

Report of	Assistant Director of Policy and Corporate	Author	Jonathan Baker
Title	Work Programme 2017-18		☎ 282207
Wards affected	Not applicable		

## 1. Executive Summary

- 1.1 This report sets out the current Work Programme 2017-2018 for the Scrutiny Panel. This provides details of the reports that are scheduled for each meeting during the municipal year.

## 2. Action Required

- 2.1 The Panel is asked to consider and note the contents of Work Programme for 2017-18.

## 3. Background Information

- 3.1 The Panel's work programme will evolve as the Municipal Year progresses and items of business are commenced and concluded. At each meeting the opportunity is taken for the work programme to be reviewed and, if necessary, amended according to current circumstances. The current work programme for 2017-18, is included at the end of the report.
- 3.2 The Chairman of the Scrutiny Panel requested the inclusion of the Forward Plan of Key Decisions as part of the work programme for the Scrutiny Panel, and this is included as **Appendix A**.
- 3.3 This meeting has been arranged for the purpose of holding the bus review, which was originally scheduled for February, but postponed due to the severe weather.
- 3.4 An all Panel informal briefing will be arranged prior to the first meeting of the Scrutiny Panel in the next municipal year to discuss the 2018-19 work programme. A provisional date for this will be circulated to Panel members in due course.

## 4. Standard References

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

## 5. Strategic Plan References

- 5.1 Governance is integral to the delivery of the Strategic Plan's vision themes of a vibrant, prosperous, thriving and welcoming Borough.

- 5.2 The Council recognises that effective local government relies on establishing and maintaining the public's confidence, and that setting high standards of self governance provides a clear and demonstrable lead. Effective governance underpins the implementation and application of all aspects of the Council's work.

## Appendices

Appendix A – Forward Plan of Key Decisions – 1 May 2018 – 1 August 2018

### Work Programme for 2017/18

<b>Meeting date / agenda items and relevant portfolio</b>
<b>Scrutiny Panel meeting - 13 June 2017</b>
<b>Scrutiny Panel Chairman's briefing – 12 June 2017</b>
<ol style="list-style-type: none"> <li>1. Financial Monitoring Report End of Year – 2016/17</li> <li>2. Capital Expenditure Monitor 2016/17</li> <li>3. Creation of New Commercial Companies and Colchester Housing Development Company</li> </ol>
<b>Scrutiny Panel meeting - 18 July 2017</b>
<b>Scrutiny Panel Chairman's briefing – 11 July 2017</b>
<ol style="list-style-type: none"> <li>1. Year End 2016/17 Performance Report including progress on Strategic Plan Action Plan</li> <li>2. Review of Colchester Borough Council Performance 2016/17</li> <li>3. 2018/19 Budget Strategy, Medium Term Financial Forecast and Budget Timetable</li> <li>4. Treasury Management – Annual Report</li> <li>5. Annual Scrutiny Report</li> </ol>
<b>Scrutiny Panel meeting -15 August 2017</b>
<b>Scrutiny Panel Chairman's briefing – 8 August 2017</b>
<ol style="list-style-type: none"> <li>1. CANCELLED</li> </ol>
<b>Scrutiny Panel (Crime and Disorder Committee) - 12 September 2017</b>
<b>Scrutiny Panel Chairman's briefing – 5 September 2017</b>
<ol style="list-style-type: none"> <li>1. Safer Colchester Partnership (Crime and Disorder Committee)</li> </ol>
<b>Scrutiny Panel – 27 September 2017</b>
<b>Scrutiny Panel Chairman's Briefing – 25 September 2017</b>
<ol style="list-style-type: none"> <li>1. Town Centre PSPO including A Board update</li> </ol>
<b>Scrutiny Panel meeting - 7 November 2017</b>
<b>Scrutiny Panel Chairman's briefing – 31 October 2017</b>
<ol style="list-style-type: none"> <li>1. Local Council Tax Support – Year 17/18</li> <li>2. Combined Service Review – Customer Futures 2</li> <li>3. ICT Service Update</li> <li>4. 2017-18 Revenue Monitor, period April – September</li> </ol>

