



**Rochford District  
Council**

**INDEX**

**1973**

**January - December**

ROCHFORD DISTRICT COUNCIL

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**Rochford District  
Council**

# **ROCHFORD DISTRICT COUNCIL MINUTES**

**1973**

**October**

ROCHFORD DISTRICT COUNCIL

Minutes of the Meeting of the Environmental Health & Control Committee

At a Meeting held on the 2nd October, 1973. Present: Councillor C.B. Gowlett (Chairman), Councillor R. McCamley (Vice Chairman), Councillors Mrs. F.E. Clayton, B.A. Crick, S.B.H. Fletcher, Mrs. E.M. Frank, Miss E.M. Leggatt, C.R. Morgan, R.D. Needham, R.W.C. Offwood, I.W. Shields, P.J. Stanton, W.J. Tracey, and G. Young.

MINUTES

123. Resolved that the Minutes of the Special Meeting of the Committee held on the 25th July, 1973 be taken as read, confirmed and signed by the Chairman.

TERMS OF REFERENCE AND DELEGATION OF POWERS (See Minute 80/73)

124. RECOMMENDED: (1) that the terms of reference and delegation of powers of the Committee be as follows, and the Policy and Resources Committee be advised accordingly:-
1. General Public Health Matters, including pest control, food hygiene, smoke control, animal welfare, caravan sites, noise abatement, boatmen and pleasure boats, infectious diseases, public conveniences, public safety (excluding road safety) and statutory nuisances.
  2. Water supplies within the district.
  3. Refuse tips, house refuse and salvage collection and night soil collection.
  4. Coast protection.
  5. Any matter concerning sewerage which requires urgent attention .
  6. Maintenance and provision of such sewerage facilities within the District as are obtained by agreement with the Regional Water Authority including River Pollution prevention.
  7. Surface Water and Land Drainage.
  8. To deal with all matters relating to the following functions of the Council:-
    - (a) licensing of places of public and private entertainment
    - (b) licensing of late night refreshment houses
    - (c) licensing of riding establishments
    - (d) registration of theatrical employers
    - (e) licensing of hackney carriages
  9. To deal with all matters relating to house to house and street collections.
  10. To deal with all matters relating to the Council's functions under the Shops Act, 1950 or any Acts amending the same, or any regulations, rules or orders made thereunder.
  11. To deal with all matters relating to the following services of the Council:-
    - (a) cemeteries, crematoria and mortuaries.
    - (b) markets.
  12. To deal with matters relating to scrap metal dealers.

(2) that the Development Services Committee be asked to consider making representations to the appropriate Local Authority Associations, thence to the Minister regarding amendment of the General Development Order to provide that change of use from shop premises to use as a launderette or a take-away food shop is a use for which planning permission is required. (N.B. It has since been ascertained that the desired changes have been achieved by the promulgation of the General Development Order 1973, read with the Use Classes Order, 1972).

RECOMMENDATIONS FROM THE JOINT COMMITTEE (See Minute 73/73)

125. Consideration was given to the recommendations of the Local Government Reorganisation Joint Committee as referred to this Committee by the Policy and Resources Committee.

RECOMMENDED: (1) that the recommendations of the Joint Committee with regard to the undermentioned matters be adopted:-

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Animal Welfare and Pet Animals Act	21-22
Caravan Site Licensing	28-30
House Boats	40
National Assistance Act Burials	85
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(2) that with regard to "Cesspool Emptying" (Page 31) the Director of Technical Services and and Director of Finance investigate and report upon the implications of the suggestion that one free emptying be carried out to each property on cesspool drainage each year, with particular regard to the likely assumption of this responsibility by the Regional Water Authority, and also the financial implications.

(3) that with regard to "Infectious Diseases" (Pages 66-67) the recommendation of the Joint Committee be adopted subject to reference to the "Medical Adviser" being deleted and substituted by "The Director of Health and Housing".

(4) that the Rayleigh Urban District Council be asked to co-operate in a plastic bag refuse collection pilot scheme being carried out within its area during the current municipal year.

(5) that enquiries be made to ascertain if the Thameside Oil Refinery Sub-Committee will continue to operate after the 1st April 1974, and if so, that the District Council be represented upon it.

MEETINGS OF THE NEW COUNCIL AND ITS COMMITTEES (See Minute 78/73)

126. The Chief Executive reported as follows:-

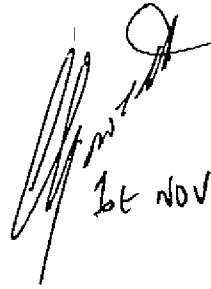
"Members will recall that at the last meeting of the Policy and Resources Committee it was agreed that each Committee should consider its own meeting place. In the report considered by the Policy and Resources Committee at its meeting on 28th August it was suggested that Council might wish to meet at Rayleigh, and Committees meet at Rochford. Council accepted the principle that it would meet at Rayleigh, but in at least one instance Committees may have differing views on the question of meetings at Rochford. The Committee is invited to consider meeting in the Council Chamber at Rochford"

RECOMMENDED: that all Meetings of the Environmental Health and Control Committee be held in the Council Chamber, Rochford.

DIRECTOR OF HEALTH AND HOUSING - APPLICATIONS

127. The Chief Executive reported for the information of the Committee, that the closing date for the receipt of applications for the above appointment had now passed and 12 applications had been received.

A Meeting of the Ad Hoc Committee would be convened in the near future to select a short list and arrange interviews.

  
26 NOV. 1973

ROCHFORD DISTRICT COUNCIL

Minutes and Report of the Land Sub-Committee.

At a Meeting held on the 3rd October, 1973. Present: Councillors R.W.C. Offwood (In the Chair), S.W. Barnard, E.R. Biggs, A.L. Tate.

Visiting: Councillors G.D. Bright, Mrs. F.E. Clayton, S.B.H. Fletcher, A.J. Harvey.

APOLOGIES FOR ABSENCE

128. An apology for Absence was submitted on behalf of the Chairman of the Sub-Committee, Councillor McKinnell.

NON-MEMBERS ATTENDING

129. The Chairman reported that Councillors Bright, Mrs. Clayton, Fletcher and Harvey were attending to view the proceedings of the Sub-Committee.

TERMS OF REFERENCE AND DELEGATION OF POWERS (See Minute 80/73)

130. RECOMMENDED that the terms of reference and delegation of powers of the Committee be as follows, and that the Policy and Resources Committee be advised accordingly:-

1. To advise the Policy and Resources Committee upon:-
  - (a) the provision and control of all land and buildings held by the Council, except that under the control of the Housing Services Committee.
  - (b) the provision and control of all offices, furniture, equipment and motor vehicles.

MEETINGS OF THE NEW COUNCIL AND ITS COMMITTEES (See Minute 78/73)

131. The Chief Executive reported as follows:-

"Members will recall that at the last meeting of the Policy and Resources Committee it was agreed that each Committee should consider its own meeting place. In the report considered by the Policy and Resources Committee at its meeting on 28th August it was suggested that Council might wish to meet at Rayleigh, and Committees meet at Rochford. Council accepted the principle that it would meet at Rayleigh, but in at least one instance Committees may have differing views on the question of meetings at Rochford. The Committee is invited to consider meeting in the Council Chamber at Rochford.

RECOMMENDED that all meetings of the Land Sub-Committee be held in the Council Chamber, Rochford.

RED HOUSE, SOUTH STREET, ROCHFORD - CONVERSION TO OFFICES (See Minute 79/73)

132. Consideration was given to the attached report upon the necessary works which would be required to be carried out in order to use this property for office accommodation. In reply to a question, members were informed that the existing accommodation of both the Rayleigh and Rochford Councils was being utilised to its full capacity at the present time and that there was a serious shortage of storage accommodation. If the report already approved by Council is to be implemented it would be necessary to provide, as a matter of urgency, this additional accommodation so that staff could be transferred and the Council could satisfactorily carry out its functions on the 1st April 1974.

RECOMMENDED that no action be taken on the report.

30-1. MK  
DMC Kimmell

SUPPLEMENTARY ITEM FOR LAND SUB-COMMITTEE

ROCHFORD DISTRICT COUNCIL

Red House, South Street, Rochford - Conversion to Offices (See Minute 79/73).

The Director of Technical Services to report on the work required to convert the existing dwelling house adjoining the Council Offices, into offices to accommodate the Chief Executive and the Department of the Director of Administration.

The Proposals comprise the conversion to offices of six ground floor and five first floor rooms, including the integral garage at the north end of the site. Two attic rooms will provide storage facilities.

No alteration to the facade of the building is proposed other than that resulting from the conversion of the existing garage which will necessitate the construction of a new brick wall with window openings which will be in character with the existing elevation.

General works of maintenance and repair are necessary within the building including the treatment of floor and roof timbers against further woodworm attack, replastering of small areas, damp proofing, overhauling windows and complete internal re-decoration. Externally, very little work requires to be carried out.

The following items are included for office conversion:-

- (1) Replacement of all doors to halls, and landings with self-closing fire check doors to comply with fire regulations.
- (2) Double glazing to windows facing South Street.
- (3) Carpeting all boarded floors except parquet floor in single storey addition.
- (4) Complete new electrical installation and light fittings, clocks, etc.
- (5) Conversion of existing first floor bathroom, small room, and sub-standard secondary staircase area into ladies and gentlemen's staff toilets.
- (6) Insulation of all roof spaces.
- (7) Overhauling existing off peak storage heaters which exist in some rooms and additional heaters where required.
- (8) Extension of telephone system.
- (9) Forming an opening through the existing rear boundary wall to provide a pedestrian link with the existing offices and car park.

A plan of the proposed works will be presented at the meeting.

The estimate for carrying out the works is £10,600.

In addition the following works are required to the existing offices:-

- (1) Double glazing to existing windows not already double glazed (No. 7 South Street).
- (2) Forming an opening from the main entrance hall into the new reception area (at present planning) reception.
- (3) Carpeting the existing drawing office to accommodate typing pool and central services.

The estimated cost of this work is £900.

Giving a total cost of works to be carried out of £11,500.

It is recommended that the Council's Standing Orders for Contracts, Standing Order No. 2 be suspended as far as this work is concerned, and subject to the Director of Technical Services obtaining planning permission for the frontage alteration, that Director be authorised to negotiate a price and proceed with the works.



