individual policies or the whole contract, depending on the nature of their business. This allows the Council to mix and match policies to put together the most advantageous package in terms of premium and cover levels.
- 4.3 It is anticipated that we will enter into three year contracts, possibly with an option to extend for a further two years.

5. Proposals

- 5.1 It is proposed that once the final analysis and recommendations are received from the brokers a report will be prepared for the Portfolio Holder for Resources requesting authorisation to agree contracts with the relevant insurers.

6. Financial implications

- 6.1 There are no financial implications from running the tender process however there may be increased costs for the new contracts.

7. Equality, Diversity and Human Rights implications

- 7.1 There are no equality, diversity and human rights implications. All insurers will be requested to submit details of their equality and diversity policies as part of the tender.

8. Risk Management Implications

- 8.1 If the request to delegate the authority to a Portfolio Holder is not agreed there is the possibility that the Council will subject to increased operating costs whilst new processes are implemented.

9. Other Standard References

- 9.1 There are no particular references to the Strategic Plan; publicity or consultation considerations; or community safety or health and safety implications, but the maintenance of adequate insurance cover is an important aspect of discharging council services.

Report of	Head of Commercial Services	Author	Graham Lewis
Title	Trading Board Annual Report 2015/16		 508960
Wards affected	ALL		

This report concerns the Trading Board Annual Report 2014/15.

1. Decision(s) Required

- 1.1 To receive and note the Trading Board Annual Report 2015/16 and agree that it be published and promoted.
- 1.2 To note Headlines;
 - On target 'profit' achieved by businesses – Helpline, Bereavement Services Monitoring Centre and Building Control
 - Progress in relation to Strategic Ambitions

2. Reasons for Decision(s)

- 2.1 To note the work that the Trading Board has undertaken in the past municipal year as set out in the Annual Report attached as Appendix 1.

3. Alternative Options

- 3.1 Not to agree publication.

4. Supporting Information

- 4.1 The Annual Report's content and layout was endorsed by the Trading Board and approval of the final report was delegated to the Chairman of the Board and Group Spokespersons.

5. Proposals

- 5.1 That the Trading Board Annual Report 2015/16 be published and promoted after agreement is received from Group spokespersons.

6. Strategic Plan References

- 6.1 This relates to the key themes of Vibrant, Prosperous and Thriving in the new Strategic Plan for 2015-18.

7. Standard References

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

Appendix 1: Trading Board Annual Report 2015/16

Trading Board

Annual Reports 2015/16 - March 2016



Review from the Chair of Trading Board

This is the third Trading Board Annual Report and there has been a further 'step change' in our officers' involvement in commercial opportunities across the Council. This report will update the current position in relation to our core commercial businesses, those we developed Business Plans for in our first year of operation;

- Helpline
- CCTV and Monitoring
- Bereavement Services
- Building Control

We will also introduce some significant advancement in relation to the development of a Building Control Shared Service and the creation of a centralised Events Management service.

Our primary aims remain securing additional income and the management of costs, ensuring the Council is able to retain its ability to deliver front line services whilst facing continued reductions in funding - this year we are pleased to demonstrate our successes in these areas in this report.

Each of the above services has demonstrated an ability to adopt a more sales-focused approach and deliver a commercially competitive service to our customers.

A flexible approach to marketing and communication has also played a significant role in delivering these results together with clear management and excellent employees, dedicated to ensuring that we 'deliver to promise'.

I would like to thank all members of the Trading Board for their ongoing support and advice – it is their experience and enthusiasm for our objectives that have helped us achieve all we have to date.

Councillor Julia Havis
Chair, Trading Board 2015/16

Review from the Strategic Director

I am delighted by the results of the core businesses under the jurisdiction of the Trading Board but as with last year, I am particularly pleased by the continued effect that these businesses are having across the Council. Last year I focused on finance and marketing as services that have positively embraced the commercial ethos. This year I can add ICT, HR and Legal to that list – these central services have all demonstrated a desire to alter their approach and work with commercial services to achieve a shared ambition.

Officers, under the direction of the Trading Board, have continued to be invited to contribute to projects outside their remit, where other managers have spotted a commercial opportunity and require expertise to capitalise on the potential – this is actively encouraged, to enhance those services and help ensure we are able to continue to deliver public services to the residents and businesses of Colchester Borough.

Ian Vipond
Strategic Director

Review of Strategic Ambitions – 2015 – 2018

Last year we introduced the Trading Boards strategic ambition to reaffirm our mission, terms of reference and commitment to promoting economic growth and delivery of the very highest quality businesses. We also sought to become a regional provider of services and extend our geographical reach whilst embracing the Council's Strategic Plan of being 'Vibrant, Prosperous, Thriving and Welcoming', transforming the businesses under our jurisdiction and competing with the private sector.

We introduced 'six pillars' of success around which future plans for the Trading Board are built:

- Customer focus
- Professional staff and systems
- Innovation and responsiveness
- Sound financial management
- Leadership and governance
- Continuous improvement

We would like to update you on our progress against those areas.

Customer focus and determination to put the customer first

Through our businesses we have put our customers at the heart of everything we do and gear our delivery to meeting their individual needs and this year we have introduced new products and services to satisfy some of those needs.

In Helpline we have introduced supply and monitoring of Lone Working devices; introduced 'entry level' response services and augmented the product offer to existing and new customers.

In Bereavement Services we have introduced a new ICT system which provides better record keeping and service booking capability together with the introduction of an on-line memorials design and ordering service.

Professional Staff and Procedures

If our businesses are to reach their true potential we need employees with the necessary skills to support customers, innovate and succeed. We have introduced a clear and flexible training matrix within Helpline to ensure everyone has the skill needed to deliver to promise. We have also been independently audited by commercial auditors Mazars, which tested our systems and our employees and ensured we are delivering to the very highest standards.

Innovation and responsiveness

Our businesses must innovate and find new ways of being at the leading edge of current trends. The product and service innovations in both Helpline and Bereavement have helped stretch the teams responsible and consider the future potential of the business. We will continue to innovate and are considering ways in which the CCTV and monitoring infrastructure can be used to the benefit of CBC but also the local community.

Sound Financial Management

Hand in hand with the financial team we have developed comprehensive forecasting, budgeting and monitoring systems which informs current and future plans.

This year we have confirmed the introduction of a centralised Events Management Service and the hosting of a Building Control Shared Service across a number of Essex local authorities – these decisions are based on sound financial information and clear business planning which alerts us to market opportunities and looks to mitigate risks before the business is set up.

Leadership and Governance

The Trading Board insists on the highest standards of corporate governance, which enable our businesses to operate in the competitive commercial environment. Although we have not yet set up any of our businesses as trading companies, we continue to explore the options and will deliver this option when the time and opportunity is right.

Continuous Improvement

We continuously push the businesses to improve all aspects of service and delivery. We have regular KPI (key performance indicator) information provided by officers which is tested and scrutinised at our regular meetings.

Trading Board Terms of Reference

- a) Consider and review the activities performed by:
 - the commercial services arm of the Council
 - those services generating income of approximately £250,000 or above
 - any trading arms of the Council
 - any partly or wholly owned companies of the Council
- b) Identify and develop any new commercial agreements generating significant income for the Council for approval by Cabinet or Council.
- c) Develop the composition of any new body or bodies created wholly or in part by the Council for commercial purposes including their purpose; governance; operating model; business planning function; risk factors; and to recommend approval for such new arrangements to Cabinet or Council.
- d) Ensure any Council capital investment and/or assets that are to be transferred to or used by an outside body for commercial purposes is properly specified, protected and used by the outside body and recommended to Cabinet or Council for approval.
- e) Consider any proposed new/transfer or sale/purchase of company shares and make recommendations on these for approval by Council.
- f) Identify and recommend to Cabinet or Council major strategic opportunities for procurement of services from other companies, organisations, social enterprises and the voluntary and third sector.
- g) Receive regular reports of procurement agreements entered into including financial and service performance measures against those stated in the contract and bring any concerns or risks as recommendations to Cabinet.



Helpline[®]
There when you need us

Helpline Monitoring and Response Service

Annual Report 2015/16

Our customers have the freedom to live their life in their own home.

Our highly qualified staff provide advice, reassurance and assistance to help customers maintain their independence. We have been delivering this life saving service to thousands of customers for over 20 years.

We are the only Telecare provider in the Essex area to offer both a Monitoring and full Response service enabling our customers to live independently in their own home safe in the knowledge that someone will be onsite quickly to help.

Customers of all ages can benefit from the service for short term needs or ongoing care, giving them and their loved ones a service they can rely on and peace of mind.

Helpline is committed to improving the lives of our customers by providing the highest quality services and products for the community.

What Helpline offers

A personal monitoring and response service at the touch of a button for complete peace of mind.

We can help your loved one stay independent in their own home, and provide reassurance they are safe. Or help you if you are coping with an illness; just come out of hospital or need a bit more support while living alone.

We provide support and peace of mind allowing you or your loved one to live an independent life.

- We're here 24 hours a day, 365 days a year.
- Lightweight portable alarm pendant can be worn around the neck or wrist.
- If anything happens such as a fall or illness strikes, the alarm is activated by pressing the pendant.
- Our highly qualified Helpline staff will assess the situation and arrange appropriate help. This may be calling a family member, GP or our own dedicated Response Team – the only one of its kind in Essex.

We are not just a service for older people, whatever your situation get in touch and see how we can help you or your loved one live a more independent and safe life.

Helpline is free for the first 12 weeks. After this time you can decide whether to continue with us or not.

Book a no-obligation free demonstration in your own home today.

Contact Helpline

Call us on 01206 769779

Email us at: helpline@colchester.gov.uk

Visit the website: www.helplineplus.co.uk

Monitoring Service

Our Monitoring service is also available on its own without the RESPONSE element for less than £4 a week

Last 12 months

How have we performed?

Performance KPI – based on TSA guidelines (telecare services association)

For our lone worker service

%age of calls answered within 60 seconds was 98.79% against guideline of 98.5%

%age of calls answered within 180 seconds was 100% against guideline of 99%

Just Helpline customers

% of Calls Accepted within 60 secs²: 99.12

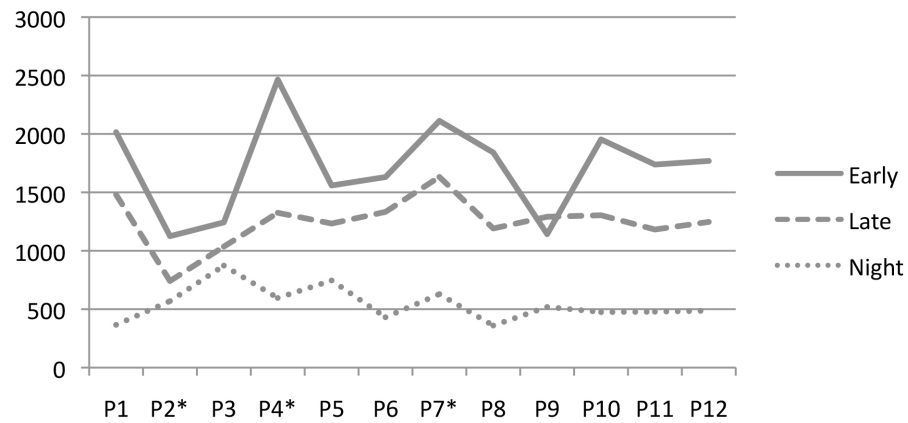
% of Calls Accepted within 180 secs²: 99.94

