

Cabinet Meeting

**Grand Jury Room, Town Hall, High Street,
Colchester, CO1 1PJ
Wednesday, 20 November 2019 at 18:00**

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

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COLCHESTER BOROUGH COUNCIL
Cabinet
Wednesday, 20 November 2019 at 18:00

The Cabinet Members are:

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

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

1 Welcome and Announcements

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

2 Urgent Items

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

3 Declarations of Interest

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

4 Minutes of Previous Meeting

Cabinet will be invited to confirm that the minutes of the meeting of 9 October 2019 are a correct record.

09-10-19

7 - 14

5 Have Your Say!

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

(The Constitution specifies that a period of up to fifteen minutes shall be available at the start of a meeting for public participation on issues within the remit of the meeting not otherwise appearing on the agenda for the meeting, subject to the absolute discretion of the Chairman to extend or limit the time available for public participation).

6 Decisions Reviewed by the Scrutiny Panel

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

7 Business and Resources

7(i) 2020/21 Revenue Budget, New Strategic Priorities and Medium Term Financial Forecast 15 - 140

Cabinet will consider a report setting out an ambitious and financially sustainable Council programme for the next four years.

7(ii) Colchester Local Full Fibre Network Fund - Implementation 141 - 148

Cabinet will consider a report setting out how £3.45m of funding from the Department of Culture, Media and Sport will be used to fund three major infrastructure projects to improve Colchester's digital connectivity.

7(iii) North Essex Economic Strategy 149 - 186

Cabinet will consider a report seeking approval of the North Essex Economic Strategy. The report presents the future ambition and vision for economic growth across the North Essex area as set out in the Strategy, an overview of the partnership through which this has been developed and an outline of the way in which the aims of the strategy will be delivered

7(iv)	Local Council Tax Support 2020-2021	187 - 190
	Cabinet will review the Local Council Tax Support scheme and consider proposals for the scheme to be implemented from 1 April 2020.	
7(v)	Officer Pay Policy Statement for 2020-2021	191 - 206
	Cabinet will consider a report setting out the Officer Pay Policy statement for 2020/21. The statement covers all pay and benefits for all Colchester Borough Council employees. The report proposes that Cabinet recommend the approval and adoption of the Officer Pay Policy Statement by Full Council.	
7(vi)	Health and Safety Report 2019/20	207 - 250
	Cabinet will consider a report inviting it to consider and note the Health and Safety Annual Report 2018/19 and the Health and Safety Policy 2019/20.	
8	Housing	
8(i)	Colchester's Homelessness and Rough Sleeping Strategy (2020-2025)	251 - 304
	Cabinet will consider a report proposing a new Homelessness and Rough Sleeping Strategy. The Strategy has been produced in line with the Council's legal duty to carry out a homelessness review, develop a Homelessness Strategy for the area to prevent homelessness, and provide accommodation and/or support for people who are or may become homeless, including rough sleepers.	
8(ii)	Building Council Houses	305 - 306
	Cabinet will consider the motion on Building Council Houses, which was referred to Cabinet at the Council meeting on 16 October 2019	
9	Waste, Environment and Transportation	
9(i)	Climate Emergency Update	307 - 314
	Cabinet will consider a report providing information and an update on the progress in developing a roadmap to respond to the Climate Emergency declared by Full Council in July 2019.	
9(ii)	Use of Glyphosate Herbicides - Recommendation from the Conservation and Environmental Sustainability Task and Finish Group	315 - 316
	Cabinet will consider recommendation from the Conservation and Environmental Sustainability Task and Finish Group that it commit	

to cease the use of glyphosate herbicides and take a phased approach to end their use.

- 9(iii) **Highway Ranger Service** 317 - 324
Cabinet will consider a report proposing that Colchester Borough Council operates the Highway Ranger Service on behalf of Essex County Council for as long as they continue to provide current levels of funding for the service.
- 10 **General**
- 10(i) **Nomination for Deputy Mayor 2020-21**
Cabinet will consider the nominations for Deputy Mayor for the 2020-21 municipal year and will make a recommendation to Council.
- 10(ii) **Calendar of Meetings 2020-21** 325 - 332
Cabinet will consider the draft calendar of meetings for the 2020-21 municipal year.
- 10(iii) **Progress of Responses to the Public** 333 - 334
Cabinet will consider a report setting out the progress of responses to members of the public who addressed meetings of Cabinet and Full Council under the Have Your Say! provisions.
- 11 **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)

CABINET

9 October 2019

Present: - Councillor Cory (Chairman)
Councillors Fox, Higgins, Goss, King, Lilley, G. Oxford
and J. Young

Also in attendance: - Councillors Barber and Goacher

385. Minutes

RESOLVED that the minutes of the meeting held on 4 September 2019 be confirmed as a correct record.

386. Have Your Say!

Sir Bob Russell addressed the Cabinet pursuant to the provisions of Meetings General Procedure Rule 5(1) to express his concern about the reduction in funding to Citizens Advice Bureau (CAB). Council funding had fallen from £100,000 in 2017 to £25,000 in 2019. The CAB provided a crucial service to residents and he could not understand why this administration would reduce its funding. The shortfall could be made up through the funding allocated for Councillors allowances.

Councillor Lilley, Portfolio Holder for Communities, Wellbeing and Public Safety and Councillor King, Portfolio Holder for Resources, explained that the Council had to take difficult decisions about which third sector organisations it could support. CAB also received £25,000 from Colchester Borough Homes and from another funding stream from the Council so it received approximately £70,000 per annum in total. Funding to such organisations was also now allocated over a three-year period, which provided greater certainty and helped them to seek funding from other sources.

Bella Greenwood, Grace Darke, Ida Abraihaan and Kemal Cufoglu addressed the Cabinet pursuant to the provisions of Meetings General Procedure Rule 5(1) about issues relating to glyphosates. Concerns were raised about the potential harmful effects on humans and wildlife. There were potential links to cancer and to respiratory diseases. Where they were used, warning signs should be used so residents were aware of the possible health issues. There also needed to be a change in the public perception of plants and weeds as they played an important role in maintaining biodiversity, and the Council had a role to play in public education on this issue. The Green Party had established a Glyphosates Working Group in the summer of 2019 to publicise research on glyphosates and campaign for a ban on their use in the Colchester area. A copy of their report was presented to the Cabinet. It was highlighted that the use of glyphosates in public places was banned in several European countries. The report called on the Council to stop using glyphosates.

and work with other local authorities to stop their use also.

Councillor Cory, Leader of the Council and Portfolio Holder for Strategy, responded and thanked all the speakers. He explained that the Conservation and Environmental Sustainability Task and Finish Group was looking at the issue and he invited the speakers to attend a future meeting of the Group. The Group had agreed in principle to stop the use of glyphosates and was looking at potential alternatives. The Council was using its procurement processes to drive social value and environmental improvements, and it could look to prevent sub-contractors using glyphosates. He welcomed the report from the Glyphosates Working Group, which would be looked at, and in particular highlighted the points made about the importance of signage.

Councillor J. Young, Portfolio Holder for Culture and Performance and a member of Essex County Council, highlighted that Essex County Council's position on the use of glyphosates was beginning to change. It now used vinegar to remove most weeds and only used glyphosates for the most resilient weeds, such as Japanese Knot Weed.

Councillor Goacher attended and with the consent of Chairman addressed the Cabinet. He congratulated the Council on being recognised by Friends of the Earth as being among the ten most environmentally friendly councils in the country. He also asked for an update on the condition of the River Colne and for confirmation on where material that was collected as part of recycling collections, but was not actually recycled, was disposed of.

Councillor Goss, Portfolio Holder for Waste, Environment and Transportation explained that he had spoken to the Environment Agency about issues relating to the River Colne. They had confirmed that they received funding to remove weeds where this posed a danger to wildlife and had acted to remove weeds from the river at Middle Mill and at the Castle Park. It was legally responsible for, and received funding for, dealing with flood risks. It was appreciated that the Environment Agency had suffered funding cuts in recent years. The Environment Agency had undertaken to look at the River Cole again and would advise if it believed that wildlife was in danger. The current conditions of the river were partly caused by the fact there had been drought conditions for the last 18 months and it was anticipated that the river would start to improve naturally as rainfall increased and as there was less sunlight. The Council had approached some contractors who worked for the Environment Agency for an estimate of the costs involved in improvement works should this become necessary. A written response would be sent on the issue raised about the disposal of waste material.

Councillor Barber attended and with the consent of the Chairman, addressed the Cabinet to ask that the Council consider widening the scope of those notified about works on trees covered by a Tree Protection Order. Currently only properties adjacent to the tree were notified, which sometimes led to problems when contractors arrived to begin work. It would also be useful if ward councillors were notified as a matter of course. He was content to receive a written response.

Councillor Lilley, Portfolio Holder for Communities, Wellbeing and Public Safety indicated that he would look at the issue and provide a written response.

Councillor Cory (as a member of North Essex Clinical Commissioning Group and Essex Well-being Board), Councillor J. Young (as a member of the Board of Anglian

Community Enterprise) and Councillor Fox (in respect of his employment by Community 360) declared a non-pecuniary interest in the following item pursuant to the provisions of Meetings General Procedure Rule 7(5).

387. North East Essex Health and Wellbeing Alliance

Cabinet received a presentation from Pam Donnelly, Strategic Director, Customers and Relationships, Mark Jarman-Howe, Chief Officer, North East Essex Health and Wellbeing Alliance and Rory Doyle, Communities Group Manager.

The presentation set out the aims of the Alliance to act strategically and in partnership to transform the health and wellbeing of the population of North East Essex by creating a sustainable system of health and wellbeing services to meet both the immediate and long term needs of North East Essex. The presentation addressed how this would be delivered through an integrated care system and set out the Alliance's high-level priorities. The Live Well model, which set out the six domains on which the delivery services would be based was also highlighted. The four key themes the Alliance was addressing were system resilience, preventing and reducing inequalities, system integration and a community model of care. The importance of partnership working was stressed. Partners had made significant investment into Council schemes to improve the health and wellbeing of residents. Some examples of the Alliance's work were highlighted, such as the integration of specialist mental health practitioner in housing teams and the Wild Wellbeing Scheme.

In discussion on the work of the Alliance the following issues were highlighted by members of the Cabinet:-

- The development of garden communities was consistent with the work of the Alliance. They would provide sustainable communities, with access to employment opportunities and open space. Secure and good quality housing was crucial in ensuring good health and wellbeing. The Council needed to lead on the provision of good quality housing and the award-winning Council housing provided by Norwich City Council was noted.
- Whilst the emphasis on "Die Well" was to be welcomed this would require systemic change in the approach to healthcare, with its emphasis on surgical interventions. Any such change would involve considerable work for Colchester Borough Council and its partners.
- Understanding of the scale and impact of mental health issues, particularly amongst children, had grown over the last few years. Improved focus on mental health issues by the Council and its partners would help take some pressures off the NHS and would also deliver community safety benefits.
- The concept of Community Wealth Building, whereby procurement was used to ensure wealth was kept within communities and used to add social value, needed to be explored further.
- The value of integrated approaches to health and well-being issues across the Council was emphasised. Links to the work of the Zones teams needed to be developed, as they were a key link to communities.
- Access to open space was also important in helping those suffering with dementia;

In conclusion, the Cabinet expressed their thanks for the presentation and indicated their support for the work that the Alliance was undertaking.

RESOLVED that the contents of the presentation on the work of the North East Essex Health and Wellbeing Alliance be noted.

Councillor Cory (as a member of North Essex Clinical Commissioning Group and Essex Well-being Board), Councillor J. Young (as a member of the Board of Anglian Community Enterprise) and Councillor Fox (in respect of his employment by Community 360) declared a non-pecuniary interest in the following item pursuant to the provisions of Meetings General Procedure Rule 7(5).

388. Local Delivery Pilot

Cabinet received a presentation from Rory Doyle Communities Group Manager, and Jason Fergus, Director Active Essex, on the Local Delivery Pilot.

The Local Delivery Pilot was one of only twelve such pilots nationally and the only one in the East of England. It was an exciting, unique opportunity aimed at tackling systemic inactivity by driving behaviour change, whilst recognising the complex lives that many people led. It was a long-term project, with a five-year delivery plan. The project was now beginning to move into a delivery phase. Delivery was focused on finding solutions that worked and then replicating or scaling them. A micro-grants programme would be established to provide small scale funding to kickstart schemes led by the community. All other investment would be coproduced with a host of different organisations and individuals through the local governance group with support from the core LDP team. The emphasis was on generating projects and solutions within communities, rather than by imposing solutions.

Annie Feltham addressed the Cabinet pursuant to the provisions of Meetings General Procedure Rule 5(1) in support of the Local Delivery Pilot. It was a good example of what the Council did well: ambitious partnership working that brought in external funding and resources.

Councillor Scott-Boutell attended and with the consent of the Chairman addressed the Cabinet to highlight the lack of provision for young people in Stanway. She had been looking to address this with a newly appointed police officer. There was a purpose-built youth club, but there were only funds for it to be open one day a week. It was run by volunteers, helped by a youth worker. This would be an ideal scheme to be funded through the Local Delivery Pilot. It would fit with its aims of partnership working and reducing inactivity. It also fitted with the Strategic Plan priorities.

In response, Rory Doyle indicated that the Local Delivery Pilot was focused on getting sedentary people more active in low income communities. However, proposals from across Colchester would be welcomed and part of the project was about leveraging in funding from a wide range of sources, some of which may be suitable for the project she highlighted.

Councillor Lilley, Portfolio Holder for Communities, Wellbeing and Public Safety expressed his thanks for the presentation and welcomed the work on the Local Delivery Pilot, which

helped create community spirit in those communities where it was lacking. The key to this was encouraging physical activity, especially in deprived areas. As well as providing health benefits to individual residents, it would provide community benefits in terms of increased community safety. Councillor Higgins, Portfolio Holder for Commercial Services, emphasised the importance of public and community transport in ensuring that those in need were able to participate in activities. Councillor G. Oxford, Portfolio Holder for Customers, highlighted the “Together We Grow” initiative, aimed at ensuring young people at local schools were given access to Highwoods County Park.

RESOLVED that contents of the presentation on the work of the Local Delivery Pilot be noted.

389. Policy and Public Initiatives Work Programme

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

Councillor J. Young, Portfolio Holder for Culture and Performance, explained that whilst the interest in expanding the provision of adult learning was to be welcomed, she was concerned that if the recommendation was agreed it would lead to duplication of work. There was already a learning shop at Colchester Institute and there was considerable lifelong learning provision through the Wilson Marriage Centre. It was suggested that the Portfolio Holder for Communities, Public Safety and Licensing look into the issue with One Colchester to map and promote the existing provision of lifelong learning.

RESOLVED that the Portfolio Holder for Communities, Public Safety and Licensing work with One Colchester to look at the provision of lifelong learning within Colchester to map the existing provision and ensure that it was effectively promoted and signposted.

REASONS

The Cabinet considered that there if the recommendation from the Policy and Public Initiatives Panel were agreed there would be a risk of duplication of services, as there was already existing provision of lifelong learning.

ALTERNATIVE OPTIONS

It was open to the Cabinet to agree the recommendation from the Policy and Public Initiatives Panel.

390. Revolving Investment Fund Capital Update

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

Councillor King, Portfolio Holder for Business and Resources, introduced the report and stressed the importance of the Revolving Investment Fund in generating capital receipts which were used to improve the borough. The additional borrowing requested was at a prudent level. He also indicated that the Council had undertaken a review of its assets,

which demonstrated that the Council held assets of almost £0.5 billion which were used to generate an income £3.5 million per annum.

Councillor Oxford, Portfolio Holder for Customers, highlighted benefits that were delivered through the redevelopment of the rugby club site, which was funded through the Revolving Investment Fund. This would secure open space, a new community centre, an extra care facility and new homes, including affordable housing.

RESOLVED that:-

- (a) The latest financial position for the Revolving Investment Fund (RIF) be noted.
- (b) The need for additional resourcing for the next phase of work at Northern Gateway to support the infrastructure first approach that will enable the delivery of the wider scheme and implementation of the masterplan be noted and agreed.

REASONS

Cabinet agreed to create the RIF as a way to recycle capital receipts into profitable high income producing development schemes and regeneration and economic growth projects. This paper sets out the updated financial position of the RIF and proposes allocations of funding to specific projects.

At present there is more funding allocated to projects within the RIF portfolio than there are capital receipts coming into the RIF. In addition, there are projects that the Council have already committed to delivering that require funding for the next phase of works in the Northern Gateway.

To deliver on the infrastructure first approach at CNG South in line with the current masterplan

ALTERNATIVE OPTIONS

It would be possible to consider different allocations to projects. However, the proposals in this report represent a considered view of the cost to deliver a number of projects and the associated income targets. Further funding allocations are required to carry out feasibility studies if new income streams for the council are to be generated in the future.

391. Progress of Responses to the Public

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

RESOLVED that the contents of the Progress Sheet be noted.

REASONS

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

ALTERNATIVE OPTIONS

No alternative options were presented to the Cabinet.

The Committee resolved under 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 from the meeting for the following item as they involved the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972.

392. Revolving Investment Fund Capital Update – Part B

The Assistant Director, Policy and Corporate, submitted a not for publication appendix to the Assistant Director's report a copy of which had been circulated to each Member.

RESOLVED that the not for publication appendix B be noted.

REASONS

As set out in minute 390.

ALTERNATIVE OPTIONS

As set out in minute 390.

20 November 2019

Report of	Assistant Director, Policy & Corporate	Author	Paul Cook <input type="checkbox"/> 505861 Darren Brown <input type="checkbox"/> 282891
Title	2020/21 Revenue Budget, New Strategic Priorities and the Medium-Term Financial Forecast		
Wards affected	All		

1 Executive Summary

- 1.1 The report sets out an ambitious and financially sustainable Council programme for the next four years. The report includes the Cabinet's New Strategic Priorities including their initial response to the Climate Emergency declared by the Council on 17 July 2019.
- 1.2 Provision is made for these New Strategic Priorities within the Medium-Term Financial Forecast and will inform budget proposals to be made at the January 2020 Cabinet meeting.
- 1.3 Technical appendices set out the detailed budget calculations, and the 2019/20 in-year position
- 1.4 Budget estimates will be refined through the budget preparation process, as income, cost and spending priority assumptions mature and when the Government confirms the Local Government Finance Settlement for 2020/21.

2 Recommended Decision

- 2.1 To approve the New Strategic Priorities.
- 2.2 To note the Period 6 2019/20 revenue forecast and approve the one-off use of balances.
- 2.3 To agree savings proposals set out in the report for inclusion in the MTFF and note the forecast budget position for 2020/21.
- 2.4 To approve amendments to the capital programme as set out in Appendix E.
- 2.5 To continue membership of the Essex Business Rates Pool.
- 2.6 To agree that the 2020/21 council tax taxbase will be agreed by the Section 151 Officer in consultation with the Portfolio Holder for Resources
- 2.7 To agree changes to Council Fees and Charges as set out in Appendices F and H.

- 2.8 To advance £58k feasibility costs for North Colchester BID from the strategic New Homes Bonus Allocation.

3 Reason for Recommended Decision

- 3.1 To move forward the Council's strategic priorities, including responding to the Climate Emergency, and further develop the 2020/21 budget.

4 Alternative Options

- 4.1 A range of different options could be considered to meet the budget strategy requirements and the proposals in this report will be consulted on through the budget setting process.

5. Background information

- 5.1 The timetable and approach to the 2020/21 budget strategy was agreed at Cabinet on 10 July 2019. The 2020/21 budget gap reported to Cabinet 10 July 2019 was £630k. This has now been improved to a £14k surplus position. Details are set out in Appendix D.

6 New Strategic Priorities

- 6.1 The 2018-21 Strategic Plan sets out the Council's priorities against the themes of Growth, Responsibility, Opportunity and Wellbeing. These priorities are kept under review to ensure they remain relevant and take account of changing needs and issues locally, as well as the changing legislative, financial and policy context for local government. These include the growing importance attached to the environment and Climate Change as reflected in the unanimous decision, taken by Full Council in July 2019, to declare a Climate Emergency. As set out below all future proposals will be assessed to minimise any negative environmental impacts.
- 6.2 New Strategic Priorities (NSPs) are being developed, under the broad themes of Commercial Opportunities, Community, Place and Environment, as at Appendix A.
- 6.3 Many of the NSPs will need further scoping, consultation and project definition work before they can be approved and set underway. Others, such as the Woodland Project, are already underway and further progress can be made if further funding can be provided. £500k funding is being made available from reserves to begin such feasibility and scoping work. This allocation is a sustainable and prudent use of General Fund reserves that currently stand at over £20m. This development and definition work will enable the Strategic Plan to be refreshed in Spring 2020.
- 6.4 As proposals are developed, so the objectives and outcomes will be shared and views sought, from potential partners, key stakeholders, Council Members and the public. To deliver these shared priorities, the contribution of local stakeholders and other agencies will be particularly important where the Council must work with others and where their help and contributions may be sought.
- 6.5 The NSPs will require capital and revenue investment in addition to the updated MTFF. Appendix B provides further information on how the investment will be achieved.

7 MTFF Consultation

- 7.1 The budget strategy and timetable ensure that information is available for scrutiny and input from all Members. Detailed information will be available prior to the final budget report being submitted to Cabinet and approval by Council in February 2020. The Leader of the Opposition will have the opportunity to meet with officers to assist with consideration of any alternative budget proposals.
- 7.2 The normal statutory consultation with business ratepayers and parish councils will take place.

8 2019/20 Budget Issues

- 8.1 Scrutiny Panel reviewed the 2019/20 Period 6 budget position at its meeting on 12 November 2019. This shows a forecast net overspend of £0.336m. This reflects one-off costs including the Oyster Fishery lease surrender (£120k), removal of boats from the River Colne (£25k), demolition of united way cottages (£50k): and an income shortfall on the Northern Gateway (£100k).
- 8.2 Budget monitoring therefore shows an acceptable position at this stage of the financial year. Various parameters could affect the forecast and several options are available to mitigate the in-year pressure. It is therefore expected management action will deliver a balanced budget in 2019/20.

9 Balancing the 2020/21 Budget

- 9.1 It was agreed by Cabinet on 10 July 2019 that savings and income proposals would be delivered through specific opportunities and business cases, rather than through any further 'service reviews' to allow the outcomes of previous reviews to stabilise.
- 9.2 2020/21 pressures of £1.604m have been provided for.
- 9.3 The budget gap of £0.630m forecast in the 10 July Cabinet report has been fully addressed by identifying £1.488m of savings for delivery in 2020/21.
- 9.4 Appendix D sets out the opportunities identified and the new budget pressures in detail. This leaves a net position of a forecast budget surplus of £14k

10 Capital Programme

- 10.1 Appendix E sets out the proposed capital programme for 2020/21 onwards. The revenue implications have been built into the MTFF.

11 Fees and Charges

- 11.1 Fees and charges contribute significantly to funding Council services. For 2020/21 a complete review of fees and charges has been undertaken with the base assumption of a 2% inflation increase.
- 11.2 The main changes to fees and charges for 2020/21 are set out in Appendix F and a full list of fees and charges is provided in Appendix H.

12 Financial implications

12.1 As set out in the report.

13 Environmental and Climate Change Implications

13.1 The Objective Test required by Cabinet is being defined. This is not yet fully in place but when defined and embedded will provide a governance test that ensures key decisions are assessed for their likely environmental impact, including on the Council's commitment to be 'carbon neutral' by 2030.

14 Equality and Diversity Implications

14.1 Consideration will be given to equality and diversity issues in respect of budget changes proposed as part of the budget process. This will be done in line with agreed policies and procedures including production of Equality Impact Assessments where appropriate.

15 Risk Management Implications

15.1 As set out in the report

16 Other Standard References

16.1 There are no direct Publicity, Human Rights, Community Safety or Health and Safety implications as a result of this report.

Appendices

Appendix A – New Strategic Priorities

Appendix B – Funding the New Strategic Priorities

Appendix C - Financial sustainability

Appendix D - Base Budget 2020/21 and Medium Term Financial Forecast

Appendix E - Capital Programme 2020/21 onwards

Appendix F - Fees and Charges Changes 2020/21

Appendix G - Financial Year 2019/20

Appendix H – Full list of 2020/21 Fees and Charges

Appendix A: New Strategic Priorities

Environment	
Waste & Recycling Service	Minimise levels of waste through encouraging sustainable methods of recycling. Develop our service to improve customer experience and employee health and wellbeing.
Environment & Sustainability	Meet Climate Emergency commitments including carbon reduction, air quality and biodiversity.
Colchester Woodland	Plant 200,000 trees over 5 years and green the Colchester Orbital. Build a voluntary network to support our trees, change attitudes to the environment and build awareness of climate change and how impacts can be offset.

Place	
Town Centre Vision	Create a vision for Colchester Town Centre that strengthens Colchester position as leading centre for heritage and culture and a place in which to work, visit, relocate and invest in. Work with partners to harness significant regeneration opportunities.
Highways & Cycling	Prioritise plans for cycling and walking in Colchester and develop new projects to encourage sustainable modes of travel, improving health, wellbeing, community safety and air quality and providing a more attractive environment for people to cycle and walk around.
Garden Communities	Create Garden Communities that deliver new housing with the jobs, infrastructure, social and community facilities and open space needed. Work with residents to shape and deliver resilient, self-reliant communities and provide local stewardship of community assets.
River Colne Renewal	Work with partners to develop a vision for the upper, middle and lower River Colne that prioritises its value as a unique natural asset to be carefully utilised, protected and enhanced.

Commercial	
Rowan House Site	Regenerate the Rowan House site and existing accommodation to provide top quality office space and stimulate inward investment, providing a better working environment and additional revenue.
Northern Gateway	Create a new gateway to Colchester, providing jobs and healthcare, housing and an innovative energy source as well as leisure, sports and entertainment facilities, that contribute to the council's revenue.

Community	
Renew Our Community Assets	Improve community facilities by building on existing assets (people and places) to enable communities to come together, play together & encourage improved health and wellbeing.
Cultural Strategy	Build on the work of Creative Colchester by working with them, Arts Council funded and other partners to develop a collaborative Cultural Vision and Ambitions for the Borough.
Heritage Live	Bring our history to life, from the Temple & Castle to the Roman Circus, through display of physical objects, events, interpretation and commemoration to physical and digital trails and displays. Building pride in Britain's 1 st City, drawing in residents and visitors.
Youth Focus	Work with partners to improve facilities, activities and youth engagement aiming for positive impacts on volunteering, improved health & wellbeing, reducing ASB and developing a greater sense of community.

Appendix B

Funding the New Strategic Priorities

1. Budgetary headroom will be created through a combination of:
 - a. Additional revenue savings
 - b. Commercial income/business rates
 - c. Use of New Homes Bonus
 - d. Use of (£500k) overprovision in reserves and balances, this being available to begin projects in 2019/20.
 - e. Providing for New Strategic Priorities in relevant S106 agreements

These additional resources can be used for revenue or provide the potential to borrow.

Table B1 – Calculation of revenue headroom for strategic priorities					
		20/21	21/22	22/23	23/24
1	Headroom brought forward		1,813	2,191	2,368
2	Additional revenue savings	100	100	100	100
3	Commercial income & business rates	100	100	100	100
4	Use of new homes bonus	1,013	578	-23	590
5	The use of £500k overprovision in reserves and balances, this being available to begin projects in 2019/20.	500	-500	0	0
6	S106 agreements	100	100	0	0
7	Total potential headroom	1,813	2,191	2,368	3,158

2. The additional savings in row 2 are over and above the savings required to close the budget gap identified in Appendix D.
3. Commercial and business rates in row 3 reflect progress in commercial development and income generation particularly through the Revolving Investment Fund.
4. Use of New Homes Bonus in row 4 is based on the calculations set out in Appendix D.
5. The use of reserves is a prudent figure. This will be finalised following further review of the issues set out in Appendix D.
6. S106 agreements may provide an additional source of funding, the figures in the table are a prudent estimate of potential.
7. New Strategic Priorities can legitimately be funded by prudent borrowing. This is illustrated in Table B2 below. Borrowing could be undertaken from 2020/21 onwards in a phased programme.

Table B2 – Prudent borrowing level		
		Millions
1	Headroom by 2023/24 (from Table B1)	3.158
2	'Prudency' deduction (20%)	-0.632
3	Allow for other use of headroom (20%)	-0.505

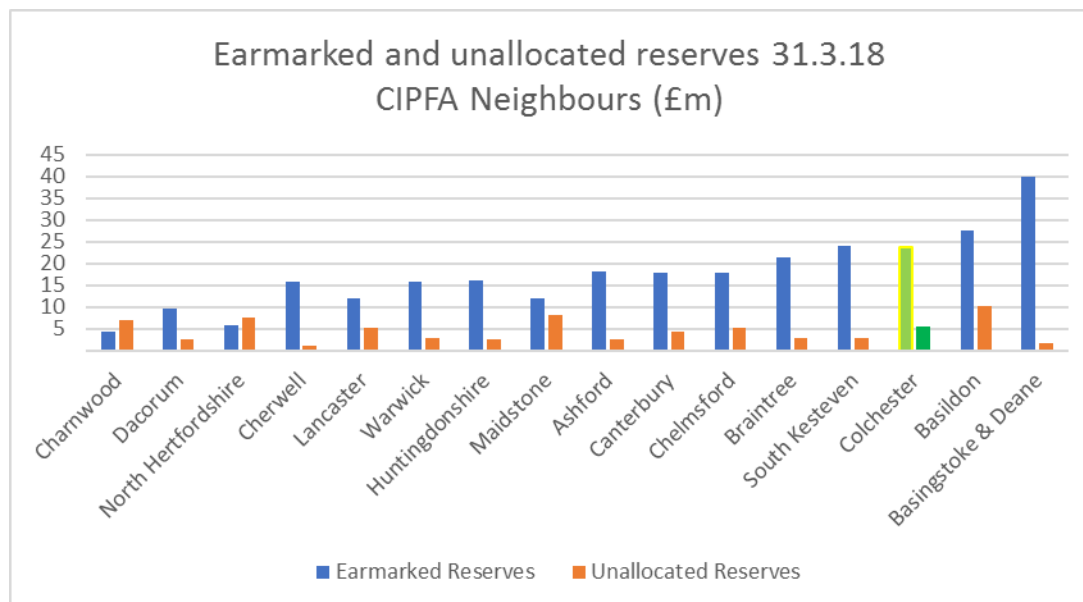
4	Reserve for contingency (10%)	-0.202
5	Allow for New Strategic Priorities revenue costs (33%)	-0.605
6	Capital financing allowance	1.213
7	<i>Assumed interest rate on borrowing 5%; MRP assumption 6.25% (different categories of asset will have different repayment periods)</i>	
8	Illustrative Capital Pot based on the above assumptions	10.785

8. The New Strategic Priorities will have a range of capital and revenue funding requirements, facilitated through the illustrative budgetary headroom identified in Table B2.

Appendix C - Financial sustainability

Reserves and Balances

- 1 The latest available comparative information on reserves and balances shows Colchester to have a reasonable level of earmarked and unallocated reserves. It is advisable to retain a prudent level.



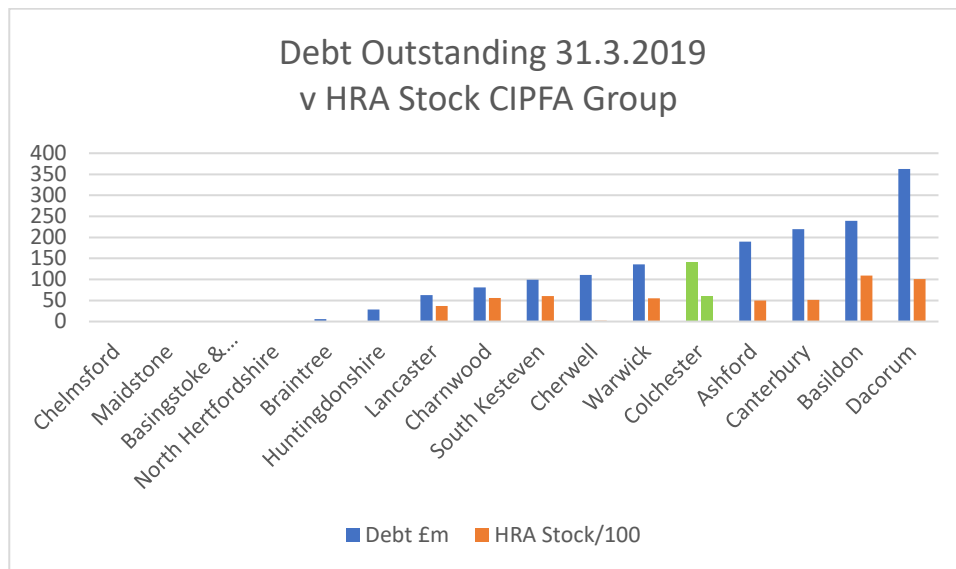
- 2 The minimum level of general fund balance has been set at £1.9m. However this should move in line with inflation and it is recommended a target level of 10% of net budget should apply. The general fund balance should be at a minimum level of £2.030m in 2020/21.
- 3 The annual S151 Officer's statutory report on the adequacy of reserves and balances will be made in the January Cabinet report. There are no issues currently identified that will require addressing.

Financial Regulations

- 4 There is a requirement to revise the Financial Regulations annually as part of the budget process to reflect the changing pattern of Council services and other updates. The proposed 2020/21 Financial Regulations will be reported to Governance and Audit for recommendation to Council.

Borrowing

- 5 The chart shows Colchester's borrowing compared to its CIPFA neighbour group. As also set out in the chart, borrowing levels are largely explained by past decisions on housing stock retention (as demonstrated by the stock numbers bars) and the authorities' position at the self-financing housing settlement.



Appendix D

Base Budget 2020/21 and Medium Term Financial Forecast

2019 Spending Review, Technical Consultation on 2020/21 Local Government Finance Settlement

- 1 The results of a one-year Government spending review were announced in September 2019. The spending review is indicative of councils' 2020/21 funding. However, given general political uncertainty it is not clear that the results of the review will be implemented.
- 2 On 3 October 2019 a technical consultation on the 2020/21 settlement was issued by MHCLG. The technical consultation indicates the government's approach to the settlement, but individual authority figures are not yet released except for social care grant allocations that are not relevant to Colchester.
- 3 Key principles of the Spending Review and Technical Consultation affecting the Council are set out in the Table D1

Table D1 – Summary of 2019 Spending Review and Technical Consultation		
Issue	Description	Response
Local Government Finance Reform	<p>A multi-year Spending Review will take place in 2020.</p> <p>The Government is committed to reforming local government finance from 2021/22. This will include a full reset of the business rates retention baselines</p> <p>2020/21 is therefore a roll forward settlement</p>	<p>Already assumed Fair Funding would not happen in 2020/21. The MTFF provides £500k annual steps for central funding losses.</p> <p>Although not required for Fair Funding changes, this provision may be required for New Homes Bonus changes and local government finance reform from 2021/22 onwards.</p> <p>In 2020/21 the £500k reduction step has now been reduced to £200k given greater certainty over the settlement.</p> <p>It is hoped that the fundamental review would however incentivise and reward without a long time lag quickly growing councils and may be significantly to Colchester's advantage.</p>
Basis of 2020/21 Settlement	Uprating the 2019-20 Settlement Funding Assessment in line with the change in the small business non-domestic rating multiplier.	Already assumed.
Referendum Principles	A council tax referendum principle of up to 2% or	The MTFF assumed a 3% referendum principle. 2020/21 council tax income expectations will

	£5 for district councils – whichever is the greater	be finalised at a later stage of the budget process.
Negative RSG	Government will pay off negative Revenue Support Grant in 2020/21	Already assumed in the MTFF
New Homes Bonus 2020/21	<p>Committing to retain the top-slice of Revenue Support Grant to fund New Homes Bonus in 2020-21 at £900 million</p> <p>Government reserves the right to adjust the 0.4% baseline in 2020/21 to reflect significant growth and spending limits. Any change would be announced in the Provisional Settlement</p> <p>Any part of the £900m allocation not distributed in 2020/21 will be returned to local government</p>	<p>It is unclear whether the basis will be reviewed at all. If so, there is £500k provision in the MTFF for funding losses.</p> <p>Any 2020/21 loss would be limited to that year only and might be partially offset by the promised return of funding to local government.</p> <p>There is also the MTFF provision for decreasing government support identified in the first row of this table.</p>
New Homes Bonus after 2020/21	<p>A more fundamental review will follow probably for 2021/22 implementation.</p> <p>For 2021/22 the legacy payment for 2020/21 would be recalculated on the new basis</p>	<p>The Council would expect to be a significant beneficiary from any reform that limited rewards to higher growth authorities.</p> <p>However the Council could be at risk if adverse changes to the duration of legacy payments and the distribution between first and second tier authorities were made.</p>

Impact of the 12 December 2019 General Election on the local government finance settlement timetable

- 4 The 12 December 2019 General Election is likely to lead to a late settlement announcement. The budget timetable is proceeding on the basis the settlement will be available late December. The position on timetable will be monitored through professional bodies and the LGA.

October 2019 change in pricing Public Works Loan Board loans to local authorities

- 5 The Public Works Loan Board has been the prime borrowing source for local authorities in recent years with rates at record lows. The offer rates have been calculated as the gilt yield for an equivalent duration plus 0.8%.

- 6 On 9 October 2019 the Treasury increased the formula for calculating offer rates by 1%. This was in response to concern over significantly increased borrowing by local authorities.
- 7 Despite the increase Public Works Loan Board rates are historically at a low level. Market funds at better rates may become available but this is yet to be determined. The impact of the changes can be contained within the MTFF as planned.
- 8 The potential use of alternative borrowing sources will be kept under review in liaison with the Council's Treasury advisers.

New Homes Bonus

- 9 In order to facilitate balancing the budget over the years 2020-23, it is now assumed that £0.631m of new homes bonus in 2020/21 is used for one-off implementation costs to achieve base budget savings, row 5 of Table D2. The allocations for further strategic development are set out in row 6, see also Appendix B. New Homes Bonus is expected to increase significantly based on the 30 September 2019 data returned to MHCLG. The figures will be further revised in January when the affordable homes reward has been finalised. New Homes Bonus earned is estimated at only £500k per year from 2021/22 onwards, with a four year entitlement assumption.

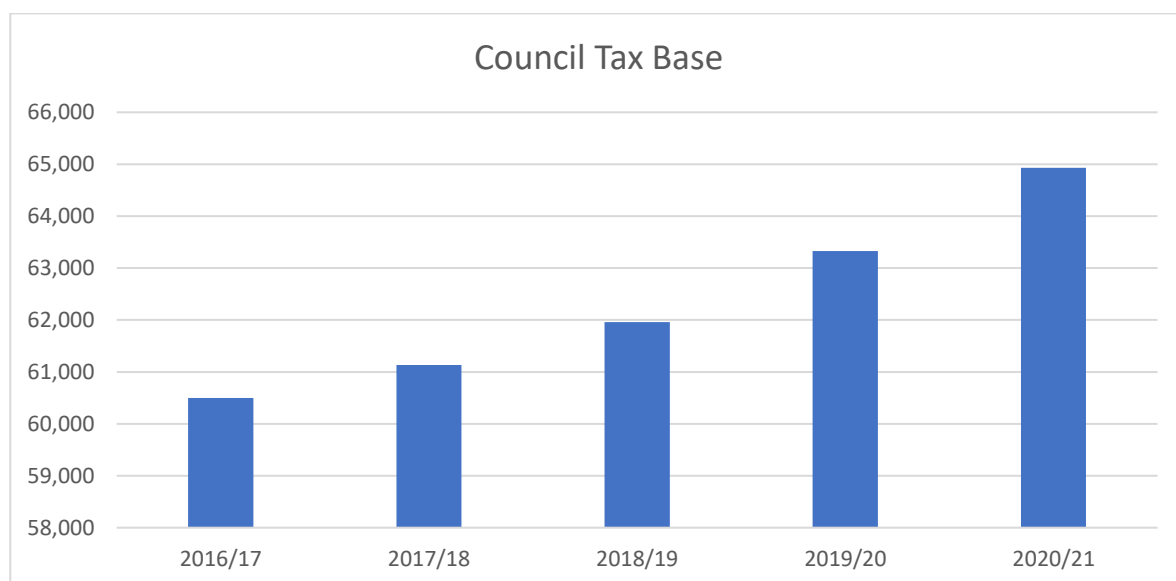
Table D2 – Use of New Homes Bonus							
This table is calculated on the current new Homes Bonus formula. Government has announced a comprehensive review of New Homes Bonus for 2021/22. The allocations forecast in row 7 could either increase or decrease under the new system.							
	All £'000	18/19	19/20	20/21	21/22	22/23	23/24
1	Contribution to Revolving Investment Fund This is an existing allocation to support the development of income generating projects	250	250	250	250	250	250
2	Affordable housing allocation This is an existing allocation towards a key Council priority	163	163	163	163	163	163
3	Base Budget This is the existing allocation in the MTFF reflecting a policy of reducing reliance on NHB to fund the base budget	1,233	1,033	833	633	433	233
4	Colchester Northern Gateway Sports Project This is an existing allocation	750	500	0	0	0	0
5	Savings Implementation This is a new allocation to facilitate delivery of 2020/21	0	0	631	200	390	0

	savings. From 21/22 onwards other opportunities are under investigation to reduce the potential gap in Table E3.						
6	NEGC			500	500	500	500
7	Strategic allocations This is the balance of NHB after other allocations.	1,047	1,469	1,013	1,591	1,568	2,158
8	Totals	3,443	3,415	3,390	3,337	3,304	3,304

Council Tax Base

- 10 The council tax base increase for 2020/21 was originally assumed to be 1%. This has now been improved to 2.5% or 1,600 properties given strong levels of development. The growth is reflected in the revised MTFF. However the figure will be finalised in January once the tax base as at 30 November is known. Growth in the taxbase in previous years is set out in table D3.

Table D3 Council tax base and annual changes		
	Base	Gain
2020/21 Estimated	64,931	1,600
2019/20	63,331	1,371
2018/19	61,960	828
2017/18	61,132	636
2016/17	60,496	949



Funding the agreed capital programme

- 11 The budget for capital financing costs has been reviewed. This covers both minimum revenue provision and interest costs. In order to meet the capital financing cost of the approved 2019/20 capital programme in 2020/21 and later years, a budget of £300k is required in 2020/21, a further £100k in 2021/22, and a further £100k in 2022/23.

Other budget requirements

- 12 The budget includes £180k for the cost of senior management changes. This primarily reflects the cost of an additional Assistant Director and associated support. This will ensure that there is capacity to deliver the Council's ambitious priorities and provide greater operational resilience. It also reflects the implementation of locally determined pay awards.
- 13 NEGC medium term revenue requirements can be addressed by use of the New Homes Bonus strategic allocation. Medium term revenue investment will be repayable from the long term development.

MTFF November 2019 Update

- 14 The overall initial 2020/21 MTFF on these assumptions is set out in Table D4 below. This shows in Row 6 the forecast budget surplus or gap from 2021/22 onwards assuming a continuity of current funding levels. Row 8 shows the potential gap after including the potential funding losses provided for in the MTFF.

Table D4 – Funding the Medium Term Financial Forecast						
	All £'000	19/20	20/21	21/22	22/23	23/24
1	Base Budget	-20,744	-20,385	-20,190	-21,126	-21,436
2	Settlement Funding Assessment – Steady State	4,257	4,100	4,243	4,386	4,430
3	Business Rates growth	2,163	1,800	1,800	1,800	1,800
4	New Homes Bonus	1,946	1,877	1,246	1,236	646
5	Council Tax	12,378	12,622	13,003	13,396	13,800
6	Surplus/-Gap Steady State	000	14	202	-308	-760
7	Potential funding loss			-500	-1,000	-1,500
8	Surplus/-Gap after loss	0	14	-298	-1,308	-2,260

- 15 The position on business rates will not be finalised until later in the budget process. The Essex business rates pool will continue into 2020/21 and the Portfolio Holder for Resources has agreed that the Council continues its membership as this is financially advantageous to the Council.
- 16 Supporting the development of North Colchester businesses, the Council proposes to advance the prospective North Colchester BID £58k from the Strategic New Homes Bonus allocation. In the event the BID proceeds this will be repaid.
- 17 Council tax will be finalised later in the budget process, reflecting growth and performance in 2019/20. The figure in the table is the current position that shows significant growth in the taxbase.
- 18 The results of the 2019 actuarial valuation of Essex County Council superannuation fund are now available. The contribution rate for current service has increased from 15.1% to 18.9%. The deficit for Colchester has decreased from £31m in 2016 to £17m in 2019. These two factors lead to a budget pressure of £150k.

Budget Savings

- 19 The table below sets out the savings that will be added to the Medium Term Forecast.

Table D5 – Budget Savings			£k	£k	£k
	Area	Savings achieved	20-21	21-22	22-23
1	Digital services	A better customer offer allowing more flexibility to book services and pay online	50	50	0
2	Commercial approach	To build on previous achievements to maximise the return on commercial assets and generate increased service income	406	272	
3	Fees and charges.	To ensure fees and charges are set at an appropriate level	251	15	
4	Procurement	To achieve better value for money by expert procurement across a range of supplies and services	160	70	18
5	Invest to save	To direct capital resources into infrastructure and facilities that increase service efficiencies	377	30	
6	Partnership working.	To continue to increase efficiency by partnership working and shared services with other agencies	0	50	30
7	External funding	To draw in external resources to help meet service cost or achieve capital investment	192		
8	Supplies and services		52	0	
9	Total savings		1,488	487	48

Budget Pressures

- 20 Budget pressures are set out in Table D6 below. Any additional pressures identified later in the budget process would need to be funded from increased savings.

Table D6 Cost Pressures			
1	General Inflation	635	Mainly to cover the assumed pay award of 3% and other inflationary increases. Netted down for 19/20 budget one-offs falling out.
2	IT costs	77	Ongoing costs relating to ICT strategy. Reflects the renewal of the Microsoft Enterprise Agreement. Also additional specialist applications, and the potential risk that other licence fees may need to be paid for a longer period than previously assumed.
3	Council Tax Sharing Agreement	100	Changes made to the sharing agreement could reduce the payment to CBC, though there might be increased business rates income
4	Refuse vehicles and crew	62	The Waste and Zones Futures Review identified the need for extra refuse and recycling collection vehicles to respond to housing growth.
5	Staffing changes	180	Cost of an additional Assistant Director post and associated support, and implementation of locally determined pay awards.
6	Commercial Income	100	Delays to Northern Gateway scheme income
7	Net impact of MRP/Interest	300	The budget for capital financing costs has been reviewed. This covers both minimum revenue provision (MRP) and interest costs. In order to meet the capital financing cost of the approved 2019/20 capital programme in 2020/21 and later years, a budget step of £100k in 2021/22 and 2022/23.
8	2019 Actuarial Valuation	150	The budget has been increased to reflect a rise in the primary rate from 15.1% to 18.9%. This is the net effect after a reduction in the deficit payments by £2m over 3 years.
9	Total cost pressures	1,604	

Appendix E

Capital Programme 2020/21 onwards

1. The Capital Programme builds on the schemes approved in setting the 2019/20 Budget. The proposed programme reflects:
- Reprofiting the 2019/20 programme as previously reported
 - Continuing and augmenting the Revolving Investment Fund
 - The New Strategic Priorities

General Fund	2019/20	2020/21	2021/22	2022/23	2023/24
	£'000	£'000	£'000	£'000	
General Fund 2019 Programme	58,684	9,994	300		
Revised 2019 Programme	44,326	42,871	1,443	0	
New Strategic Priorities – indicative		2,000	2,000	2,000	2,000
General Fund 2020 Programme	44,326	44,871	3,443	2,000	2,000
Housing Revenue Account 2019 Programme	20,851	35,232	25,516	18,204	17,492
Revised 2019 Housing Revenue Account Programme	20,851	35,232	25,516	18,204	17,492
New Schemes	-	-	-	-	-
Housing Revenue Account 2020 Programme	20,851	35,232	25,516	18,204	17,492
Total 2020 Capital Programme	65,177	80,103	28,959	20,204	19,492

Appendix F

Fees and Charges Changes 2020/21

1. The main changes to fees and charges for 2020/21 are set out in Table F1 below. Fees and charges have been agreed with portfolio holders and a full list of fees and charges is attached at Appendix H.

Table H1 – Fees and Charges Summary	
Service Area	Changes
Civic Events	No change
Land Charges and Electoral Services	Land charges are calculated on a cost-recovery basis and have been revised. Electoral fees are unchanged.
Sports Grounds, Beach Huts, Countryside Sites and Open Spaces Events	Most fees increased by inflation except for allotments and car parking
Market and Street Trading	Market reduced (reflecting in-year proposals) Street Trading 2.3% increase
Neighbourhood Staff	Inflationary increase
Street Naming and Numbering	No change
Museums	Increase in child/concession prices and saver tickets
Visitor Information Centre	Minor change to guided tours
Private Sector Housing Services	Minor changes
Planning Services	Proposed to increase Practical Completion Certificates, PPA's, PE's, Confirmation of Compliance, Archaeology and UAD charges by a variable but above inflation increase given that no increase was levied in 18/19 as this will maintain a link with inflation and the wider sector
Building Control	No change
Parking Services	Most tariffs unchanged, except for those at West Mersea and for Priory Street season tickets, as set out in the schedules.
Environmental Protection	Minor changes
Licensing and Food Safety	Most existing fees kept broadly the same, with some new Legislative fees introduced
Recycling and Trade Services	Inflationary increase
Cemetery and Crematorium	Most fees increased by RPI/CPI, except for direct cremations (1% increase) and a small number of charges which are unchanged.
Sport and Leisure	All charges proposed taking into account demand/competition/cost of activity. Some charges frozen, some increased.

Appendix G

Financial Year 2019/20

- 1 The Period 6 revenue and capital monitoring position is set out in the tables below. This shows a current forecast revenue overspend of £336k and it is expected this can be managed in-year to achieve a balanced budget.
- 2 Key variances are set out in Table G1 below.

Table G1 – Period 6 Revenue Outturn Forecast (All £'000)		
One-off items		
Colchester Oyster Fishery Lease Surrender	120	
Removal of Boats from River Colne	25	
Demolition of United Way Cottages	50	
		195
		195
Others		
Northern Gateway income shortfall	100	
Net gain on interest payable/earned	(50)	
Other (net)	91	
		141
Total		336

- 3 As reported to Scrutiny Panel on 11th June 2019, the 2018/19 outturn position was an underspend of £263k. It is proposed that this is allocated from balances to provide further funding towards the Alliance Spending Priorities, particularly in light of the unanimous decision of the Council to declare a Climate Emergency in July this year and increase action aimed at cutting waste, boosting biodiversity and making the town carbon neutral by 2030.
- 4 The capital programme position has been reviewed at Quarter 2. Expenditure is currently 29% of programme, compared to 19% at the same stage in 2018/19.
- 5 On 30th January 2019 Cabinet approved the recommendations in the report “Potential New Housing Projects Using HRA Borrowing” to purchase up to 10 Properties using the Right to Buy back and up to 20 Open Market Purchases (OMP's) The budget for each project was up to £2m and £4m respectively.
- 6 However the Council does not have control on the number of Right To Buy Back opportunities that come forward, or the suitability of the properties that are offered back. In order to maximise the potential to purchase properties through these two routes, it is recommended that there is some flexibility provided on the mix of Right to Buy backs and OMP's. This flexibility will allow the Council to be proactive in acquiring more than 20 ex Council properties on the open market, should the Right to Buy Back opportunities not reach 10. It is also recommended that should there be an anticipated underspend out of the total £6m budget, that the Council can purchase additional properties so that more than 30 may be purchased whilst adhering to the £6m budget.
- 7 On 21st November 2018, Cabinet approved recommendations of the report “Increasing the Supply of Affordable Housing through the use of Right to Buy receipts” to partner with Heylo Housing to purchase 20 ex local authority properties

using a shared ownership model. A budget was set to utilise up to £1.2m of Right to Buy Receipts, and an additional £200,000 of expenditure to deliver additional affordable housing which would be let at Affordable Rent under a fixed term tenancy.

- 8 The Heylo Housing Shared Ownership model was based on the option to sell the properties after 10 years. The housing market is showing signs of cooling down and so the risk versus return is less attractive. Furthermore, the Council now has capacity to borrow following the abolition of the HRA debt cap, and no longer relies on partners to contribute the 70% of costs that cannot be funded through Right to Buy receipts.
- 9 It is recommended that the approved budget of £1,400,000 is used to increase the number of properties that the Council are purchasing back for permanent accommodation. A budget of £1,400,000 could achieve at least an additional 7 properties (based on the average total cost of £180,000 per property) which would be let at social rent and would sit within the HRA
- 10 An additional allocation will be required in the capital programme for feasibility costs of corporate asset programmes.

FEES AND CHARGES

APPENDIX H

- (i) Civic Events 2020-21
- (ii) Land Charges, Electoral Services from 1 January 2020 and Freedom of Information
- (iii) Sports Grounds, Beach Huts, Countryside Sites and Open Spaces Events – January 2020
- (iv) Market and Street Trading 2020-21
- (v) Neighbourhood Staff 2020-21
- (vi) Street Naming and Numbering 2020-21
- (vii) Museums 2020-21
- (viii) Visitor Information Centre 2020-21
- (ix) Private Sector Housing Services from 1 January 2020
- (x) Planning Services
- (xi) Building Control Service from 1 January 2020
- (xii) Parking Services 2020-21
- (xiii) Environmental Health and Licensing Services from 1 January 2020
- (xiv) Recycling and Trade Services 2020-21
- (xvi) Cemetery and Crematorium 2020-21
- (xvi) Sport and Leisure from 1 January 2020

VAT Indicators

The VAT indicators in the schedules are as follows:

ST = Standard Rated

EX = Exempt

NB = Non Business

ZR = Zero Rated

(i) Civic Events

Introduction

It is proposed that the current levels of fees and charges be retained for the Opening of the Oyster Fishery and the Oyster Feast, and a minimal increase applied to the Mayor Making Lunch.

In terms of the fee for the Mayor Making lunch, this was last increased in 2019 to £35 per person, from £33. The number of attendees has remained steady therefore it is recommended that the fee for 2020-21 is increased to £35.

In respect of the Opening of the Oyster Fishery and the Oyster Feast, there continues to be a noticeable impact on the numbers of guests willing to attend these events in the current economic climate, and any increase in the fee may have a negative impact on attendance.

There have been occasions in the past where the Opening of the Oyster Fishery was held at Cudmore Grove Country Park rather than using a boat. Should future plans involve the hosting of the Opening of the Oyster Fishery without the use of a boat, an alternative charge of £60 per person for the event is applied.

Description of charge	Optional	Optional	VAT Ind	Current 2019/20 Charges excl. VAT (£)	Current 2019/20 Charges incl. VAT (£)	Proposed 2020/21 Charges excl. VAT (£)	Proposed 2020/21 Charges incl. VAT (£)
Mayor Making Lunch	Per Person		ST	29.17	35.00	29.17	35.00
Opening of the Oyster Fisheries	Per Person		ST	70.83	85.00	70.83	85.00
Oyster Feast	Per Person		ST	79.17	95.00	79.17	95.00

Equality, Diversity and Human Rights implications

Equality Impact Assessments are available to view on the Colchester Borough Council website by following this pathway from the homepage: Your Council > How the Council Works > Equality and Diversity > Equality Impact Assessments >Policy & Corporate.

(ii) Land Charges, Electoral Services and Freedom of Information

Local Land Charges

Introduction

All fees are calculated on a cost recovery basis. VAT is applicable on all charges except for the LLC1 element. Fees are proposed to be increased from 1 January 2020

Description of charge	Optional	Optional	VAT Ind	Current 2019/20 Charges excl. VAT (£)	Current 2019/20 Charges incl. VAT (£)	Proposed 2020/21 Charges excl. VAT (£)	Proposed 2020/21 Charges incl. VAT (£)
Residential (CON 29R + LLC1)			ST	92.46	106.95	131.16	154.08
Commercial (CON 29R + LLC1)			ST	130.46	152.55	131.16	154.08
LLC1			NB	20.00	20.00	20.00	20.00
CON 29 O Questions – all except Question 8 (each)			ST	10.00	12.00	10.00	12.00
Con 29 O Question 22			ST	14.00	16.80	14.00	16.80
Con 29 R Residential			ST	72.46	86.95	111.16	134.08
Con 29 R Commercial			ST	110.46	132.55	111.16	134.08
Additional written enquiries per question			ST	20.00	24.00	20.00	24.00
Additional Land Parcels per extra assessment			ST	15.00	18.00	15.00	18.00
Copy documents (per document)			NB	15.00	15.00	20.00	20.00

Electoral Services

Introduction

Registers fees are governed by statute as stated below.
Income from such fees circa £3k per annum

Description of charge	Optional	Optional	VAT Ind	Current 2019/20 Charges excl. VAT (£)	Current 2019/20 Charges incl. VAT (£)	Proposed 2020/21 Charges excl. VAT (£)	Proposed 2020/21 Charges incl. VAT (£)
Electoral Services							
Register (Paper copies) Flat rate administration fee £10.00	Additional charge of £5.00 per 1000 names		ST	8.33	10.00	8.33	10.00
Register data Flat rate administration fee £10.00	Additional charge of £1.50 per 1000 names		ST	16.67	20.00	16.67	20.00
Certificate of registration			ST	20.83	25.00	20.83	25.00

Freedom of Information Requests

Introduction

Freedom of Information requests are provided free of charge under the legislation, up to an appropriate limit set by the Ministry of Justice. The appropriate limit currently remains unchanged and for local government is £450. Requests that exceed the appropriate limit may be either declined or charged at the rate of £25 per hour, also set by legislation.

(iii) Sports Grounds, Beach Huts, Countryside Sites and Open Spaces Events

Introduction

We have a good rate of use on sports pitches and are competitive with other nearby areas. If significant increases were proposed, it is highly likely we could lose customers to other nearby areas, therefore it is proposed to increase by CPI.

Beach Hut Rents have had an increase by CPI.

Permit for commercial use of POS for small activities excluding Castle Park, HWCP and Sports Grounds has been increased by CPI.

Access Licenses are increased by CPI.

Allotment charges have previously been identified for 5 year periods and have been effective from October to September annually. This will change as from October 2019 where annual billing will take place annually on the start date of the tenancy agreement.

A service review of the allotment provision is currently being undertaken and allotment fees are included. It is proposed that the fees for 20/21 remain as is until the longer-term decision is made on fees.

It is proposed to increase fishing permit charges, hire charges in respect of commercially run forest school sessions, and health and fitness businesses, as well charges for park-run education sessions in respect of High Woods Country Park, Castle Park and Countryside Sites by 2.3% rounded up.

The proposed increases in respect of commercial photography and filming exceed CPI as charges have been held at their current level for several years and have been brought into line with rates charged by the Colchester Events Company. It is also proposed to introduce a small hourly charge - based on the Neighbourhood labour charge below - to help cover the costs of Parks staff supporting small commercial outdoor events and out-of-hours.

It is proposed that car parking charges at High Woods Country Park & Port Lane be retained at their current levels.

Charges for ground rent and hire of equipment at Castle Park have been included, for those events facilitated directly by the Council. These charges are based on the charges currently being made by the Colchester Events Company.