ROCHFORD DISTRICT COUNCIL

Minutes and Report of the Performance Review Sub-Committee.

At a Meeting held on the 3rd October, 1973. Present: Councillor A.J. Harvey (Chairman), Councillors, E.H. Adcock, R. Blackburn, G.D. Bright, S.B.H. Fletcher and R.W.C. Offwood.

Visiting: Councillor A.L. Tate.

APOLOGIES FOR ABSENCE

133. An apology for Absence was submitted on behalf of Councillor Wood.

NON-MEMBERS ATTENDING

134. The Chairman reported that Councillor Tate was attending to view the proceedings of the Sub-Committee.

TERMS OF REFERENCE AND DELEGATION OF POWERS (See Minute 80/73)

135. RECOMMENDED: (1) that the terms of reference and delegation of powers of the Sub-Committee be as follows, and the Policy and Resources Committee be advised accordingly:-

1. To advise the Policy and Resources Committee upon:-
  - (a) the Council's performance against objectives and outputs established by the Council.
  - (b) the effectiveness of the Council's services.
  - (c) an annual review of the estimate of income and expenditure of the Council for the preceding financial year.
  - (d) the performance by individual Chief Officers of their duties other than the Chief Executive whose performance should be reviewed by the Policy and Resources Committee.
2. To have as an objective the production and annual up-dating of a 5 years programme.

(2) that the Management Team prepare and circulate to members a report upon the Sub-Committee's objectives and the administrative machinery which will be required to attain them.

MEETINGS OF THE NEW COUNCIL AND ITS COMMITTEES (See Minute 78/73).

136. The Chief Executive reported as follows:-

"Members will recall that at the last meeting of the Policy and Resources Committee it was agreed that each Committee should consider its own meeting place. In the report considered by the Policy and Resources Committee at its meeting place on 28th August it was suggested that Council might wish to meet at Rayleigh, and Committees meet at Rochford. Council accepted the principle that it would meet at Rayleigh, but in at least one instance Committees may have differing views on the question of meetings at Rochford. The Committee is invited to consider meeting in the Council Chamber at Rochford".

RECOMMENDED that meetings of the Performance Review Sub-Committee be held in the Council Chamber, Rochford.

CYCLE OF MEETINGS

137. RECOMMENDED that a meeting of the Performance Review Sub-Committee be included in the next but one cycle of meetings now being prepared by the Chief Executive.

ROCHFORD DISTRICT COUNCIL

Minutes and Report of the Development Services Committee

At a Meeting held on the 4th October, 1973. Present: Councillor C.D. Bright (Chairman), A.L. Tate (Vice Chairman), Councillors E.R. Biggs, B.A. Crick, D.R. Fowler, A.J. Humby, D.A. Ives, Mrs. M.T. Madden, R.W.C. Offwood, G.C. Oldbury, C. Stephenson and G. Young.

Visiting: Councillors Mrs. F.E. Clayton, S.B.H. Fletcher and Miss E.M. Leggatt.

MINUTES

138. RECOMMENDED that the Minutes of the Special Meeting of the Committee held on the 25th July 1973 be taken as read, confirmed and signed by the Chairman.

NON-MEMBERS ATTENDING

139. The Chairman reported that Councillors Mrs. F.E. Clayton, Fletcher and Miss Leggatt were attending to view the proceedings of the Committee.

APOLOGIES FOR ABSENCE

140. Apologies for absence were submitted on behalf of Councillors M.P. Cowen, C.B. Gowlett and D.C. Wood.

TERMS OF REFERENCE AND DELEGATION OF POWERS (See Minute 80/73)

141. RECOMMENDED (1) that the terms of reference and delegation of powers of the Committee be as follows, and the Policy and Resources Committee be advised accordingly:-

1. All town planning and building control functions exercisable by the Council and the service of notices in connection with proposed and existing development.
2. The consideration of plans and proposals submitted under the Building Regulations and Byelaws with respect to New Streets.
3. The enforcement of planning and Building Regulation control.
4. All matters connected with the County Development Plan and Structure and local plans arising therefrom and any review.
5. Tree preservation.
6. Dangerous, Ruinous and Dilapidated Buildings and Neglected or Derelict Sites.
7. All highways functions exercisable by the Council.
8. The creation, diversion and stopping-up of footpaths.
9. Naming and numbering of streets.
10. Road Safety.
11. Supply of clinker for urgent repair of unadopted highways.
12. Provision and management of car-parking facilities.

(2) that all matters connected with Litter Control be carried out by the Environmental Health and Control Committee.

(3) that the Policy and Resources Committee allocate to the appropriate Committee responsibility for all matters connected with Home Safety.

(4) Delegation of Powers:-

1. To decide all planning and Building Regulation applications on behalf of the Council.
2. The decision of applications for Determination under Section 53 of the Town and Country Planning Act, 1971.
3. The services of notices under Sections 19 and 47 of the Essex County Council Act, 1952.
4. The service of notices under Section 19 of the Public Health Act 1936.
5. The service of notices under Section 262 of the Public Health Act, 1936 and the approval of proposals under Section 263 of that Act.
6. The enforcement of Town Planning and Building Regulation control.
7. The confirmation of unopposed Public Path Orders.

(5) that the decision as to whether objection shall be made to any application for the Registration of any premises under the Licensing Act 1961 be allocated to the Environmental Health and Control Committee.

PUBLICITY FOR PLANNING APPLICATIONS, APPEALS AND OTHER PROPOSALS FOR DEVELOPMENT - LOCAL GOVERNMENT ACT 1972 SCHEDULE 16.

142. The Chief Executive reported as follows:-

Paragraph 20(1) of Schedule 16 of the Local Government Act 1972 reads as follows:-

Where a District Planning Authority have been notified in writing by the Council of a Parish or Community wholly or partly situated in the area of that authority that the Council wish to be informed of every application for planning permission relating to land in the Parish or Community or of every application so relating for approval of a matter reserved under an outline planning permission within the meaning of Section 42, or of any description of such applications, and receive any such application or, as the case may be, an application of any such description, they shall inform the Council in writing of the application indicating the nature of the development to which the application relates and indentifying the land to which it relates".

The Parish Council of Rochford have formally invoked this statutory right with effect from the 1st April 1974, and in addition have asked that so far as the Rochford Conservation Area is concerned, they should receive the plans attached to applications falling within that area.

As a matter of practice, the schedule of planning applications at present sent to the Parish Councils by the Rural District Council complies with this section of the Local Government Act, 1972.

In order to avoid dealing with this point on each occasion a statutory request is received, and after consultation with the Director of Technical Services I recommend that (1) the practice of sending complete schedules of planning applications to Parish Councils at the same time as it is sent to District Councillors be continued and; (2) in the case of the Rochford Conservation Area and any future declared Conservation Area, a copy of plans attached to any application falling within those areas, be sent to the Parish Council concerned".

RECOMMENDED (1) that the practice be continued of sending complete schedules of planning applications to Parish Councils at the same time as they are sent to the District Councillors, this being at least 7 days before the date of the meeting;

(2) in the case of the Rochford Conservation Area and any future declared conservation area a copy of plans attached to any applications falling within those areas, be sent to the Parish Council concerned.

(3) that all Parish Councils be informed of the Councils decision in this matter.

MEETINGS OF THE NEW COUNCIL AND ITS COMMITTEES (See Minute 78/73)

143. The Chief Executive reported as follows:-

"Members will recall that at the last meeting of the Policy and Resources Committee it was agreed that each Committee should consider its own meeting place. In the report considered by the Policy and Resources Committee at its meeting on 28th August it was suggested that Council might wish to meet at Rayleigh, and Committees meet at Rochford. Council accepted the principle that it would meet at Rayleigh, but in at least one instance Committees may have differing views on the question of meetings at Rochford. The Committee is invited to consider meeting in the Council Chamber at Rayleigh".

The Committee were reminded that the Technical Services Department was proposed to be accommodated at Rayleigh, and in view of the large number of plans and files which it was necessary to have available at Meetings of the Committee, it was felt that it would be more desirable, in order to obviate the transfer of files to Rochford for each meeting, for all meetings of the Development Services Committee to be held in the Council Chamber at Rayleigh.

RECOMMENDED that all meetings of the Development Services Committee be held in the Council Chamber, Rayleigh.

*Old Bill*  
6TH NOVEMBER 1973

ROCHFORD DISTRICT COUNCIL

Minutes and Report of the Policy and Resources Committee

At a meeting held on the 9th October, 1973. Present: Councillors R.W.C. Offwood (Chairman), R. Blackburn, C.D. Bright, D.R. Fowler, C.B. Gowlett, N.A. Grove, D.A. Ives, E.V. Maton, R. McCamley, C.R. Morgan, J.R. Warner and R.M. Warren.

Visiting: Councillors E.R. Biggs, J.A. Carter, B.A. Crick, Mrs. M.T. Madden, I.W. Shields and G. Young.

MINUTES

144. RECOMMENDED that the Minutes of the meeting of the Committee held on the 28th August 1973, be taken as read, confirmed and signed by the Chairman.

NON-MEMBERS ATTENDING

145. The Chairman reported that Councillors E.R. Biggs, J.A. Carter, B.A. Crick, Mrs. M.T. Madden, I.W. Shields and G. Young were attending to view the proceedings of the Committee and that Councillors Carter and Mrs. Madden had intimated their wish to speak on certain items in the Agenda.

APOLOGIES FOR ABSENCE

146. Apologies for absence were submitted on behalf of the Chairman of the Council, Councillor Fudge, Councillors Harvey and McKinnell.

REPORTS OF COMMITTEES AND SUB-COMMITTEES

147. Consideration was given to the minutes and reports of the various Committees and Sub-Committees, copies of which had already been circulated to members.

RECOMMENDED (1) that the minutes of the special meeting of the Finance and Personnel Sub-Committee held on the 5th September 1973 (Minute 90) be received and adopted.

(2) that the minutes of the meeting of the Finance and Personnel Sub-Committee held on the 19th September 1973 (Minutes 95-110) be received and adopted subject to the following amendment:-

Leave of Absence for Study for Professional Qualification -  
Mr. E. Nial (See Minute 110).