Helpline customers and all communal alarms including door entry

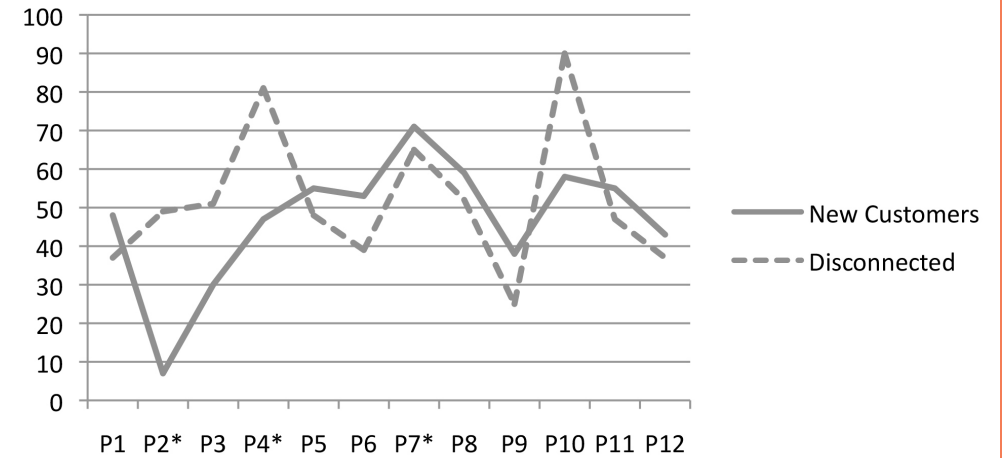
% of Calls Accepted within 60 secs²: 99.02

% of Calls Accepted within 180 secs²: 99.90

Total Landline (Monitoring) Calls to date (asterisk* indicates a 5 week period)

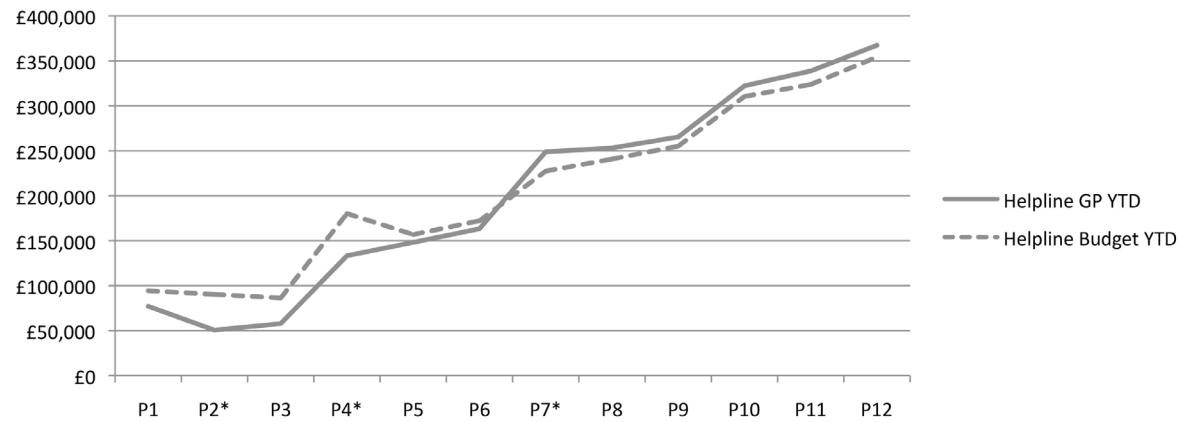


Number of Customers by period



P&L - Position to date (asterisk* indicates a 5 week period)

P&L - Position to date (asterisk* indicates a 5 week period)



Supporting independent living for over 20 years

As part of Helpline's continuing evolvement the service will be looking at increasing its customer base to ensure that more and more local residents are able to enjoy the peace of mind and reassurance that the service provides.

Helpline will continue to work closely with charities and community groups to ensure the level of awareness of the Helpline service is increased.

What our customers said...

Scott Harry

"Colchester Helpline gives me freedom and independence. I don't have to rely on my family and they don't need to check in every day"

Mrs Cole, 82, Colchester

"I wear my personal alarm all the time and recommend it to my friends."

Housing Officer, CB Homes

"Helpline offers us everything we could ask for and more, their solution is tailored to our requirements so we are able to protect our workers and ensure an efficient service."

How it works

Our alarms are easy to use, simply press the button and you will automatically be put through to our trained staff who will look after you.



Step 1
Press the button



Step 2
You will automatically be put through to one of our Colchester based staff



Step 3
Our fully trained staff will respond according to your situation with the appropriate help

Next 12 months - Looking to the future

As part of Helpline's continuing evolvement the service will be looking at increasing its customer base to ensure that more and more local residents are able to enjoy the peace of mind and reassurance that the service provides.

Helpline will continue to work closely with charities and community groups to ensure the level of awareness of the Helpline service is increased.

New services for 2016/17

Reassurance calls

Advances in technology mean that multiple reminder calls can be made automatically. Whether it's a reminder to take medication, a wake-up call or a welfare check, there can be made more efficiently.

Mobile technology

With advances in mobile technology alarms will become more flexible allowing users to take their alarm out of their home and continue to be covered whilst walking to the shops or visiting friends and relatives. Helpline will be looking to introduce mobile alarms during the next 12 months. (generic picture of a large button mobile)

Mobile technology will also allow alarms to be installed where no land line is present offering further flexibility for customers.

The use of Bluetooth technology will also allow a wider variety of devices to be linked to the alarms including watches and keyrings, which will offer customers extra reassurance whilst looking like everyday objects.

Contact us

If you have family, friends or neighbours who would benefit from the service and you would like to find out more, please call us on 01206 769779 or visit www.helplineplus.co.uk



Helpline

Helpline Monitoring and
Response Service
Annual Report 2015/16



CEMETERY AND CREMATORIUM ANNUAL REPORT 2015-16

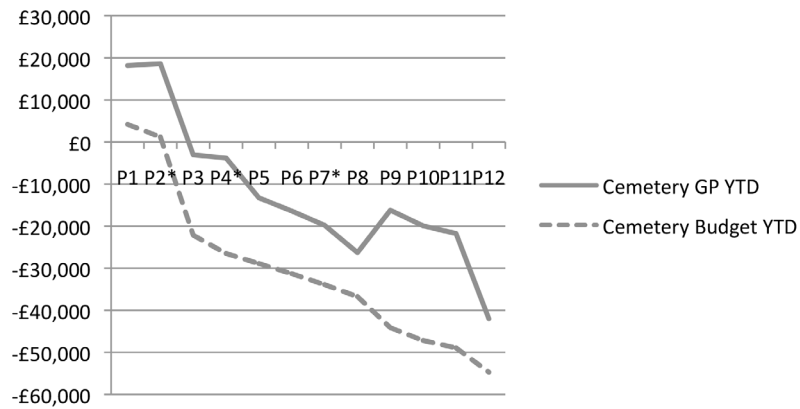
CEMETERY AND CREMATORIUM ANNUAL REPORT

The beautiful cemetery was opened in 1856, and is full of mature trees and marvellous Victorian headstones. Over 64,000 people have been buried here since the cemetery opened. The 64 acres are home to a wide diversity of flora and fauna, from barn owls to badgers, and foxes to fungi. The grounds are lovingly tended by a team of contracted gardeners. Nestling in the heart of the old cemetery, one of the cemetery chapels

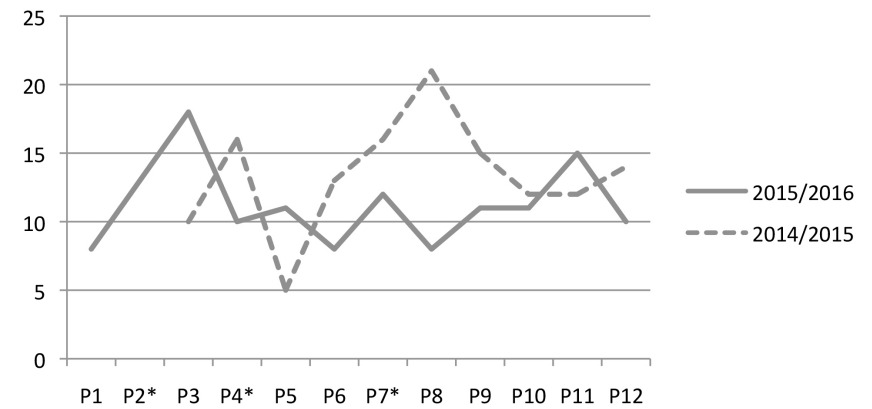
has been opened as a florist and attractive tea room, run by tenants. The crematorium opened in 1957. Surrounded by the beautiful six acre Garden of Remembrance, the elegant chapel seats a congregation of 120, and also boasts a capacious waiting suite, a Book of Remembrance room and Prayer room which are open every day of the year.



Cremations and Interments (asterisk* indicates a 5 week period)

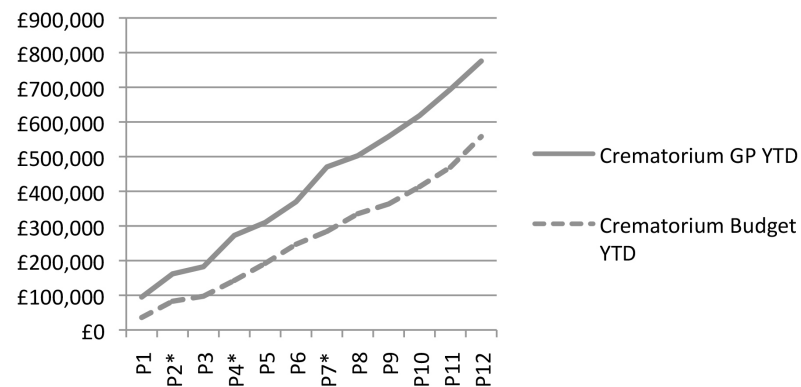


Interments

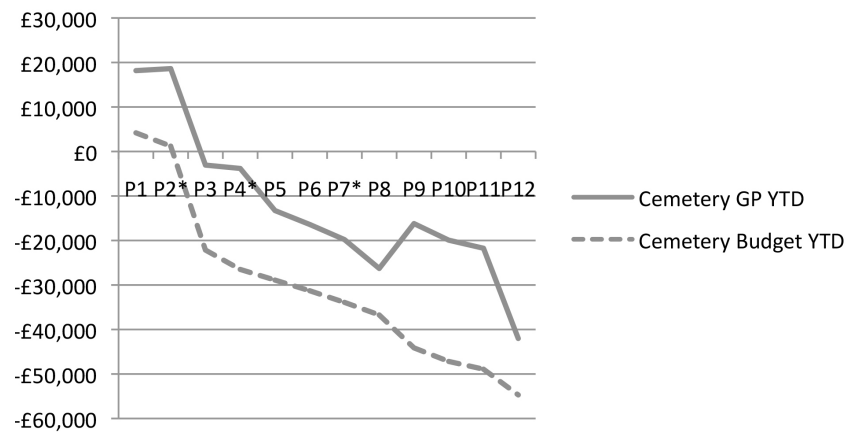


P&L - Position to date (asterisk* indicates a 5 week period)

P&L - Position to date (asterisk* indicates a 5 week period)



Crematorium Gross Profit



CEMETERY AND CREMATORIUM ANNUAL REPORT

New Epilogue computer system

A complete upgrade of the computer system that runs the administrative and finance handling functions for the service. This has been a significant exercise taking over 12 months to ensure the bespoke software is fit for purpose.

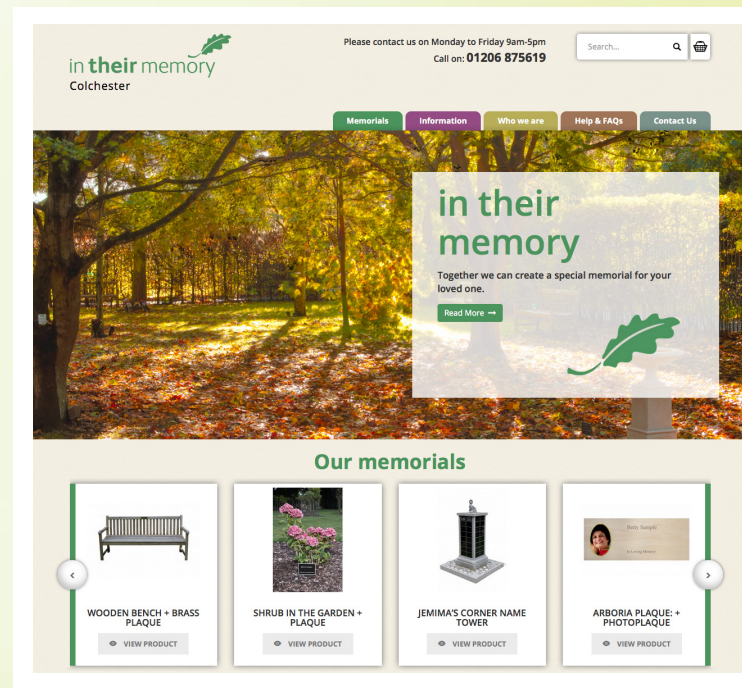
New memorials

Each year a number of new products are added to the range of memorials on offer.

