

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

1. Executive Summary

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

2. Action Required

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

3. Background Information

- 3.1 The Panel's work programme will evolve as the Municipal Year progresses and items of business are commenced and concluded. At each meeting the opportunity is taken for the work programme to be reviewed and, if necessary, amended according to current circumstances.
- 3.2 The Chairman of the Scrutiny Panel requested the inclusion of the Forward Plan of Key Decisions as part of the work programme for the Scrutiny Panel, and this is included as an **Appendix A**.
- 3.3 Following discussions at the previous meeting, two items have been added to the Scrutiny Panel meeting in March, Review of Waste and Recycling Collections for Flats and Tourism Marketing update and discussion. In addition to this it is anticipated that following the bus review scheduled for February, a further discussion will be required to agree any recommendations from the review, it is suggested that this take place in March.

4. Standard References

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

5. Strategic Plan References

- 5.1 Governance is integral to the delivery of the Strategic Plan's vision themes of a vibrant, prosperous, thriving and welcoming Borough.
- 5.2 The Council recognises that effective local government relies on establishing and maintaining the public's confidence, and that setting high standards of self governance provides a clear and demonstrable lead. Effective governance underpins the implementation and application of all aspects of the Council's work.

Appendices

Appendix A – Forward Plan of Key Decisions – 31 January 2017 – 31 May 2018

Work Programme for 2017/18

Meeting date / agenda items and relevant portfolio
Scrutiny Panel meeting - 13 June 2017
Scrutiny Panel Chairman's briefing – 12 June 2017
<ol style="list-style-type: none"> 1. Financial Monitoring Report End of Year – 2016/17 2. Capital Expenditure Monitor 2016/17 3. Creation of New Commercial Companies and Colchester Housing Development Company
Scrutiny Panel meeting - 18 July 2017
Scrutiny Panel Chairman's briefing – 11 July 2017
<ol style="list-style-type: none"> 1. Year End 2016/17 Performance Report including progress on Strategic Plan Action Plan 2. Review of Colchester Borough Council Performance 2016/17 3. 2018/19 Budget Strategy, Medium Term Financial Forecast and Budget Timetable 4. Treasury Management – Annual Report 5. Annual Scrutiny Report
Scrutiny Panel meeting -15 August 2017
Scrutiny Panel Chairman's briefing – 8 August 2017
<ol style="list-style-type: none"> 1. CANCELLED
Scrutiny Panel (Crime and Disorder Committee) - 12 September 2017
Scrutiny Panel Chairman's briefing – 5 September 2017
<ol style="list-style-type: none"> 1. Safer Colchester Partnership (Crime and Disorder Committee)
Scrutiny Panel – 27 September 2017
Scrutiny Panel Chairman's Briefing – 25 September 2017
<ol style="list-style-type: none"> 1. Town Centre PSPO including A Board update
Scrutiny Panel meeting - 7 November 2017
Scrutiny Panel Chairman's briefing – 31 October 2017
<ol style="list-style-type: none"> 1. Local Council Tax Support – Year 17/18 2. Combined Service Review – Customer Futures 2 3. ICT Service Update 4. 2017-18 Revenue Monitor, period April – September 5. 2017-18 Capital Monitor, period April – September
Scrutiny Panel meeting - 12 December 2017
Scrutiny Panel Chairman's briefing – 6 December 2017
<ol style="list-style-type: none"> 1. Review of Waste Collection Strategy 2. Half Year 2017 - 2018 Performance Report including progress on Strategic Plan Action Plan

Scrutiny Panel meeting - 30 January 2018
Scrutiny Panel Chairman's briefing – 24 January 2018
<ol style="list-style-type: none"> 1. 2017-18 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 3. Strategic Plan 2018-21
Scrutiny Panel meeting - 27 February 2018
Scrutiny Panel Chairman's briefing – 20 February 2018
<ol style="list-style-type: none"> 1. Bus Review
Scrutiny Panel meeting - 27 March 2018
Scrutiny Panel Chairman's briefing – 21 March 2018
<ol style="list-style-type: none"> 1. Review of Waste and Recycling Collections for Flats 2. Tourism Marketing update and discussion 3. Bus Review Discussion

COLCHESTER BOROUGH COUNCIL

FORWARD PLAN OF KEY DECISIONS 31 January 2018 – 31 May 2018

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

- result in the Council spending or saving money in excess of £500,000;
- 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.

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)
Business Case-Hythe Development Proposals	Yes	31 January 2018	Cabinet (Cllrs Bourne, Cory, Feltham, Lilley, B Oxford, J Scott-Boutell, Smith, T Young) Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk	Cabinet report	Holly Brett Housing Development Officer holly.brett@colchester.gov.uk 01206 508830
Taking Action to Tackle Homelessness	No	31 January 2018	Cabinet (Cllrs Bourne, Cory, Feltham, Lilley, B Oxford, J Scott-Boutell, Smith, T Young) Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk	Cabinet report	Tina Hinson Housing Strategy Manager tina.hinson@colchester.gov.uk 01206 506903
Housing Investment Programme (HIP) 2018/19	No	31 January 2018	Cabinet (Cllrs Bourne, Cory, Feltham, Lilley, B Oxford, J Scott-Boutell, Smith, T Young)	Cabinet report	Darren Brown Finance Manager (Business Partners) Darren.brown@colchester.gov.uk (01206) 282891

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To approve the Housing Investment Programme for 2018/19.			Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk		
Housing Revenue Account Estimates 2018/19 To approve the HRA Estimates 2018/19	No	31 January 2018	Cabinet (Cllrs Bourne, Cory, Feltham, Lilley, B Oxford, J Scott-Boutell, Smith, T Young) Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk	Cabinet report	Darren Brown Finance Manager (Business Partners) Darren.brown@colchester.gov.uk (01206) 282891
Review of the Waste Collection Strategy	No	31 January 2018	Cabinet (Cllrs Bourne, Cory, Feltham, Lilley, B Oxford, J Scott-Boutell, Smith, T Young) Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk	Cabinet report	Ann Hedges Chief Operating Officer ann.hedges@colchester.gov.uk 01206 282202

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5-6 St Nicholas Street (Jacks) Update	Yes	31 January 2018	Cabinet (Cllrs Bourne, Cory, Feltham, Lilley, B Oxford, J Scott-Boutell, Smith, T Young) Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk	Cabinet report	Fiona Duhamel Assistant Director, Colchester Commercial (Holdings) Ltd Fioa.duhamel@colchester.gov.uk 01206 282252
Award of Fleet Contract	Yes	February 2018	Portfolio Holder for Waste and Sustainability Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk	Report	Ann Hedges Chief Operating Officer Ann.Hedges@colchester.gov.uk 01206 282212
Appointment of contractor for the redevelopment of the Mercury Theatre	Yes	14 March 2018	Cabinet (Cllrs Bourne, Cory, Feltham, Lilley, B Oxford, J Scott-Boutell, Smith, T Young) Please contact via Democratic Services (01206) 507832	Cabinet report	Andrew Weavers Strategic Governance Manager Andrew.weavers@colchester.gov.uk 282213

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			email: democratic.services@colchester.gov.uk		
Review of Gateway to Homechoice Allocations Policy	No	14 March 2018	Portfolio Holder for Housing and Communities Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk	Report	Tina Hinson Housing Strategy Manager Tina.hinson@colchester.gov.uk 01206 506903

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