It was reported that the Rayleigh Urban District Council had now agreed to grant Mr. Nial leave of absence to attend this course, for the period up to the 31st March 1974, and that that Officer had indicated that he would be prepared to give an undertaking to remain in the Councils' service for a period of two years from the date of completion of the course.

- (i) That the recommendation contained in Minute 110 be not adopted and that Mr. E. Nial be granted leave of absence from April to June 1974 and from October 1975 until June 1976 to attend this course subject to:-

the salary being reduced to £1,416 per annum within Trainee Grade during the periods of absence; his

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attending at the office of the Director of Technical Services at any time during the normal working week that he is not required to attend at college; the giving of

an undertaking that he will remain in the Council's service for a period of at least two years commencing from the date of completion of the course.

- (ii) that the existing authorities be asked in future to give very careful consideration to any similar applications which will involve this authority in a commitment after 1st April 1974.

(3) that the minutes of the meeting of the Recreation and Amenities Committee held on the 25th September 1973 (Minutes 111-117) be received and adopted.

(4) that the minutes of the meeting of the Housing Services Committee held on the 26th September 1973 (Minute 118-122) be received and adopted.

(5) that the minutes of the meeting of the Environmental Health and Control Committee held on the 2nd October 1973 (Minutes 123-127) be received and adopted.

(6) that the minutes of the meeting of the Land Sub-Committee held on the 3rd October 1973 (Minutes 128-132) be received and adopted, subject to the following amendments:-

(a) Terms of Reference and Delegation of Powers (See Minute 130)

That recommendation 1(b) be not adopted and that the Finance and Personnel Sub-Committee consider and advise the Policy and Resources Committee upon the provision and control of all offices, furniture, equipment and motor vehicles.

(b) Red House, South Street, Rochford - Conversion to Offices (See Minute 132/73)

(1) that the recommendation to Minute 132/73 be not adopted.

(ii) that contract standing order No. 2 be suspended in respect of this item and that, subject to the Director of Technical Services obtaining planning permission for the frontage alteration, that Director be authorised to negotiate a price and proceed with the works as set out in his report to the Sub-Committee, a copy of which has already been circulated to each member of the Council.

(7) that the minutes of the meeting of the Performance Review Sub-Committee held on the 3rd October 1973 (Minutes 133-137) be received and adopted.

(8) (i) that the minutes of the meeting of the Development Services Committee held on the 4th October 1973 (Minutes 138-143) be received and adopted.

(ii) that with reference to Minute 141(3), it being accepted that home safety falls within the definition of Public Safety, responsibility for this particular aspect shall be interpreted as falling within the terms of reference of the Environmental Health and Control Committee.

148. TERMS OF REFERENCE AND DELEGATION OF POWERS (See Minute 80/73)

RECOMMENDED that the terms of reference and delegation of powers of the Committee be as follows:-

1. To guide the Council in the formulation of its corporate plan of objectives and priorities, and for this purpose to recommend to the Council such forward programmes and other steps as may be necessary to achieve those objectives, either in whole or in part, during specific time spans. For this purpose to consider the broad social and economic needs of the authority and matters of comprehensive importance to the area including the contents of structure plans. To advise the Council generally as to its financial and economic policies.
2. Without prejudice to the duties and responsibilities of the programme Committees, to review the effectiveness of all the Council's work and the standard and levels of service provided. To identify the need for new services and to keep under review the necessity for existing ones.
3. To submit to the Council concurrent reports with the programme committees upon new policies or changes formulated by such committees, particularly those which may have significant impact upon the corporate plan or the resources of the Council.
4. To be responsible for allocating and controlling the financial, manpower and land resources of the Council.
5. To ensure that the organisation and management processes of the Council are designed to make the most effective contribution to the achievement of the Council's objectives. To keep them under review in the light of changing circumstances, making recommendations as necessary for change in either the committee or departmental structure, or the distribution of functions and responsibilities.
6. To be concerned together with the appropriate programme committees in the appointment of Heads of Departments and any Deputies.
7. The promotion, amendment or opposition of Parliamentary Bills.
8. To advise the Council upon the appointment of constitution of Committees, and upon the settlement of disputes between Committees.
9. To advise the Council upon the making of General and Special Rates.
10. To consider the general content of the budget for the next financial year and issue to the Committees general guide-lines to be borne in mind in consideration of the Committees' estimates.
11. Local Government Reorganisation.
12. All matters not the direct responsibility of any other Committee.
13. To deal with the assumption or taking over of new functions.

14.

(1) All programme committee reports shall before being submitted to the Council, be submitted for the consideration of the Policy and Resources Committee and that Committee may:-

- (a) recommend to the Council that any recommendation or proposal contained in a report -
- (i) be not approved; or
  - (ii) be varied ; or
  - (iii) be referred back to the committee by whom the report was submitted for further consideration by that Committee with or without any direction or instruction from the Council as to the matter concerned;

in which event they shall also submit to the Council a report on the matter, such report to incorporate the relevant part of the committee report concerned; or

- (b) require that a specified item contained in a report be deleted and be further considered by the committee by which the report was submitted.

Provided that a committee report may be submitted to the Council before it is submitted to the Policy and Resources Committee in any case where the urgency of the situation so requires.

- (2) To receive and consider reports of all Sub-Committees and submit them to the Council.

15. As occasion arises to review wards and polling districts within the district and the membership of the Council.

149. TERMS OF REFERENCE AND DELEGATION OF POWERS TO COMMITTEES AND SUB-COMMITTEES (See Minute 80/73)

RECOMMENDED that the terms of reference and delegation of powers of the Councils Committees and Sub-Committees, as set out in the individual minutes and reports of the Committees and as amended, be adopted.

CHIEF OFFICERS SALARIES (See Minute 68/73)

150. Consideration was given to the report of the Chief Executive on this matter, a copy of which has been circulated to all members of the Council.

- (a) National Salary Scales

RECOMMENDED that the revised salary scales, as set out in item (a) of the Chief Executive's Report, be implemented forthwith.

- (b) Local Government Reorganisation - Rewards for Additional Work

RECOMMENDED that no action be taken on the award of temporary additional payments for work arising out of Local Government Reorganisation.

- (c) The Award of Salary Points beyond Fulcrum (See Minute 68/73)

RECOMMENDED (1) that the salary of the Director of Administration be fixed at fulcrum plus one point, as detailed in Item C(i) of the report.

(2) that the salary of the Director of Finance be fixed at fulcrum plus three points, as detailed in Item (C)(ii) of the report.



(3) that the salary of the Director of Health and Housing be fixed at fulcrum plus two points, giving an addition of £180 to the commencing salary shown in Item (C)(iii) of the report.

(4) that the salary of the Director of Technical Services be fixed at fulcrum plus two points, giving a salary of £180 less than the commencing salary shown in item (C)(iv) of the report.

(N.B. For the information of members it is pointed out that in the report of the Policy and Resources Committee the use of the expression "3 x £180" means three annual increments. The above recommendations result in an average of two points above fulcrum in respect of the four Directors and consequently reference to the Pay-Board is not required, neither do they wish to be consulted).

#### SALE OF LAND AND BUILDINGS TO THE COUNCIL

151. The Chief Executive reported as follows:-

"I have received an offer to sell to the Council, for development or public open space purposes, a large area of land within the new District.

An offer has also been received for the Council to purchase, for possible Council housing, the freehold interest in a block of flats to be erected in the District.

The Directors feel that it is far too early at this stage to consider offers of this type, until they have been properly evaluated against the Council's likely financial resources in the coming financial year."

He also reported details of the figures being asked for the two offers.

RECOMMENDED that no action be taken on the two offers to sell land and buildings to the Council.

#### MEETINGS OF THE NEW COUNCIL AND ITS COMMITTEES (See Minute 78/73)

152. The Chief Executive reported as follows:-

"Members will recall that at the last meeting of the Policy and Resources Committee it was agreed that each Committee should consider its own meeting place. In the report considered by the Policy and Resources Committee at its meeting on the 28th August, it was suggested that the Council might wish to meet at Rayleigh, and Committees meet at Rochford. Council accepted the principle that it would meet at Rayleigh, but in at least one instance Committees may have differing views on the question of meetings at Rochford".

RECOMMENDED that all meetings of the Policy and Resources Committee be held in the Council Chamber, Rochford.

#### AGENDA FORMULATION - OFFICERS REPORTS (See Minute 64(c)/73)

153. At the request of the Chairman of the Committee consideration was given to the suggestion that officers should have an opportunity to report to the various standing Committees, items which in their view, merit report and urgent attention. It was proposed that this item would follow "Pertinent Business" and that it would allow them verbal reports on such matters only at that point in the Agenda.

RECOMMENDED that an item entitled "Officers Reports" be placed on the Agenda of each Committee or Sub-Committee, immediately following the item "Pertinent Business", to enable Officers to raise matters not already on the Agenda and which in their opinion merit report and urgent attention.

154. The Chief Executive reported as follows:-

"Arising from the appointment of Returning Officer for the elections of District Councillors and Parish Councillors within the District of Rochford, Council will now need to take a decision upon whether it requires annual elections of a rotating one third of its members or whole Council elections. The former system applied in the Urban District of Rayleigh, the latter in the Rural District.

The option is to be exercised by making a request to the Secretary of State in pursuance of a resolution at a Council meeting convened with notice of the object. If the resolution is passed before the 1st April 1974, a simple majority of those voting is required; thereafter, a two-thirds majority is required. A further resolution on this subject may not be passed within ten years of the first.

The Local Government Boundary Commission will be notified by the Home Office of a District Council's initial request, so that account can be taken of it in the Commission's initial review, following which an order by the Secretary of State will give it effect. The request should therefore be made as soon as practicable and in any case, if the District Council want elections by thirds, before the 1st April 1974.

Where a District Council asks for whole Council elections (or where no request has been received by the 1st April 1974), the Commission's proposals will be able to provide for wards returning one or more Councillors, and the subsequent order by the Secretary of State will provide for all Councillors to be elected together. Ordinary election years will be 1976, 1979 and then every four years in the year mid-way between County Council elections.