We work closely with a number of suppliers to ensure we are offering a range of products for our customers.

New memorial website

We are developing a website that allows the online purchase of memorials. This allows customers the opportunity to make sensitive purchases in private.



A sample of 62 Cemetery and Crematorium customers was contacted, resulting in 35 responses for both Funeral Directors and members of the public: 14 Funeral Directors and 21 members of the public (56% overall response rate).

Customers' satisfaction with the Cemetery and Crematorium staff and staff attitude is outstanding, 35 out of 35 customers or 100%. (Funeral Directors + members of the public) rating staff attitude at four and five on a 1-5 scale (1 meaning very poor and 5 meaning excellent).

35 out of 35 (100%) Cemetery and Crematorium customers (Funeral Directors + members of the public) felt staff listened to them and acted upon their comments.

21 out of 21 (100%) members of the public we spoke to agreed that staff always explained what was going on with their enquiry.

When you phone with a query how confident are you that it will be handled well?

12 out of 14 Funeral Directors said that they are 'very confident' that when they phone with a query it will be handled well, while two out of 14 said they are 'confident'.

If you have spoken to the Crematorium office before, how often do you usually get answers to your enquiries?

14 out of 14 Funeral Directors said they get their answers 'very quickly'.

Nine out of 21 members of the public said they usually get answers to their enquiries 'quickly', while 12 out of 21 said they get their answers 'very quickly'.

Was the staff member professional and well informed?

35 out of 35 (100%) Cemetery and Crematorium customers (Funeral Directors + members of the public) said they thought the Cemetery and Crematorium staff was professional and well informed.



How knowledgeable was the member of staff you spoke to?

12 out of 14 Funeral Directors said that the member of staff they spoke to was very knowledgeable while two Funeral Directors described the member of staff they spoke to as knowledgeable.

How would you rate the overall handling of your enquiry?

21 out of 21 (100%) members of the public rated the overall handling of their enquiry at four and five

(on a scale from 1-5, 1 meaning poor and 5 meaning excellent)



Next 12 months

Land Extension

Due to the age of the cemetery some sections are close to capacity. An area of land adjacent to the current cemetery was identified a number of years ago for expansion and has now been through the relevant planning processes. This will give the cemetery 15-20 years further capacity. This will be operational from April 2016.

Colchester
Cemetery and
Crematorium

The Willows



CEMETERY AND CREMATORIUM ANNUAL REPORT

2015-16
Page 61 of 132



Colchester Borough Council **Town Centre CCTV System**

Basic Aims of the CCTV system

The overall aim of using CCTV is to make the areas of Colchester Town Centre safer for the general public.

OBJECTIVES OF THE SCHEME

The objectives of the Town Centre CCTV System as determined by Colchester Borough Council and Essex Police that form the lawful basis for the processing of data are:

- To assist in the overall management of Colchester Town Centre, to make the town centre more attractive for residents and visitors, and to encourage more people to use its facilities at all times of the day
- To help reduce the fear of crime, improve and maintain public confidence among users of the town centre
- To enhance community safety, assist in developing the economic well-being of the town centre area and encourage greater use of the Town Centre by providing an environment in which business and enterprise can flourish without the disruption of criminal activity and anti-social behaviour.
- To help deter and detect crime and anti-social behaviour in the town centre
- To combat fear of crime in the town centre through improving crime prevention and detection
- To enable digital recordings to be made from all cameras to help identify offenders and provide usable evidential material for court proceedings
- To assist the local authority in its enforcement and regulatory functions within Town Centre area
- To assist in Traffic Management
- To assist in the training of CCTV operators, the Police and others involved in the use of the CCTV system
- To provide 24 hour surveillance of public areas, public car parks and council property, including street furniture.



PURPOSE OF COLCHESTER BOROUGH COUNCIL TOWN CENTRE CCTV SYSTEM

The purpose of this CCTV system is to monitor public places within Colchester town Centre in order to provide assistance with the following:

1. the prevention and detection of crime and provision of court/tribunal evidence
2. the maintenance of public order
3. the reduction of anti-social behaviour, nuisance and vandalism
4. the enhancement of a sense of safety by the public
5. the identification of traffic problems where public safety is at risk
6. the provision of appropriate information for town centre management.
7. the training of CCTV staff and Police officers
8. the provision of evidence for proceedings

BASIC FUNCTIONS OF THE CCTV SYSTEM

These aims will be aided through the provision of the CCTV system being:-

1. a deterrent to criminal and anti-social behaviour
2. under 24 hours recorded surveillance
3. a visual guide allowing an assessment of the Police response to incidents
4. a provider of evidence for court proceedings
5. able to assist in the training of CCTV operators and Police staff.

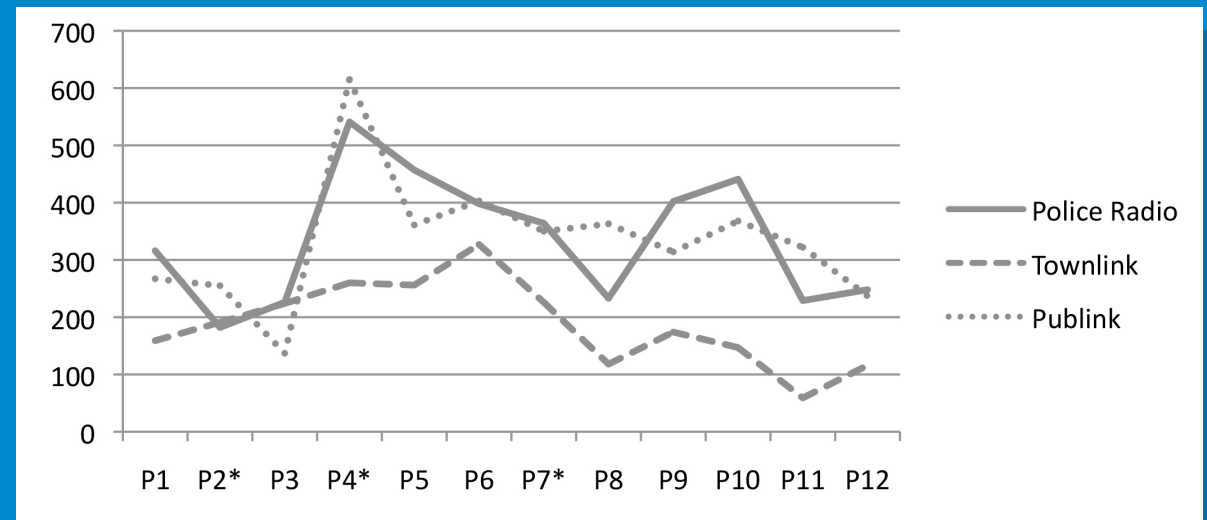
Colchester operates their cameras in line with the Home Office Surveillance Camera Code of Practice, which includes the following 12 guiding principles.

1. Use of a surveillance camera system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need.
2. The use of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified.
3. There must be as much transparency in the use of a surveillance camera system as possible, including a published contact point for access to information and complaints.
4. There must be clear responsibility and accountability for all surveillance camera system activities including images and information collected, held and used.
5. Clear rules, policies and procedures must be in place before a surveillance camera system is used, and these must be communicated to all who need to comply with them.
6. No more images and information should be stored than that which is strictly required for the stated purpose of a surveillance camera system, and such images and information should be deleted once their purposes have been discharged.
7. Access to retained images and information should be restricted and there must be clearly defined rules on who can gain access and for what purpose such access is granted; the disclosure of images and information should only take place when it is necessary for such a purpose or for law enforcement purposes.
8. Surveillance camera system operators should consider any approved operational, technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards.
9. Surveillance camera system images and information should be subject to appropriate security measures to safeguard against unauthorised access and use.
10. There should be effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with in practice, and regular reports should be published.
11. When the use of a surveillance camera system is in pursuit of a legitimate aim, and there is a pressing need for its use, it should then be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value.
12. Any information used to support a surveillance camera system which compares against a reference database for matching purposes should be accurate and kept up to date.

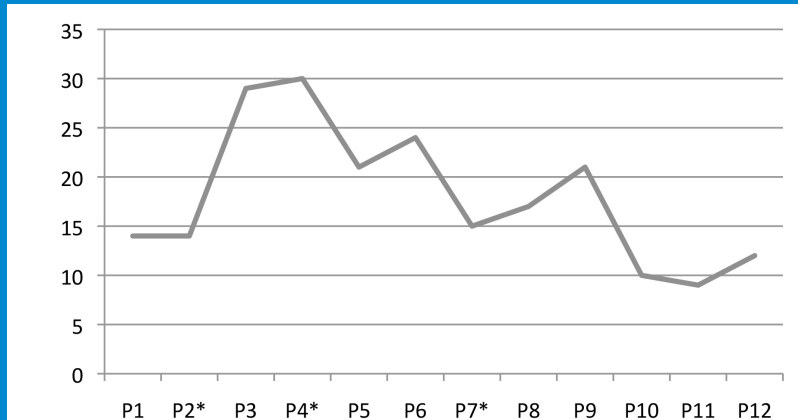
CCTV Requests (asterisk* indicates a 5 week period)

CCTV stats

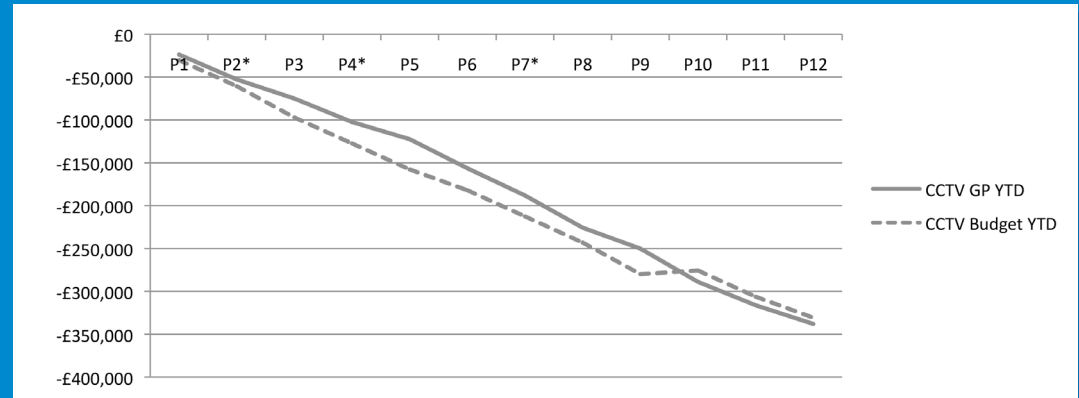
The number of times that CCTV assists via Radio with the Police, local shops (town link) and night time economy (pub link) each month



CCTV Assisted with an arrest and request for footage



P&L - Position to date (asterisk* indicates a 5 week period)



INDEPENDENT CHECKING – LAY VISITOR

A Lay Visitor periodically attends the CCTV room unannounced to check that the system is being used in accordance with the Code of Practice. This is a voluntary position and the post-holder has unlimited access to the majority of records and all discs currently held within the system.