Description of charge	Optional	Optional	VAT Ind	Current 2019/20 Charges excl. VAT (£)	Current 2019/20 Charges incl. VAT (£)	Proposed 2020/21 Charges excl. VAT (£)	Proposed 2020/21 Charges incl. VAT (£)
FOOTBALL, RUGBY and HOCKEY							
Full size - casual - all days	Adult per match		ST	58.60	70.32	59.77	71.73
Full size - casual - all days	Junior per hour		ST	17.54	21.05	17.89	21.47
9-a-side football	Per hour		ST	16.40	19.68	16.73	20.07
7-a-side or mini rugby/hockey - all days	Per hour		ST	15.35	18.41	15.66	18.79
Training grid - all days	Adult per hour		ST	12.90	15.48	13.16	15.79
Training grid - all days	Junior per hour		ST	8.50	10.20	8.67	10.40
Training pitch (7 a side or half full pitch) - all days	Per hour		ST	10.53	12.63	10.74	12.89
American Football Pitch	Per match		ST	26.76	32.11	27.30	32.75
BOWLS							
Casual play	Per player		ST	3.95	4.74	4.03	4.83
Casual play	Per rink		ST	14.04	16.84	14.32	17.18
Season ticket	Per member		ST	94.13	112.95	96.01	115.22
Season ticket	Per member	Discounted	ST	70.62	84.75	72.03	86.44
Adult weekend season ticket (1/2 full price)	Per member		ST	47.11	56.53	48.05	57.66
Adult weekend season ticket (1/2 full price)	Per member	Discounted	ST	35.34	42.41	36.05	43.26
Weekend family ticket	Both partners and under 16 offspring		ST	94.22	113.06	96.10	115.33

Weekend family ticket	Both partners and under 16 offspring	Discounted	ST	70.71	84.85	72.12	86.55
Junior bowls	Under 16's		ST	70.62	84.75	72.03	86.44
Junior bowls membership	Under 16's	Discounted	ST	52.98	63.58	54.04	64.85
Hire of woods			ST	2.90	3.48	2.96	3.55
CRICKET							
Colchester & EECC - exclusive weekend use	Per season		EX	3,762.44	3,762.44	3,837.69	3,837.69
Pitch - casual - weekday	All day	from 11am	ST	67.72	81.27	69.07	82.89
Pitch - casual - weekday	Half day	from 1pm	ST	58.42	70.11	59.59	71.51
Pitch - casual - weekend & B/H	All day	from 11am	ST	75.88	91.05	77.40	92.88
Pitch - casual - weekend & B/H	Half day	from 1pm	ST	64.39	77.27	65.68	78.81
Pitch - casual - weekday	Junior per hour		ST	17.01	20.41	17.35	20.82
Practice nets	Per 4 hours		ST	8.95	10.74	9.13	10.95
CYCLING							
Grass track - club use - all days			ST	45.18	54.21	46.08	55.30
TENNIS							
Lawn Tennis Club Season Charge			EX	909.08	909.08	927.26	927.26
ROUNDERS							
Pitch - all days	Adult	Per hour	ST	20.44	24.53	20.85	25.02
Pitch - all days	Junior	Per hour	ST	12.90	15.48	13.16	15.79
ATHLETICS Shrub End Sports Ground							
Long jump	Jnr/Educ.	Per hour	ST	12.90	15.48	13.16	15.79
Running track 300m oval	Shrub End	Per hour	ST	22.81	27.38	23.27	27.92
Running track 4 land 100m straight	Shrub End/ Old Heath	Per hour	ST	15.18	18.22	15.48	18.58

* Education Use - restricted to school day	9am–3:30pm	Term time					
Sports Day Base Charge	Shrub End Only		ST	44.58	53.50	45.47	54.57
Other Misc Open Space Costs							
Permit for regular commercial use of POS for bootcamps/fitness classes excluding Castle Park, HWCP and Sports Grounds			ST	6.14	7.37	6.26	7.52
Permit for commercial use of POS for small activities excluding Castle Park, HWCP and Sports Grounds			ST	23.22	27.87	23.68	28.42
Access Licenses							
Pedestrian Access			EX	44.22	44.22	45.10	45.10
Vehicle & Pedestrian Access			EX	88.44	88.44	90.21	90.21
Vehicle Parking & Pedestrian Access			ST	129.53	155.44	132.12	158.54
High Woods Country Park, Castle Park and Countryside Sites							
Fishing (closed 15 March to 15 June incl)							
High Woods Country Park	Adult	Season	ST	36.50	44.00	37.42	44.90
High Woods Country Park	Junior	Season	ST	22.50	27.00	22.92	27.50
High Woods Country Park	Adult	Day	ST	7.50	9.00	7.67	9.20
High Woods Country Park	Junior	Day	ST	5.00	6.00	5.08	6.10
Children's Craft / Environmental Activity	2 hours		EX	4.40	4.40	4.50	4.50
Family Self-Guided Event			EX	1.00	1.00	1.00	1.00
Natural History Event	2 hours		EX	4.40	4.40	4.50	4.50
Young Ranger Club (12 to 15 year olds)	Per week		EX	45.0	45.00	46.00	46.00
Forest Schools - Site hire by other groups			EX	215.00	215.00	219.00	219.00

Forest Schools - Site hire by other groups			EX	76.00	76.00	78.00	78.00
Forest Schools - Site hire by other groups			EX	55.50	55.50	57.00	57.00
Environmental Education session (Led by Education Officer/Ranger)			EX	4.10	4.10	4.20	4.20
Other groups e.g. brownies (Led by Education Officer/Ranger)			EX	4.10	4.10	4.20	4.20
Hire of educational equipment			ST	20.83	25.00	21.25	25.50
Hire of High Woods Country Park and Castle Park Meeting Rooms and Visitor Centre	Per hour		EX	16.50	16.50	16.80	16.80
Hire of Lower Bowls Pavilion and Green	Per hour	Negotiable	ST	40.00	50.00	42.50	51.00
High Woods Country Park - Ground Rent	Per hour	Negotiable	ST	40.00	50.00	42.50	51.00
Hire of Bandstand - Castle Park	Per hour	Negotiable	ST	40.00	50.00	42.50	51.00
Hollytrees Lawn - Ground Rent	Per hour	negotiable	ST	40.00	50.00	42.50	51.00
Hollytrees Meadow - Ground Rent	Per Hour	negotiable	ST	60.00	72.00	60.83	73.00
Castle Bailey - Ground Rent	Pe Hour	negotiable	ST	60.00	72.00	60.83	73.00
Upper Park Slopes – Ground Rent	Per Hour	negotiable	ST	80.00	96.00	81.67	98.00
Lower Park – Ground Rent	Per Hour	negotiable	ST	120.00	150.00	127.50	153.00
Staff/labour cost to support Outdoor Events	Per hour		EX	27.97	27.97	28.53	28.53
Permit for regular commercial use by fitness and recreation businesses			EX	6.00	6.00	6.10	6.10
Helicopter Landings – Castle Park	Per occasion		ST	100.00	120.00	101.67	122.00
Commercial Photography	Per occasion	Negotiable	EX	300.00	300.00	307.00	307.00

Commercial Filming	Per occasion	Negotiable		600.00	600.00	614.00	614.00
High Woods Country Park & Port Lane Car Parking							
Weekdays	Up to 2 hours		ST	0.42	0.50	0.42	0.50
Weekdays	2 – 4 hours		ST	1.67	2.00	1.67	2.00
Weekdays	Over 4 hours		ST	3.33	4.00	3.33	4.00
Weekends and Bank Holidays	Up to 2 hours		ST	0.42	0.50	0.42	0.50
Weekends and Bank Holidays	Over 2 hours		ST	1.67	2.00	1.67	2.00
Castle Park – Equipment Hire & Service Charges							
Electric Supply	Per day	3 phase 63 amp per socket	ST	142.42	170.00	144.50	173.40
Electric Supply	Per day	63 amp per socket	ST	42.29	50.75	43.17	51.80
Electric Supply	Per day	32 amp per socket	ST	23.77	28.50	24.25	29.10
Electric Supply	Per day	16 amp per socket	ST	11.88	14.25	12.08	14.50
water	Per day	standpipe	ST	25.50	30.60	26.01	31.21
Wheelie Bins	each	1100 litres	ST	20.79	25.00	21.25	25.50
White Line Marker	Per occasion	Groundsman Type	ST	5.95	7.00	6.06	7.14
Road Pins	Per 10		ST	2.97	3.50	3.00	3.60
PA System	Per day		ST	60.00	72.00	61.17	73.40
Radios	each	2-way analogue	ST	12.08	14.50	12.33	14.80
Tables	each	trestle	ST	7.10	8.50	7.25	8.70

Chairs	each		ST	2.39	2.90	2.50	3.00
Temporary Fencing	Per panel delivered	1m x 2.5m	ST	2.10	2.50	2.17	2.60
Temporary Fencing	Per Panel Installed	1m x 2.5m	ST	6.33	7.60	6.50	7.80
Overnight Security	1 x security guard	Per night	ST	295.83	355.00	301.75	362.50
High Hedges Legislation fees							
Complaint processing fee	Full rate		NB	316.82	316.82	316.82	316.82
	Concession rate - those in receipt of approved benefits		NB	105.57	105.57	105.57	105.57
Allotment Plot Fees							
Full rate charges							
Plot rent per m2			EX	0.34	0.34	0.34	0.34
Water charges per m2			EX	0.16	0.16	0.16	0.16
Total plot rent			EX	0.50	0.50	0.50	0.50
Concessionary rate charges							
Plot rent per m2			EX	0.30	0.30	0.30	0.30
Water charges per m2			EX	0.16	0.16	0.16	0.16
Total plot rent			EX	0.46	0.46	0.46	0.46
Beach Hut Fees							
Plot rental							
Resident - Large Front Row			ST	222.81	267.38	227.27	272.72
Resident - Small Front Row			ST	150.61	180.94	153.62	184.35
Resident - Large Other Row			ST	196.05	235.26	199.97	239.97
Resident - Small Other Row			ST	131.92	158.31	134.56	161.47
Non-Resident - Large Front Row			ST	374.30	449.16	381.79	458.14
Non-Resident - Small Front Row			ST	254.04	304.84	259.12	310.94

Non-Resident - Large Other Row			ST	335.09	402.11	341.49	410.15
Non-Resident - Small Other Row			ST	227.45	272.75	232.00	278.40
Plot rental - Concession							
Resident - Large Front Row			ST	163.95	196.74	167.23	200.67
Resident - Small Front Row			ST	113.16	135.79	115.42	138.51
Resident - Large Other Row			ST	145.26	174.31	148.17	177.80
Resident - Small Other Row			ST	96.23	115.48	98.15	117.79
Non-Resident - Large Front Row			ST	281.67	338.00	287.30	344.76
Non-Resident - Small Front Row			ST	182.71	219.26	186.36	223.64
Non-Resident - Large Other Row			ST	254.04	304.84	259.12	310.94
Non-Resident - Small Other Row			ST	158.60	190.32	161.77	194.13
Transfer Fee			ST	236.14	283.37	240.86	289.04
Plot rental for the commercial hire of beach huts							
Resident - Large Front Row			ST	547.04	668.44	568.17	681.81
Resident - Small Front Row			ST	376.58	451.91	384.12	460.95
Resident - Large Other Row			ST	490.19	588.23	500.00	599.99
Resident - Small Other Row			ST	330.24	399.17	339.29	407.15
Transfer Fee			NB	283.38	340.05	289.05	346.86
Other Relevant Fees							
Deck Chair Hire	X09	Year	ST	158.33	190.01	161.50	193.80
Sailing Board Club	X11	Year	ST	333.34	400.01	340.01	408.01
Large Front Row Charity	X13	Year	ST	95.79	114.95	97.71	117.25

Equality, Diversity and Human Rights implications

- The proposed fees and charges affect all customers equally. Junior charges are available for many of the activities and a reduced concession price is available on some charges.
- Charges have been set in accordance with the leisure services pricing policy, which will be subject to an Equality Impact Assessment as and when it is reviewed.
- There are no new charging arrangements being introduced which will have a negative impact on any equality target groups.

(iv) Market and Street Trading

Introduction

Street Trading to be increased by CPI (2.3%) * and rounded up to nearest 10p

For Markets, the average cost per pitch nationally is between £10 and £35 (based on 2018 National Market Survey).

*Colchester Market fees are pending a reduction for 2019-20 to £25 per pitch. This is to make it more competitive with its neighbours, whose fees are around £20 per pitch and arrest a decline in occupancy. Recommendation is for fees to remain the same in 20-21. We are also looking to introduce a Wednesday Market.

Description of charge	Optional	Optional	VAT Ind	Current 2019/20 Charges excl. VAT (£)	Current 2019/20 Charges incl. VAT (£)	Proposed 2020/21 Charges excl. VAT (£)	Proposed 2020/21 Charges incl. VAT (£)
Market Pitches for High Street							
Friday pitch			EX	29.10*	29.10*	25.00	25.00
Saturday pitch			EX	29.10*	29.10*	25.00	25.00
Electric Hook Up Charge			EX	1.10	1.10	1.10	1.10
Street Trading							
Small	2m x 2m		EX	12.64	12.64	13.00	13.00
Medium	2.5m x 2.5m		EX	17.70	17.70	18.10	18.10
Large	3m x 3m		EX	20.23	20.23	20.70	20.70
Extra Large	2m x 5m		EX	22.76	22.76	23.30	23.30

Equality, Diversity and Human Rights implications

There are no particular equality, diversity or human rights implications. This is covered in the original EQIA for the Service. The EQIA can be found here: <http://www.colchester.gov.uk/article/4959/Community-Services>

(v) Neighbourhood Staff

Introduction

These are the charges used for such activities as Road Closures and Bin Emptying. Figures below include a proposed CPI rate of 2.3%. This additional increase will start to provide for the replacement of ageing equipment and any increase in staffing costs.

Description of charge	Optional	Optional	VAT Ind	Current 2019/20 Charges excl. VAT (£)	Current 2019/20 Charges incl. VAT (£)	Proposed 2020/21 Charges excl. VAT (£)	Proposed 2020/21 Charges incl. VAT (£)
Neighbourhood Charges							
Unskilled Labour per hour			EX	26.60	26.60	27.13	27.13
Skilled Labour per hour			EX	27.97	27.97	28.53	28.53

Equality, Diversity and Human Rights implications

There are no particular equality, diversity or human rights implications. This is covered in the original EQIA for the Service. The EQIA can be found here:

<http://www.colchester.gov.uk/article/4959/Community-Services>

(vi) Street Naming and Numbering

Introduction

It is proposed that the fees and charges for rework remain unchanged.

Street Naming and Numbering is a statutory function for the local authority which means the authority should not charge for the service and therefore no charges are applied to applicants for the delivery of the service. It is also in the best interest of the current or future residents affected that charges are not applied as they may deter individuals or developers from following the correct processes for creating or changing property addresses.

Charging for reworking Street Naming and Numbering schedules that had previously been completed and issued acts as an incentive for developers to agree appropriate and complete schedules at the outset and as a deterrent from changing addresses once they have been issued to residents and third parties.

Description of charge	Optional	Optional	VAT Ind	Current 2019/20 Charges excl. VAT (£)	Current 2019/20 Charges incl. VAT (£)	Proposed 2020/21 Charges excl. VAT (£)	Proposed 2020/21 Charges incl. VAT (£)
Street Name Change	Each		ST	100.00	120.00	100.00	120.00
Plot Change	Each	£50 minimum charge	ST	10.00	12.00	10.00	12.00

Equality, Diversity and Human Rights implications

Not applicable as no change to fees and charges.

(vii) Museums

Introduction

Colchester Borough Council has three Museums, Hollytrees and Natural History Museum are free to the public and there is no proposal to change that. The Castle is a charged for attraction and the income is important, allowing for sustainability and investment in to this iconic Historic Asset. There is no change proposed to adult admission prices which remains very competitive and included the new Colchester Resident Pass last year. To support the budget strategy and look for income opportunities we have considered all the other fees and charges and noted that Colchester Castle offers amongst the most generous discounts for children and concession tickets compared to comparator sites regionally along with the free museums offer. A child / concession admission price is currently 47% cheaper than an adult ticket whilst other attractions such as Framlingham Castle, Leeds Castle and the National Horseracing Museum discount by between 33% and 40% for children (Norwich Castle offers only a 14% discount) and even less for concessions - between 0% and 10%. Accessibility and affordability is important so the proposal is to bring the prices in line with other attractions but only to the top 40% margin;

Student ticket price change from £6.75 to £6.95

Child ticket price change from £5.25 to £5.95 - Note 0-3 years is free and child is 4-16yrs (not 12yrs as many attractions)

Concession ticket change from £5.25 to £6.95

It is also proposed that the saver family tickets increase proportionally with these changes.

These proposals remain good value for visitors to Colchester when compared to regional competitors, especially when coupled with our two free Museums. For residents (whatever age) a single entry provides free access to the Castle for a whole year. For those for whom the prices remain a real barrier, the Castle will continue to open to the public for free twice a year; for Heritage Open Day and the special 'Christmas at the Castle' event.

Description of charge	Optional	Optional	VAT Ind	Current 2019/20 Charges excl. VAT (£)	Current 2019/20 Charges incl. VAT (£)	Proposed 2020/21 Charges excl. VAT (£)	Proposed 2020/21 Charges incl. VAT (£)
Castle Admission Charges, Tours and Tablet Hires at the Castle							
Individual	'Tourist' / non-residents one-day entry but offers annual Membership for any CBC residents on opting-in / signing up						
Adult			ST	8.33	10.00	8.33	10.00
Student			ST	5.62	6.75	5.79	6.95
Child	4 – 16 years	0 – 3 free	ST	4.37	5.25	4.96	5.95
Concession			ST	4.37	5.25	5.79	6.95
Saver tickets	'Tourist' / non-residents one-day entry but offers annual Pass for any CBC residents on opting-in / signing up						
	2 x adults plus 2 x children/ concessions		ST	22.50	27.00	23.34	28.00
	2 x adult plus 1 child/ concession		ST	19.17	23.00	19.17	23.00
	1 x adult plus 3 x children/ concessions		ST	19.17	23.00	20.84	25.00

Group	12+ people: Negotiable			Guideline	prices		
Adult			ST	6.45	7.75	Negotiable depending on the type of group, day, time, season etc	
Child	4 – 16 years	0 – 3 free	ST	3.50	4.20		
Concession			ST	3.50	4.20		
Tours	2017-18 prices held						
Adult			ST	2.50	3.00	2.50	3.00
Child/Concession	4 – 16 years	0 – 3 free	ST	1.25	1.50	1.25	1.50
Tablet Hire	2017-18 prices held						
All hires			ST	0.83	1.00	0.83	1.00
Memberships (non-borough)	2017-18 prices held						
Child / Concession	4 – 16 years	0 – 3 free	ST	10.42	12.50	10.42	12.50
Adult			ST	15.42	18.50	15.42	18.50
Joint Adult			ST	27.50	33.00	27.50	33.00
Family			ST	40.83	49.00	40.83	49.00
School Admissions	VAT Exempt						
Colchester Castle							
Borough – general visit			EX	3.30	n/a	3.30	n/a
Borough – schools package			EX	4.30	n/a	4.30	n/a
Non-Borough – general visit			EX	3.80	n/a	3.80	n/a
Non-Borough – schools package			EX	4.80	n/a	4.80	n/a
Teacher / adult helper	Up to 6 x adults per 32 pupils are not charged			Free	Free	Free	Free
Hollytrees Museum							
General visit				Free	Free	Free	Free
Borough – half day			EX	3.80	n/a	3.80	n/a
Borough – full day			EX	4.30	n/a	4.30	n/a
Non-Borough – half day			EX	4.30	n/a	4.30	n/a
Non-Borough – full day			EX	4.80	n/a	4.80	n/a
Teacher / adult helper	Up to 6 x adults per 32 pupils are not charged			Free	Free	Free	Free

Equality, Diversity and Human Rights implications

No human rights issues are apparent in relation to the delivery of Colchester Castle and Colchester museums. It is acceptable to charge an entry fee to the Castle due to the inherent cost in protecting and providing access to both the building and the collection displayed and interpreted inside. The Castle is a legally protected Scheduled Ancient Monument which the Council has a duty of ownership to maintain and protect, and the historical and educational value of the designated archaeological collections are of international significance. Castle visitors perceive value in paying for admission to the Castle as a 'day out' venue for family or individual enjoyment and lifelong learning. A number of good value and discount options are available, now including excellent annual Resident Pass for Borough residents for the same price as a day ticket, and even day admissions tickets once purchased can be used to re-enter the Castle as many times as desired that day. Annual 'Castle Pass' membership provides an excellent value option for non-resident but still quite local people with an interest in the Castle to return multiple times each year for less than the cost of two visits (or roughly the cost of two and a half visits for children and concessions), and other special offers are occasionally attached to this.

For those unable to afford to pay for full admission to Colchester Castle, a number of cheaper options are available which are relevant to equality and diversity in terms of providing access for as wide a range of visitors as possible. Concessionary rates, as well as providing reduced priced admission for children of school age and full-time students, also enable those on a low income, retired or unable to work to benefit from reduced admission if they are in receipt of state benefits (subject to some form of proof being provided on request). Concession rates also apply to annual membership. Since 2017 anyone holding a Defence Discount Service card, eligible for members of the armed forces, as well as their dependents, veterans, cadets and related categories, qualifies for concessionary rate admission to Colchester Castle.

The Castle continues to provide free access to visitors twice a year, during Heritage Open Days weekend in September and the annual Christmas open evening when the Castle is open later than usual. These are both ideal opportunities for local visitors on lower incomes, for instance, to experience a Castle visit free of charge should they wish.

Disabled visitors also benefit from reduced admission rates and carers accompanying disabled visitors to facilitate their visit gain free entry. The Castle contains many layers of interpretation aimed at providing inclusive access for and improving the visitor experience for visitors with disabilities – examples include two lifts, a tactile map, audio equipment. School groups that include children with particular needs are always catered for on a special case by case basis, with alternative tours being made available for children, and their friends, who cannot manage the steps in the standard tour. Schools are asked on booking whether any children required any further special arrangements, such as the Castle Scriptorium being made available as a quiet room for children who may need a space to rest or receive medication. A project is currently under way to widen the range of alternative learning provision offered to schools.

(viii) Visitor Information Centre

Introduction

It is proposed that an increase of 10p is applied to VAT inclusive adult and child guided tour charges. An increase is required to keep pace with the application of the Living Wage to the fees paid to tour guides, and there is also an imperative to maximize revenue opportunities through tourism where this does not damage uptake. Overall guided tour charges will remain competitive with other similar destinations.

As last year fees for advertising with Visit Colchester through print and online channels remain negotiable as is common in the sector as flexibility is required to create bespoke packages for potential advertisers; across channels; for varying time periods and in some cases for multiple venues owned by one business.

Description of charge	Optional	Optional	VAT Ind	Current 2019/20 Charges excl. VAT (£)	Current 2019/20 Charges incl. VAT (£)	Proposed 2020/21 Charges excl. VAT (£)	Proposed 2020/21 Charges incl. VAT (£)
Guided Tours							
Public Tour - public	Adult		ST	3.83	4.60	3.92	4.70
Public Tour - public	Child		ST	2.67	3.20	2.75	3.30
Private pre-booked	Adult		ST	3.83	4.60	3.92	4.70
Private pre-booked	Child		ST	2.67	3.20	2.75	3.30
Private pre-booked	Min. charge for groups of < 10		ST	38.33	46.00	39.17	47.00
Private pre-booked Borough School	Adult		EX	Accompanying teachers/adults free	Accompanying teachers/adults free	Accompanying teachers/adults free	Accompanying teachers/adults free

Private pre-booked Borough School	Child		EX	2.70	2.70	2.80	2.80
Agency Commission Fees							
Charity	5%		ST	No change		No change	
Non Charity	10%		ST				
Minimum handling fee applied if commission falls below 25 plus VAT			ST	25.00	30.00	25.00	30.00

Equality, Diversity and Human Rights implications

We have fully considered the equality and diversity impacts of our fees and charges and conclude that there are no adverse impacts that cannot be appropriately mitigated.

(ix) Private Sector Housing Services

Introduction

It is proposed that private sector housing fees and charges are amended as set out below.

House in Multiple Occupation Licence Fee - A local authority may recover costs associated with the administration of a licensing scheme by charging a fee to applicants. LGA Guidance makes it clear that local authorities cannot over or under charge and that fees need to reflect the true cost of delivering the service. Fee income must be used for the purposes of delivering a licensing scheme and not be drawn into the general fund.

The overall fee for a new HMO Licence and the fee for an HMO licence renewal under the provisions of the Housing Act 2004 are being marginally increased. A new licence will cost £750 and a renewal licence will cost £375.

These fees are to be paid in two payments as a result of the Gaskin vs LB Richmond case, with the 'total fee' split with a payment on submission of the application for initial processing and a later payment once it is clear that the licence is going to be granted.

The cost of a new HMO licence will consist of an initial payment on submission of £375 and a second payment of £375 prior to issue of the licence.

A licence renewal will consist of an initial payment of £190 and a second payment of £185

When requested by the applicant for an HMO licence, we can prepare the floor plans which are required as part of the application process for £100ex VAT

Charges for Enforcement Notices/Orders

The fee charged for the service of an Enforcement Notice or Order under the provisions of the Housing Act 2004 is to be increased by 2% from £520 to £530

Immigration Inspections

The fee for an immigration inspection is to be increased marginally from £135ex VAT to £150ex VAT ie £180inc. This is a discretionary service provided by the Council, not a statutory duty, and the fee remains significantly less than private sector surveyors or agents charge.

Penalty Charge for failure to join a Property Management Redress Scheme

It is a legal requirement for all individuals/companies managing property in England to join one of two Government-approved redress schemes. Local authorities can impose a financial penalty of up to £5,000 where an individual or company should have joined a scheme has not done so. The charge has been set at the maximum £5000.

Civil Penalties

The Housing and Planning Act enables Local Authorities to issue a civil penalty as an alternative to taking prosecution action for certain offences under the Housing Act 2004.

The Local Authority must publish a policy detailing when it will issue a civil penalty and how it will determine the level of that penalty. This detail is contained within the Private Sector Housing Enforcement Policy.

The level of penalty to be issued is calculated with reference to a number of factors which gives a score per offence. The penalty for each of the ranges of scores is detailed below.

Civil Penalty income must be used for the Authorities housing enforcement function.

The following fees and charges are being retained at the 2019 rate.

Technical Advisory Service

It is proposed that we continue to offer housing standards advice and guidance to landlords and agents for free for the first hour after which a charge of £50ex VAT per hour will apply.

The hourly rate is applied to discretionary site visits, consultations, meetings etc. with landlords made at their request for advice and guidance relating to but not limited to the setting up of new HMOs, pre licensing application visits, advice on suitability of premises for purchase and advice on improving energy efficiency to meet minimum standards required for letting.

Works in Default

The fee for undertaking works in default, being the full cost of the contractors invoice, plus administrative costs based on an hourly rate (£50 p/hour ex VAT) is to be retained.

Penalty charge for failing to comply with Smoke & Carbon Monoxide remedial notice

The penalty for failing to comply with Smoke & Carbon Monoxide Regulations remedial notice is being retained at £2,000 for first offence and £5,000 for future offences.

Description of charge	Optional	Optional	VAT Ind	Current 2019/20 Charges excl. VAT (£)	Current 2019/20 Charges incl. VAT (£)	Proposed 2020/21 Charges excl. VAT (£)	Proposed 2020/21 Charges incl. VAT (£)
HMO Licensing (licence issued for a maximum period of 5 years)							
House in Multiple Occupation Licence (new applications)			NB	350.00 initial processing payment 360.00 payment on issue of licence	350.00 initial processing payment 360.00 payment on issue of licence	375.00 initial processing payment 375.00 payment	375.00 initial processing payment 375.00 payment

						on issue of licence	on issue of licence
House in Multiple Occupation Licence – price per additional room after 10 units of accommodation			NB	72.00	72.00	75.00	75.00
House in Multiple Occupation – Renewal of Licence			NB	170.00 initial processing payment 190.00 payment on issue of licence	170.00 initial processing payment 190.00 payment on issue of licence	190.00 initial processing payment 185.00 payment on issue of licence	190.00 initial processing payment 185.00 payment on issue of licence
Preparation of floor plans for HMO licence application process			ST	100.00	120.00	100.00	120.00
Charge for Enforcement Notices/Orders							
Fee per Enforcement Notice issued under Housing Act 2004 and for Demolition Orders served under s.265 Housing Act 1985 (NB. Only one single fee is payable where the same notice is served on more than one recipient)			NB	520.00	520.00	530.00	530.00
Immigration Inspection and Issue of Report			ST	135.00	162.00	150.00	180.00

Administration of works in default of a recipient of a legal notice without agreement			ST	Calculate d per case based on hourly rate of officer (50.00 per hr)	Calculate d per case based on hourly rate of officer (60.00 per hr)	Calculated per case based on hourly rate of officer (50.00 per hr)	Calculated per case based on hourly rate of officer (60.00 per hr)
Administration of works in default of a recipient of a legal notice with agreement			ST	Calculate d per case based on hourly rate of officer (50.00 per hr)	Calculate d per case based on hourly rate of officer (60.00 per hr)	Calculated per case based on hourly rate of officer (50.00 per hr)	Calculated per case based on hourly rate of officer (60.00 per hr)
Fee per remedial notice issued under Regulation 5 of the Smoke & Carbon Monoxide Alarm (England) Regulations 2015			NB	2,000.00 for first offence 5,000.00 for future offences	2,000.00 for first offence 5,000.00 for future offences	2,000.00 for first offence 5,000.00 for future offences	2,000.00 for first offence 5,000.00 for future offences
Penalty Charge for failure to join Property Management Redress Scheme			NB	5000.00	5000.00	5000.00	5000.00
Technical Advice & Guidance							
			ST	50.00 per hour, first hour not charged.	60.00 per hour, first hour not charged.	50.00 per hour, first hour not charged.	60.00 per hour, first hour not charged.
Score for each offence	Penalty to be incurred						

15-20	£250						
21-25	£500						
26-30	£750						
31-35	£1,000						
36-40	£2,000						
41-45	£4,000						
46-50	£6,000						
51-55	£8,000						
56-60	£10,000						
61-65	£12,000						
66-70	£14,000						
71-75	£16,000						
76-80	£18,000						
81-85	£20,000						
86-90	£22,000						
91-95	£24,000						
96-100	£26,000						
101-105	£28,000						
106-110	£30,000						

Equality, Diversity and Human Rights implications

We have fully considered the equality and diversity impacts of our fees and charges by undertaking Equality Impact Assessments (EIAs) and conclude that there are no adverse impacts that cannot be appropriately mitigated.

(x) Planning Services

Introduction

The planning application fees are set by central government. These rose by 20% in February 2018. Exceptions to this statutory control include S106 unilateral undertakings, Planning Performance Agreements (PPA's), Preliminary Enquiry or Pre-Application Enquiry (PE's) charges, discretionary advice and inspection charges which were increased in some areas last year (2017) to reflect costs and the acceptable market rate. This year they have remained predominantly the same. The only rise was a nominal £5 increase to the planning officer and tree officer rates to align them with the landscape inspection fees (from £125 to £130). VAT is charged where the service offered is not statutorily required. For 2019/20 it is proposed to increase Practical Completion Certificates, PPA's, PE's, Confirmation of Compliance, Archaeology and UAD charges by a variable but above inflation increase given that no increase was levied in 18/19 as this will maintain a link with inflation and the wider sector. In September 2019 the Government changed relevant legislation to again permit Monitoring fees to be charged for clauses in s.106 agreements. It is now proposed to reintroduce these charges reinstating the fee used historically but indexed to present value.

Description of charge	Optional	Optional	VAT Ind	Current 2019/20 Charges excl. VAT (£)	Current 2019/20 Charges incl. VAT (£)	Proposed 2020/21 Charges excl. VAT (£)	Proposed 2020/21 Charges incl. VAT (£)
Research cost	Min one hour		ST	75.00	90.00	75.00	90.00
Retention fee for lapsed invalid applications							
Householder			ST	50.00	60.00	55.00	66.00
Minor and Other			ST	100.00	120.00	105.00	126.00
Majors			ST	250.00	300.00	270.00	324.00
S106 Unilateral Undertakings Legal and Monitoring Costs			ST	550.00	660.00	550.00	660.00
S.106 Clause Monitoring fees			ST	400.00	480.00	400.00	480.00

Financial Clause							
Other s.106 clauses monitoring fee			ST	570.00	684.00	570.00	684.00
Public Open Space Practical Completion Certificate Inspection (OSPCI)							
Size of landscaping scheme (each insp) m2							
<100 m2			ST	577.00	692.40	585.00	702.00
101 – 500 m2			ST	1,130.00	1,356.00	1,150.00	1,380.00
501 – 2500 m2			ST	1,680.00	2,016.00	1,700.00	2,040.00
2501 – 5000 m2			ST	2,230.00	2,676.00	2,250.00	2,700.00
5001 – 10000 m2			ST	2,780.00	3,336.00	2,800.00	3,360.00
1001> m2			ST	3,335.00	4,002.00	3,350.00	4,020.00
Landscape Consultancy (Previously known as Landscape Practical Completion Inspection)							
First hour			ST	130.00	156.00	140.00	168.00
Thereafter per hour			ST	80.00	96.00	90.00	108.00
Planning Performance Agreements (PPA) Sliding scale of charges depending on size of proposal							
Super majors (Inception meeting):							
Subsequently - as agreed at inception meeting for remainder of project depending on frequency of liaison, complexity of project management and number of officers involved			ST	3,360.00	4032.00	3,500.00	4,200.00
Large scale majors (Inception meeting):							

Subsequently - as agreed at inception meeting for remainder of project depending on frequency of liaison, complexity of project management and number of officers involved			ST	2,835.00	3,402.00	2,900.00	3,480.00
Standard majors (Inception meeting):							
Subsequently - as agreed at inception meeting for remainder of project depending on frequency of liaison, complexity of project management and number of officers involved.			ST	2,835.00	3,402.00	2,835.00	3,402.00
Preliminary Enquiries (majors)							
Super majors	Initial meeting and written confirmation		ST	1,733.00	2,080.00	1,800.00	2,160.00
Subsequent meetings	3 hours with 1x officer	fee variable with greater attendance	ST	1,155.00	1,386.00	1,160.00	1,392.00
Large scale majors	Initial meeting and written confirmation		ST	1,470.00	1,764.00	1,500.00	1,800.00
Subsequent meetings	3 hours with 1x officer	fee variable with greater attendance	ST	893.00	1,070.00	900.00	1,080.00

Standard majors	Initial meeting and written confirmation		ST	1,115.00	1,338.00	1,130.00	1,356.00
Subsequent meetings	3 hours with 1x officer	fee variable with greater attendance	ST	578.00	693.00	585.00	702.00
Written response only	Per letter		ST	578.00	693.00	585.00	702.00
Preliminary Enquiries ‘Minors’ & ‘Others*’ (including listed buildings) (excluding Householder category proposals and Buildings at Risk)							
Residential (1-4 units)	Written response		ST	168.00	202.00	200.00	240.00
Residential (5-9 units)	Written response		ST	263.00	315.60	280.00	336.00
Commercial (retail, food & drink, and offices)	Written response		ST	210.00	252.00	230.00	276.00
Industrial and other (less than 1000 m ² or 1 hectare)	Written response		ST	236.00	283.50	250.00	300.00
Anything else in addition to the above including meetings, site visits and follow up questions are charged at an hourly rate and will be arranged by agreement post receipt of initial application	Hourly rate		ST	79.00	94.80	85.00	102.00
Listed Buildings: Due to the nature of listed building works a site visit may be made at			ST	231.00	277.20	250.00	300.00

the officer's discretion and is included in the price							
Preliminary Enquiries Householder (excluding Listed Building consent enquiries)							
Written response only	No meeting		ST	68.25	81.90	75.00	90.00
Written response, one hour meeting			ST	157.50	189.00	165.00	198.00
Additional meeting by agreement	Per hour		ST	78.75	94.50	85.00	102.00
Additional follow up questions (max of 30 minutes work)	Per response		ST	36.75	44.10	45.00	54.00
Advertising by Public Notice in a local newspaper of applications under the Planning Act 1990 to divert, stop up or extinguish a public footpath	Such charge as shall be levied by the newspaper publisher for placing the public notice + £35 admin charge		ST	30.00	36.00	35.00	42.00
Other ad-hoc professional planning or specialist advice							
High Hedges Legislation Complaint processing fee	In total		ST	400.00	480.00	450.00	540.00
Confirmation of compliance with planning permission (built as agreed certificate)	Householder		ST	68.25	81.90	75.00	90.00

Confirmation of compliance with planning permission (built as agreed certificate)	1 new dwelling		ST	105.00	126.00	115.00	138.00
Confirmation of compliance with planning permission (built as agreed certificate)	Each additional dwelling up to 9		ST	52.50	63.00	60.00	72.00
Planning Officer	First hour		ST	136.50	163.80	145.00	174.00
	Per hour thereafter		ST	78.75	94.50	85.00	102.00
Principal Planning Officer	First hour		ST	147.00	176.40	155.00	186.00
	Per hour thereafter		ST	78.75	94.50	90.00	108.00
Planning Manager	First hour		ST	183.75	220.50	190.00	228.00
	Per hour thereafter		ST	99.75	119.70	105.00	126.00
Tree Officer	First hour		ST	136.50	163.80	140.00	168.00
	Per hour thereafter		ST	78.75	94.50	90.00	108.00
Archaeology Charges	Charging Category						
Development is a single dwelling, garage/ cartlodge, extension or other small development	A						
Monitoring/ Watching			ST	210.00	252.00	220.00	264.00
Evaluation			ST	262.50	315.00	280.00	336.00
Excavation			ST	262.50	315.00	280.00	336.00

Development of a historic building (demolition and/or conversion)	B						
Monitoring/ Watching			ST	210.00	252.00	220.00	264.00
Development is two dwellings or more and covers less than 1.0ha in area	C						
Monitoring/ Watching			ST	210.00	252.50	220.00	264.00
Evaluation			ST	262.50	315.00	280.00	336.00
Excavation			ST	367.50	441.00	380.00	456.00
Development is between 1.0ha and 3.0ha in area	D						
Evaluation			ST	367.50	441.00	380.00	456.00
Excavation			ST	525.00	630.00	535.00	642.00
Development is between 3.0ha and 10.0ha in area	E						
Evaluation			ST	525.00	630.00	535.00	642.00
Excavation			ST	787.50	945.00	800.00	960.00
Development is over 10.0ha	F	Request a quote					
UAD Charging Schedule							
Standard Search (up to 75 records)			ST	52.50	63.00	55.00	66.00
Extended Search (up to 150 records)			ST	105.00	126.00	115.00	138.00
Large scale/complex search (>150 records)		Request a quote					
Equality, Diversity and Human Rights implications							
We have fully considered the equality and diversity impacts of our fees and charges by undertaking Equality Impact Assessments (EIAs) and conclude that there are no adverse impacts that cannot be appropriately mitigated.							
The decision to implement the proposed fees and charges for planning will not result in any breach of human rights.							

(xi) Building Control

Introduction (include any proposals)

The Building Control charging system is subject to prescribed rules within the Building (Local Authority Charges) Regulations and CIPFA guidance. The current national charging regime requires the charges to be set on a “cost recovery” basis for the chargeable element of the Building Control function for the financial year.

It is proposed that the Building Control charges are as set out below. These will be reviewed at the end of the financial year (31 March 2021) and if changes are proposed as a result of the analysis of the year end position a further report will be presented where appropriate.

Explanatory Notes to Standard Building Regulation Charges

The following tables contain the standard charges for new dwellings, small non-domestic buildings and extensions or alterations to single buildings. The charges have been established at a level to cover the cost of the Building Regulation related service in respect of commonly occurring categories of work.

Where proposed work falls outside of the categories of standard charges shown the charge will be individually determined.

Where a Full Plans application is submitted the total charge combines both the Plan Charge and Inspection Charge.

Building Notice applications can only be submitted for domestic work subject to certain conditions.

Works which are solely for people with disabilities or the provision of accommodation for a carer where 24 hour care is required will be exempt from the charges where evidence is provided from a Doctor or Social Services to justify such a claim.

Table A – New Dwellings

Dwelling houses and Flats not exceeding 300m2

Please note that the Charges marked with an* have been reduced to reflect where controlled electrical installations are being carried out, tested and certified by a registered Part P electrician. If these reductions are claimed and a self-certifying electrician is not subsequently employed, the applicant will be invoiced for supplementary charges equivalent to the discount **(see D14 below)**.

Description of charge	Optional	Optional	VAT Ind	Current 2019/20 Charges excl. VAT (£)	Current 2019/20 Charges incl. VAT (£)	Proposed 2020/21 Charges excl. VAT (£)	Proposed 2020/21 Charges incl. VAT (£)
Houses or Bungalows less than 4 storeys							
H01- 1 Plot							
Plan Charge			ST	154.00	184.80	154.00	184.80
Inspection Charge*			ST	385.00	462.00	385.00	462.00
Building Notice Charge*			ST	573.38	688.05	573.38	688.05
Regularisation Charge*			NB	673.75	673.75	673.75	673.75
H02 - 2 Plots							
Plan Charge			ST	225.50	270.60	225.50	270.60
Inspection Charge*			ST	577.50	693.00	577.50	693.00
Building Notice Charge*			ST	882.75	1059.30	882.75	1059.30
Regularisation Charge*			NB	1003.75	1003.75	1003.75	1003.75
H03 - 3 Plots							
Plan Charge			ST	297.00	356.40	297.00	356.40
Inspection Charge*			ST	770.00	924.00	770.00	924.00
Building Notice Charge*			ST	1192.13	1430.55	1192.13	1430.55

Regularisation Charge*			NB	1333.75	1333.75	1333.75	1333.75
H04 - 4 Plots							
Plan Charge			ST	368.50	442.20	368.50	442.20
Inspection Charge*			ST	962.50	1155.00	962.50	1155.00
Building Notice Charge*			ST	1501.50	1801.80	1501.50	1801.80
Regularisation Charge*			NB	1663.75	1663.75	1663.75	1663.75
H05 - 5 Plots							
Plan Charge			ST	440.00	528.00	440.00	528.00
Inspection Charge*			ST	1155.00	1386.00	1155.00	1386.00
Building Notice Charge*			ST	1810.88	2173.05	1810.88	2173.05
Regularisation Charge*			NB	1993.75	1993.75	1993.75	1993.75
Flats							
F01 - 1 Flat							
Plan Charge			ST	154.00	184.80	154.00	184.80
Inspection Charge*			ST	357.50	429.00	357.50	429.00
Building Notice Charge*			ST	532.13	638.55	532.13	638.55
Regularisation Charge*			NB	639.38	639.38	639.38	639.38
F02 - 2 Flats							
Plan Charge			ST	225.50	270.60	225.50	270.60
Inspection Charge*			ST	536.25	643.50	536.25	643.50
Building Notice Charge*			ST	807.13	968.55	807.13	968.55
Regularisation Charge*			NB	952.19	952.19	952.19	952.19
F03 - 3 Flats							
Plan Charge			ST	297.00	356.40	297.00	356.40
Inspection Charge*			ST	715.00	858.00	715.00	858.00
Building Notice Charge*			ST	1082.13	1298.55	1082.13	1298.55
Regularisation Charge*			NB	1265.00	1265.00	1265.00	1265.00

F04 – 4 Flats							
Plan Charge			ST	368.50	442.20	368.50	442.20
Inspection Charge*			ST	893.75	1072.50	893.75	1072.50
Building Notice Charge*			ST	1357.13	1628.55	1357.13	1628.55
Regularisation Charge*			NB	1577.81	1577.81	1577.81	1577.81
F05 - 5 Flats							
Plan Charge			ST	440.00	528.00	440.00	528.00
Inspection Charge*			ST	1072.50	1287.00	1072.50	1287.00
Building Notice Charge*			ST	1632.13	1958.55	1632.13	1958.55
Regularisation Charge*			NB	1890.63	1890.63	1890.63	1890.63
Conversion To							
V01 – Single Dwelling-House							
Plan Charge			ST	143.00	171.60	143.00	171.60
Inspection Charge*			ST	385.00	462.00	385.00	462.00
Building Notice Charge*			ST	559.63	671.55	559.63	671.55
Regularisation Charge*			NB	660.00	660.00	660.00	660.00
V02 – Single Flat							
Plan Charge			ST	126.50	151.80	126.50	151.80
Inspection Charge*			ST	357.50	429.00	357.50	429.00
Building Notice Charge*			ST	518.38	622.05	518.38	622.05
Regularisation Charge*			NB	605.00	605.00	605.00	605.00
Notifiable Electrical Work (in addition to the above where applicable)							
D14 – Where a satisfactory certificate will not be issued by a Part P registered electrician			ST	182.50	219.00	182.50	219.00

Table B – Work To A Single Dwelling

Limited to work not more than 3 storeys above ground level

Please note that the Charges marked with an* have been reduced to reflect where controlled electrical installations are being carried out, tested and certified by a registered Part P electrician. If these reductions are claimed and a self-certifying electrician is not subsequently employed, the applicant will be invoiced for supplementary charges equivalent to the discount **(see D14 below)**.

Description of charge	Optional	Optional	VAT Ind	Current 2019/20 Charges excl. VAT (£)	Current 2019/20 Charges incl. VAT (£)	Proposed 2020/21 Charges excl. VAT (£)	Proposed 2020/21 Charges incl. VAT (£)
Extension & New Build							
D01 – Separate single storey extension with floor area not exceeding 40m2							
Plan Charge			ST	143.00	171.60	143.00	171.60
Inspection Charge*			ST	295.63	354.75	295.63	354.75
Building Notice Charge*			ST	456.50	547.80	456.50	547.80
Regularisation Charge*			NB	548.29	548.29	548.29	548.29
D02 – Separate single storey extension with floor area between 40m2 and 100m2							
Plan Charge			ST	154.00	184.80	154.00	184.80
Inspection Charge*			ST	385.00	462.00	385.00	462.00
Building Notice Charge*			ST	566.50	679.80	566.50	679.80
Regularisation Charge*			NB	673.75	673.75	673.75	673.75
D03 – Separate extension with some part 2 of 3 storey in height							

and a floor area not exceeding 40m2							
Plan Charge			ST	143.00	171.60	143.00	171.60
Inspection Charge*			ST	309.38	371.25	309.38	371.25
Building Notice Charge*			ST	484.00	580.80	484.00	580.80
Regularisation Charge*			NB	565.48	565.48	565.48	565.48
D04 – Separate extension with some part 2 or 3 storeys in height and a total floor area between 40m2 and 100m2							
Plan Charge			ST	170.50	204.60	170.50	204.60
Inspection Charge*			ST	426.25	511.50	426.25	511.50
Building Notice Charge*			ST	614.63	737.55	614.63	737.55
Regularisation Charge*			NB	745.94	745.94	745.94	745.94
D05 – A building or extension comprising SOLELY of a garage, carport or store – total floor area not exceeding 100m2							
Plan Charge			ST	115.50	138.60	115.50	138.60
Inspection Charge*			ST	220.00	264.00	220.00	264.00
Building Notice Charge*			ST	346.50	415.80	346.50	415.80
Regularisation Charge*			NB	419.38	419.38	419.38	419.38
D06 – Detached non-habitable domestic building with total floor area not exceeding 50m2							
Plan Charge			ST	137.50	165.00	137.50	165.00
Inspection Charge*			ST	275.00	330.00	275.00	330.00
Building Notice Charge*			ST	435.88	523.05	435.88	523.05
Regularisation Charge*			NB	515.63	515.63	515.63	515.63
Conversions							

D07 – First floor & second floor loft conversions							
Plan Charge			ST	165.00	198.00	165.00	198.00
Inspection Charge*			ST	330.00	396.00	330.00	396.00
Building Notice Charge*			ST	525.25	630.30	525.25	630.30
Regularisation Charge*			NB	594.00	594.00	594.00	594.00
D08 – Other work (e.g. garage conversions)							
Plan Charge			ST	115.50	138.60	115.50	138.60
Inspection Charge*			ST	192.50	231.00	192.50	231.00
Building Notice Charge*			ST	319.00	382.80	319.00	382.80
Regularisation Charge*			NB	385.00	385.00	385.00	385.00
Alterations (including Underpinning)							
D09 – Renovation of a thermal element							
Plan Charge			ST	88.00	105.60	88.00	105.60
Inspection Charge*			ST	68.75	82.50	68.75	82.50
Building Notice Charge*			ST	167.75	201.30	167.75	201.30
Regularisation Charge*			NB	195.94	195.94	195.94	195.94
D10 – Replacement of windows, roof lights, roof windows or external glazed doors							
Plan Charge			ST	88.00	105.60	88.00	105.60
Inspection Charge*			ST	68.75	82.50	68.75	82.50
Building Notice Charge*			ST	167.75	201.30	167.75	201.30
Regularisation Charge*			NB	195.94	195.94	195.94	195.94
D11 – Cost of work not exceeding £5,000 (Incl. Renewable Energy Systems)							

Plan Charge			ST	88.00	105.60	88.00	105.60
Inspection Charge*			ST	137.50	165.00	137.50	165.00
Building Notice Charge*			ST	243.38	292.05	243.38	292.05
Regularisation Charge*			NB	281.88	281.88	281.88	281.88
D12 – Cost of work not exceeding £5,000 and not exceeding £25,000							
Plan Charge			ST	115.50	138.60	115.50	138.60
Inspection Charge*			ST	192.50	231.00	192.50	231.00
Building Notice Charge*			ST	332.75	399.30	332.75	399.30
Regularisation Charge*			NB	385.00	385.00	385.00	385.00
D13 – Cost of work not exceeding £25,000 and not exceeding £100,000							
Plan Charge			ST	170.50	204.60	170.50	204.60
Inspection Charge*			ST	330.00	396.00	330.00	396.00
Building Notice Charge*			ST	552.75	663.30	552.75	663.30
Regularisation Charge*			NB	625.63	625.63	625.63	625.63
Notifiable Electrical Work (in addition to the above where applicable)							
D14 – Where a satisfactory certificate will not be issued by a Part P registered electrician			ST	182.50	219.00	182.50	219.00

Multiple work reductions. Where the proposed works consist of more than one of the above elements on Table B, then the appropriate charge is calculated by paying the full amount for the most expensive element and only 50% for the other applicable elements **with the exception of D14 Electrical work.**

Table C – All Other Non-Domestic Work

Limited to work no more than 3 storeys above ground level.

Description of charge	Optional	Optional	VAT Ind	Current 2019/20 Charges excl. VAT (£)	Current 2019/20 Charges incl. VAT (£)	Proposed 2020/21 Charges excl. VAT (£)	Proposed 2020/21 Charges incl. VAT (£)
Extensions & New Build							
N01 –Single storey with floor area not exceeding 40m2							
Plan Charge			ST	165.00	198.00	165.00	198.00
Inspection Charge			ST	330.00	396.00	330.00	396.00
Building Notice Charge							
Regularisation Charge			NB	618.75	618.75	618.75	618.75
N02 –Single storey with floor area between 40m2 & 100m2							
Plan Charge			ST	181.50	217.80	181.50	217.80
Inspection Charge			ST	453.75	544.50	453.75	544.50
Building Notice Charge							
Regularisation Charge			NB	794.06	794.06	794.06	794.06
N03 – With some part 2 or 3 storey in height and a total floor area not exceeding 40m2							
Plan Charge			ST	170.50	204.60	170.50	204.60
Inspection Charge			ST	385.00	462.00	385.00	462.00
Building Notice Charge							
Regularisation Charge			NB	694.38	694.38	694.38	694.38

N04 – With some part 2 or 3 storey in height and a total floor area between 40m2 & 100m2							
Plan Charge			ST	198.00	237.60	198.00	237.60
Inspection Charge			ST	495.00	594.00	495.00	594.00
Building Notice Charge							
Regularisation Charge			NB	866.25	866.25	866.25	866.25
Alterations							
N05 – Cost of works not exceeding £5,000							
Plan Charge			ST	115.50	138.60	115.50	138.60
Inspection Charge			ST	110.00	132.00	110.00	132.00
Building Notice Charge							
Regularisation Charge			NB	281.88	281.88	281.88	281.88
N05 - Replacement of windows, roof lights, roof windows or external glazed doors (not exceeding 20 units)							
Plan Charge			ST	115.50	138.60	115.50	138.60
Inspection Charge			ST	110.00	132.00	110.00	132.00
Building Notice Charge							
Regularisation Charge			NB	281.88	281.88	281.88	281.88
N05 - Renewable energy systems (not covered by an appropriate competent persons scheme)							
Plan Charge			ST	115.50	138.60	115.50	138.60
Inspection Charge			ST	110.00	132.00	110.00	132.00
Building Notice Charge							
Regularisation Charge			NB	281.88	281.88	281.88	281.88

N05 - Installation of new shop front							
Plan Charge			ST	115.50	138.60	115.50	138.60
Inspection Charge			ST	110.00	132.00	110.00	132.00
Building Notice Charge							
Regularisation Charge			NB	281.88	281.88	281.88	281.88
N06 – Cost of works exceeding £5,000 & not exceeding £25,000							
Plan Charge			ST	143.00	171.60	143.00	171.60
Inspection Charge			ST	192.50	231.00	192.50	231.00
Building Notice Charge							
Regularisation Charge			NB	419.38	419.38	419.38	419.38
N06 - Replacement of windows, roof lights, roof windows or external glazed doors (exceeding 20 units)							
Plan Charge			ST	143.00	171.60	143.00	171.60
Inspection Charge			ST	192.50	231.00	192.50	231.00
Building Notice Charge							
Regularisation Charge			NB	419.38	419.38	419.38	419.38
N06 - Renovation of thermal elements							
Plan Charge			ST	143.00	171.60	143.00	171.60
Inspection Charge			ST	192.50	231.00	192.50	231.00
Building Notice Charge							
Regularisation Charge			NB	419.38	419.38	419.38	419.38
N06 - Installation of a Raised Storage Platform within an existing building							

Plan Charge			ST	143.00	171.60	143.00	171.60
Inspection Charge			ST	192.50	231.00	192.50	231.00
Building Notice Charge							
Regularisation Charge			NB	419.38	419.38	419.38	419.38
N07 – Cost of works exceeding £25,000 & not exceeding £100,000							
Plan Charge			ST	170.50	204.60	170.50	204.60
Inspection Charge			ST	371.25	445.50	371.25	445.50
Building Notice Charge							
Regularisation Charge			NB	677.19	677.19	677.19	677.19
N07 - Fit out of building up to 100m2							
Plan Charge			ST	170.50	204.60	170.50	204.60
Inspection Charge			ST	371.25	445.50	371.25	445.50
Building Notice Charge							
Regularisation Charge			NB	677.19	677.19	677.19	677.19

Multiple work reductions. Where the proposed works consist of more than one of the above elements on Table C, then the appropriate charge is calculated by paying the full amount for the most expensive element and only 50% for the other applicable elements.

Equality, Diversity and Human Rights implications

The Charges should ensure that full cost recovery is achieved for the chargeable element of the Building Control function whilst meeting the overriding objective of breaking even.

The Charges will apply to all groups equally except for people with disabilities who are exempt from the charges where the works are directly related to the provision of facilities to aid them.

(xii) Parking Services

Introduction

It is proposed that the following changes are made to the fees and charges for parking services:

- Amend the 'Up to 2 hours' and 'Over 2 hours' tariff bands to 'Up to 3 hours' and 'Over 3 hours' and adjusting the fees to £3.00 and £5.00 accordingly, in the Coast Road, High Street, and Seaview Avenue Car Parks, West Mersea.
- Increase the season ticket fee for members of the Mersea Windsurfers and Kitesurfers Club for the Victoria Esplanade and Willoughby Car Parks to £50.00 per annum.
- Increase the 'Traders season ticket' fee to £65.00 per annum in Coast Road, High Street and Seaview Avenue Car Parks, West Mersea.
- Remove the season tickets in Willoughby and Victoria Esplanade car parks, West Mersea.
- Priory Street car park resident season tickets will increase in line with other resident permits across the Borough.

All other tariffs remain as set out below.

Reasons for Decision:

The Town Council requested the review with an aim to apply a consistent approach to pricing for all car parks across the Island and in keeping with other tourist destinations across East Anglia.

Parking fees and charges form an important measure to influence driver behaviour through setting appropriate parking charge levels. The primary function of parking is not simply to raise revenue, but to support transport policy.

The charging structure supports the demand management policies for Colchester contained within Essex County Council's Local Transport Plan, a plan which in turn provides funding for transportation. The tariffs recommended here are set at a level which ensures that for the majority of the time there is capacity within the 'Shoppers' car parks for arrivals to park at their first choice of parking place, encouraging users to travel off-peak.

There are a total of over 4,000 public parking spaces in the town, of which the Council controls just under 3,000. It is important to note that the Council has no control over the pricing structure at some car parks such as North Station, Nunn's Road and Osborne Street, which are controlled by private operators such as National Car Parks (NCP).

The current charging structure in the peak-time "core tariff" serves to meet the government's policy of reducing unnecessary journeys particularly reducing congestion, pollution and improving road safety in the town centre.

Designing effective parking charges is unquestionably a compromise. However in setting fees and charges, an authority must:

- support town centre vitality;
- pursue policy objectives to curb travel during peak hours;
- influence supply, demand and congestion;
- be aware of price elasticity and resistance; and
- support the increasing costs of running and refurbishing car parks.

Detailed Proposals

The existing fees and charges to be continued are shown in the attached tables and the changes shown above are incorporated.

Special Offers

Additional Christmas special parking offers will be discussed with Traders Groups and will be implemented as part of the Colchester Christmas Package.

Description of charge	Optional	Optional	VAT Ind	Current 2019/20 Charges excl. VAT (£)	Current 2019/20 Charges incl. VAT (£)	Proposed 2020/21 Charges excl. VAT (£)	Proposed 2020/21 Charges incl. VAT (£)
St John's Car Park							

Up to ½ hour	Monday-Friday & Sunday		ST	0.75	0.90	0.75	0.90
	Saturday		ST	0.83	1.00	0.83	1.00
Up to 1 hour	Monday-Friday & Sunday		ST	1.50	1.80	1.50	1.80
	Saturday		ST	1.75	2.10	1.75	2.10
Up to 2 hours	Monday-Friday & Sunday		ST	2.25	2.70	2.25	2.70
	Saturday		ST	2.58	3.10	2.58	3.10
Up to 3 hours	Monday-Friday & Sunday		ST	2.75	3.30	2.75	3.30
	Saturday		ST	3.17	3.80	3.17	3.80
Up to 4 hours	Monday-Friday & Sunday		ST	2.92	3.50	2.92	3.50
	Saturday		ST	3.33	4.00	3.33	4.00
Up to 5 hours	Monday-Friday & Sunday		ST	3.67	4.40	3.67	4.40
	Saturday		ST	4.25	5.10	4.25	5.10
Up to 6 hours	Monday-Friday & Sunday		ST	4.08	4.90	4.08	4.90
	Saturday		ST	4.67	5.60	4.67	5.60
Up to 7 hours	Monday-Friday & Sunday		ST	4.75	5.70	4.75	5.70
	Saturday		ST	5.50	6.60	5.50	6.60

Up to 8 hours	Monday-Friday & Sunday		ST	5.42	6.50	5.42	6.50
	Saturday		ST	6.25	7.50	6.25	7.50
Day Rate (special offer)	Monday-Friday		ST	2.92	3.50	2.92	3.50
Up to 12 hours	Monday-Friday & Sunday		ST	5.83	7.00	5.83	7.00
	Saturday		ST	6.75	8.10	6.75	8.10
Over 12 hours (long stay penalty rate)	Any Day		ST	13.75	16.50	13.75	16.50
Daily evening charge (entry after 6.00pm)	Any Day		ST	1.67	2.00	1.67	2.00
Season tickets (conditions apply)	3 months		ST	416.67	500.00	416.67	500.00
Season tickets (conditions apply)	12 months		ST	1,500.00	1,800.00	1,500.00	1,800.00
St Mary's Car Park							
Up to ½ hour	Monday-Friday & Sunday		ST	0.75	0.90	0.75	0.90
	Saturday		ST	0.83	1.00	0.83	1.00
Up to 1 hour	Monday-Friday & Sunday		ST	1.50	1.80	1.50	1.80
	Saturday		ST	1.75	2.10	1.75	2.10
Up to 2 hours	Monday-Friday & Sunday		ST	2.25	2.70	2.25	2.70
	Saturday		ST	2.58	3.10	2.58	3.10
Up to 3 hours	Monday-Friday & Sunday		ST	2.75	3.30	2.75	3.30
	Saturday		ST	3.17	3.80	3.17	3.80

Up to 4 hours	Monday-Friday & Sunday		ST	2.92	3.50	2.92	3.50
	Saturday		ST	3.33	4.00	3.33	4.00
Up to 5 hours	Monday-Friday & Sunday		ST	3.67	4.40	3.67	4.40
	Saturday		ST	4.25	5.10	4.25	5.10
Up to 6 hours	Monday-Friday & Sunday		ST	4.08	4.90	4.08	4.90
	Saturday		ST	4.67	5.60	4.67	5.60
Up to 7 hours	Monday-Friday & Sunday		ST	4.75	5.70	4.75	5.70
	Saturday		ST	5.50	6.60	5.50	6.60
Up to 8 hours	Monday-Friday & Sunday		ST	5.42	6.50	5.42	6.50
	Saturday		ST	6.25	7.50	6.25	7.50
Up to 12 hours	Monday-Friday & Sunday		ST	5.83	7.00	5.83	7.00
	Saturday		ST	6.75	8.10	6.75	8.10
Over 12 hours (long stay penalty rate)	Any Day		ST	13.75	16.50	13.75	16.50
Daily evening charge (entry after 6.00pm)	Any Day		ST	1.67	2.00	1.67	2.00
Season tickets (conditions apply)	3 months		ST	416.67	500.00	416.67	500.00
Season tickets (conditions apply)	12 months		ST	1,500.00	1,800.00	1,500.00	1,800.00
Middleborough Car Park							
Up to 4 hours	Monday-Saturday		ST	3.42	4.10	3.42	4.10

Over 4 hours	Monday-Saturday		ST	5.00	6.00	5.00	6.00
Up to 2 hours (special offer) (entry after 10.00am)	Monday-Saturday		ST	2.42	2.90	2.42	2.90
Day rate (special offer)	Monday-Saturday		ST	2.92	3.50	2.92	3.50
Day rate	Sunday		ST	1.83	2.20	1.83	2.20
Daily evening charge (6.00pm to 6.00am)	Any day		ST	0.42	0.50	0.42	0.50
Season tickets (conditions apply)	3 months		ST	208.33	250.00	208.33	250.00
Season tickets (conditions apply)	12 months		ST	766.67	920.00	766.67	920.00
Sheepen Road Car Park							
Up to 4 hours	Monday-Saturday		ST	3.42	4.10	3.42	4.10
Over 4 hours	Monday-Saturday		ST	5.00	6.00	5.00	6.00
Up to 2 hours	Saturday		ST	2.42	2.90	2.42	2.90
Day rate	Sunday		ST	1.83	2.20	1.83	2.20
Daily evening charge (6.00pm to 6.00am)	Any day		ST	0.42	0.50	0.42	0.50
Sheepen Road Lorry Park							
Up to 6 Hours	Any day		ST	4.58	5.50	4.58	5.50
Up to 12 Hours	Any day		ST	8.33	10.00	8.33	10.00
Britannia Car Park							
Up to 40 minutes	Monday-Saturday		ST	0.58	0.70	0.58	0.70
Up to 1 hour, 10 minutes	Monday-Saturday		ST	1.42	1.70	1.42	1.70
Up to 2 hours	Monday-Saturday		ST	2.42	2.90	2.42	2.90
Up to 4 hours	Monday-Saturday		ST	3.25	3.90	3.25	3.90

Up to 4 hours (special offer) (entry after 9.30am)	Monday-Saturday		ST	2.08	2.50	2.08	2.50
Over 4 hours (long stay penalty rate)	Monday-Saturday		ST	8.33	10.00	8.33	10.00
Day rate	Sunday		ST	0.83	1.00	0.83	1.00
Daily evening charge (6.00pm till 6.00am)	Any day		ST	0.42	0.50	0.42	0.50
Season tickets (conditions apply)	3 months		ST	416.67	500.00	416.67	500.00
Season tickets (conditions apply)	12 months		ST	1,500.00	1,800.00	1,500.00	1,800.00
Priory Street Car Park							
Up to 30 minutes	Monday-Friday & Sunday		ST	0.75	0.90	0.75	0.90
	Saturday		ST	0.83	1.00	0.83	1.00
Up to 1 hour	Monday-Friday & Sunday		ST	1.50	1.80	1.50	1.80
	Saturday		ST	1.75	2.10	1.75	2.10
Up to 2 hours	Monday-Friday & Sunday		ST	2.25	2.70	2.25	2.70
	Saturday		ST	2.58	3.10	2.58	3.10
Up to 3 hours	Monday-Friday & Sunday		ST	2.75	3.30	2.75	3.30
	Saturday		ST	3.17	3.80	3.17	3.80
Up to 4 hours	Monday-Friday & Sunday		ST	2.92	3.50	2.92	3.50
	Saturday		ST	3.33	4.00	3.33	4.00
Up to 5 hours	Monday-Friday & Sunday		ST	3.67	4.40	3.67	4.40

	Saturday		ST	4.25	5.10	4.25	5.10
Up to 6 hours	Monday-Friday & Sunday		ST	4.08	4.90	4.08	4.90
	Saturday		ST	4.67	5.60	4.67	5.60
Up to 7 hours	Monday-Friday & Sunday		ST	4.75	5.70	4.75	5.70
	Saturday		ST	5.50	6.60	5.50	6.60
Up to 8 hours	Monday-Friday & Sunday		ST	5.42	6.50	5.42	6.50
	Saturday		ST	6.25	7.50	6.25	7.50
Up to 12 hours	Monday-Friday & Sunday		ST	5.83	7.00	5.83	7.00
	Saturday		ST	6.75	8.10	6.75	8.10
Over 12 hours (long stay penalty rate)	Any day		ST	13.75	16.50	13.75	16.50
Daily evening charge (entry after 6.00pm)	Any day		ST	1.67	2.00	1.67	2.00
Annual Parent Permits AM (8.30am to 9.30am only) (conditions apply)	Academic year		ST	17.92	21.50	17.92	21.50
Annual Parent Permits PM (3.00pm to 4.00pm only) (conditions apply)	Academic year		ST	17.92	21.50	17.92	21.50
Annual Parent Permits (AM and PM) (conditions apply)	Academic year		ST	31.25	37.50	31.25	37.50
Resident's season tickets (conditions apply)	6 months		ST	N/A	N/A	N/A	N/A
Resident's season tickets (conditions apply)	12 months	1 st season ticket	ST	55.83	67.00	56.67	68.00
Resident's season tickets (conditions apply)	12 months	2 nd season ticket	ST	69.17	83.00	70.83	85.00

Vineyard Street Car Park							
Up to 40 minutes	Current: Mon-Sat	Proposed: All Days	ST	1.00	1.20	1.00	1.20
Up to 70 minutes	Current: Mon-Sat	Proposed: All Days	ST	1.92	2.30	1.92	2.30
Up to 2 hours	Current: Mon-Sat	Proposed: All Days	ST	3.25	3.90	3.25	3.90
Up to 2 hours (special offer) (entry after 9.30am)	Current: Mon-Sat	Proposed: All Days	ST	2.08	2.50	2.08	2.50
Day rate	Sunday		ST	N/A	N/A	N/A	N/A
Daily evening charge (6.00pm till 6.00am)	Any day		ST	0.42	0.50	0.42	0.50
Butt Road Car Park							
Day Rate	Any day		ST	2.08	2.50	2.08	2.50
Daily evening charge (6.00pm till 6.00am)	Any day		ST	0.42	0.50	0.42	0.50
Season tickets (conditions apply)	3 months		ST	208.33	250.00	208.33	250.00
Season tickets (conditions apply)	12 months		ST	766.67	920.00	766.67	920.00
Napier Road Car Parks							
Up to 2 hours	Any day		ST	0.83	1.00	0.83	1.00
Up to 4 hours	Any day		ST	1.25	1.50	1.25	1.50
Over 4 hours	Any day		ST	2.08	2.50	2.08	2.50
Daily evening charge (6.00pm till 6.00am)	Any day		ST	0.42	0.50	0.42	0.50
Season tickets (conditions apply)	12 months		ST	416.67	500.00	416.67	500.00
Highwoods and Recreation Ground Car Parks							
Up to 2 hours	Any day		ST	0.42	0.50	0.42	0.50
Up to 4 hours	Any day		ST	1.67	2.00	1.67	2.00
Over 4 hours	Monday-Friday		ST	3.33	4.00	3.33	4.00
Season tickets (conditions apply)	12 months		ST	41.67	50.00	41.67	50.00
Up to 6 hours (coaches in Highwoods Car Park only)	Any day		ST	4.58	5.50	4.58	5.50

Up to 12 hours (coaches in Highwoods Car Park only)	Any day		ST	10.00	12.00	10.00	12.00
Mill Road and Mill Pond Car Parks - Dedham							
Up to 1 hour	Any day		ST	N/A	Free	N/A	Free
Up to 2 hours	Any day		ST	0.83	1.00	0.83	1.00
Up to 4 hours	Any day		ST	1.67	2.00	1.67	2.00
All day rate	Any day		ST	3.33	4.00	3.33	4.00
Daily evening charge (6.00pm till 6.00am)	Any day		ST	0.42	0.50	0.42	0.50
Coast Road, Seaview, and High Street Car Parks – West Mersea							
Up to 1 hour	Any day		ST	N/A	Free	N/A	Free
Up to 2 hours	Any day		ST	0.42	0.50	N/A	N/A
Up to 3 hours	Any day		ST	N/A	N/A	2.50	3.00
Over 2 hours	Any day		ST	2.92	3.50	N/A	N/A
Over 3 hours	Any day		ST	N/A	N/A	4.17	5.00
Daily evening charge (6.00pm till 6.00am)	Any day		ST	N/A	N/A	N/A	N/A
Season tickets (conditions apply)	Annual		ST	41.67	50.00	54.17	65.00
Victoria Esplanade and Willoughby Avenue Car Parks – West Mersea							
Up to 3 hours	Any day		ST	1.67	2.00	2.50	3.00
Over 3 hours	Any day		ST	2.50	3.00	4.17	5.00
Season tickets (conditions apply)	1 week		ST	8.33	10.00	N/A	N/A
Season tickets (conditions apply)	1 month		ST	29.17	35.00	N/A	N/A
Season tickets (conditions apply)	12 months		ST	250.00	300.00	N/A	N/A
Season ticket (Beach Hut Watch Members only)	12 Months		ST	33.33	40.00	41.67	50.00
Season ticket (Mersea Windsurfers and Kitesurfers Club members only)	12 Months		ST	33.33	40.00	41.67	50.00
Cooks Yard Car Parks – Wivenhoe							
Up to 30 minutes	Any day		ST	N/A	Free	N/A	Free
Up to 1 hour	Any day		ST	0.42	0.50	0.42	0.50
Up to 2 hours	Any day		ST	0.83	1.00	0.83	1.00

Up to 4 hours	Any day		ST	1.67	2.00	1.67	2.00
Up to 6 hours	Any day		ST	2.50	3.00	2.50	3.00
Over 6 hours	Any day		ST	3.33	4.00	3.33	4.00
Daily evening charge (6.00pm till 6.00am)	Any day		ST	1.67	2.00	1.67	2.00
Colchester Leisure World Car Park							
Up to 1 hour	Any day		ST	1.25	1.50	1.25	1.50
Up to 2 hours	Mon to Fri		ST	2.08	2.50	2.08	2.50
	Sat & Sun		ST	2.33	2.80	2.33	2.80
Up to 4 hours	Mon to Fri		ST	2.92	3.50	2.92	3.50
	Sat & Sun		ST	3.17	3.80	3.17	3.80
Up to 6 hours	Mon to Fri		ST	4.58	5.50	4.58	5.50
	Sat & Sun		ST	5.00	6.00	5.00	6.00
Up to 9 hours	Mon to Fri		ST	7.33	8.80	7.33	8.80
	Sat & Sun		ST	7.50	9.00	7.50	9.00
Up to 24 hours	Mon to Fri		ST	8.75	10.50	8.75	10.50
	Sat & Sun		ST	9.17	11.00	9.17	11.00
Alexandra Terrace Car Park							
Season tickets (conditions apply)	6 months		ST	76.83	92.20	76.83	92.20
Season tickets (conditions apply)	12 months		ST	146.50	175.80	146.50	175.80
Bergholt Road Car Park							
Season tickets (conditions apply)	6 months		ST	76.83	92.20	76.83	92.20
Season tickets (conditions apply)	12 months		ST	146.50	175.80	146.50	175.80
St Julian Grove Car Park							
Season tickets (conditions apply)	6 months		ST	76.83	92.20	76.83	92.20
Season tickets (conditions apply)	12 months		ST	146.50	175.80	146.50	175.80
Three Crowns Road Car Park							
Peak Rate	4am to 9.30am	Monday to Friday	ST	5.00	6.00	5.00	6.00
Off-Peak Rate	9.30am to Midnight	Monday to Friday	ST	3.42	4.10	3.42	4.10
Day Rate	9.30am to Midnight	Saturday	ST	1.67	2.00	1.67	2.00

Day Rate	9.30am to Midnight	Sunday	ST	0.83	1.00	0.83	1.00
Night Rate	6pm to 8am	Everyday	ST	0.42	0.50	0.42	0.50
Resident season tickets (conditions apply)	6 months		ST	N/A	N/A	N/A	N/A
Resident season ticket (conditions apply)	12 months	1 st season ticket	ST	60.00	72.00	60.00	72.00
Resident season ticket (conditions apply)	12 months	2 nd season ticket	ST	76.67	92.00	76.67	92.00
Walsingham Road							
Season tickets (conditions apply)	6 months		ST	85.00	102.00	85.83	103.00
Season tickets (conditions apply)	12 months		ST	170.00	204.00	171.67	206.00
Equality, Diversity and Human Rights implications							
Any increase in parking charges is likely to have a disproportionate impact on households with lower incomes. However, the careful design and availability of the parking offers and the introduction of shorter stay tariffs across a range of car parks gives these households affordable choices and options.							
The EQIA for Parking is located at https://www.colchester.gov.uk/info/cbc-article/?catid=equality-framework&id=KA-01533							

(xiii) Environmental Health and Licensing Services

Introduction

Pest Control

There are very minor changes to both domestic and commercial charges as set out in the table below. These changes reflect increased operating costs whilst also reflecting the need to be competitive and provide value for money in the market.