Where a District Council asks for elections by thirds, they are to indicate those parts of the District which should have three member wards (in each of which one Councillor will be elected in each election year), and any which should not (and in which one third of all the Councillors will be elected in each election year). The Commission will then be asked to make warding proposals in the light of the requests, and to propose the order in which the Councillors for wards returning less than three Councillors should retire so that a third of all Councillors will retire in each election year (i.e. in each of the years between County Council elections). The subsequent order by the Secretary of State will be able to provide also for the assignment of existing Councillors or, where appropriate, for a fresh election of all Councillors (as well as consequential changes in the years for Parish Council Elections) If the order comes into force for the 1976 elections, its effect will be for all Councillors to be elected for the new wards in 1976 and for a third to retire in 1978, 1979, 1980 etc; if in effect for the 1979 elections, for all Councillors to be elected in 1979 and for a third to retire in 1980, 1982, 1983.

It should be emphasised that whatever option the Council exercises, Parish Council elections will only be held on a whole Council basis. This means that should District Council choose the whole Council election, Parish Council elections will be held in the same way and on the same day. Should District Council choose annual elections Parish Councils will still be elected as a whole, except that the Secretary of State will deal by order with the position of Parish Councillors in the District Council wards which return less than three members and which consequently, will not have elections every year.

140 Members may see fit to defer this question for one cycle in order that their political organisations may have an opportunity of expressing an opinion. For that reason a scheme of indication as to probable three member wards had not been prepared but it could well be submitted to Council at its next meeting if so desired, together with the statutory resolution."

RECOMMENDED that consideration of this matter be deferred until the next meeting of the Committee and a report be submitted to that meeting upon a scheme of indication as to probable three member wards.

ALLOWANCES TO MEMBERS

155. The Director of Finance reported as follows:-

"Allowances to members under Sections 173-178 of the Local Government Act, 1972 are effective from 1st April 1974 and until such time the existing regulations apply to members of the new authority. A report will be made to a subsequent meeting of the Committee on the effect of these new allowances, upon receipt of the official regulations.

A summary of the allowances currently receivable by members follows:-

- (a) Financial Loss Allowance (Section 112 - Local Government Act 1948 as amended).

A member of the Council is entitled to receive a payment by way of financial loss allowance not exceeding such amount as may be prescribed where

- (i) loss of earnings which he would otherwise have made; or
- (ii) additional expense (other than expense on account of travelling or subsistence) to which he would not otherwise have been subject

is necessarily suffered or incurred by him for the purpose of enabling him to perform any approved duty as a member of the Council.

- (b) Approved Duty (Section 115 - Local Government Act 1948 as amended)

Covers such matters as attendance at Council Meetings, Committee Meetings, attendance as a representative of the Council at a conference or meeting.

- (c) Travelling and Subsistence Allowances (Section 113 - Local Government Act 1948 as amended)

A member of the Council is entitled to receive payment, at rates which shall be determined by the Council but which shall not exceed those prescribed, by way of travelling allowance or subsistence allowance where expenditure on travelling or on subsistence is necessarily incurred by him for the purposes of performing any approved duty as a member of the Council.

Travelling allowances will generally be -

- (i) the ordinary fare of any available cheap fare or in the case of the railway train second class fare unless the Council determines otherwise; or
- (ii) in certain circumstances, a mileage allowance for use of the member's private car together with an additional allowance for passengers; or
- (iii) in certain circumstances, the amount of the actual fare of a taxi cab.

Subsistence allowances are based on a sliding time scale and cover such items as accommodation, meals etc., when attending a conference or meeting as an official representative of the Council.

Members are advised that the above summary only gives an indication of the allowances available and the Director of Finance will be glad to give further assistance on any of these matters. Claims for reimbursement of Financial Loss Allowance and Travelling and Subsistence Allowances must be made on official forms available from the Director of Finance.

Members will note that there is some discretion available to the Council regarding the level of assistance".

RECOMMENDED (1) that members be entitled to travel first class where more than one class of fare is available.

(2) that the maximum statutory rates for financial loss, subsistence and travelling allowances be paid to members when undertaking approved duties.

#### LOCAL LICENSING FUNCTIONS

156. The Chief Executive reported as follows:-

"By virtue of the provisions of the Local Government Act 1972, the District Council will be responsible for the licensing of places of public and private entertainment, late-night refreshment houses and riding establishments, and registration of theatrical employers. This is at present a function of the County Council in two respects:-

- (a) the administrative work of receipt, processing and issue of licenses, and
- (b) the technical work of inspection of properties and other places of public resort, and advise to persons applying for licenses upon the many statutory requirements.

With regard to the administrative work, there is little to concern the Council at the present stage, save in respect of licenses for late-night refreshment houses which all expire on 31st March 1974. Forms inviting renewal of these licenses are normally despatched by the County Council in January of each year and it is proposed that this arrangement should continue, each applicant being directed to return the application to this Council for consideration. Generally speaking all other licenses are dated annually from 1st January and expire on 31st December following the date of their issue, and this function will fall to be exercised by the Director of Administration.

However, with regard to the technical work, the County Council maintain a group of six technically qualified and trained officers to advise on and implement the technical regulations necessary for public safety, health and welfare and the suitability of premises proposed to be licensed.

The complexity of the problems involved is such as to require technically qualified officers in the field of structure, heating, lighting, electrical ventilation and at times acoustics, each being very knowledgeable on the latest fire precautions and means of escape requirements for building regulations, British Standards and Codes of Practice. It is considered that the new District will have difficulty in obtaining an experienced staff in 1974 since in Essex at the present time there are few officers who have all the necessary expertise for this work.

In the circumstances, it appears that the only practicable course open to the Council is to request the County Council to make available the services of their specialist licensing and inspection team.

RECOMMENDED that the Essex County Council be requested to consider entering into an agreement with this Council for the Joint use of Staff in the Public Entertainments Section of the County Architect's Department, the Chief Executive being authorised to conclude a suitable agreement, such agreement to be sealed with the Common Seal of the Council.

LOCAL GOVERNMENT ACT 1972. PECUNIARY INTERESTS OF LOCAL AUTHORITY MEMBERS

157. The Chief Executive reported and the Committee noted the position of members with regard to pecuniary interests, as printed at Item 14 of the Agenda and distributed to all members of the Council

CHAIRMAN'S ALLOWANCE

158. Consideration was given to the question of an allowance being made to the Chairman of the Council in connection with expenses incurred by him in carrying out his civic duties.

Resolved that consideration of the Chairman's allowance be deferred until the preparation and submission of the Council's estimates for the financial year 1974/75.

ASSOCIATION OF COUNCILLORS - WEEKEND STUDY COURSES

159. The Chief Executive reported details of study courses arranged by the Association of Councillors.

RECOMMENDED that no representatives be appointed to attend any of these courses.

REGALIA

160. At the request of the Chairman of the Council consideration was given to the provision of Civic Regalia for the new authority. It was reported that:-

any such regalia should, of course, bear the Coat of Arms of the New Authority and it would, therefore, be necessary to give consideration to this particular aspect, bearing in mind that new authorities are not permitted to adopt the Coat of Arms of existing authorities or a combination of them.

RECOMMENDED that enquiries be made to the College of Heralds as to the likely cost of a Grant of Arms to the Rochford District Council.

SUPPLY OF MINUTES TO THE PRESS (See Minute 64(b)/73)

161. Upon consideration, as a matter of urgency, of the issue of Minutes to the Press, it was

RECOMMENDED that the present practice of issuing Committee members to the Press at the same time as they are issued to members of the Council be discontinued forthwith

REPORT OF THE CHIEF EXECUTIVE UPON CHIEF  
OFFICERS' SALARIES TO THE POLICY AND RESOURCES  
COMMITTEE - 9TH OCTOBER, 1973

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(a) National Salary Award

The Director of Finance to report that details of the awards, effective from 1st July, 1973 have been received in respect of the Chief Executive and the other Directors. The award comprises an increase of 4% per annum plus £1 per week subject to a maximum amount of £243.

The salary scale of the Chief Executive, fixed by Minute 28/73, is now revised from £6,570 - £7,110 to £6,813, rising by three annual increments of £180, to £7,353.

The fulcrum point salary scale for the Directors, fixed by Minute 47/73, is now revised from £4,929 - £5,469 to £5,169, rising by three annual increments of £180, to £5,709.

It is recommended that the revised salary scales be implemented.

(b) Local Government Reorganisation: Rewards for Additional Work

The Director of Finance to report that the Joint Negotiating Committees for Clerks and Chief Officers in their circulars dated 29th March, 1973 and 24th May, 1973 respectively, give further guidance to local authorities concerning methods of temporary additional payments for additional works arising out of the local government reorganisation in the period leading up to the formation of the new authorities.

The Joint Negotiating Committees recommended, in August 1972, that where an additional workload falls on an individual Officer the percentage payment should not normally exceed 10%. The present Rayleigh U.D.C. and Rochford R.D.C accepted the recommendations of the J.N.Cs and awarded their Chief Officers and Deputies a temporary addition of 10% of their salaries to terminate on 31st March 1974.

The Joint Negotiating Committees recognise that following the elections of the new District Councils some individual Officers may be appointed during 1973 to posts in the new authorities, and for several months may have dual responsibilities for such posts with both the existing and new authorities. In those exceptional cases where the total effort may substantially exceed the normal requirements for one post, the total additional payment (including the 10% already granted) should not exceed 15% above the appropriate salary of the post with the new authority. Members are asked to give consideration to this matter and are advised that if they consider any officer is entitled to receive such an allowance, it shall

- (a) be related as a percentage proportion of the salary of the new post;
- (b) include any allowance previously granted by the existing authorities for such additional work;
- (c) be paid on a temporary basis only during the period 1st September 1973 to 31st March 1974 inclusive; and
- (d) relate to specified officers only.

(c) The award of salary points beyond the fulcrum - see Minute 68/73

Arising from the Committee's decision to defer consideration of this matter until the next meeting, I set out below further information to assist in resolving the points at issue. Job specifications have been prepared for all Directors as shown below. Would members please note that the job specification for the Director of Administration is shown in full, but not those of the other Directors, since the "Collective responsibilities of the Management Team" and "Residual responsibility" is common to all the specifications.

