

Report of	Assistant Director of Policy and Corporate	Author	Jonathan Baker ☎ 282207
Title	Work Programme 2018-19		
Wards affected	Not applicable		

1. Executive Summary

- 1.1 This report sets out the current Work Programme 2018-2019 for the Scrutiny Panel. This provides details of the reports that are scheduled for each meeting during the municipal year.

2. Action Required

- 2.1 The Panel is asked to consider and note the contents of Work Programme for 2018-19.

3. Background Information

- 3.1 The Panel's work programme will evolve as the Municipal Year progresses and items of business are commenced and concluded. At each meeting the opportunity is taken for the work programme to be reviewed and, if necessary, amended according to current circumstances.
- 3.2 The ICT Strategy for 2019-22 has been added to the work programme for the December meeting of the Scrutiny Panel. In addition, whilst it is a separate meeting, an additional Crime and Disorder Committee will be scheduled in March, following a request at the last meeting. With regards to the March Scrutiny Panel meeting, this currently has the Arts Organisations provisionally scheduled.
- 3.3 The Chairman of the Scrutiny Panel requested the inclusion of the Forward Plan of Key Decisions as part of the work programme for the Scrutiny Panel, and this is included in **Appendix A**.

4. Standard References

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

5. Strategic Plan References

- 5.1 Governance is integral to the delivery of the Strategic Plan's priorities and direction for the Borough as set out under the four themes of growth, responsibility, opportunity and wellbeing.

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

Appendices

Appendix A – Forward Plan of Key Decisions – 1 November 2018 – 28 February 2019

Work Programme for 2018/19

Scrutiny Panel meeting - 12 June 2018
Scrutiny Panel Chairman's briefing – 7 June 2018
<ol style="list-style-type: none"> 1. Financial Monitoring Report End of Year – 2017/18 2. Capital Expenditure Monitor 2017/18
Scrutiny Panel meeting - 17 July 2018
Scrutiny Panel Chairman's briefing – 12 July 2018
<ol style="list-style-type: none"> 1. 2019/20 Budget Strategy, Medium Term Financial Forecast and Budget Timetable 2. Treasury Management – Annual Report 3. Environment and Communities Futures Business Case 4. Implementation Plan to Plastic Recycling Collection from Flats 5. Annual Scrutiny Report
Scrutiny Panel meeting -21 August 2018
Scrutiny Panel Chairman's briefing – 13 August 2018
<ol style="list-style-type: none"> 1. Update on Implementation of Plastic Recycling Collections to Flats 2. Locality Budgets 3. Year End 2017/18 Performance Report including the Strategic Plan Action Plan 2018-21 4. Strategic Plan Spending Priorities 5. Bus Review Letter – Further Questions to Bus Companies
Scrutiny Panel (Crime and Disorder Committee) - 11 September 2018
Scrutiny Panel Chairman's briefing – 10 September 2018
<ol style="list-style-type: none"> 1. Safer Colchester Partnership (Crime and Disorder Committee)
Scrutiny Panel – 16 October 2018
Scrutiny Panel Chairman's Briefing – 9 October 2018
<ol style="list-style-type: none"> 1. Colchester Borough Homes Performance 2017-18 2. Homelessness and Rough Sleepers 3. Local Council Tax Support – Year 18/19

Scrutiny Panel meeting - 27 November 2018
Scrutiny Panel Chairman's briefing – 20 November 2018
<ol style="list-style-type: none"> 4. 2018-19 Revenue Monitor, period April – September 5. 2018-19 Capital Monitor, period April – September
Scrutiny Panel meeting - 11 December 2018
Scrutiny Panel Chairman's briefing – 5 December 2018
<ol style="list-style-type: none"> 1. Half Year 2018 - 2019 Performance Report including progress on Strategic Plan Action Plan 2. ICT Strategy 2019-2022
Scrutiny Panel meeting - 29 January 2019
Scrutiny Panel Chairman's briefing – 24 January 2019
<ol style="list-style-type: none"> 1. 2019-20 Revenue Budget, Capital Programme, Medium Term Financial Forecast, Housing Revenue Accounts Estimate and Housing Investment Programme (Pre-scrutiny of Cabinet Decision) 2. Treasury Management Investment Strategy
Scrutiny Panel meeting - 19 March 2019
Scrutiny Panel Chairman's briefing – 18 March 2019
<ol style="list-style-type: none"> 1. Arts Organisations (Provisional)