There is a requirement to reduce the subsidy for the service and where possible try to cover all costs with income. Therefore, it is proposed to introduce a charge in relation to domestic customers in receipt of both means tested benefits and universal credit payments which include free prescriptions. The proposed rates for rats, mice and cockroaches is £22.00 which is 32% of the full fee and £30.00 for wasps/hornets & £25.00 for other insect pests.

Dog Control

To continue to reward responsible dog ownership, microchipping of dogs will be free of charge. Micro-chips for dogs are supplied free of charge to the Council by the Dogs Trust for dogs on this basis.

It is proposed to increase the charge to £25 to micro-chip cats. The Council has no statutory duties in relation to cats.

The cost associated with the collecting, transporting and kenneling of stray dogs is retained at £75. This incorporates a £25 statutory fee.

It is proposed that the stray dog kenneling overnight charge is increased from £20.00 to £21.00 per night. This is to fully recover the cost of increased kenneling fees incurred by the Council.

In addition, any veterinary fees incurred by the Council for treating a stray dog will be recovered from the owner in full prior to returning the dog to their care.

Environmental Protection

There are no proposed changes to Environmental Protection fees and charges.

Technical Advice

Officers within the Environmental Protection Team have high levels of technical expertise in areas such as noise; air quality; private water supplies and contaminated land. It is proposed that upon request from a Business, Developer, Land Owner, or other Local Authority that a discretionary technical service can be provided including but not limited to noise monitoring/acoustic reports, the production of noise management plans and the review of technical documents. This service will be provided at an hourly rate of £60 p/hour.

Works in Default

The fee for undertaking works in default based on an hourly rate (£60 p/hour) is to be retained.

Private Water Supplies

The maximum charge for various water sampling activities is stipulated in Schedule 5 of the Private Water Supplies Regulations 2009.

All fees currently charged are in line with these Regulations, the exception being the charges made to the most vulnerable households where the fee is waived for customers in receipt of a means tested benefit.

It is proposed to introduce a fee for those customers who have had an initial risk assessment and because of the time lapsed require a second risk assessment. The second risk assessment can be completed over a shorter time period than the first and therefore the full fee of £500.00 cannot be justified.

In addition, it is proposed that the Customer pays separately for the cost of the analysis of water samples. Due to the increasing complexity of the samples to be analysed and the increasing costs.

Description of charge	Optional	Optional	VAT Ind	Current 2019/20 Charges excl. VAT (£)	Current 2019/20 Charges incl. VAT (£)	Proposed 2020/21 Charges excl. VAT (£)	Proposed 2020/21 Charges incl. VAT (£)
Animal Services							
Non-Domestic Pest Control							
Rodents (rats & mice,) all treatments include a maximum of three visits. All work on completion guaranteed for one month. Contracts priced upon request.			ST	170.00	204.00	170.00	204.00
Other insect pests excluding bedbugs Price per hour, minimum 1 hour charge, contracts priced on request.			ST	83.33	100.00	83.33	100.00
Bedbugs 1-3 rooms			ST	150.00	180.00	150.00	180.00
Bedbugs 4+ rooms			ST		Price on application		Price on application
Call out - no treatment required			ST	38.33	46.00	38.33	46.00
Domestic Pest Control							
Rodents (rats & mice)			ST	56.67	68.00	58.33	70.00
Cockroaches/Tropical Ants			ST	73.33	88.00	73.33	88.00
Bedbugs			ST	151.67	182.50	154.17	185.00
Wasps/Hornets			ST	52.50	63.00	54.17	65.00
Fleas			ST	66.67	80.00	68.33	82.00
Call out fee – no treatment required			ST	21.25	25.50	21.67	26.00
Reduced Charges - for those in receipt of a means tested benefit							
Rodents (rats & mice)			ST	0	free	18.33	22.00
Cockroaches			ST	0	free	18.33	22.00

Wasps/hornets			ST	20.83	25.00	25.00	30.00
Other public health significant pests - (tropical ants, fleas)			ST	16.67	20.00	25.00	30.00
Bedbugs			ST	16.67	20.00	25.00	30.00
Call out fee – no treatment required						10.83	13.00
Animal Control							
Microchip – per dog			ST	Free	Free	Free	Free
Microchip – per cat			ST	20.83	25.00	20.83	25.00
Stray Dog Charge			NB	75.00	75.00	75.00	75.00
Stray Dog Kenneling Charge (per day or part thereof)			NB	20.00	20.00	21.00	21.00
Stray Dog Veterinary fees					Vet fees recovered at cost		Vet fees recovered at cost
Environmental Protection							
Private Water Supplies							
First Risk Assessment			ST	416.67	500.00	416.67	500.00
Second and subsequent Risk assessments	NEW for 2020		ST		166.67		£200 for 4 hours and then £50.00 for every additional hour
Sampling (initial visit & revisit)			ST	83.33	100.00	83.33	100.00
Investigation			ST	83.33	100.00	83.33	100.00
Grant Authorisation			ST	83.33	100.00	83.33	100.00
Sample Analysis (minor)			ST	20.83	25.00	20.83	25.00
Sample Analysis (check monitoring)			ST	83.33	100.00	83.33	100.00
Sample Analysis (audit monitoring)			ST	416.67	500.00	416.67	500.00
Analysis of water samples			ST			Any charges	

						incurred for the analysis of samples will be recovered at cost.	
Concession - sampling fee for residents living in a single dwelling who are in receipt of a means tested benefit			ST	Free	Free	Free	Free
Environmental Information Requests							
			ST	83.33	100.00	83.33	100.00
Cases exceeding 2 hours will incur an additional 30 p/h			ST	25.00	30.00	25.00	30.00
Works in Default							
Administration of works in default			ST	Calculated per case based on hourly rate (50.00)	Calculated per case based on hourly rate (60.00)	Calculated per case based on hourly rate (50.00)	Calculated per case based on hourly rate (60.00)
Technical Advice							
Provision of a Technical Advice Service			ST	Calculated per case based on hourly rate (50.00)	Calculated per case based on hourly rate (60.00)	Calculated per case based on hourly rate (50.00)	Calculated per case based on hourly rate (60.00)

Licensing, Food & Safety

Introduction

The fees are based on our hourly rates, time and the number of action points in each process. This year overheads have changed and as such some fees have increased whilst others have remained relatively neutral. There are also some new rates been added in relation to the implementation to a new computer system, involvement of SMT and the employing and training of an apprentice as discussed.

Within general Licensing the fees have stayed relatively neutral with Taxis and Private Hire charges staying the same as last year. Within food and safety the cost have reason in relation to overheads and as such costs in Animal Welfare have increased.

In the Taxis and Private Hire fees after a change in policy and the discussions had with Cllr Lilley regarding the climate changes that the Council wish to make; introduction of a discount has been made in encouraging the trade to move to hybrid and full electric vehicles. This discount can run for a short time as the cost of the discounts will eventually need to be covered as this method of assistance will affect running costs. There is also a change on operators and the cost of a licence in relation to number of vehicles. At the moment for reference we have no more than 15 hybrid vehicles within the trade of approximately 900 vehicles

There have also been a number of fees introduced in to the Licensing Act Fees and Gambling which were previously missing but do need to be charged for.

Finally, the fee for offering advice has been reduced in the hope that people may use this service that we offer.

Other points to note: we have introduced a fee for a boatman licence, but this may take time on the uptake as we need to have the process and procedure in place in order to offer it. CCTV have not been included in relation to cost as this is yet to be determined how and who will pay and supply the cost of purchasing and installation. Whilst it is very unlikely that the council will pay it will have to be advertised as a cost to the Trade. This may require a future report.

Description of charge			Optional	Optional	VAT Ind	Current 2019/20 Charges excl. VAT (£)	Current 2019/20 Charges incl. VAT (£)	Proposed Charges 2020/21 excl VAT (£)	Proposed Charges 2020/21 incl VAT (£)
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Licensing, Food & Safety			Type	Statutory Fee set Yes/no					
Sex Shop Licence			New Applications	no	NB	1120.00	1120.00	1120.00	1120.00
Sex Shop Licence			Renewals	no	NB	635.00	635.00	635.00	635.00
Sex Shop Licence			Transfer	no	NB	635.00	635.00	635.00	635.00
Sex Shop Variation			Variation	no	NB	-	-	635.00	635.00
Sex Entertainment Venue			New Applications	no	NB	1360.00	1360.00	1360.00	1360.00
Sex Entertainment Venue			Renewals	no	NB	715.00	715.00	715.00	715.00
Sex Entertainment Venue Variation			Variation	no	NB			715.00	715.00
Sex Entertainment Venue			Transfer	No	NB	715.00	715.00	715.00	715.00
Scrap metal Dealers Act			Site New Application	no	NB	715.00	715.00	715.00	715.00
Scrap metal Dealers Act			Site Renewal	no	NB	450.00	450.00	450.00	450.00
Scrap metal Dealers Act			Site/Collect or Variation	no	NB	200.00	200.00	200.00	200.00
Scrap metal Dealers Act			Additional Site Licence	no	NB	200.00	200.00	200.00	200.00
Scrap metal Dealers Act			Collector New Application	no	NB	330.00	330.00	330.00	330.00
Scrap metal Dealers Act			Collector Renewal	no	NB	300.00	300.00	300.00	300.00
Scrap metal Dealers Act			New Site Manager and/or Partner	no	NB			180.00	180.00

Scrap metal Dealers Act			Minor Amendment (ie where no DBS disclosure certificate is required or assessment of an individual's suitability)	no	NB			70.00	70.00
Animal Welfare Regulations (note: 1-3 year Licence)	Application Fee	Grant Fee	* Note: Vets fees to be added	Statutory Fee set Yes/no					
Hiring out of Horses (Riding Establishment) Licences (vet fee to be added and Invoiced separately)	395.00	75.00	*	No	NB	375.00	375.00	470.00	470.00
Selling Animals as Pets (Pet Shops and other (does not apply to breeding of dogs))	280.00	85.00		No	NB	280.00	280.00	365.00	365.00
Animal Boarding Licence (including Daycare)	360.00	75.00		No	NB	345.00	345.00	435.00	435.00
Home Boarding for dogs	220.00	50.00		No	NB	210.00	210.00	270.00	270.00
Dog Breeding	220.00	75.00	*	No	NB	225.00	225.00	275.00	275.00
Keeping or Training animals for exhibition (3 year Licence)	305.00	50.00		No	NB	280.00	280.00	355.00	355.00
Additional Licensable Activity	85.00	50.00		No	NB	120.00	120.00	135.00	135.00
Variation to licence/re-evaluation star rating Application fee for Animal	150.00	N/A		No	NB	130.00	130.00	150.00	150.00

boarding, Selling Animals and Keeping Animals for exhibition									
Variation to licence/re-evaluation Star Rating Application fee for Dog Breeding and Hiring out of horses (Not including vet fees)	150.00	N/A		No	NB	130.00	130.00	150.00	150.00
Transfer of Licence due to death of licensee	70.00	N/A		No	NB	130.00	130.00	70.00	70.00
Zoo Operators Licence (+ vet fee) (payable every 6 years - next due 2025)			New / Renewal	no	NB	1630.00	1630.00	1970.00	1970.00
Dangerous Wild Animals (+ vet fee) (payable every two years)			New / Renewal	no	NB	205.00	205.00	275.00	275.00
Food Export Certificates			New / Renewal	no	NB	60.00	60.00	80.00	80.00
Food Surrender Certificates			New / Renewal	no	NB	50.00	50.00	70.00	70.00
Tattooing, Electrolysis and Skin Piercing (Permanent or Semi-permanent), Acupuncture, Electrolysis and Ear-piercing - Premises - including 2 operators			New	no	NB	195.00	195.00	240.00	240.00
- Operators - up to 2 operators			New	no	NB	100.00	100.00	120.00	120.00
Hypnotists			New		NB	85.00	85.00	110.00	110.00
Pavement café Licence (PCA)									
Pavement Permit (Café Furniture Licence) Under 5 Square metres			New	No	NB	205.00	205.00	210.00	210.00

Pavement Permit (Café Furniture Licence) 5-10 Square metres			New	No	NB	295.00	295.00	295.00	295.00
Pavement Permit (Café Furniture Licence) 10-15 Square metres			New	No	NB	380.00	380.00	380.00	380.00
Pavement Permit (Café Furniture Licence) Over 15 Square metres			New	No	NB	470.00	470.00	470.00	470.00
Transfer/Alteration of Pavement Permit.			Transfer	No	NB	75.00	75.00	85.00	85.00
Pavement Permit (Café Furniture Licence) Under 5 Square metres Renewal			Renewal	No	NB	102.00	102.00	105.00	105.00
Pavement Permit (Café Furniture Licence) 5-10 Square metres Renewal			Renewal	No	NB	145.00	145.00	145.00	145.00
Pavement Permit (Café Furniture Licence) 10-15 Square metres Renewal			Renewal	No	NB	190.00	190.00	190.00	190.00
Pavement Permit (Café Furniture Licence) Over 15 Square metres Renewal			Renewal	No	NB	235.00	235.00	235.00	235.00
Pleasure Boats			New/Annual	no	NB	55.00	55.00	75.00	75.00
Boatsman Licence			New/Annual	no	NB			75.00	75.00
Basic Food Hygiene/Health and Safety Courses									
Basic charge (outside of Colchester)			Per person	no	EX	65.00	65.00	65.00	65.00
If resident or employed within Colchester Borough			Per person		EX	50.00	50.00	50.00	50.00
Delivered at businesses own premises			(10 pers) + £20 p/h	no	EX	400.00	400.00	400.00	400.00

Basic charge (up to 10)									
Each additional person			Per person	no	EX	20.00	20.00	20.00	20.00
Exam resit fees			Per person	no	EX	20.00	20.00	20.00	20.00
Hackney Carriage and Private Hire									
Vehicle and Operators Licences									
Hackney Carriage Vehicle			Annual / Renewal	no	NB	400.00	400.00	400.00	400.00
Hackney Carriage Hybrid			Annual / Renewal	no	NB			290.00	290.00
Hackney Carriage Full Electric			Annual / Renewal	no	NB			195.00	195.00
Private Hire Vehicle			Annual / Renewal	no	NB	350.00	350.00	350.00	350.00
Private Hire Vehicle Hybrid			Annual / Renewal	no	NB			250.00	250.00
Private Hire Vehicle Full Electric			Annual / Renewal	no	NB			170.00	170.00
Operator's Licence - 1 vehicle (PHV)			New / Renewal (5 years)	no	NB	290.00	290.00	290.00	290.00
Operator's Licence – 2-5 vehicles (PHV)			New / Renewal (5 years)	no	NB	335.00	335.00	335.00	335.00
Operator's Licence – 6+ vehicles (PHV)			New / Renewal (5 years)	no	NB			400.00	400.00
Category change fee				no	NB	70.00	70.00	70.00	70.00
Operator's licence transfer fee				no	NB	70.00	70.00	70.00	70.00
Drivers Licences									

Initial Licence valid for up to 3 years unless probationary 1 year licence			New (3 years) also Probationary 1 year)	no	NB	190.00	190.00	190.00	190.00
Renewal Licence valid for up to 3 years unless probationary 1 year licence			New (3 years) also Probationary 1 year)	no	NB	170.00	170.00	170.00	170.00
ENGLISH TEST Colchester English Study Centre	Direct application to CESC		New	no	NB	60.00	60.00	60.00	60.00
Knowledge Test			New	no	NB	60.00	60.00	60.00	60.00
Knowledge Test – re-sit fee				no	NB	60.00	60.00	60.00	60.00
Failure to attend Appointment at Rowan House without prior notification				no	NB	60.00	60.00	60.00	60.00
Licence Transfer Fees									
Vehicle to vehicle (must always remain a licenced vehicle)				no	NB	95.00	95.00	95.00	95.00
Person to person				no	NB	95.00	95.00	95.00	95.00
Registration number change				no	NB	95.00	95.00	95.00	95.00
Vehicle Inspection Fees									
HC Vehicle Inspection Fee (other than brand new) as MOT				no	NB	50.00	50.00	50.00	50.00
HC Vehicle Inspection Fee (Brand new)				no	NB	30.00	30.00	30.00	30.00

PH Vehicle Inspection Fee (other than brand new) as MOT				no	NB	50.00	50.00	50.00	50.00
PH Vehicle Inspection Fee (Brand new)				no	NB	30.00	30.00	30.00	30.00
Failure to attend Garage for appointment				no	NB	60.00	60.00	60.00	60.00
Replacement Equipment									
Replacement Plates				no	NB	25.00	25.00	25.00	25.00
Replacement Badges				no	NB	17.00	17.00	17.00	17.00
Replacement vehicle window cards				no	NB	5.00	5.00	5.00	5.00
Standard Roof Sign			At cost plus handling charge	no	NB	10.00	10.00	10.00	10.00
Standard Door Signs			At cost plus handling charge	no	NB	10.00	10.00	10.00	10.00
Fees for drivers' licences do not include the fee for a mandatory DBS +DVLA check, which will be charged additionally.			NOTE Personal Checks Ltd			69.00	69.00	69.00	69.00
Post Office Charge verification check								13.00	13.00
Plate Exemption				no	E	11.00	11.00	11.00	11.00
Transfer of PH vehicles to new Operator (per vehicle)				no	E	11.00	11.00	11.00	11.00
CSE, Dementia and Vulnerable Persons Training				no	E	19.00	19.00	19.00	19.00
Alcohol and Entertainment Licences – Statutory fees									

Premises Licences - Initial Applications									
Band A - Rateable Value £0 - £4,300				Yes	NB	100.00	100.00	100.00	100.00
Band B - £4,301 - £33,000				Yes	NB	190.00	190.00	190.00	190.00
Band C - £33,001 - £87,000				Yes	NB	315.00	315.00	315.00	315.00
Band D - £87,001 - £125,000				Yes	NB	450.00	450.00	450.00	450.00
Band E - £125,000 and over				Yes	NB	635.00	635.00	635.00	635.00
Premises Licences - Renewals									
Band A - Rate able Value £0 - £4,300				Yes	NB	70.00	70.00	70.00	70.00
Band B - £4,301 - £33,000				Yes	NB	180.00	180.00	180.00	180.00
Band C - £33,001 - £87,000				Yes	NB	295.00	295.00	295.00	295.00
Band D - £87,001 - £125,000				Yes	NB	320.00	320.00	320.00	320.00
Band E - £125,000 and over				Yes	NB	350.00	350.00	350.00	350.00
Premises Licences - Variations									
Band A - Rateable Value £0 - £4,300				Yes	NB	100.00	100.00	100.00	100.00
Band B - £4,301 - £33,000				Yes	NB	190.00	190.00	190.00	190.00
Band C - £33,001 - £87,000				Yes	NB	315.00	315.00	315.00	315.00
Band D - £87,001 - £125,000				Yes	NB	450.00	450.00	450.00	450.00
Band E - £125,000 and over				Yes	NB	635.00	635.00	635.00	635.00
Minor Variations - all Bands				Yes	NB	89.00	89.00	89.00	89.00
Personal Licences									
Initial Application				Yes	NB	37.00	37.00	37.00	37.00
Miscellaneous Fees									
Copies of Documents etc				Yes	NB	10.50	10.50	10.50	10.50
Transfers				Yes	NB	23.00	23.00	23.00	23.00
Change of Designated Premises Supervisor				Yes	NB	23.00	23.00	23.00	23.00

Temporary Event Notices				Yes	NB	21.00	21.00	21.00	21.00
Notice of Interest in Premises				Yes	NB	21.00	21.00	21.00	21.00
Theft or loss of certificate or summary				Yes	NB			10.50	10.50
Application for a provisional statement where premises being built				Yes	NB			315.00	315.00
Notification of change of name or address for holder of premise licence				Yes	NB			10.50	10.50
Application to vary to specify individual as premise supervisor				Yes	NB			10.50	10.50
Application to transfer premise licence				Yes	NB			23.00	23.00
Change of name or alteration of CLUB rules				Yes	NB			10.50	10.50
Change or registered address of club				Yes	NB			10.50	10.50
Theft or loss of temporary event notice				Yes	NB			10.50	10.50
Theft or loss of personal licence				Yes	NB			10.50	10.50
Duty to notify change of name or address for personal license				Yes	NB			10.50	10.50
Right of freeholder etc to be notified of licensing matters				Yes	NB			21.00	21.00
Additional Fees for exceptionally large capacity venues									
500-9999				Yes	NB			1,000.00	1,000.00
10000-14999				Yes	NB			2,000.00	2,000.00

15000-19999				Yes	NB			4,000.00	4,000.00
20000-29999				Yes	NB			16,000.00	16,000.00
30000-39999				Yes	NB			20,000.00	20,000.00
40000-49999				Yes	NB			24,000.00	24,000.00
50000-59999				Yes	NB			32,000.00	32,000.00
60000-69999				Yes	NB			40,000.00	40,000.00
70000-79999				Yes	NB			48,000.00	48,000.00
80000-89999				Yes	NB			56,000.00	56,000.00
Gambling Licences – Variable									
Premises Licences - New Applications / Provisional Statements									
New Small Casino				no	NB	6,200.00	6,200.00	6,200.00	6,200.00
New Large Casino				no	NB	7,700.00	7,700.00	7,700.00	7,700.00
Regional Casino				no	NB	12500.00	12500.00	12500.00	12500.00
Bingo Club				no	NB	3,100.00	3,100.00	3,100.00	3,100.00
Betting Premises (excluding Tracks)				no	NB	2,600.00	2,600.00	2,600.00	2,600.00
Tracks				no	NB	2,100.00	2,100.00	2,100.00	2,100.00
Family Entertainment Centres				no	NB	1,600.00	1,600.00	1,600.00	1,600.00
Adult Gaming Centres				no	NB	1,600.00	1,600.00	1,600.00	1,600.00
Premises Licences - Annual Fees									
Existing Casinos				no	NB	2,600.00	2,600.00	2,600.00	2,600.00
New Small Casino				no	NB	4,200.00	4,200.00	4,200.00	4,200.00
New Large Casino				no	NB	7,700.00	7,700.00	7,700.00	7,700.00
Regional Casino				no	NB	12500.00	12500.00	12500.00	12500.00
Bingo Club				no	NB	850.00	850.00	850.00	850.00
Betting Premises (excluding Tracks)				no	NB	550.00	550.00	550.00	550.00
Tracks				no	NB	850.00	850.00	850.00	850.00

Family Entertainment Centres				no	NB	650.00	650.00	650.00	650.00
Adult Gaming Centres				no	NB	850.00	850.00	850.00	850.00
Premises Licences - Application to Vary									
New Small Casino				no	NB	3,000.00	3,000.00	3,000.00	3,000.00
New Large Casino				no	NB	4,000.00	4,000.00	4,000.00	4,000.00
Regional Casino				no	NB	6,000.00	6,000.00	6,000.00	6,000.00
Bingo Club				no	NB	1,000.00	1,000.00	1,000.00	1,000.00
Betting Premises (excluding Tracks)				no	NB	1,000.00	1,000.00	1,000.00	1,000.00
Tracks				no	NB	750.00	750.00	750.00	750.00
Family Entertainment Centres				no	NB	600.00	600.00	600.00	600.00
Adult Gaming Centres				no	NB	750.00	750.00	750.00	750.00
Premises Licences - Application for Transfer / Reinstatement									
New Small Casino				no	NB	1,200.00	1,200.00	1,200.00	1,200.00
New Large Casino				no	NB	1,500.00	1,500.00	1,500.00	1,500.00
Regional Casino				no	NB	5,000.00	5,000.00	5,000.00	5,000.00
Bingo Club				no	NB	1,000.00	1,000.00	1,000.00	1,000.00
Betting Premises (excluding Tracks)				no	NB	1,000.00	1,000.00	1,000.00	1,000.00
Tracks				no	NB	750.00	750.00	750.00	750.00
Family Entertainment Centres				no	NB	750.00	750.00	750.00	750.00
Adult Gaming Centres				no	NB	1,000.00	1,000.00	1,000.00	1,000.00
Premises Licences - Licence Application (Provisional Statement Holders)									
New Small Casino				no	NB	3,000.00	3,000.00	3,000.00	3,000.00
New Large Casino				no	NB	4,000.00	4,000.00	4,000.00	4,000.00
Regional Casino				no	NB	6,000.00	6,000.00	6,000.00	6,000.00
Bingo Club				no	NB	900.00	900.00	900.00	900.00

Betting Premises (excluding Tracks)				no	NB	900.00	900.00	900.00	900.00
Tracks				no	NB	750.00	750.00	750.00	750.00
Family Entertainment Centres				no	NB	600.00	600.00	600.00	600.00
Adult Gaming Centres				no	NB	800.00	800.00	800.00	800.00
Change of Circumstance				no	NB			30.00	30.00
Copy of Licence				no	NB			11.00	11.00
Gaming Licences – Statutory Fees									
Permits For Gaming Machines - New Application									
FEC Gaming Machine				no	NB	300.00	300.00	300.00	300.00
Prize Gaming				no	NB	300.00	300.00	300.00	300.00
Alcohol Licensed Premises - 2 or less machines				no	NB	50.00	50.00	50.00	50.00
Alcohol Licensed Premises - more than 2 machines				no	NB	150.00	150.00	150.00	150.00
Club Gaming Permit				no	NB	200.00	200.00	200.00	200.00
Club Gaming Machine Permit				no	NB	200.00	200.00	200.00	200.00
Club Fast track				no	NB			100.00	100.00
Small Society Lottery Registration - New Application				no	NB	40.00	40.00	40.00	40.00
Permits For Gaming Machines - Annual Fees/Renewals									
FEC Gaming Machine				no	NB	300.00	300.00	300.00	300.00
Prize Gaming				no	NB	300.00	300.00	300.00	300.00
Alcohol Licensed Premises - 2 or less machines				no	NB	N/A	N/A	N/A	N/A
Alcohol Licensed Premises - more than 2 machines				no	NB	50.00	50.00	50.00	50.00
Club Gaming Permit				no	NB	50.00	50.00	50.00	50.00
Club Gaming Machine Permit				no	NB	50.00	50.00	50.00	50.00

Club Fast track				no	NB			100.00	100.00
Small Society Lottery Registration - Annual Fee				no	NB	20.00	20.00	20.00	20.00
Permit - Miscellaneous Fees									
Change of Name									
Temporary Use Notice				Yes	NB			200.00	200.00
Occational Use Notice				Yes	NB			150.00	150.00
FEC Permits				no	NB	25.00	25.00	25.00	25.00
Prize Gaming Permits				no	NB	25.00	25.00	25.00	25.00
Alcohol Licensed Premises - 2 or less machines				no	NB	N/A	N/A	N/A	N/A
Alcohol Licensed Premises - more than 2 machines				no	NB	25.00	25.00	25.00	25.00
Club Gaming Permit				no	NB	N/A	N/A	N/A	N/A
Club Gaming Machine Permit				no	NB	N/A	N/A	N/A	N/A
Small Society Lottery Registration				no	NB	N/A	N/A	N/A	N/A
Copy of Permit									
FEC Permits				no	NB	15.00	15.00	15.00	15.00
Prize Gaming Permits				no	NB	15.00	15.00	15.00	15.00
Alcohol Licensed Premises - 2 or less machines				no	NB	N/A	N/A	N/A	N/A
Alcohol Licensed Premises - more than 2 machines				no	NB	15.00	15.00	15.00	15.00
Club Gaming Permit				no	NB	15.00	15.00	15.00	15.00
Club Gaming Machine Permit				no	NB	15.00	15.00	15.00	15.00
Small Society Lottery Registration				no	NB	N/A	N/A	N/A	N/A
Variation									
FEC Permits				no	NB	N/A	N/A	N/A	N/A
Prize Gaming Permits				no	NB	N/A	N/A	N/A	N/A
Alcohol Licensed Premises - 2 or less machines				no	NB	N/A	N/A	N/A	N/A

Alcohol Licensed Premises - more than 2 machines				no	NB	100.00	100.00	100.00	100.00
Club Gaming Permit				no	NB	100.00	100.00	100.00	100.00
Club Gaming Machine Permit				no	NB	100.00	100.00	100.00	100.00
Small Society Lottery Registration				no	NB	N/A	N/A	N/A	N/A
Miscellaneous Fees - Variable									
Food and Safety									
H&S Disclosures									
Statement of Relevant Facts (per hour)				no	ST	55.00	66.00	65.00	78.00
Food Hygiene Re-Inspection Request				no	ST	130.00	156.00	150.00	180.00
Food Hygiene Advice and Consultation (getting to five) 1st 2 hours then every hour			New	no	ST	155.00	186.00	175.00	210.00
Licensing Application Checking Service									
Full Application 1st 2hours then every hour				no	ST	225.00	270.00	215.00	258.00
Temporary Event Notice Per Hour 1st 2 hours then every hour				no	ST	130.00	156.00	130.00	156.00
General Admin Charge for Licensing, Food or Safety (cost recovery)				No	NB	11.00	11.00	11.00	11.00
House to House NO CHARGE						N/A	N/A	N/A	N/A
Street Collections NO CHARGE						N/A	N/A	N/A	N/A
Caravan Licensing NO CHARGE						N/A	N/A	N/A	N/A

(xiv) Recycling and Trade Services

Introduction

It is proposed that service fees and charges are increased by inflation for 2020/21. In order to continue to provide a competitive service that can be marketed against private sector providers it is proposed that fees and charges are negotiable where it makes commercial sense. A full review of trade waste will be undertaken and fee/charges will be reviewed as part of that process, therefore a change may take place at a future date.

Description of charge	Optional	Discount	VAT Ind	Current 2019/20 Charges excl. VAT (£)	Current 2019/20 Charges incl. VAT (£)	Proposed 2020/21 Charges excl. VAT (£)	Proposed 2020/21 Charges incl. VAT (£)
Pricing Schedule Trade tonnage subject to landfill tax							
Green sacks trade		Negotiable	NB	39.09	39.09	39.87	39.87
Green sacks schools		Negotiable	NB	33.22	33.22	33.88	33.88
360l hire		Negotiable	NB	1.45	1.45	1.48	1.48
360l emptying trade		Negotiable	NB	7.20	7.20	7.34	7.34
360l emptying schools		Negotiable	NB	6.40	6.40	6.53	6.53
660l hire		Negotiable	NB	3.12	3.12	3.18	3.18
660l emptying trade		Negotiable	NB	11.25	11.25	11.48	11.48
660l emptying schools		Negotiable	NB	9.20	9.20	9.38	9.38
950l hire		Negotiable	NB	3.25	3.25	3.32	3.32
950l emptying trade		Negotiable	NB	13.10	13.10	13.36	13.36
1100l hire		Negotiable	NB	3.79	3.79	3.87	3.87
1100l emptying trade		Negotiable	NB	13.30	13.30	13.57	13.57
1100l emptying schools		Negotiable	NB	11.25	11.25	11.48	11.48
Other Trade Income							
Duty of Care Certificate		Negotiable	NB	29.50	29.50	30.09	30.09

Clear Cardboard Sacks - Trade		Negotiable	NB	27.21	27.21	27.75	27.75
Delivery charge sacks		Negotiable	NB	8.33	8.33	8.50	8.50
Regular Cardboard Collection - Trade		Negotiable	NB	543.99	543.99	554.87	554.87
Non-contract Cardboard Collection		Negotiable	NB	42.30	42.30	43.15	43.15
Cleansing of Bulk Containers		Negotiable	NB	26.65	26.65	27.18	27.18
Re-signing fee		Negotiable	NB	57.99	57.99	59.15	59.15
Hourly rate for vehicle plus driver and operative		Negotiable	NB	78.00	78.00	79.56	79.56
360l Trade glass bin		Negotiable	NB	4.80	4.80	4.90	4.90
Special collections							
Bulky items 1-6			NB	42.41	42.41	43.26	43.26
Bulky items 6-12			NB	68.12	68.12	69.48	69.48
Fridges, Fridge/freezers or Freezers			NB	26.08	26.08	26.60	29.60
TVs, Monitors, Microwaves			NB	12.42	12.42	12.67	12.67
White goods - dishwashers, cookers, washing machines, tumble driers, spin driers (maximum 5 items) price per item			NB	12.42	12.42	12.67	12.67
Equality, Diversity and Human Rights implications							
Equality Impact Assessments are available to view on the Colchester Borough Council website							

(xv) Cemetery and Crematorium

Introduction

It is proposed that all fees should be raised broadly in line with RPI and CPI, at either 2% or 3% of the gross figure, rounded to the nearest £, with the following exceptions:

Exclusive rights of burial (adults) 50 years and 100 years to increase by 5%: these increases are to bring us closer to the prices in cemeteries in neighbouring Local Authorities. The Exclusive Rights of Burials for baby graves are not to increase, in the spirit of helping young families at a very difficult time.

Direct cremations to be increased by 1%, to keep them at a competitive price. (The main reason for families choosing Direct Cremation is the price.)

Headstone memorial application charges – no increase.

Most Garden of Remembrance memorials and some Book of Remembrance entries - no increase, in order to stimulate sales.

The music and visual tribute fees were introduced in 2019 when the Obitus music system was installed – it is proposed to leave them unchanged for the forthcoming year in order to stimulate sales of these new services.

Description of charge	Optional	Optional	VAT Ind	Current 2019/20 Charges excl. VAT (£)	Current 2019/20 Charges incl. VAT (£)	Proposed 2020/21 Charges excl. VAT (£)	Proposed 2020/21 Charges incl. VAT (£)
Cremations							

Adult	18 years of age and over		EX	681.00	681.00	701.00	701.00
Direct cremation of an adult; no service	18 years of age and over		EX	425.00	425.00	429.00	429.00
Environmental surcharge	18 years of age and over		EX	84.00	84.00	87.00	87.00
Babies and children	Up to the eve of their 18 th birthday			0.00	0.00	0.00	0.00
Body Part	Of a deceased person whose body was previously cremated.		EX	101.00	101.00	101.00	101.00
Interments							
For interment in a grave, with or without the purchase of an exclusive right of burial							
Babies and children	Up to the eve of their 18 th birthday		NB	0.00	0.00	0.00	0.00
Adult	18 years and over						
- Burial at single depth	137cm		NB	635.00	635.00	654.00	654.00
- Burial at double depth	183cm		NB	760.00	760.00	783.00	783.00
- Burial at treble depth	244cm		NB	884.00	884.00	911.00	911.00
For the interment of cremated remains in a grave	With a valid Exclusive Right of Burial		NB	199.00	199.00	205.00	205.00

Right to build a bricked grave & interment in the grave	A valid Exclusive Right of Burial must be in place.		NB	972.00	972.00	991.00	991.00
Disinterment (exhumation)	Of cremated remains		NB	335.00	335.00	342.00	342.00
Disinterment (exhumation)	Of a full body burial from a grave - price on request						
Book of Remembrance							
Inscription in the Book of Remembrance							
2 line entry	Text only		ST	60.83	73.00	60.83	73.00
5 line entry	Text only		ST	117.50	141.00	120.00	144.00
5 line entry	+ Simple flower illustration		ST	169.17	203.00	172.50	207.00
5 line entry	+ Crest or complex illustration		ST	190.83	229.00	195.00	234.00
8 line entry	Text only		ST	190.83	229.00	195.00	234.00
8 line entry	+ Simple flower illustration		ST	241.67	290.00	241.67	290.00
8 line entry	+ Crest or complex illustration		ST	258.33	310.00	258.33	310.00
Garden of Remembrance Memorials							
Standard Rose Tree with cast aluminium plaque							

Initial Period	For 5 years		ST	236.67	284.00	236.67	284.00
Initial Period	For 10 years		ST	309.17	371.00	309.17	371.00
Renewal of memorial	For 1 year		ST	65.83	79.00	65.83	79.00
Renewal of memorial	For 5 years		ST	120.83	145.00	120.83	145.00
Renewal of memorial	For 10 years		ST	169.17	203.00	169.17	203.00
Fuchsia or shrub, with cast aluminium plaque							
Initial Period	For 5 years		ST	190.83	229.00	190.83	229.00
Initial Period	For 10 years		ST	260.83	313.00	260.83	313.00
Renewal of memorial	For 1 year		ST	49.17	59.00	49.17	59.00
Renewal of memorial	For 5 years		ST	95.83	115.00	95.83	115.00
Renewal of memorial	For 10 years		ST	145.83	175.00	145.83	175.00
Additional cast aluminium plaque			ST	110.83	133.00	110.83	133.00
Other Garden Memorials							
Name tower in The Garden	For 10 years		ST	218.33	262.00	218.33	262.00
Renewal of name tower in the Garden	For 10 years		ST	145.83	175.00	145.83	175.00
Name tower in Jemima's Corner	For 10 years		ST	210.83	253.00	210.83	253.00
Renewal of Jemima's Corner name tower	For 10 years		ST	138.33	166.00	138.33	166.00
Tree in the Cemetery (an existing mature tree) initial period with plaque	For 10 years		ST	339.17	407.00	345.83	415.00
Renewal of tree memorial	For 10 years		ST	184.17	221.00	187.50	225.00
Inscribed stone brick: In either Wall of Remembrance	The brick to remain throughout the duration of the wall standing or will be relocated elsewhere			260.00	312.00	265.00	318.00

	should the wall be removed within ten years of purchase.		ST				
Granite niche	In perpetuity		EX	663.00	663.00	676.00	676.00
Additional inscription/replacement tile	On granite niche		ST	150.00	180.00	153.33	184.00
Additional inscription	On columbarium		ST	150.00	180.00	153.33	184.00
Granite plaque on granite bench	For 10 years		ST	218.33	262.00	218.33	262.00
Renewal of plaque on granite bench	For 10 years			145.83	175.00	145.83	175.00
Butterfly plaque on the butterfly wall, including inscription	For 10 years		ST	218.33	262.00	218.33	262.00
Butterfly plaque on the butterfly wall renewal lease	For 10 years		ST	145.83	175.00	145.83	175.00
Memorial seat, including maintenance & plaque 183cm wide (6ft)	For a period of 10 years		ST	433.33	520.00	433.33	520.00
Memorial seat 183cm, renewal of lease, including maintenance	For a further 10 years		ST	306.67	368.00	306.67	368.00
Memorial seat, including maintenance & plaque 122cm wide (4ft)	For a period of 10 years		ST	304.17	365.00	304.17	365.00
Memorial seat 122cm, renewal of lease, including maintenance	For a further 10 years		ST	179.17	215.00	179.17	215.00
Additional seat plaque			ST	115.00	138.00	115.00	138.00
Arboria plaque	Text only		ST	114.17	137.00	114.17	137.00
Arboria plaque	With a monochrome motif		ST	135.00	162.00	135.00	162.00

Arboria plaque	With a coloured motif		ST	166.67	200.00	166.67	200.00
Arboria plaque	With a photo plaque		ST	208.33	250.00	208.33	250.00
Exclusive Rights of Burial							
On the expiry of the initial period of grant, the period may be renewed for a further 50 or 100 years							
For the exclusive right of burial in a lawn or traditional grave	For 50 years		NB	567.00	567.00	595.00	595.00
For the exclusive right of burial in a lawn or traditional grave	For 100 years		NB	894.00	894.00	939.00	939.00
For the exclusive right of burial in the Baby Burial Garden	For 50 years		NB	197.00	197.00	197.00	197.00
For the exclusive right of burial in the Baby Burial Garden	For 100 years		NB	315.00	315.00	315.00	315.00
For the exclusive right of burial in a cremated remains grave	For 50 years		NB	285.00	285.00	294.50	294.00
For the exclusive right of burial in a cremated remains grave	For 100 years		NB	427.00	427.00	440.00	440.00
Scattering of cremated remains	On a grave space		EX	83.00	83.00	85.00	85.00
Scattering of cremated remains in Garden of Remembrance	When the cremation took place at another crematorium.		EX	79.00	79.00	79.00	79.00

Scattering of cremated remains in the Garden	On a Saturday (cremation at Colchester)		EX	54.00	54.00	54.00	54.00
Scattering of cremated remains in the Garden	On a Saturday (when the cremation took place at another crematorium)		EX	132.00	132.00	132.00	132.00
Applications for the Erection of Memorials							
A flat stone or slab	Covering single grave space		NB	196.00	196.00	196.00	196.00
A memorial stone:	Not exceeding 0.56m in height		NB	101.00	101.00	101.00	101.00
A memorial stone:	Exceeding 0.56m in height		NB	144.00	144.00	144.00	144.00
A memorial stone:	A footstone, tablet or stone vase		NB	101.00	101.00	101.00	101.00
Kerb Stones	Adult grave space		NB	218.00	218.00	218.00	218.00
Kerb Stones	Child grave space		NB	109.00	109.00	109.00	109.00

For an additional inscription	On an existing memorial with a valid EROB		NB	90.00	90.00	90.00	90.00
Miscellaneous - Crematorium							
Use of Crematorium Chapel	For an extra 30 minutes of service		EX	257.00	257.00	262.00	262.00
Use of Crematorium Chapel	For a service which badly overruns its allotted time		EX	257.00	257.00	262.00	262.00
Use of Crematorium chapel	For a burial or memorial service		EX	257.00	257.00	262.00	262.00
Register Search	Of over 8 names		ST	23.33	28.00	23.33	28.00
Obitus: Recording of the chapel service	On CD	Redundant fee	ST	40.83	49.00	-	-
Obitus: Additional CDs		Redundant fee	ST	37.50	45.00	-	-
Obitus: Recording of the chapel service	On DVD	Redundant fee	ST	48.33	58.00	-	-
Obitus: Additional DVDs		Redundant fee	ST	42.50	51.00	-	-
Obitus: Webcast of a chapel service	Live, viewed through Obitus website	Revised fee	ST	53.33	64.00	37.50	45.00
Obitus: Webcast of a chapel service + access to a downloadable recording for 28 days	Live, viewed through Obitus website	New fee	ST			41.67	50.00

Obitus: Copy of webcast	DVD/BluRay/ USB	New fee	ST			45.83	55.00
Obitus: Visual Tribute: single photo	Static and shown throughout service	New fee	ST			12.50	15.00
Obitus: Visual Tribute: Simple slideshow	Up to 25 photos	New fee	ST			37.50	45.00
Obitus: Professional photo tribute	Up to 25 photos set to music	New fee	ST			66.67	80.00
Obitus: Family supplied video	Checking and preparation of video	New fee	ST			16.67	20.00
Obitus: Copy of the professional photo tribute	DVD/BluRay/ USB	New fee	ST			20.83	25.00
Obitus: Copy of the professional photo tribute	Downloadable from Obitus website	New fee	ST			12.50	15.00
Obitus: Additional copies	Each additional DVD, BluRay or USB	New fee	ST			20.83	25.00
Obitus: Additional photos – up to 25 extra photos	On Simple slideshow or Pro photo tribute	New fee	ST			20.83	25.00
Obitus: Bespoke extra work	Adding a video to the Pro photo tribute, revisions, or any other departures						

	from standard services	New fee	ST			20.83	25.00
Decorative urns	Prices on application	New fee	ST				
Ash jewellery	Prices on application	New fee	ST				
Miscellaneous - Cemetery							
For registering a transfer or surrender of a Grant of Exclusive Right of Burial			ST	47.50	57.00	47.50	57.00
Cremation or Burial Cancellation Fee	(If less than 48 hours' notice)		ST	315.83	379.00	322.50	387.00

Equality, Diversity and Human Rights implications

An Equality and Diversity Impact Assessment identified no negative impacts for those with protected characteristics.

(xvi) Sport and Leisure

Introduction

The Council has a pricing framework in place for its Sport and Leisure activities. This has proved effective and has assisted the service in meeting the challenging income targets. As the Council takes a more commercial approach to service delivery, it will require managers to behave in a more commercial manner and to be able to respond more quickly to market forces. This could mean responding to periods of lower demand by reducing prices or offering promotions, or increasing prices where demand exceeds supply and there is clear competition for services.

All charges have been reviewed and new prices proposed below taking into account a combination of the current and likely demand of each activity, competitors' pricing and entrance fees to other leisure activities and the cost of providing the activity.

Proposed changes to the Lifestyles Membership package prices are not shown below as this information is commercially sensitive.

All charges below are for Leisure Card holders where applicable. Non-Leisure Card holders pay up to £1.00 more.

Description of charge	Optional	Optional	VAT Ind	Current 2019/20 Charges excl. VAT (£)	Current 2019/20 Charges incl. VAT (£)	Proposed 2020/21 Charges excl. VAT (£)	Proposed 2020/21 Charges incl. VAT (£)
Leisure Pool							
Leisure Pool Peak (hire)		Session	ST	333.33	400.00	333.33	400.00
Leisure Pool Off Peak (hire)		Session	ST	208.33	250.00	208.33	250.00
Off Peak Swim	Adult	Session	ST	5.17	6.20	5.17	6.20
Off Peak Swim	Junior	Session	ST	4.92	5.90	4.92	5.90

Parent & toddler	Adult	Session	ST	5.83	7.00	5.83	7.00
Parent & toddler	Junior over 3	Session	ST	0.83	1.00	0.83	1.00
Peak Swim	Adult	Session	ST	6.00	7.20	6.00	7.20
Peak Swim	Family	Session	ST	22.50	27.00	22.50	27.00
Peak Swim	Junior	Session	ST	5.75	6.90	5.75	6.90
Fitness Pool							
Aqua Fun Swim	Adult	Session	ST	4.17	5.10	4.38	5.25
Aqua Fun Swim	Junior	Session	ST	3.17	3.80	3.25	3.90
Fitness Pool Swim	Adult	Session	ST	3.92	4.70	4.00	4.80
Fitness Pool Swim	Concession	Session	ST	2.75	3.30	2.83	3.40
Fitness Pool Swim	Junior	Session	ST	2.75	3.30	2.83	3.40
Ladies Only Swim	Adult	Session	ST	3.92	4.70	4.00	4.80
Lane Swim		Session	ST	4.42	5.30	4.50	5.40
Fitness Pool (hire)							
Fitness Pool (hire) (aqua splat)		55 minutes	ST	125.00	150.00	129.17	155.00
Fitness Pool (hire) (gala)		55 minutes	ST	137.50	165.00	141.63	169.95
Fitness Pool (hire) (general)		55 minutes	ST	104.17	125.00	107.29	128.75
Fitness Pool (hire) (school)		55 minutes	ST	2.00	2.40	2.06	2.50
Teaching Pool/Dive Pit (hire)		55 minutes	ST	52.50	63.00	54.17	65.00
Wetside Course							
ASA teachers level 1 Course		Course	EX	372.00	372.00	400.00	400.00
ASA teachers level 2 Course		Course	EX	616.00	616.00	650.00	650.00
One to One Lesson (30 minutes)		Session	EX	26.00	26.00	26.50	26.50
One to One Lesson (45 minutes)		Session	EX	31.00	31.00	31.50	31.50
One to One Lesson (60 minutes)		Session	EX	36.00	36.00	36.50	36.50
One to Two Lesson (30 minutes)		Session	EX	31.00	31.00	31.50	31.50
One to Two Lesson (60 minutes)		Session	EX	41.00	41.00	41.50	41.50
RLSS Pool Lifeguard Course		Course	EX	295.00	295.00	300.00	300.00
Swim School Lesson	Adult	Lesson	EX	7.80	7.80	8.00	8.00
Swim School Lesson	Advanced	Lesson	EX	8.20	8.20	8.30	8.30

Swim School Lesson	Standard	Lesson	EX	6.70	6.70	6.80	6.80
Aqua Springs							
Group Entrance		Session	ST	10.00	12.00	10.42	12.50
Naturist Entrance		Session	ST	11.67	14.00	12.08	14.50
Towel Hire		Item	ST	2.92	3.50	3.00	3.60
Weekday Entrance	Adult	Session	ST	11.67	14.00	12.08	14.50
Weekday Entrance (weekday before 4pm)	Concession	Session	ST	10.00	12.00	10.42	12.50
Weekend Entrance	Adult	Session	ST	13.33	16.00	13.75	16.50
Beauty Therapy - Services							
Body Treatment (exfoliation treatment)		Session	ST	25.00	30.00	25.83	31.00
Body Treatment (power wrap)		Session	ST	44.17	53.00	45.00	54.00
Body Treatment (sea mud)		Session	ST	44.17	53.00	45.00	54.00
Eyes (eyebrow shape)		Session	ST	9.17	11.00	9.58	11.50
Eyes (eyebrow tint)		Session	ST	7.50	9.00	7.92	9.50
Eyes (eyebrow shape and tint)		Session	ST	15.42	18.50	15.83	19.00
Eyes (eyelash and eyebrow tint)		Session	ST	16.67	20.00	17.08	20.50
Eyes (eyelash tint)		Session	ST	12.08	14.50	12.50	15.00
Facial (30 min)		Session	ST	25.00	30.00	25.42	30.50
Facial (60 min)		Session	ST	40.00	48.00	40.42	48.50
Facial (bump facial)		Session	ST	40.00	48.00	40.42	48.50
Maintain (back and shoulders)		Session	ST	19.58	23.50	20.00	24.00
Maintain (bikini line)		Session	ST	10.00	12.00	10.42	12.50
Maintain (brazilian)		Session	ST	18.33	22.00	18.75	22.50
Maintain (chest and stomach)		Session	ST	19.58	23.50	20.00	24.00
Maintain (lip or chin)		Session	ST	7.50	9.00	7.92	9.50
Maintain (under arm)		Session	ST	9.17	11.00	9.58	11.50
Maintain (waxing) (full leg)		Session	ST	22.08	26.50	22.50	27.00
Maintain (waxing) (half leg)		Session	ST	16.25	19.50	16.67	20.00
Maintain (whole arm)		Session	ST	13.33	16.00	13.75	16.50
Manicure		Session	ST	25.00	30.00	25.42	30.50

Manicure (luxury)		Session	ST	30.00	36.00	30.42	36.50
Manicure (shape and polish)		Session	ST	12.50	15.00	12.92	15.50
Gel Color (polish)		Session	ST	22.92	27.50	23.33	28.00
Gel Color (upgrade)		Session	ST	12.50	15.00	12.92	15.50
Gel Color (removal)		Session	ST	6.67	8.00	7.08	8.50
Massage (aromatherapy)		Session	ST	45.00	54.00	45.83	55.00
Massage (back, neck, shoulder)		Session	ST	29.17	35.00	29.58	35.50
Massage (full body)		Session	ST	42.50	51.00	42.92	51.50
Massage (reflexology)		Session	ST	45.00	54.00	45.42	54.50
Massage (seated back)		Session	ST	29.17	35.00	29.58	35.50
Massage (shoulder, face, scalp)		Session	ST	29.17	35.00	29.58	35.50
Pedicure		Session	ST	25.00	30.00	25.42	30.50
Pedicure (luxury)		Session	ST	30.00	36.00	30.42	36.50
Pedicure (shape and polish)		Session	ST	12.50	15.00	12.92	15.50
Revive and Renew (weekday)		Session	ST	62.50	75.00	63.33	76.00
Revive and Renew (weekend)		Session	ST	66.67	80.00	67.50	81.00
Spa Day Package (mums to be package)		Session	ST	58.33	70.00	59.17	71.00
Spa Day Packages (spa escape) (weekday)		Session	ST	58.33	70.00	59.17	71.00
Spa Day Packages (spa escape) (weekend)		Session	ST	62.50	75.00	63.33	76.00
Spa Day Packages (spa pamper) (weekday)		Session	ST	70.83	85.00	71.67	86.00
Spa Day Packages (spa pamper) (weekend)		Session	ST	75.00	90.00	76.67	92.00
Spa Day Packages (winter warmer) (weekday)		Session	ST	45.83	55.00	47.50	57.00
Spa Day Packages (winter warmer) (weekend)		Session	ST	50.00	60.00	50.83	61.00
Activa Health and Fitness							
Induction		Session	EX	10.00	10.00	15.00	15.00
Personal Training (30 minutes)		30 minutes	EX	22.50	22.50	22.50	22.50

Personal Training (60 minutes)		60 minutes	EX	32.50	32.50	35.00	35.00
Voucher Sales (12 sessions) (personal training) (30 min)		Session	EX	220.00	220.00	230.00	230.00
Voucher Sales (12 sessions) (personal training) (60 min)		Session	EX	340.00	340.00	360.00	360.00
Activa Workout	Adult	60 minutes	ST	6.67	8.00	6.92	8.30
Activa Workout	Disabled	60 minutes	ST	5.42	6.50	5.58	6.70
Activa Workout	Teen Fitness	60 minutes	ST	4.58	5.50	4.75	5.70
Group Fitness Classes							
Line Dancing		Session	EX	4.20	4.20	5.00	5.00
Line Dancing (2hr)		Session	EX	5.20	5.20	6.00	6.00
Pilates		Session	EX	6.50	6.50	6.70	6.70
Group Fitness (45 mins)		Session	EX	5.00	5.00	6.00	6.00
Group Fitness (60 mins)		Session	EX	6.50	6.50	7.00	7.00
Group Fitness (90 mins)		Session	EX	7.50	7.50	8.00	8.00
Group Fitness (Activa) (30 mins)		Session	EX	5.00	5.00	5.00	5.00
Water Workout (1 hour)		Session	EX	6.50	6.50	7.00	7.00
Water Workout (45 mins)		Session	EX	5.50	5.50	6.00	6.00
Yoga		Session	EX	7.50	7.50	8.00	8.00
LEAP							
Activa Workout	Adult	60 minutes	EX	6.00	6.00	6.50	6.50
Aerobic class		Session	EX	6.50	6.50	6.50	6.50
Aqua Springs Entrance		Session	EX	10.00	10.00	12.50	12.50
Fitness Pool Swim		Session	EX	2.90	2.90	3.40	3.40
LEAP Appointment		Session	EX	5.00	5.00	5.00	5.00
Water Mobility	Casual	Session	EX	6.00	6.00	6.50	6.50
Miscellaneous							
Spectator Entrance Fee			ST	0.83	1.00	0.83	1.00
Dryside Admissions							
Active Plus		Session	EX	7.10	7.10	7.30	7.30
Active Plus Aqua Springs add-on		Session	ST	11.00	13.20	11.25	13.50