Members may find it helpful to bring with them to the meeting the Minutes and Report of the Policy and Resources Committee of the 28th August, together with the blue J.N.C. Circular dated 19th June, 1973.

(i) Director of Administration - Job Specification

- Post No: A.1.
- Designation: Director of Administration
- Post Holder: Mr. L. Lock-Dingley.
- Responsible to:
1. The Chief Executive
  2. The Council directly but only for the proper administration of the Council's administrative affairs in circumstances where the Post Holder considers that the Management Team has been at fault.
- Qualification Required: Diploma in Municipal Administration and/or Diploma in Public Administration and/or Chartered Secretary.
- Responsible for:
1. Individual responsibilities.
    - 1.1 The provision of all administrative services to the Council, the Chief Executive and the Management Team.
    - 1.2 The provision of Central Services to the above, Central Services being reception, telephone, messenger service, reprographics, typing and clerical assistance.
    - 1.3 The servicing of all the Council's Committees, including the provision of information and advice so that members and officers may take into account the legal and administrative practicality of any proposed action.
    - 1.4 To secure such legal services as the Council may require from time to time.
    - 1.5 To carry out such common establishment functions as may be agreed by the Management Team.
    - 1.6 To be the proper Officer for local land charges register purposes.

- 1.7 To be responsible, with the advice of of the Director of Finance, for all the Councils purchasing and for the drawing up of all contracts for purchases and works.
- 1.8 Advising upon and arranging changes in administrative procedures.
- 1.9 Advising upon the application of the Councils standing orders.
- 1.10 To be the proper Officer for Electoral Registration and to assist the Chief Executive in the conduct of elections as and when required.
- 1.11 To be responsible for the day-to-day management and lettings of the Council's public buildings.
- 1.12 To be responsible for the organisation of Playleadership schemes and oversight of any Road Safety function.
- 1.13 To be the proper Officer for the Council's licensing functions.
- 1.14 Leading the staff employed to assist him in carrying out these responsibilities.

2. Collective Responsibilities of Management Team

- 2.1 The postholder to be a member of the Management Team and as such to be a party to the control of the general management and administrative processes of the Council.
- 2.2 Assessment of the present and future needs of the Council and the area it serves.
- 2.3 Setting standards of performance for the services provided by the Council and monitoring such performance.
- 2.4 Commissioning and carrying out research on the effectiveness of the Council's policies and alternative policies.
- 2.5 Making recommendations to the Council for the alteration or formulation of policy and plans to meet changing standards and requirements.
- 2.6 With the advice of the Works Study Officer and the Officer responsible for the provision of the management services, the planning and management of the manpower and other resources of the Council and the development and training of staff.



3 Residual Responsibility

- 3.1 Such other responsibilities compatible with the postholder's qualifications and experience as may be assigned by the Council or the Chief Executive.

Mr. L. Lock-Dingley has accepted this appointment and will take up his duties on 1st November, 1973.

There are no special factors or agency work to be taken into account at this stage, and I recommend that the salary of the Director of Administration be fixed at the fulcrum point of £5,169 plus 1 point giving a salary of £5,349 x 3 of £180 to £5,889 with effect from 1st November, 1973.

(ii) Director of Finance - Job Specification

Post No: F.1.  
Designation: Director of Finance  
Post Holder: Mr. P. Kerman.  
Responsible to:  
1. The Chief Executive  
2. The Council directly but only for the proper administration of the Council's financial affairs in circumstances where the postholder considers that the Management Team has been in default.

Qualification  
Required: Chartered Municipal Treasurer

- Responsible for: 1. Individual Responsibilities
- 1.1 The proper administration of the financial affairs of the Council in accordance with Section 151 of the Local Government Act, 1972.
  - 1.2 The provision of information and advice to ensure that all members and officers take fully into account the financial implications of activities and proposals.
  - 1.3 The drafting, review and enforcement of Financial Regulations for the proper administration of the Council's affairs.
  - 1.4 The preparation of budgets and annual accounts, and the provision of financial information to facilitate the implementation and control of budgets.
  - 1.5 The collection of rates and all other sums due to the Council.
  - 1.6 Undertaking the Council's functions and duties in relation to the valuation of property for rating purposes.

- 1.7 Advising on and arranging for general financial services such as capital finance, debt management, banking, insurance and investment.
- 1.8 The administration of the Council's schemes for granting travel concessions and housing advances.
- 1.9 The conduct of a continuous internal audit of all the Councils activities.
- 1.10 The provision of advice and information on the design and development of computer services and similar facilities; the day-to-day operation of such services and facilities (the priorities of use of such services and facilities to be determined by the Council and the Management Team).
- 1.11 Compliance and securing compliance with the Council's Standing Orders.
- 1.12 Leading the staff employed to assist in carrying out such responsibilities.

Mr. P. Kerman took up his duties on 1st September, 1973.

There are no special factors such as agency work involved in this post, but emphasis is again made on the crucial part that the Director of Finance must of necessity play in the Management Team. These grounds were set out in the report of the Committee on 28th August 1973 a copy of which was attached to the Minutes of that meeting and issued to members. I therefore recommend that the salary of the Director of Finance be fixed at the fulcrum point of £5,169 plus 3 points, giving a salary of £5,709 x 3 of £180 to £6,249 with effect from 1st September 1973.

(iii) Director of Health and Housing - Job Specification

Post No:	H.1.
Designation:	Director of Health and Housing
Post Holder:	Post Vacant.
Responsible to:	<ol style="list-style-type: none"> <li>1. The Chief Executive</li> <li>2. The Council directly but only for the proper administration of the Council's environmental Health and Housing affairs in circumstances where the postholder considers that the Management Team has been in default.</li> </ol>

Qualification Required: Public Health Inspector and/or Member of the Institute of Housing Managers.

Responsible for: 1. Individual Responsibilities.

- 1.1 The General Management, Letting and supervision of all Council Housing property.
- 1.2 The collection and collation of all representations upon repairs necessary to Council Houses, and consultation with the Director of Technical Services to ensure that such repairs are effectively carried out.
- 1.3 The maintenance of the Housing Waiting Lists and all administrative action arising.
- 1.4 The carrying out of transfers between housing tenants in accordance with the Council's approved policy.
- 1.5 The allocation of Council Houses in accordance with the Council's approved policy.
- 1.6 Compliance with and securing compliance with the Council's Standing Orders.
- 1.7 As Director responsible for environmental health to ensure that the following procedures are carried out in accordance with the highest environmental health standards:-
  - 1.7 1. Housing - Assessment of fitness; demolition, repair and improvement of houses, including improvement grant work, general improvement areas and the problems of urban renewal; control of houses in multiple occupation; control of residential caravan sites.
  - 1.7 2. Food - Examination of meat and other food; inspection of food premises, including slaughter houses, and of vehicles to ensure the cleanliness of all foodstuffs in the maintenance of satisfactory standards of hygiene; measures to ensure food safety and freedom from contamination; advice to the food trade; supervision of the training of food workers in hygiene; examination of imported food at Docks, Airports and Inland Depots.
  - 1.7 3. Air - Control of smoke, grit, dust and fumes from Industrial premises and advice to Industrial and Commercial undertakings on technical problems involved; Surveys and inspection of plant and equipment; monitoring pollution; determination of chimney heights; control of domestic smoke, including creation of smoke-control areas.

- 1.7 4. Working Conditions - Enforcement of standards for the health, welfare and safety of persons in places of employment.
- 1.7 5. Noise - Advice on the avoidance, elimination and control of noise and vibration and the enforcement of measures to deal with such problems; carrying out noise surveys.
- 1.7 6. Water - Checking the purity and adequacy of drinking water supplies and taking remedial action where necessary.
- 1.7 7. Pest control - Supervision of measures for the control of pests.
- 1.7 8. Leisure and entertainment - Control of the hygiene of swimming pools and bathing places riverboats, holiday caravan sites, camping sites, hotels, boarding houses, holiday camps and places of public entertainment.
- 1.7 9. Advice and Education - Collaboration with and provision of advice to Government Departments and other institutions. Participation in educational activities relating to environmental health.
- 1.8 Leading the staff employed to assist him in carrying out these responsibilities.

This position is as yet unfilled.

There are no special factors or agency work to be taken into account at this stage, and I recommend that the salary of the Director of Health and Housing be fixed at the fulcrum point of £5,169 plus 1 point, giving a salary of £5,349 x 3 of £180 to £5,889.

(iv) Director of Technical Services - Job Specification

Post No: T.1.

Designation: Director of Technical Services

Post Holder: Mr. J.R. Johnston.

Responsible to:

- 1. The Chief Executive
- 2. The Council directly but only for the proper administration of the Council's technical services in circumstances where the postholder considers that the Management Team has been in default.

Qualification  
Required:

Chartered Municipal Engineer.

Responsible for:

1. Individual Responsibilities.
  - 1.1 The design, construction and maintenance of all engineering works.
  - 1.2 The design, construction and maintenance of all buildings and any improvements to them.
  - 1.3 The layout and maintenance of all public open spaces, cemeteries and allotments.
  - 1.4 Control of the Council's manual labour force.
  - 1.5 Control of depots and stores.
  - 1.6 Maintenance of the Council's vehicles and plant.
  - 1.7 Refuse collection and disposal. Litter control.
  - 1.8 Town Planning and building control functions exercisable by the Council.
  - 1.9 Technical investigation of improvement grants.
  - 1.10 Technical work on any highway function exercisable by the Council.
  - 1.11 Compliance and securing compliance with the Council's Standing Orders.
  - 1.12 Leading the staff employed to assist in carrying out such responsibilities.

Mr. J.R. Johnston took up his duties on 1st September, 1973.

In this post there is a special factor to be taken into account, if granted, and that is the extent of any highways delegation which may finally come to the Council as a result of their application to the Minister for a Direction. If that Direction is not obtained, Council could decide to claim responsibility for urban roads in its area or could decide not to take any highways responsibility whatever. The position is more fully set out in Minute 74, but no indication has yet been received from the Minister as to his likely decision.\* Emphasis is again made on the important part that the Director of Technical Services must play in the Management Team. These grounds were set out in the report to the Committee on 28th August, 1973. I therefore recommend that the salary of the Director of Technical Services be fixed at the fulcrum point of £5,169 plus 3 points giving a salary of £5,709 x 3 of £180 to £6,249 with effect from 1st September, 1973.