Independent Audit –

The CCTV service has been independently audited by Mazars using the criteria of the Security Systems and Alarms Inspection Board (SSAIB)

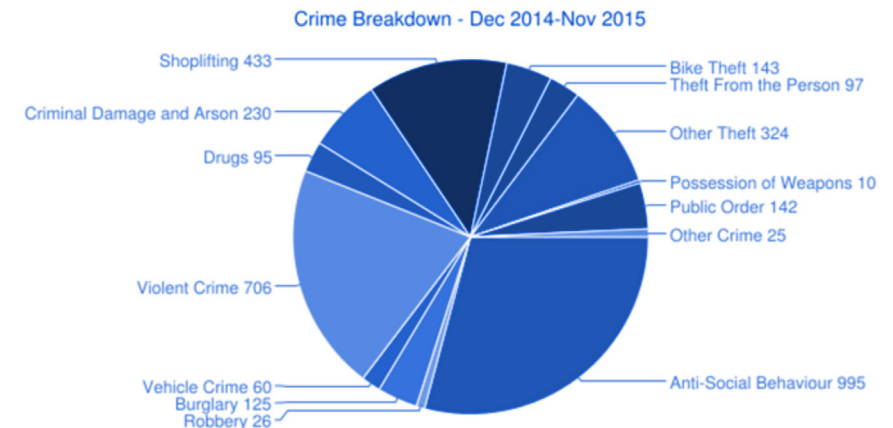
Last 12 months

Over the last 12 months a programme of camera upgrades has started. This will improve the image quality and further improve night time picture quality. To date 15 cameras have been replaced.

Next 12 months

The programme to replace cameras will continue throughout the year to ensure that they offer best value for money for crime prevention and public safety.

General Colchester Crime Statistics





CCTV
COLCHESTER BOROUGH COUNCIL
ANNUAL REPORT



Building Control Annual Report 2015/16

What goes on in Building Control?

We provide free confidential and independent technical advice on a range of building regulation related matters including: means of escape from fire, energy conservation, access for the disabled, dangerous buildings and structures and general building construction.

- **Our staff are qualified and experienced to give advice on most building regulation related matters. If we are unable to give specialist advice direct, we will refer you to someone who can.**
- **We enforce the Building Regulations throughout the Colchester Borough area.**
- **We deal with dangerous structures and demolitions.**
- **We are part of the safety team helping to ensure safety at sports grounds such as Colchester United Football Club's ground.**

Colchester Borough Building Control is committed to providing a fast, proactive, customer focused service for our clients and the residents of the Borough. We offer a combination of the traditional values of public service, independence and accountability with a modern flexible approach to ensure the smooth progress of any project large or small. We strive to maintain the highest professional standards and business ethics in our approach to administering the requirements of the regulations.

Our aim is to help users of the service to achieve compliance with the Building Regulations in the most cost effective manner whilst maintaining their original design concept. To this end we are happy to provide free pre submission advice and work with you to develop your scheme, which with larger projects can result in considerable cost savings. We have close links with other Local Authority services including Essex County Fire and Rescue and are able to offer the development team approach which is unique to Local Authority Building Control.

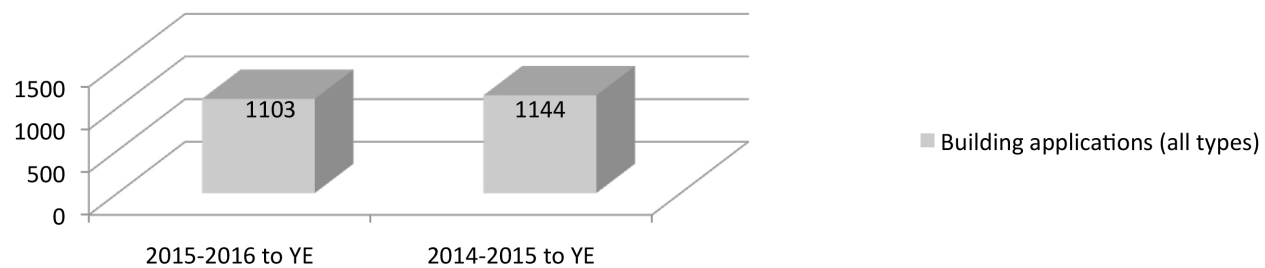
Results for the last 12 months

Graphs from TB Report for year end 15/16 with commentary on number of applications, financial performance.

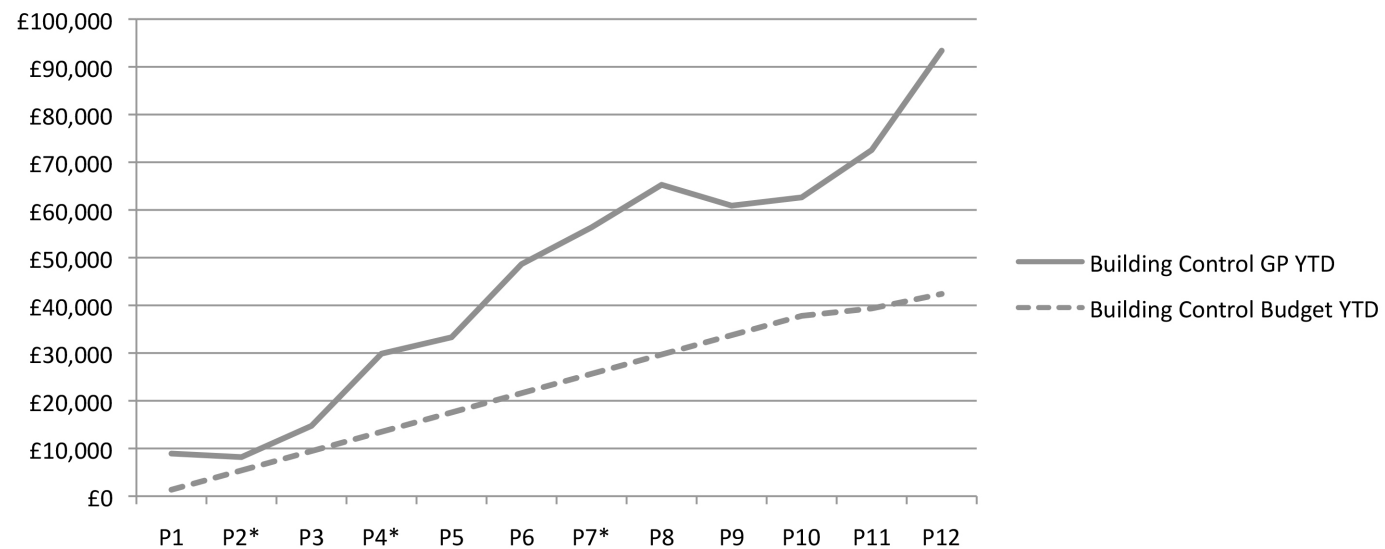
Results for the last 12 months

Total applications to date (all types)

Building applications (all types)



P&L - Position to date (asterisk* indicates a 5 week period)



The future of Building Control in Colchester and beyond

Over the last 18 months, eight Essex local authorities have been working together to consider the creation of an Essex wide Building Control Shared Service. This will mean the creation of a single provider of Building Control and associated services across north and central Essex, delivering excellent customer service with a resilient team able to compete with independent Approved Inspectors on a much larger scale.

In December, after the submission of a comprehensive bid, Colchester was awarded the position of Host Authority, meaning that the setting up and running of new service will be the responsibility of officers, under the guidance of the Trading Board.

Colchester's officers have been involved in leading a number of work streams to bring together the core elements of this exciting opportunity including Finance, Governance, HR, Business Systems and ICT, Business Process Reengineering and Operations. In order to compete within this competitive market we will need to be at the leading edge of delivery and customer service.

Work will continue into next financial year and the participating local authorities will obtain the necessary approval from their Cabinet/Council to be part of this exciting and ambitious project.



BUILDING CONTROL
COLCHESTER BOROUGH COUNCIL
ANNUAL REPORT

Report of	Assistant Chief Executive	Author	Richard Clifford
Title	Appointments to External Organisations and Council Groups		
Wards affected	Not applicable		

This report concerns the appointment of representatives to external organisations and Council groups.

1. Decision(s) Required

- 1.1 To agree representatives for the Municipal Year 2016/2017 to the various external organisations and Council groups listed in Appendix A, such appointments to cease if the representatives cease to be members of the Council during the year. Please note the Appendix A will be published in the Supplementary Agenda.
- 1.2 To confirm that those Councillors who are not members of the Council groups for the Municipal Year 2016/2017 be confirmed as a pool of members able to act as substitute members on Council groups, in accordance with the normal requirements relating to substitute members set out in the Council's Constitution.
- 1.3 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.
- 1.4 To note the reports from appointees to external organisation and council groups about the work undertaken in 2015-16, as set out in Appendix B.

2. Reasons for Decision(s)

- 2.1 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.

3. Alternative Options

- 3.1 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.

4. Supporting Information

- 4.1 An exercise has been conducted to review the organisations and groups to which the Council has made appointments in the past. The IAA Member Working Group and Member Partnership Board have been superseded by the Essex Waste Partnership and it is no longer proposed to make an appointment to the Cory Environmental Trust as this is currently in process of being wound up. The Council's appointments to Firstsite, the

Arts Centre and Colchester Presents CiC Board are now included in the list of appointments.

4.2 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.

4.3 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 2015-16 municipal year is attached at Appendix B.

5. Financial implications

5.1 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.

6. Strategic Plan References

6.1 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..

7. Publicity Considerations

7.1 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.

8. Equality, Diversity and Human Rights Implications

8.1 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.

9. Risk Management Implications

9.1 Councillors fulfilling external and partnership appointments need to have regard to the information and advice contained within the 'Guidance for Members on Outside Bodies', a copy of which is in the Members' Room for reference.

10. Community Safety and Health and Safety Implications

10.1 None

young

Organisations / Groups requiring formal appointment				
Organisation	Representatives for 2016/17	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]	Leader of the Council (voting member) – Cllr Smith Substitute member) – Cllr Feltham Observers – Cllrs B. Oxford, Davies and T. Young	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 De Abreu, Member Services Local Government Association Local Government House Smith Square London SW1P 3HZ fatima.deabreu@local.gov.uk Tel: 020 7664 3136 Fax: 020 7664 3030	Relevant to all strategic priorities

East of England Local Government Association	<p>Leader of the Council – Cllr Smith</p> <p>Substitute member – Cllr Feltham</p>		<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 <p>The LGIU is an independent research and information organisation.</p>	<p>Leader of the Council - Cllr Smith</p>	<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>Chris Naylor Head of Partnerships Third Floor 251 Pentonville Road London N1 9NG</p> <p>020 7554 2800</p> <p>Chris.naylor@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>Portfolio Holder for Business, Leisure and Opportunities – Cllr Feltham</p> <p>Cllr Smith (substitute member)</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 Haven Gateway Partnership 8 & 9 St Peters Court St Peters Street Colchester Essex CO1 1WD</p> <p>Tel: 01206 713611 Mobile: 07930843276 Main Number: 01206 764778 Email: steve.clarke@haven-gateway.org</p> <p>Officer contact - Ian Vipond, tel 282717</p>	<ul style="list-style-type: none"> Promote Colchester to attract further inward investment and additional businesses, providing greater and more diverse employment and tourism opportunities.
<p>Essex Waste Partnership</p>	<p>Portfolio Holder for Waste and Sustainability – Cllr Graham</p> <p>Substitute member: Portfolio Holder for Resources – Cllr Cory</p>		<p>Ian Myers Senior Committee Officer – Corporate Law and Governance Essex County Council Chelmsford CM1 1QH</p> <p>ian.myers@essex.gov.uk Tel: 01245 430481</p> <p><u>Officer Contact:</u> Chris Dowsing Group Manager – Recycling, Waste and Fleet Chris.dowsing@colchester.gov.uk Tel: 01206 282752</p>	<ul style="list-style-type: none"> Improve sustainability, cleanliness and health of the place by supporting events that promote fun and well-being.