Badminton	Adult	55 minutes	ST	9.83	11.80	10.08	12.10
Badminton	Junior	55 minutes	ST	6.83	8.20	7.00	8.40
Basketball		55 minutes	ST	50.00	60.00	50.00	60.00
Basketball Half Hall		55 minutes	ST	27.92	33.50	27.92	33.50
Endeavour Club		Session	EX	5.60	5.60	5.60	5.60
Football (5-a-side) (sports hall)		55 minutes	ST	52.08	62.50	52.08	62.50
Squash	Adult	45 minutes	ST	7.58	9.10	7.83	9.40
Squash	Junior	45 minutes	ST	5.75	6.90	5.92	7.10
Table Tennis	Adult	55 minutes	ST	7.50	9.00	7.50	9.00
Table Tennis	Junior	55 minutes	ST	5.75	6.90	5.75	6.90
Dryside Facility Hire							
Meeting Room (hire) (single) (1st hour)		55 minutes	EX	30.00	30.00	30.00	30.00
Meeting Room (hire) (single) (2nd hour)		55 minutes	EX	20.00	20.00	20.00	20.00
Meeting Room (hire) (double) (1st hour)		55 minutes	EX	40.00	40.00	40.00	40.00
Meeting Room (hire) (double) (2nd hour)		55 minutes	EX	30.00	30.00	30.00	30.00
Outdoor Pitch (5-a-side) (Off Peak)	Adult	55 minutes	ST	16.67	20.00	16.67	20.00
Outdoor Pitch (5-a-side) (Off Peak)	Junior	55 minutes	ST	12.50	15.00	12.50	15.00
Outdoor Pitch (5-a-side) (Peak)	Adult	55 minutes	ST	20.83	25.00	20.83	25.00
Outdoor Pitch (5-a-side) (Peak)	Junior	55 minutes	ST	16.67	20.00	16.67	20.00
Sports Hall (hire)		55 minutes	ST	56.67	68.00	58.33	70.00
Dryside Activities							
Birthday Party (Splash)		Session	ST	133.33	160.00	162.50	195.00
Birthday Party (Sports/Inflatable)		Session	ST	129.17	155.00	129.17	155.00
Birthday Party (Street/Dance)		Session	ST	129.17	155.00	150.00	180.00
Kids Camp	Extended Day	Session	EX	32.00	32.00	32.00	32.00
Kids Camp	Standard Day	Session	EX	27.00	27.00	27.00	27.00
Base Camp	Price A	Session	EX	32.00	32.00	32.00	32.00

Base Camp	Price B	Session	EX	37.00	37.00	37.00	37.00
Highwoods Sports Centre Sports Hall							
Hire of Hall (sports and events)	Adult	per hour	ST	41.67	50.00	42.92	51.50
Hire of Hall (sports and events)	Junior	per hour	ST	25.83	31.00	26.67	32.00
Badminton	Adult	per hour	ST	9.83	11.80	10.08	12.10
Badminton	Junior	per hour	ST	6.83	8.20	7.00	8.40
Table Tennis	Adult	per hour	ST	6.92	8.30	7.50	9.00
Table Tennis	Junior	per hour	ST	5.17	6.20	5.75	6.90
Cricket (2 nets)	Adult	per hour	ST	44.58	53.50	45.83	55.00
Cricket (2 nets)	Junior	per hour	ST	22.50	27.00	23.13	27.75
Cricket (4 nets)	Adult	per hour	ST	52.50	63.00	53.75	64.50
Cricket (4 nets)	Junior	per hour	ST	32.50	39.00	33.33	40.00
Gymnasium							
Hire of Gymnasium (sports and events)	Adult	per hour	ST	32.92	39.50	33.83	40.60
Hire of Gymnasium (sports and events)	Junior	per hour	ST	20.83	25.00	21.42	25.70
Field Area							
5-a-side Football pitch	Adult	per pitch	ST	18.17	21.80	18.58	22.30
5-a-side Football pitch	Junior	per pitch	ST	12.83	15.40	13.17	15.80
7-a-side Football pitch	Junior	per match	ST	21.67	26.00	22.25	26.70
7-a-side Football pitch (col villa)	Junior	per match	ST	19.33	23.20	19.83	23.80
9-a-side Football pitch	Junior	per match	ST	26.92	32.30	27.67	33.20
9-a-side Football pitch (col villa)	Junior	per match	ST	24.17	29.00	24.83	29.80
Football Training grid	Junior	per hour	ST	8.42	10.10	8.67	10.40
Full size pitch	Adult	per match	ST	56.67	68.00	58.33	70.00
Full size pitch	Junior	per match	ST	33.33	40.00	34.33	41.20
Floodlit Area							
Football (weekday)	Adult	per hour	ST	16.50	19.80	16.50	19.80
Football (weekday)	Junior	per hour	ST	14.17	17.00	14.17	17.00
Football (weekend)	Adult	per hour	ST	14.83	17.80	14.83	17.80

Football (weekend)	Junior	per hour	ST	12.00	14.40	12.00	14.40
Netball (weekday)	Adult	per hour	ST	14.17	17.00	15.00	18.00
Netball (weekday)	Junior	per hour	ST	9.83	11.80	10.42	12.50
Netball (weekend)	Adult	per hour	ST	12.25	14.70	12.50	15.00
Netball (weekend)	Junior	per hour	ST	8.00	9.60	8.33	10.00
Tennis court	Adult	per hour	ST	4.67	5.60	7.08	8.50
Tennis court	Junior	per hour	ST	3.00	3.60	5.41	6.50
Combined price	Adult & Junior	per hour	ST	3.83	4.60	6.25	7.50
Miscellaneous							
Hire of Equipment			ST	1.67	2.00	1.67	2.00
Deposit for Equipment			ST	2.50	3.00	2.50	3.00
Activity Hall							
Hire of Hall (whole)	Adult	per hour	ST	25.50	31.80	27.50	33.00
Seminar Room							
Hire of Room		per hour	ST	14.58	17.50	14.58	17.50
Fitness Centre							
Fitness Centre Workout	Adult	per hour	ST	4.50	5.40	4.63	5.55
Fitness Centre Workout	Junior	per hour	ST	2.92	3.50	3.00	3.60
Induction	Adult/Junior	per person	EX	10.00	10.00	10.00	10.00
Sessions							
Classes	Adult	per person	EX	5.20	5.20	5.40	5.40
Birthday Parties							
Supertots/Superfun		per party	ST	133.33	160.00	137.50	165.00
Sports		per party	ST	108.33	130.00	112.50	135.00
Tiptree Sports Centre Sports Hall							
Hire of Hall (sports and events)	Adult	Hour	ST	41.67	50.00	42.92	51.50
Hire of Hall (sports and events)	Junior	Hour	ST	25.83	31.00	26.67	32.00
Badminton	Adult	Hour	ST	9.83	11.80	10.08	12.10
Badminton	Junior	Hour	ST	6.83	8.20	7.00	8.40
Gymnasium							

Hire of Gymnasium (sports and events)	Adult	Hour	ST	26.67	32.00	27.50	33.00
Hire of Gymnasium (sports and events)	Junior	Hour	ST	20.83	25.00	21.42	25.70
Table Tennis	Adult	Hour	ST	6.92	8.30	7.50	9.00
Table Tennis	Junior	Hour	ST	5.17	6.20	5.75	6.90
Squash Courts							
Squash	Club	45 mins	ST	7.50	9.00	7.83	9.40
Squash	Junior	45 mins	ST	5.58	6.70	5.92	7.10
Dance Studio / Community Hall							
Hire/Dancing/Martial Arts/Aerobics	Adult	Hour	ST	15.42	18.50	15.42	18.50
Hire/Dancing/Martial Arts	Junior	Hour	ST	12.92	15.50	12.92	15.50
Fitness Centre							
Fitness Centre Workout	Adult	Hour	ST	4.50	5.40	4.58	5.50
Fitness Centre Workout	Junior	Hour	ST	2.92	3.50	3.00	3.60
Multi-Use Games Area							
Netball - per court - weekday	Adult	Hour	ST	14.17	17.00	14.17	17.00
Netball - per court - weekday	Junior	Hour	ST	9.83	11.80	9.83	11.80
Netball - per court - weekend	Adult	Hour	ST	12.25	14.70	12.25	14.70
Netball - per court - weekend	Junior	Hour	ST	8.00	9.60	8.00	9.60
Tennis - per court	Adult	Court	ST	4.67	5.60	7.08	8.50
Tennis - per court	Junior	Court	ST	3.00	3.60	5.41	6.50
Tennis Combined Price	Adult & Junior	Court	ST	3.83	4.60	6.25	7.50
Artificial Turf Pitch Management bookings							
Whole Area (11-a-side matches only) weekday	Adult	Match	ST	70.00	84.00	72.08	86.50
Whole Area (11-a-side matches only) weekday	Junior	Match	ST	53.33	64.00	54.83	65.80
Whole Area (11-a-side matches only) weekend	Adult	Match	ST	60.00	72.00	61.67	74.00

Whole Area (11-a-side matches only) weekend	Junior	Match	ST	45.00	54.00	46.25	55.50
Whole Area (4 x 5-a-side pitches) wd	Adult	Hour	ST	100.00	120.00	103.00	123.60
Whole Area (4 x 5-a-side pitches) wd	Junior	Hour	ST	66.67	80.00	68.67	82.40
Whole Area (4 x 5-a-side pitches) we	Adult	Hour	ST	91.67	110.00	94.42	113.30
Whole Area (4 x 5-a-side pitches) we	Junior	Hour	ST	61.00	73.20	62.83	75.40
5-a-side - per pitch - weekday	Adult	Hour	ST	31.67	38.00	32.50	39.00
5-a-side - per pitch - weekday	Junior	Hour	ST	21.67	26.00	22.25	26.70
5-a-side - per pitch - weekend	Adult	Hour	ST	28.33	34.00	29.17	35.00
5-a-side - per pitch - weekend	Junior	Hour	ST	19.58	23.50	20.17	24.20
half area (2 x 5-a-side pitches) - wd	Adult	Hour	ST	54.17	65.00	55.67	66.80
half area (2 x 5-a-side pitches) - wd	Junior	Hour	ST	36.67	44.00	37.50	45.00
half area (2 x 5-a-side pitches) - we	Adult	Hour	ST	49.58	59.50	51.00	61.20
half area (2 x 5-a-side pitches) - we	Junior	Hour	ST	32.50	39.00	33.33	40.00
Grass Pitches							
Football pitch - full size	Adult	Match	ST	55.83	68.00	58.33	70.00
Football pitch - full size	Junior	Match	ST	32.50	40.00	34.33	41.20
training area (not marked)	Adult	Hour	ST	12.50	15.00	12.92	15.50
training area (not marked)	Junior	Hour	ST	8.25	9.90	8.50	10.20
7 a side Match	Adult		ST	21.50	25.80	22.25	26.70
Sessions							
Adult Climbing	Adult	Session	EX	7.40	7.40	7.60	7.60
Active & Multi Sports	Adult	Session	ST	3.92	4.70	4.00	4.80
Pay and Play Squash	Adult	Session	ST	3.50	4.20	3.58	4.30
Tots Session	Junior	Session	ST	2.67	3.20	2.75	3.30
Unsupervised Climbing 60 Min		Session	ST	5.16	6.20	5.25	6.30
Unsupervised Climbing 30 Min		Session	ST	4.08	4.90	4.17	5.00
Spinning classes (45 min)	Adult	Session	EX	4.80	4.80	5.00	5.00
Birthday Parties							
Tots		2 Hours	ST	120.83	145.00	120.83	145.00
Fun Zone		2 Hours	ST	120.83	145.00	120.83	145.00
Sports Party		2 Hours	ST	108.33	130.00	108.33	130.00

Climbing		2 Hours	ST	104.17	125.00	104.17	125.00
Sports Courses							
Trampolining	per session		EX	4.80	4.80	4.90	4.90
Climbing	per session		EX	7.10	7.10	7.20	7.20
Seminar Room							
Hire of Seminar Room		per hour	EX	18.50	18.50	18.50	18.50
Miscellaneous							
Hire of Equipment	Standard		ST	1.67	2.00	2.50	3.00
Deposit for Equipment	Standard		ST	2.50	3.00	2.50	3.00
Showers			ST	3.83	4.60	4.17	5.00
Tennis							
Tennis Booking (casual)	Adult	Hour	ST	4.67	5.60	7.08	8.50
Tennis Booking (casual)	Junior	Hour	ST	3.00	3.60	5.41	6.50
Tennis Booking (casual)	Combined	Hour	ST	3.83	4.60	6.25	7.50
Memberships							
Annual Membership	Adult	Item	ST	37.50	45.00	37.50	45.00
Annual Membership	Junior	Item	ST	29.17	35.00	29.17	35.00
Annual Membership	Family	Item	ST	100.00	120.00	100.00	120.00
Hire							
Individual Coaching	Hire	Hour	ST	3.00	3.60	3.33	4.00
Group Coaching	Hire	Hour	ST	6.00	7.20	6.25	7.50

Equality, Diversity and Human Rights implications

Sport & Leisure Pricing Framework Equality Impact Assessment is available to view on the Colchester Borough Council website.

Report of	Strategic Director of Policy and Place	Author	Steven Eke
			☎ 508795
Title	Colchester Local Full Fibre Network Fund – Implementation 2019-21		
Wards Affected	All		

1. Executive Summary

- 1.1 In 2017 the Cabinet adopted the Digital Strategy 2017-22. The main aim of the strategy was to make the Borough the best connected in the East of England by 2022
- 1.2 Work to date has seen the introduction of Ultrafast internet to the town centre and businesses across the borough
- 1.3 The Department for Culture, Media, Sport and Digital (DCMS) in January 2019 confirmed to Colchester Amphora Trading Ltd (further, CATL) that it had been successful in bidding on behalf of CBC for £3.45m under the Government's Local Full Fibre Network Fund (LFFN), to finance the build of three major fibre infrastructure projects to improve Colchester's digital connectivity. This deployment will form the major part of the implementation of the Council's Digital Strategy 2017-22.
- 1.4 There are a number of "gateways" to pass through before final sign off from DCMS and these are currently being worked through by the project team
- 1.5 This report sets out the scope of works to be undertaken and the capital required to forward fund the works that will all be reclaimed from DCMS

2. Recommended Decision

- 2.1 To agree to the deployment proposals as described below.
- 2.2 To agree to provide £3.45m in forward funding for the project implementation, which will be reclaimed from DCMS in full.
- 2.3 To delegate the award of contract to contractors for the design and deployments works to the Strategic Director Policy and Place in consultation with the Portfolio Holder for Resources

3. Reason for Recommended Decision

- 3.1 The opportunities presented to the Council and the Borough by the DCMS funding are unique and are unlikely to be repeated. They represent an opportunity to make a very significant improvement to the Borough's infrastructure that will have a positive benefit for residents, business, the Council and its businesses, for many years to come.
- 3.2 The project team has confirmed that the major telecoms operators (BT, Virginmedia, as well as the newer builders of fibre networks, including CityFibre) have no plans to deploy fibre at scale in urban Colchester. However, the creation of a market-disruptive infrastructure is likely to accelerate such plans and will have a beneficial effect on competition, customer choice and the Borough's overall economic position. Suffolk, Chelmsford and Norwich have impending large-scale fibre deployment plans and it is essential that Colchester does not fall behind them in the creation of this infrastructure.

4. Alternative Options

- 4.1 CATL has engaged over the past two years with the major telecoms operators, including the builders of urban fibre optic networks, such as City Fibre, Hyperoptic and Gigaclear. Colchester does not offer the scale required for their deployments, although Gigaclear will be working to deliver ultrafast connectivity in the rural parts and is already connecting a small number of customers in them. This means the only viable solution is for the borough to take the lead in deploying the infrastructure
- 4.2 Broadband provision in Colchester remains poor, although it has improved since 2015, when a benchmarking study by the Centre for Cities scored Colchester 57th of the largest 65 towns and cities in the UK for broadband speeds. Nonetheless, with the likely deployment of fibre networks in the neighbouring towns in the coming years, it is essential that Colchester maintains its 3-year lead in the deployment of this type of infrastructure. Fewer than 1% of connections in Colchester are “pure-fibre” capable of delivering gigabit speeds; this compares with 8% across the UK (the level in Chelmsford and Norwich is near-zero). The LFFN project will facilitate up to 20,000 connections within the first five years, some 25% of all addressable buildings (business and residential).

5. Background Information

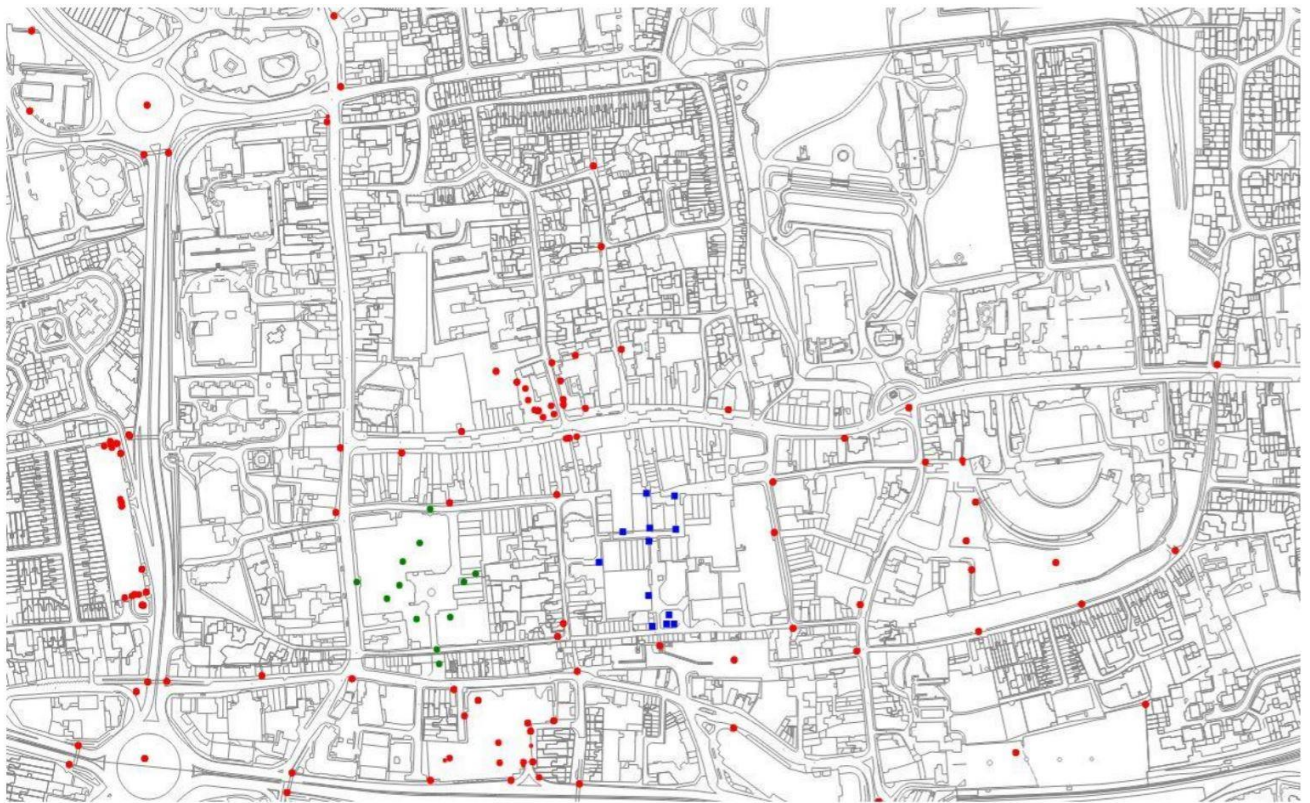
5.1 The technical proposals – what will be deployed

There are three parts to the project. These are to be tendered as separate lots:

1. **Town Centre:** The existing town centre fibre network will be greatly expanded to include another 125 access points to which customers can be connected. This will be achieved by converting all the existing CCTV cameras into multi-purposed distribution nodes, capable of providing ultrafast broadband, digital CCTV and future radio deployments, including 5G transmitters.

The critical outcomes of this part of works will be making the connection of new customers far quicker, cheaper and easier than is currently the case; and providing the primary infrastructure for the separate, future modernisation of the CCTV system.

The area to benefit from this upgrade is indicated in the diagram below. The red dots indicate CBC-owned infrastructure; blue are connection points across Lion Walk and green relate to the Culver Square estate. Both Lion Walk and Culver Square will be included in this part of the deployment.



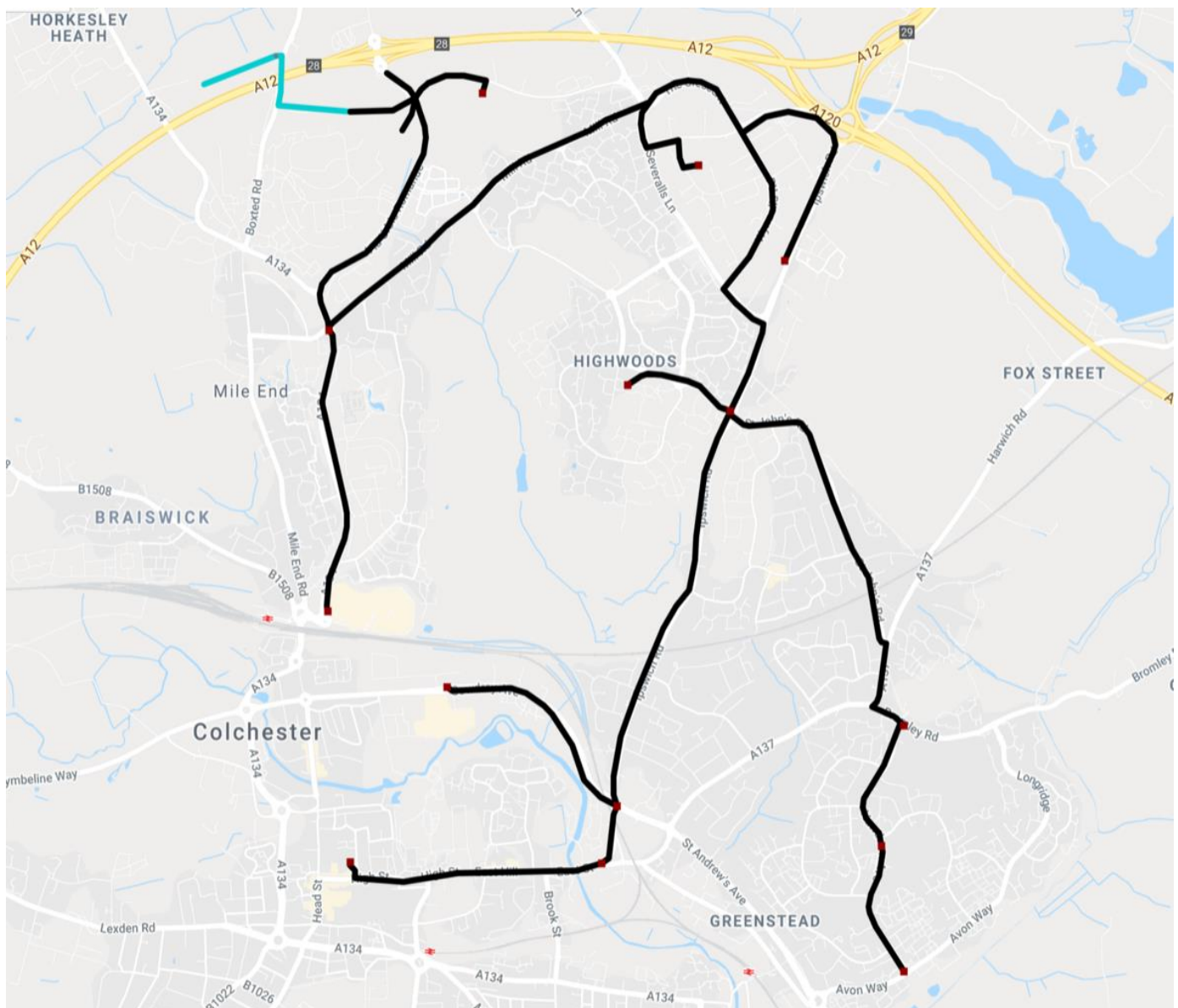
2. **Northern Gateway and GTT Integration:** A new network infrastructure will be built across the Northern Gateway to showcase the benefits of this new technology to both the residential and commercial buildings that will be constructed across the zone. Every new home built across the Northern Gateway will come with gigabit internet connectivity, enhancing their attractiveness and potential sales value. Every commercial site will come with world-class connectivity directly linked to the UK's core internet exchange in London.

Additionally, the forthcoming district heating centre will also house a network headend providing a connection point to GTT, the operators of the UK's core fibre optic infrastructure, in order to provide unlimited internet capacity to Colchester. This connection will provide a direct link, for the first time, between Colchester and Telehouse

(the UK's primary internet exchange) as well as 35 major cities across Europe. The joint deployment of the fibre network and district heating system will showcase best-case deployment methods aimed at reducing costs and underscoring our commitment to an "infrastructure first" approach.

3. **"Metronet" build:** A large (24km) network of ducts, street chambers and street cabinets will be built to link the town centre and Northern Gateway networks. It is anticipated that the majority of this will be built using narrow-trench digging, which is a less disruptive approach to deployment than traditional dig and backfill (and far less costly). Critically, it is now permitted by Essex Highways as a way of expediting the deployment of fibre optic networks.

The metronet is a vitally important part of the project in that it will provide the core infrastructure to deliver gigabit technologies to a large footprint of urban Colchester, including Greenstead and the Hythe. A map of the metronet is included below. The black lines show the duct runs, while the red squares are street cabinets that will be equipped to facilitate at least 2,000 customer connections each.



- 5.2 **The impact of the infrastructure:** There will be major **Social Uplift Outcomes**. All CBH's sheltered housing developments will be offered the opportunity to secure ultrafast internet at zero capital cost as a result of the project. This will boost both business productivity, provide affordable, world-class connectivity to residents should they want it, and install the technologies required to deploy "smart" home and care solutions to assist in providing for vulnerable people, particularly the elderly.

Importantly, the deployments to CBH's sheltered housing developments will also be able to serve as "nodes" for the development of local connectivity clusters around them as future funding and commercial opportunities allow. A number of these developments are in the western part of the Borough to which the metronet cannot be extended under the current project due to cost considerations (the same applies to Mersea). In this way, parts of the Borough not covered by the core network build will nonetheless be able to take advantage of gigabit technologies.

6. Equality, Diversity and Human Rights implications

- 6.1 A comprehensive EIA assessment has been undertaken in preparing this paper. It identifies many positive outcomes from the project, particularly for the care of the elderly and providing the opportunity to deliver world-class connectivity to disadvantaged sections of Colchester's population. No discriminatory aspects have been identified.

- 6.2 The full EIA is available at the following link:

<https://cbccrmdata.blob.core.windows.net/noteattachment/CBC-EQIA-Full-Fibre-Deployment-EqIA%20-%20Colchester%20Full%20Fibre%20Deployment%20-%202021%20October%202019.pdf>

- 6.3 No potential breaches of human rights have been identified.

7. Standard References

- 7.1 This report details references to a number of elements of the Strategic Plan; describes consultation undertaken with a wide range of stakeholders, the publicity, financial, community safety, H&S, and risk management implications of the undertaking.

8. Strategic Plan References

- 8.1 The LFFN project aligns closely with a number of key strands of the Strategic Plan 2018-21. In particular, it furthers the aims of:

Growth: Ensure residents benefit from Colchester's economic growth with skills, jobs and improving infrastructure; promote inward investment to the borough; develop jobs, homes, infrastructure.

Opportunity: Promote green technologies through initiatives such as SMART cities; help business flourish by supporting infrastructure.

9. Consultation

- 9.1 Extensive consultation has taken place with a very wide range of internal and external stakeholders during the engagement with DCMS. The stakeholder mapping has been one of the key elements in our submission for funding and has described in detail the ways in which we have explained the benefits of the project and the desired outcomes/uplifts expressed by the various stakeholders.

10. Publicity Considerations

- 10.1 Our success in securing LFFN funding is a major one. There were initially more than 90 applications from Local Authorities to the LFFN fund over its duration, with fewer than a dozen eventually receiving funding and only two – Colchester and Stoke – being approved as examples of “public asset re-use” projects. CBC’s Comms Team has maintained regular press releases and other updates relating to fibre deployments and the positive testimonials of new customers enjoying the technologies that were previously unavailable to them.
- 10.2 A website/portal – www.colchester-fibre.co.uk – will promote awareness of the project as it grows, carry a postcode checker enabling interested parties to check whether they can access the networks, and advertise both service providers and the products they wish to deliver to market over our infrastructure. This page, once it goes live, will also carry customer testimonials to promote the positive news angles of the project.
- 10.3 There are likely to be no overly controversial issues associated with the deployments beyond complaints about road and street works. These can be alleviated with appropriate explanation of the benefits the scheme will deliver. All such works will be notified in the usual way in accordance with the procedures operated by Essex Highways.

11. Financial implications

- 11.1 The deployment will cost £3.45m and needs to be forward-funded in full by CBC, with all capital costs repayable by DCMS upon submission of documented and evidenced monthly claims. The project must be completed and accounted for in full by the end of March 2021.
- 11.4 The financial appraisal of the project has been subject to external audit and analysis by AnalysysMason, in order to confirm that they are compliant with both State Aid principles and the Market Economy Operator Principle, as part of the bidding process. This confirmed that the project meets all requirements and demonstrates that no unfair market advantage is being conferred by the granting of Government funding.
- 11.7 A comprehensive market and local economy study undertaken in preparation for the bid, indicates that there will be a significant uplift to the value of the Borough economy of c.6% (£180m), if the work streams set out in the LFFN project are delivered in full.
- 11.8 A further project to set out the commercialisation of the new network and the outcomes of this will be set out in a further paper

12. Health, Wellbeing and Community Safety Implications

- 12.1 No potential, negative impacts of the deployment on health and wellbeing have been identified. Indeed, the impacts are likely to be positive, in that attention has been paid to the upgrading of connectivity to sheltered housing, public buildings and the

disadvantaged communities who may be ignored by the major incumbent telecoms operators.

- 12.2 The new fibre optic layer to be deployed across a large area will facilitate the cost-effective and far more rapid deployment of new or upgraded, digital CCTV systems. The current, analogue system is obsolete and unfit for purpose; it cannot be adapted to connect new cameras, including in those areas blighted by incidents of crime or ASB, and none outside the town centre. The deployment of the new fibre layer and associated electronics in the Town Hall means that a new system will be deployable at a far lower cost than would otherwise be the case, and that there is effectively no restriction on where cameras can be located.

13. Health and Safety Implications

- 13.1 H&S implications arising from a large programme of street and road works will be the direct responsibility of the appointed contractor(s) during the build phase but will be closely monitored by the CATL project team.

Comprehensive Risk and Methodology Statements will be required for the phases of works and will be approved in consultation with the Project Team and, where appropriate, Essex Highways.

14. Risk Management Implications

- 14.1 A Risk Register has been compiled and maintained throughout the whole engagement period with DCMS and will continue to be updated on a weekly basis to reflect dynamically changing risks and mitigation strategies.

20th November 2019

Report of	Assistant Director of Policy & Corporate	Author	Matthew Brown
			 507348
Title	North Essex Economic Strategy		
Wards affected	All wards affected		

1. Executive Summary

- 1.1 This report seeks Cabinet approval of the North Essex Economic Strategy. The report presents the future ambition and vision for economic growth across the North Essex area as set out in the strategy, an overview of the partnership through which this has been developed and an outline of the way in which the aims of the strategy will be delivered.
- 1.2 The North Essex Economic Strategy (NEES) 2040 has been developed through a partnership of Braintree District, Colchester Borough, Essex County, Tendring District and Uttlesford District Councils.
- 1.3 The partners recognise that the challenges and opportunities affecting North Essex will best be addressed through a collaborative approach to achieving inclusive and sustainable economic growth. The shared ambition is to promote, plan and deliver sustainable, strategic growth at scale and over the long-term; providing the housing, employment, necessary supporting infrastructure and innovations required to ensure the best outcomes for current and future communities of North Essex.
- 1.4 The Strategy provides a platform for strategic intervention at a scale which will achieve transformation in the overall economic prosperity of the North Essex area (and compliments local economic activity which the partners deliver). The partnership between the 5 Councils is set within a structure which brings the required leadership from Members and senior officers together with technical input from economic growth teams. The North Essex Economic Board, made up of Portfolio Holders from each of the Partners, has led the development of the Strategy.
- 1.5 The ideas and priorities set out in the North Essex Economic Strategy will contribute to both the Essex Prosperity Prospectus and South East Local Enterprise Partnership (SELEP) Local Industrial Strategy. The Strategy will also form the basis for continued promotion of North Essex to Government, key national agencies and industry.
- 1.6 The Strategy has been articulated through an overall Vision and 4 related Missions:

The Vision:

“North Essex is a high-value, productive and sustainable economy. People choose to live and work locally, in new and established communities that are well connected and inspire innovation and creativity”.

The Missions:

1. Driving innovation and technology adoption
2. Developing a skilled and resilient workforce
3. Creating a network of distinctive and cohesive places
4. Growing a greener, more sustainable economy.

- 1.7 Alongside this Strategy a rolling 'action plan' will be developed, owned by the North Essex Economic Board, through which business cases for interventions can be identified, scoped and further developed. This will enable the Board to consider options in relation to each proposed action, identify lead partners and consider potential risks, with a view to working collectively on shared objectives. The action plan will be subject to annual review and will be monitored and updated over the initial five years of this Strategy.
- 1.8 To summarise the current status of this work and subsequent actions; the North Essex Economic Strategy (NEES) is currently being taken through respective approval processes by the Partners. Following this the key next steps are:
 1. Inclusion of the NEES strategic priorities in the Essex Prosperity Prospectus and the SELEP Local Industrial Strategy;
 2. Development of an Action Plan and Success Measures;
 3. Development of a Communications Plan; and
 4. Consideration of the partnership approach and how this will develop in the future.

2. Recommended Decision

- 2.1 It is recommended that Cabinet:
 - a) approves the North Essex Economic Strategy;
 - b) notes that strategy's priorities will contribute to the Essex Prosperity Prospectus and the SELEP Local Industrial Strategy;
 - c) notes the partnership structures which are in place to facilitate the strategy;
 - d) notes that an Action Plan will be developed to guide delivery of key actions; and
 - e) notes that a process for reporting progress will be established by the partners.

3. Reason for Recommended Decision

- 3.1 Approval of the Strategy will enable the 4 North Essex Local Authorities with Essex County Council to maximise their capability to influence national government for the support and investment this sub-region needs to deliver its economic development ambitions, whilst providing a framework which will guide the development of specific economic development interventions at a locality level, ensuring these are strategically linked and have the highest possible impact.

4. Alternative Options

- 4.1 No alternative options have been presented to Cabinet.

5. Background Information

- 5.1 In 2017 Government launched its Industrial Strategy aimed at boosting UK productivity by focussing on five key foundations; ideas, people, infrastructure, the business environment and places. The Industrial Strategy also identified four 'grand challenges' which the UK will need to address over the coming decades, related to our ageing population, the growing importance of artificial intelligence and the data-driven economy, the need for a new model of environmentally-sustainable 'clean growth' and the changing nature of mobility and transport.

Further details on the Government's Industrial Strategy can be accessed via the following link: <https://www.gov.uk/government/topical-events/the-uks-industrial-strategy>

- 5.2 In 2018 Government mandated that every Local Enterprise Partnership should produce a Local Industrial Strategy (LIS). The Government is therefore working with the South East Local Enterprise Partnership to prepare its LIS, setting out how it will contribute to productivity growth and respond to the 'grand challenges', and to inform the LEP's approach to any future local growth funding.
- 5.3 In order to inform and influence the development of the SELEP LIS, work is underway to prepare a Prosperity Prospectus for Essex to set out Essex's ambitions for long-term sustainable and inclusive prosperity and to outline where we must act in the next two or three years to achieve this.

North Essex Approach

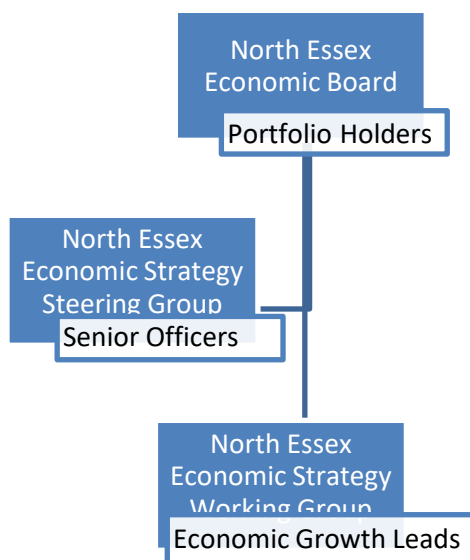
- 5.4 The North Essex Economic Strategy (NEES) has been developed through a partnership of Braintree District, Colchester Borough, Essex County, Tendring District and Uttlesford District Councils

Figure 1-1: North Essex in context Source: Produced by SQW 2019. Licence 100030994 Contains OS data © Crown copyright [and database right] [2019]



The NEES provides a platform for strategic intervention at a scale which will achieve transformation in the overall economic prosperity of the North Essex area (and compliments local economic activity which the partners deliver).

- 5.5 The partnership between the 5 partner Councils is set within a structure which brings the required leadership from Members and senior officers together with technical input from economic growth teams as outlined below:



- 5.6 The North Essex Economic Strategy drives forward the aspirations of the North Essex Economic Board, its political leaders and individual Local Authorities to come together and drive forward a collective long-term ambition for economic growth across North Essex.

The ideas and priorities set out in the North Essex Economic Strategy will contribute to both the Essex Prosperity Prospectus and SELEP Local Industrial Strategy. The Strategy will also form the basis for continued promotion of North Essex to Government, key national agencies and industry.

North Essex Economic Strategy

- 5.7 The strategy has been developed with the ambition to achieve transformation in North Essex by 2040, in recognition that the inherent challenges and opportunities can only be fully addressed through a sustained focus over that time frame.
- 5.8 Although this Strategy takes a long-term view, actions taken in the shorter term will shape the direction of future growth. Much is happening already as 'business as usual', for example, in land use and infrastructure planning, and the Strategy does not duplicate this. But within a dynamic, changing economy, there should be opportunities to develop new solutions to the challenges faced, and to test out new ideas.
- 5.9 The Strategy has been articulated through an overall Vision and 4 related Missions:



5.10 The Vision set out in the Strategy is:

“North Essex is a high-value, productive and sustainable economy. People choose to live and work locally, in new and established communities that are well connected and inspire innovation and creativity”

5.11 To deliver the vision four key ‘missions’ have been identified that will be the focus for the partner’s shared activity over the next five years, with each mission providing a framework to consider, and drive forward, new ideas and solutions:

Mission 1: Driving innovation and technology adoption

Our vision seeks an economy that is ‘high value and productive’. To support this, we will develop opportunities for innovative businesses to grow, technology clusters to emerge and for all businesses to take advantage of measures to increase technology adoption and drive forward productivity.

Mission 2: Developing a skilled and resilient workforce

From an economy-wide perspective, a skilled workforce is essential to productivity growth. From an individual perspective, the ability to adapt and develop new skills is essential in driving opportunity, better pay and progression in work. Looking ahead to 2040, we aim to develop a workforce – of all ages and in all communities – able to contribute fully to North Essex’s growth opportunities.

Mission 3: Creating a network of distinctive and cohesive places

North Essex is a diverse place, with strong local identities and a strong ‘quality of life’ offer. We want to preserve and enhance this, celebrating our unique local characteristics while ensuring that all our towns and communities contribute to and benefit from economic growth within a complementary ‘network’ of places. This will mean investing to reduce local disparities and strengthening our internal connections and our links with our neighbours, so that people and businesses can access new opportunities.

Mission 4: Growing a greener, more sustainable economy

Over the long term, we want to ensure that North Essex is a leading example of sustainable development – within existing communities, through our ambitious proposals for new Garden Communities and through lower carbon, innovative businesses.

Delivery

5.12 The partners recognise that the economic challenges and opportunities affecting respective areas will best be addressed through a collaborative approach to achieving inclusive and sustainable economic growth. The shared ambition is to promote, plan and deliver sustainable, strategic growth at scale and over the long-term; providing the housing, employment, necessary supporting infrastructure and innovations required to ensure the best outcomes for current and future communities of North Essex.

- 5.13 Alongside this Strategy a rolling 'action plan' will be developed, owned by the North Essex Economic Board, through which business cases for interventions can be identified, scoped and further developed. This will enable the Board to consider options in relation to each proposed action, identify lead partners and consider potential risks, with a view to working collectively on shared objectives. The action plan will be subject to annual review and will be monitored and updated over the initial five years of this Strategy.
- 5.14 The partnership structure will evolve following approval of the Strategy and this will be in the context of the following key considerations:
- Potential expansion of the North Essex Economic Board to include key stakeholders and business leaders;
 - Engagement at national and regional level to promote and lobby for North Essex;
 - Effective delivery of the strategy's Action Plan through joint working; and
 - Identification of Success Measures.

6. Equality, Diversity and Human Rights implications

- 6.1 Consideration will be given to equality and diversity issues in respect of individual schemes, initiatives and projects that contribute to the delivery of the NEES through the development of the Action Plan.
- 6.2 Essex County Council is currently preparing an Equality Impact Assessment for the NEES. Further Equality Impact Assessments will be completed as part of implementing the specific activities within the Action Plan when this is developed, and the Council will have due regard to its Public Sector Duty continuing to work to tackle discrimination and inequality and help to create a fairer society, improve housing choice and social mobility (including for protected groups).

7. Strategic Plan References

- 7.1 The following Strategic Plan References are relevant to the NEES:

Growth:

- Ensuring all residents benefit from the growth of the borough
- Help make sure Colchester is a welcoming place for all residents and visitors
- Ensure residents benefit from Colchester's economic growth with skills, jobs and improving infrastructure
- Promote inward investment in the borough
- Develop jobs, homes, infrastructure and communities to meet the borough's future needs by creating new Garden Communities
- Work with partners to create a shared vision for a vibrant town centre.

Opportunity:

- Promote and enhance Colchester borough's heritage and visitor attractions to increase visitor numbers and to support job creation
- Encourage green technologies through initiatives such as SMART Cities
- Help business to flourish by supporting infrastructure for start-up businesses and facilitating a Business Improvement District.

Wellbeing:

- Target support to the most disadvantaged residents and communities.

8. Consultation

- 8.1 The strategy has been developed following full consultation with each of the Councils at both Member and officer level. In parallel, a series of wider consultations took place. These included two workshop discussions with business, local authority and further and higher education representatives (held in Harwich and Colchester), as well as bilateral consultations with a small number of Essex businesses. Regional level consultation has also taken place with strategic stakeholders including SE LEP, the Essex Business Board and North Essex Garden Communities Ltd.
- 8.2 Where specific initiatives and interventions are developed that facilitate the delivery of the NEES, consultation will be considered for these projects as appropriate as part of the development of the Action Plan.

9. Publicity Considerations

- 9.1 None specific to this report.

10. Financial implications

- 10.1 There are no financial implications at this stage of the development of the NEES.
- 10.2 In due course there will be a requirement for Partners to consider funding options for projects to be developed and delivered as part of the Action Plan, including consideration of external funding opportunities (e.g. the Government's Shared Prosperity Fund).

11. Health, Wellbeing and Community Safety Implications

- 11.1 There are no specific implications but generally the proposal aims to promote positive health and well-being for our residents.

12. Health and Safety Implications

- 12.1 There are no specific concerns at this stage of the development of the NEES. Risk will be assessed at individual project level and addressed at that stage.

13. Risk Management Implications

- 13.1 No implications are identified at this stage. Risk will be assessed at individual project level and addressed at that stage.

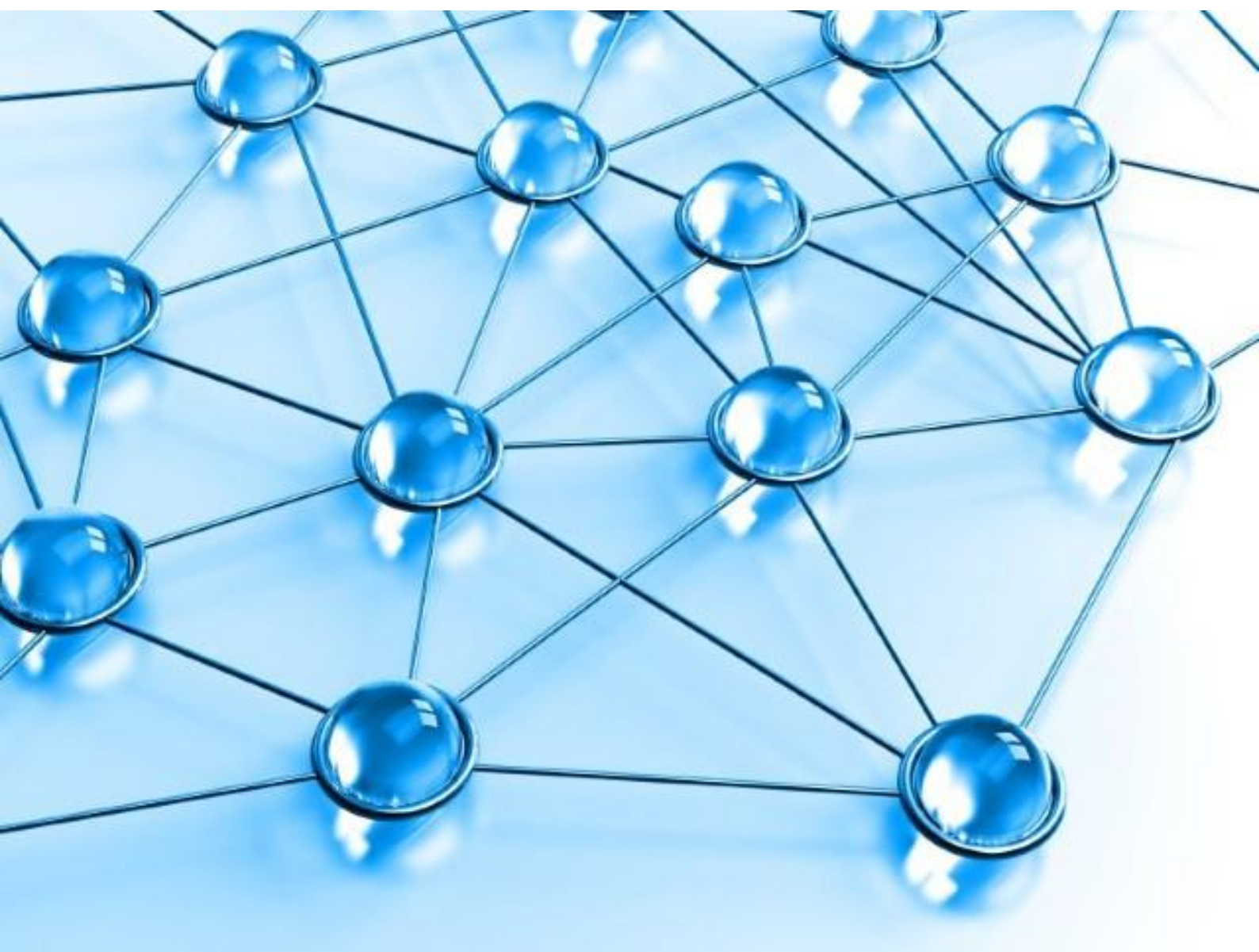
Appendices: Appendix A: The North Essex Economic Strategy.

Background Papers: None.

North Essex Economic Strategy

Final Draft

October 2019



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Note on the Final Draft Strategy

This draft Strategy was considered by the North Essex Economic Board in September 2019, and has been updated in the light of feedback from the Board.

It is envisaged that the final version will be designed for publication (with enhanced maps and graphics, etc., which will be finalised once the Strategy content has been agreed).

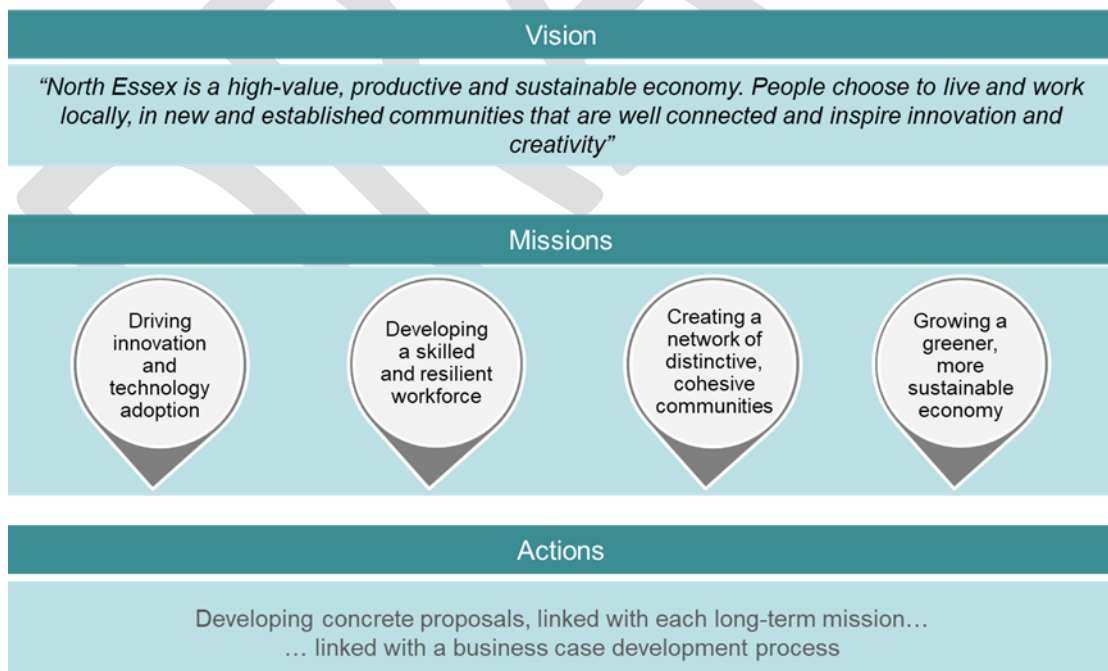
Executive Summary

Introduction

1. Welcome to the **North Essex Economic Strategy**. Looking forward to 2040, this Strategy sets out our shared ambitions for long-term, sustainable and inclusive prosperity – and outlines where we must act in the next five years to help realise them.
2. Our Strategy is prepared in the context of:
 - **Rapid population growth:** In the 20 years to 2018, our population expanded by almost 20% to 580,000. Looking to the future, some 50,000 new homes are planned across North Essex between 2016 and 2036, some of which will be delivered through our new Garden Communities.
 - **Rapid economic change,** as the growing importance of artificial intelligence and the data-driven economy, the need ‘cleaner growth’ and demographic change lead to new goods and services (and the skills, infrastructure and technologies that will be needed to create them), while disrupting existing jobs and business models.

Our vision and missions

3. Over the next twenty years, we have an opportunity to capture the potential of growth and economic change to create an increasingly productive economy in which everyone has a stake:



Mission 1: Driving innovation and technology adoption

4. **Looking forward to 2040,** to support an economy that is ‘high value and productive’, we will develop opportunities for innovative businesses to grow, technology clusters to emerge and

for all businesses to take advantage of measures to increase technology adoption and drive forward productivity.

5. **Over the next five years**, we will build a closer relationship between innovative businesses, their supply chain and the knowledge base. This will seek to maximise the potential of our 'leading edge' research base (especially associated with the University of Essex), increasing interaction between the universities and our SME base; strengthen supply chain links and business-to-business relationships within North Essex; and ensure that those high-value businesses with the ability and appetite to expand have the physical capacity to do so. We will also seek to drive new inward investment alongside indigenous growth, where it will deliver quality, sustainable employment, encourage innovation, and support supply chain opportunities

Mission 2: Developing a skilled and resilient workforce

6. **Looking forward to 2040**, we aim to develop a workforce – of all ages and in all communities – able to contribute fully to North Essex's growth opportunities.
7. **Over the next five years**, working together with existing institutions and partnerships, we will seek to increase the supply of industry-relevant qualifications and develop new solutions to drive greater employer participation in the skills system. In the light of the new economic opportunities emerging through technological change, we will also seek to increase awareness of the career and employment opportunities that are available in North Essex – and which could become available in the future. Linked with this, we will support those who are already in the labour market to access new skills and adapt to changing technologies and working practices.

Mission 3: Creating a network of distinctive, cohesive communities

8. **Looking forward to 2040**, we will preserve and enhance North Essex's unique local identities and diversity, while ensuring that all our towns and communities contribute to and benefit from economic growth within a complementary 'network' of distinctive and creative places.
9. **Over the next five years**, we will drive forward a long-term, coordinated transport strategy, working closely with Transport East, accompanied by measures to increase sustainable transport options and support the further deployment of high-speed digital connectivity. At the same time, we will **invest in the infrastructure to support distinctive, adaptable and creative places**, exploring opportunities to better embed 'anchor institutions', especially within our coastal towns.

Mission 4: Growing a greener, more sustainable economy

10. **Looking forward to 2040**, we will ensure that North Essex is a leading example of sustainable development – within existing communities, through our ambitious proposals for new Garden Communities and through lower carbon, innovative businesses.
11. **Over the next five years**, we will support the development of new industries associated with the transition to a more energy-efficient, lower carbon economy (building on our strengths in the coastal energy industry). We will continue to progress our ambitious proposals for new

Garden Communities, ensuring that long-term sustainable development is planned from the start, and we will seek to incentivise the development and use of sustainable materials within the construction and development process.

Delivering the Strategy

12. Our Strategy sets out an ambitious programme. Delivery will mean close partnership working among all those with a stake in North Essex's future prosperity, including business, the local authorities and our universities and educational institutions. Some measures will also need the support of central Government and, within the overall framework that we have outlined, the Strategy will need to be flexible to adapt to changing opportunities over time.
13. The North Essex Economic Board will ensure strategic oversight, developing a rolling action plan and driving the development of business cases for specific interventions. But this Strategy is just the start. In North Essex, we have the opportunity for a more sustainable, better quality model of economic growth, and the ambition to achieve it. We will now work creatively and in partnership to deliver.

1. Introduction

Welcome to the North Essex Economic Strategy. Looking forward to 2040, this document sets out our ambitions for long-term sustainable and inclusive prosperity – and, at a time of rapid growth and technology change, outlines where we must act in the next two to three years to realise them.

A new economic strategy for North Essex

- 1.1 Stretching from Stansted Airport and the M11 in the west, via Braintree and Colchester to Clacton and Harwich in the east, North Essex is a diverse and outward-facing economy – both internationally and relation to the rest of the Greater South East. Looking to the next twenty years and beyond, the North Essex Economic Board¹ has prepared this Economic Strategy to help us take action now to ensure that we make the most of the opportunities that are ahead of us.

Figure 1-1: North Essex in context



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¹ The North Essex Economic Board is a partnership between Essex County Council and the district authorities in Braintree, Colchester, Tendring and Uttlesford to promote economic growth, working together with business.

The long run: Our growth ambitions

- 1.2 This Strategy is developed in the context of rapid growth. In the 20 years to 2018, our population expanded by almost 20% to 580,000: as Chapter 2 demonstrates, this has been accompanied by rates of housing delivery consistently higher than the national average. Looking to the future, some 50,000 new homes are planned across the four districts between 2016 and 2036². Some of these will be delivered through our emerging proposals for new Garden Communities, which will be built out over a longer, 50 year period.
- 1.3 Alongside *population* growth, we are ambitious for *economic* growth (for example, the Garden Communities aspire to create one job for every home - a high rate of job creation, but one which we must achieve if we are to deliver sustainable, local employment). But we don't just want increased job numbers: we need to take advantage of rapidly changing technology to ensure that future employment is resilient, adaptable and increasingly productive. That means growing local business opportunities, investing in our 'knowledge base' and developing a diverse and highly skilled workforce – both for future residents and our existing communities.

The short run: Five years forward

- 1.4 Although this Strategy takes a long-term view, the actions that we take in the shorter term will shape the direction of future growth. Much is happening already as 'business as usual', for example, in land use and infrastructure planning, and this Strategy does not duplicate this. But within a dynamic, changing economy, there should be opportunities to develop new solutions to the challenges we face, and to test out new ideas. So within the Strategy, we highlight a series of key 'areas for action' over the next five years, setting out a framework through which the North Essex Economic Board can work with partners to progress initiatives that will make a difference across the whole of the area.

The changing strategic context

- 1.5 We have prepared this Strategy at a time of considerable macro-economic and policy uncertainty, not least related to Britain's exit from the European Union. Locally, we will need to adapt to changing patterns of global trade and fluctuations in national and international economic performance as they evolve.
- 1.6 But over a longer horizon, the opportunities and challenges presented by technological and demographic change become clearer. The Government's *Industrial Strategy*, published in 2017, identified four 'grand challenges' which the UK will need to address over the coming decades, related to our ageing population, the growing importance of artificial intelligence and the data-driven economy, the need for a new model of environmentally-sustainable 'clean growth' and the changing nature of mobility and transport. All of these are leading to demand for new goods and services (and the skills, infrastructure and technologies that will be needed to create them), while disrupting existing jobs and business models. Capturing the potential and driving forward productivity, while ensuring that everyone has a stake in future economic growth is a challenge for all local economies, North Essex included.

² 2016-36, based on Local Planning Authorities' housing supply trajectories. Essex County Council (2017), *Greater Essex Growth and Infrastructure Framework*

- 1.7 In this context, the Government is working with local enterprise partnerships across England to prepare *Local Industrial Strategies*, setting out how each area will contribute to productivity growth and respond to the ‘grand challenges’, and potentially acting as a basis for prioritising activity under the forthcoming Shared Prosperity Fund. Work is underway to prepare Local Industrial Strategies for Essex and the wider South East LEP region, to which the ideas and priorities set out in this Strategy will contribute.

Strategy structure

- 1.8 The remainder of this Strategy is structured in four main sections:



2. North Essex: A picture of the economy

With a strong university presence, international connectivity and a good quality of life, the towns and communities of North Essex are well positioned to benefit from rapid growth. But to achieve our potential, we must ensure that our infrastructure, workforce and businesses are resilient, innovative and adaptable. This chapter sketches a picture of the North Essex economy and its opportunities

Diverse places, outward connections: The geography of North Essex

- 2.1 With a population of around 580,000, North Essex extends for some sixty miles from east to west, along the 'A120 Corridor' linking Stansted and the M11 with Harwich. No single centre dominates: while Colchester is the largest urban area, Braintree, Clacton-on-Sea, Harwich and Saffron Walden are all important centres of population, alongside a large rural hinterland.

North Essex is an area of considerable diversity....

- 2.2 Historically, our main settlements have had distinctive roles: the seaside resorts of Clacton and Frinton, the port at Harwich, Braintree as an important manufacturing base, and Colchester as a military centre and (in recent decades) a growing university town and regional service centre. The distinct heritage of our main towns is important, both in relation to their strong local identities and the economic opportunities that each enjoy.

We're a vital international gateway...

- 2.3 Two important international gateways anchor each end of the A120 Corridor. In the west, just off the M11, Stansted Airport is the UK's fourth busiest passenger airport, handling some 25 million passengers in 2017 (as well as a large freight operation). In the east, Harwich International Port offers passenger links to Holland, as well as freight activity, and has more recently become an important centre for the offshore wind industry.

... with important links to the rest of the Greater South East

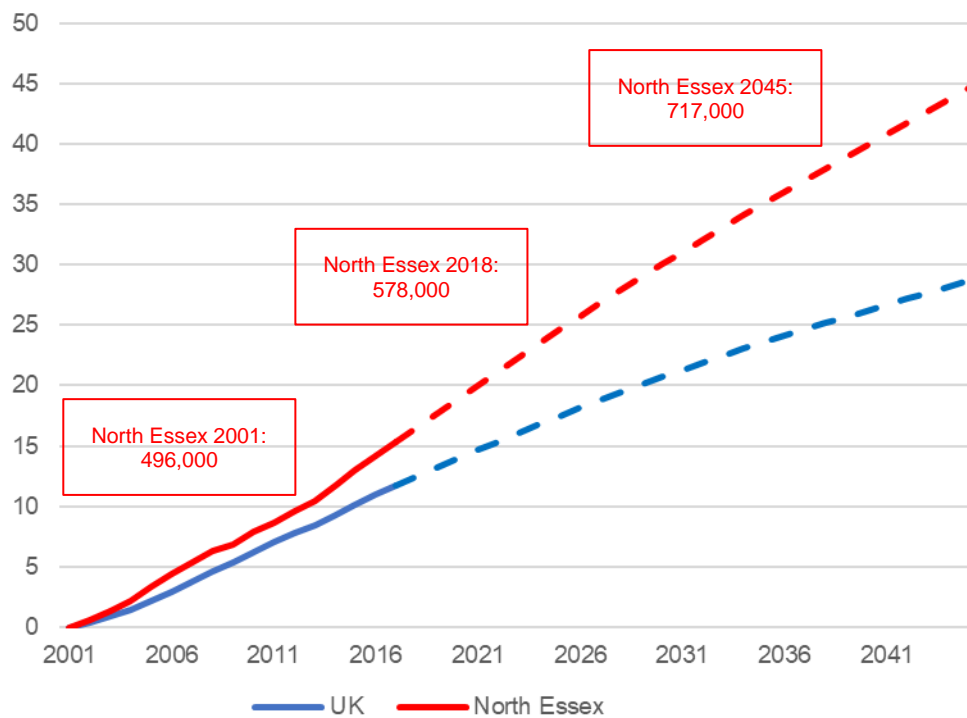
- 2.4 As well as the east-west A120, North Essex is served by two other nationally important transport 'corridors': the A12/ Great Eastern Main Line corridor from London to Norwich via Chelmsford and Colchester, and the M11/ West Anglia line from London to Cambridge via Stansted. Consequently, travel flows from North Essex to other parts of Essex and the rest of the Greater South East are significant: Chelmsford (for example) is the most important commuter destination for residents of Braintree, while Harlow and parts of Hertfordshire along the M11 Corridor are important in Uttlesford – and London is a vital commuter destination and market for businesses across North Essex. The key point is that North Essex – overall – is not self-contained and homogeneous: it is outward-facing and diverse.

Rapid growth

In population and housing...

- 2.5 Despite this diversity, North Essex shares a common growth agenda. For the past 20 years, our population has risen faster than the national average (between 1997 and 2017, the population of the area grew by around 20%, compared with a 13% increase nationally – and a 15% increase across Essex as a whole). The working age population has also grown at a much faster rate than the rest of the country.