\* Additionally it is expected that the Council may carry out agency arrangements for sewerage functions on behalf of the Regional Water Authority.

# ROCHFORD DISTRICT COUNCIL

E. J. SKEVINGTON *DMA MILGA AMBIM*  
Chief Executive

Telephone Southend-on-Sea 544282 (6 Lines)

COUNCIL OFFICES,

ROCHFORD,

ESSEX SS4 1BW

My Ref

Your Ref

12th October, 1973.

I hereby summon you to attend a meeting of the Rochford District Council to be held in the Council Chamber, Rochford, Essex on Wednesday, 17th October, 1973 at 7.30.p.m., when it is proposed to transact the following business:-

1. To approve as a correct record the minutes of the meeting of the Council held on the 5th September 1973 and of the Special Meeting held on the 12th September 1973, subject to Minute 92 being amended to include the name of Councillor Tate in the list of members voting against the motion. (Copies already sent to members).
2. To receive apologies.
3. Chairmans' announcements (if any).
4. To receive and consider the Minutes and Reports of the following Committees and Sub-Committees, which have already been circulated to members, and pass such resolutions upon them as may be necessary:-

<u>Committee or Sub-Committee</u>	<u>Date</u>	<u>Minute Nos.</u>
Finance and Personnel	5th September, 1973	90
Finance and Personnel	19th September, 1973	95-110
Recreation and Amenities	25th September, 1973	111-117
Housing Services	26th September, 1973	118-122
Environmental Health & Control	2nd October, 1973	123-127
Land Sub-Committee	3rd October, 1973	128-132
Performance Review	3rd October, 1973	133-137
Development Services	4th October, 1973	138-143
Policy and Resources	5th October, 1973	144-

5. COMMITTEE VACANCIES (See Minute 85/73)

To consider filling vacancies which still exist on the Housing Services Committee, Finance and Personnel Sub-Committee and the Land Sub-Committee.

Every member should have representation on two Committees or Sub-Committees; Councillor Miss J.R. Browning is not appointed to any Committee and Councillor A.J. Humby has one appointment only (i.e. Development Services Committee). Councillor Humby has indicated his wish to take up the vacancy on Finance and Personnel Sub-Committee.

Council may now wish to take action to fill these three vacancies.

CYCLE OF MEETINGS (See Minute 132/73)

The following draft cycle of meetings is submitted for members consideration -

HSG SERVICES	REC & AMENITIES	ENV H & C	DEV SERVICES	LAND SUB	F & P SUB	PERF. REVIEW	P & R	COUNCIL
THURS	TUES	THURS	TUES	THURS	TUES	THURS	TUES	WEDS
25 OCT	30 OCT	1 NOV	6 NOV	8 NOV	13 NOV		20 NOV	28 NOV
6 DEC	11 DEC	13 DEC	18 DEC	20 DEC	20 DEC	21 DEC	2 JAN	9 JAN
17 JAN	22 JAN	24 JAN	29 JAN	31 JAN	5 FEB	7 FEB	12 FEB	20 FEB
28 FEB	5 MAR	7 MAR	12 MAR	14 MAR	19 MAR	21 MAR	26 MAR	3 APR

It is suggested that all meetings should commence at 7.30.p.m. unless otherwise arranged.

All Committees and Sub-Committees have been included in the regular cycle on the assumption that meetings will be cancelled, with the consent of the appropriate Committee Chairman, if there is no business for the Agenda.

Members particular attention is drawn to the meeting of the Finance and Personnel Sub-Committee in December. Following the normal cycle this would fall on the 25th December and it is suggested therefore that this should be brought forward to Thursday, 20th December, immediately following the meeting of the Land Sub-Committee.

Similarly, the meeting of the Performance Review Sub-Committee in that cycle would fall on December 27th and it is recommended that this meeting should be brought forward to Wednesday 21st December 1973. The Policy and Resources Committee is moved from New Year's Day to 2nd January 1974.

The next meeting of the Finance and Personnel Sub-Committee has been arranged to be held on Tuesday, 23rd October 1973 at 7.30.p.m.

MAPLIN DEVELOPMENT - JOINT MEETING TO CONSIDER CONSULTATIVE DOCUMENTS  
(See Minutes 88 & 92/73).

In accordance with this Council's decision, a joint meeting to consider this matter was held at the Mill Hall, Rayleigh on Thursday 6th September 1973.

Present at the meeting, which was chaired by Councillor Miss Leggatt were representatives of the Rayleigh Urban and Roshford Rural District Councils, and this Council, together with representatives of the majority of the Parish Councils.

After the representatives of all the participating authorities, including the Parish Councils, had stated the positions of their particular authorities the meeting was opened for general discussion. It was agreed that the meeting would not aim to arrive at any formal decision, but would enable members to hear the personal views of other members.

Although there were a number of members who expressed their support for the scheme, the majority present were opposed to it, but could not agree as to whether any comment should be made on the Consultation Documents.

*J. H. Longman*  
C of Executive

ROCHFORD DISTRICT COUNCIL

Minutes of a Meeting of the District Council of Rochford

At a Meeting on the 17th October 1973. Present: Councillors R.M. Warren (Vice Chairman in the Chair), E.H. Adcock, S.W. Barnard, E.R. Biggs, R. Blackburn, C.D. Bright, Miss J.R. Browning, J.H. Carter, Mrs. F.E. Clayton, M.P. Cowen, S.B.H. Fletcher, D.R. Fowler, Mrs. E.M. Frank, C.B. Gowlett, N.A. Grove, A.J. Harvey, A.J. Humby, D.A. Ives, Miss E.M. Leggatt, Mrs. M.T. Madden, E.V. Maton, R. McCamley, D. McKinnell, C.R. Morgan, A.R. Mutimer, R.D. Needham, R.W.C. Offwood, G.C. Oldbury, I.W. Shields, P.J. Stanton, C. Stephenson, A.L. Tate, J.R. Warner, G. Young.

APOLOGIES FOR ABSENCE

162. Apologies for absence were submitted on behalf of the Chairman of the Council, Councillor L.H. Fudge, and Councillors L.K. Cope, B.A. Crick, and D.C. Wood.

MINUTES

163. Resolved that the Minutes of the meeting of the Council held on the 5th September 1973 and of the special meeting held on the 12th September 1973, be taken as read, confirmed and signed by the Chairman, subject to Minute 92 being amended to include the name of Councillor Tate in the list of members voting against the motion.

MINUTES OF COMMITTEES

164. Resolved (1) that the reports of the proceedings and recommendations contained in the Minutes and Reports of the following Committees, and Sub-Committees be received and adopted:-

<u>Committee</u>	<u>Date</u>	<u>Minute Nos.</u>
Finance and Personnel Sub	5th September 1973	90
Recreation and Amenities	25th September 1973	111-117
Housing Services	26th September 1973	118-122
Environmental Health & Control	2nd October 1973	123-127
Performance Review Sub	3rd October 1973	133-137

(2) That the reports and proceedings and recommendations contained in the Minutes and Report of the Finance and Personnel Sub-Committee held on the 19th September 1973, be received and adopted (Minutes 95-110) with the exception of Minute 110 which is the subject of a recommendation by the Policy and Resources Committee.

(3) That the report of the proceedings and recommendations contained in the Minutes and Report of the Land Sub-Committee held on the 3rd October 1973 be received and adopted (Minutes 128-132), with the exception of Minutes 130(1)(b) and 132 which are the subject of recommendations by the Policy and Resources Committee.

(4) That the reports of the proceedings and recommendations contained in the Minutes and Report of the Development Services Committee held on the 4th October 1973, be received and adopted (Minutes 138-143) subject to the amendment of Minute 138 by the substitution of "RESOLUTION" for "RECOMMENDATION" in the first line.



17th October, 1973

Minutes

(5) That the report of the proceedings and recommendations contained in the Minutes and Report of the Policy and Resources Committee held on the 9th October 1973 (Minutes 144-161) be received and adopted, subject to the amendment of Minute 161 by the substitution of the word "Minutes" for "Members" in the first line of the recommendation.

QUESTIONS UNDER STANDING ORDER No.8.

165. The Chief Executive reported that since the preparation of the Agenda he had received from Councillor E.R. Biggs notice of the following question under Standing Order No.8.:-

"In view of the Council's decision on Wednesday, 12th September when it was decided by vote to advise H.M. Government that it was against Maplin Project, when will the Council agree an access route to Maplin, when and if such project is finalised, as any such route must in its initial stages pass through the area controlled by this Council?"

Resolved that consideration of this matter must be referred to the next meeting of the Development Services Committee.

DIRECTOR OF ADMINISTRATION

166. The Chief Executive introduced Mr. L. Lock-Dingley who had recently been appointed as Director of Administration to the Council. Councillor Warren, on behalf of members, welcomed Mr. Lock-Dingley and wished him every success in his new appointment.

COMMITTEE VACANCIES

167. The Chief Executive reported as follows:-

"To consider filling vacancies which still exist on the Housing Services Committee, Finance and Personnel Sub-Committee and the Land Sub-Committee.

Every member should have representation on two Committees or Sub-Committees; Councillor Miss J.R. Browning is not appointed to any Committee and Councillor A.J. Humby has one appointment only (i.e. Development Services Committee). Councillor Humby has indicated his wish to take up the vacancy on Finance and Personnel Sub-Committee.

Council may now wish to take action to fill these three vacancies."

Councillor Miss Browning agreed to serve as a member of the Housing Services Committee but did not feel that she had sufficient knowledge of the subject to make any useful contribution to the work of the Land Sub-Committee.

Resolved (1) That Councillor Humby be appointed to fill the vacancy on the Finance and Personnel Sub-Committee.

(2) That Councillor Miss Browning be appointed to fill the vacancy on the Housing Services Committee.