<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>Portfolio Holder for Sae Communities and Licensing – Mike Lilley</p> <p>Substitute member:- Cllr Feltham</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>Matthew Young Head of Operational Services Street Services</p> <p>matthew.young@colchester.gov.uk 01206 282902</p> <p>Partnership Officer contact:- Richard Walker Parking Partnership Group Manager, Delivery Point 12 01206 282708 www.parkingpartnership.org parking@colchester.gov.uk</p>	<ul style="list-style-type: none"> • Ensure traffic infrastructure keeps pace with housing growth to keep the borough moving; • Ensure Colchester is a welcoming and safe place for residents, visitors and business with a friendly feel that embraces tolerance and diversity.
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<p>Essex County Travellers Unit (ECTU) - a partnership with Essex County Council, Police, Fire Brigade and other local authorities. The aim of the ECTU is to deliver an efficient, effective and consistent approach to service provision across the county. The unit fulfils the council's responsibilities for gypsies/ travellers.</p>	<p>Portfolio Holder for Housing and Public Protection – Cllr Bourne</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>Stephen Andrews Essex Countywide Traveller Unit Manager Environment, Sustainability & Highways</p> <p>Essex County Council telephone: 01245 437645 extension: 51645 email: stephen.andrews@essex.gov.uk </p>	<ul style="list-style-type: none"> • Develop a strong sense of community across the borough by enabling people and groups to take more ownership and responsibility for their quality of life.
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<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>Richard P Beauchamp Vice Chair Campaign to Protect Rural Essex RCCE House Threshelfords Park Inworth Road Feering, Colchester CO5 9SE</p> <p>office@cpressex.org.uk Tel/Fax: 01376 572023</p>	<ul style="list-style-type: none"> • Develop a strong sense of community across the borough by enabling people and groups to take more ownership and responsibility for their quality of life. • Cultivate Colchester's green spaces and opportunities for health, wellbeing and the enjoyment of all.
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<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>Cllrs Chapman, D. Ellis, Hogg and Liddy</p>	<p>Page 87 of 132</p>	<p>Owen Howell Board Assurance Officer HR & Governance Team Colchester Borough Homes Tel: (01206) 282518</p> <p>Officer contact: Gareth Mitchell tel 506972</p>	<ul style="list-style-type: none"> • Provide opportunities to increase the number of homes available including those that are affordable for local people and to build and refurbish our own Council houses for people with significant need. • Develop a strong sense of community across the borough by enabling people and groups to take more ownership and responsibility for their quality of life.
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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>Portfolio Holder for Business, Leisure and Opportunities – Cllr Feltham</p> <p>(Plus officer member – Lucie Breadman, Head of Community Services)</p>		<p>Lee Bailey Integrated Workforce Manager Head of Locality Commissioning – North East North East Commissioning Hub, Essex House, 200 The Crescent, Colchester Business Park, Colchester, Essex CO4 9YQ Phone 01206 222440 Mobile 07824867641 Email: lee.bailey@essex.gov.uk</p> <p>Officer contact – Lucie Breadman Tel: 282726 Delivery Point 4</p>	<ul style="list-style-type: none"> • Ensure Colchester is a welcoming and safe place for residents, visitors and businesses with a friendly feel that embraces tolerance and diversity.
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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>Cllr Graham</p> <p>Executive Director – Ian Vipond</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>	<ul style="list-style-type: none"> • Develop a strong sense of community across the borough by enabling people and groups to take more ownership and responsibility for their quality of life. • Improve sustainability, cleanliness and health of the place by supporting events that promote fun and wellbeing.
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Safer Colchester Partnership - Responsible Authority Group	<p>Portfolio Holder for Safer Communities and Licensing – Cllr Lilley</p> <p>Pam Donnelly – Executive Director.</p>	<p>Full voting rights</p>	<p>Melanie Rundle, Communities Initiative Manager</p> <p>melanie.rundle@colchester.gov.uk Tel (01206 282104)</p>	<ul style="list-style-type: none"> • Ensure Colchester is a welcoming and safe place for residents, visitors and businesses with a friendly feel that embraces tolerance and diversity..
Colchester Hospital University NHS Foundation Trust	<p>Cllr Chuah</p>		<p>Tammy Diles Assistant to Trust Chair / Ft Engagement Manager Colchester Hospital University NHS Foundation Trust Turner Road Colchester</p> <p>01206 742347</p> <p>tammy.diles@colchesterhospital.nhs.uk</p>	<ul style="list-style-type: none"> • Be clear about the major opportunities to work in partnership with public, private and voluntary sectors to achieve more for Colchester than we could on our own. • Improve sustainability, cleanliness and health of the place by supporting events that promote fun and wellbeing.

<p>Colchester and Ipswich Joint Museums Committee</p> <p>To develop and implement a joint museum service for Colchester and Ipswich</p>	<p>Portfolio Holder with responsibility for Culture and Regeneration – Cllr T. Young</p> <p>Portfolio Holder for Customers – Cllr B. Oxford</p> <p>Substitute member: Portfolio Holder for Business, Leisure and Opportunities – Cllr Feltham</p>		<p>Bill Seaman, Colchester and Ipswich Museum Manager, Community Services bill.seaman @colchester.gov.uk 01206 282930</p>	<ul style="list-style-type: none"> • Making more of Colchester's great heritage and culture so that people can enjoy them and draw inspiration for their creative talents. • Promote Colchester's heritage and wide ranging tourism attractions to enhance our reputation as a destination.
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<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>Cllrs Chapman and Arnold</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>Katherine Potts, Project Manager Dedham Vale (AONB) and Stour Valley Project c/o Suffolk County Council Endeavour House 8 Russell Road Ipswich IP1 2BX</p> <p>Tel: 01473 264263 Fax: 01473 2168 89 Mobile: 07971 909648/9 E:mail Dedhamvale.project@suffolk.gov.uk</p> <p>Officer contact – Adam John, Tel: 282472 Delivery Point 8</p>	<ul style="list-style-type: none"> • Cultivate Colchester's green spaces and opportunities for health and wellbeing and the enjoyment of all. • Promote Colchester's heritage and wide ranging tourism attractions to enhance our reputation as a destination.
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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>Portfolio Holder for Resources – Cllr Cory</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>	<ul style="list-style-type: none"> • Improve sustainability, cleanliness and health of the place by supporting events that promote fun and wellbeing.
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Colchester Arts Centre	Cllr Higgins		<p>Anthony Roberts Director Colchester Arts Centre Church Street Colchester Essex CO1 1NF</p> <p>Officer contact – Claire Taylor, Visitor and Cultural Services Team Leader - T 01206 282920 Claire.taylor@colchester.gov.uk</p>	<ul style="list-style-type: none"> • Make more of Colchester's great heritage and culture so that people can enjoy them and draw inspiration for their creative talents' • Promote Colchester's heritage and wide ranging tourism attractions to promote our reputation as a destination
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Firstsite	Portfolio Holder for Culture and Regeneration – Councillor Tim Young		<p>Sally Shaw Director Lewis Gardens High Street Colchester CO1 1JH</p> <p>Officer contact – Claire Taylor, Visitor and Cultural Services Team Leader - T 01206 282920 Claire.taylor@colchester.gov.uk</p>	<ul style="list-style-type: none"> • Make more of Colchester's great heritage and culture so that people can enjoy them and draw inspiration for their creative talents' • Promote Colchester's heritage and wide ranging tourism attractions to promote our reputation as a destination
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<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>Cllr Barton</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>	<ul style="list-style-type: none"> • Make more of Colchester's great heritage and culture so that people can enjoy them and draw inspiration for their creative talents' • Promote Colchester's heritage and wide ranging tourism attractions to promote our reputation as a destination.
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<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>Cllr Feltham Strategic Director – Ian Vipond</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>Promote Colchester Town Centre to attract further inward investment and additional businesses, providing greater and more diverse employment and tourism opportunities.</p> <ul style="list-style-type: none"> • Improve sustainability, cleanliness and health of the place by supporting events that promote fun and wellbeing.
<p>Member Development Group</p> <p>Council Group constituted to assist in the formulation, implementation, monitoring and evaluation of member development strategies.</p>	<p>Portfolio Holder for Resources – Cllr Cory Cllrs T. Higgins, Harris, J. Maclean, G. Oxford</p>		<p>Richard Clifford, Democratic Services Officer. richard.clifford@colchester.gov.uk 01206 507832</p>	<ul style="list-style-type: none"> • Supports members to meet all strategic priorities

<p>Police and Crime Panel</p> <p>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.</p>	<p>Portfolio Holder for Safer Communities and Licensing – Cllr Lilley</p> <p>Substitute member: Cllr T. Young</p>		<p>Colin Ismay Governance Team Manager Finance Essex County Council Telephone ddi 01245 430396 Extn 20396 Email: colin.ismay@essex.gov.uk www.essex.gov.uk</p>	<ul style="list-style-type: none"> • Ensure Colchester is a welcoming and safe place for resident, visitors and businesses with a friendly feel that embrace tolerance and diversity.
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Outside Body	Essex Waste Partnership Board	
Representative/s	Cllr Graham Cllr Cory(substitute member)	Officer: Chris Dowsing
No. of meetings	Held in 2015-16: 7	Attended: 7
Comments	<p>To address issues such as: Purpose of the Group.</p> <p>For the Portfolio Holders of each authority in Essex, Districts, Borough's and County to come together to share knowledge, experience and monitor performance against the Joint Municipal Waste Strategy for Essex.</p> <p>Work in 2015/16 The Partnership Board currently has a mandate from the Leaders and Chief Executives Board to progress with exploring what improvements could be made to the collection and disposal of waste throughout the County.</p> <p>The Board is exploring options based on its agreed vision</p> <ul style="list-style-type: none"> • To provide integrated waste collection and disposal services which are affordable and sustainable in a financial climate of reduced central government funding; • To provide waste management services which incentivise waste reduction and encourage higher levels of recycling; • To provide waste management services which are efficient, reliable and provide best value to the Essex Council Tax payer by working together and maximising the use of available assets and resources <p>Other members</p> <p>All Essex Authorities, Southend and Thurrock</p>	
Issues arising or Action required	<p>The work arising from the Leaders and Chief Executives Board is ongoing and is being delivered through both the Officer Delivery Group and the Waste Partnership Board.</p>	

Outside Body	Haven Gateway Partnership	
Representative/s	Cllr Smith	Officer: Adrian Pritchard
	Cllr Frame (substitute member)	Ian Vipond Substitute officer
No. of meetings	Held in 2015-16: 5	Attended: Ian or Adrian attended all meetings
Comments	<p>To address issues such as</p> <p>Purpose of the Group.</p> <p>Through advocacy and project work to:</p> <ul style="list-style-type: none"> • deliver a thriving economy in a high quality environment for the sub-regions residents and visitors, by capitalising on its location as a key gateway, • bring partners together on a collaborative basis to secure appropriate recognition of the sub region's potential for growth and need for investment • seek improvements to the key rail, road and technical infrastructure, and to represent the sub-region on the SE Local Enterprise Partnership, • support a range of business opportunities around ports and logistics, small and medium sized enterprises (SME's) innovation and technology <p>Work in 2015/16</p> <ul style="list-style-type: none"> • The A120 Campaign – As a key strategic route across North Essex linking Stansted Airport to Harwich International Port it requires significant improvement, including a fully duelled route, to prevent it from being a constraint on a corridor of high growth. The campaign is collecting economic and traffic evidence as well as producing campaign literature. • Other key matters have been the input into the SE LEP and particularly the LEP's bids to government for funding and to the EU funding which is being accessed via the LEP. Linked to that is the standing of Colchester projects within the SE LEP Strategic Economic Plan (SEP) and the Essex Integrated Growth Forum(IGF) priority list for future bids . • The completion of the Low Carbon Freight Dividend Project – Delivering a European funded project (£3m) to encourage SME's to switch containerised cargos from the road to rail so reducing heavy road goods traffic and their carbon footprint. 	