Figure 2-1: Population growth 2001-45 (2001=0)



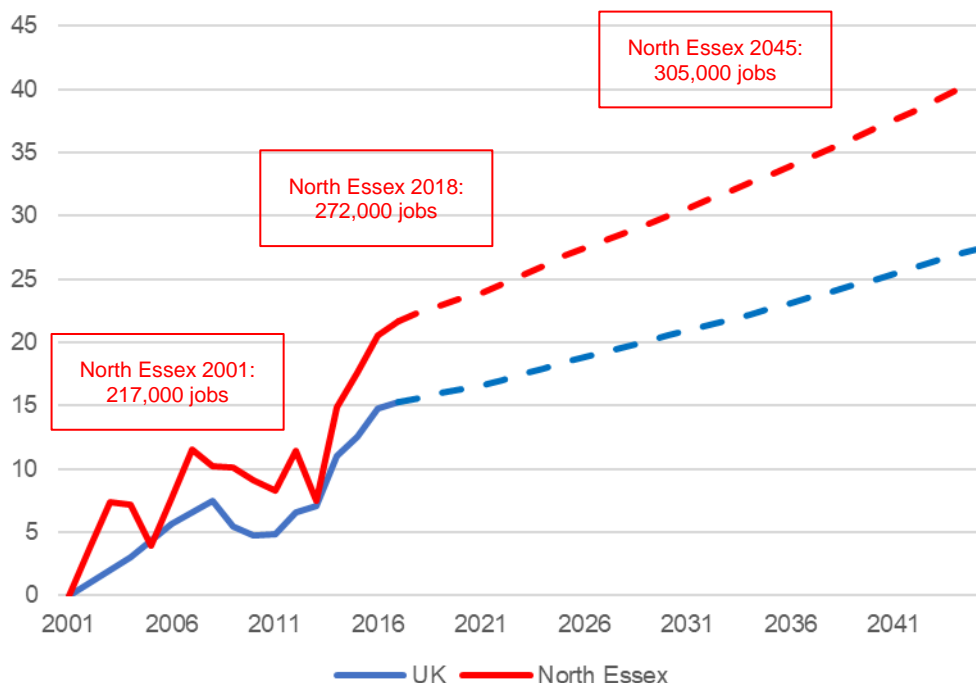
Source: Cambridge Econometrics, East of England Forecasting Model

- 2.6 Looking to the future, population growth is expected to remain high, with a projected increase of 24% between 2018 and 2045 (some 139,000 additional residents). To put this into context, this is the equivalent to the population of an additional town somewhat larger than the Colchester urban area today.
- 2.7 North Essex has responded positively to the growth agenda, with housing growth supporting a rising population. Over the past decade, the pace of housing completions has been strong: over 18,000 new homes were built in the four districts in the ten years to 2018/19 (almost half of all new homes built in Essex as a whole, with delivery in Colchester stronger than in any other Essex district). Over the long term, the North Essex authorities' shared approach to the development of the proposed new Garden Communities provides a coordinated response to meeting future housing needs (alongside the expansion of existing communities), with a commitment to new employment growth to match housing expansion.

... and in employment

- 2.8 There are currently around 272,000 jobs in North Essex. Generally, employment growth has been somewhat stronger than the national average in recent years, reflecting population growth, and is projected to expand:

Figure 2-2: Jobs growth, 2001-45 (2001=0)

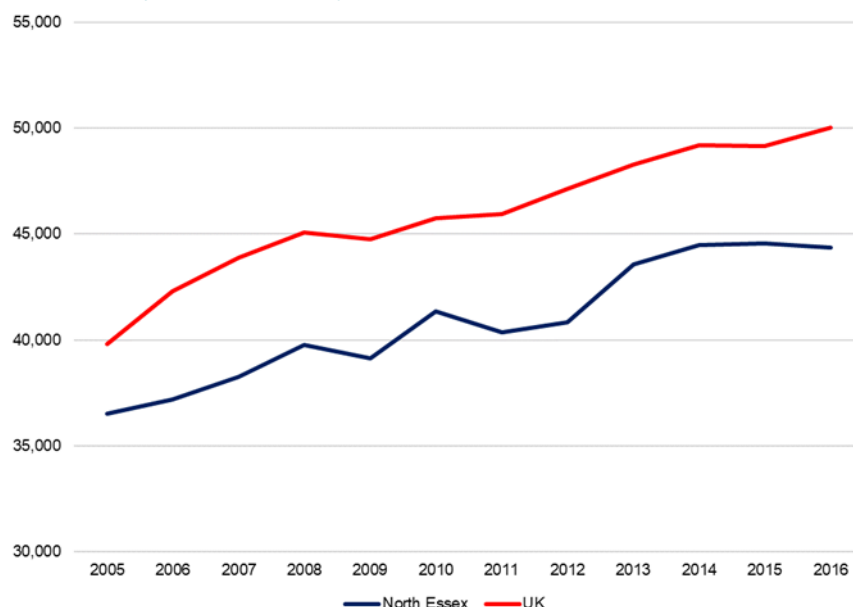


Source: Cambridge Econometrics, East of England Forecasting Model

Productivity challenges

- 2.9 The UK faces a 'productivity challenge': while employment rebounded rapidly from the Great Recession, Britain's productivity (relative to that of its competitors in Europe and North America) has largely failed to grow. Addressing this is a major focus of the Government's Industrial Strategy.
- 2.10 In North Essex, productivity (measured as GVA per filled job) was around £44,000 in 2016, and has lagged the UK average for several years (with some indication of a recent widening of the gap), as Figure illustrates:

Figure 2-3: Productivity (GVA per filled job, £)



Source: SQW estimates

2.11 This 'productivity deficit' is broadly in line with that of the South East LEP as a whole. But it does present a risk to the aspiration set out in the Introduction for an economy that is "adaptable, resilient and increasingly productive". A number of factors underpin our productivity challenge:

- Within the context of a diverse sectoral profile, we have **relatively modest representation in higher-value sectors**. This is not universal (professional and scientific employment is relatively high in Colchester and Uttlesford, for instance), but *in general*, the area's current sectoral base is oriented to 'less productive' activities. Potentially, this suggests a need to support more 'knowledge intensive' activity through indigenous growth and external investment, *as well as* raising productivity (for example through increased uptake of new technology) in the wider business base). This should help North Essex businesses to compete in wider markets: while local export data are limited, there is evidence that innovation and technology adoption correlate with a greater propensity to export³.
- **Relatively weak workforce skills**. Around 33% of the North Essex workforce are qualified to NVQ 4 or higher, compared with about 39% in Great Britain as a whole – and some 24,000 people (7% of the working age population) lack any formal qualifications. While recent years have seen improvements, the skills profile tends to change slowly (as new entrants to the labour market gradually replace those who leave). In the context of a need to adapt to new technologies and a wider range of lifetime careers, improving access to re-skilling will be important, alongside support for people in education.
- **Outflows of more highly skilled workers to job opportunities elsewhere**. Overall, there is a net commuting outflow from North Essex, reflecting higher wages that can be commanded in London and other parts of the South East. This proximity to higher-

³ House of Lords Select Committee on SMEs (2013), Roads to Success: SME export performance

value employment is a benefit to local residents (and to firms in the London supply chain), and improved connectivity and changing working practices should develop them further. But supporting the growth of more knowledge intensive activities should help to provide a greater choice of employment opportunities locally.

- **Some sharp spatial inequalities.** Aggregating up to North Essex as a whole obscures quite substantial divergences between different parts of the area. For example, the average NVQ 4+ qualifications rate quoted above hides a range at district level from 44% (in Uttlesford) to 22% (in Tendring), a pattern which is repeated across multiple indicators and reflects North Essex's spatial diversity. Achieving sustainable growth means improving outcomes in all communities, looking beyond the aggregate measure.

Key assets

2.12 While the 'productivity challenge' (which in reality is a series of structural challenges faced by much of the UK) is real, North Essex can draw on a range of important assets, including:

- **Our large and growing SME base.** There are around 23,000 businesses in North Essex. The great majority of these (almost exactly mirroring the national average) are micro businesses, employing fewer than ten people, although our stock of small and medium-sized enterprises is growing as well. Survival rates are good, and while North Essex lacks some of the larger 'anchor' employers that are an important feature elsewhere (such as the large manufacturing businesses in South Essex), there are strengths in a diverse and resilient business base
- **Our higher education infrastructure.** Within North Essex, this includes the University of Essex, as well as University Centre Colchester. In the wider hinterland, Anglia Ruskin and the University of Suffolk are nearby – as are the major centres of higher education in London and Cambridge. The University of Essex has world-leading strengths in computer science, informatics and the application of data, all of which are especially relevant to the growth of North Essex's technology capabilities, and there is a growing relationship between the regional business base.
- **Recent investment in skills,** linked with North Essex's key sector growth opportunities. Examples of innovative provision include Colchester Institute's STEM Innovation Centre at Braintree and the Stansted Airport College, discussed further in Chapter 6.
- **Investment in emerging areas of business activity,** some of which remain relatively small on a North Essex-wide scale, but which are important locally and have strong prospects for growth. Examples include the development of the offshore renewables sector in Tendring, life sciences associated with Chesterford Research Park in Uttlesford (with strong links to the Cambridge/ M11 economy), the digital media industry in Colchester and the continued growth of the advanced manufacturing sector in Braintree.

- **Major infrastructure as an economic anchor**, as well as a driver of connectivity. Around 12,000 people work at Stansted Airport for example; over time, the Airport also has the potential to drive wider location decisions.
- **Proximity to London and the rest of the Greater South East.** Typically seen as a labour market opportunity (North Essex residents commuting to London), travel patterns across the South East are increasingly complex, supported by more flexible working opportunities...
- and linked with this, the **'quality of place' and quality of life that North Essex offers**, in terms of its natural and built environment, access to services and (in some parts of the area) relative affordability. Maintaining and enhancing this asset is vital in the context of growth and the services and infrastructure that will be required to support it

DRAFT

3. Our vision to 2040

From the evidence to a vision...

- 3.1 The evidence tells us that North Essex has significant opportunities: we have a growing workforce and a growing employment base, we have increasingly important innovation assets and we are part of one of Europe's most dynamic regions. There is much to be ambitious about.
- 3.2 But we have some challenges too: like the rest of the UK, we will only achieve greater prosperity in the long run if we increase productivity – and we will only be successful if the benefits of greater prosperity are shared across North Essex.
- 3.3 Looking to the future, our vision for 2040 is that:

“North Essex is a high-value, productive and sustainable economy. People choose to live and work locally, in new and established communities that are well connected and inspire innovation and creativity”

- 3.4 This vision is realistic – but it is also challenging.
- 3.5 As the diagram opposite demonstrates, it demands action on a number of fronts, linked with increasing the resilience and ‘knowledge content’ of our employment base, developing a skilled workforce that can take advantage of and drive these opportunities, and ensuring that all communities across North Essex can enjoy the benefits of a more sustainable, more productive economy.
- 3.6 Over the coming years, achieving the vision will be the objective of the North Essex Economic Board:

Figure 3-1: Unpacking the agenda

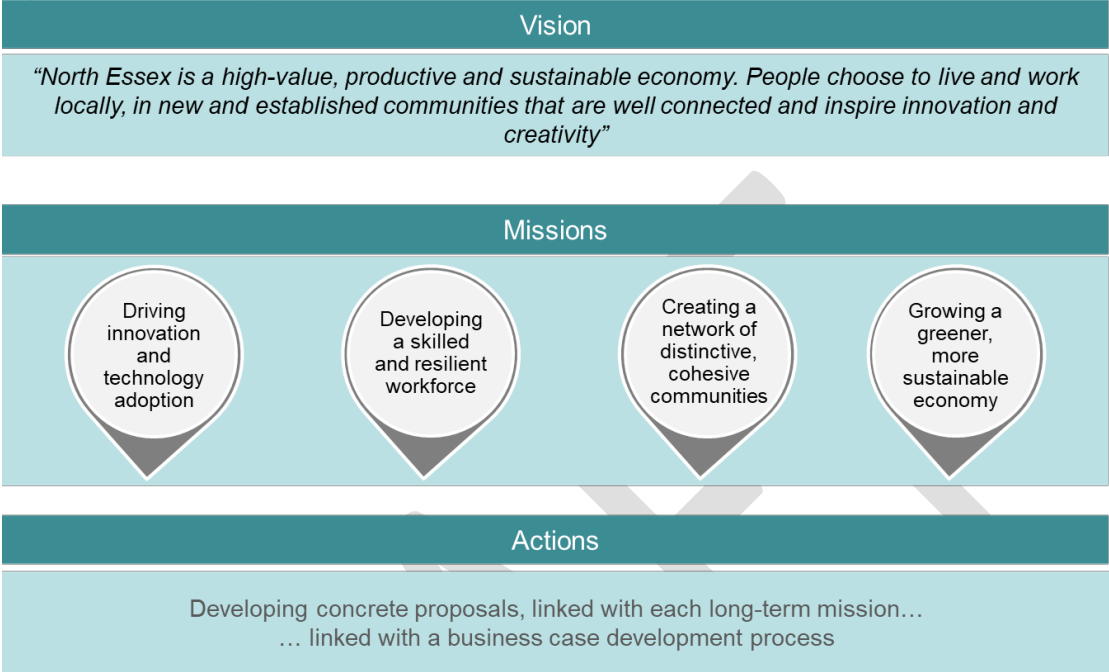


Source: SQW

Delivering the vision: Our four key missions

- 3.7 To deliver the vision, we have identified four key ‘missions’ that will be the focus of our shared activity over the next five years, with each mission providing a framework to consider - and drive forward – new ideas and solutions:

Figure 3-2: Our four key missions



Source: SQW

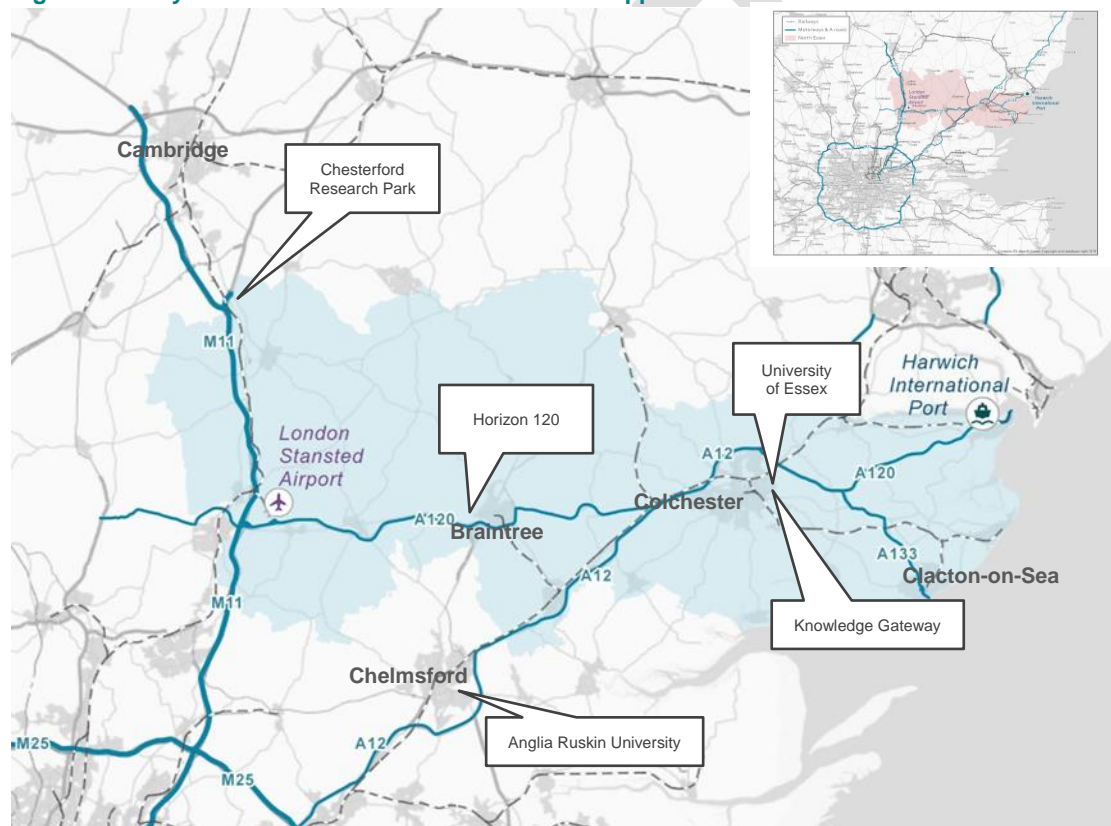
- 3.8 The following chapters explain each mission, setting out the assets and opportunities that underpin it, the challenges we need to address and the potential solutions that we will seek to progress.

4. Mission 1: Driving innovation and technology adoption

Our mission

Our vision seeks an economy that is 'high value and productive'. To support this, we will develop opportunities for innovative businesses to grow, technology clusters to emerge and for all businesses to take advantage of measures to increase technology adoption and drive forward productivity.

Figure 4-1: Key innovation and business assets and opportunities



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The situation today: Challenges, assets and opportunities

- 4.1 Digital technology is transforming the economy. The exploitation of complex data is leading to new products and services, challenging traditional sectoral definitions, and there are few industries that will not be impacted by automation and digital enabling technologies. This presents an opportunity for those firms and institutions that can develop and commercialise new solutions at the 'leading edge' of technology, and for those that can adopt new systems and adapt to change. But it is also a challenge to those that lack the capacity to evolve⁴.

⁴ See for example the report of the *Made Smarter* review, chaired by Jurgen Maier (2017)

4.2 In North Essex, we significant potential:

- The University of Essex is a significant, and growing asset.** With world-class capabilities in advanced data science (discussed in the case study below), biological sciences and economics and finance, the University is a 'top 20' research institution, with global and national research connections, as well as business links in Essex. The University has invested substantially in commercialisation in recent years, including through the development of the Knowledge Gateway on its Colchester campus and the opening in 2019 of a new 38,000 sq ft Innovation Centre.

Data science at the University of Essex

The University of Essex is a leading centre of excellence in analytics and data science, including artificial intelligence and machine learning. Essex was one of the UK's first universities to house a central research activity in artificial intelligence, and currently hosts the UK Data Service's national SecureLab.

The University has a strong record of translating advanced computational methods to economic challenges and opportunities ranging from the use of data in policing and public services to Colchester's award-winning Games Hub for creative start-ups
- Alongside this, there are **public sector-driven opportunities to trial new technologies and develop new solutions:** the Anglian Test Bed Alliance for example actively seeks to work with innovators to find solutions to increase patient independence. Such initiatives are expanding as cost pressures on the health system, and the need to develop new approaches, rise. The North Essex local authorities are also investing in new digital technology to drive efficiencies and better service outcomes – potentially creating new opportunities for local businesses.
- There are some growing concentrations of high value commercial activity.** Within North Essex itself, these include Chesterford Research Park, home to a cluster of life science businesses; as well as the growth of the 'digital tech' sector in Colchester. Links with neighbouring areas are also important: within the wider hinterland, there are major clusters of advanced technology-related activity (and associated support infrastructure) in London and Cambridge, and evidence of an emerging cluster of businesses linked with the semiconductor industry at Chelmsford.

Chesterford Research Park

With over 60 years' history of scientific research activity, Chesterford Research Park is a centre for life science and technology R&D, accommodating global businesses such as AstraZeneca and Charles River, as well as start-up and expanding firms.

Chesterford Research Park continues to expand as part of a network of science parks to the south of Cambridge, demonstrating the value of connections to North Essex's neighbouring centres.
- Supporting this, there has been recent investment in the wider **innovation infrastructure**, including the new Innovation Centre at the University of Essex and the forthcoming development of the Horizon 120 business and innovation park at Braintree.
- More broadly, **new technology is reducing barriers to entry** for innovation in (some) sectors, as the costs of small scale production fall and the ability to work 'anywhere' grows.

- 4.3 Looking ahead to the next 20 years, our strategy aims to grow these strengths and ensure that they benefit the wider North Essex economy. In particular, there is a growing recognition of the need to promote 'new to the firm' process innovation within the wider stock of SMEs. The Government's *Made Smarter* review highlighted the extent to which the UK's productivity deficit is influenced by a lack of capacity for technology adoption (partly linked with management skills and time, as well as uncertainty regarding risks and benefits). There should be scope to use North Essex's expert assets to drive adoption amongst the wider SME base.
- 4.4 However, **we need to do more to unlock this potential**, and there is evidence that in North Essex, the 'innovation ecosystem' is somewhat under-developed. We have an entrepreneurial economy and a growing business base, but it is dispersed sectorally and spatially. There is also a relative lack of scale, with few leading firms driving local supply chains. On conventional measures of 'innovation', North Essex performs relatively poorly: patent registrations are relatively low, and recent analysis of the take-up of Innovate UK grants showed that North Essex was some way behind the rest of the country⁵.
- 4.5 **Our growth opportunities are also limited by capacity constraints**, both in terms of transport connectivity (discussed in Mission 3) and access to land. recent research has highlighted the challenge that a general lack of 'grow-on' space presents to businesses once they have reached a stage at which they need to expand. Changing market demand (especially occupier desire for greater flexibility), combined with high build costs and land values, has led to a situation in which *"grow-on space does not deliver sufficient returns for developers to be interested in providing this type of space"*, highlighting a need for public sector intervention⁶.

Solutions and actions

- 4.6 Overcoming these barriers will be key to raising long-term productivity in the context of our rapid population growth. Over the next five years, **we will build a closer relationship between innovative businesses, their supply chain and the knowledge base**, as part of an effort to drive up over time the share of higher-value, knowledge-intensive employment. In particular, we will:
- **Maximise the economic potential of our leading-edge research base**, working with the University of Essex and with partners within and beyond North Essex to build our areas of comparative advantage
 - Building on this, **increase interaction between the universities and our SME base**, encouraging and supporting the process of knowledge transfer and supporting **the increased adoption of new technologies and processes** among our SMEs
 - **Strengthen supply chain links between major businesses and SMEs**. As part of this, we will seek to identify clusters of higher-value activity (for example, linked with the expansion of advanced data science). This will include efforts to develop links

⁵ SQW/ Haven Gateway Partnership (2017), *Growth Sectors and Innovation in the Haven Gateway*; SQW/ SELEP (2018), *Economic Strategy Statement: Evidence Base*

⁶ SQW/ BBP/ Essex County Council (2016), *Grow-on Space Feasibility Study*

beyond North Essex (for example with the growing quantum science cluster around Chelmsford) as well as within the area.

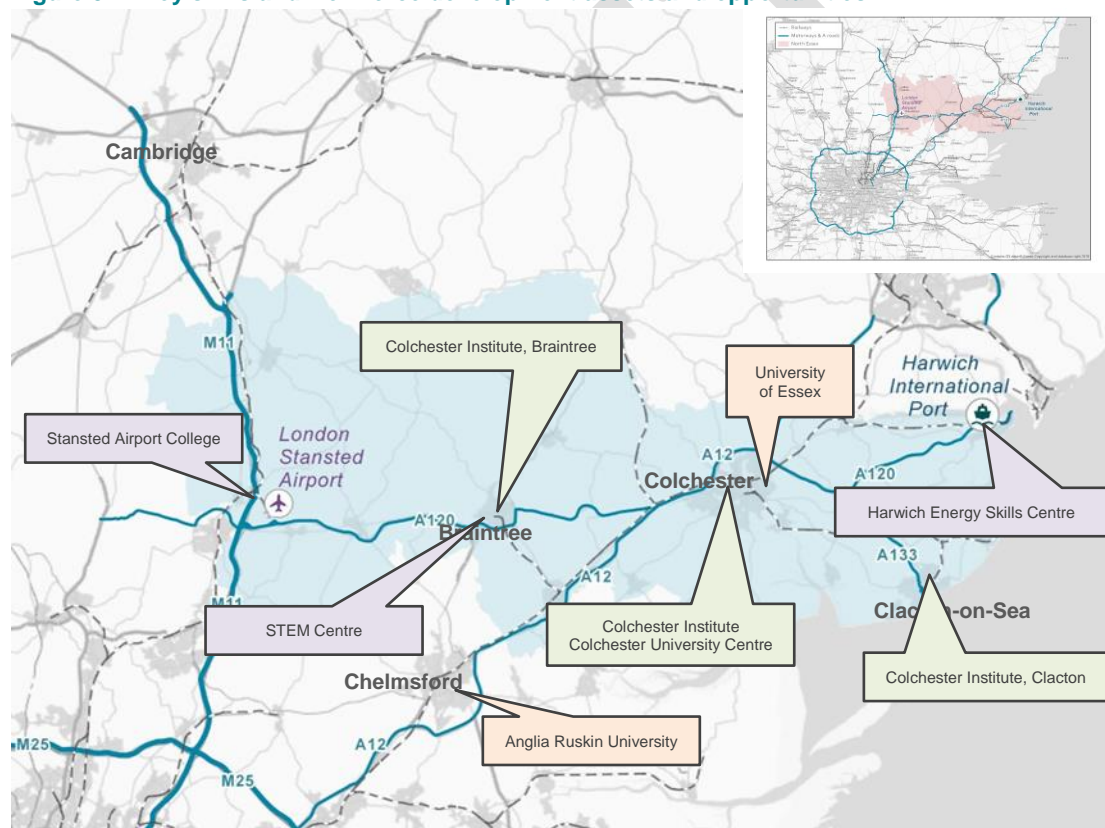
- **Build business-to-business relationships**, increasing interaction between SMEs and larger businesses across North Essex. As part of this, we will explore opportunities for a business-led 'peer-to-peer' support offer to best meet sector or specialist needs
- **Work across the public sector to identify the economic opportunities associated with service transformation**, enabling local universities, colleges and businesses to help design solutions
- **Ensure that high-value businesses with the ability to expand have the physical capacity to do so**. As part of this, we will investigate the potential for acquiring sites and premises where this could support economic growth and deliver a commercial return.
- **Drive new inward investment alongside indigenous growth**, where it will deliver quality, sustainable employment, encourage innovation, and support supply chain opportunities

5. Mission 2: Developing a skilled and resilient workforce

Our mission

From an economy-wide perspective, a skilled workforce is essential to productivity growth. From an individual perspective, the ability to adapt and develop new skills is essential in driving opportunity, better pay and progression in work. Looking ahead to 2040, we aim to develop a workforce – of all ages and in all communities – able to contribute fully to North Essex's growth opportunities.

Figure 5-1: Key skills and workforce development assets and opportunities



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The situation today: Challenges, assets and opportunities

5.1 North Essex has a buoyant economy in employment terms. Unemployment is at historically low levels, and job creation has broadly kept pace with population growth. However, this masks relatively weak workforce skills, which are a potential drag on economic competitiveness:

- Despite improvements in recent years, **the North Essex workforce skills profile has not kept pace with that of the rest of the country**. Just 33% of the local workforce is qualified to NVQ4+, consistent with the average for the South East LEP, but below

the 38% qualified to this level nationally. This is a significant shortfall, which has been persistent over time

- **There is a net outflow of talent to London and other centres**, which impacts on local recruitment, especially in a tight labour market (although there is some evidence that quality of life considerations help to 'bring talent back' when the job opportunities are there)
- **Routes to progression are under pressure**. Participation in further education has fallen in recent years, apprenticeship starts have failed to rise, and the take-up of retraining is relatively low, reflecting the challenges faced by SMEs (nationally as well as in North Essex) in taking advantage of retraining opportunities, as well as wider resource pressures within the sector.

5.2 However, the case for investment in improved workforce skills is strong. New workforce skills (including management skills and 'skills for innovation') are essential for businesses to realise the opportunities presented by new technology, and there has been recent investment in new industry-focused training facilities:

New approaches to vocationally-focused further education in North Essex

Across North Essex, work is underway to build a stronger dialogue between employers and skills providers. This has led to initiatives designed to support the supply of future skills to growing industries. Three innovative approaches are worth highlighting:

Stansted Airport College is the first purpose-built on-site college at a major UK airport. Part of Harlow College, the new institution has been designed to support entry into roles such as aircraft engineering, logistics and supply chain management, hospitality and customer services – as well as addressing regional gaps in STEM skills. Following capital investment of around £11 million from Essex County Council and the South East LEP, the Airport College opened its doors to a first cohort of students in September 2018.

Looking to rising demand for construction-related skills (linked with North Essex's ambitious growth agenda), as well as a substantial manufacturing base, the **STEM Innovation Centre** at Colchester Institute's Braintree campus offers industry-standard facilities for computing, engineering and construction subjects, opening to its first students in September 2017.

Linked with the growth of the offshore energy sector, the **Energy Skills Centre** at Harwich is also managed by Colchester Institute, offering inshore and offshore engineering qualifications

Solutions and actions

5.3 Strengthening our skills profile is recognised as a high priority across Essex and across the South East LEP. Many of the measures taken forward at these larger spatial scales will be relevant to North Essex: working together with existing institutions and partnerships, we will seek to:

- **Increase the supply of industry-relevant qualifications**, building on the success of innovative projects such as those described above and encouraging greater specialist provision where it will meet local economic need. This will include making the case

for additional capital investment in the skills infrastructure, especially in the context of our housing and population growth.

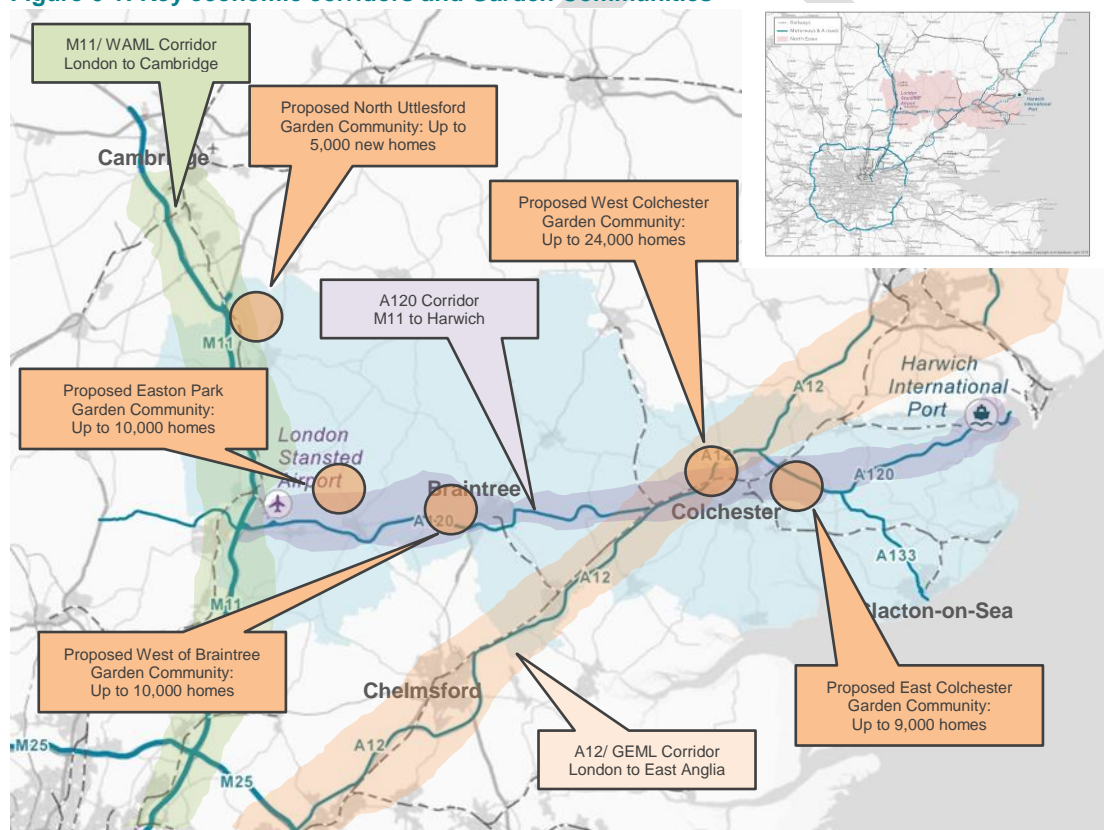
- **Develop new solutions to employer participation in the skills system**, ensuring that qualifications are relevant to industry needs and are accompanied by the skills for creativity and management that an innovative economy needs. Encouraging greater employer engagement is a priority at national as well as local level (with measures such as the introduction of the Apprenticeship Levy designed to incentivise employer involvement). However, it is often hard for employers (especially small businesses) to effectively participate. Together with partners, we aim to:
 - Encourage employers to engage with the new T-Levels, as they are introduced from 2020, and increase the take-up of Apprenticeships
 - Press for selective devolution to the most appropriate level when it can enable greater employer leadership and help to simplify the landscape. This could include seeking to capture the value of unspent Apprenticeship Levies locally, so that they can be proactively made available to SMEs within the area.
- **Raise awareness of the career and employment opportunities that are available in North Essex and its hinterland**, and which could become available in the future. This is a task for the 'whole economy': employers, schools (at all levels), colleges and intermediaries and the wider public, ensuring that young people are able to make informed choices.
- **Support those who are already in the labour market to access new skills** and adapt to changing technologies and working practices. Most of those working in 2040 – the long-term horizon of our vision – are already in the labour market today, and most of us can expect longer working lives, a more diverse range of working patterns and more frequent career changes. This can bring great benefits, as well as challenges – and it is important that our workforce is able to adapt. As part of this, we will support the delivery and take-up of the National Retraining Scheme, we will seek to enhance it where possible and we will ensure that our adult and community skills offer is geared to future economic opportunity, working with partners at the most appropriate spatial scale.

6. Mission 3: Creating a network of distinctive and cohesive places

Our mission

North Essex is a diverse place, with strong local identities and a strong 'quality of life' offer. We want to preserve and enhance this, celebrating our unique local characteristics while ensuring that all our towns and communities contribute to and benefit from economic growth within a complementary 'network' of distinctive and creative places. This will mean investing to reduce local disparities and strengthening our internal connections and our links with our neighbours, so that people and businesses can access new opportunities.

Figure 6-1: Key economic corridors and Garden Communities



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The situation today: Challenges, assets and opportunities

- 6.1 North Essex has a 'polycentric' network of towns and communities, with distinctive assets and opportunities. These include smaller market towns and an extensive rural hinterland with a high quality natural environment; the larger university town and regional centre of Colchester; and the 'Sunshine Coast'. Much of the area looks 'outwards', to neighbouring centres elsewhere in Essex, London, East Anglia and the M11 Corridor. There are real benefits to this diversity and local distinctiveness: 'quality of place' and local identity are increasingly

important as factors in business and residential location decisions (especially given the increasing ability to work remotely and North Essex's relative proximity to other major centres), and we have an opportunity to develop local clusters of economic activity that respond to local strengths.

6.2 Our diversity is a strength, and we want to preserve local identity and choice within the context of a coherent, sub-regional network of places. Looking to the future, we face three challenges:

- First, **unique identities should not mean unequal opportunities**. At present, **disparities across North Essex are sharp**, as the analysis at the start of this strategy bears out. These disparities are visible *between* districts, with a wide variance in (for example) average qualifications and productivity between Uttlesford at one extreme and Tendring at the other. Resolving these differences is challenging: in the case of some of the coastal towns in Tendring, relative peripherality, self-contained local markets and weak connectivity can be hard to overcome. However, significant local disparities also exist *within* districts and communities, and there is a risk that these will become more entrenched.
- Second, **distinctive places require investment**, both in the physical infrastructure that makes them distinctive (the quality of the built environment and public realm) and the local cultural assets and community services that support creativity and quality of life. Demand for community infrastructure and services will evolve over time with demographic change – maintaining and adapting investment to meet the needs of our changing population will be crucial.
- Third, **our ability to develop a sustainable 'polycentric' network is limited by connectivity constraints:**
 - Our **road and rail network is under pressure**, both 'within' North Essex (for example the A120 east of Braintree) and on key 'outward-facing' economic corridors (such as the A12/ Great Eastern Main Line and M11/ West Anglia Main Line routes). Currently, our business base is relatively dispersed and disparate: transport solutions should be important in creating greater critical mass.
 - Growth demands **more sustainable transport solutions**, achieving a modal shift to greater public transport use, reducing congestion and pollution. This is challenging in an area with a dispersed population base, and we will need to find solutions to delivering viable local transport systems
 - As demand for greater **digital connectivity** increases through the development of new products and services, it is important that our infrastructure keeps pace, especially in the context of population growth and the need to develop our knowledge economy

6.3 Creating a better connected 'network' of towns and communities should help to **demonstrate the compelling shared 'offer'** across North Essex to new residents and investors – complemented by clarity regarding the complementary offer of each place in the North Essex 'network', avoiding local competition where possible.

Solutions and actions

6.4 In support of our long-term plans for a network of sustainable, locally distinctive and well-connected communities, we will:

- **Actively promote measures to ensure that all parts of North Essex have access to economic opportunities.** This will include:
 - Exploring how we can **better embed 'anchor institutions'** within communities, especially within our coastal towns. As part of this, we will explore the options for additional public sector employment through relocation, where this could offer wider economic benefits and help to stimulate additional private sector employment
 - Linked with our ambitions in Mission 2, **support opportunities for re-training for people in the current workforce**, to support their resilience to technology and organisational change, and work with employers and schools to **raise aspiration** and access to learning and higher-value employment
- **Invest in distinctive, adaptable and creative places**, ensuring that our communities have the environmental quality and cultural and community offer to encourage people to develop new ideas and opportunities. This will include:
 - **Placing our town centres on the 'front foot' in responding to rapidly changing retail patterns.** This could involve the re-purposing of town centre retail units for more diverse range of commercial and non-commercial uses, where this would lead to a positive economic impact and create more opportunities for people to meet and share ideas, as well as investment in wider infrastructure
 - **Ensuring that our Garden Communities contribute to our 'network of distinctive places' in the long term**, through quality and creative design, sustainable connectivity and strong complementary relationships with existing settlements.
 - **Responding to demographic change and evolving demand**, designing new and existing communities that build in opportunities for healthier lifestyles and travel patterns, and respond to changing lifetime needs.
- **Drive forward a long-term, coordinated sustainable transport strategy**, by:
 - **Working with Transport East to prioritise strategic transport investments**, where they contribute to regional aims and help to deliver North Essex's long-term growth potential:

North Essex within the emerging transport strategy for the East of England

Tasked with preparing a collective vision for transport and infrastructure across Greater Essex, Norfolk and Suffolk, Transport East has identified three priorities that will inform the development of its forthcoming Strategic Transport Plan:

Global Gateways, including better connected ports and airports to support access to international markets and support foreign direct investment. North Essex contains the East's only major international airport: improving access by road and rail to support Stansted's passenger growth will be nationally and regionally important, as will better freight and passenger access to the port at Harwich

Multi-centred Connectivity, improving links between "our fastest growing places and business clusters". Our main corridors along the A12, M11 and A120 will make a vital contribution to this priority in the context of growth.

Energised Coastal Communities, supporting a "reinvented, sustainable coast for the 21st century", delivering our ambitions for energy generation and the visitor economy – as well as improved access from relatively peripheral coastal locations to employment opportunities elsewhere in North Essex and beyond.

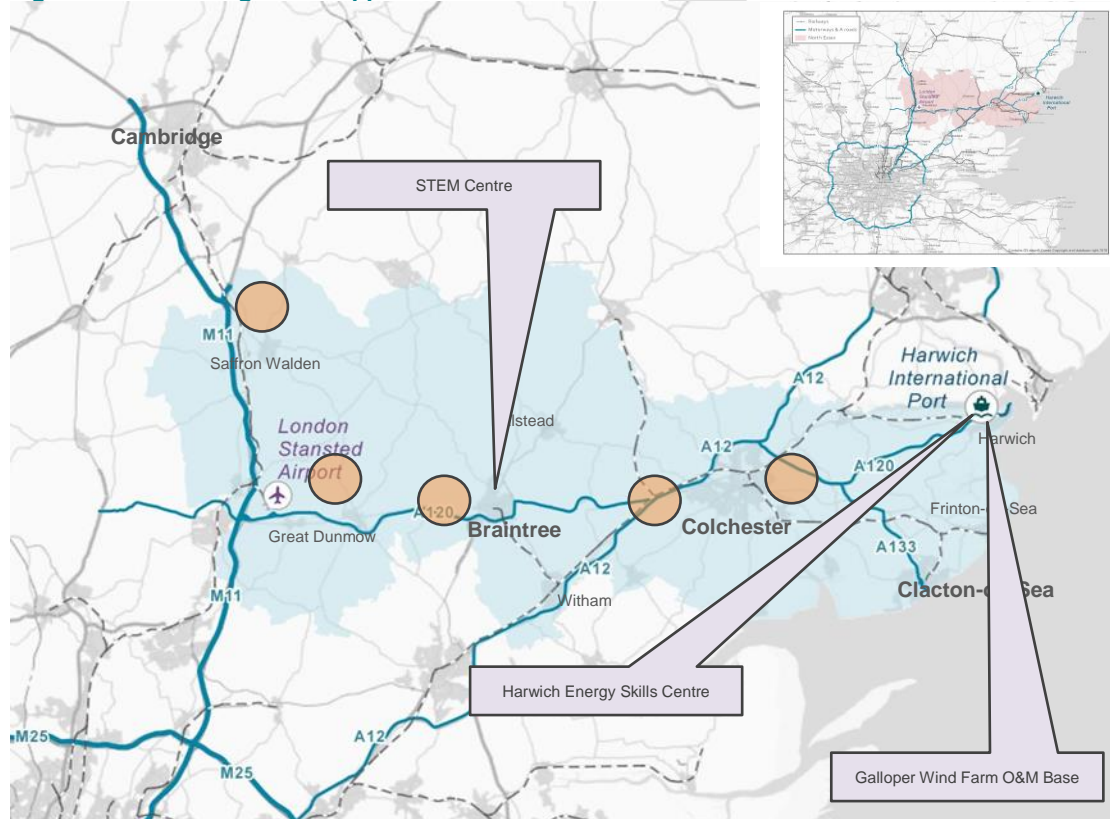
- **Developing options for improved sustainable transport connectivity** (for example new rapid transit systems to link places that are not currently served by rail infrastructure)
- **Actively driving and supporting the deployment of high-speed digital connectivity**, by working closely with the fixed and mobile telecommunications network operators to remove barriers to the commercial rollout of full-fibre and 5G infrastructure. Where possible, we will encourage the use of available subsidies to extend the rollout of fibre broadband into commercially less attractive rural and harder to reach areas.
- **Develop the complementary offer across North Essex**, identifying local strengths and assets, and supporting efforts to attract inward investment and new residents. We will work closely with branding and promotional efforts developed across the county to ensure an integrated and coordinated approach for North Essex and for Essex as a whole.

7. Mission 4: Growing a greener, more sustainable economy

Our mission

Over the long term, we want to ensure that North Essex is a leading example of sustainable development – within existing communities, through our ambitious proposals for new Garden Communities and through lower carbon, innovative businesses.

Figure 7-1: Greener growth: Opportunities and assets



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The situation today: Challenges, assets and opportunities

7.1 Within Mission 1, this Strategy aims to increase North Essex's exploitation of new technology, driving long-term growth through innovation. Over the next 20 years, much of the drive for technology change will come from the need to decarbonise our production, construction and transport systems. While this applies everywhere (and is reflected in the Government's 'Grand Challenges', North Essex has specific opportunities:

- Our plans for the proposed **North Essex Garden Communities** at East Colchester, West Colchester and West of Braintree, as well as at the additional proposed Garden Communities at North Uttlesford and Easton Park include a high level of environmental sustainability and plans for the creation of at least one locally-

accessible job per dwelling, linked (through our proposed shared planning framework) with the sustainable development of North Essex as a whole.

- This planned housing growth – including growth in existing communities – presents an opportunity to advance **new approaches to sustainable design and construction**. As well as the inherent benefits to the environment and to future residents, this should help to drive demand for businesses and individuals skilled in modern methods of construction and low carbon technologies. Rising demand will present skills challenges – which we are already working to address through (for example) Colchester Institute’s STEM Centre at Braintree.
- **We have a leading role in renewable energy.** The North Sea coast is key to the UK’s offshore wind industry, and the renewables sector has long been a priority. In 2018, Harwich International Port was announced as the location for the Operations and Maintenance base for Galloper Wind Farm, a 56-turbine facility. As well as diversifying industry and employment at the Port, this investment could help to consolidate an engineering skills base linked with a growing industry.

Garden Communities will “enhance the natural environment, providing a comprehensive green infrastructure network and net biodiversity gains, using zero-carbon and energy-positive technology to ensure climate resilience”

TCPA Garden City Principles

Solutions and actions

7.2 Decarbonisation will be central to the UK’s future competitiveness. We will ensure that North Essex businesses are well-positioned to access the new opportunities that emerge from this national priority. Over the next five years, we will:

- **Support the development of new industries associated with the transition to a more energy-efficient, lower carbon economy.** North Essex has significant strengths: we will seek to maintain investment into the coastal energy industry, support increased energy sustainability within new developments and support our businesses and universities in taking advantage of Innovate UK and other funding linked with low carbon technology.
- **Incentivise the development and use of sustainable materials** within the construction and development process.
- **Create opportunities through public procurement for lower-carbon solutions**, where the new technology can result in reduced energy and transport costs and deliver public service improvements.
- **Continue to progress our ambitious proposals for new Garden Communities**, ensuring that long-term sustainable development is planned from the start.
- Linked with our ambitions in Mission 3, **invest in sustainable transport systems to connect our polycentric network of (new and existing) communities.**

8. Taking North Essex forward

From the Missions to actions

- 8.1 Within this Strategy, we have set out a series of action areas that we will develop further, in support of each Mission. At present, these are at high level, and in most cases they will require further scoping and analysis before they can be brought forward.
- 8.2 It is important that the North Essex Economic Board is able to drive progress. Even though the Board will not always be the vehicle for the delivery or funding of individual projects, we will want to work with other partners in Government and the private sector to help our plans align.
- 8.3 Alongside this Strategy, we will therefore develop a rolling 'action plan' owned by the North Essex Board, through which business cases for interventions can be identified, scoped and further developed. This will enable the Board to consider options in relation to each proposed action, identify lead partners and consider potential risks, with a view to working collectively on shared objectives. The action plan will be subject to annual review and will be monitored and updated over the initial five years of this Strategy.

Towards the Local Industrial Strategy

- 8.4 As indicated at the start, this document will also form a 'building block' for the forthcoming Essex Prosperity Prospectus and the Local Industrial Strategy that the South East LEP will have to prepare in early 2020 as a strategy 'co-designed' with Government. It is unclear at this stage how the LIS will relate to future funding opportunities, although it is anticipated that it will influence the new Shared Prosperity Fund, when it is launched.

20 November 2019

Report of	Assistant Director - Customer	Author	Kevin Bridge ☎ 508820
Title	Local Council Tax Support 2020 - 2021		
Wards affected	All Wards		

1. Executive Summary

- 1.1 Colchester Borough Council's Local Council Tax Support scheme provides a reduction in Council Tax Liability for eligible residents.
- 1.2 Each year the scheme is reviewed, and proposals are formulated to potentially update the scheme or to maintain the scheme in its existing form.
- 1.3 This report provides details of the proposals effective from 1 April 2020.

2. Recommended Decision

- 2.1 It is recommended that current working age entitlement is maintained for the financial year effective 1 April 2020 to maximise ongoing support for residents. The only changes from the current scheme are the prescribed regulation changes, mandated national legislative uprating, and to disregard Windrush Compensation payments from any relevant calculation.
- 2.2 It is also recommended that continued consideration is given to progress of Universal Credit, its impact on Local Council Tax Support and banded income schemes, and other alternatives.
- 2.3 Finally it is recommended Cabinet refers the Local Council Tax Support Scheme, as described in 2.1 -2.2, onto Full Council for approval and adoption.

3. Reason for Recommended Decision

- 3.1 Legislation requires that the scheme, effective from 1 April 2020, is agreed by March 2020.

4. Alternative Options

- 4.1 Changes could be made to the scheme. However, stability to the scheme is being recommended due to the introduction of Universal Credit. This will provide residents with some consistency within the context of a fundamental change to other forms of benefit and support.

5. Background Information

- 5.1 Colchester Borough Council's Local Council Tax Support scheme provides a reduction in Council Tax Liability for eligible residents. Each year the scheme is reviewed ready for 1 April. Local Council Tax Support currently helps 9,000 residents reduce their Council Tax bill – 3,500 state pension age and 5,500 working age residents. The value of Local Council Tax Support being granted in 2019/20 is £8.5 million. National regulations still require local schemes to 'protect' those residents of state pension credit age from any reduction to their level of support as a result of the localisation of the scheme.
- 5.2 Local Council Tax Support entitlement in Essex, for those of working age, still overwhelmingly follows means tested principles, based broadly on Housing Benefit legislation. Only one of the 14 Essex Authorities has a minimum contribution lower than 20%.
- 5.3 As Universal Credit expands, working age claims for Housing Benefit will begin to fall. However, the administration of Local Council Tax Support will still rest with Colchester Borough Council. In line with take-up of Universal Credit, and the fall in Housing Benefit claims, it is expected the Department for Work and Pensions grants which partly cover the administrative cost of awarding Housing Benefit will also decrease, which will then increase the cost of administration within the Local Council Tax Support scheme.
- 5.4 However, the expected rate of conversion to Universal Credit has been slowed. The process of conversion referred to as Managed Migration, is now on a significantly longer timeline, with full migration tabled between November 2020 and 2023. The national context sees few Local Authorities developing new schemes, such as banded schemes, due to the slowdown in this Managed Migration and because new software solutions are still underdeveloped.
- 5.5 Stability to the scheme is being recommended. This will provide residents with consistency within the context of an ongoing change to other forms of benefit. Stability of scheme entitlement will allow us to monitor the Universal Credit timeline and evolving models that may emerge.
- 5.6 The disregard of Windrush Compensation payments is in line with treatment of these payments throughout the wider Welfare Benefits system. This alteration allows us to exclude the payments when considering the relevant Income and Capital to be used in our calculation. It prepares us should a Resident, in receipt of these payments, claim Local Council Tax Support.

6. Equality, Diversity and Human Rights implications

- 6.1 No changes are being proposed to the current scheme other than prescribed / mandated national legislative amendments and the minor change to disregard Windrush Compensation payments. The existing Equality Impact Assessment has therefore not been revised.

7. Strategic Plan References

- 7.1 The Council's Strategic Plan sets out four themes, one of which being: 'Wellbeing - Making Colchester an even better place to live and supporting those who need most help'.

One of the five priorities under the Wellbeing theme is to:

‘Target support to the most disadvantaged residents and communities’

- 7.2 Precepting authorities contributed additional funding to assist with the collection of Council Tax, recognising the additional number of residents we had to collect from and the potential difficulties we would experience collecting from residents who have either not previously paid Council Tax or who are paying an increased amount. This additional money has helped fund a proactive intervention programme which provides a range of services including flexible payment plans, debt and back to work advice as well as administration of an Exceptional Hardship fund.

8. Consultation

- 8.1 It is recommended that the current scheme is maintained so a consultation is not required.

9. Publicity Considerations

- 9.1 Local Council Tax Support is publicised via our website and we continue to provide information within our annual Council Tax bills and other mailings.

10. Financial implications

- 10.1 There is no specific funding for the Local Council Tax Support scheme. The cost is shared between the preceptors.

The medium-term financial forecast assumes a rise in Council Tax by the major preceptors of 5% in 2020/21. Based on this assumption the total cost of Local Council Tax Support is estimated at £8.750 million in 2020/21. Colchester Borough Council's share is £0.950 million. This will not require additional budget provision. The cost of the scheme can also be affected, negatively or positively by changes to entitlement, which in turn will affect tax base income.

Scheme Cost

	Total Local Council Tax support costs (£'000)	Colchester Borough Council share (£'000)
2019/20 (estimate)	8,511	936
2020/21 (estimate)	8,750	950

11. Health, Wellbeing and Community Safety Implications

- 11.1 The proposals contain provision for dealing with welfare concerns of residents, particularly vulnerable people. It is intended to limit hardship and to increase the health and wellbeing of residents.

12. Health and Safety Implications

- 12.1 There are no health and safety implications.

13. Risk Management Implications

- 13.1 Fundamental changes to the current criteria could potentially affect the collection

fund position, especially in consideration of the introduction of Universal Credit.

- 13.2 The absence of an adopted Local Council Tax Support Scheme for 2020/2021 by March 2020 could lead to introduction of a prescribed default scheme which broadly represents the former Council Tax Benefit scheme with an additional funding requirement.

Background Papers

- [Local Council Tax Support policy document 2020 - 2021](#)

Report of	Assistant Director – Policy and Corporate	Author	Jessica Douglas / Chris Reed ☎ 282240
Title	Officer Pay Policy Statement for 2020/21		
Wards affected	Not applicable		

1. Executive Summary

- 1.1 Local authorities must publish an officer pay policy statement each year. The statement must be approved by Full Council.
- 1.2 The statement covers all pay and benefits for all Colchester Borough Council employees.
- 1.3 The draft statement for 2020/21 is attached, with the detailed rates in the appendix.

2. Recommended Decision

- 2.1 To recommend the approval and adoption of the 2020/21 Statement by Full Council.

3. Reason for Recommended Decision

- 3.1 The Localism Act requires “authorities to prepare, approve and publish pay policy statements articulating their policies towards a range of issues relating to the pay of its workforce, which must be approved by full Council annually. An authority’s pay policy statement must be approved by a resolution of that authority before it comes into force”.

4. Alternative Options

- 4.1 The only alternative would be to not recommend the approval of the Pay Policy Statement, but that would be contrary to the requirements of the Localism Act.

5. Background Information

- 5.1 Local authorities must publish a pay policy statement for the financial year. The Officer Pay Policy for 2019/20 was approved by Full Council on 6 December 2018.

The Localism Act specifies items that must be covered by the statement including the level and elements of remuneration for each chief officer, remuneration of chief officers on recruitment, increases and additions to remuneration for each chief officer, the use of performance-related pay and bonuses for chief officers, the approach to the payment of chief officers on their ceasing to hold office under or to be employed by the authority, and the publication of and access to information relating to remuneration of chief officers.

- 5.2 The Council's pay policy statement has been extended beyond the statutory requirements relating to chief officers as shown in 5.1 above to include all officers employed by the Council, in the interests of openness and transparency.
- 5.3 Please see the attached Officer Pay Policy. Appendix 1 of the policy contains the mostly numerical data which sits behind it, and the definitions of terms such as 'chief officer'. These two documents form the Council's officer pay policy statement.
- 5.4 The statement covers all pay and benefits for every employee of Colchester Borough Council. There are no financial allowances or bonuses other than those mentioned.
- 5.5 The Colchester Commercial (Holdings) Ltd holding company (CCH) and Amphora trading companies set up in January 2018 are not covered by this statement.
- 5.6 Mandatory requirements for data publication under the [Local government transparency code 2015](#), and for the Council's [Statement of Accounts](#) under the [Accounts and Audit Regulations 2015](#) have also been taken into account when preparing this year's update of the pay policy to ensure that the published data is complete and consistent.

6. Living Wage

- 6.1 The Council has chosen to pay the [Living Wage](#) as set by the Living Wage Foundation, since 2013 as part of its commitment to being a good employer, and its approach to [Social Value](#). The Council will continue to pay the Living Wage as a minimum standard for all its employees. More than 300 permanent/casual Council staff and 50 third-party contracted employees receive the Living Wage.
- 6.2 The Living Wage is set independently and calculated according to the basic cost of living in the UK. From 11 November 2019 the Living Wage rate is now £9.30 (up 30p or 3.3% from the previous £9 an hour), for workers who are 18 and older (see Appendix 1 of policy for more details, annual salary rate etc).
- 6.3 This Living Wage hourly rate, paid by the Council and set by the Living Wage Foundation, is higher than the statutory [National Living Wage](#) brought in by central government in April 2016 for workers who are 25 years or over (currently £8.21) or the [National Minimum Wage](#) (£7.70 if 21-24, £6.15 if 18-20, £4.35 if under 18).
- 6.4 The Council signed a 'Living Wage Employer' licence with the Living Wage Foundation in February 2016. This means that as well as paying the Living Wage Foundation's recommended hourly rate to staff, this has been included in new third-party contracts from that date for contracted staff and suppliers working on Council business.

- 6.5 The new cleaning contract comprising of all office, communal areas and sheltered schemes started from March 2019. The Living Wage was part of that contact renewal, improving the pay for around 12 to 16 third-party contracted cleaning staff.
- 6.6 With the cleaning contract and Rowan House lease, the Council has now completed the implementation of its phased plan to enable third-party contracted staff to also receive the Living Wage. This was rolled out as contracts come up for renewal.
- 7. Payroll improvements – partnership working, resilience and ‘digital by default’**
- 7.1 A shared payroll service was set up from 3 June 2019 to deliver a business case built on partnership working and ‘digital by default’. Colchester, Braintree and Epping now run a shared payroll and pension service for all three councils which is based at Braintree District Council’s offices at Causeway House, Braintree.
- 7.2 By working together to share the costs and resources needed to develop the systems, the Council has been able to deliver a broad range of online self-serve payroll options for all staff and also improve the resilience of this service.
- 7.3 This is also helping the Council to move away from any remaining paper-based pay processes. Examples are that from November 2019, there will be no paper timesheets for any staff, including casuals, and from January 2020 all annual leave will be booked and recorded online. The reduction in paper will also have environmental benefits.
- 8. Strategic Plan References**
- 8.1 The performance, remuneration and motivation of employees are key to delivering effective, efficient public services and the Strategic Plan’s aspirations and priorities.
- 9. Publicity Considerations**
- 9.1 The statistical data within the Officer Pay Policy is publicly available on the Council’s [Datashare](#) web resource so that it is all in one place, helping to improve openness and transparency. Employee benefits including pay scales are also published on the website [here](#), with gender pay gap information [here](#) (our narrative along with a link to the national GOV.UK statistics).
- 10. Financial implications**
- 10.1 The pay policy statement provides transparency about the Council’s pay and benefits.
- 11. Equality, Diversity and Human Rights implications**
- 11.1 The Equality Impact Assessment is on the Council’s website [here](#) or by following the path: www.colchester.gov.uk > Your Council > How the Council Works > Equality and Diversity > Equality Impact Assessments
- 12. Other Implications**
- 12.1 There are no community safety, consultation, health and safety or risk implications.

Officer Pay Policy



Customer Business Culture

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Introduction

The purpose of this policy is to provide an open and transparent framework that ensures clarity, fairness and consistency in the remuneration of officers.

The Council will comply with this policy which covers all officers. It ensures that employees are paid on a fair and equitable basis in accordance with equality legislation.

Colchester Borough Council recognises the importance of administering pay in a way that:

- attracts, motivates and retains appropriately talented people needed to maintain and improve the Council's performance and meet future challenges
- reflects the market for comparable jobs, with skills and competencies required to meet agreed delivery and performance outcomes
- allows for a proportion of remuneration to be at risk, depending upon the delivery of agreed outcomes and results
- delivers the required levels of competence within an overall workforce strategy within approved budget parameters
- is affordable and transparent.

1. Pay strategy and framework

- 1.1 The Council determines the level of annual salary for employees, including chief officers, using an established job evaluation scheme. Jobs are independently evaluated, using this scheme, by experienced Human Resources staff and all employees have the right of appeal against their pay grade.
- 1.2 The pay grades and salary spines are shown on the Council's website [here](#), and in Appendix 1 along with other definitions such 'chief officer'. Each pay grade has a number of incremental points and employees normally progress up their pay grade by one increment on an annual basis, subject to satisfactory levels of performance (see also section 5 - rewarding performance).
- 1.3 The exception to this principle is where employees have transferred their employment to the Council and salary protection exists under the Transfer of Undertakings (Protection of Employment) legislation commonly known as TUPE.
- 1.4 The pay policy incorporates the Council's Equality and Diversity policy (website link [Equality and Diversity in employment - Colchester Borough Council](#)), and periodic equal pay audits will be conducted.
- 1.5 From April 2017, [Equality Act regulations](#) require public organisations with more than 250 employees to publish a range of gender pay gap figures to show whether there are any differences in pay between male and female employees. The annual gender pay 'snapshot' is published on the Council's website [here](#), with a link to the Government's website where figures from other public and private organisations can also be seen/searched to help with openness and transparency.
- 1.6 The Council implemented the '[Living Wage](#)', which is independently calculated by the Living Wage Foundation, from April 2013 and became an accredited Living Wage Employer in February 2016.

2. Pay review and annual increases

- 2.1 The Council supports the principle of collective bargaining and has a recognition agreement with the trade union 'Unison'. Negotiation and consultation is conducted at a local level in relation to levels of pay and benefits for all employees including Chief / Senior Officers (see definitions in Appendix 1) using 'Colchester Managed Grades' (CMG) pay grades. The Council is therefore not part of any national terms and conditions for local government employees.
- 2.2 Local negotiations around a pay review are conducted on an annual basis, and any increase is agreed taking into account inflationary factors, local salary levels and affordability. Any decision to increase salary levels for all employees has to be approved by the Portfolio Holder under delegated powers set in the Council's [Constitution](#).
- 2.3 The Council publishes its pay multiple (the ratio between the highest and lowest paid employees) and does not currently set a target for this.

3. Remuneration of Chief Officers

- 3.1 The remuneration of all officers is determined using the Council's job evaluation and performance management schemes.
- 3.2 The median average value of Chief Officers' pay is shown in Appendix 1 together with the relationship to the lowest paid staff and other staff (referred to in the legislation as "the pay multiple").
- 3.3 The remuneration of all Chief Officers and Senior Officers is published in the Council's [Annual Statement of Accounts](#), which also includes a wide range of financial information.

4. Other items in addition to salary

The Council pays the following additions to annual salary:

- 4.1 [Overtime:](#)
This is paid to employees who are required to work in excess of their contracted weekly hours. All overtime is paid at plain-time rate derived from annual salary, and enhancements are not normally paid for working at weekends or public holidays. Employees on pay grade CMG5 or above do not receive overtime pay.
- 4.2 [Unsocial hours working:](#)
The Council pays an allowance to employees who work unsocial hours which cover 24-hour shift working. Allowances are also paid to employees who undertake standby and call out duties. A small payment can also be made to 'front-line' employees who are required to work over the Christmas and New Year period.
- 4.3 [Maternity, paternity and shared parental arrangements:](#)
The Council has a policy that supports parents and provides some enhancement to the statutory maternity, paternity and shared parental provisions. These enhancements are shown in Appendix 1.

4.4 Recruitment and retention payments:

Where the Council is faced with difficulties in recruitment to and retention of specific jobs, as a result of market pressures and skills shortages, the Chief Executive is able to sanction the use of a temporary recruitment/retention supplement, reviewed on a regular basis. This may include a non-consolidated payment on appointment and/or a retention payment to reflect the employment market and the needs of the business. Any such payment is to be authorised by the Chief Executive. If the employee leaves the Council voluntarily within a year, they will be required to pay back this non-consolidated payment.

Where an individual is being recruited and has significant experience or skills in the role for which they are being employed, Assistant Directors and above have discretion to appoint at any scale point (within the grade) above the lowest level.

Where an employee is upgraded using the Council's job evaluation scheme, the employee will move to the lowest point of the new pay grade such that they receive at least one increment. Any proposal to move the employee to a higher point on the pay grade has to be authorised by the Chief Executive.

4.5 Increases in responsibility:

Temporary or permanent payments can be paid at the discretion of the Chief Executive (for employees on CMG 7 and above), or at the discretion of a member of the Executive Management Team (for employees on CMG 8 and below), to reflect operational needs, the level of additional responsibility and the Council's increment/acting-up policies.