CYCLE OF MEETINGS (See Minute 137/73)

168. The Chief Executive submitted the following suggested cycle of meetings:-

Minutes

17th October, 1973

HSG SERVICES	REC & AMENITIES	ENV H & C	DEV. SERVICES	LAND SUB	F & P SUB	PERF. REVIEW	P & R	COUNCIL
THURS	TUES	THURS	TUES	THURS	TUES	THURS	TUES	WEDS
25 OCT	30 OCT	1 NOV	6 NOV	8 NOV	13 NOV		20 NOV	28 NOV
6 DEC	11 DEC	13 DEC	18 DEC	20 DEC	20 DEC	19 DEC	2 JAN	9 JAN
17 JAN	22 JAN	24 JAN	29 JAN	31 JAN	5 FEB	7 FEB	12 FEB	20 FEB
28 FEB	5 MAR	7 MAR	12 MAR	14 MAR	19 MAR	21 MAR	26 MAR	3 APR

It is suggested that all meetings should commence at 7.30. p.m. unless otherwise arranged.

All Committees and Sub-Committees have been included in the regular cycle on the assumption that meetings will be cancelled, with the consent of the appropriate Committee Chairman., if there is no business for the Agenda.

Members particular attention is drawn to the meeting of the Finance and Personnel Sub-Committee in December. Following the normal cycle this would fall on the 25th December and it is suggested therefore that this should be brought forward to Thursday, 20th December, immediately following the meeting of the Land Sub-Committee.

Similarly, the meeting of the Performance Review Sub-Committee in that cycle would fall on December 27th and it is recommended that this meeting should be brought forward to Wednesday 19th December 1973. The Policy and Resources Committee is moved from New Years' Day to 2nd January 1974.

The next meeting of the Finance and Personnel Sub-Committee has been arranged to be held on Tuesday, 23rd October 1973 at 7.30.p.m.

Resolved that the time-table of the meetings be adopted.

MAPLIN DEVELOPMENT JOINT MEETING TO CONSIDER CONSULTATIVE DOCUMENTS (See Minutes 88 and 92/73)

169. The Council noted the Chief Executive's report on the Joint meeting of 27th September, as follows:-

In accordance with this Council's decision, a joint meeting to consider this matter was held at the Mill Hall, Rayleigh on Thursday 27th September 1973.

Present at the meeting, which was chaired by Councillor Miss Leggatt were representatives of the Rayleigh Urban and Rochford Rural District Councils, and this Council, together with representatives of the majority of the Parish Councils.

After the representatives of all the participating authorities, including the Parish Councils, had stated the positions of their particular authorities the meeting was opened for general discussion. It was agreed that the meeting would not aim to arrive at any formal decision, but would enable members to hear the personal views of other members.

Although there were a number of members who expressed their support for the scheme, the majority present were opposed to it, but could not agree as to whether any comment should be made on the Consultation Documents.

*[Handwritten signature]* 162

ROCHFORD DISTRICT COUNCIL

TERMS OF REFERENCE OF COMMITTEES AND SUB-COMMITTEES.

(adopted by Council 17th October, 1973)

DEVELOPMENT SERVICES COMMITTEE

Terms of Reference

1. All town planning and building control functions exercisable by the Council and the service of notices in connection with proposed and existing development.
2. The consideration of plans and proposals submitted under the Building Regulations and Byelaws with respect to New Streets.
3. The enforcement of planning and Building Regulation Control.
4. All matters connected with the County Development Plan and Structure and local plans arising therefrom and any review.
5. Tree preservation.
6. Dangerous, Ruinous and Dilapidated Buildings and Neglected or Derelict Sites.
7. All highways functions exercisable by the Council.
8. The creation, diversion and stopping-up of footpaths.
9. Naming and numbering of streets.
10. Road Safety.
11. Supply of clinker for urgent repair of unadopted highways.
12. Provision and management of car-parking facilities.

Delegation of Powers

1. To decide all planning and Building Regulation applications on behalf of the Council.
2. The decision of applications for Determination under Section 53 of the Town and Country Planning Act, 1971.
3. The services of notices under Sections 19 and 47 of the Essex County Council Act, 1952.
4. The service of notices under Section 19 of the Public Health Act 1936.
5. The service of notices under Section 262 of the Public Health Act 1936 and the approval of proposals under Section 263 of that Act.
6. The enforcement of Town Planning and Building Regulation Control.
7. The confirmation of unopposed Public Path Orders.

## ENVIRONMENTAL HEALTH AND CONTROL COMMITTEE

### Terms of Reference

1. General Public Health Matters, including pest control, food hygiene, smoke control, animal welfare, caravan sites, noise abatement, boatmen and pleasure boats, infectious diseases, public conveniences, public safety (including home safety but excluding road safety) and statutory nuisances.
2. Water supplies within the district.
3. Refuse tips, house refuse and salvage collection and night soil collection.
4. Coast protection.
5. Any matter concerning sewerage which requires urgent attention.
6. Maintenance and provision of such sewerage facilities within the District as are obtained by agreement with the Regional Water Authority including River Pollution prevention.
7. Surface Water and Land Drainage.
8. To deal with all matters relating to the following functions of the Council:-
  - (a) licensing of places of public and private entertainment
  - (b) licensing of late night refreshment houses
  - (c) licensing of riding establishments
  - (d) registration of theatrical employers
  - (e) licensing of hackney carriages.
9. To deal with all matters relating to house to house and street collections.
10. To deal with all matters relating to the Council's functions under the Shops Act, 1950 or any Acts amending the same, or any regulations, rules or orders made thereunder.
11. To deal with all matters relating to the following services of the Council:-
  - (a) cemeteries, crematoria and mortuaries.
  - (b) markets.
12. To deal with matters relating to scrap metal dealers.
13. All matters connected with litter control.

### Delegation of Powers

Decision as to whether objection shall be made to any applications for registration of club premises under the Licensing Act, 1961.

## HOUSING SERVICES COMMITTEE

### Terms of Reference

1. The acquisition of land and/or property for housing purposes and the design and erection of the new Council dwellings.
2. The care, maintenance, management and improvement of the Council's housing accommodation.

3. The maintenance of the Housing Waiting List.
4. Guarantees under Section 45 of the Housing (Financial Provisions) Act, 1958.
5. Discretionary and Standard Improvement Grants.
6. Agricultural Housing Subsidies.
7. Advances to housing associations providing accommodation for letting.
8. House Purchase Loans to private persons and arrears of repayments.
9. Responsibility for all matters relating to slum clearance and unfit houses and for repairs to all properties not in the ownership of the Council.
10. The selection of tenants for vacant Council dwellings.

#### Delegation of Powers

1. The selection of tenants for vacant Council dwellings.
2. Consent under the Housing Tenancy Conditions to use a Council dwelling for the purposes of child minding, where the application relates to the reception of a number of children, which in addition to the existing children of the applicants, would result in more than six children being on the premises; and refusal of the application if considered to be appropriate.
3. The issue of notices to landlords and tenants under the Rent Act, 1957 concerning Certificates of Disrepair.
4. The institution of proceedings for the failure to comply with abatement notices.
5. Service of notices of procedure in respect of unfit houses under the Housing Act, 1957.
6. General Management of Council dwellings in accordance with the Council's policy.
7. To give all necessary approvals to and instructions for new Council housing development works between the time when the Council give general instructions for the preparation of a scheme and the time when the final scheme is ready for approval.

#### RECREATION AND AMENITIES COMMITTEE

##### Terms of Reference

1. The care, maintenance and development of recreational and sports facilities, pleasure grounds, Commons and Open Spaces.
2. The management and control of the moorings at Hullbridge.
3. The hiring and letting of sports pitches.
4. The provision of centres for public, social and recreational purposes.
5. Official Ceremonies, Entertainments and Exhibitions, saving the rights of the Chairman of the Council.
6. All matters connected with Tourism.

7. The care, control, management, maintenance and development of museum and other public facilities.
8. The control and letting of allotments within the Council's jurisdiction.

#### Delegation of Powers

1. The hire and letting of sports pitches and the use of the Council's Pleasure Grounds and Open Spaces for local functions.
2. The hire and letting of all the Council's public buildings.
3. The control and letting of allotments within the Council's jurisdiction.

#### FINANCE AND PERSONNEL SUB-COMMITTEE

##### Terms of Reference

To advise the Policy and Resources Committee upon:-

1. The Council's finances including all matters relating to the income and expenditure of the Council and issue of Local Authority Bonds.
2. Collection and remission of rates.
3. Such matters concerning the valuation of property for rating purposes as are the Council's concern.
4. Negotiating Loans, including all applications for consent to borrow monies.
5. Control of the Capital Fund.
6. Control of the Repairs and Renewals Fund.
7. Administration of the Superannuation Scheme.
8. Control and administration of all the Council's insurances.
9. Reports upon all accidents to the Council's vehicles.
10. Control of the Council's staff and their conditions of appointment.
11. The fixing of departmental establishments.
12. Provision and control of offices, furniture, equipment and motor vehicles.
13. Contributions to old people's organisations under Section 31 of the National Assistance Act, 1948 (Amendment) Act, 1962 and contributions generally under Section 136 of the Local Government Act, 1948 or Section 6 of the Local Government (Financial Provisions) Act, 1963.
14. Consideration of Annual Estimates of Committees and the granting of supplementary estimates.

##### Delegation of Powers

The filling of all posts falling vacant for the office staff where the grading is above SO Grades except those of the Council's Chief Officers.

## LAND SUB-COMMITTEE

### Terms of Reference

To advise the Policy and Resources Committee upon:-

the provision and control of all land and buildings held by the Council, except that under the control of the Housing Services Committee.

## PERFORMANCE REVIEW SUB-COMMITTEE

### Terms of Reference

1. To advise the Policy and Resources Committee upon:-
  - (a) the Council's performance against objectives and outputs established by the Council.
  - (b) the effectiveness of the Council's services.
  - (c) an annual review of the estimate of income and expenditure of the Council for the preceeding financial year.
  - (d) the performance by individual Chief Officers of their duties.
2. To have as an objective the production and annual up-dating of a 5 years programme.