	<p>Other members</p> <p>The Haven Gateway Partnership Board is a public/private partnership currently comprising the following subscribing members:</p> <p>Essex County Council</p> <p>Braintree District Council</p> <p>Colchester Borough Council</p> <p>Tendring District Council</p> <p>Maldon District Council</p> <p>Mid Suffolk District Council</p> <p>Babergh District Council</p> <p>BT</p> <p>Hutchison Ports UK</p> <p>Harwich Haven Authority</p> <p>University of Essex</p> <p>Essex Chambers of Commerce</p>
<p>Issues arising or Action required</p>	<p>There are a range of issues connected to the Partnership's objectives and to current work which requires on going contributions and input. The future of the SE LEP, access to EU funding and input into the Greater Essex Business Board are on-going issues which require a HGP input.</p> <p>The second key issue is the growing A120 campaign to get Government support to see major improvements on the road between Braintree and Colchester and then also on the route around the A12 then to Harwich. Substantial work is being done to collect the evidence to support the campaign which also includes co-ordinating various groups, business and political representatives to lobby for improvements.</p> <p>There is substantial growing co-operation across HGP connected to the 'duty of co-operation' between Planning Authorities.</p>

Outside Body	North Essex Parking Partnership: Joint Committee	
Representative/s	Cllr Graham Substitute member – Cllr Feltham	Officer: Matthew Young
No. of meetings	Held in 2015-16 4	Attended: 18 th June; 29 th October; 17 th December 2015 and 17 th March 2016
Comments	<p>Purpose of the Group To direct the work of the NEPP under the terms of the Joint Committee Agreement</p> <p>Work in 2015/16 Agreed and monitored NEPP budgets and agreed reserves policy Authorised purchase of 'Parksafe' vehicle and Body Worn Cameras Monitored operational performance Agreed Traffic Regulation Order schemes and spend Carried out comparison with South Essex Parking Partnership Agreed Digital & Social Media policy Agreed operational arrangement with Tendring DC</p> <p>Other members Executive Members from Tendring; Epping Forest; Braintree; Uttlesford and Harlow District Councils</p>	
Issues arising or Action required	None	

Outside Body	Police and Crime Panel	
Representative/s	Cllr T. Young	Officer: Colin Ismay
No. of meeting	Held in 2015/16 5	Attended: 5
Comments	<p>To address issues such as:</p> <p>Purpose of the Group</p> <ol style="list-style-type: none"> 1. To scrutinise the work of the Police and Crime Commissioner, exercising the function as a critical friend, in support of the Commissioner. 2. To review and produce a report on the proposed appointment of the Chief Constable. 3. To hold a confirmation hearing, and produce a report or recommendations (as necessary) in respect of proposed senior appointments made by the Commissioner. 4. To scrutinise the proposed precept and make recommendations. If not satisfied with the precept the Panel can veto it, provided there is a two thirds majority in agreement. The Commissioner will then have to respond to the Panel and publish the response. 5. To review the Commissioner's Police and Crime Plan, and produce and publish a report or make recommendations on the Plan. 6. With regard to the Commissioner's annual report, produced in accordance with section 12 of the Police Reform and Social Responsibility Act 2011, to question the Commissioner at a public meeting and scrutinise the decisions made by the Commissioner. The Panel must also produce recommendations or a report which is sent to the Commissioner and published. 7. To review or scrutinise decisions made, or other action taken, by the Commissioner in connection with the discharge of the Commissioner's functions. 8. To fulfil functions in relation to complaints about conduct matters, in accordance with the responsibilities accorded to the Panel by the Police Reform and Social Responsibility Act 2011. 9. Where required (i.e. if the Commissioner resigns, is disqualified from office, is suspended or incapacitated), appoint an Acting Police and Crime Commissioner from amongst the Commissioner's staff. <p>The Panel is governed by schedule 12A of the Local Government Act 1972.</p>	

	<p>Work in 2015/16</p> <ul style="list-style-type: none"> • Reviewing the Commissioner's Annual Report. • Reviewing regular Performance and Finance Updates • Considering the proposed Police Precept for 2016/17 • The Police Force Estates Review and Strategy • Future plan for the Police Force • Child Abuse and Child Sexual Exploitation • Athena / Airwave • Ethics and Integrity • Part Night Lighting • Leadership, Ethics and Accountability: response to the Committee on Standards in Public Life <p>Other members</p> <p>A nominee from each of the Councils in wider Essex and two independent members.</p>
Issues arising or Action required	Nil

Outside Body: **Campaign to Protect Rural Essex**
Representative: Cllr Blundell **Officer:** None

No of meetings held in 2015/16: 4

Attended: 3

Comments: (to address issues such as **Purpose of the Group**) (see below)

Purpose of the Group

CPREssex works locally, both on its own and in partnership with CPRE England, to stand up for the countryside, to protect it from the threats it faces, and to shape its future for the better. Its ambition is to preserve a beautiful and thriving countryside that's valued and enjoyed by everyone.

Work in 2015/16

During the past year a frequent topic for discussion at these morning meetings has been the apparently uncontrolled pace of housebuilding in Essex which brings with it a loss of open spaces, particularly greenfield, and an apparent disregard for the provision of infrastructure which is necessary to support the increased population which will follow the building of many houses.

I have noticed that some interest in, and concern regarding, 'care type' homes for the elderly has been expressed in addition to the worry expressed about 'starter' homes for younger people as the numbers of older people who will require not only homes but social care, increases.

As Colchester Borough Council works towards the production of its new Local Plan, which is keenly awaited, the emergence of proposals for the possible creation of two Garden Villages locally is causing a mix of enthusiasm from those who will be providing the land necessary for these proposals to come into being and those who will be building the homes and requisite infrastructure and extreme concern which is coming from those residents who currently live in close proximity to the two proposed sites where the Villages are likely to be built.

A Protest Group concerning the above mentioned proposals (CAUSE: Colchester against Urban Sprawl in Essex) has been set up and is working hard towards having their alternative proposals for development heard in the vicinity of Colchester – and particularly in the area where I am currently the Borough Councillor (that of Marks Tey Ward) where meetings have been held in most surrounding villages. My personal view about this is that I hope, as a minimum, that their views will be listened to and I know that other CPRE members agree with this.

I should also add that, as Tendring does not yet have its own Local Plan, we do hear from their representative concerns expressed about planning permission being given with which local residents do not agree – and I sometimes suspect that they do not clearly understand.

Other Members

It appears to me that a slightly smaller number of representatives than in the past have attended CPRE Advisory Committee meetings this year, and I do wonder if the expense of travel (some of whom have to attend from quite a far distance) is a factor in this situation, although it is fair to say that quite a few attendees are now getting a littler older. The representative from the Ramblers' Group has been quite voiciferous about some aspects of Ramblers' Rights which she feels are not always observed and she makes certain that her views are heard.

Issues arising or Action Required

For those that do send in a report to each of these Advisory meetings these reports are discussed in as much depth as time allows and their views are then taken into account when the Executive meets during the afternoon of the same day in order to make Executive Decisions and I think it would be helpful for a

report (possibly annually) to be produced by the Chairman of CPRE Essex to evaluate the effectiveness of the Advisory Committee meetings and to make a recommendation as to whether the CPRE Essex Advisory Committee meetings should continue or whether, for example, they could be replaced by written reports from other CPRE Groups elsewhere in Essex, giving their views on local activities.

Finally the CPRE Chairman, Chris Butler, resigned from this post a few weeks ago so a new Chairman is being sought.

Cllr Elizabeth Blundell
Marks Tey Ward
Colchester Borough Council
01206 211395

Outside Body	Colchester Borough Homes	
Representatives	<p>Cllrs Chapman, Havis*, Lilley and Oxford*. Cllrs Offen** and Gamble**</p> <p>* from June '15 ** up until June '15</p>	Officer: Gareth Mitchell
No. of meetings	<p>Held in 2015/16:</p> <ul style="list-style-type: none"> • Board – 6 • Total Committees – 18 • Finance & Audit Committee - 5 • Governance & Remuneration Committee – 4 • Operations Committee - 9 	<p>Attendance by Council - appointed Board Members:</p> <p>Board – 79% Committees – 84%</p>
Comments	<p>The Board of Directors provides strategic direction for the Company, approved its policies, approves its expenditure and monitors its financial position and its performance in delivering services. It also ensures compliance with the Management Agreement between the Company and Colchester Borough Council and ensures the Company complies with its legal responsibilities. Board Members are also members of one or more Committees (Business Opportunities Panel, Finance & Audit, Governance & Remuneration and Operations), which allows for greater scrutiny of specific items and for delegated powers to be bestowed by the Board for certain decisions to be taken at Committee level.</p> <p>Some of the key achievements of the Board in 2015/16 were:</p> <ul style="list-style-type: none"> • Agreeing the continuing Medium Term Delivery Plan, the Budget, the Housing Investment Programme for 2016/17 and the Five Year Investment Plan, • Agreeing the modernised Operational Scheme of Delegation, • Approving a change to the Standing Financial Instructions, • Approving the revised and updated Anti-Fraud & Corruption Policy, • Agreeing and implementing a new Board Member appointment and induction policy & procedure, • Approving actions to mitigate risks (leading to one risk being downgraded and removed from the Strategic Risk Register, • Overseeing the restructuring of the Resources Directorate, • Recruiting two Tenant Board Members and reappointing one Independent Board Member. • Instituting a new Value for Money Strategy • Overseeing moves to take advantage of external trading opportunities to support and complement our provision of core services. 	

	<p>As well as the official meetings recorded above, members attended a number of stand-alone meetings, briefings and training events throughout the year.</p> <p>The Board includes four tenant Members and four independent Members alongside the four Members appointed by CBC.</p>
<p>Issues arising or Action required</p>	<p>There are no specific issues arising or actions required.</p> <p>It is considered by the Colchester Borough Homes (CBH) Director of Resources (in the absence of the outgoing Chief Executive) and Board Assurance Officer that the Council Members who have sat on the CBH Board make a valuable contribution and provide appropriate constructive challenges to the Management Team at CBH.</p>

Outside Body	North Essex Children's Partnership	
Representative/s	Cllr Feltham	Officer: Lucie Breadman, Head of Community Services
No. of meetings	Held in 2015/16:	Attended: Lucie Breadman , Head of Community Services, regularly attends meetings and ensures that Cllr Feltham, Portfolio Holder for Business, Leisure and Opportunities, is briefed on significant issues. Cllr Feltham will attend dependant on other diary commitments and agenda requirements and relevance.
Comments	<p>To address issues such as:</p> <p>Purpose of the Group</p> <p>The Children's Partnership draws together the analysis of need, shared resources, strategic service development and the delivery plans for shared strategic commissioning priorities. It establishes a common framework for our joint working arrangements around children and families.</p> <p>Partnership arrangements are established to align partners around a broad strategy for children and families ensuring the statutory duty to cooperate and the shared duty to safeguard. They will aim through joint working to increase quality and efficiency, achieve better results and greater impact improving customer access and engagement.</p> <p>Work in 2015/16</p> <p>The Children's Partnership is charged with ensuring that the shared priorities within the Health and Wellbeing Strategy and the wider priorities for children and families are delivered. It has the responsibility to establish governance to our joint working arrangements, including:</p> <ul style="list-style-type: none"> ▪ Ensure appropriate prominence of children's agenda on the Health and Well-Being Board. ▪ Establishing an inter-agency governance arrangement across the wider children's services arena in particular in relation to the Essex Safeguarding Children's Board (ESCB). ▪ Influence and contribute to the Joint Strategic Needs Analysis and informed by the views of children, young people and their families. ▪ Influence from a partnership perspective the development of 	

	<p>a Commissioning Strategy for Children and Families.</p> <ul style="list-style-type: none"> ▪ Establish a collegiate understanding and rationale behind aligned joint resources determining actions based on a shared understanding of priority and need. ▪ Set a framework for the operation of joint working arrangements and support and oversee the activities of the Local Children's Partnership Arrangements. ▪ Provide strategic overview for locality partnership working and the Local Children's Partnership Boards. ▪ Development of the Children, Young People and their Families Plan and Strategies Priorities. <p>Ensure that the voice of the child is central to the development of the partnership priorities and plan.</p> <p>Other members North East Essex Clinical Commissioning Group Anglian Community Enterprise Colchester Hospital University Foundation Trust Provide Essex Police Essex County Council Tendring District Council Colchester Borough Council Schools Forum Barnardos Tendring Council for Voluntary Services Colchester Council for Voluntary Services</p>
Issues arising or Action required	