5. 2017-18 Capital Monitor, period April – September
Scrutiny Panel meeting - <b>12 December 2017</b>
Scrutiny Panel Chairman's briefing – <b>6 December 2017</b>
<ol style="list-style-type: none"> <li>1. Review of Waste Collection Strategy</li> <li>2. Half Year 2017 - 2018 Performance Report including progress on Strategic Plan Action Plan</li> </ol>
Scrutiny Panel meeting - <b>30 January 2018</b>
Scrutiny Panel Chairman's briefing – <b>24 January 2018</b>
<ol style="list-style-type: none"> <li>1. 2017-18 Revenue Budget, Capital Programme, Medium Term Financial Forecast, Housing Revenue Accounts Estimate and Housing Investment Programme (Pre-scrutiny of Cabinet Decision)</li> <li>2. Treasury Management Investment Strategy</li> <li>3. Strategic Plan 2018-21</li> </ol>
Scrutiny Panel meeting - <b>27 February 2018</b>
Scrutiny Panel Chairman's briefing – <b>20 February 2018</b>
<ol style="list-style-type: none"> <li>1. Bus Review – <b>Meeting postponed due to severe weather</b></li> </ol>
Scrutiny Panel Meeting – <b>13 March 2018</b>
Scrutiny Panel Chairman's Briefing - TBC
<ol style="list-style-type: none"> <li>1. Vineyard Gate Briefing (Confidential)</li> </ol>
Scrutiny Panel meeting - <b>27 March 2018</b>
Scrutiny Panel Chairman's briefing – <b>21 March 2018</b>
<ol style="list-style-type: none"> <li>1. Tourism Marketing update and discussion</li> <li>2. Review of Waste and Recycling Collections for Flats</li> </ol>
Scrutiny Panel meeting - <b>16 April 2018</b>
<ol style="list-style-type: none"> <li>1. Bus Review</li> </ol>

# COLCHESTER BOROUGH COUNCIL

## FORWARD PLAN OF KEY DECISIONS 1 May 2018 – 31 August 2018

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

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

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

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

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

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

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

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

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

KEY DECISION REQUIRED	DOES DECISION INCLUDE EXEMPT INFORMATION (or information defined by the Government as Confidential)	DATE OF DECISION or PERIOD TO BE TAKEN	DECISION MAKER (title and name, including Cabinet, portfolio holders and officers)	DOCUMENTS SUBMITTED OR TO BE SUBMITTED TO DECISION TAKER TO CONSIDER (and from where they are available)	CONTACT DETAILS FROM WHICH DOCUMENTS CAN BE OBTAINED (name of the authors of the reports)
<b>Approval of the award of the following contracts to the recommended bidder :</b> Installation of heating systems Installation of bathrooms Installation of kitchens; Replacement of pitched roofing.	Yes	April 2018	Portfolio Holder for Housing and Communities, Cllr Tina Bourne  Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk	Portfolio Holder report (separate report for each contract)	Lynn Thomas Housing Asset Manager <a href="mailto:Lynn.thomas@colchester.gov.uk">Lynn.thomas@colchester.gov.uk</a> 01206 505863
<b>Appointment of contractor for the redevelopment of the Mercury Theatre</b>	Yes	6 June 2018	Cabinet (Cllrs Bourne, Cory, Feltham, Lilley, B Oxford, J Scott-Boutell, Smith, T Young)  Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk	Cabinet report	Andrew Weavers Strategic Governance Manager <a href="mailto:Andrew.weavers@colchester.gov.uk">Andrew.weavers@colchester.gov.uk</a> v.u k 282213

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Colchester Business District	No	6 June 2018	<p>Cabinet (Cllrs Bourne, Cory, Feltham, Lilley, B Oxford, J Scott-Boutell, Smith, T Young)</p> <p>Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk</p>	Cabinet report	<p>Andrew Weavers Strategic Governance Manager Andrew.weavers@colchester.gov.uk 282213</p>
Appointment of contractor for the redevelopment of Stanway Western Approach	Yes	6 June 2018	<p>Cabinet (Cllrs Bourne, Cory, Feltham, Lilley, B Oxford, J Scott-Boutell, Smith, T Young)</p> <p>Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk</p>	Cabinet report	<p>Joanne Besant <a href="mailto:Joanne.besant@colchester.gov.uk">Joanne.besant@colchester.gov.uk</a> 01206 506 943 Community Enabling Team Leader</p>

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