4.6 Other items:

The Council only reimburses reasonable business expenses actually incurred and in line with the Council's travel and subsistence policy.

Professional membership fees are reimbursed to employees at the rate of 50% of fees incurred and only one membership per employee is reimbursed.

External training costs are paid where they form part of agreed learning and development, and in line with the post-entry training policy.

There are no expense allowances or bonuses other than those mentioned within this pay policy.

5. Rewarding performance

- 5.1 The Council uses a performance management scheme to appraise the performance of all employees, including Chief / Senior Officers. Issues of poor performance can result in any annual increment being withheld.
- 5.3 The Council also recognises the need to incentivise specific jobs whose role involves a proportion of sales or income generation. In such cases a reward package will be developed, which needs approval by Senior Management Team. The annual salary and incentive payment will be determined outside of the job evaluation scheme and will be risk-assured in relation to equal pay.
- 5.4 The Council incentivises and recognises employees for their individual contribution towards the three organisational goals of 'Customer, Business and Culture' through a non-salary rewards scheme. Where an employee's contribution is deemed to be excellent, they can be nominated for a non-consolidated payment up to the maximum value if authorised by an Executive Director. See Appendix 1 for the value of these incentives.

6. Pension

- 6.1 In accordance with statutory provisions, employees are offered membership of the Local Government Pension Scheme. The Council has a published pension policy and this policy applies to all employees including Chief / Senior Officers. It sets out the Council's decisions relating to discretionary powers allowed within the scheme. The pension contribution rates are shown in Appendix 1.
- 6.2 The Council also supports the principle of flexible retirement whereby employees are able to gain access to their pension whilst continuing in employment, subject to the restrictions laid down within the scheme and in the Council's Pension policy. This approach allows the Council to retain skilled employees and to assist individuals in managing the transition to retirement.

7. Other financial benefits

The Council currently offers the following financial benefits to employees, with the value of these charges and benefits shown in Appendix 1:

7.1 **Travel Plan incentives/charges:**

In order to encourage employees to use 'greener' travel modes, which also help to reduce town centre congestion, the Council has developed a package of travel plan measures. These measures include a charge for car parking for employees based in the town centre, and discounts for 'home to work' use of bus and rail travel.

7.2 **Salary sacrifice schemes:**

The Council has adopted approved government salary sacrifice schemes which enable employees to have deductions from pay to purchase childcare vouchers or cycles for travel to work. These schemes are tax efficient for the employee and are cost-neutral to the Council.

7.3 **Long Service Awards:**

The Council recognises the commitment of employees to public service and provides a gift to employees for 25 years' service with the Council.

7.4 **Other allowances:**

An allowance is paid for employees who volunteer to be designated First Aiders in the workplace.

8. Recruitment

8.1 In accordance with the Council's [Constitution](#), appointments to Head of Paid Service (Chief Executive), Executive Directors, Assistant Directors, Chief Finance Officer and Monitoring Officer, have to be approved by the Full Council.

8.2 All appointments are made in line with this pay policy.

8.3 The appointment of other Chief Officers and starting salaries within the grade must be approved by the Chief Executive.

8.4 The appointment of employees other than Chief Officers is delegated to the appropriate management level, relevant to the vacant job. The starting salary within the pay grade range is determined taking into account the skills and experience of the applicant and market pressures.

8.5 The Council does not restrict the re-employment of employees previously made redundant by either the Council or other Local Government. All applicants for vacancies are considered equally, based on their knowledge, skills and experience.

8.6 Full Council will be offered the opportunity to vote before large salary packages are offered in respect of new appointments. This level is set out in statutory guidance, and the current level is shown at Appendix 1 along with definitions of roles/posts.

9. Sick Pay

The Council applies the following sick pay scheme for all employees.

Service (years)	Full Pay (months)	Half Pay (months)
During first year	1	*2
During second year	2	2
During third year	4	4
During fourth/fifth years	5	5
After five years	6	6

* After completing 4 months' service

10. Payments when employment status changes

10.1 Redundancy:

The Council operates a redundancy payment scheme which applies to all employees including Chief / Senior Officers. The scheme is based on the employee's rate of pay and on the number of weeks paid under the statutory scheme, with an enhancement of 50% subject to a maximum of 45 weeks' pay.

10.2 Pay Protection:

The Council operates pay protection for a limited time period, within the terms of its change management and redundancy policy. This applies when staff have their pay reduced as part of a process of re-deployment or job evaluation.

10.3 Agreements:

Where the Council is in dispute with an employee, the Council will make use of legally binding agreements to settle disputes in appropriate circumstances. The use of these agreements and the value of any settlement will be determined by a consideration of factors such as the potential costs of litigation, the degree of risk at employment tribunal adjudications and any reputational impact. The decision to agree a legally binding agreement will rest with the Chief Executive or, in the case of the Chief Executive, will rest with the Cabinet.

11. Election duties

11.1 The Council has determined that the Returning Officer is the Chief Executive, and the remuneration is separate from the Chief Executive's salary. Remuneration levels for employees who assist with election duties on a secondary employment basis are set by Essex County Council for local elections, and by central government for national and European elections.

11.2 The amount paid for election duties will vary depending on the number and type of elections which take place. The amount paid to the Returning Officer in the previous year is shown in Appendix 1.

12. Temporary staff and interim arrangements

12.1 The Council occasionally uses temporary agency or interim staff where it meets specific business needs and delivers best value. Levels of reward are determined by market rates. However, the Council will not use payment arrangements that could be perceived to be designed to deliberately avoid personal taxation.

13. Supporting Information

The following references have been used in producing this Pay Policy, along with the Council's existing Human Resource policies:

Legislation

- The Localism Act 2011 - [chapter 8 - pay accountability](#).
- The Equality Act 2010
- Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006
- Local Government Pension Scheme Regulations 2008
- [Accounts and Audit Regulations 2015](#).

Best practice guidance

Ministry of Housing, Communities and Local Government:

- [Openness and accountability in local pay: Guidance under section 40 of the Localism Act](#) and [Local government transparency code](#)

The Chartered Institute of Public Finance and Accountancy:

- [Code of Practice in Local Authority Accounting](#)

Local Government Association

- [Pay Policy Statements - guidance](#).

Our website

The Council's website www.colchester.gov.uk has a [section with more information about employment](#) and [gender pay gap statistics](#) for Colchester Borough Council.

The following policies and forms should be taken into account alongside this document:

Policies	
Equality and Diversity policy	Increment policy
Maternity and Paternity policies	Acting up policy
Pensions policy	Overtime policy/Standby and Call-out Policy
Local Government Pension Scheme (Administration) Regulations 2013 Discretionary Decisions by Colchester Borough Council	Performance management scheme
Post-entry training policy	Change Management and Redundancy policy
Travel and subsistence policy	Travel Plan

The policies are on the Intranet in the HR section: [A to Z of HR Policies and Procedures](#)

Document Information

Title :	Officer Pay Policy
Status :	2020/21 update of existing policy
Version :	Draft
Consultation :	Cabinet 20 November 2019
Approved By :	Full Council
Approval Date :	5 December 2019
EQIA :	click here
Review Frequency :	Annual
Next Review :	November / December 2020

This policy applies to you if you are working under the Terms and Conditions of Colchester Borough Council.

Pay Data – Appendix 1

1. [Annual Salary scales](#). The last pay increase was in April 2019 – 2%.

Salary spine

point	Annual salary (£.p)	point	Annual salary (£.p)
4*	17,942.34	32	36,341.77
5*	17,942.34	33	37,741.63
6*	17,942.34	34	39,040.90
7*	17,942.34	35	40,340.18
8*	17,942.34	36	41,639.45
9*	17,942.34	37	42,990.40
10*	17,942.34	38	44,341.38
11*	17,942.34	39	45,692.30
12	18,077.99	40	49,050.83
13	18,473.35	41	52,409.37
14	18,871.52	42	55,767.89
15	19,264.09	43	60,242.71
16	19,659.46	44	64,717.49
17	20,054.81	45	69,192.30
18	20,444.63	46	73,667.07
19	21,036.96	47	78,141.86
20	21,629.34	48	82,432.55
21	22,221.66	49	86,722.96
22	22,814.01	50	91,013.32
23	23,406.36	51	95,303.74
24	24,046.22	52	99,594.11
25	25,953.22	53	103,884.53
26	27,907.70	54	108,705.83
27	29,862.19	55	113,527.09
28	31,088.83	56	118,348.37
29	32,315.45	57	123,169.63
30	33,542.07	58	127,990.92
31	34,941.91	59	130,578.28

The Living Wage rate, as set by the Living Wage Foundation, was uplifted to £9.30 an hour/£17,942.34 a year on 11 November 2019. * these salary points are 'Living Wage'.

Employers can choose to pay the Living Wage on a voluntary basis, and the Council has done so since 2013. This is higher than the compulsory National Living Wage introduced by the government from April 2016 for all employees who are over 25 (currently £8.21).

Pay Grade range – Colchester Managed Grades (CMG)

Pay Grade (CMG)	Salary spinal column point (SCP) range	Pay Grade (CMG)	Salary spinal column point (SCP) range
14	4 to 7	6	35 to 39
13	7 to 12	5	38 to 42
12	11 to 18	5 GMT	38 to 45
11	18 to 24	4 AD	42 to 49
10	23 to 27	4	42 to 47
9	26 to 30	2-3	46 to 55
8	29 to 33	1	54 to 59
7	32 to 36		

OFFICER PAY POLICY

Apprentices

The national introduction of an Apprenticeship Levy in April 2017 aimed to encourage businesses to create three million new apprenticeships by 2020. Employers operating in the UK with a pay bill over £3 million each year are now required to invest in apprenticeships via an apprenticeship levy charged at a rate of 0.5% of the annual pay bill.

The Council's first intake of apprentices joined in September 2017. CBC agreed the apprenticeship pay rate as the [National Minimum Wage by age](#) - this is more than the NMW rate for apprentices of £3.90 an hour, and CBC apprentices gets the NMW for their age straight away without having to complete the first year of an apprenticeship or be 19.

2. [Pay relationship for Chief Officers](#)

	2019/20
Median average pay for Chief Officers	£82,432.55
Median average pay for staff other than Chief Officers	£24,046.31
Median average pay for lowest paid staff	£17,363.55
Pay multiple of Chief Officer (Chief Executive) pay to staff other than this Chief Officer	5.43
Pay multiple of Chief Officers' pay to staff other than Chief Officers	3.43
Pay multiple of Chief Officers' pay to lowest paid staff	4.75 ¹

Notes – please also see definitions of officers at section 8 below:

- Median average pay is based on full-time equivalent annual salary plus additional payments for Chief Officers. It excludes election fees.
- 'Lowest paid staff' is defined as those paid the 'Living Wage' - see chart of pay grades on page 8.
- ¹The ratio would be 6.95 if the definition included apprentices.
- Pay multiple - the ratio between the highest and lowest paid staff (£82,432.55 Chief Officers when compared to £17,363.55 Living Wage rate as shown in table above).

3. Additional payments for Chief Officers

[Returning Officer election fees paid to the Chief Executive](#)

Elections held	Amount paid	Year
Borough and Parish elections	£9,136.98	2018/19

4. Other pay additions and allowances – see pages 2 and 4 for eligibility

[Unsocial hours working:](#)

Where an employee is required to be on call "out of hours" as part of their duties:

Standby allowance from 1 April 2019:

- higher rate – immediate response must be made – day rate £17.29
- standard rate - non-immediate response – day rate £8.65

Call-out from 1 April 2019: £43.14.

[Maternity, Paternity and Shared Parental pay:](#)

In addition to the statutory provisions, the Council pays 20 weeks at half-pay for mothers who go on maternity leave and subsequently return to work. Up to two weeks' paid paternity leave is granted to eligible employees.

OFFICER PAY POLICY

Non-salary rewards scheme:

Quarterly – 1,500 loyalty points (£15 in value) can be redeemed on activities or products within Colchester Leisure World. Maximum of 42 staff across all services each quarter.
Annually – incentive is sourced via reciprocal marketing and voucher schemes.

Exceptional performance:

Non-consolidated payment/honorarium to a maximum of £1,000 if authorised by an Executive Director.

6. Pension contribution rate

Employer rate is 15.1%. Employee rates are:

LGPS Contribution Bands April 2018	
Actual Pay (includes overtime, additional hours and so on)	Contribution rate per year
Up to £14,100	5.5%
£14,101 - £22,000	5.8%
£22,001 - £35,700	6.5%
£35,701 - £45,200	6.8%
£45,201 - £63,100	8.5%
£63,101 - £89,400	9.9%
£89,401 - £105,200	10.5%
£105,201 - £157,800	11.4%
More than £157,801	12.5%

7. Other financial benefits – see page 5 for eligibility

Travel Plan benefits and charges:

Car parking charge – for employees using designated CBC car parks whilst at work:

- £2 per day.

Home to work travel, in line with Travel Plan policy:

- Bus season ticket discount 50% / train season ticket or 'bulk buy' discount 35%.

Long Service award:

- Maximum value of £250 for 25 years' service with the Council.

First Aid allowance - for employees designated as First Aiders in the workplace:

- £159 a year (pro rata for part-time staff).

8. Definition of terms used in the Officer Pay Policy and Pay Data documents

- Chief Officers – posts requiring appointment by elected councillors - designated as Chief Executive, Strategic Directors, Chief Operating Officer and Assistant Directors within the Council's constitutional arrangements for appointment. It also includes the Section 151 and the Monitoring Officer where those roles are not performed by an Assistant Director. These posts meet the Chief Officer definition in [paragraph 43 Localism Act](#).
- Chief Officer – this is the Chief Executive.
- Senior Officers – any post with a salary of £50,000 and above ([Accounts and Audit Regulations 2015](#))
- Senior Management Team – Chief Executive and Executive Directors and Assistant Directors. Executive Management Team - Chief Executive and Executive Directors.
- Large salary package – this is defined in statutory guidance and the current threshold is £100,000 ([paragraph 14 Localism Act guidance](#)).

Report of	Assistant Director of Policy and Corporate	Author	Carl Free
Title	Health and Safety Report 2019/20		☎ 506579
Wards affected	N/A		

1. Executive Summary

- 1.1 Colchester Borough Council has general duties under the Health and Safety at Work etc. Act 1974 and specific duties under the Management of Health and Safety at Work Regulations 1999, to ensure that employees, and others who may be affected, can work safely without risk to their safety or health.
- 1.2 Overall responsibility for Health and Safety rests with Cabinet but is overseen by the Chief Operating Officer and managed by the Corporate Health and Safety Officer and Designated Officers within services, who form the Health and Safety Committee.

2. Recommended Decision

- 2.1 To note the 2018/19 annual report and the Health and Safety Policy for 2019/20.

3. Reason for Recommended Decision

- 3.1 The Leader of the Council has the ultimate responsibility for the management and monitoring of health and safety provision across all the Council's undertakings. Cabinet are jointly and severally the primary duty holders for health and safety across the Council's undertakings.
- 3.2 The Health and Safety Policy is an integral part of the risk management process, which forms part of the policy framework. As such it is appropriate to provide an annual report on Health and Safety to the Governance and Audit Committee, to assist with the Committee's responsibility for reviewing the effectiveness of risk management.
- 3.3 Therefore, this report was presented to the Governance & Audit Committee on 29 October 2019 and the Committee recommended that the report was also submitted to Cabinet, to fulfil the Leader of the Council's and Portfolio Holders responsibilities for Health & Safety.

4. Background Information

- 4.1 The Health and Safety policy sets out the Council's commitment to managing health and safety risks, organisation structure and the individual responsibilities, at all levels of the organisation. The only changes to the policy in 2019 are minor (moving responsibilities from Strategic Director to Chief Operating Officer now responsible for health and safety and removing Commercial department (now CCHL/Amphora) from the Organisation Structure).

- 4.2 The policy is supported by a set of arrangements that detail what the Council will do in practice to achieve the aims set out in the health and safety policy and successfully manage health and safety.
5. **Summary of Policy outcomes during 2019**
- 5.1 Audits of services and arrangements have been continued by the Corporate Health & Safety Officer during 2018/19. At the time of writing, audits and reviews are in progress for Ill Health (focusing on Musculoskeletal Disorders and Stress), Driving at Work and Security (to prevent work-related violence towards staff). As these are broad and complex subjects, longer term action plans have been produced, however if serious risk or breaches are identified these are actioned without delay, and where possible 'easy win' immediate actions.
- 5.2 The Skyguard MySOS personal monitoring device remains in place as the corporate approach to supporting lone workers, with 50 devices and approximately 90 CBC lone workers. Skyguard devices are received well by lone workers and a review will be completed in 2020 to ensure the system remains suitable and is being used appropriately, and lone worker requirements are met in all services.
- 5.3 The internal audit of health and safety at Colchester Borough Council provided an opinion of "Substantial Assurance" in 2018 and is on a biennial cycle so therefore is to next be completed in 2020.
- 5.4 Fire Risk Assessments for all corporate buildings (primarily used as CBC staff workplaces) were re-inspected in 2019 and no findings or recommendations were identified at a high-risk rating.
- 5.5 Near miss reporting continues to be encouraged as this helps management resolve concerns or issues before they become a potential incident and/or injury. The near miss report card has been successful for obtaining reports at Shrub End.
- 5.6 Corporate Health and Safety training continues to be well attended with approximately 240 staff trained this year so far and the courses delivered include:
- IOSH Managing Safely
 - Managing Safely
 - Manual Handling
 - Conflict Management
 - Emergency First Aid at Work
 - Safe Use of Ladders and Stepladders Training
 - Health and Safety Induction
- 5.7 At least 6 days' worth of Practical Manual Handling training has been organised for the Neighbourhood Services Waste & Recycling collection teams as this was identified as a need for refresher training as part of the ill health review and higher manual handling risks involved in bag collection instead of wheeled bins. Train the trainer will also be arranged to ensure new staff can be trained without delay and regular refreshers and toolbox talks delivered.
- 5.8 There has been a positive downward trend in incidents involving serious injuries to staff or members of public taken to hospital for treatment, which are notifiable to the Health and Safety Executive often referred as "RIDDOR reports". These have reduced so far this year to 2, from 4 in 2018 and 7 in 2017.

- 5.9 CBC recognises the importance of creating a healthy and positive work environment. The Wellbeing Strategy has recently been refreshed with the overall theme “*Thriving at Work*”. Underpinning this are 3 high level priorities; Healthy Mind - Healthy Body - Healthy Workplace
- 5.10 People & Performance and Corporate Health and Safety, with the Live Well / Work Well (Wellbeing) Group, are working together on Stress Management and Mental Health, anticipated to be included as priorities in the corporate vision and wellbeing strategy and delivering mental health awareness training for staff. A stress indicator survey will also be sent to all staff to help us identify the sources of work-related stress within the organisation, so resources can be focused to help eliminate or reduce the main factors of stress, reduce sickness absence and improve staff wellbeing.
- 5.11 Other recent staff and wellbeing initiatives have been rolled out including:
- Roll out of a programme of Resilience and Positive Psychology workshops to support managers and staff through change
 - Trained 22 Mental Health First Aiders to be the first point of contact for staff experiencing mental health issues or emotional distress
 - Promoted Stress Lite workshops
 - Mental Health Awareness Training for managers delivered by Rethink via VineHR
 - Extended our network of service Wellbeing Champions
 - Promotion of wellbeing initiatives and healthy activities across CBC
 - Promotion of the Employee Assistance Programme
 - Health checks for staff provided by ACE
 - Have trained two in-house Smoking Cessation officers
 - Introduced a Crisis Support Policy
- 5.12 The £50k allocated for staff health and wellbeing will support and fund some new health and wellbeing initiatives. Staff have been consulted on where the funding should be allocated via a staff questionnaire. £10k out of the £50k has been ring fenced to Neighbourhood services where sickness absence is higher than other services because of the physical nature of the work.
- 5.13 Spending proposals are yet to be signed off by Senior Management Team. The areas under consideration are:
- Purchasing new office chairs to address musculoskeletal issues
 - Providing outside space for staff across our office accommodation estate to enable staff to take a break away from their work for quiet contemplation and fresh air.
 - To provide air conditioning in staff areas in Colchester Castle and Leisure World where it is particularly hot and humid.
 - Water filters in every office so staff can hydrate themselves through the day and reducing the use of plastic disposable bottles.

6. Equality, Diversity and Human Rights implications

- 6.1 Equality Impact Assessment (EIA) [link](#)

7. Standard References

- 7.1 There are no particular references to publicity considerations or financial; community safety; health and safety or risk management implications.

8. Strategic Plan References

- 8.1 The failure to adequately identify and manage health and safety issues will affect the ability of the Council to achieve its strategic objectives.

9. Consultation

- 9.1 Details of consultation is included in Document Information section of the policy.

10. Publicity Considerations

- 10.1 None

11. Financial implications

- 11.1 None

12. Health, Wellbeing and Community Safety Implications

- 12.1 Add comments regarding the £50k for staff wellbeing

13. Health and Safety Implications

- 13.1 The failure to adequately identify and manage health and safety issues may have an effect on the ability of the Council to deliver effective services.

14. Risk Management Implications

- 14.1 The failure to adequately identify and manage health and safety issues may have an effect on the ability of the Council to deliver effective services.

15. Appendices

- 15.1 Appendix A: Health and Safety Policy 2019-20
- 15.2 Appendix B: Health and Safety Arrangements



Health and Safety Policy 2019/20

October 2019

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1. INTRODUCTION

This policy sets out our commitment to the health, safety and wellbeing of those working for Colchester Borough Council and anyone else who interacts with the services that we provide.

As an employer, we are aware of our general duties under the Health and Safety at Work etc. Act 1974 and our specific duties under the Management of Health and Safety at Work Regulations 1999. Where additional legislation relates to the activities that we are carrying out we will also ensure that our duties are fulfilled and our employees and others who may be affected can work safely without risk to their safety or health.

We will monitor and review this policy and associated documentation as necessary, at least every three years, unless any significant changes occur in the meantime.

“Colchester Borough Council is committed to the health, safety and wellbeing of its employees, customers and anyone who interacts with our services. We strive to create an environment in which our employees feel that their health, safety and wellbeing is integral to the organisation. We encourage everyone to be part of this positive culture so that we can continue to improve our standards throughout the organisation.”

2. STATEMENT

Colchester Borough Council is fully committed to complying with its statutory duties under the Health and Safety at Work etc. Act 1974 and associated legislation. The Council values the health, safety and wellbeing of its employees and will take all reasonably practicable measures to ensure a safe and healthy working environment for all employees, contractors, the public and others that may be affected by its activities.

The Council recognises that good health, safety and wellbeing is integral to our organisational and business performance and our service delivery decisions will always consider the impact on health, safety and wellbeing. This will help to deliver the Council's philosophy of a positive safety culture.

The Council will maintain an appropriate health and safety management system and organisation structure to support its statutory duties. We will:

- Assess risks and put adequate control measures in place
- Consult with employees on matters affecting their health and safety
- Provide and maintain a safe place of work with safe plant, equipment and personal protective equipment
- Ensure safe use, handling and storage of substances
- Provide information, instruction, training and supervision for employees to ensure that they are competent to carry out their tasks
- Prevent incidents, injuries and cases of work-related ill-health
- Maintain safe and healthy working conditions

All employees are required to follow this health and safety policy at all times and adhere to their own statutory requirements. We encourage any comments over health and safety in the workplace and will actively seek to rectify any areas of concern.

All contractors and others employed by Colchester Borough Council to perform work or provide service are required to maintain health and safety standards in accordance with this policy.

The effectiveness of this policy will be monitored and reviewed as necessary, at least every three years or when circumstances otherwise dictate.



Councillor Mark Cory
Leader of the Council

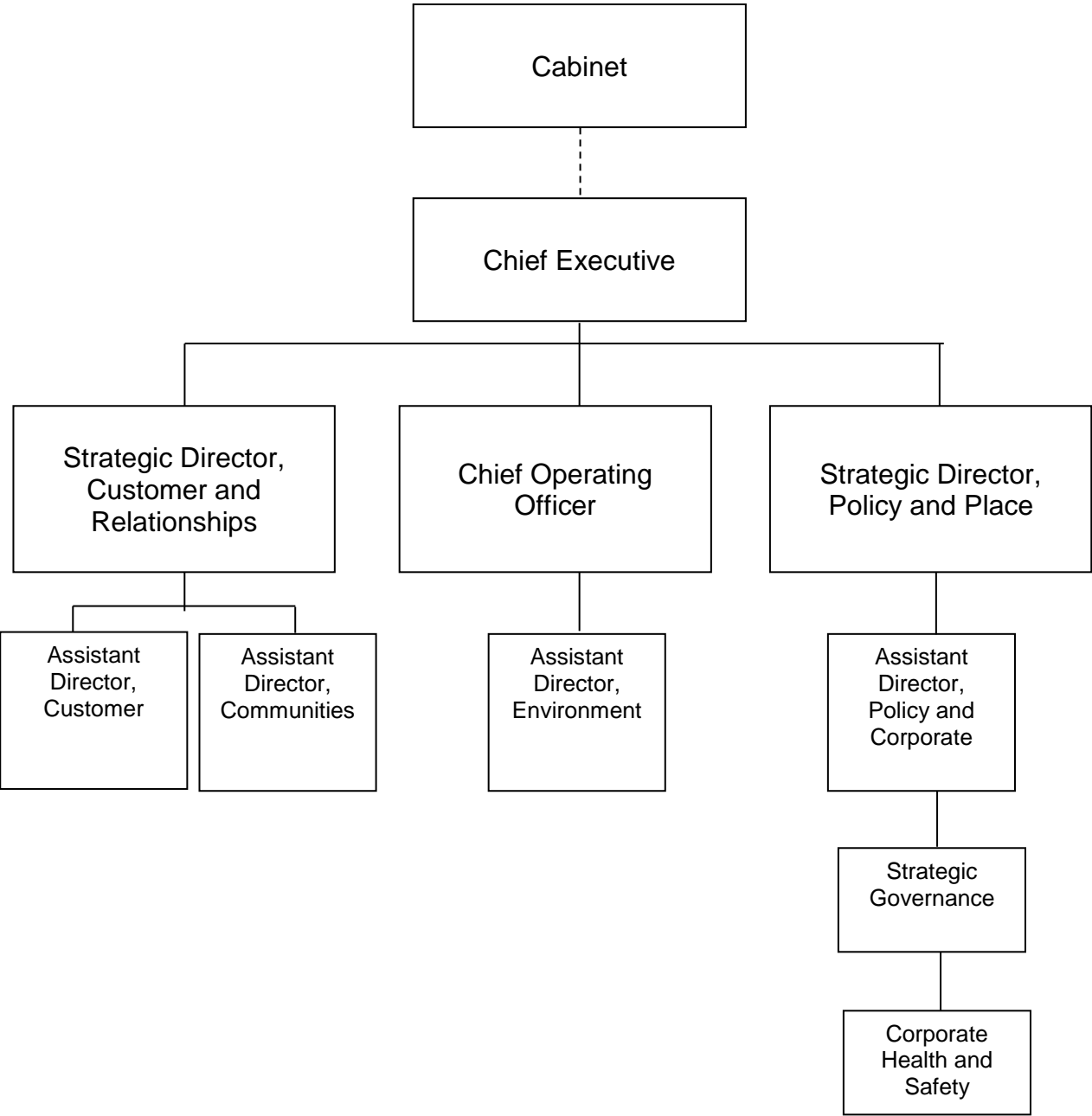
13 June 2018



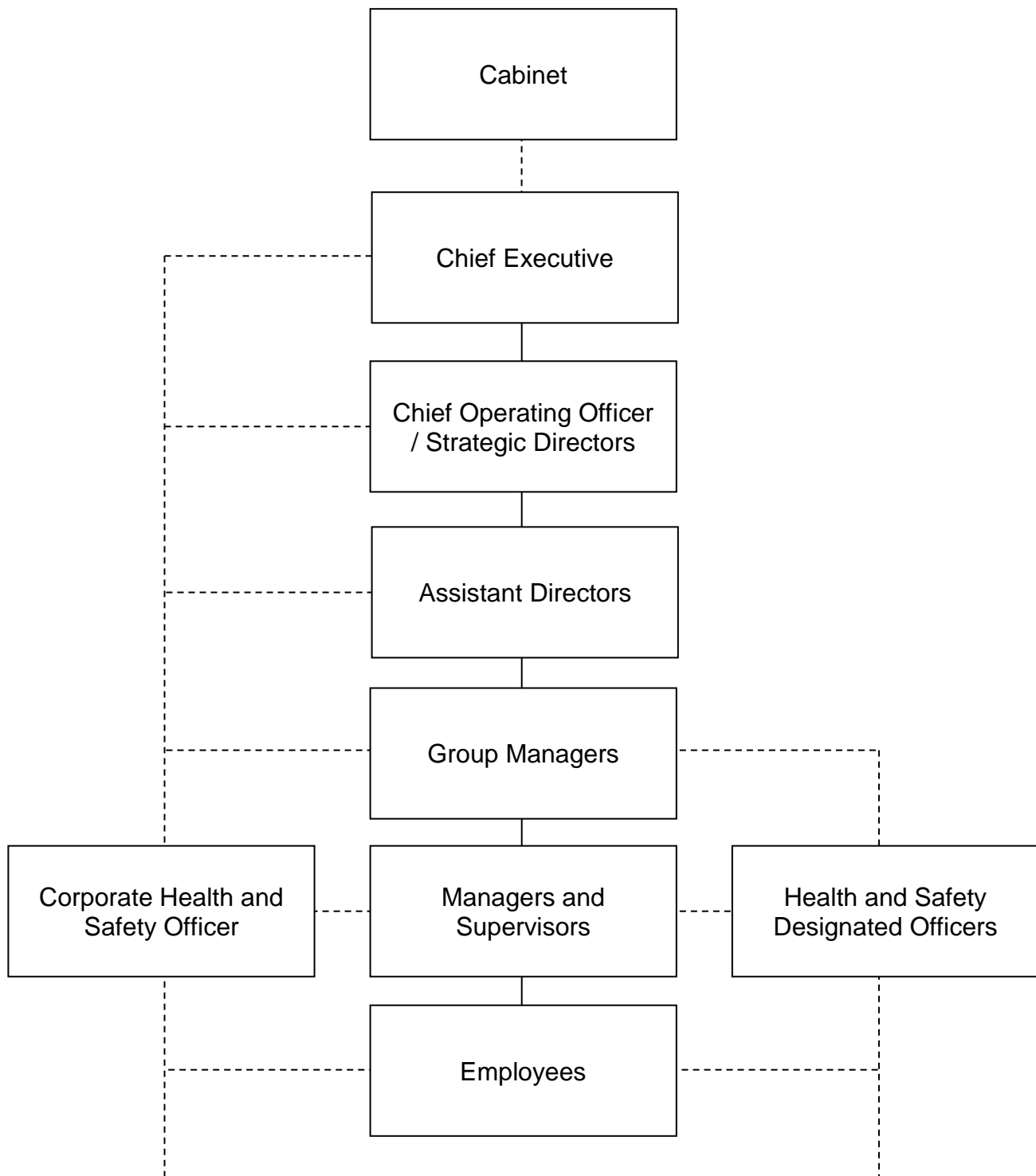
Adrian Pritchard
Chief Executive

3. ORGANISATION

3.1 Organisation Structure



3.2 Organisation Health and Safety Responsibilities



4. RESPONSIBILITIES

4.0 Leader of the Council and Cabinet

The Leader of the Council has the responsibility for the management and monitoring of health and safety provision across the whole of the Council's undertakings. Cabinet are jointly and severally the primary duty holders for health and safety across the Council's undertakings.

1. Ensure that adequate financial and other resources are provided, so that the health and safety policy can achieve its aims.
2. Give due regard to requests from the Chief Executive for financial and other resources to meet statutory duties and other obligations regarding health and safety management.
3. Ensure that the Chief Executive has in place an effective health and safety policy and management system, which will ensure that all health and safety hazards and risks within the Council are adequately controlled.
4. Require the Chief Executive to be able to confirm, during the reporting period; health and safety performance, any major incidents or failure in the health and safety management system, accident history and key improvements to health and safety that have been implemented.

4.1 Chief Executive

1. Overall responsibility for health and safety throughout the Council.
2. Support other duty holders to fulfil their health and safety responsibilities.
3. Preparation of an effective health and safety policy statement, organisation for carrying out that policy, measures for ensuring that it is implemented and communicated to all employees.
4. Ensure that this health and safety policy is reviewed, at least every three years or when circumstances otherwise dictate.
5. Ensure that health and safety is given an appropriately high priority and is not compromised, so putting employees or other persons at risk to their health and safety.
6. Ensure that the Executive Directors are aware of the health and safety policy and understand their responsibilities for effective health and safety management.
7. Ensure that the Executive Directors implement the policy through effective local arrangements and suitable monitoring arrangements.
8. Ensure that adequate financial and other resources are available to meet statutory duties and requirements of this health and safety policy.
9. Ensure that the Council has appointed a competent Corporate Health and Safety Officer for the purpose of advising on meeting its statutory duties and for advising and monitoring on health and safety.
10. Fulfil the responsibilities of the Executive Directors if services are under their direct management.
11. Set a personal example at all times with respect to health and safety.

4.2 Chief Operating Officer (with Responsibility for Health and Safety)

1. Support other duty holders to fulfil their health and safety responsibilities.
2. Accountable to the Chief Executive for health and safety within all Services.
3. Ensure that their Assistant Directors are aware of the health and safety policy and understand their responsibilities for effective health and safety management.
4. Provide leadership on health and safety and support and promote continuous improvement programmes.
5. Lead the provision and function of the health and safety committee.
6. Monitor health and safety performance at Executive Management Team through quarterly updates, an annual review and ensuring health and safety is an agenda item.
7. Ensure that there is sufficient financial or other resource for effective health and safety management and identify any short falls in resources that may negatively impact health and safety.
8. Provide support to the Corporate Health and Safety Officer and Health and Safety Designated Officers.
9. Ensure that if any serious health and safety occurrence or failure in health and safety occurs, the relevant person/s are held accountable for any deficiency in fulfilling their responsibilities under the health and safety policy and will be required to demonstrate to the Executive Management Team, remedial actions have been implemented to prevent a similar reoccurrence.
10. Set a personal example at all times with respect to health and safety.

4.3 Strategic Directors

1. Support other duty holders to fulfil their health and safety responsibilities.
2. Accountable to the Chief Executive for health and safety within their Services.
3. Ensure that their Assistant Directors are aware of the health and safety policy and understand their responsibilities for effective health and safety management.
4. Support and promote health and safety continuous improvement programmes.
5. Support the provision and function of the health and safety committee.
6. Monitor health and safety performance at Executive Management Team through quarterly updates, an annual review and ensuring health and safety is an agenda item.
7. Ensure that there is sufficient financial or other resource for effective health and safety management and identify any short falls in resources that may impact health and safety.
8. Ensure that if any serious health and safety occurrence or failure in health and safety occurs, the relevant person/s are held accountable for any deficiency in fulfilling their responsibilities under the health and safety policy and will be required to demonstrate to the Executive Management Team, remedial actions have been implemented to prevent a similar reoccurrence.
9. Set a personal example at all times with respect to health and safety.

4.4 Assistant Directors

1. Support other duty holders to fulfil their health and safety responsibilities.
2. Accountable to the Chief Operating Officer or Strategic Director for health and safety within their Services.
3. Ensure that their Group Managers are aware of the health and safety policy and understand their responsibilities for effective health and safety management.
4. Support the development, modification and delivery of a health and safety management system and ensure local process compliance.
5. Support and promote health and safety continuous improvement programmes.
6. Monitor and review health and safety processes and performance in their Services, and include appropriate health and safety actions within relevant strategies and business plans.
7. Ensure that there is sufficient financial or other resource for effective health and safety management and identify any short falls in resources that may impact health and safety.
8. Identify health and safety training needs for their Service and ensure this follows the health and safety training matrix and is in line with the Council and legislative requirements.
9. Ensure that their Group Managers have suitable and sufficient risk assessments in place to eliminate or control and reduce risks to acceptable levels including those required under relevant statutory provisions and ensure these are supported by method statements where required.
10. Ensure that for any premises under their direct control and management, adequate arrangements are in place for fire safety management and supported by a suitable and sufficient fire risk assessment completed by a competent person.
11. Ensure there is a process to employ competent contractors with the correct skills, knowledge, attitude, training and experience.
12. Ensure that all materials, plant, vehicles, equipment and personal protective equipment procured for use comply with legislation, commercial and any other specific standards which ensure that it is safe and without risk to health when used correctly.
13. Support the carrying out of regular health and safety audits and inspections and ensure the outcomes of these are completed within the agreed timescales.
14. Ensure that if any serious health and safety occurrence or failure in health and safety occurs, the relevant person/s are held accountable for any deficiency in fulfilling their responsibilities under the health and safety policy and will be required to demonstrate to the Executive Management Team, remedial actions have been implemented to prevent a similar reoccurrence.
15. Set a personal example at all times with respect to health and safety.

4.5 Group Managers

1. Support other duty holders to fulfil their health and safety responsibilities.
2. Accountable to the Assistant Directors for health and safety within their Services.
3. Ensure that their Managers and Supervisors are aware of the health and safety policy and understand their responsibilities for effective health and safety management.
4. Ensure compliance with the local health and safety management system by assigning levels of responsibility to relevant competent persons as required.
5. Support and promote health and safety continuous improvement programmes.
6. Monitor and review health and safety processes and performance in their areas of remit and ensure regular health and safety audits and inspections are carried out and outcomes of these are completed within the agreed timescales.
7. Ensure suitable and sufficient risk assessments are in place to eliminate or control and reduce risks to acceptable levels including those required under relevant statutory provisions and ensure these are supported by method statements where required.
8. Ensure that all accidents, incidents and near misses that are work-related or happen on council premises are reported using the online incident report form as soon as possible and no more than 5 days after the accident or incident and an appropriate investigation takes place promptly with remedial actions implemented to prevent a similar occurrence.
9. Ensure that all employees within their group have appropriate information, instruction and training that follows the health and safety training matrix and is in line with the Council and legislative requirements.
10. Ensure that competent contractors with the correct skills, knowledge, attitude, training and experience are employed.
11. Set a personal example at all times with respect to health and safety.

The following may also apply, depending on their specific responsibilities:

12. Ensure that for any premises under their direct control and management, adequate arrangements are in place for fire safety management and supported by a suitable and sufficient fire risk assessment completed by a competent person.
13. Ensure that workplace welfare, housekeeping and general safety requirements are effectively managed.

14. Ensure that all materials, plant, vehicles, equipment and personal protective equipment procured for use comply with legislation, commercial and any other specific standards which ensure that it is safe and without risk to health when used correctly.
15. Ensure that all plant, vehicles and equipment is adequately maintained and subjected to statutory examinations where appropriate and relevant records are kept.
16. Ensure that all employees within their group are provided with the correct level of personal protective equipment as identified by risk assessments and that it is maintained or replaced when necessary.
17. Ensure that arrangements are implemented in respect to the requirements of the Construction (Design and Management) Regulations 2015.
18. Ensure health and safety is considered during tender of new contracts and contractors employed are competent with suitable health and safety arrangements in place. Monitor and review contractors' health and safety processes and performance.

4.6 Managers and Supervisors

1. Support other duty holders to fulfil their health and safety responsibilities.
2. Accountable to their Group Manager for health and safety within their Services.
3. Read, understand and implement the requirements of the health and safety policy and health and safety management system.
4. Support and promote health and safety continuous improvement programmes and regularly communicate with employees on health and safety issues.
5. Monitor and review health and safety processes and performance in their areas, teams and premises and ensure regular health and safety audits and inspections are carried out and outcomes of these are completed within the agreed timescales.
6. Ensure that the requirements of risk assessments and method statements are implemented, in place during work and communicated to all employees within their team.
7. Ensure that all employees within their group have appropriate information, instruction and training that follows the health and safety training matrix and is in line with Council and legislative requirements.
8. Not to put any person at an unacceptable risk during the course of work and stop work where any new hazards are identified until the risk has been assessed and controlled and if required reduced to an acceptable level.
9. Ensure that all plant, vehicles and equipment are adequately maintained so it is safe for use and any defective plant, vehicles and equipment is withdrawn from use immediately.
10. Ensure that all employees within their team have the correct level of personal protective equipment as identified by risk assessments and that it is maintained or replaced when necessary.
11. Receive, review and remedy any concerns in respect to health and safety. When concerns cannot be resolved at a local level, they shall be referred to the Group Manager and if still unresolved to the Corporate Health and Safety Officer.

4.7 Corporate Health and Safety Officer

1. Support other duty holders to fulfil their health and safety responsibilities.
2. Review, develop and communicate the health and safety policy and management system in conjunction with other responsible duty holders.
3. Provide competent advice in relation to all health and safety matters and ensure duty holders are kept up-to-date on all relevant health and safety issues.
4. Ensure own competence is maintained through continual professional development.
5. Identify key health and safety training needs and advise on methods of implementation and delivery.
6. Provide a pro-active resource for the development and delivery of health and safety inspections and audits on an agreed programme basis.
7. Provide a reactive resource for the reporting, recording and investigating of accidents and incidents and provide statistical information to the health and safety committee.
8. Provide corporate safety initiatives and ensure there is a continual improvement programme for effective health and safety management and advise on the implementation of programmes.
9. Attend health and safety committee meetings and other relevant health and safety groups and provide guidance and advice where required.
10. Review the performance of health and safety within the Council as a whole, in conjunction with the Executive Management Team.
11. Provide a report to the Executive Management Team on a regular basis which details health and safety performance and update the Executive Director with health and safety responsibilities on all significant health and safety matters.
12. Ensure there is a continual improvement programme for effective health and safety management.
13. Provide a useful and relevant information service, with documents to assist others with their duties and ensure information is updated on a regular basis.
14. Communicate with and provide support, direction and guidance to Health and Safety Designated Officers and ensure they provide support on health and safety matters to duty holders within their area of remit in accordance with their responsibilities.
15. Support duty holders with enforcement agency requests for information, visits and inspections and if required, be the primary point of communication with relevant enforcement agencies.
16. Set a personal example at all times with respect to health and safety.

4.8 Designated Officers for Health and Safety

1. Support other duty holders within their areas of remit to fulfil their health and safety responsibilities.
2. Read, understand and implement requirements of the health and safety policy and health and safety management system.
3. Be the initial point of contact for health and safety guidance to colleagues and managers in their service area and refer to the Corporate Health and Safety Officer for advice and guidance as appropriate.
4. Support and promote health and safety continuous improvement programmes and regularly communicate with employees on health and safety issues, encouraging suggestions for improvement from colleagues and encourage them to report any health and safety concerns.
5. Attend all health and safety committee meetings or ensure that a suitable deputy attends if unavailable and prepare a report as required.
6. Support other duty holders ensuring that all employees within their responsibility have appropriate information, instruction and training that follows the health and safety training matrix and is in line with legislation.
7. Carry out health and safety review and monitoring as agreed with the Corporate Health and Safety Officer and ensure regular health and safety audits and inspections are carried out and outcomes of these are completed within the agreed timescales.
8. Set a personal example at all times and act as an ambassador with respect to health and safety.

Managers, at all levels, are responsible for the health and safety of their team - this cannot be delegated. However the Designated Officers can support and assist Managers with meeting their obligations.

4.9 Employees

1. Support other duty holders to fulfil their health and safety responsibilities.
2. Read, understand and comply with the requirements of the health and safety policy and health and safety management system.
3. Take reasonable care of the health and safety of themselves and others who may be affected by their acts and or omissions.
4. Work safely at all times, in accordance with the information, instruction, training, risk assessments and method statements provided.
5. Use the correct plant, vehicles, equipment and materials for tasks and keep them in good condition and never use anything for which it is not intended or they are not trained or competent to use.
6. Comply with all safety control measures appropriately, including any personal protective equipment issued and never intentionally or recklessly interfere with or misuse anything provided in the interest of health and safety.
7. Attend and participate in all training provided in the interest of health and safety.
8. Report immediately to their Manager or Supervisor any accidents, incidents, verbal abuse, near misses, occupational diseases and health and safety concerns, including defects to personal protective equipment, plant, vehicle, equipment and material, and any hazards or risks believed to be inadequately controlled.
9. Set a personal example at all times with respect to health and safety.

5. DOCUMENT INFORMATION

Title:	Health and Safety Policy
Status:	Final
Version:	9 - October 2019
Consultation:	SMT, Health and Safety Committee, and Unison
Approved By:	SMT and Governance and Audit Committee
Approval Date:	October 2019
EQIA:	Yes - link
Review Frequency:	Annually or if change occurs (and a comprehensive review every three years)
Next Comprehensive Review:	October 2020

5.1 Document Control

Date	Version	Description	Sections Affected	Approved by
September 2015	1	Initial draft	All	
April 2016	2	Updated draft. Moved arrangements to separate document.	All except 1 and 2	
June 2016	3	Updated following SMT meeting.	4.0 and 4.9	SMT
July 2016	4	Final draft version - Signatures added	2	Leader of Council and Chief Executive
August 2016	5	Minor amendments following Unison consultation. Final version.	2, 4.1, 4.3, 4.4, 4.5,	Unison and Executive Director
October 2016	6	Review and endorse the revised Health and Safety policy for 2016/17.	All	Governance and Audit Committee
October 2017	7	Annual review. Organisation structure and job titles updated. Minor amendments to improve comprehension.	All	Corporate Health and Safety Officer
June 2018	8	Updated statement with new leader's signature to approve commitment. Updated structure to include Commercial.	2, 3.1	Corporate Health and Safety Officer, and Leader of Council and Chief Executive
October 2018	8.1	Approved Policy for 2018/19	None	Governance and Audit Committee

October 2019	9	Approved Policy for 2019/20	3.1, 4.2	Governance and Audit Committee
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Health and Safety Arrangements

These health and safety arrangements detail what the Council will do in practice to achieve the aims set out in the health and safety policy and how we will eliminate or reduce the risks of hazards.

This document will assist managers fulfil their responsibilities set out in the health and safety policy by identifying key elements and providing guidance for practical management of health and safety.

Statutory requirements, Council requirements and industry best practice are identified within the arrangements; however these may not be exhaustive and only provide a generic guide to health and safety. Every service, location and activity is different so must be adapted to the relevant circumstances and additional risks and controls must be considered.

Further information on most health and safety topics can be found on the Council intranet:
[Staff Handbook – Health and Safety Overview \(Policy, Arrangements and Management System\)](#)
[Staff Toolkit – Health and Safety \(Information, Guidance, Forms, etc.\)](#)

Carl Free, the Corporate Health and Safety Officer can be contacted for further health and safety advice on: 01206 506579 or carl.free@colchester.gov.uk

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1 Audit & Review

1.1 Audit

An audit is a structured and objective process of collecting information in order to assess whether the system for safety management is working effectively.

Audits of services or arrangements are completed quarterly where possible by the Corporate Health and Safety Officer. In addition, quarterly inspections of all council corporate workplaces are completed by Designated Officers or responsible persons. An action plan is then produced and handed to the relevant managers. Reports on audits and inspections are presented at the health and safety committee and within the annual and half yearly health and safety report presented at SMT.

1.2 Review

Reviews are necessary to ensure that policies and procedures are kept up to date. We review these whenever any of the following circumstances occur:

- Changes in legislation
- Changes to work processes
- On the introduction of new equipment
- Where there are changes to personnel
- After an incident

If none of the above occur, then all policies and procedures are reviewed and updated on an annual basis.

3 Employee Consultation

Colchester Borough Council recognises its duties under The Health and Safety (Consultation with Employees) Regulations 1996 and the Safety Representatives and Safety Committees Regulations 1977.

It is the policy of Colchester Borough Council to consult with all employees over health and safety matters. We will provide all new employees with a copy of this Health and Safety Policy during their induction and publish it on the staff intranet known as 'COLIN'.

There is a health and safety committee within the Council which sits on a quarterly basis and is attended by staff and union representatives. Information is then disseminated to staff through the Designated Officers for Health and Safety. In addition, committee minutes are published online.

If we intend to make any changes to processes, procedures or equipment that may affect the health and safety of employees and contractors, we will consult with them before doing so.

We operate an open door policy with regards to reporting any concerns or suggestions for improvement and actively encourage this within the Council. Where an employee has made a comment regarding the health and safety of the company, the Health and Safety Officer will investigate and action accordingly.

4 Employee Welfare

4.1 Facilities

The Workplace (Health, Safety and Welfare) Regulations 1992 require that suitable welfare facilities are in place for employees. We provide and maintain the following for our staff:

- Toilets with hand washing facilities that have running hot/warm water
- Canteen areas with rest facilities and a means of preparing food
- Storage facilities for belongings where practicable.
- A supply of wholesome drinking water

Local arrangements are detailed during initial inductions to the Council.

4.2 Drug and Alcohol Policy

We are committed to providing a safe and healthy working environment for our staff and others. If staff are prescribed medication that may affect their ability to work safely, they should report this to their Manager. The Council's Drug and Alcohol Policy is under review. Additional information is provided in the Disciplinary Rules and Procedures.

4.3 Smoking

We prohibit smoking in all workplaces including company vehicles. More information is contained in the Smoking Policy. Local arrangements are explained by managers as part of the corporate health and safety induction.

4.4 Occupational Stress

We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stress. We will monitor the workload and working hours of employees to ensure that they do not become overloaded.

We encourage all employees to discuss any issues that are concerning them. The Council has a Stress Policy and all employees are encouraged to report any concerns of stress.

There is information for Managers on COLIN which can help them to identify signs of occupational stress so that they can act accordingly.

The Council runs an Employee Assistance Programme through Workplace Options who offer personal support and advice on wellbeing, family matters, relationships, debt management, workplace issues, consumer rights etc. All employees are encouraged to use this service which is free of charge.

4.5 Violence, Discrimination and Harassment

Workplace violence is defined as verbal and physical abuse, including threatening behaviour and assault. This can occur amongst staff or between staff and customers. The Council has a Bullying and Harassment Policy.

The Council condemns all forms of discrimination and harassment and will not tolerate such acts. Disciplinary action will be taken should this occur within the workplace and all concerns should be reported immediately to Managers or Supervisors.

Due to the work carried out, we recognise that employees may at times encounter members of the public who act aggressively towards them. Whilst we take precautions and train our staff to diffuse these situations, unfortunately, they can occur. If a potentially violent incident occurs we ask employees to complete our electronic incident report form so that we can monitor and investigate such incidents accordingly. Once investigated, the manager will then ensure that a suitable resolution is implemented in order to support the member of staff concerned.

We also operate a Cautionary Contact Register (CCR) which contains the details of all members of the public who have behaved in a threatening manner towards Council employees. If employees encounter an individual who behaves in such a manner, they are advised to complete a Cautionary Contact Incident Report Form. This form is then reviewed by the CCR panel to decide whether details of the individual concerned should be entered onto the CCR following a process as described in the CCR Policy.

4.6 Lone Working

Lone working is discouraged wherever possible, but due to the services we carry out, we recognise that this is not always avoidable. As we have many employees who work alone, we operate a lone worker personal monitoring alarm system called 'Skyguard'.

Services with employees who lone work must complete a risk assessment to identify the hazards and risks to lone workers and remove or reduce the risks to a suitable level through appropriate control measures.

Employees are encouraged to be aware, trust their instincts, not ignore warnings, be alert, confident and keep fit, to aid self-protection.

Any physical assault or verbal abuse (above an individual's threshold) to employees must be reported using the online incident reporting form and an investigation carried out by the manager.

As part of the reporting process, the perpetrator can be nominated by the investigating manager for inclusion on the Cautionary Contact Register (CCR).

Further information and guidance is available on the Intranet.

4.7 Personal Protective Equipment

Where a risk assessment has identified that PPE is necessary as the last resort to further control an identified hazard, this will be provided free of charge to all employees.

PPE supplied must comply with the new PPE Regulation 2016/425, and it should have: the relevant EU Type Examination Certification, a Declaration of Conformity, the user instructions supplied in the correct language, CE marked, or a 'BSI Kitemark' which demonstrates that it was tested to and meets a 'published standard'.

Managers must ensure that suitable PPE is provided to all staff members who require it, and that the person knows how to use and store this correctly as well as the procedure for reporting defects.

Once defects are reported, the Manager must ensure that PPE is repaired or replaced before the employee requires it again.

Employees are reminded to use all PPE as instructed and not to interfere with any provisions that have been made with respect to health and safety.

4.8 Workplace Temperature and Extreme Weather

During working hours, the temperature in all workplaces inside buildings shall be reasonable, which depends on work activity and the environmental conditions, however should be at least 16°C, or 13°C if much of the work involves rigorous physical effort.

There is no maximum temperature in the workplace, however the thermal environment should satisfy the majority of people in the workplace and provide thermal comfort (generally between 13°C and 30°C with acceptable temperatures for more strenuous work activities concentrated towards the bottom end of the range, and more sedentary activities towards the higher end).

If thermal discomfort is a risk, and employees are complaining and/or reporting illnesses that may be caused by the thermal environment, managers will review and implement appropriate controls to manage the risks.

Upon heatwave alert from Public Health England (temperatures of 30°C during the day and 15°C at night) additional controls must be considered by managers;

- Reschedule work so staff can stay out of the sun 11am to 3pm (ensuring an 11 hour break between working days)
- Provide more frequent rest breaks and introduce shading to rest and working areas or cooler facilities inside
- Provide specialised personal protective equipment designed for use in heat and/or encourage the removal of personal protective equipment when safe to do so or resting to help encourage heat loss
- Remind staff about recognising the early symptoms of heat stress and how to reduce the risk
- Identify staff who are more susceptible to heat stress (due to an illness, condition, pregnancy, or medication)
- Monitor the health of staff at risk and measure heat stress

Outdoor workers could be at risk of too much sunlight which is harmful to skin, it can cause skin damage including sunburn, blistering and skin ageing and in the long term can lead to an increased risk of skin cancer. Sunscreen and guidance will be provided to staff at risk.

Risk Assessments will include controls for the risk and effects of extreme weather to outdoor workers. The Corporate Health and Safety Officer (in liaison with the Resilience Officer and First Call Officer) will further advise managers in situations of widespread or long term extreme weather.

5 Risk Control

5.1 Risk Assessment

Risk assessments are completed for all reasonably foreseeable risks that may cause harm to staff and anyone else who may be affected by their services and activities.

Managers should record these on the risk assessment template and can use the generic/model risk assessments on the intranet as appropriate, which are then made specific for their particular situation, hazards and risks.

Appropriate control measures are put in place to reduce risks as far as reasonably practicable, using the generally accepted hierarchy of control: Eliminate, Reduce, Isolate, Control, Personal Protective Equipment or Discipline (information, instruction, training and supervision).

Managers complete a Control of Substances Hazardous to Health (COSHH) assessment for all hazardous substances found in the workplace, using the COSHH assessment template available on the intranet.

Fire Risk Assessments are completed for Council corporate/operational workplaces (where staff are located or primarily used for Council business).

Risks assessments must be up to date, and are reviewed regularly, or if there is new equipment, substances and procedures that could lead to new hazards. Managers also review risk assessments if there have been any significant changes, there are improvements still to be made, if workers have reported concerns or accidents and near misses have occurred.

Relevant risk assessments are communicated to staff during their induction, and when any significant changes have been made.

5.2 Hot Work Permits

A 'Hot Work Permit' is required for any temporary hot work operation involving open flame or producing heat and/or sparks. This includes but is not limited to welding (gas or electric arc), cutting (gas or electric arc), brazing and grinding. The requirement for a permit applies equally to staff and to contractors.

Permits are only granted by an authorised person (Corporate Health and Safety Officer, Health and Safety Designated Officer or Facilities Responsible Person) after they are satisfied the appropriate arrangements are in place to minimise the risk of fire where the work is to be carried out and cancelled once there is no longer a risk of fire.

The necessary precautions are described on our generic/model permit which is available on the intranet.

5.3 Method Statements

Where a risk assessment shows that risks can be reduced further if a set way of working is in place, a method statement will be written by the relevant Manager or Health and Safety Designated Officer.

This document sets out a step by step approach to the task and must be followed in order to ensure that a task is carried out in a safe manner.

Examples method statements are available on COLIN as a guide for Managers needing to complete these for the tasks that workers carry out.

6 Induction and Training

6.1 Inductions

All new employees complete an Induction Checklist with their manager on their first day, which includes important health and safety information such as:

- Corporate Health and Safety Information
- Risk Assessments and Method Statements
- Personal Protective Equipment
- Emergency Arrangements
- First Aid and Welfare Facilities
- Training
- Accident, incident and near miss Reporting
- Reporting Health and Safety concerns and obtaining advice

6.2 Training

Appropriate health and safety training is provided to staff free of charge. Appropriate training may be helping staff to learn how to do something, telling them what they should or should not do, or simply giving them information or instructions, and is not just about formal 'classroom' course. However, for higher risks appropriate training may be extensive, technical courses with formal assessment and qualification.

Risk Assessments must identify any further training needs associated with specific risks and legal requirements for jobs or tasks.

Refresher training is provided as necessary. Managers must consider if further staff training, and the need to highlight any new health and safety implications if new equipment, technology or changes to ways of working are introduced.

A health and safety training matrix is in place which details mandatory health and safety training for all employees (which includes the 'Corporate Health and Safety Induction' course) and recommended training for specific services/employees.

Mandatory training is provided by the Corporate Health and Safety Officer and recommended training is provided or supported as decided by the Corporate Health and Safety Officer. Managers are responsible for providing appropriate and recommended training within their services, and ensuring staff are appropriately trained.

Further information and guidance is available on the intranet.

6.3 Supervision

All new employees are supervised when they first join the Council. Ongoing supervision is then carried out by Managers and Supervisors as appropriate, taking into account the individual and those who work away from direct management/supervision.

Supervision can help monitor the effectiveness of training and whether staff have the necessary capacity and competence for the job.

Contractors have their own legal health and safety responsibilities, but will also be supervised appropriately, proportionate to the task and their familiarity with the location, its procedures, hazards and risks.

6.3 Young Person (under 18)

A Young Person Risk Assessment is completed by Managers for any new young people (under 18), consideration is also given to those who are inexperienced or first language is not English.

7 Accident / Incident Reporting and Investigation

Once an accident / incident has been reported we will:

- Take prompt emergency action (contact emergency services, first aid, etc.)
- Make the area safe (in some cases this may need to be done first)
- Preserve the scene for investigation

An online Incident Report Form (IRF) will be completed for every accident/incident, near miss, verbal abuse (including threats), physical assault or dangerous occurrence that occurs. This applies to incidents involving employees, volunteers, work experience etc. carrying out Council work and members of the public, contractors, etc. on Council property or land.

We actively encourage all staff to report near misses in the workplace using the IRF or 'near miss report card', so we can investigate and identify potential failings or improvements helping prevent future incidents and injuries.

Incidents will be submitted on the IRF as soon as possible and no more than five days after the incident. If the injury is specified (serious / major) or fatal, then the Corporate Health and Safety Officer will be informed without delay.

Managers will complete a health and safety investigation as soon as possible for all incidents. The investigation effort (time and cost) should be relative to the incident severity. Investigation findings and an action plan where necessary to help prevent reoccurrence will be recorded on the IRF.

The Corporate Health and Safety Officer will notify the Health and Safety Executive (HSE) of reportable incidents under Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations (RIDDOR). The HSE will be notified without delay and within 10 days of the incident, or within 15 days for an incident resulting in over 7 day incapacitation. Incidents resulting in 3 to 7 incapacitation are recorded for information only.

The appropriate Manager/s, Group Manager and Senior Management Team (SMT) will receive a summary of the incident, investigation findings and actions, and copy of the completed IRF and F2508.

The Corporate Health and Safety Officer will monitor reported incidents to identify trends and concerns, and report to SMT on a regular basis.

8 Emergency Arrangements

8.1 Fire Safety

The Chief Executive recognises his duties as overall Responsible Person for Colchester Borough Council under the Regulatory Reform (Fire Safety) Order 2005.

A fire risk assessment has been carried out for all Council 'Corporate' premises. These are held at each site within the Fire Log Book. We carry out a review of these whenever any significant changes are made to building layouts or processes carried out in them.

All fire protection measures are inspected and serviced in line with regulatory requirements. This is managed at each premises by the Health and Safety Designated Officer or respective Manager for the site.

Our emergency arrangements are made known to our employees during induction and are displayed at conspicuous places throughout each place of work. This information is also communicated to all contractors and visitors to our buildings.

We have designated incident controllers and fire marshalls for each of our sites. These people are trained to carry out this role and we carry out fire drills on a regular basis to ensure that the arrangements remain effective.

8.2 First Aid

Colchester Borough Council recognises its duties under the First Aid Regulations 1981 to supply adequate and appropriate first aid equipment, facilities and people to assist in an emergency. Each place of work has dedicated first aiders. Their details are included in the inductions carried out for all new starters. Should this person change, updated information will be communicated as appropriate.

The Health and Safety Designated Officers or nominated persons for each site are responsible for ensuring there is suitable and sufficient first aid supplies monitoring and re-stocking first aid supplies. Employees are encouraged to inform them if stocks need replenishing.

9 Workplace Safety

We will ensure that all our workplaces (corporate buildings) are safe for our staff and anyone else who may visit our premises or use our services, with safe means of access and egress, and ensure that adequate welfare facilities are provided for people at work.

Colchester Borough Homes (CBH) are responsible for the planned and responsive maintenance and asset management of 'Corporate' buildings, and will act as the 'responsible person' for Legionella and Asbestos management.

We will report matters to CBH management, concerning repairs to or structural defects of these workplaces which may impact health and safety.

Managers named as the 'responsible person' will monitor to ensure suitable health and safety management and statutory inspections are completed within their workplaces.

9.1 Electrical Equipment

The Electricity at Work Regulations 1989 requires that all portable electrical equipment is checked at regular intervals. We encourage all staff to check electrical equipment before use and to take out of service and report any defective equipment.

We will ensure that all portable electrical equipment is maintained along the following guidelines, as suggested by the Health and Safety Executive:

Equipment	User Check	Formal Visual Inspection	Combined Inspection and Testing
Battery operated items less than 40 volts	No	No	No
Low voltage items such as telephone equipment	No	No	No
Display screens Desk top computers	No	Yes: 2 – 4 years	No if double insulated, otherwise up to 5 years
Photocopiers Fax machines (not hand held & rarely moved)	No	Yes: 2 – 4 years	No if double insulated, otherwise up to 5 years
Class II Double insulated equipment: Fans Table Lamps (not hand held & moved occasionally)	No	Yes: 2 – 4 years	No
Class II Double insulated equipment: Floor Cleaners Hand held & mobile	Yes	Yes: 6 months – 1 year	No
Class I earthed equipment: Kettles Kitchen equipment Irons	Yes	Yes: 6 months – 1 year	Yes, 1 – 2 years
Cables, leads & plugs connected to the above equipment Mains voltage extension leads	Yes	Yes: 6 months – 4 years dependant on the type of	Yes, 1 – 5 years depending on the type

Battery charging equipment		equipment it is connected to	of equipment it is connected to
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9.2 Workstations and Display Screen Equipment

All staff classed as DSE users (those who regularly use DSE as a significant part of their normal work - daily, for continuous periods of an hour or more) must complete the DSE Workstation Assessment Form during their induction, with the assistance of their manager to ensure that their desk / workstation is set up correctly. All DSE users should then adopt the same principles when hot desking, taking a few moments to ensure their workstation is correctly set up or adjusting as required.