Outside Body	Colchester Hospital University NHS Foundation Trust	
Representative/s	Cllr Chuah	Officer:
No. of meetings	Held in 2015/16:	Attended:
Comments	<p>To address issues such as:</p> <p>Purpose of the Group I took over from Cllr Feltham in mid September 2015 as the CBC stakeholder governor on the Council of Governors at Colchester General Hospital University NHS Foundation Trust (CHUFT)</p> <p>Work in 2015/16 Since taking over, I have attended meetings at the Board of Governors – both public and private meetings, informal meetings with the chief executive, chairman, and non executive directors. I have also visited wards with a non executive director, and observed the care delivered, the relationship between the staff and patients and their visitors, which I would describe as very favourable. During ward visits, I have observed how the senior doctors and consultants working in the wards during the junior doctors strike, catching up with administrative & assessment work that the junior doctors would be dealing with. CHUFT has taken on the challenge of the on going improvement required by the Care Quality Commission, increased qualified nursing staff ratio, provide basic care training, checking equipments, etc. There is now in place a stable Board of Directors (including non executive directors), a newly appointed Chief Executive, and together with the Chairman, they have worked tremendously hard to see CHUFT get out of special measures.</p> <p>Other members None.</p>	
Issues arising or Action required		

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Outside Body	Colchester and Ipswich Joint Museums Committee	
Representative/s	Cllr T. Young and Cllr Frame Substitute member: Cllr B. Oxford	Officer: Bill Seaman
No. of meetings	Held in 2015/16: 2	<p>Attended:</p> <p>24.6.15: Cllr Bill Frame CBC Cllr Beverley Oxford CBC Cllr Carole Jones IBC</p> <p>19.1.16: Cllr Tim Young CBC Cllr Bill Frame CBC Cllr Carole Jones IBC Cllr Philip Smart IBC</p>
Comments	<p>To address issues such as: Purpose of the Group</p> <p>To agree and monitor the strategy and policy framework for the Joint Service</p> <p>Work in 2015/16</p> <p>In 2015/16 municipal year the Committee met in June to agree the work programme for the Joint Service for 2015/16 and in January to agree a budget proposal for 2016/17 which will be put to the Cabinet/Executive of each Partner Authority.</p> <p>Other members</p> <p>Cllr Carole Jones IBC Cllr Philip Smart IBC</p>	
Issues arising or Action required	None	

Outside Body	Dedham Vale AONB and Stour Valley Joint Advisory Committee	
Representative/s	Cllr Chapman and Cllr Arnold	Officer: Adam John
No. of meetings	Held in 2015/16 – 2/3	Attended: all
Comments	<p>Purpose of the Group</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>Meetings held 2 or 3 times a year at various times and venues throughout the Stour Valley area, with additional meetings and workshops as necessary.</p> <p>Work in 2015/16</p> <p>Principal areas:</p> <ul style="list-style-type: none"> • Monitoring 2010-15 Management Plan & completing 2015-20 Management Plan (statutory requirements under CROW Act) • Progress against 2015/16 AONB Business Plan & drafted 2016/17 BP • Commenting on planning applications within & impacting on the Project Area • Administer Stour Valley Environment Fund • Securing Memorandum of Understanding 2015/16 to 2018/19 • Working with wider Partnership Forum championing the AONB <p>Other members</p> <p>Partnership project comprising funded partners from local authorities within the Stour Valley and DEFRA, and non-funding partners representatives from the NFU, CLA, Environment Agency, Natural England and the Sub-regional Economic Partnership.</p>	
Issues arising or Action required		

Outside Body	Essex Flood Partnership Board	
Representative/s	Cllr T. Young	Officer: None
No. of meetings	Held in 2015/16 – 4	Attended: 1
Comments	<p>To address issues such as:</p> <p>Purpose of the Group</p> <ol style="list-style-type: none"> 1) To lead and develop a co-ordinated approach to flood risk management within the county of Essex. 2) To discuss and develop the implementation of the Local Flood Risk Strategy, and other relevant guidance/policy, to ensure all partners meet their responsibilities. 3) To discuss, agree and take ownership of a prioritised six-year rolling countywide programme of schemes, and an annual action plan, to tackle local flood risk management in Essex. 4) To collectively lobby central government where appropriate to ensure that the resources required to meet new obligations are provided. 5) To scrutinise issues and resolve problems brought to it by groups that report to the partnership. 6) To Contribute to the development and implementation of public communications strategies on issues concerning flooding and drought. 7) To assist in the raising of local contributions for projects to be put on the Regional Flood and Coastal Committees Medium Term Plan, and voting on the general principles for prioritising schemes. <p>Partners all accept a responsibility to drive solutions to flood related issues and nominate a flood champion/lead from their organisation to be involved in activities such as task and finish groups on specific issues as and when required.</p> <p>Work in 2015/16</p> <p>Board secured additional levy funding from Regional Flood Defence Committee to address strategic flooding issues in South Essex.</p> <p>Identified projects to address significant flooding in south Essex a priority.</p>	

	<p>No specific actions identified in 2015/2016 for Colchester</p> <p>Other members</p> <p>None</p>
Issues arising or Action required	Continued CBC representation at future Essex Flood Partnership Board meetings

Outside Body	Board of the Mercury Theatre Ltd	
Representative/s	Cllr Barton	Officer: Claire Taylor
No. of meetings	Held in 2015/16: 5	Attended: 5
Comments	<p>Purpose of the Group</p> <p>Key Responsibilities: Board members are required by law to ensure that the Mercury:</p> <ul style="list-style-type: none"> • Complies with its governing document, charity law, company law and any other relevant legislation or regulations, and pursues its objects as defined in that governing document • Ensures the effective and efficient administration of the charity, including maintaining proper financial control and using its resources exclusively in pursuance of its objects; • Appoints Artistic/Executive Directors and monitors their respective performance; • Together with the Artistic/Executive Directors, creates a firm strategic direction for the organisation, jointly setting overall vision, mission and values, defining strategic objectives and agreeing targets, and evaluating performance against agreed targets; • Maintains and ensures effective Board performance; • Safeguards the reputation of the Mercury Theatre; • Protects, manages and adequately insures the property and funds of the charity; • Approves and monitors the implementation of internal policies (which include Health and Safety, Equalities and Diversity, and grievance and disciplinary procedures) act as a creative force/critical friend/ to promote the arts/ further the aims and objectives of the theatre, and support the organisational review of the theatre. <p>In addition Board Members are expected to use their specific skills, knowledge or experience to help the Executive reach sound decisions. This may involve scrutinising Board, committee papers or documents prepared by advisers; leading discussions; focusing on key issues; providing advice or guidance on new initiatives; and supporting other initiatives in which the Board member has special expertise or knowledge.</p> <p>Work in 2015/16</p> <p>Member of the Capital Sub Committee working on the successful Stage 1 application to Arts Council England's Large Capital Grants Programme. Set up a meeting between the Mercury and CAT so</p>	

	<p>that a report could be available regarding archaeological features on the site. This was crucial as part of the application to the Arts Council.</p> <p>Promoted the theatre as part of my role and took young people from my ward to a production of James and the Giant Peach. Many of these children had never been to the theatre before and it was a huge success, introducing a new generation to the theatre in Colchester.</p> <p>Other members</p> <p>n/a</p>
Issues arising or Action required	

Outside Body	Member Development Group	
Representative/s	Cllr Cory, Cllr Harris, Cllr T. Higgins, Cllr J Maclean, Cllr G. Oxford	Officer: Richard Clifford
No. of meetings	Held in 2015/16: 3	<p>Attended:</p> <p>7 September 2016: Cllrs Cory, Harris, Higgins, Maclean, Oxford</p> <p>2 November – Cllrs Cory, Harris, Maclean, Oxford</p> <p>18 January 2016: Cllrs Cory, Harris, Maclean</p>
Comments	<p>Purpose of the Group</p> <p>Terms of reference</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 2015/16</p> <p>One of the key areas of work of the Group in 2015-16 has been preparation for the welcome and induction for the new Council elected in the all- out elections in May 2016. The Group considered the need for a comprehensive induction for new Councillors and the need for returning Councillors to refresh their knowledge and the desirability of bringing together the new Council at an early point. It also looked at issues relating to succession planning.</p> <p>It therefore developed and planned the New Council Conference held on 12 May 2016 which provided an opportunity for Councillors to meet a range of key officers and to deal with a number of practical and logistical matters in one go, reducing the overall time required to address these issues for Councillors and officers. The event was well attended and well received.</p>	

	<p>The Group oversaw the provision of member development and monitored expenditure against the member development budget. Forty-nine councillors have attended one or more development event, either internal or external over the course of the year, with almost a third of Councillors number attending five or more sessions. A number of sessions were well attended and received positive feedback, notably sessions on Universal Credit, Devolution, Section 106 and Community Infrastructure Levy and, Chairmanship Training. In addition three Councillors attended the LGA' s Leadership Academy, two on fully subsidised programmes.</p> <p>A fuller report on the report of the Group will be provided to Cabinet in July.</p>
Issues arising or Action required	<p>The 18 month interim reassessment for Charter Status for Elected Member Development in is due in June 2016.</p> <p>The Group will need to ascertain at the training needs of the Council going forward and develop training plan to address these needs.</p>

Outside Body	Safer Colchester Partnership – Responsible Authorities Group	
Representative/s	Cllr Tim Young	Officer: Pam Donnelly
No. of meetings	<p>Held in 2015/16:</p> <p>22rd June 2015</p> <p>15th September 2015</p> <p>15th December 2015</p> <p>22nd March 2016</p>	<p>Attended:</p> <p>Cllr Tim Young</p> <p>Pam Donnelly (Chair) Cllr Tim Young Cllr Anne Turrell (Essex Fire)</p> <p>Pam Donnelly (Chair) Cllr Tim Young</p> <p>Cllr Tim Young Cllr Anne Turrell (Essex Fire)</p>
Comments	<p>To address issues such as:</p> <p>Purpose of the Group To work in partnership to address the issues of Community Safety across the Colchester Borough.</p> <p>Work in 2015/16 See attached Annual Partnership Plan</p> <p>Other members Karen Loweman (CBH) Tracy Rudling (CCVS) Elliott Judge (Essex Police) Major Jeremy Scott (Colchester Garrison) Jo Hall (Health) Mike sparrow (Essex Fire) Les Nicoll (Essex Fire) Jane Gardner (Essex County) Henry Griffiths (Essex CRC) Steve Bourner (CBC Communications) Mel Rundle (CBC) Sonia Carr (CBC Community Safety)</p>	
Issues arising or Action required	None	

Safer Colchester Partnership ANNUAL PARTNERSHIP PLAN 2015 – 2016

KEY PRIORITY 1: TO PROTECT VULNERABLE PEOPLE This priority will include encouraging proactive reporting of domestic abuse and hate crime and supporting those at risk. It will also enable the partnership to provide support to chaotic families and prevent younger people and vulnerable adults becoming victims of crime.				
KP LEAD: Karen Loweman COLCHESTER BOROUGH HOMES (CBH)		PCC KEY AREAS OF FOCUS: 1, 2, 3, 7		ESSEX POLICE HIGH PRIORITY ISSUES: A, B, C, D
OBJECTIVE	OUTPUT	FUNDING	PROJECT LEAD / AGENCY	END DATE
SANCTUARY SCHEME				
Continue to operate a Sanctuary Scheme for high risk, repeat victims of domestic abuse in Colchester		Approx £10,700 funding available (for sanctuary scheme only)	Sonia Carr CBC	
DOMESTIC ABUSE AWARENESS RAISING				
Deliver awareness raising events and campaigns which encourage the reporting of DA incidents, alongside providing signposting of where to go for help, guidance and support		Funding to be provided from former Colchester Domestic Abuse Forum (CDAF) budget (approx. £6k)	Sonia Carr CBC	
A PICTURE PAINTS A THOUSAND WORDS				
A project initiated by Essex Police JUNO Team to encourage victims of domestic abuse to keep covert evidence (i.e. GP notes, sound recordings, pictures of injuries) of the incidents on their phone by using a discreet APP		No initial finding implications for SCP however bid may be received for media campaign and ongoing support	Jim White Essex Police	
KEEP SAFE				