COLCHESTER BOROUGH COUNCIL

FORWARD PLAN OF KEY DECISIONS 1 November 2018 – 28 February 2019

During the period from 1 November 2018 – 28 February 2019* Colchester Borough Council intends to take 'Key Decisions' on the issues set out in the following pages. Key Decisions relate to those executive decisions which are likely to either:

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

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

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

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

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

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

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

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

KEY DECISION REQUIRED	DOES DECISION INCLUDE EXEMPT INFORMATION (or information defined by the Government as Confidential)	DATE OF DECISION or PERIOD DECISION TO BE TAKEN	DECISION MAKER (title and name, including Cabinet, portfolio holders and officers)	DOCUMENTS SUBMITTED OR TO BE SUBMITTED TO DECISION TAKER TO CONSIDER (and from where they are available)	CONTACT DETAILS FROM WHICH DOCUMENTS CAN BE OBTAINED (name of the authors of the reports)
Appointment of contractor for the redevelopment of the Mercury Theatre	Yes	October 2018	Chief Operating Officer Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk	Officer report	Andrew Weavers Strategic Governance Manager Andrew.weavers@colchester.gov.uk 282213
To approve the disposal of 4 sites to Colchester Amphora Homes Ltd and resulting financial arrangements for the company and Council	Yes	10 October 2018	Cabinet (Cllrs Barlow, Bourne, Cory, Goss, King, Lilley, B Oxford, T Young) Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk	Cabinet report	Andrew Tyrrell Client and Business Manager Andrew.Tyrrell@colchester.gov.uk 01206 282390

KEY DECISION REQUIRED	DOES DECISION INCLUDE EXEMPT INFORMATION (or information defined by the Government as Confidential)	DATE OF DECISION or PERIOD DECISION TO BE TAKEN	DECISION MAKER (title and name, including Cabinet, portfolio holders and officers)	DOCUMENTS SUBMITTED OR TO BE SUBMITTED TO DECISION TAKER TO CONSIDER (and from where they are available)	CONTACT DETAILS FROM WHICH DOCUMENTS CAN BE OBTAINED (name of the authors of the reports)
Disposal of Colchester Northern Gateway Commercial North Site	Yes	17 October 2018	Revolving Investment Fund Committee (Cllrs Barlow, Cory, King, T. Young) Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk	Committee report and supporting documentation	Elizabeth Simpson Head of Estates, Colchester Amphora Trading Ltd Elizabeth.simpson@colchesteramphora.com 01206 508792
Appointment of contractor for refurbishment of bathrooms, showers and toilets in Colchester Borough Council housing stock	Yes	November 2018	Portfolio Holder for Housing and Communities, Councillor Tina Bourne Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk	Portfolio Holder report	Andrew Tyrrell Client and Business Manager Andrew.tyrrell@colchester.gov.uk 01206 282390

KEY DECISION REQUIRED	DOES DECISION INCLUDE EXEMPT INFORMATION (or information defined by the Government as Confidential)	DATE OF DECISION or PERIOD DECISION TO BE TAKEN	DECISION MAKER (title and name, including Cabinet, portfolio holders and officers)	DOCUMENTS SUBMITTED OR TO BE SUBMITTED TO DECISION TAKER TO CONSIDER (and from where they are available)	CONTACT DETAILS FROM WHICH DOCUMENTS CAN BE OBTAINED (name of the authors of the reports)
Appointment of the Supplier(s) for the purchase of pedestrian and road sweepers	Yes	November 2018	Chief Operating officer, in consultation with the Portfolio Holder for Waste, Environment and Transportation, Councillor Goss Please contact via Democratic Services (01206) 507832 email: democratic.services	Officer report	Richard Block Assistant Director Environment richard.block@colchester.gov.uk 01206 282632
Housing Revenue Account Fees and Charges 2019-2020 To agree the Housing Revenue Account fees and charges for 2019-2020	No	November 2018	Portfolio Holder for Housing and Communities, Councillor Tina Bourne Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk	Portfolio Holder report	Geoff Beales Client Co-Ordinator Geoff.beales@colchester.gov.uk 01206 506514