DSE users are encouraged to take regular breaks from looking at their screen and/or sitting, such as 10 minutes every hour, or micro breaks more regularly.

DSE users who substantially change their workstation (or the way it is used), or suffer from pains or discomfort believed to be caused or made worse by working with display screen equipment, must inform their manager and complete a new DSE Workstation Assessment. This helps ensure their workstation is set up correctly and should highlight the areas of concern.

DSE users suffering from pains or discomfort with a correctly set-up workstation or those with pre-existing medical conditions that may be affected by DSE use, must inform their manager, who should seek assistance from the Corporate Health & Safety Officer and/or Occupational Health. The Corporate Health & Safety Officer may visit the user at their workstation to assess and suggest reasonable adjustments if necessary (such as a monitor stand, taking regular breaks or a specialist chair).

Copies of completed DSE assessments must be kept by the manager for three years for possible future reference.

DSE users are entitled, on request, to receive an eye and eyesight examination. Colchester Borough Council will contribute the full costs of the eye and eyesight examination and up to £45 towards glasses prescribed solely for DSE use.

Further information and guidance is available on the intranet.

9.3 Work Equipment

In line with the requirements of the Provision and Use of Work Equipment Regulations 1998, all equipment used in the workplace will be selected for its suitability for the tasks required and will be used and maintained in accordance with the manufacturer's instructions.

Risk Assessments are completed for equipment used in the workplace by managers.

Users are required to carry out a visual check before using any equipment. Where they have concerns over the safety of the equipment, they are to report this immediately to their Manager or Supervisor and take the equipment out of circulation until it has been assessed.

Where any work equipment is hired, we will ensure that this is accompanied by the relevant inspection records to show that it is safe to use.

9.4 Noise and Vibration

We recognise that some equipment used by employees creates noise and vibration which needs to be controlled. Employees are given instruction on the correct use of machinery to reduce noise emissions and are provided with the information gained from risk assessments.

Where the risk assessments identify that PPE is required to further reduce risk, we provide employees with the necessary items and will monitor the use. We encourage employees to raise any concerns they may have about using this type of equipment and will investigate this accordingly.

9.5 Work at Height

Council employees may have to work at height in their activities. They are required to work in accordance with our risk assessments and to use all access equipment in accordance with the training that they have been given.

All access equipment owned by the Council is inspected as required to ensure it is fit for purpose. Anyone using a ladder is required to visually check it for any damage before use. If damage is found they are to take this out of use, label it accordingly and report this to their Manager or Supervisor.

9.6 Manual Handling

Hazardous manual handling operations must be avoided so far as is reasonably practicable, by redesigning the task to avoid moving the load or by automating or mechanising the process.

If hazardous manual handling operations cannot be avoided, managers must complete a suitable and sufficient risk assessment of the risk of injury, ensuring the task, individual, load and working environment is considered.

The risk of injury must be reduced so far as is reasonably practicable. Where possible, manual handling aids / mechanical assistance must be provided, for example, a sack trolley or hoist. Where this is not reasonably practicable then changes to the task, the load and the working environment are explored.

Staff must: follow training and systems of work in place for their safety, use equipment provided for their safety properly, cooperate on health and safety matters, inform their manager if they identify hazardous handling activities, and take care to make sure their activities do not put others at risk.

Further information and guidance is available on the intranet.

9.7 Housekeeping

We encourage all employees to maintain a clean working area and to keep all walkways free from belongings and other items. Bins are provided for all rubbish and employees are encouraged to regularly clear their work areas.

We endeavour to keep all external routes clear and to dispose of rubbish in the appropriate manner.

10 Company Vehicles

The Council publishes a Vehicle User's Handbook which incorporates the Driving for Work Policy. In addition, it provides guidance for those employees who operate a Council owned vehicle.

The Council has a Fleet Working Group which meets on a regular basis to discuss the way in which vehicles are operated throughout the Council.

We ensure that all our vehicles are insured, taxed and have a valid MOT where applicable.

It is standard policy for all drivers to have a break of 45 minutes when driving for any 4.5 hour period.

All new staff should provide their driving licence and the Council will ask to see this on an annual basis. Staff are required to present their driving licence should anything change within this interval. Any employees who drive company vehicles should report any situations which may have an effect on their ability to drive, such as the use of medication that causes drowsiness.

11 Hazardous Substances

We recognise our duties under relevant legislation and have the following procedures in place to satisfy the requirements:

11.1 Asbestos

The majority of asbestos within Council owned buildings was removed as part of an initiative in 2004.

Where this has been left in situ, it has undergone an asbestos management survey from which an asbestos register has been developed. A management survey assesses the condition of any remaining asbestos for normal occupation of the building. Any contractors who arrive to carry out work in our buildings are required to read the register which is held at reception for individual premises and sign to confirm that they understand where asbestos is located. Before any work is carried out that affects the fabric of a building, a refurbishment and demolition survey is carried out which identifies the exact location so that it can be dealt with appropriately.

11.2 Substances Hazardous to Health

The Control of Substances Hazardous to Health 2002 requires employers to make assessments of the risk to the health and safety of employees when using hazardous substances.

COSHH assessments are carried out for all hazardous substances used in the workplace. COSHH assessment templates are available on COLIN for Managers to use and amend to the specific requirements for their members of staff.

11.3 Biological Hazards

Due to the work carried out by some of our employees, it is likely that at some point they may come into contact with biological hazards. The principal identified hazards being bird droppings, discarded needles, rats and animal faeces. These matters are taken into consideration when risk assessments are carried out by the relevant managers and appropriate personal protective equipment is issued where required.

11.4 Legionella

Legionella is managed in all corporate buildings by Colchester Borough Homes. All buildings have been subject to a water hygiene risk assessment and have a scheme for control in place.

Report of	Assistant Director of Policy and Corporate	Author	Karen Paton ☎ 282275
Title	Colchester's Homelessness and Rough Sleeping Strategy (2020 - 2025)		
Wards affected	All wards		

1. Executive Summary

- 1.1 A new Homelessness and Rough Sleeping Strategy has been developed for Colchester. The strategy has been produced in line with the Council's legal duty to carry out a homelessness review, develop a Homelessness Strategy for their area to prevent homelessness, and provide accommodation and/or support for people who are or may become homeless, including rough sleepers.
- 1.2 The Homelessness Reduction Act 2017 fundamentally changed the way local authorities work to support homeless people in their areas, giving them new duties to prevent homelessness for more people. Colchester Borough Council has worked collaboratively with its partners to build on this approach to produce the new Homelessness and Rough Sleeping Strategy for Colchester.
- 1.3 The involvement of key stakeholders and a project group have been fundamental in the development of the strategy. An overarching vision has been identified for Colchester's new Homelessness and Rough Sleeping Strategy:

To build collaborative partnerships to Increase early intervention and prevention of homelessness in Colchester. This vision also reflects Colchester's Homelessness Prevention Charter which was launched in 2019.

To achieve the vision 4 key aims for the strategy were agreed:

- Increasing access to accommodation and providing settled homes.
- Helping people to sustain their accommodation.
- Improving the health and wellbeing of people that experience homelessness.
- Improving communication and challenging the perception and culture of homelessness.

The Strategy will achieve its aims and objectives through the implementation of a 5-year Plan that will tackle homelessness in the borough, by working closely with partner organisations and focusing on early interventions that prevent homelessness.

2. Recommended Decision

- 2.1 To adopt a new Homelessness and Rough Sleeping Strategy for Colchester for 2020 to 2025
- 2.2 To recommend to full Council that the strategy be adopted as part of the Council's Policy Framework.

3. Reason for Recommended Decision

- 3.1 The Council has a statutory responsibility to produce and publish a Homelessness Strategy based on a homelessness review every five years.
- 3.2 The new Homelessness and Rough Sleeping Strategy for Colchester takes account of national guidance and local priorities arising from the homelessness review and consultation responses. A corporate commitment to preventing homelessness is fundamental to achieving the main objectives of the Strategy.

4. Alternative Options

- 4.1 To not adopt the Homelessness and Rough Sleeping Strategy. However, it is a legal requirement to have a Homelessness Strategy and no alternatives exist to a review of homelessness and the development of a new strategy and delivery plan. The Council would not be fulfilling its legal duty if it did not produce a strategy.

5. Background Information

- 5.1 The Homelessness Act 2002 required all local authorities to carry out a homelessness review, develop a Homelessness Strategy for their area to prevent homelessness, and provide accommodation and/or support for people who are or may become homeless.

The new Homelessness Code of Guidance published in February 2018, states that local authorities with rough sleepers ought to consider provision for rough sleepers within their homelessness strategy. In line with the Ministry of Housing, Communities and Local Government's National Rough Sleeping Strategy and to satisfy the requirements for the Rough Sleeping Initiative funding which Colchester Borough Council received, it was agreed that rough sleeping be included in Colchester's strategy.

- 5.2 The Homelessness Reduction Act 2017 fundamentally changed the way local authorities work to support homeless people in their areas, giving them new duties to prevent homelessness for more people. Colchester Borough Council has worked collaboratively with its partners to build on this approach to produce a new Homelessness and Rough Sleeping Strategy for Colchester. Colchester's Homelessness Strategy has been reviewed and a new strategy developed for the next 5 years.

5.3 Developing the new Homelessness and Rough Sleeping Strategy for Colchester

A Consultation event was held in January led by Homeless Link (a national homelessness charity) to review homelessness in Colchester and identify key principles and aims for the new strategy. Representatives from partner organisations and teams from Colchester Borough Council and Colchester Borough Homes who work with and for homeless people were invited to attend.

- 5.4 The event provided the opportunity to take a fresh approach to reducing and preventing homelessness in Colchester by reviewing the current challenges facing both services and clients and identifying the key priorities that we need to focus on to do this.

The event focused on 4 main questions to prompt discussion:

- How do we build collaborative partnerships in Colchester?
- How do we make prevention of homelessness everyone's responsibility?
- How do we foster a person-centred approach?
- How can we create environments where people thrive?

- 5.5 Following the consultation event, a project group was set up with some of the key organisations that attended the event, to develop the new Homelessness and Rough Sleeping Strategy for Colchester.

The project group reviewed the feedback from the event, identified the gaps in homelessness prevention and agreed the main aims for the strategy to meet the challenges. In addition, the group agreed that further consultation with people that were or had been homeless was necessary to shape the new strategy.

- 5.6 Consultation and the gathering of qualitative data with people who have experienced homelessness were set up in the form of Focus groups/drop in sessions which were held over 2 days in April 2019. The sessions took place at the Youth Enquiry Service (y.e.s), Colchester Emergency Night Shelter (CENS), Beacon House and Sanctuary Housing.

- 5.7 12 people that had or were experiencing homelessness were interviewed informally about their experiences: The interviewees were asked about the main reasons that they became homeless, whether homelessness could have been prevented earlier, what

organisations or services are or were particularly helpful to them and what other support or service could have helped or prevented them from becoming homeless. All the anonymised case studies are available at Appendix 2 of the strategy document.

- 5.8 Using all the information gathered from the Homelessness event and consultation with people that have been or are currently homeless, the project group identified an overarching vision for the Strategy: *to build collaborative partnerships to Increase early intervention and prevention of homelessness in Colchester*. This also reflects Colchester's Homelessness Prevention Charter.
- 5.9 To achieve the vision 4 key aims for the strategy were agreed:
- Increasing access to accommodation and providing settled homes.
 - Helping people to sustain their accommodation.
 - Improving the health and wellbeing of people that experience homelessness.
 - Improving communication and challenging the perception and culture of homelessness.
- 5.10 A Delivery Plan has also been developed which sets out actions to meet the key aims identified for the strategy. The Delivery Plan will be monitored and progress on the actions updated annually and reviewed by the Portfolio Holder. A progress report will be published on the Council's website and shared with stakeholders.
- 5.11 The Draft Homelessness and Rough Sleeping Strategy and Delivery Plan went out for consultation with all key stakeholders in July and August. All comments and suggestions have been incorporated into the document.

6. Equality, Diversity and Human Rights implications

- 6.1 An Equality Impact Assessment on the Homelessness and Rough Sleeping Strategy has been completed and a link to the document can be found by following the link below:

<https://cbccrmdata.blob.core.windows.net/noteattachment/Homelessness%20and%20Rough%20Sleeping%20Strategy%20EqIA%20.pdf>

7. Strategic Plan References

- 7.1 The new Homelessness and Rough Sleeping Strategy links with the Council's Strategic Plan under:
Wellbeing - Making Colchester an even better place to live and supporting those who need most help by targeting support to the most disadvantaged residents and communities

8. Consultation

- 8.1 A Consultation event was held for all key stakeholders and partners led by Homeless Link (a national homelessness charity) to review homelessness in Colchester and identify key principles and aims for the new strategy.
- 8.2 Consultation with people who have experienced homelessness were set up in the form of Focus groups/drop in sessions. The sessions took place at Youth Enquiry Service (y.e.s), Colchester Emergency Night Shelter (CENS), Beacon House and Sanctuary Housing.

- 8.3 Feed back from the Consultation event and Focus groups has been shared with the project group and partners and are included as appendices to the Homelessness and Rough Sleeping Strategy document.
- 8.4 The draft Homelessness and Rough Sleeping Strategy and Delivery Plan was circulated for consultation with all key stakeholders and comments and suggestions have been incorporated into the Strategy documents.

9. Publicity Considerations

- 9.1 Colchester's Homelessness and Rough Sleeping Strategy documents will be published on the Council's website. A communications plan has been developed to publicise the Strategy and generate interest and commitment to the Delivery Plan.

10. Financial implications

- 10.1 Any resources required to implement the actions in the Homelessness and Rough Sleeping Strategy will be delivered from existing budgets. The Council will work to encourage its partners to commit their resources to meeting the priorities set out in the strategy. As many of the organisations are members of the Homelessness Strategy Project Group, they have already helped to shape the strategy and shown their commitment to its delivery.
- 10.2 Colchester Borough Council receives a grant annually from the Ministry of Housing Communities and Local Government which is administered by Colchester Borough Homes. Part of the funding is used to work with partner organisations to prevent homelessness in the borough. This will help towards the implementation of some of the actions identified in the strategy.
- 10.3 Since 2017 Colchester Borough Council in conjunction with Colchester Borough Homes have secured £605,583.00 from government funding streams to prevent and reduce rough sleeping. This funding has provided a Rough Sleeping Co-ordinator and Outreach workers within Colchester Borough Homes and initiatives with partner organisations to help rough sleepers access accommodation and support. Details are included in the Homelessness and Rough Sleeping Strategy.

11. Health, Wellbeing and Community Safety Implications

- 11.1 Research has shown that Homelessness and Rough Sleeping can have a detrimental impact on people's health and wellbeing and this was also highlighted in the review of homelessness in Colchester. The new Homelessness and Rough Sleeping Strategy has acknowledged these factors and identified actions that can help to improve the health of people that are or have experienced homelessness.
- 11.2 It is anticipated that with the implementation of the Homelessness and Rough Sleeping Strategy Delivery Plan there will be a positive benefit for Community Safety.

12. Health and Safety Implications

- 12.1 There are no Health and Safety implications

13. Risk Management Implications

- 13.1 There are no Risk Management implications

Appendices

Appendix 1: Colchester's Homelessness and Rough Sleeping Strategy 2020-2025

Appendix 2. Delivery Plan 2020-2025

Background Papers

Housing and Homelessness Strategy Evidence Base update

Link to document on the Council's website below:

<https://cbccrmdata.blob.core.windows.net/noteattachment/CBC-Housing-Colchester%27s-Housing-and-Homelessness-Strategy-Housing%20and%20Homelessness%20and%20Rough%20Sleeping%20Strategy%20Evidence%20Base%202019%20.pdf>

Colchester's Homelessness and Rough Sleeping Strategy (DRAFT)

2020 – 2025

**Building collaborative partnerships to Increase
early intervention and prevention of
homelessness in Colchester**

Forward

Homelessness is often the result of a combination of events such as relationship breakdown, ill health, problems with debt, adverse experiences in childhood or the ending of a tenancy with no prospect of securing another. We all have a role in tackling these issues together; as Councillors, statutory agencies, the voluntary sector and residents of Colchester.

This is Colchester Borough Council's Fourth Homelessness Strategy which seeks to build on the successes of the last strategy which was published in 2014.

Since the publication of the last Strategy significant progress has been made in the prevention of homelessness in Colchester against a backdrop of national and local housing challenges and a major change in legislation with the Introduction of the Homelessness Reduction Act in 2017. But there is still more to do.

Colchester Borough Council and its partner organisations continue to adopt a strong approach to preventing and relieving homelessness.

The demand for social housing in Colchester continues to outweigh supply therefore the focus has been on supporting people who are at risk of homelessness or vulnerably housed to find sustainable solutions to meet their housing and support needs. By working together with our partner organisations we have also been able to provide support to tenants and residents affected by welfare reforms.

Despite our best efforts we saw an increase in the number of homeless people sleeping rough in Colchester over the last five years. Colchester Borough Council in conjunction with Colchester Borough Homes have been successful in securing government funding to develop initiatives with our partner organisations to reduce and prevent rough sleeping in Colchester by supporting people to access services and help them into accommodation.

Whilst the new Homelessness and Rough Sleeping Strategy looks to build on these successes it has been developed against fresh challenges that threaten to increase homelessness and make it more difficult for people to meet their housing need. However, by continuing to work in partnership with organisations in Colchester to prevent homelessness, we will focus on our key aims to; Increase access to accommodation and providing settled homes, helping people to sustain their accommodation, improving the health and wellbeing of people who experience homelessness and improving communication and challenging the perception and culture of homelessness.

I would like to thank all our partner organisations that continue to work with us to prevent homelessness in Colchester. I continue to be impressed by the commitment and energy of everyone who work to prevent homelessness and improve the lives of those that have experienced it.

Councillor Adam Fox
Portfolio Holder for Housing

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Introduction

The Homelessness Act 2002 places a statutory obligation on all local authorities to undertake a review of homelessness in their area and, based on the findings of this review, to develop and publish a strategy to tackle and prevent homelessness.

A fundamental change to homelessness legislation with the introduction of the Homelessness Reduction Act in 2017, places two additional Prevention and Relief duties on the Local Housing Authority and an additional 'duty to refer' on all public authorities specified in the legislation.

The new Homelessness code of Guidance introduced alongside the Act sets out new guidance for local authorities on formulating a strategy for homelessness in their district.

This is Colchester's fourth Homelessness and Rough Sleeping Strategy. It has been developed by Colchester Borough Council and its partner organisations, all of whom are strongly committed to developing initiatives and objectives to prevent and relieve homelessness in the borough.

The new Homelessness and Rough Sleeping Strategy has looked back at the achievements since the last strategy, reviewed the current homelessness situation in Colchester and based on this, set out its aims for the next five years to work collaboratively to meet the new challenges that we face in the future.

Demand for all types of housing in Colchester continues to grow whilst the supply of affordable accommodation is reducing. In order to mitigate this, we continue to focus on innovative ways to prevent homelessness occurring in the first place.

In addition to supporting people facing homelessness, or who are homeless, to meet their housing and support needs, the strategy also focuses on supporting people to have the same opportunities to access training, volunteering, leisure and employment opportunities as the rest of the community.

Colchester Borough Council, Colchester Borough Homes and our partners will also identify, develop and deliver support pathways into accommodation by adopting a person-centered approach in line with the new legislation.

What we have achieved

A summary of the key achievements from the Homelessness Strategy 2014-19

We have increased the provision of tenancy support including floating support to tenants

- One Support continue to support people in the community, in their homes and at drop-ins, delivering housing related support. This includes; Homelessness prevention and tenancy sustainment In Colchester, One Support have a capacity of approximately 150 customers at any one time along with 14.5 hours of drop-ins each week and telephone support.
- Colchester Borough Homes (CBH) provides tenancy sustainment to support CBC tenants who are at risk of eviction and lead a partnership with Catch 22 who provide Intensive family support for social housing tenants in Colchester. A pilot service “Start well” has been funded by Colchester Borough Council (CBC) to provide intense intervention and support to families living in temporary accommodation, especially Bed and breakfast, which has provided positive outcomes.

We have provided services that will support young tenants to maintain their tenancy and prevent unnecessary evictions through Anti-Social Behaviour (ASB) and rent arrears

- The continuation of pre-tenancy workshops by the Youth Enquiry Service and CBH. The content of the workshop is continually updated to ensure that young people are fully aware of welfare benefit reforms.
- All new CBC tenants under 25 years old are visited by the Support team to ensure they have the skills to manage their tenancy. Prompt intervention is put in place if the tenancy becomes at risk.
- No young people have been evicted for rent arrears/ASB from CBC properties since 2017.

We have increased the prevention of homelessness caused by domestic abuse

- CBC, in partnership with Braintree, Tendring and Maldon Councils, successfully secured £263,453 for a 15-month project to provide specialist services at the refuge and in the community for Gypsy and Roma Travellers and hard to reach victims and their families. The project was delivered by Colchester and Tendring Women’s Refuge. The service started in May 2017.
- From May 2017 to the end of March 2018, 181 Colchester households who were experiencing domestic abuse were referred to the project. Of these, 169 were

from hard to reach groups and 12 from the Gypsy and Roma Traveller Community. A total of 24% of all the referrals were accommodated in the Refuge and 76% were offered support in the community. An additional £14,573 of funding was secured from the Ministry of Housing Communities and Local Government (MHCLG) to continue the project.

- In 2018/2019 CBC led on a successful bid and secured £398,643 of funding to provide services to women and their families fleeing domestic abuse in Colchester, Tendring, Braintree and Maldon. The bid was made in partnership with Colchester and Tendring Women's Refuge (now called Next Chapter).
- The funding is being used for services including; increasing the number of available spaces at the refuge and provide accommodation for women and their children seeking to live independently after suffering domestic abuse and provide support and accommodation to women with complex needs including substance misuse arising from the abuse they have experienced.

We have provided advice and support to tenants and residents potentially affected by the welfare reforms.

- The CBC Customer Support Team continues to engage with customers affected by welfare reforms to minimize the effect of the reforms, reduce reliance on discretionary funds and prevent homelessness.
- Discretionary Housing Payments (DHP) were used to support residents affected by Welfare Reforms and to remove the risk of homelessness. The DHP fund of £444,224 (including £50,000 from CBC) was fully spent in 2018/19.
- A total of £71,003.32 was spent to support residents affected by the Benefit Cap. A further £88,219.72 was spent to support residents affected by the removal of the Spare Room Subsidy.
- Exceptional Hardship Payments were utilised to support customers in managing their Council Tax accounts – a total of £15,688 was spent to alleviate this financial pressure.

We have provided advice and information about the changes to the Council's Homelessness Service brought about by the introduction of the Homelessness Reduction Act (HRA) and the new Homelessness Code of Guidance.

- CBH held a successful Stakeholder event in February 2018 to introduce partners to the changes being made to the service with the implementation of the HRA.
- Training on the HRA was also carried out for partner organisations by CBH Officers. Upskilling of Housing Solutions Officers took place to meet the new requirements and additional officers were recruited to carry out the initial

assessment process. Systems and processes have been reviewed to assist customers to self-serve.

- CBH Housing Solutions team implemented the Homelessness Reduction Act following significant preparation as detailed above. A significant change implemented in 2018/2019 was the provision of an Enhanced Housing Options website to provide advice and guidance to those who may be homeless or threatened with homelessness and to make appointments online to see an advisor.
- During the first year; 1344 households approached CBH as homeless or threatened with homelessness and 744 Personal Housing Plans were completed. 115 households were accepted as homeless and in priority need, with the Council accepting a duty to provide permanent accommodation. This is a 37.5% reduction from 2017/2018.
- Action was taken to prevent and relieve homelessness for another 276 households.

We reviewed the Allocations Policy to meet the requirements of the Homelessness Reduction Act to ensure that it is sufficiently geared towards preventing homelessness.

- The Allocations Policy was reviewed in 2017-18 to meet the requirements of the Homelessness Reduction Act to reflect the new prevention and relief duties placed on local authorities under the new Homelessness prevention Act. The Policy was adopted in February 2018.

Rough sleeping

We have made significant progress to reduce the number of rough sleepers in Colchester by identifying the support needs of different types of rough sleepers including entrenched rough sleepers, young people that are 'new' to the streets and people suffering from mental health to help engage with different groups

- In December 2016 CBC and Tendring District Council successfully secured the then Department of Communities and Local Government (DCLG) funding of £239,000 for 2 years to provide a co-ordinated response to rough sleeping across both local authority areas to support and prevent homelessness for this group. Two Early Response Rough Sleeper co-ordinators (one for Colchester and one for Tendring) were in post by November 2017. The Early Response Rough Sleeper Co-ordinator for Colchester works within the CBH Housing Solutions Team.
- The role of the Rough Sleeper Co-ordinator was initially to work with local organisations who have the skills and expertise in this field, to develop a more targeted and assertive approach to rough sleeping in Colchester and to support and help secure accommodation for people living on the street.

- The outcomes from the project fall into 3 main categories:
- Culture change and good practice
- Better joined up working
- Getting rough sleepers into accommodation

The initial funding for the Rough Sleeper Co-ordinator will come to an end in October but due to the success of the project the post will continue to be funded as part of the Ministry of Housing Communities and Local Government (MHCLG) Rough Sleeper Initiative funding for 2019-20 (see below).

- In Colchester from November 2017 to the end of July 2018, 20 rough sleepers or those at risk of rough sleeping were housed or supported to remain in their homes.

We have established a multi-agency group of support services for single homeless and rough sleepers.

- Colchester's Homeless Service User Panel (CHASUP) was reviewed by the Rough Sleeper Coordinator and is now known as Colchester Homeless Action Panel (CHAP). A matrix has been developed to provide an accommodation and support pathway. CHAP is currently working with 18 clients to provide support and assist them into accommodation.
- A Community of Practice has been set up in partnership with Homeless Link (a national good practice and innovation organisation). A forum is held quarterly to look at innovation and ideas and provide training for all services in Colchester to help address single homelessness and rough sleeping. The Forums are well attended.

We have extended the opening times of agencies to reduce the amount of time that rough sleepers spend on the street.

- Daytime activities at Colchester Emergency Night Shelter (CENS) remain well attended by residents and ex residents. This has created a mentoring and peer support environment which allows residents to see that positive outcomes can be made if engagement is continued. Emergency bed spaces at CENS increased during the cold period in 2018- and 24-hour opening was introduced during extreme bad weather.

Additional funding for Rough Sleepers

In May 2018 the Ministry of Housing Communities and Local Government (MHCLG) identified Colchester as an area eligible to bid for additional funding during 2018/19 to further reduce rough sleeping. CBC in conjunction with CBH, were successful in securing £192,683 of funding. 4 key interventions were identified for the funding:

- To provide an assertive street outreach service, especially out of hours provision and helping those rough sleepers who have no local connection to Colchester return to the area where they do have a local connection.
- To provide an opportunity to pilot a 'Housing First' approach for 6 months with a Registered Provider that provides supported housing (The concept of Housing First is to provide a stable home and intensive personalised support and case management to homeless people with multiple and complex needs).
- To Increase bed spaces and support staff capacity at Colchester Night Shelter, specifically, for Colchester people at risk of rough sleeping.
- To provide continuous Severe Weather Emergency Provision (SWEP) from the end of October - mid March, with specialist support staff to prevent people moving back to the street once the provision ends.

Outcomes from December 2018 to the end of April 2019:

- 25 rough sleepers have been supported into emergency accommodation
- 7 rough sleepers have been supported into temporary accommodation
- 7 rough sleepers have been supported into long term accommodation
- 10 rough sleepers have been reconnected back to the area from which they came
- 4 people at risk of rough sleeping were supported into accommodation and prevented from living on the street
- The Housing First scheme has been successful in supporting 2 people to move on into more permanent accommodation.
- 21 rough sleepers have been referred and accepted into Colchester Emergency Night Shelter.

Colchester Borough Council were also invited to bid for further funding to continue the interventions for 2019-20. Further funding of £204,753 has been awarded.

In total **£517,123.50** of funding has been secured from the three government funding streams to prevent, reduce and support rough sleepers in Colchester.

Colchester's Homelessness Prevention Charter

In March 2019 Colchester Borough Council and Colchester Borough Homes set up the Homelessness Prevention Charter.

Under Colchester's Homelessness Strategy, the council is committed to tackling homelessness in the borough by working closely with partner organisations and focusing on early interventions that prevent people losing their homes.

The Homelessness Prevention Charter encourages residents and businesses to help play their part in supporting this ambition by signing up to the Charter and making a pledge.

Examples of the pledges that can be made include:

- donating to a local homelessness charity or project
- volunteering for a local homelessness organisation
- having a Homeless Support Champion in the workplace to help inform colleagues about homelessness and alternative ways of supporting the homeless
- raising money for a local organisation to help people that are at risk or are experiencing homelessness
- companies offering a person who is or has been homeless training or work experience

Alternatively, residents and businesses will be able to develop their own pledge.

The Strategic Context

To put the Homelessness and Rough Sleeping Strategy into perspective, this section focuses on the legal, national and local context.

The legal framework

The Housing Act 1996

Part 7 of the Housing Act 1996 continues to be the overarching piece of legislation that relates to homelessness and informs the way in which local authorities respond to homelessness.

The Act has since been amended by the Homelessness Act 2002 and the Localism Act 2011. These subsequent pieces of legislation have placed a requirement on Local Authorities to adopt a strategic approach to managing and preventing homelessness.

The Localism Act 2011

Section 153 of the Localism Act 2011 prescribes the relationship between schemes and strategies that local authorities must have regard to in developing or modifying their local preventing homelessness strategies:

‘In formulating or modifying a homelessness strategy, a local housing authority in England shall have regard to—

- (a) its current allocation scheme under section 166A of the Housing Act 1996,
- (b) its current tenancy strategy under section 150 of the Localism Act 2011’

The Care Act 2014

The Act came into effect on 1st April 2015 and represents the most significant reform of care and support in more than 60 years. The main purpose of the Act is to put people and their carers in control of their care and support.

The Act combines various existing pieces of legislation which were previously used to shape how social care was arranged in Britain.

Key areas of change from April 2015 included:

- general responsibilities on local authorities including promoting people's wellbeing, focusing on prevention and providing information and advice
- the introduction of new national eligibility criteria
- new rights to support for carers on an equivalent basis to the people they care for
- a legal right to a personal budget and direct payment
- the extension of local authority adult social care responsibility to include prisons
- new responsibilities around transition, provider failure, supporting people who move between local authority areas and safeguarding.

The Welfare Reform and Work Act - 2016.

The Welfare Reform and Work Act took forward the government commitment to introduce a duty to report to Parliament on progress made towards achieving full employment and the target of three million apprenticeships in England. In addition, the Act ensured reports on the effect of support for troubled families and provision for social mobility, the benefit cap, social security and tax credits, loans for mortgage interest, and social housing rents.

The key changes in the Welfare Reform and Work Act which impact on homelessness are:

- Welfare benefits changes; lowering of the Benefit cap, freeze on certain social security benefits, freeze on tax credits, changes to the child element of universal credit, Universal credit: work-related requirements.
- Reduction in social housing rents.

The Homelessness Reduction Act 2017

The Homelessness Reduction Act came into force in April 2018. The government also published a new code of guidance that set out in more detail how the changes should be implemented.

The Act is the first change to Homelessness Legislation for 16 years although some commentators argue it is the greatest change since the original 1977 Homeless Persons Act.

The new Homelessness Reduction Act places two additional statutory duties on local housing authorities:

- The prevention duty – requires councils to intervene to prevent homelessness at an earlier stage, when a household is at risk of losing their home in the next 56 days. This is particularly relevant for those living in privately rented homes who are served with notice and provides more opportunity to support people directly into another tenancy.
- The relief duty - requires councils to offer more advice and support to anyone who is already homeless, regardless of whether they are in priority need and may involve offering accommodation.

Councils are also required to draw up personal housing plans for people that are homeless and anyone who is at risk of becoming homeless. Public authorities that are specified in the legislation and that have contact with clients who are homeless or at risk of homelessness will be required to refer them to local authorities, with the persons consent. Clients can choose which local authority they want to be referred. This is known as a 'duty to refer'.

The duties that existed under the previous homelessness legislation, known as the main duty, remain in place. A main housing duty is owed where homeless households are eligible (certain persons from abroad are ineligible for housing assistance), have a priority need for accommodation and are not homeless intentionally. Certain categories of household, such as pregnant women, families with children, and households that are homeless due to an emergency such as a fire or flood, have priority need if homeless.

Other groups may be assessed as having priority need because they are vulnerable as a result of old age, mental ill health, physical disability, having been in prison or care or as a result of becoming homeless due to domestic abuse. This duty is usually ended through the offer of a settled/permanent home.

As a result of the Homelessness Reduction Act processes, procedures, information being collected, and statutory returns have all had to change.

National Context

National Rough Sleeping Strategy

In August 2018 the government published its Rough Sleeping Strategy. The strategy sets out the government's vision to support every person who sleeps rough off the streets and into a home, which will deliver its commitment to halve rough sleeping by 2022 and eliminate it by 2027.

The strategy acknowledges that in order to achieve this will require central and local government, as well as business, communities, faith and voluntary groups and the general public to work together in new ways.

The main focus of the strategy is to put in place new programmes and structures to support people off the streets immediately.

The strategy is based around three core objectives: Prevention, Intervention and Recovery.

- Prevention - providing a focus on timely support before someone becomes homeless.
- Intervention - helping people who are already in crisis get swift, targeted support to get them off the streets.
- Recovery – supporting people to find a new home quickly and rebuild their lives via a new rapid rehousing approach.

The actions to deliver the commitment are set out in a delivery plan that was published alongside the strategy.

The document also states that all local authorities will be required to:

- Update their Homelessness strategies and rebadge them as Homelessness and Rough Sleeping strategies
- Make strategies available online and submit them to the Ministry of Housing, Communities and Local Government (MHCLG)
- Report progress on delivering these strategies and publish annual action plans.

Local context

Essex Joint Health and Wellbeing Strategy (JHWS) 2018-22

The Strategy sets out the priorities identified through the Joint Strategic Needs Assessment (JSNA) that local government, the NHS and other partners deliver together through the Health and Wellbeing Board. The JHWS identifies ‘a small number of key strategic priorities for action’, where there is an opportunity for partners working through the Health and Wellbeing Board to ‘have a real impact’ on improving health and wellbeing outcomes and a reduction in health inequalities.

The JHWS is jointly owned by partners through the Essex Health and Wellbeing Board, the District, Borough and City Council’s HWB Partnership Boards, the Police, Fire and Crime Commissioner, Safeguarding Boards and the voluntary and community sector.

The strategy sets out a shared vision for health and wellbeing in Essex through key countywide strategic priorities, which address four areas of focus:

- Improving mental health and wellbeing
- Addressing obesity, improving diet and increasing physical activity
- Influencing conditions and behavior's linked to health inequalities
- Enabling and supporting people with long-term conditions and disabilities.

Essex Vision

The Essex Vision was developed by the top 100 Essex leaders, community groups and businesses in 2017 to promote collaboration and focus public sector organisations on the pursuit of common goals. The Essex Partners agreed on 8 key areas of work. Sponsors and leading organisations were appointed to lead on each key area:

- Essex Innovates: Data analytics to support early intervention strategies
- Essex Supports: Early help to reduce number of crisis mental health incidents
- Essex Unites: Supporting a community in building civic pride and social capital
- Essex Communities: Maximise economic, community and public health potential of new developments
- Essex Inspires: Skills and educational performance
- Essex Leads: Taking a whole-systems approach to promoting physical activity to support physical and mental health
- Essex Spirit: Safer communities
- Essex Prevents: A countywide approach to homelessness reduction

Essex Prevents:

This workstream links with Colchester's Homelessness and Rough Sleeping Strategy and a summary of the key actions are below:

- Recognise those groups most at risk of homelessness to develop earlier intervention and prevention
- Improve communication and understanding between partners to reduce risks and improve outcomes for all involved, e.g. multi-agency training, pooling resources and protocols
- Open, honest, transparent services that enable people to take responsibility, make considered choices and manage expectations
- Improve the flow of information and management of cases, removing duplication and streamlining the way we work between organisations
- Improve the understanding and prioritisation of the commissioning of support services between organisations that prevent homelessness
- Tackling the perception and stigma of homelessness and affordable housing by collectively identifying need throughout Essex
- Using the information, we collate to drive changes to organisational plans and lobby collectively for improvements to wider policy such as welfare reform, social care and local plans.
- What will have changed in six months: Developing a partnership roadmap and generating insight on those groups most at risk of homelessness to develop earlier intervention and prevention.

Our Colchester - The Strategic Plan 2018-21

The Strategic Plan sets out how Colchester Borough Council will play its part in making Colchester a place where people want to live, learn, work and visit.

The plan describes the priorities and direction for the borough and sets out the Council's ambitious goals to help make Colchester an even better place to live, work and visit. We will work with many partners to get the best for our residents.

The priorities are set out under four themes:

- GROWTH Ensuring all residents benefit from the growth of the borough
- RESPONSIBILITY Encouraging everyone to do their bit to make the borough even better
- OPPORTUNITY Promoting and improving Colchester and its environment
- WELLBEING Making Colchester an even better place to live and supporting those who need most help

The Strategic Plan is accompanied by an Action Plan, which sets out specific actions and outcomes for each priority area. The action plan is reported to Cabinet twice a year.

Colchester's Housing Strategy 2015-20

The Housing Strategy 2015 – 2020 provides an important summary of how the Council and its partners will achieve its vision to:

Make Colchester a place where people choose to live in a decent, safe and healthy home which; meets their needs, at a price they can afford and in locations and neighborhoods that are sustainable and desirable.

Work to improve the quality of life of residents.

The document sets out the following key priorities for the strategy:

- Maximise the supply of housing to meet local needs
- Work with partners and residents to create mixed communities which are economically, environmentally and socially healthy and resilient
- Prevent homelessness and rough sleeping (Colchester's Homelessness and Rough Sleeping Strategy)
- Improve the life chances of Colchester's residents including their Health and Wellbeing
- Work with customers to help them make informed choices about their housing options
- Make the best use of existing homes
- Work to ensure that existing and new homes are healthy, safe and energy efficient
- Ensure that housing and related services meet a range of specialist needs

These priorities have been translated into a series of actions included in a Delivery Plan which forms part of the strategy document. The plan is updated and reported annually.

Reviewing Homelessness in Colchester

The Local picture

Colchester is the largest district in Essex, with a rapidly growing population and economy. Over the next 15 years Colchester is anticipated to experience one of the fastest growth rates within the county. Colchester has a population of **190,098** (mid-year estimate 2017) and as at 31st March 2019 the number of households in the borough was **82,055**. The population is projected to grow to **216,300** by 2030.

During the year 2018-19

- A total of **1165** homes were built in Colchester of which **125** were recorded as affordable housing completions.
- The average household price across the borough in April 2019 was **£291,855**.
- The number of households on the Council's Housing Register as at 30 April 2019 was **3107**
- The number of social housing lettings in Colchester was **658** of which **190** were let to homeless households.
- The Housing Solutions Team prevented homelessness for **186** households and relieved homelessness for **90** households and
- Accepted a duty under the homelessness legislation for **115** households and helped them into accommodation.
- The number of households in temporary accommodation as at 31st March 2019 was **179**.
- In November 2018 the annual street count was conducted on one night in Colchester and **13** people were found to be sleeping rough as verified by Homeless Link.

Developing the new Strategy

A consultation event was held at the end of January 2019 for the Council's partner organisations that work with people that are or have been homeless in Colchester. The event was led by Homeless Link (a national charity who support organisations working directly with people who become homeless) and supported by the Ministry of Housing Communities and Local Government (MHCLG). There were 35 attendees from organisations including:

Colchester Borough Homes
Essex County Council
MHCLG
y.e.s
Emmaus
Peabody
Rough Sleepers Group
Essex Community Rehabilitation Company

Phoenix Futures
Sanctuary Housing
YMCA
DWP
Nacro
Open Road

The event provided the opportunity to take a fresh approach to reducing and preventing homelessness in Colchester by reviewing the current challenges facing both services and clients and identifying the key priorities that we need to focus on to do this.

The event focused on 4 main questions to prompt discussion:

- How do we build collaborative partnerships in Colchester?
- How do we make prevention of homelessness everyone's responsibility?
- How do we foster a person-centered approach?
- How can we create environments where people thrive?

Feedback from the event is available at Appendix 1, but some of the main themes that came out of the workshops were:

- *Ensure that our approaches to communication and information sharing are effective and the right people know the right information*
- *Organisations need to consider the impact of homelessness on them and individuals need to take responsibility for their actions - everyone needs to take their part*
- *Giving service users ownership and input towards planning and how they feel a service could be improved through consultations and attendance at these at all levels.*
- *In enable them to 'thrive' clients need to be able to access the right support at the right time when it is needed, and they need to be valued.*

Feedback from the event also provided ideas for consideration to be included within the strategy:

- *It should be central – not simply a 'one stop shop' but a centre of excellence that considers the overall infrastructure of sharing information and accessing services correctly that provides a vibrant environment which is creative and demonstrates real and appropriate access and assessment*
- *It should have realistic aims and objectives which involves all stakeholders including those who are accessing the service*
- *It should demonstrate realistic pathways for people when accessing support, layout expectation of and for all stakeholders*
- *It should have positive and ongoing engagement from other statutory services i.e. A&E, adult social care, social services*

- *It should include positive and focused education opportunities for younger people to enable the development of life skills and identify needs at a younger age – e.g. trauma*
- *It should include actions for improved information sharing at the right level and right time, making sure people have the information when they need it.*
- *It should identify intervention at an earlier stage.*
- *There should be joint ownership over the strategy, with shared outcomes and shared understanding of the system, everyone's role within this, and what is trying to be achieved. People should be held account to uphold their part in the process.*

Following the consultation event, a project group was set up with some of the key organisations that attended the event, to develop the new Homelessness and Rough Sleeping Strategy for Colchester.

The project group...

- reviewed the feedback from the event
- identified the gaps in homelessness prevention and
- agreed the main aims for the strategy to meet the challenges.

In addition, the group agreed that further consultation with people that were or had been homeless was necessary to shape the new strategy.

Focus group consultation

Focus groups/drop in sessions were held over 2 days in April 2019. The sessions were held at Youth Enquiry Service (y.e.s), Colchester Emergency Night Shelter (CENS), Beacon House and Sanctuary Housing.

12 people that had or were experiencing homelessness were interviewed informally about their situation: The interviewees were asked about the main reasons that they became homeless, whether homelessness could have been prevented earlier, what organisations or services are or were particularly helpful to them and what other support or service could have helped or prevented them from becoming homeless.

11 out of the 12 people interviewed were or had been single and homeless and one was a couple. There were 9 men and 3 women. Under half of the people interviewed came from Colchester. As this is not representative of all homeless households in Colchester there will be an action in the strategy to continue to seek the views of other households (e.g. Families with children) to inform initiatives to prevent homelessness in Colchester.

The case studies are available at appendix 2.

Key aims of the Homelessness and Rough Sleeping Strategy

Using the information gathered from the review of homelessness and rough sleeping in Colchester and linking with Colchester's Homelessness Charter, the project group identified an overarching vision for the Strategy:

Building collaborative partnerships to increase early intervention and prevention of homelessness in Colchester.

To achieve this vision 4 key aims for the strategy were agreed:

- **Increasing access to accommodation and providing settled homes.**
- **Helping people to sustain their accommodation.**
- **Improving the health and wellbeing of people who experience homelessness**
- **Improving communication and challenging the perception and culture of homelessness.**

Aim 1: Increasing access to accommodation and providing settled homes.

To enable the strategy to deliver the vision for preventing homelessness in Colchester the project group agreed that one of the main issues was access to the right type of accommodation at the right time, to provide a settled home.

As the demand for social housing in Colchester continues to grow and the supply of accommodation is reducing, Colchester Borough Council, Colchester Borough Homes and our partner organisations need to focus on alternative ways to access and provide settled accommodation to meet the needs of people that are homeless.

To achieve this aim we will need to undertake the following actions to overcome the challenges identified:

- Create opportunities for accessing housing of the right kind and quality, to prevent people from becoming homeless
- Evaluate how well the Homelessness Reduction Act is working and what difference it is making to preventing homelessness in Colchester
- Influence the commissioning of supported housing to ensure that the supply meets the demand for this type of accommodation
- Ensure people are not discharged from services such as Prisons, Mental Health, leaving Care, armed forces and hospitals in an unplanned way which could result in them ending up on the street
- Increase homelessness prevention for people suffering domestic abuse

- Increase and support housing options for people moving on from supported housing to reduce the reliance on social housing
- Identify accommodation opportunities for rough sleepers to help with the transition from living on the street

Aim 2: Helping people to sustain their accommodation.

Some of the main reasons that people become homeless is by losing their accommodation due to rent and mortgage arrears, anti-social behaviour and abandoning their home.

We recognise that to prevent people from losing their homes we need to work with our partner organisations to provide good quality advice and support services for people at an earlier stage to help them to retain and maintain their accommodation.

To achieve this aim we will need to undertake the following actions to overcome the challenges identified:

- Ensure tenants in the social rented sector at risk of homelessness are provided with more intensive tenancy support including that provided by floating support
- Ensure the provision of debt and welfare rights advice is targeted at those at risk of losing their accommodation
- Reduce the number of owner occupiers losing their properties through mortgage arrears
- Develop services that will support young tenants to maintain their tenancy and prevent unnecessary evictions through ASB and arrears
- Provide advice and support to tenants/residents affected by the welfare cap, removal of the spare room subsidy etc
- Develop a strategic approach with Children's services to help meet the housing needs of Care leavers
- Minimise isolation so that single people that have been homeless/rough sleeping have less chance of reverting to their former lifestyle once housed

Aim 3: Improving the health and wellbeing of people who experience homelessness.

The review of homelessness and rough sleeping highlighted the impact that this has on people's health.

Evidence tells us that the health of people experiencing homelessness is significantly worse than that of the general population, and the cost of homelessness experienced by single people to the NHS and social care is considerable. Poor health can impact on a person's ability to move on, secure and maintain settled accommodation.

Building relationships between local professionals to integrate services is key to improving health outcomes for those facing and experiencing homelessness. Therefore, improving the health of people who are homeless and providing better access to healthcare services is central in reducing health inequalities, and preventing and reducing homelessness.

To achieve this aim we will need to undertake the following actions to overcome the challenges identified:

- Improve and simplify referral processes into services which support people with substance misuse
- Improve access to employment, volunteering and training opportunities for people that are or have experienced homelessness
- Encourage statutory services to be more joined up when commissioning Mental Health services to make better use of the options available including personal budgets. This would provide a more efficient and cost-effective service
- Work with the police to identify and support vulnerable clients at risk of exploitation that are being targeted by drug dealers, to reduce evictions due to drug related crime
- Promote the integration between health and housing to meet the indicator around homelessness in the Public Health Outcomes Framework: Improving the wider determinants of Health for homeless acceptances and households in temporary accommodation
- Identify the support needs of different types of rough sleepers including entrenched rough sleepers, young people that are 'new' to the streets and people suffering from mental health to provide a better understanding of gaps in support services
- Seek to improve the availability of day services for rough sleepers by exploring the viability of extending the opening times of agencies
- Ensure that all discharges from hospital, in-patient mental-health services, and drug and alcohol detox treatment are planned, with continuity of support where needed so that no-one is left homeless

Aim 4: Improving communication and challenging the perception and culture of homelessness.

One of the key themes that was identified during the workshops at the consultation event was the need to have an effective approach to communication and information sharing to ensure that people have access to the right information, at the right time around homelessness prevention.

Additionally, with more young people becoming homeless in Colchester, educating families on the consequences of being homeless is key to challenging the perception and culture of the realities of homelessness.

To achieve this aim we will need to undertake the following actions to overcome the challenges identified:

- Provide advice and information to support people to access services that could prevent them becoming homeless. Raising awareness about realistic housing options and homelessness in Colchester
- Improve access to advice and support around welfare benefits for single clients that are homeless to prevent delays in receiving benefits and to avoid sanctions which cause reductions in the amount of benefit they receive
- Develop early intervention and prevention options for young People at risk of becoming homeless in the Borough to educate them in the reality of leaving home in an unplanned way
- Identify people at risk of homelessness at an earlier stage, and interventions that need to be put in place to prevent them being threatened with or becoming homeless and to fulfill the 'duty to refer' under the Homelessness Reduction Act
- Promote a person-centered approach to people that are homeless by creating structures which encourage voluntary sector services to work better together and share good practice
- Provide better communication to the public and organisations about how they can play their part in helping to prevent homelessness and support those that are homeless
- Enable more robust sharing of information about rough sleepers by setting up a system between the Rough Sleeper Team (CBH) and the voluntary sector organisations
- Educate the public on the difference between rough sleepers and street beggars who are not homeless to discourage them from giving money to people that are begging on the street

- Involve people that have experienced homelessness in designing services to ensure they are relevant and accessible and to continue to inform the development of the strategy

Monitoring the Homelessness and Rough Sleeping Strategy

The Homelessness and Rough Sleeping Strategy is intended to be a working document with the actions identified in the Delivery Plan being implemented throughout the life of the strategy. Therefore, the Delivery Plan will be updated on a regular basis and a report on progress will be produced annually and circulated to the relevant stakeholders.

Appendix 1 – Feedback from the consultation event

How do we build collaborative partnerships in Colchester?	How do we make prevention of homelessness everyone's responsibility?	How do we foster a person-centred approach?	How can we create environments where people thrive?
<p>How do we bring people together to work effectively? Inter- disciplinary meeting</p> <p>Good working partnership with the DWP</p> <p>Ensure that our approaches to communication and information sharing are effective and the right people know the right information The group talked about ways in which this could be coordinated to be more cost effective</p> <p>Sign up to common aims - Hold Prevention Charter Forum/Homelessness Strategy Forum</p> <p>More accurate data and counts – being shared/available</p>	<p>Whose responsibility is it currently? Statutory sector as they make a lot of the decisions on how services are made</p> <p>Duty to refer: Prisons, hospitals, probation services (Not: police or voluntary sector)</p>	<p>Why is it important to foster a person-centred approach? To provide a 'move on' that makes sense to the person receiving the support</p> <p>To allow a better understanding of the trauma they have faced and not making people relive this therefore allowing them to see progression and not knock-backs</p> <p>To enable the building of trusting and meaningful relationships</p> <p>Enabling an assessment process that is holistic and not focused on one</p>	<p>What does it mean to thrive? What does this look like? Some members of the group felt that the word 'thrive' was not appropriate as we all have different understandings of what this word means. The group agreed that for the purpose of the work we would consider this as meaning the removal of stigma and accessing to appropriate support and being valued as an equal member of society.</p> <p>Being valued and allowing people to be able to be themselves</p> <p>Being able to access the right support at the right</p>

		<p>area and accepting contributing factors</p> <p>Better engagement is needed/Tailoring support - being open and honest and managing expectations.</p>	<p>time and when it is needed.</p>
<p>What outcomes should we see?</p> <p>A designated coordinator to oversee sector communications and ensure inclusiveness/Navigat or role</p> <p>Access and/or development of tool kits --- Smoother referral methods</p> <p>One door approach/No Wrong Door</p>	<p>Who should also be part of the any prevention activity?</p> <p>All public services</p> <p>Health care services</p> <p>All housing providers – including private/social landlords</p> <p>Prisons/Probatio n – many people dealing with being released as NFA or made homeless through short sentences</p> <p>Current problem with perception: Homelessness is viewed as solely</p>	<p>How do we gather the views of people using services?</p> <p>Regular surveys and evaluations – generally this are part of the commissioning process</p> <p>Consultation events with service users</p> <p>Commissioners should speak to service users</p>	<p>What do people need in order to ‘thrive’?</p> <p>Choice – the ability to choose what kind of support they need – an informed choice</p> <p>Opportunity – work, education, accommodation, security</p> <p>Confidence, self-worth and acceptance</p> <p>Need to focus on sustainable solutions.</p>

	<p>the LAs responsibility</p> <p>Organisations need to consider impact of homelessness on them and individuals need to take responsibility for their actions - everyone needs to take their part</p>		
<p>Who should be part of a collaborative partnership? All services - voluntary, non-profit, statutory and private sector</p> <p>Prisons – especially those dealing with prison release directly</p> <p>Health – particularly mental health</p>	<p>Where does prevention start from your point of view? As soon as risk of homelessness is recognised</p> <p>As early as school – some people are homeless due to trauma and lack of life and social skills</p>	<p>How could we implement any recommendations ? Ensure that those accessing services are viewed as stakeholders (without them would a service exist?)</p> <p>Giving service users ownership and input towards planning and how they feel a service could be improved through consultations and attendance at these at all levels</p> <p>Budgets to use for this and develop more appropriate ways of measuring outcome – what we</p>	<p>What should services be putting in place to enable this?</p> <p>Transitional support for those in temporary/supporte d housing/prison</p> <p>Assessing things in the here and now – focus on what is relevant about current and future support needs. This does not mean a total disregard for past events, but we need to make sure they are relevant.</p> <p>Exploring and developing creative housing solutions</p>

		as front-line workers see as an outcome may be very different to the view of those who are using the service, soft outcome against hard outcomes	e.g. containers, luxury cabins as sustainable low-cost alternatives Using host families.
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Additional comments: Priorities or consideration that should be included within the strategy

- Central – not simply a ‘one stop shop’ but a center of excellence that considers the overall infrastructure of sharing information and accessing services correctly that provides a vibrant environment which is creative and demonstrates real and appropriate access and assessment
- Realistic aims and objectives which involves all stakeholders including those who are accessing the service
- Demonstrate realistic pathways for people when accessing support layout expectation of and for all stakeholders
- Positive and ongoing engagement from other statutory services i.e. A&E, adult social care, social services
- Positive and focused education within younger people to enable the development of life skills and identify needs at a younger age – e.g. trauma
- Improved information sharing at the right level and right time, making sure people have the information when they need it.
- Intervention at an earlier stage.
- Joint ownership over the strategy, with shared outcomes and shared understanding of the system, everyone's role within this, and what is trying to be achieved. People should be held account to uphold their part in the process.

Appendix 2 – Focus group consultation case studies

Focus groups/drop in sessions were held over 2 days in April 2019. The sessions were held at Youth Enquiry Service (y.e.s), Colchester Emergency Night Shelter (CENS), Beacon House and Sanctuary Housing.

The questions used to prompt discussion were:

What are the main reasons that you became homeless? – Think about the chain of events that lead to this, could homelessness have been prevented earlier?

What organisations or services are or were particularly helpful to you? – Describe how the service helped

What other support or service could have helped or prevented you from becoming homeless?

Case Study 1

A is a young girl who was pregnant and staying with parents but was asked to leave.

B is a young man who had lost his job and was living in a car.

A and B presented to the Housing Options Service as a couple rather than individuals as they wanted to live together with their baby. Both were supported by the Youth Enquiry Service (y.e.s). B was helped to access accommodation with Korban a supported housing scheme for young people.

As B was housed, they were advised by the Housing Options Service that they could not be longer be considered as a couple and felt they were given contradictory advice, as Korban is only a temporary housing solution. This delayed the process.

Securing Private Sector Accommodation was difficult due to the lack of a guarantor and Landlords not wanting to accept people receiving benefits.

Eventually the couple were provided with emergency temporary accommodation through the Council which the couple considered to be unsuitable for them and a baby due to the condition but was all that was available at the time. A and B are now living in more suitable temporary accommodation awaiting permanent housing.

The couple were very grateful for the support they received through the y.e.s and considered Korban an excellent project that had helped B with budgeting skills.

Newwhythe mother and baby supported housing project could have helped but access to this is now through Essex County Council and the criteria is for people known to social care therefore the couple would not have met the criteria for the scheme.

Case Study 2

C - Young man left home at 17 under social care 7 years ago (prior to Homelessness Reduction Act). C applied to the council for housing and was provided with temporary accommodation as unable to access supported housing. Once housed in permanent accommodation, benefit issues caused arrears. C suffered with dyslexia so was unable to read the letters he was sent informing him of the arrears. C considered that he was too young to be able to cope with a

tenancy and although his parents paid the arrears, he ended the tenancy and became street homeless.

C considered that supported housing would have been a more appropriate housing solution at that time.

Case Study 3

D escaped a Domestic Abuse situation about 3 years ago with the help of the Police and was brought to Colchester from London directly to Colchester Emergency Night Shelter (CENS). D stayed at CENS for 6 months which helped him to establish a local connection to the area. CENS helped with budgeting, life skills and completing forms and continued to help D once rehoused. CENS helped D to access accommodation in the private rented sector and provided a rent deposit.

D has a physical disability which inhibits his ability to gain employment.

There are some issues with the accommodation due to lack of heating and this is causing D chest infections/problems.

Case Study 4

E was initially homeless at 16 as evicted by parents due to behaviour problems. E was referred to Social Care. During his life E spent time in and out of Prison. After release from Prison E ended up sofa surfing as there was no resettlement programme available at that time. The situation of having no settled accommodation created reoffending. There are problems with support from Probation due to large caseloads and therefore the onus to obtain support and accommodation is put back on the individual.

E re-established a relationship with his mother and family as he had 'grown up' a bit. Relationship breakdown with a partner created his current homelessness situation and E is now at the Colchester Emergency Night Shelter (CENS).

E considers drug and alcohol testing at CENS to be a good thing as although he recognises that people depend on drugs and alcohol as a way of surviving on the street, they need to make a judgement call on whether they want to drink and sleep on the street or abstain and have a bed for the night. He considers it to be a good way to control drinking and substance misuse.

E was very complimentary about the help and support he had received from CENS.

E recognised that he needed support to maintain accommodation as had problem privately renting due to rent arrears, budgeting etc. E is currently on the waiting list for Sanctuary Housing but can remain at CENS until a place at the scheme becomes available.

Case Study 5

F was living at home with his parents in Colchester but when his father passed away his mother decided to sell up and move away. F was given some money by his mother and use it to secure private rented accommodation.

F became an alcoholic and lost his accommodation as he spent the money on drink. F became homeless and self-referred to Open Road. F managed to get accommodation at CENS and was also able to do some voluntary work with CENS to keep him occupied.

F approached Colchester Borough Council for housing and joined the Gateway to Homechoice Housing Register. F was placed on Band B and has been allocated accommodation which he was moving into the following day.

F recognised that he would need support in his new accommodation to ensure that he maintains his tenancy. He is still attending Open Road but has some concerns about loneliness so intends to continue his voluntary work at CENS or look for other opportunities.

F thinks it would be useful to have a leaflet available about what you need to do when you become homeless, like a step by step guide. This would help people to understand the situation and how to navigate the types of help available.

Case study 6

G came to Colchester from Southend after his mother passed away. He managed to get a job and a flat but had problems with Universal credit and couldn't pay the rent. G moved out as he knew he was going to be evicted.

G found accommodation on a campsite for 6 months but unfortunately had an accident and broke his arm and hip and ended up in hospital for 2 weeks. The hospital was unable to discharge him due to his living situation. G contacted Colchester Borough Council and was referred to Colchester Emergency Night Shelter, however this was unsuitable due to G's recovery and needing somewhere to go during the day.

G couldn't work and had no benefits so was unable to go back to the campsite. He managed to get himself a tent and found somewhere out of town to live where he felt relatively safe. G uses the facilities at Beacon House, which enable him to maintain his health and wellbeing and "not to look like I am homeless". G managed to get another job but lost it due to alcohol and gambling addiction.

The Outreach Team and Beacon House are currently supporting G to access services to help with his addictions and to find settled accommodation.

Case study 7

H had been street homeless for 4 months due to a relationship breakdown with his partner. The accommodation was in his partner's name, so he left and managed to get a room at CENS, however it meant that he had to leave his job as it cost him too much to stay there. He stayed at CENS for 2 months and then lived in a tent just outside the town for 2 months.

As H had previously been in the armed forces, he was offered help and support from SAFRA. H managed to find a flat with a local landlord. SAFRA provided funding for the rent in advance. H is also receiving support from his Mum.

H believes that during his time as homeless, Beacon House have been a 'lifeline' and continue to provide resettlement support once you find accommodation.

H also mentioned that access to clean drinking water is a problem in Colchester for people living on the street and mentioned that the water fountain in Castle Park is no longer working. Although some food outlets do provide water free, street homeless people often find it awkward going into these places to ask.

H suggested that it would be beneficial if there was a service open between 5-7pm as this is the time when people are going home, and homeless people have nowhere to go. Somewhere where people could go especially in the Winter during this time would be good.

Case study 8

J was released from Prison and had been in custody with a tag for 3 months. Previously J had been an alcoholic which he said was through his Dad. Being an alcoholic had made him violent at times. He was provided with accommodation whilst he was in custody because he had a tag but was due to lose it imminently.

J has a Probation Officer and is known to the Outreach Team who are trying to help find accommodation. J has put in an application for housing through G2H and Emmaus. J is keen to work and get his life back on track. He is in contact with Open Road and appreciates the help he has received by Beacon House.

Case study 9

K came to Colchester from Margate about 7-8 years ago. He had been evicted from private rented accommodation due to arrears. He was sofa surfing and spent a short time in Suffolk looking after his elderly parents. Since returning to Colchester he has been helped to find supported accommodation through the Outreach Team via the Joint Referral Panel.

With the support of the scheme he is managing to adapt but found moving from a life on the street difficult, especially if you don't have support.

K had previously been at CENS who had helped him access shared accommodation. However, he had left because he felt safer living on the street than in the accommodation due to those around him. K acknowledged that he had felt safe at CENS but that it was difficult to stay there if you are drug or alcohol dependent.

In terms of the other services he had used, K had attended Beacon House but preferred the previous building/location as he felt there was more privacy due to the new building being open plan. K also mentioned that once you are housed you are not supposed to use Beacon House unless its emergency type accommodation like CENS.

K also discussed issues with the Soup Run with people that are housed taking food away from people on the street. He suggested that the food should be allocated per person and that more control should be in place to stop people taking more than they need. K felt that some of the services providing food were being abused and the people that needed it the most were going without.

Case study 10

L was suffering Domestic Abuse and had to leave. She had children and managed to secure accommodation in the private rented sector. Over a period, the children left to live with their Dad. Due to the abuse that L had suffered she was unable to work and couldn't afford the rent. The landlord wouldn't renew the tenancy and she found herself on the street.