Maintain and extend the scheme across the borough. Also extend the scheme to older people		Funding bid may be received for extension of scheme to older people	Caroline Clarke CBC	
SPEAK UP ON ELDER ABUSE				
A new anonymous reporting phone line in Essex to crack down on elder abuse: 0800 032 7644 (free 24/7 reporting line) Launched March 2015.	Crime Stoppers joined forces with Essex Police, PCC & Essex Safeguarding Adults Boards of Essex (ESAB), Thurrock and Southend to trial the first ever anonymous reporting line for elder abuse. The reporting line aims to encourage members of the public to report any incident of suspected abuse of elderly people, whether it's in a care home, hospital or the individual's own home.	No cost implications for SCP	Crime Stoppers (Colin Dobinson)	Launched March 2015
OLDER PEOPLES CRUCIAL CREW				
Deliver Crucial Crew event to provide information on community safety issues and preventative activities for older people.	Event successfully took place on 27 th March 2015 delivering the following scenarios to 150 guests: personal safety, fire home safety, trading standards/rogue traders, street safety, gas safe, mobile phone advice, first aid and falls prevention.	No cost implications for SCP	Les Nicoll Fire Service	27 March 2015
KEEPING SAFE IN COLCHESTER EVENT				
A Crucial Crew event for vulnerable adults, vent to provide home, street and shopping safety advice to adults with learning disabilities living within Colchester and the surrounding area (18/06/15)		No cost implications for SCP	Les Nicoll Fire Service	
REDUCE RISK OF VULNERABLE PEOPLE BECOMING VICTIMS OF CRIME				
Deliver training and educational materials for Carers, support workers and volunteers to prevent vulnerable people becoming victims of crime.		SCP funding of £4,851 (from 15-16 PCC allocation)	Karen Loweman CBH	

SUPPORTING PEOPLE WITH CHAOTIC LIFESTYLES				
Reduce the incidence of hate crime and anti-social behaviour targeted at vulnerable single people and families who may have a chaotic life style or be hoarders		SCP funding of £5,000 (from 15-16 PCC) allocation	Karen Loweman CBH	
WALK AND TALK EVENT				
Event to take place on 24 th July in Colchester to interact and engage with people with mental health issues who may be isolated at home or require befriending / support		No cost implications for SCP	Les Nicoll	
KEY PRIORITY 2: TO REDUCE REOFFENDING				
This priority will deliver jointly agreed initiatives and interventions to effectively reduce reoffending. It will also support and develop the Integrated Offender Management Scheme to focus activity on those individuals responsible for causing the most harm in communities.				
KP LEAD: Henry Griffiths THE ESSEX COMMUNITY REHABILITATION COMPANY LIMITED (ESSEX CRC)	PCC KEY AREAS OF FOCUS: 2, 4, 5, 7		ESSEX POLICE HIGH PRIORITY ISSUES: C, D	
OBJECTIVE	OUTPUT	FUNDING	PROJECT LEAD / AGENCY	END DATE
IOM				
Statutory duty for all CSP's. IOM provides a fully integrated, sustainable multi-agency approach to offender management.		No cost implications for SCP	Henry Griffiths Essex CRC	
DA PERPETRATOR PROGRAMME				
Programme aimed at 'Priority Perpetrators' who are not yet part of the CJS. A behaviour change programme	Initial planning meeting took place 16th April 2015 with second meeting arranged for 12 th June. Programme to be a behaviour change programme for 'priority perpetrators' that are not sentenced / not yet in the system and do not receive a mandated programme. Referrals to be made via JDATT. Pilot to	No cost implications for SCP for pilot	Safe Lives / Essex Police	

	start Sept 2015 for 1 year.			
FIRE BREAK (x2)				
Fire break scheme/s funded jointly by CSP/CBC Jubilee Fund to focus on reducing offending and reoffending (especially DA incidents) by promoting healthy relationships and empowering individuals		SCP funding of £5,500 (from 15-16 PCC allocation) + CBC Jubilee Fund c/f of £2,500	Henry Griffiths Essex CRC Les Nicoll Fire Service	

KEY PRIORITY 3: TO ADDRESS ALCOHOL & DRUG MISUSE				
Alcohol and drug misuse fuels most of the violent and anti-social behaviour that takes place in the town centre and the partnership will be looking to support projects and initiatives that can tackle both the night time economy and issues such as daily street drinking.				
KP LEAD: Jo Hall HEALTH	PCC KEY AREAS OF FOCUS: 1, 4, 5		ESSEX POLICE HIGH PRIORITY ISSUES: D, E	
OBJECTIVE	OUTPUT	FUNDING	PROJECT LEAD / AGENCY	END DATE
POLYCARBONATE DRINKING VESSELS PILOT				
Pilot project with a licensed premises in Colchester to replace traditional glasses with polycarbonate drinking vessels		SCP funding £2,000 (carry forward from 14-15 PCC allocation)	Sonia Carr CBC	
STREET DRINKERS OUTREACH WORKER				
Continuation of the street drinkers outreach worker post from April 2015 to provide support and encourage behaviour change to Colchester street drinkers		Open Road funding this post from April 2015		
SECTION 222				
<i>Opened alcoholic drinking vessels and begging will not be permitted in town centre. ASB Team & Police to use new powers from the ASB, Police & Crime ACT to resolve the issues</i>		<i>No cost implications for SCP</i>	<i>Sue Nice CBH</i>	

REDUCE THE STRENGTH				
<i>Continue to implement the RTS scheme in which off licenses are encouraged to stop selling super strength cheap lagers, beers and ciders</i>		<i>Original funding via PCC (CIF) fund</i>	<i>Mike Lee Essex Police</i>	
FIRE BREAK – ALCOHOL & DRUG MISUSE				
<i>A Fire Break scheme being delivered to tackle the implications of drug and alcohol misuse in partnership with ACE)</i>		<i>No cost implications for SCP</i>	<i>Les Nicoll Fire Service</i>	
BEST BAR NONE SCHEME				
<i>Best Bar None gives is an accreditation scheme recognised as Best Practice by the Home Office and the drinks industry. The aim of Best Bar None is to reduce alcohol related crime and disorder by building on positive relationships between the licensed trade, police, local authorities and the public.</i>		<i>No cost implications for SCP</i>	<i>TBC</i>	
LEGAL HIGHS				
<i>A project/scheme such as PSPO in which people are not permitted to use 'intoxicating substances' such as legal high,, alcohol and drugs) in an area such as town centre (refer to Lincoln)</i>		<i>TBC</i>	<i>TBC</i>	
PURPLE FLAG				
<i>Awarded to Colchester on 2013. This accreditation recognises well managed town and city centres at night and during the evening. A full review will take place over the summer of 2015</i>		<i>No implications for SCP</i>	<i>Karen Turnbull CBC</i>	

KEY PRIORITY 4: TO REDUCE CRIME AND THE FEAR OF CRIME This priority seeks to address both the volumes and severity of crimes occurring across the Borough, engaging with local communities and vulnerable groups to develop and support prevention mechanisms and education of young people and vulnerable adults around issues of community safety.				
KP LEAD: Richard Phillibrown ESSEX POLICE		PCC KEY AREAS OF FOCUS: 1, 2, 3, 4, 5, 7, 8		ESSEX POLICE HIGH PRIORITY ISSUES: A, C, D, E
OBJECTIVE	OUTPUT	FUNDING	PROJECT LEAD / AGENCY	END DATE
COMMUNITY DAYS OF ACTION (CDoA)				
Deliver 2 CDoA events per year (March & Septembers) in areas submitted by Community Groups		Approx £4,500 SCP c/f from 14-15	Sonia Carr CBC	
SAFER COLCHESTER PROJECT				
Deliver 2 Legacy Projects to support the successful CDoA areas and enable the community		Approx £16,500 SCP c/f from 14-15	Sonia Carr CBC	
YOUNGER PEOPLES AWARENESS OF CRIME (FORMALLY YOUNGER PEOPLE'S CRUCIAL CREW)				
<i>Provide community safety advice and preventative activities for all year 6 Colchester pupils.</i>	<i>Alternative scheme or initiative to Crucial Crew – for RASG to consider for delivery in 2016</i>			
LOCAL COMMUNITY ACTION PANELS (L-CAPS)				
Continue to maintain and support 7 L-CAPS across the Borough and encourage community participation		Funding to be allocated from 3504	Sonia Carr CBC	
BIKE WISE				
This initiative was created in 2014 to tackle the on-going issue of cycle theft in Colchester. Bike Wise was introduced to look at ways of reducing the number of incidents by deterring offenders and educating cyclists on the importance of securing their property.	Since January 2014, police together with Operation Homeguard volunteers have been a high visibility deterrent around cycle racks in Colchester town centre, retail parks and educational establishments. Every public cycle rack has had campaign stickers placed on them to remind cyclists to secure their	Part funded scheme in July 2014 (£600). £650 approved May 2015 for Phase 2.	Mike Lee Essex Police	

	<p>bikes and informative 'bands' placed around the frames of the bike that give security guidance and also 'grade' how effective the owners locking habits are.</p> <p>The initiative has also been well received by cycle retailers who display specially designed posters in their shops to remind customers of the importance of buying the best lock they can afford.</p> <p>This campaign can only be successful if patrols continue; phase 2 of the campaign will ensure that further 'bands' are distributed</p>			
GANGS AWARENESS / CUCKOOING				
To focus on raising awareness of, and reducing the effects of, the emerging gangs trend in Colchester	'Cuckooing' Poster produced by Essex Police for dissemination in May 2015	No immediate cost implications for SCP	Richard Phillibrown Essex Police	
YOUR KINDNESS KILLS				
A multi-agency project looking at tackling the issue of street begging in Town Centre by changing behaviour and educating the 'kind hearted' members of the public that currently give money to 'homeless beggars'		Bid to PCC CSDF (Mike Lee) supported by SCP	Mike Lee Essex Police Harry Beer CBC	
LOCAL POLICING AND PARTNERSHIP HUB				
To create a multi-agency partnership hub at Colchester Police Station to focus on problem solving, crime prevention and community enabling.		Bid to be placed with SCP	Gary Chapman Police	Start Oct 2015

PCC'S KEY AREAS OF FOCUS:

1. Ensuring local solutions meet local problems
2. Reducing domestic abuse
3. Supporting victims of crime
4. Reducing youth offending and all types of re-offending
5. Tackling the consequences of alcohol and drugs abuse and mental health issues
6. Improving road safety
7. Improving crime prevention
8. Increasing efficiency in policing through collaborative working and innovation

ESSEX POLICE HIGH PRIORITY ISSUES:

- A. Child abuse and exploitation
- B. Immigration and modern slavery
- C. Domestic abuse
- D. Urban street gangs and related violence / vulnerability
- E. Organised crime groups (OCG's)

Other emerging priorities for Essex Police are counter terrorism, dwelling burglary, digital crime and criminal use of firearms.

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
Cabinet, 16 March 2016	Joseph Schumacher	Protection for Salary Brook Valley	Verbal response given at the meeting by Councillor Frame, Portfolio Holder for Economic Growth and Planning, Councillor Cory, Portfolio Holder for Resources and Councillor T. Young, Portfolio Holder for Community Safety, Licensing and Culture.	16 March 2016
Cabinet, 16 March 2016	Mark Goacher	The impact of government reforms on Council house building in Colchester	Verbal response given at the meeting by Councillor Bourne, Portfolio Holder for Housing and Public Protection, and Councillor Smith, Leader of the Council and Portfolio Holder for Strategy	16 March 2016
Cabinet 16 March 2016	Jean Dickinson	Colchester Northern Gateway (North) Sports Hub – retention of part of rugby club site for community use	Verbal response given at the meeting by Councillor Frame, Portfolio Holder for Economic Growth and Planning.	16 March 2016

(ii) Petitions

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