KEY DECISION REQUIRED	DOES DECISION INCLUDE EXEMPT INFORMATION (or information defined by the Government as Confidential)	DATE OF DECISION or PERIOD DECISION BE TAKEN TO	DECISION MAKER (title and name, including Cabinet, portfolio holders and officers)	DOCUMENTS SUBMITTED OR TO BE SUBMITTED TO DECISION TAKER TO CONSIDER (and from where they are available)	CONTACT DETAILS FROM WHICH DOCUMENTS CAN BE OBTAINED (name of the authors of the reports)
Garden Communities – Approval of interim business plan and financial procedure rules for North Essex Garden Communities Limited	No	21 November 2018	Cabinet (Cllrs Barlow, Bourne, Cory, Goss, King, Lilley, B. Oxford, T. Young) Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk	Cabinet report	Andrew Weavers Strategic Governance Manager Andrew.weavers@colchester.gov.uk 01206 282213
Contract award for repairs to unadopted highways	Yes	21 November 2018	Cabinet (Cllrs Barlow, Bourne, Cory, Goss, King, Lilley, B. Oxford, T. Young) Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk	Cabinet report	Andrew Tyrrell Client and Business Manager Andrew.tyrrell@colchester.gov.uk 01206 282390

KEY DECISION REQUIRED	DOES DECISION INCLUDE EXEMPT INFORMATION (or information defined by the Government as Confidential)	DATE OF DECISION or PERIOD DECISION BE TAKEN TO	DECISION MAKER (title and name, including Cabinet, portfolio holders and officers)	DOCUMENTS SUBMITTED OR TO BE SUBMITTED TO DECISION TAKER TO CONSIDER (and from where they are available)	CONTACT DETAILS FROM WHICH DOCUMENTS CAN BE OBTAINED (name of the authors of the reports)
Appointment of contractor for Sports Hub at Northern Gateway	Yes	21 November 2018	Cabinet (Cllrs Barlow, Bourne, Cory, Goss, King, Lilley, B. Oxford, T. Young) Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk	Cabinet report	Andrew Tyrrell Client and Business Manager Andrew.tyrrell@colchester.gov.uk 01206 282390
Budget Update, Capital Programme, Financial Reserves and Approval of Fees and Charges	No	21 November 2018	Cabinet (Cllrs Barlow, Bourne, Cory, Goss, King, Lilley, B. Oxford, T. Young) Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk	Cabinet report; schedule of proposed fees and charges	Sean Plummer Strategic Finance Manager Sean.plummer@colchester.gov.uk 01206 282347

KEY DECISION REQUIRED	DOES DECISION INCLUDE EXEMPT INFORMATION (or information defined by the Government as Confidential)	DATE OF DECISION or PERIOD DECISION TO BE TAKEN	DECISION MAKER (title and name, including Cabinet, portfolio holders and officers)	DOCUMENTS SUBMITTED OR TO BE SUBMITTED TO DECISION TAKER TO CONSIDER (and from where they are available)	CONTACT DETAILS FROM WHICH DOCUMENTS CAN BE OBTAINED (name of the authors of the reports)
Increasing the supply of affordable housing	No	21 November 2018	<p>Cabinet (Cllrs Barlow, Bourne, Cory, Goss, King, Lilley, B. Oxford, T. Young)</p> <p>Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk</p>	Cabinet report	<p>Tina Hinson Housing Strategy Manager tina.hinson@colchester.gov.uk 01206 506903</p>

CONTACT ADDRESSES FOR COLCHESTER BOROUGH COUNCIL

Adrian Pritchard, Chief Executive
Rowan House, 33 Sheepen Road, Colchester CO3 3WG
Tel: (01206) 282211
email: adrian.pritchard@colchester.gov.uk

Pamela Donnelly, Strategic Director, Customer and Relationships
Rowan House, 33 Sheepen Road, Colchester CO3 3WG
Tel: (01206) 282712
email: pamela.donnelly@colchester.gov.uk

Ian Vipond, Strategic Director, Policy and Place
Rowan House, 33 Sheepen Road, Colchester CO3 3WG
Tel: (01206) 282717
email: ian.vipond@colchester.gov.uk

Ann Hedges, Chief Operating Officer
Rowan House, 33 Sheepen Road, Colchester CO3 3WG
Tel: (01206) 282202
email: ann.hedges@colchester.gov.uk

Dan Gascoyne, Assistant Director Policy and Corporate
Rowan House, 33 Sheepen Road, Colchester CO3 3WG
Tel: (01206) 282294
email: dan.gascoyne@colcheter.gov.uk

Lucie Breadman, Assistant Director Communities
Rowan House, 33 Sheepen Road, Colchester CO3 3WG
Tel: (01206) 282726
email: lucie.breadman@colchester.gov.uk

Richard Block, Assistant Director Environment
Rowan House, 33 Sheepen Road, Colchester CO3 3WG
Tel: (01206) 282632
email: richard.block@colchester.gov.uk

Leonie Rathbone, Assistant Director Customers
Rowan House, 33 Sheepen Road, Colchester CO3 3WG
Tel: (01206) 507887
email: leonie.rathbone@colchester.gov.uk