After 6 years the Council offered L temporary accommodation but with no support. L found it difficult in temp due to the other tenants having very chaotic lifestyles and started drinking in order to cope with the situation.

L decided to leave the accommodation as she felt safer living on the street in a tent with her friends that 'looked out for her'. She described it as a little 'community' of support. Due to this support network L believed that there was no difference between Men and Women on the street, they all looked out for each other and felt supported.

After a few years rough sleeping L became tired of this life and with a friend being murdered and people being stabbed this created uncertainty.

The Outreach Team helped L access accommodation with 24/7 support at Sanctuary Housing, which she said gave her confidence to build a new life away from the street. L recognises that although she is now looking forward to moving on and having a new life, she does miss her friends and the comradery they had together. L acknowledges that sometimes it is very lonely being on your own.

The services that L has used during her time being homeless include:

Open Road for alcohol dependency. Phoenix drug and alcohol project offered her counselling when her friend was murdered. There are also counsellors available at Open Road.

L also used the services at Beacon House which she considered were very good.

L believes that living in Supported Housing is a good stepping stone to living independently for people that have been in and out of homelessness and that having a 'weekly plan' really helps.

Case Study 11

M is a young person with severe mental health issues. M was arrested and on bail and couldn't return to her parents. M spent time in the lakes and when discharged M contacted the y.e.s and applied to CBC as homeless. M's support needs were deemed too high for supported housing and she should have been referred to the Mental Health Joint Referral Panel but there were referral issues with the Community Mental Health Team (CMHT) with a 14 week wait for referrals.

M was housed in temporary accommodation by the Housing Options Team. M felt that she was able to understand and work through the system well due to her ability to understand the process and life skills. She also had support from her parents.

M considered that being in temporary accommodation 'opened her eyes' to how people that are homeless struggle without support especially those that have addictions. Many of the other tenants in the temporary accommodation that M was placed in had drug and alcohol issues and M was moved to alternative accommodation as this was deemed to be more appropriate.

M tried to support the other tenants to access the help they needed including accompanying some to apply for benefits. M felt that there was a lack of support provided in temporary accommodation. In addition, she felt that there were problems in accessing Universal credit as this is all online and/or you must phone in to get an appointment and not all homeless people have a phone. Appointments are therefore often missed, and sanctions are applied which leaves people with nothing to live on.

With the support of her parents M was able to find accommodation in the private rented sector and is now living with her partner and continuing her A levels at sixth form college.

M was particularly grateful for the help and support she received from the y.e.s and recommends them to her friends who are facing difficulties.

Case study 12

N became homeless at 16 partly due to smoking cannabis and a family argument. Between the age of 16 and 18 N was mainly sofa surfing, staying with friends. At the age of 18 N went to Colchester Night Shelter but recognised that there was not enough support available at the shelter for mental health.

N approached the y.e.s for support with his homeless problem and was referred to Nacro for supported housing. N felt that the support provided by Nacro was not enough for his needs and that if he wanted to try and better himself and get a job, the accommodation would be too expensive.

N decided to go and live back home with Mum, but this was unsuccessful.

N is now 21 and living in Council temporary accommodation and feels very vulnerable with a lack of support especially due to living in a house with a shared kitchen and living space.

Having been homeless for many years N has some strong ideas about what is needed in Colchester to improve the situation for people that are homeless. N believes that when you become homeless you don't know where to go for help so a 'Hub' where people could go to access different services would help. N would also like there to be more activities for people with mental health especially outdoors and there needs to be more services including counselling for this group.

The y.e.s have agreed to support N to resolve the issues he is having with his current living situation and help him to access mental health services.

Homelessness and Rough Sleeping Strategy Delivery Plan 2020-25 (Draft)

Aim 1: Increasing access to accommodation and providing settled homes				
Challenge	Action	Outcome	Timeframe	Who will deliver?
Create opportunities for accessing housing of the right kind and quality, to prevent people from becoming homeless	Implement and sustain the private rented sector (PRS) access scheme – “Bond Assure” and the Homestep scheme	PRS access scheme is implemented and more people are helped to access accommodation in the private sector. An increase in Landlords signing up to Homestep.	2021	CBH Accommodation Team
Evaluate how well the Homelessness Reduction Act is working and what difference it is making to preventing homelessness in Colchester	Set up a monitoring system to measure the impact of the Homelessness Reduction Act	Monitoring in place and outcomes identified. More households prevented from becoming homeless	2021	CBH Housing Solutions Team/CBC Housing Strategy Team
The current demand for supported accommodation outweighs the need.	Influence the future commissioning of services to ensure that the need for this type of accommodation is met	Waiting lists for supported housing are reduced and demand for supported accommodation in Colchester is met	Throughout the life of the strategy	CBC Housing Strategy Team
Ensure people are not discharged from services such as Prisons, Mental Health, care, armed forces and hospitals in an unplanned way	Set up/improve release/discharge protocols for people leaving Institutions. Work with Social Care to ensure that	Protocols set up and agreed. Planned move-on pathways created Fewer people leaving institutions end up on the streets.	2021	ECC – (Essex Vision work) CBC – Housing Strategy Team CBH – Housing Solutions Team/Phoenix Futures - Horizon

which could result in them ending up on the street	Care leavers have a move-on pathway			Project/Adult Social Care
Increase homelessness prevention for people suffering domestic abuse.	Work with providers of DA services to ensure that the model commissioned does not create a barrier to settled accommodation and a move on pathway is identified. Ensure that refuge provision is protected. Continue to promote the Sanctuary scheme. Ensure continued housing representation at MARAC	Reduction in homelessness for people experiencing Domestic Abuse	Throughout the life of the strategy	CBH Housing Solutions Team/New Chapter
Increase and support housing options for people moving on from supported housing to reduce the reliance on social housing	Identify, support and promote access to alternative housing options in the private rented sector including shared houses	Increase in alternative housing options and planned move on routes	Throughout the life of the strategy	Supported Housing Providers/Housing Solutions Team/Beacon House/CENS
Identify accommodation opportunities for rough sleepers to help with transition from living on the street	Work with local landlords to increase accommodation opportunities for this group. Use positive outcomes from 'Housing First' approach to encourage other organisations to	Move-on options identified Increase in number of Landlords signing up to the scheme Decrease in number of rough sleepers Increase in organisations	Ongoing	CBH Rough Sleeper Co-ordinator/CBC Housing Strategy Team

	adopt a similar scheme.	willing to adopt Housing First approach		
Aim 2: Helping people to sustain their accommodation				
Challenge	Action	Outcome	Timeframe	Who will deliver?
Ensure tenants in the social rented sector at risk of homelessness are provided with more intensive tenancy support including that provided by floating support	Encourage the take up of tenancy support including floating support to vulnerable tenants moving into accommodation including temporary accommodation	Increased take up of support services – increase in tenants sustaining tenancies – reduction in number of evictions for rent arrears and ASB	Ongoing	CBH Housing Management Team/Peabody
Ensure the provision of debt and welfare rights advice is targeted at those at risk of losing their accommodation	Provide support and advice to tenants on managing debt and welfare benefits including organisations working with single homeless Increase the take up of debt advice in the Borough and promote existing services. Work with private rented sector and social landlords to establish new approaches to reduce evictions.	Reduction in the number of evictions for rent arrears Increase take up of welfare benefits	Ongoing	CBC Benefits Team/CBH Financial Inclusion Team/Private Sector Landlords
Reduce the number of owner occupiers losing their properties through mortgage arrears	Provide advice and support services to home owners threatened with repossession	Reduction in homeless applications due to repossession	Ongoing	CBH Housing Solutions Team

	at an early stage so that homelessness can be prevented in a sustainable way			
Develop services that will support young tenants to maintain their tenancy and prevent unnecessary evictions through ASB and arrears	Develop early intervention initiatives for young people under 25 including pre eviction panels/pre tenancy workshops with some tailored 1:1's as and when they are identified through New Tenant Visits.	Reduction in young people in temporary accommodation and supported housing being evicted	2020-2025 with regular reviews	Supported Housing Providers/y.e.s/ CBH Housing Management Team
Provide advice and support to tenants/residents affected by the welfare cap, removal of the spare room subsidy etc	Promote the availability of Discretionary Housing Payments (DHP) Work with the Job Centre Plus to help assist tenants to access employment Promote mutual exchange to encourage tenants to move including via Mutual Exchange fairs Review existing policies to encourage tenants to move and make better use of housing stock Identify and	Increase in the take up of services. Better use of housing stock.	Ongoing	Colchester Borough Council/Colchester Borough Homes/Job Centre Plus

	support tenants with managing budgets			
Develop a strategic approach with Children's Services to meet the housing needs of Care Leavers. Care leavers need to have a better understanding of the responsibilities of being a tenant	Work with commissioners so that a broad range of high to low supported accommodation is provided. Develop training to ensure that clients are made aware at an early stage about the consequences of being evicted and the skills required to maintain a tenancy.	Level of support provided meets the needs of clients accommodated. Training developed so that clients have the skills to maintain a tenancy. To be considered as part of the new young person's contract	2022	ECC Adult Social Care/CBC Housing Strategy Team/Supported Housing Providers
Minimise isolation so that single people that have been homeless/rough sleeping have less chance of reverting to their former lifestyle once housed	Encourage organisations to provide outreach tenancy support to their clients once housed. Set up a peer mentoring scheme/navigator roles	Support provided. Reduction in repeat homelessness	2020-21	CBH Rough Sleeping Team/Beacon House/CENS/Health in Mind
Aim 3: Improving the health and wellbeing of people who experience homelessness				
Challenge	Action	Outcome	Timeframe	Who will deliver?
Increase in service provision for clients who are entrenched in substance misuse. The referral process to access services needs to be less complicated for	Information needs to be provided to influence commissioners and statutory services. Commissioners need to have a better understanding of gaps in	Better services provided Referral processes improved with better access to services	Ongoing	Open Road/Supported Housing Providers/Beacon House/CBH Rough Sleeper Team/CBC Housing Strategy Team/CBH/Phoenix Futures

clients to navigate. There is a gap in service provision for clients with Dual Diagnosis	service provision. Navigators/Phoenix Futures Horizon Project may help with this			
Improve access to employment, volunteering and training opportunities for people that are or have experienced homelessness	In partnership with the Work Coach Programme and DWP identify how to overcome the barriers to employment faced by homeless people. Research good practice. Develop an action plan.	Better access to employment, volunteering and training opportunities for people that are or have been homeless	Ongoing	CBC/DWP Work coach programme/Peabody/CBH - Peer mentoring
Statutory services need to be more joined up when commissioning Mental Health services to make better use of the options available including personal budgets. This would provide a more efficient and cost-effective service	Proactively encourage joint working and shared budgets as part of the recommissioning process - to be considered as part of the new contract. Help to provide a better understanding between organisations of mental health services.	More joined up approach to commissioning mental health services More efficient, cost effective service	2020-21 (or in line with the new contract)	ECC/CBC/CBH/Supported Housing Providers
Drug use has increased and—drug dealers are more organised and specific areas where there are vulnerable clients are being targeted	Continue to work with the Police to identify and support clients that are being targeted.	Reduction in tenants evicted due to drug related crime	Ongoing	CBH/CBC ASB teams/Essex Police

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Households and individuals that are eligible but not in priority need or are in temporary accommodation can have greater public health needs than the rest of the population.	Promote the integration between health and housing to meet the indicator around homelessness in the Public Health Outcomes Framework: Improving the wider determinants of Health for homeless acceptances and households in temporary accommodation	Better joined up working. Identified outcomes in the framework met	Ongoing	ECC Public Health Team/CBC
Identify the support needs of different types of rough sleepers including entrenched rough sleepers, young people that are 'new' to the streets and people suffering from mental health to provide a better understanding of gaps in support services	Research the possibility of conducting a health needs audit (using the Homeless Link toolkit) for single homeless/rough sleepers.	Support needs Identified and met	2021 - ongoing	CBH Rough Sleeper Co-ordinator/CBC Housing Strategy Team
Ensure that all discharges from hospital, in-patient mental-health services, and drug and alcohol detox treatment are planned, with continuity of support where needed so that	Work with partners in health and the voluntary sector to research best practice and set up discharge protocols/policy to provide a planned accommodation and support	Discharge protocols/policy in place People are not discharged from hospital as homeless.	Ongoing	NHS CCG /CBC/CBH/ECC

no-one is left homeless.	pathway for clients.			
Aim 4: Improving Communication and challenging the perception and culture of homelessness				
Challenge	Action	Outcome	Timeframe	Who will deliver?
Provide advice and information to support people to access services that could prevent them becoming homeless. Raising awareness about realistic housing options and homelessness in Colchester	Improve communication of services provided by the Council to statutory and voluntary sector organisations through Information days. Identify gaps in information and publish and promote information on the website on the Council's homelessness and housing service for partner organisations.	Statutory and Voluntary organisations and service users more aware of housing and homelessness services and have more realistic expectations.	Throughout the life of the strategy	CBC Housing Strategy Team/ CBH/Project Group Members
Improve access to advice and support around welfare benefits for single clients that are homeless to prevent delays in receiving benefits and to avoid sanctions which cause reductions in the amount of benefit they receive	Work with the DWP and advice services to explore the best way to improve access to benefit advice for single homeless clients	Improved access to advice for single homeless clients	2021	CBH Housing Solutions Team/DWP/CA B
Develop early intervention and	Provide basic strategies and signposting to	An increase in homelessness prevention for	Ongoing	CBH Housing Solutions Team/ECC

prevention options for Young People at risk of becoming homeless in the Borough	support families to resolve conflict. Continue to work in partnership with Schools in the Borough to educate young people and their parents of the risks of leaving home in an unplanned way	young people. A decrease in homeless applications for young people		Social Care Teams/ y.e.s
Identify people at risk of homelessness at an earlier stage, and interventions that need to be put in place to prevent them being threatened with or becoming homeless.	Develop local protocols and referral arrangements with public bodies and other appropriate agencies to assist with early identification of people at risk of homelessness.	Referral process in place. An Increase in Homelessness prevention at an earlier stage – 'Duty to refer' fulfilled.	Ongoing	
Promote a person-centred approach to people that are homeless by creating structures which encourage voluntary sector services to work better together and share good practice	Multi agency working group Community of Practice – Homeless link	Better joined up working/reduction in duplication of services	Ongoing	Project Group members
Provide better communication to the public and organisations about how they can play their part in helping to prevent homelessness and support	Promote Colchester's Homelessness Charter – providing information about how people/organisations can pledge their support to help	More people/organisations signing up to the Charter. Better understanding around homelessness prevention	Throughout the life of the Strategy	CBC Housing Strategy Team/CBH Housing Solutions Team

those that are homeless	people that are homeless			
To educate the public on the difference between rough sleepers and street beggars that are not homeless to discourage them from giving money to people that are begging on the street	Work on a 'behaviour change' project to educate the public on the best way to help rough sleepers in Colchester and to discourage them from giving money to street beggars.	Increase in public awareness between the difference in rough sleeping and street begging. Increase in funds for local charities who support people that are homeless	Ongoing	CBC Housing Strategy Team/Rough Sleeper Co-ordinator/CBC Research Team
Involve people that have experienced homelessness in designing services to ensure they are relevant and accessible and to continue to inform the development of the strategy	Hold focus groups/drop in sessions with different groups of clients i.e. homeless families	Better understanding of services for people that are homeless.	Throughout the life of the strategy	CBC Housing Strategy Team/Rough Sleeper Co-ordinator/Project Group members
Rough Sleeping Action Plan				
Challenge	Action	Outcome	Timeframe	Who will deliver?
More assertive approach to rough sleepers needed in order to help them access support services and accommodation	Funding awarded by MHCLG Rough sleeper Initiative funding to provide a more assertive street outreach, especially out of hours provision and reconnection.	Outreach Team set up within CBH and more rough sleepers helped to access support services and into accommodation	2018-19 2019-20	Housing Strategy Team/Housing Solutions/Rough Sleeper Team
Accommodation with wraparound support needed for entrenched rough sleepers	Funding awarded by MHCLG Rough sleeper initiative funding to provide an	Entrenched rough sleepers move on from the streets into settled accommodation	2018-19 2019-20	Housing Strategy Team/Housing Solutions/Rough Sleeper

to help them move from the streets into settled accommodation	opportunity to pilot a 'Housing First' Registered Provider that provides supported housing.			Team/Sanctuary Housing
Colchester has a night shelter that attracts people that are homeless from neighbouring boroughs that don't have emergency provision and reduces the number of emergency bed spaces for people that have a local connection to Colchester	Funding awarded by MHCLG Rough sleeper initiative funding to increase bed spaces and support staff capacity at Colchester Night Shelter, specifically for Colchester people at risk of rough sleeping.	Better access to emergency beds at the night shelter for people that have a local connection Colchester	2018-19 2019	Housing Strategy Team/Housing Solutions/Rough Sleeper Team/Colchester Emergency Night Shelter
During severe weather such as high wind, heavy rain, snow and heatwaves, emergency accommodation with support is needed to ensure that rough sleepers have somewhere to stay	Funding awarded by MHCLG Rough sleeper initiative funding to provide proper continuous Severe Weather Emergency Provision (SWEP) from October - mid March, with specialist support staff to prevent people moving back to the street once the provision ends.	SWEP set up, accommodation and staff identified and trained. Provision available for rough sleepers during severe weather	2018-19 2019-20	Housing Strategy Team/Housing Solutions/Rough Sleeper Team
Dedicated duty line required to support SWEP	Set up a dedicated duty line for the team	Duty line set up	2018-19	

and outreach Team	so that people on the street that need emergency accommodation can be identified and provided with somewhere to stay and help to access support services			
Rough sleepers who are facing multiple disadvantage and experiencing a combination of problems need more intensive support to access services	Funding awarded by MHCLG Rapid rehousing Fund for 2 Navigator roles to work within the rough sleeping Team to provide more intensive support to rough sleepers identified by Outreach who have complex needs including substance misuse, mental ill health and contact with the criminal justice system.	Consistent support provided to rough sleepers with complex needs to gain access to services and help to break down barriers to housing by establishing good working relationships with services across Colchester.	2019-20	Housing Strategy Team/Housing Solutions/Rough Sleeper Team
Enable more robust sharing of information about rough sleepers by setting up a system between the Rough Sleeper Team (CBH) and the voluntary sector organisations	Research the viability of using a system i.e. inform to identify and provide information on rough sleepers in Colchester	Research undertaken. System in place to 'track' rough sleepers	2021-22	CBC – Housing Strategy Team/CBH Rough Sleeper Co-ordinator
Seek to improve the availability of day services for rough sleepers/single	To be progressed with CENS/Beacon House	Opening times extended – more places for rough sleepers to go during the day	2021	CENS/Beacon House/CBH Rough Sleeper Team

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homeless by exploring the viability of extending the opening times of agencies				
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Building Council Houses – Extract from the minutes of Full Council meeting of 16 October 2019

Building Council Houses

It was proposed by Councillor Warnes that:-

“This Council calls upon the Government to significantly enhance the ability of Councils such as Colchester to build more new council homes.

It’s 100 years since the passing of the Addison Act which gave Councils significant new duties and funding to build their own housing. Colchester has, as have many other places in the UK, a housing crisis. We have many residents either facing or experiencing homelessness within our borough, yet we also have a chronic shortage of council housing.

This Council is committed to building new council housing, but we face continuing restraints on our ability to deliver at scale and need Government to make council house building more viable.

We therefore call upon the borough’s MP’s Bernard Jenkin, Priti Patel and Will Quince to find new inspiration through the laudable aims of Christopher Addison that inspired council house building throughout the country and lobby the Ministry of Housing, Communities and Local Government and Her Majesty’s Treasury to:

- end restrictions on the use of the Right to Buy receipts so all the money we raise from council house sales could go back into building replacement homes*
- provide clarity over long-term social rent levels so we can continue to prudently borrow in order to deliver at scale a new generation of council housing for working families and those households in greatest need within our borough.”*

On being proposed, as the motion related to an executive matter, it stood referred direct to Cabinet.

20th November 2019

Report of	Assistant Director of Environment	Author	Richard Block
Title	Climate Emergency Update		☎ 506476
Wards affected	All wards		

1. Executive Summary

- 1.1 This report provides information and an update regarding the progress in developing a roadmap to respond to the Climate Emergency declared by full Council in July 2019. It also sets out a timetable for future reports.

2. Recommended Decision

- 2.1 To note the actions taken and the progress made by The Task and Finish Group.
- 2.2 To resolve that Environmental and Carbon Management issues should be considered in all future decisions taken by the Council.

3. Reason for Recommended Decision

- 3.1 To ensure Cabinet has oversight of the steps being taken to respond to the Climate Emergency and the future proposed timetable for bringing more detailed proposals back to Cabinet and full Council.

4. Alternative Options

- 4.1 Not applicable

5. Background Information

- 5.1 In July 2019 the Council unanimously approved a motion to declare a climate emergency. Council also resolved to:

Support the newly formed Conservation and Environmental Sustainability Task and Finish Group to consider the following actions:

Commission an environmental audit which identifies pollution hotspots, wildlife biodiversity and environmental health issues, and an urban impact assessment with an aim to identify areas of improvement across the borough.

Consult expert opinions in the field, as appropriate.

Collaborate with regional and neighbouring local authorities, as well as communities, to encourage practical measures to reduce emissions, reduce carbon footprints and develop community-based renewable energy projects.

Encourage all sectors of the economy across the borough to take steps to reduce waste and become carbon neutral.

Develop a roadmap for Colchester Borough Council to go carbon neutral by 2030. Report to Cabinet and Full Council within six months with an action plan setting out conservation and environmental sustainability goals to address targets by 2030; incorporating proposals on the investment implications of this proposed activity.

Pledge to ensure future housing and community development projects meet a carbon-neutral standard by 2030

Call upon the Leader of the Council to write to the Minister of State for Energy and Clean Growth requesting that national policy is urgently developed to reflect the seriousness of the current emergency, and to release funds to local authorities, encouraging them to take the necessary measures at local level.

- 5.2 Since the motion was approved immediate steps have been taken and these are detailed later in this report. In addition, work has progressed to deliver key programmes of work or projects such as the planned launch of the Colchester Woodland Project which will involve planting over 200,000 trees, one for every resident of the Borough which will offset 37,000 tonnes of carbon.
- 5.3 The Council's previous work to improve environmental sustainability has also been recognised. Friends of the Earth recently published their list of the most climate friendly areas in England & Wales with Colchester rated joint third overall.
- 5.4 The Conservation and Environmental Sustainability Task and Finish Group has also been exploring further the steps required to respond to the Climate Emergency with the aim of providing a full report with proposals to Cabinet in January 2020 so recommendations can be made to full Council in February 2020.
- 5.5 It cannot be stated strongly enough that to meet the ambition of the motion by 2030 will be incredibly challenging. In particular, the ambition to achieve Carbon Neutrality by 2030. It is not yet clear whether it is an achievable goal, and it may prove to be impossible,

however, it is an ambition the Council is prepared to pursue in good faith and in endeavouring to achieve the goal will take us further toward a sustainable and carbon neutral economy for Colchester than backing away from such a challenge.

- 5.6 The Council has made significant reductions in carbon through previous carbon reduction strategies. In 2008 we signed up to a 5-year strategy making a commitment to reduce carbon emissions in Council buildings by 25% by 2012. This was successful with the target being exceeded and 35% cut in carbon emissions recorded.
- 5.7 In 2015 the Council embarked on the development of a new plan for 2016-2020 with the aim to cut the carbon baseline emissions of 6533 tCO₂ by a further 40% and excellent progress has been made in achieving this.
- 5.8 Despite starting from a strong position the evidence available shows that the scale of change needed to achieve carbon neutrality will be unprecedented. Making further carbon reductions becomes increasingly difficult and costly with all previously considered viable actions having been taken.
- 5.9 To assist with this work the Carbon Trust have been commissioned to conduct a thorough qualitative analysis and review of the Council's work to date, produce a baseline and footprint for all Council assets and operations, provide a report for areas of focus for future carbon reduction activities, synthesize clear actions and strategic recommendations that will enable roadmap modelling moving forward and a basis for overall strategy development. The timeline for this is underway with a final report due in December. The process will also involve workshops and meetings with all key stakeholders.
- 5.10 Taking in to account the timescale required for the Carbon Trust to complete their work and the progress made, it is proposed that a full report is made to Cabinet in January 2020 so recommendations can be made to full Council in February 2020.
- 5.11 This initial report is the first milestone in what will be a 10 year journey, acknowledging that further planning work is required to provide a robust and evidence based plan for tackling the biggest challenges. We also know that, if we want to be successful, wider engagement with communities, businesses, schools, public sector partners, the voluntary sector and others will be critical in gaining input to and support for our collective programme. We are aware of growing public support for environmental action and this has been exemplified by XRs People's Assembly & Festival and the work of Eco Colchester who have both fed in ideas to the Task & Finish Group.
- 5.12 It is also vital that any decision now taken by the Council has consideration of the impact on Carbon and the Environment. This includes procurement decisions so the considerable spending power the Council has via external contracts secures carbon reduction and other environmental improvements.
- 5.13 The table below provides updates against each of the different requirements of the Council Motion:

Climate Emergency Target	Update on progress
Audit of pollution hotspots and environmental health issues.	A full audit of pollution hotspots has been undertaken as part of our air quality management activity. Hot spot areas have been identified and continue to be

	<p>monitored. As a result of the action taken to tackle air pollution in Colchester additional Government funding has been secured to deliver a two year behaviour change project to tackle levels of pollution in the borough.</p> <p>We also have full details of all potentially polluting processes and the controls they have in place through Environmental Permitting.</p>
Audit of Wildlife/Biodiversity	<p>Several specialist groups already undertake such audits. These will be assessed to identify whether any gaps exist. Where this is the case a further audit will be engaged. An early example of action is the review of weed control on land owned by the Council including phasing out the use of Glyphosate based weed killer. A paper setting out the information currently held and identifying where other sources of data can be found will be attached as an appendix.</p>
Urban Impact Assessment	<p>The local plan and resulting significant decisions all require a substantial impact assessment. A key proposal moving forward will be the introduction of 'sustainability in all policies', with environmental and sustainability impact assessments introduced as a standard consideration for all key decisions.</p>
Consult expert opinions in the field	<p>Several experts have been consulted or have attended the task and finish group including the Carbon Trust, Eco Colchester. Feedback has also been considered from Extinction Rebellion Colchester.</p>
Collaborate with regional and neighbouring local authorities, as well as communities	<p>Joint transport strategy/projects to facilitate increased cycling and walking are being developed with Essex County Council. Community activation, social movements and active travel are the primary means by which the Council aims to increase levels of physical activity through the Local Delivery Pilot a significant piece of work involving a wide range of stakeholders. We have also approached Essex County Council about joint working on tree planting and will be working closely with Parish Councils and community groups on this project. We are also investigating further work and community based schemes to enable greater use of renewable energy.</p>

Encourage all sectors of the economy across the borough to take steps to reduce waste and become carbon neutral.	Work has continued with the Single Use Plastic reduction campaign across the Borough. The refill campaign has also been publicised and supported through the introduction of 5 new/refurbished public water fountains. A review of our trade waste collection service is also being undertaken to develop additional commercial recycling collections.
Develop a roadmap for Colchester Borough Council to go carbon neutral by 2030.	The Carbon Trust have been commissioned to undertake a carbon foot printing exercise and to identify the key areas of focus that will form the basis of a roadmap and strategy for Colchester to be carbon neutral.
Report to Cabinet and Full Council within six months with an action plan setting out conservation and environmental sustainability goals to address targets by 2030; incorporating proposals on the investment implications of this proposed activity.	This report is the first stage of reporting. A full report is scheduled for Cabinet in January 2020 for recommendation to full Council in February 2020.
Pledge to ensure future housing and community development projects meet a carbon-neutral standard by 2030.	<p>A report has been presented to the Task and Finish group outlining the measures CBC are already undertaking through planning and a table of new suggested measures that are recommended to enhance the delivery of sustainable development. This table of new measures is currently being prioritised in readiness for further discussion.</p> <p>Building regulations provide the most robust way of ensuring new housing is carbon neutral. The Council will respond to consultations to improve the Building Regulations and should lobby central government to ensure they aim for Carbon Neutrality. This will then enable us to enforce the requirement and will ensure all development is to a common Carbon Neutral standard.</p>
Call upon the Leader of the Council to write to the Minister of State for Energy and Clean Growth requesting that national policy is urgently developed to reflect the seriousness of the current emergency, and to release funds to local authorities, encouraging them to take the necessary measures at local level.	This letter was sent, and a response received.

6. Equality, Diversity and Human Rights implications

- 6.1 There will be no equality, diversity and human rights implications in undertaking this work.

7. Strategic Plan

- 7.1 Activity to meet the requirements of the Climate Change Motion could potentially deliver against all streams of the Strategic Plan.

8. Consultation

- 8.1 Several experts and interest groups have been consulted and will continue to be consulted through this work.

9. Publicity Considerations

- 9.1 There are currently no publicity considerations although it will be important to publicise how we will respond to the climate emergency once the proposed responses are adopted by full Council.

10. Financial implications

- 10.1 An initial budget of £50K has been allocated for this priority but this will be used to carry out the scoping work referred to above and to provide additional officer resource to take this work forward. Further funds are available to accelerate progress where necessary an example being significant investment in the Colchester Woodland Project this year.
- 10.2 There are likely to be considerable additional financial implications associated with responding to the Climate Emergency albeit there may also be opportunities to partially mitigate these through other policies and associated financial savings e.g. energy costs. These will need to be considered when recommendations are made to Cabinet and Council in the new year. Even then it will be difficult to set out clear and actual costs for the next 10 years at this stage. As such resourcing the roadmap will likely need to take a phased approach in terms of capital and revenue funding in the short to medium term.

11. Community Safety and Health and Wellbeing Implications

- 11.1 Responding to the Climate Emergency will have positive impacts on health and wellbeing through tackling areas such as air quality. There are also many health and wellbeing benefits associated with possible solutions such as increased cycling and walking instead of car use.

12 Health and Safety

- 12.1 There are no health and safety implications at this stage.

13 Risk Management Implications

- 13.1 The motion approved by Council sets ambitious targets and without robust prioritisation and risk management they will be difficult to achieve. Effective programme management will need to be utilised to ensure targets are achieved.

- 13.2 Meeting the requirements of this motion will not be achieved through Council action alone and is a highly complex issue. Reducing greenhouse gas emissions in particular will require systems leadership across multiple sectors, communications and behavioural change that will result in adapted lifestyles, and potentially fundamentally different patterns of development and travel in the long term. Ultimately perceptions of success will need to evolve over time. Our emergent programmes will be related to the degree of control and influence the Council directly has and our acknowledgement that partnership working across the region will be essential for us to address the challenge.
- 13.3 There are mixed perceptions of climate change within communities across Colchester that manifest into a spectrum of views which the Council are expected to navigate in the development of the roadmap, the prioritisation of resource and communication to our residents.
- 13.4 The resourcing requirements to undertake systems leadership and the change programme required will be significant. The scale of change required is unprecedented.

Extract from the notes of the Conservation and Environmental Sustainability Task and Finish Group meeting of 28 October 2019

Use of Glyphosates Herbicide Update

Richard Block, Assistant Director Environment, provided an update on the position in respect of the use of glyphosates herbicides. He had raised the issue with Idverde, who were the Council's contractors for grounds maintenance. Idverde were also the grounds maintenance contractors for a London Borough in which they used a hot foam treatment, so had some experience in alternatives to glyphosate herbicides. The costs of using alternatives to glyphosate herbicides were being looked at so that an informed decision could be made, but it was clear that would be a significant cost implication to ending their use.

In discussion it was suggested that there were ways of reducing the costs involved in a hot foam system, such as reducing the number of applications in a season, a joint contract or sharing equipment with other authorities. Idverde were also the contractor for Babergh and West Suffolk so there was some potential for a shared approach. However, it was highlighted that the contractors were contracted to provide a service. How Idverde approached that or delivered the service was a matter for them, and whilst the Council could nudge them to approach service delivery in a certain way, it could not compel them.

Members of the Group felt that if a recommendation was made to Cabinet to cease the use of the glyphosate herbicides, Cabinet needed to have firm information about the costs implications so that it could take an informed decision. When the issue had previously been considered, it was calculated that moving to an alternative solution would result in an ongoing revenue cost of approximately £80,000 per annum. The Council would obviously seek to negotiate on the additional costs to ensure best value to the tax payer. It was highlighted that glyphosate herbicides were sprayed on Housing Revenue Account land. Colchester Borough Homes would not be in a position to bear the costs of this and would therefore need to pass the cost on to its tenants, unless it received additional funding.

A member of the Group suggested it would be more appropriate for Cabinet to consider all the recommendations from the Group together, rather than consider this issue in isolation. Cabinet could then take an informed view of which issues it should prioritise and devote resources to. However, the consensus of the Group was that as this issue raised potential health and safety implications it would not be appropriate to wait and that the recommendation should be considered by Cabinet at the earliest opportunity.

The Group was of the view that if Cabinet agreed in principle to cease the use of glyphosate herbicides, then a phased approach should be taken to ending their use. For example, areas in which they were used where there was a high risk of human contact should be considered as priorities. Such an approach also needed to take account of the need to encourage biodiversity and encourage alternative sustainable practices, such as reducing the number of times when weed control measures were used and allowing verges and other grassed areas to grow. It was noted whilst the Council could act to control the use of glyphosate herbicides on its own land, this would not prevent their use throughout the borough. They were also used by Essex County Council and by a number of private management companies. It was the view of the Group that the Council should show leadership and use its influence to work with Essex County Council and other organisations and companies who used glyphosate herbicides to encourage them to cease their use also.

RECOMMENDED TO CABINET that:-

- (a) Colchester Council commits to cease the use of glyphosate herbicides, by a phased approach based on the nature of the sites where herbicides are used, the need to encourage biodiversity where possible, and the availability of alternative sustainable practices.
- (b) Colchester Borough Council will work with other authorities, organisations and companies who use glyphosate herbicides within the borough to encourage them to cease their use of them.

20 November 2019

Report of	Assistant Director of Environment	Author	Richard Block ☎ 506825
Title	Highway Ranger Service		
Wards affected	All		

1. Executive Summary

- 1.1 Essex County Council have proposed that the Highway Ranger Service and associated budget could be delegated to Colchester Borough Council. This report explains the proposal and requests Cabinet to consider whether the proposal should be accepted.

2. Recommended Decision

- 2.1 To resolve that Colchester Borough Council operates the Highway Ranger Service on behalf of Essex County Council for as long as they continue to provide current levels of funding for the Service as detailed in this report.

3. Reason for Recommended Decision

- 3.1 This would demonstrate progress against the Alliance Action Plan Priority of taking on services and budgets from Essex County Council.
- 3.2 By having greater control of the service it could be better integrated with other activities undertaken by our Neighbourhood Services team.

4. Alternative Options

- 4.1 To not take on the service. This would make it more difficult to demonstrate progress against the Alliance Action Plan Priority of taking on services and budgets from Essex County Council. It would also be difficult to integrate the Highway Ranger Service with other activities in Neighbourhood Services.

5. Background Information

- 5.1 The Highway Ranger Service is a service currently delivered by Ringway Jacobs on behalf of Essex County Council. It comprises of two operatives utilising one van and hand tools to deliver basic repairs and maintenance on highway land.
- 5.2 Highway Rangers take tasks via a task list which is managed and prioritised by the Local Highways Panel. The public and Members can report jobs for the Service via Essex County Council or the Borough Council.
- 5.3 Essex County Council have proposed that we take on this service and have confirmed that a budget of £80K per annum would be provided. They would not inflate this annually and cannot guarantee the funding year on year. This means we would take on risks associated with redundancy costs if Essex County Council decide to cease funding for the service. No van, tools, equipment or training would be provided so these would also need to be purchased.
- 5.4 Currently there are two operatives employed by Ringway Jacobs who could opt to transfer to us under TUPE legislation and the total associated employment costs would be £85K. We would also need to identify a further £10K to provide vans, fuel, training and equipment which means we could have a net annual cost of £15K if we take the service on.
- 5.5 Neither operatives would have to transfer, and if they didn't, the budget could be used to expand operational staff and vehicles in Neighbourhood Services. £80K would cover all costs associated with employing additional Neighbourhood Services staff, vehicles, fuel, training and tools to provide the service.
- 5.6 The most recent task list for the service is shown at appendix 1 and this demonstrates there is a considerable backlog. Essex County Council have confirmed that this task list could be reviewed and prioritised in conjunction with the Local Highways Panel if we take the service on. Through effective management, in future these tasks could be completed more quickly to prevent such backlogs and provide a better service to residents of Colchester.
- 5.7 If the service was transferred, the most efficient way of delivering it would be by absorbing the extra staff resource and responsibilities of Highway Rangers into Neighbourhood Services. This would require careful management of the task list to ensure that additional work does not exceed the additional capacity provided by the two additional members of staff to ensure other work in Neighbourhood Services does not suffer.

6. Equality, Diversity and Human Rights implications

- 6.1 There are no direct equality, diversity and human rights implications.

7. Strategic Plan References

- 7.1 Having an effective Highway Ranger Service contributes to the Growth theme of the Strategic Plan as it will help make sure Colchester is a welcoming place for all residents and visitors.

8. Consultation

- 8.1 If we do decide to take on the service all staff likely to be affected will be consulted with to make sure the transition is effective. Members of the Local Highways Panel will also be consulted with, as they currently maintain oversight of the Highway Ranger task list.

9. Publicity Considerations

- 9.1 The service is already publicised by Essex County Council so any additional publicity would need to be considered carefully. Initially, it is proposed that no additional publicity is undertaken until any backlog of works is cleared and we have a better understanding of the ongoing demands into the service.

10. Financial implications

- 10.1 As set out previously, the financial implications of taking on the service depend on whether the two members of staff employed by Ringway Jacobs currently providing the service opt to transfer to the Council. If they do, then an ongoing annual budget pressure would be created of £15K.
- 10.2 If neither member of staff opts to transfer, there would be no initial ongoing annual cost associated with taking on the service.
- 10.3 If we agree to take on the service and Essex County Council were to withdraw funding in the future, we would be liable to pay any associated one-off redundancy costs.

11. Health, Wellbeing and Community Safety Implications

- 11.1 There are no health, wellbeing or community safety implications.

12. Health and Safety Implications

- 12.1 If we were to take on the service, risk assessments and safe systems of work would be developed for any associated tasks carried out.

13. Risk Management Implications

- 13.1 There are potential reputational risks associated with taking on the Highway Ranger Service if the current backlog of tasks is not cleared or allowed to develop again.
- 13.2 There are also financial and reputational risks associated with the fact that Essex County Council are only prepared to guarantee funding for the service from year to year. If they withdraw the funding and the service is ceased as a result, we may receive adverse publicity. We would also be liable for any associated redundancy costs, and ongoing liability for vehicles and equipment to provide the service.

Appendices

Appendix A – Most recent task list for Colchester Highway Ranger Service

Colchester Highway Rangers - Works Summary 2019/20

REF	Parish/Ward	Road Name	Location	Type of Work Required	Comments	Confirm Number	Date Requested	Date Completed	STATUS
None	Colchester Town	Maidenburgh Street	junction High Street	Sign cleaning	dashboard	2275832	04/04/2019		
None	Marks Tey	Patton Close	throughout	Vegetation trimming	dashboard	2275730	04/04/2019		
None	Colchester Town	Northern Approach Road	Between	Vegetation trimming	dashboard	2271086	09/02/2018	11/04/2019	COMPLETED
None	Copford	London Road	Car Boot Sales side of London Road, Colchester	Removal of Soil ingress along London Road requested by Cllr Bentley					
None	Wakes Colne	A1124 Wakes Colne	Throughout the 30mph limit along the A1124	Vegetation trimming and Sign Cleaning					
None	Aldam	New Road	Overgrown vegetation encroaching onto the carriageway	Vegetation trimming					
None	Birch	Maldon Road	Heckford House to Fountain Lane	Other (explain in notes)	Footway siding and Veg trimming	2277801	09/05/2019		
None	Stanway	Halstead Road	Junction with Chitts Hill	Vegetation trimming		2277248	09/05/2019		
None	Colchester Town	Cleveland Close	opposite 69	Vegetation trimming		2277969	10/05/2019		
None	Colchester Town	Highwoods Approach	outside youth centre and f/w to Cleveland Close	Vegetation trimming		2278003	10/05/2019		
None	Prettygate	Church Lane	Both sides of the carriageway from Lexden Church to Shakespeare Road	Vegetation trimming			28/05/2019		
None	Wivenhoe	Colchester Road	on cyclepath	Vegetation trimming	From J Gudka	2275738	02/04/2019		
None	Colchester Town	Keepers Green	40m of veg cutback	Vegetation trimming	40m of veg cutback	2279050	29/05/2019		
None	Abberton	Broom Way	footpath side of 19	Vegetation trimming	43m of veg cutback	2279111	30/05/2019		
None	Colchester Town	Braistwick	adjacent to 13	Vegetation trimming		2280094	18/06/2019		
None	Colchester Town	Halstead Road	outside Cosgrove lodge	Vegetation trimming		2280098	18/06/2019		
None	West Mersea	Windsor Road	Mill Rd to Widsor Road	Vegetation trimming		2279970	18/06/2019		
None	Colchester Town	Magazine Farm Way	20 to 32	Vegetation trimming		2279938	18/06/2019		
None	Colchester Town	Mersea Road		Vegetation trimming	Member driven	2280813	25/06/2019		
None	Colchester Town	Sheepen Road		Vegetation trimming	Member driven	2280800	25/06/2019		
None	Colchester Town	Maldon Road		Vegetation trimming	Member driven	2279983	25/06/2019		
None	Prettygate	Shady Lane	Footpath to the allotments Irvine Rd from Park Rd	Vegetation trimming	Councillor Request		01/07/2019		
None	Prettygate	the junction of Maldon Rd, Shrub End Rd and Drury Rd	Tree obstructing the traffic lights	Vegetation trimming	Might be too high for rangers		01/07/2019		
None	Prettygate	alley way between nelson road and Collingwood road by Lexden primary school	Vegetation obstructing the footpath	Vegetation trimming			01/07/2019		
LCOL1908001	Great Horkesley	Monarch Lane	From No 6 to No 9	Vegetation trimming	Overgrown Vegetation approx. 30mtrs x 0.5	3405343	12/08/2019		

Colchester Highway Rangers - Works Summary 2019/20

REF	Parish/Ward	Road Name	Location	Type of Work Required	Comments	Confirm Number	Date Requested	Date Completed	STATUS
LCOL1908002	Colchester	Newcomen Way	Whole footway between Albea entrance to Brunel Road	Vegetation trimming	Overgrown vegetation obstructing footway for 40 m	3402384	06/08/2019		
LCOL1908003	Myland	Peto Avenue	Os 22	Vegetation trimming	Hedge overgrown over footway 70x2x1m	3385458	24/06/2019		
LCOL1908004	West Mersea	Victory Road	Corner of 42	Vegetation trimming	Vegetation growth at base of column, 1.3m x 0.9m remaining available footway 0.4m	3387031	26/06/2019		
LCOL1908005	West Mersea	Victory Road	Side of Victory P. H	Vegetation trimming	Weed growth across footway, 30.0m x 0.8m	3403892	08/08/2019		
LCOL1908006	West Mersea	Upland Road	Between 54-56	Vegetation trimming	Vegetation coming through rear edge of footway, 7.5m x 0.5m	3387636	27/06/2019		
LCOL1908007	Colchester	Circular Road West	From junction with Circular road north to junction with Butt road	Vegetation trimming	Overgrown vegetation sides of footway Butt Road to Circular road North	3399217	29/07/2019		
LCOL1908008	Wivenhoe	Brightlingsea Road	At Junction with b1027	Vegetation trimming	Vegetation overgrown over carriageway/verge 80x2x1m	3395980	22/07/2019		
LCOL1908009	Stanway	London Road	On bridge opp The Swan ph..	Vegetation trimming	Vegetation encroaching footway 15m x 0.6m	3401235	02/08/2019		
LCOL1908010	Langham	Old Ipswich Road	Os red brick cottage	Vegetation trimming	Vegetation overgrown over carriageway 100x1x1m	3397722	25/07/2019		
LCOL1908011	Colchester	Newcomen Way	Outside Essex House	Vegetation trimming	Overgrown vegetation obstructing footway for 10 m	3403023	06/08/2019		
LCOL1908012	Colchester	Newcomen Way	Junction with Severals Lane	Vegetation trimming	Overgrown vegetation obstructing footway for 10 m	3403019	06/08/2019		
LCOL1908013	Colchester	Dugard Avenue	Pedestrian crossing junction with Peartree road	Vegetation trimming	Overgrown vegetation obscuring traffic signals	3399218	29/07/2019		
LCOL1908014	East Donyland	Rectory Road	Between footpath & bus shelter	Vegetation trimming	Weed growth across footway, 20.0m x 1.3m	3403667	07/08/2019		
LCOL1908015	Birch	Birch Park	Opp wishing well cottage	Vegetation trimming	Brambles encroaching on footway 20m x 0.8m	3402854	06/08/2019		
LCOL1908016	Colchester	Dugard Avenue	Outside no 73 close to the pedestrian crossing junction with Peartree road	Vegetation trimming	Overgrown vegetation obscuring traffic signals at pedestrian crossing	3399235	29/07/2019		
LCOL1908017	Fingringhoe	Dudley Road	O/s 18	Vegetation trimming	Weed growth across footway, 9m x 1.0m	3393551	15/07/2019		
LCOL1908018	Colchester	Delamere Road	Outside no 31	Vegetation trimming	Overgrown vegetation obstructing footway/carriageway around base of tree, for 2 m	3403000	06/08/2019		
LCOL1908019	Colchester	Essex Hall Roundabout	Shared cycle/pedestrian zone on west side of RAB, backing Wycliffe Grove	Vegetation trimming	Vegetation and brambles overgrowing up to 60% of footway side for approx. 40m	3390041	03/07/2019		
LCOL1908020	Colchester	Station Way	In shared pedestrian/cycle lanes, 15m from remote footway junction (opposite Bell Vue Rd) Station bound lane side	Vegetation trimming	Shrubs from verge are overgrowing footway by up to 65% for approx. 30m	3403969	08/08/2019		
LCOL1908021	Myland	Bedford Road	Opp 31	Vegetation trimming	Vegetation overgrown over footway 20x0.5x2m	3400632	31/07/2019		
LCOL1908022	Myland	Bedford Road	Op 51	Vegetation trimming	Vegetation overgrown over footway 25x0.5x1m	3400629	31/07/2019		
LCOL1908023	Great Horkesley	Monarch Lane	From No 6 to J/W Coach Road for the RANGERS	Vegetation trimming	Overgrown vegetation approx. 25 x 0.5m	3405342	12/08/2019		
LCOL1909001	Stanway	Lucy Lane South		Vegetation trimming	150m	2284358.00	04/09/2019	on site 23/9/19	
LCOL1909002	Laver De La Haye	Greenacres Road		Vegetation trimming	15m	2284380.00	04/09/2019	17/09/2019	COMPLETED
LCOL1909003	Colchester Town	Newcomen Way		Vegetation trimming	10m	2284062.00	04/09/2019	17/09/2019	COMPLETED
LCOL1909004	West Mersea	Fairhaven Avenue		Vegetation trimming	5m	2284337.00	04/09/2019	16/09/2019	COMPLETED
LCOL1909005	West Mersea	Fairhaven Avenue		Vegetation trimming	5m	2284443.00	04/09/2019	16/09/2019	COMPLETED

Colchester Highway Rangers - Works Summary 2019/20

REF	Parish/Ward	Road Name	Location	Type of Work Required	Comments	Confirm Number	Date Requested	Date Completed	STATUS
LCOL1909006	Fingringhoe	Dudley Road		Vegetation trimming		2284497.00	24/09/2019		
LCOL1909007	Colchester Town	Circular Road		Vegetation trimming	15m	2284801.00	24/09/2019		
LCOL1909008	Langham	Old Ipswich Road		Vegetation trimming	200m	2284502.00	24/09/2019		
LCOL1909009	Great Horkesley	Monarch Lane		Vegetation trimming	70m	2284484.00	24/09/2019		
LCOL1909010	Birch	Birch Park		Vegetation trimming	20m	2283935.00	24/09/2019		
LCOL1909011	East Donyland	Rectory Road		Vegetation trimming		2284499.00	24/09/2019		
LCOL1909012	Wivenhoe	Cap Pillar Close		Vegetation trimming	30m	2284621.00	24/09/2019		
LCOL1909013	Colchester Town	Maldon Road		Vegetation trimming	170m	2284622.00	24/09/2019		
LCOL1909014	Colchester Town	Station Way		Vegetation trimming	30m	2284455.00	24/09/2019		
LCOL1909015	Chappel	A1124, Colchester Road	A scaffolding lorry went into the field at Broom House Corner and was dragged out by a recovery vehicle over the footpath which is now covered in mud.	Verge repair			30/09/2019		
LCOL1909016	Chappel	A1124, Colchester Road	Please could this section of footpath from Broom House Corner going into chappel be weeded.	Weeding			30/09/2019		
LCOL1909017	Aldham	Halstead Road	Towards Bullbanks farm (Photos can be provided)	Vegetation trimming			30/09/2019		
LCOL1909018	Folley	Monwick Junior School	Lane Adjacent to the school	Vegetation Trimming	Brambles, nettles and branches hanging in the path		30/09/2019		
None	Great Horkesley	Coach Road Opposite Bishop William Ward School	Vegetation obstructing the vision for children crossing and also vehicles out of Malvern Way onto Coach Road	Vegetation Trimming			02/07/2019		

20 November 2019

Report of	Assistant Director , Policy and Corporate	Author	Richard Clifford
			507832
Title	Calendar of meetings 2020-2021		
Wards affected	Not applicable		

1. Executive Summary

- 1.1 This report invites Cabinet to agree a calendar of meetings for the 2020-2021 municipal year.

2. Recommended Decision

- 2.1 Cabinet is requested to approve the draft Calendar of Meetings for the next municipal year from May 2020 to April 2021.
- 2.2 To delegate authority to cancel meetings to the Chairman of the relevant Committee/Panel in conjunction with the Assistant Director, Policy and Corporate.

3. Reason for Recommended Decision

- 3.1 The Calendar of Meetings needs to be determined so that decisions for the year can be timetabled into the respective work programmes and the Forward Plan.
- 3.2 Advance notice of the Calendar of Meetings needs to be made available to Councillors and to external organisations, parish councils and other bodies with which the Council works in partnership and to those members of the public who may wish to attend meetings of the Council and make representations.
- 3.3 The meeting rooms also need to be reserved as soon as possible so that room bookings can be made for private functions by private individuals, external organisations and internal Council groups.
- 3.4 A formal arrangement needs to be in place for the cancellation of meetings that no longer need to be held.

4. Alternative Options

- 4.1 This proposal has been largely devised based on the current meeting structure and frequency. It would be possible to devise alternative proposals using different criteria.

5. Background Information

5.1 A draft calendar of meetings for 2020-21 is attached at Appendix A. This is largely based on the current meeting structure, frequency and pattern of meetings. The following criteria have been used in preparing the draft calendar:-

- The Municipal Year to begin with the Annual Meeting on 27 May 2020, following the borough elections on 7 May 2020.
- No Cabinet or Revolving Investment Fund Committees meetings in the six weeks before the elections in May 2021;
- Full Council meetings not to be held during school holidays, with the exception of the Annual Meeting.
- Political group meetings in advance of meetings of Council and Cabinet
- No meetings of Council or Cabinet/Revolving Investment Fund Committee or Scrutiny Panel during the party-political conference season in late September/early October.

5.2 The Calendar of Meetings 2020-21 comprises:-

- Council – the Annual Meeting plus four Council meetings. Council meetings are scheduled for Wednesdays, with the exception of the December meeting, which is scheduled for a Thursday to avoid the difficulties caused by the clash with late night shopping that would ensue if the meeting were held on Wednesday.
- Cabinet – seven meetings on a Wednesday.
- Governance and Audit Committee – six meetings on a Tuesday. These have been scheduled to ensure the approval of the Statement of Accounts at the appropriate time.
- Local Plan Committee – six meetings on a Monday.
- Licensing Committee – six meetings on a Wednesday. A number of Sub-Committee hearings are also scheduled on Friday mornings. Not all of these will necessarily be used as hearings are scheduled on ad-hoc basis as required.
- Planning Committee – 20 meetings on a Thursday. These are scheduled on a three weekly cycle between June – October, with a two weekly cycle throughout most of the rest of the year.
- Scrutiny Panel – eight meetings on a Tuesday. In addition two Crime and Disorder Committee meetings have been scheduled for September 2020 and February 2021.
- Policy and Public Initiatives Panel – six meetings on a Wednesday.
- Revolving Investment Fund Committee – six meetings on a Wednesday.
- Eight member training sessions between June 2019 and March 2020;
- Occasionally it proves necessary to schedule additional meetings of Committee and Panels at short notice. Six “reserve” dates have been included in the Calendar where

meeting rooms will be booked. This will facilitate the scheduling of additional/urgent meetings. These meeting dates will not be used unless needed.

- The following Civic events have also been included for completeness:

Opening of the Oyster Fisheries: 4 September 2020
Oyster Feast 30 October 2020

6. Financial implications

- 6.1 In general terms the costs are those associated with the meetings process such as the number of panels/committee, hallkeeping charges and agenda printing costs. The costs are covered by existing budgets.

7. Consultation

- 7.1 Consultation has been undertaken with the Executive Management Team and Assistant Directors. In addition the Mayor and Deputy Mayor have been consulted on the dates of Full Council meetings.

8. Publicity Implications

- 8.1 The dates of council meetings will be published on the Council's website. They are also advertised at the Library and Community Hub and distributed to parish council.

9. Equality and Diversity Implications

- 9.1 An Equality Impact Assessment covering the Council's decision making and meetings processes has been completed and can be found by on the Council's website www.colchester.gov.uk following the route: Home/Council and Democracy/Polices, Strategies and Performance/Equality and Diversity/Equality Impact Assessments/Decision Making and Meetings or by clicking on the link below:-

[Decision Making and Meetings EQIA](#)

10. Standard References

- 10.1 It is considered that there are no direct Strategic Plan references, human rights, health, wellbeing and community safety, health and safety and risk management implications raised by this report.

Appendices

Appendix A – Draft calendar of meetings 2020-2021

Background Papers

None

Appendix A 2020

		May		June		July		August
Mon								
Tue								
Wed					1			
Thu					2			
Fri	1				3			
Sat	2				4		1	
Sun	3				5		2	
Mon	4		1	Groups	6	Groups	3	Local Plan Committee
Tue	5		2		7		4	
Wed	6		3	Cabinet	8	Cabinet	5	Policy and Public Initiatives Panel
Thu	7	Elections	4		9	Planning Committee	6	
Fri	8	Bank Holiday (VE day)	5	*Licensing Sub-Committee	10		7	
Sat	9		6		11		8	
Sun	10		7		12		9	
Mon	11		8		13	Groups	10	
Tue	12		9	Scrutiny Panel	14	Training	11	
Wed	13		10	Licensing Committee	15	Council	12	Revolving Investment Fund Committee
Thu	14		11	Reserve Meeting Date	16		13	
Fri	15		12		17	*Licensing Sub-Committee	14	*Licensing Sub-Committee
Sat	16		13		18		15	
Sun	17		14		19		16	
Mon	18		15	Local Plan Committee	20		17	
Tue	19		16	Training	21	Scrutiny Panel	18	Scrutiny Panel
Wed	20		17	Policy and Public Initiatives Panel	22	Licensing Committee	19	
Thu	21		18	Planning Committee	23		20	Planning Committee
Fri	22		19		24		21	
Sat	23		20		25		22	
Sun	24		21		26		23	
Mon	25	Bank Holiday	22		27		24	
Tue	26	Groups	23	Governance and Audit Committee	28	Governance and Audit Committee	25	
Wed	27	Annual Meeting	24	Revolving Investment Fund Committee	29	Reserve Meeting Date	26	
Thu	28	Planning Committee	25		30	Planning Committee	27	
Fri	29		26		31		28	
Sat	30		27				29	
Sun	31		28				30	
Mon			29				31	Bank Holiday
Tue			30					

Daytime meeting

Light shading = Essex school holidays

LGA Conference 30 June – 2 July 2020

2020

		September		October		November		December
Mon								
Tue	1	Groups					1	
Wed	2	Training					2	
Thu	3	Cabinet	1	Planning Committee			3	Council
Fri	4	Opening of the Oyster Fishery	2				4	
Sat	5		3				5	
Sun	6		4		1		6	
Mon	7		5	Local Plan Committee	2		7	
Tue	8	Governance and Audit Committee	6	Training	3	Training	8	
Wed	9		7	Reserve Meeting Date	4	Revolving Investment Fund Committee	9	Revolving Investment Fund Committee
Thu	10	Planning Committee	8		5	Planning Committee	10	Planning Committee
Fri	11		9		6		11	*Licensing Sub-Committee
Sat	12		10		7		12	
Sun	13		11		8		13	
Mon	14		12	Groups	9		14	Local Plan Committee
Tue	15	Crime and Disorder Committee	13	Scrutiny Panel	10	Scrutiny Panel	15	Scrutiny Panel
Wed	16	Reserve Meeting Date	14	Cabinet	11	Licensing Committee	16	
Thu	17		15		12		17	
Fri	18	*Licensing Sub-Committee	16	*Licensing Sub-Committee	13	*Licensing Sub-Committee	18	
Sat	19		17		14		19	
Sun	20		18		15		20	
Mon	21		19	Groups	16	Groups	21	
Tue	22		20	Governance and Audit Committee	17		22	
Wed	23	Policy and Public Initiatives Panel	21	Council	18	Cabinet	23	
Thu	24		22	Planning Committee	19	Planning Committee	24	
Fri	25		23		20		25	Christmas Day
Sat	26		24		21		26	
Sun	27		25		22		27	
Mon	28		26		23		28	Bank Holiday
Tue	29		27		24	Governance and Audit Committee	29	
Wed	30	Licensing Committee	28		25	Policy and Public Initiatives Panel	30	
Thu			29		26		31	
Fri			30	Oyster Feast	27			
Sat			31		28			
Sun					29			
Mon					30	Groups		
Tue								

*Daytime meeting. Light shading = Essex school holiday; Party Conferences, Lab 19-23 September Lib Dem 26-29 September, Cons 4-7 Oct

2021

		January		February		March		April
Mon			1		1			
Tue			2		2	Training		
Wed			3	Revolving Investment Fund Committee	3	Policy and Public Initiatives Panel		
Thu			4	Planning Committee	4	Planning Committee	1	Planning Committee
Fri	1	Bank Holiday	5		5		2	Bank Holiday
Sat	2		6		6		3	
Sun	3		7		7		4	
Mon	4		8	Local Plan Committee	8	Groups	5	Bank Holiday
Tue	5		9	Training	9		6	
Wed	6	Reserve Meeting Date	10		10	Cabinet	7	
Thu	7	Planning Committee	11		11		8	
Fri	8		12	*Licensing Sub-Committee	12	*Licensing Sub-Committee	9	*Licensing Sub-Committee
Sat	9		13		13		10	
Sun	10		14		14		11	
Mon	11		15		15		12	Local Plan Committee
Tue	12	Training	16	Crime and Disorder Committee	16	Scrutiny Panel	13	
Wed	13	Policy and Public Initiatives Panel	17	Reserve Meeting Date	17	Revolving Investment Fund Committee	14	
Thu	14		18	Planning Committee	18	Planning Committee	15	Planning Committee
Fri	15	*Licensing Sub-Committee	19		19		16	
Sat	16		20		20		17	
Sun	17		21		21		18	
Mon	18		22	Groups	22		19	
Tue	19	Governance and Audit Committee	23		23		20	
Wed	20	Licensing Committee	24	Council	24	Licensing Committee	21	
Thu	21	Planning Committee	25		25		22	
Fri	22		26		26		23	
Sat	23		27		27		24	
Sun	24		28		28		25	
Mon	25	Groups			29		26	
Tue	26	Scrutiny Panel			30		27	
Wed	27	Cabinet			31		28	
Thu	28						29	Planning Committee
Fri	29						30	
Sat	30							
Sun	31							
Mon								
Tue								

* Daytime meeting; Light shading = Essex school holidays

2021

		May
Mon		
Tue		
Wed		
Thu		
Fri		
Sat	1	
Sun	2	
Mon	3	Bank Holiday
Tue	4	
Wed	5	
Thu	6	
Fri	7	
Sat	8	
Sun	9	
Mon	10	
Tue	11	
Wed	12	
Thu	13	
Fri	14	
Sat	15	
Sun	16	
Mon	17	
Tue	18	
Wed	19	
Thu	20	
Fri	21	
Sat	22	
Sun	23	
Mon	24	
Tue	25	
Wed	26	Annual Meeting
Thu	27	
Fri	28	
Sat	29	
Sun	30	
Mon	31	Bank Holiday

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, 9 October 2019	Sir Bob Russell	Funding of Citizens Advice Bureau	Verbal response provided at the meeting by Councillor Lilley, Portfolio Holder for Communities, Wellbeing and Public Safety and Councillor King, Portfolio Holder for Business and Resources.	9 October 2019
Cabinet, 9 October 2019	Bella Greenwood, Grace Parker, Ida Abraihan and Kemal Cufoglu	Use of glyphosate herbicides	Verbal response provided at the meeting by Councillor Cory, Leader of the Council and Portfolio Holder for Strategy and Councillor J. Young, Portfolio Holder for Culture and Performance.	9 October 2019
Council, 16 October 2019	Anna Appleyard	Refill Colchester	Verbal response provided at the meeting by Councillor Goss, Portfolio Holder for Waste, Environment and Transportation and Councillor King, Portfolio Holder for Business and Resources.	16 October 2019
Council, 16 October 2019	Tom Foster	North Essex Garden Communities Ltd	Verbal response provided at the meeting by Councillor King, Portfolio Holder for Business and Resources.	16 October 2019

Council, 16 October 2019	John Akker	Section 2 of the Local Plan	Written response sent by Councillor J. Young, Portfolio Holder for Culture and Performance.	7 November 2019
Council, 16 October 2019	Neil Gilbranch	Public engagement with the Local Plan process	Verbal response provided at the meeting by Councillor J. Young, Portfolio Holder for Culture and Performance.	16 October 2019
Council, 16 October 2019	Ali Wilkin	Treating people with disabilities with respect.	Verbal response provided at the meeting by Councillor Lilley, Portfolio Holder for Communities, Wellbeing and Public Safety.	16 October 2019
Council, 16 October 2019	Parish Councillor Chris Stevenson	West Bergholt Neighbourhood Plan	No response required.	16 October 2019

(ii) Petitions

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