## POLICY AND RESOURCES COMMITTEE

### Terms of Reference

1. To guide the Council in the formulation of its corporate plan of objectives and priorities, and for this purpose to recommend to the Council such forward programmes and other steps as may be necessary to achieve those objectives, either in whole or in part, during specific time spans. For this purpose to consider the broad social and economic needs of the authority and matters of comprehensive importance to the area including the contents of structure plans. To advise Council generally as to its financial and economic policies.
2. Without prejudice to the duties and responsibilities of the programme Committees, to review the effectiveness of all the Council's work and the standard and levels of service provided. To indentify the need for new services and to keep under review the necessity for existing ones.
3. To submit to the Council concurrent reports with the programme committees upon new policies or changes formulated by such committees, particularly those which may have significant impact upon the corporate plan or the resources of the Council.
4. To be responsible for allocating and controlling the financial, manpower and land resources of the Council.
5. To ensure that the organisation and management processes of the Council are designed to make the most effective contribution to the achievement of the Council's objectives. To keep them under review in the light of changing circumstances, making recommendations as necessary for change in either the committee or departmental structure, or the distribution of functions and responsibilities.

6. To be concerned together with the appropriate programme committees in the appointment of Heads of Departments and any Deputies.
7. To review the performance of the Chief Executive.
8. The promotion, amendment or opposition of Parliamentary Bills.
9. To advise the Council upon the appointment or constitution of Committees, and upon the settlement of disputes between Committees.
10. To advise the Council upon the making of General and Special Rates.
11. To consider the general content of the budget for the next financial year and issue to the Committees general guide-lines to be borne in mind in consideration of the Committee's estimates.
12. Local Government Reorganisation.
13. All matters not the direct responsibility of any other Committee.
14. To deal with the assumption or taking over of new functions.
15. (1) All programme committee reports shall before being submitted to the Council, be submitted for the consideration of the Policy and Resources Committee and that Committee may:-
  - (a) recommend to the Council that any recommendation or proposal contained in a report -
    - (i) be not approved; or
    - (ii) be varied; or
    - (iii) be referred back to the committee by whom the report was submitted for further consideration by that Committee with or without any direction or instruction from the Council as to the matter concerned;

in which event they shall also submit to the Council a report on the matter, such report to incorporate the relevant part of the committee report concerned; or
  - (b) require that a specified item contained in a report be deleted and be further considered by the committee by which the report was submitted.

Provided that a committee report may be submitted to the Council before it is submitted to the Policy and Resources Committee in any case where the urgency of the situation so requires.

  - (2) To receive and consider reports of all Sub-Committees and submit them to the Council.
16. As occasion arises to review wards and polling districts within the district and the membership of the Council.
17. The commissioning of all public relations arrangements except routine advertisements.



ROCHFORD DISTRICT COUNCIL

CYCLE OF MEETINGS

1973/74

OCTOBER 1973

TUES. 23rd FINANCE & PERSONNEL SUB  
THURS. 25th HOUSING SERVICES  
TUES. 30th RECREATION & AMENITIES

NOVEMBER 1973

THURS. 1st ENVIRONMENTAL HEALTH &  
CONTROL  
TUES. 6th DEVELOPMENT SERVICES  
THURS. 8th LAND SUB  
TUES. 13th FINANCE & PERSONNEL SUB  
THURS. 15th -  
TUES. 20th POLICY AND RESOURCES  
THURS. 22nd -  
WEDS. 28th COUNCIL

DECEMBER 1973

TUES. 4th -  
THURS. 6th HOUSING SERVICES  
TUES. 11th RECREATION & AMENITIES  
THURS. 13th ENVIRONMENTAL HEALTH &  
CONTROL  
TUES. 18th DEVELOPMENT SERVICES  
WEDS. 19th PERFORMANCE REVIEW SUB  
THURS. 20th LAND SUB AND FINANCE AND  
PERSONNEL SUB  
TUES. 25th CHRISTMAS DAY  
WEDS. 26th BOXING DAY  
THURS. 27th -

JANUARY 1974

TUES. 1st NEW YEARS DAY  
WEDS. 2nd POLICY & RESOURCES  
THURS. 3rd -  
WEDS. 9th COUNCIL  
TUES. 15th -  
THURS. 17th HOUSING SERVICES  
TUES. 22nd RECREATION & AMENITIES  
THURS. 24th ENVIRONMENTAL HEALTH &  
CONTROL  
TUES. 29th DEVELOPMENT SERVICES  
THURS. 31st LAND SUB

FEBRUARY 1974

TUES. 5th FINANCE & PERSONNEL SUB  
THURS. 7th PERFORMANCE REVIEW SUB  
TUES. 12th POLICY & RESOURCES  
WEDS. 20th COUNCIL  
TUES. 26th -  
THURS. 28th HOUSING SERVICES

MARCH 1974

TUES. 5th RECREATION & AMENITIES  
THURS. 7th ENVIRONMENTAL HEALTH CONTROL  
TUES. 12th DEVELOPMENT SERVICES  
THURS. 14th LAND SUB  
TUES. 19th FINANCE & PERSONNEL SUB  
THURS. 21st PERFORMANCE REVIEW SUB  
TUES. 26th POLICY & RESOURCES

APRIL 1974

MON. 1st DATE OF INCEPTION OF COUNCIL  
WEDS. 3rd COUNCIL

ROCHFORD DISTRICT COUNCIL

At a Meeting of the Joint Staff Committee held at Rochford on 18th October 1973. Present: Council Side - Councillors D.A. Ives (Chairman), M.L. Kenneagh, E.V. Maton, and R.W.C. Offwood (Chairman of the Policy and Resources Committee).  
Staff Side - Messrs. J. Abbott, A. Connew and R. Cornwell and Mrs. M. Marskell.

The Staff Side queried the provisionally approved establishment of the Department of Finance and reported a letter from Mrs. S. Spence concerning post no. F41. On consideration it was felt that this was much more appropriate for action by the Rural District Council and the Staff Side agreed to refer it accordingly.

Discussion ensued as to the procedure to be adopted in filling vacancies which exist in the draft establishment and it was agreed that no outside advertising would take place until existing staff had received the fullest opportunities to apply for vacant posts arising from whatever cause.

The Staff Side queried the adherence to the general criteria in the establishment of the Department of Administration and Department of Health and Housing as compared with those of the Finance and Technical Services Departments. It was submitted by the Council Side that this point was specifically referred to in the recommendation attached to both of the queried establishments in that provision was being made for new standards of service.

In connection with post no. C2 the Staff Side raised the question of the grading of Senior Officers in the Department of Technical Services where provision was made for the qualified officer to proceed into S02. The Council Side stated that it would still be their intention to insist on a qualification bar where appropriate qualifications existed in professional disciplines.

It was agreed that post no. A26 should be taken back for re-consideration and agreed that the Chief Executive would interview those persons ear-marked for posts A31, A32 and A33 and report back.

With respect to Mrs. V. Wraith, Committee Clerk, Rochford Rural District Council, an undertaking was given that provided that she was in the employ of the Rural District Council on March 31st 1974, she would be transferred to the employ of the District Council without detriment to her salary. It was appreciated that this undertaking was the maximum that could be given on behalf of the District Council and that the Staff Side would be taking up with the Rural District Council any action with respect to Mrs. Wraith, that they might have in mind.

The salary attaching to the post no. H3 was queried by the Staff Side as showing a reduction in the earnings of the ear-marked officer and it was pointed out that the terms of his present appointment with the Rayleigh Urban District Council ended expressly on the 31st March 1974. Nothing precluded the named officer from applying for the post of Principal Assistant (Health) in due course.

The Council side agreed to look again at posts T19-23 inclusive in the establishment of the Director of Technical Services and agreed that there was a formidable problem here owing to the refusal of the Provincial Council to permit regrading above MS.

It was agreed that the Director of Technical Services should interview the present Parks Superintendent of the Rayleigh Urban District Council as to his position under the holder of post no. 20 (Parks and Playing Fields Foreman).

The appointment of a part-time officer to post no. T29 in the Director of Technical Services establishment was queried by the Staff Side since the appointed Officer had always performed planning duties previously. The Director of Technical Services pointed out that all planning positions had been allocated to Officers performing full-time planning functions now and that no vacancies existed in that particular section. It was expected that this Officer could apply for any vacancies subsequently arising under the procedures already laid down.

On posts T31 and T32 it was envisaged that no regarding would take place until the extent of "Local Plan" involvement was known and as soon as the extent of that involvement was known, they would be reviewed.

In post no. T38 the position of the ear-marked officer in losing a considerable overtime payment after the 31st March 1974 was queried and it was pointed out that the protection under the Transfer Order was for the salary grade, and that if the new authority was not prepared to authorise overtime consequently no payment could be made for it.

The position of the officer ear-marked against post T42 as compared with the vacant T43 was raised and the Council Side emphasised that the salary sum shown against Post T43 was the mid point for the scale and placed there purely for accounting purposes. It was unlikely that any new applicant would be appointed other than at the base of the scale and if this was not so the position of the ear-marked officer would be immediately reviewed.

Council Side agreed that posts T49 and T50 be re-considered and reviewed again by this Committee, the draft establishment being approved on a provisional basis only in the meantime.

It was agreed that an undertaking should be given at the earliest possible moment as to the honouring of holiday bookings in the leave year 1974/75, and it was appreciated that this undertaking would be much easier to operate if officers could give as much notice as possible of their holiday commitments.

Mr. Connew again drew attention to the situation of a number of officers holding lower graded posts, particularly in the Finance Department, and drew comparisons between gradings in the various departments. The Council side saw the review of these cases as being properly undertaken in the general review promised for October 1974, and would enter into no commitment to review them sooner.

ROCHFORD DISTRICT COUNCIL

Minutes of a Meeting of the Finance and Personnel Sub-Committee

At a Meeting held on the 23rd October, 1973. Present: Councillors D.A. Ives (Chairman), J.H. Carter, A.J. Humby, M.L. Kermaugh, E.V. Maton, R.W.C. Offwood and P.J. Stanton.

Visiting: Councillors G.D. Bright and D.R. Fowler.

MINUTES

170. Resolved that the minutes of the meeting of the Committee held on the 19th September 1973, be taken as read, confirmed and signed by the Chairman.

NON-MEMBERS ATTENDING BY INVITATION

171. The Chairman reported that Councillors Bright and Fowler were attending by invitation.

ESTABLISHMENT - FINANCE DEPARTMENT (See Minute 109/73)

172. Consideration was given to the report of the Director of Finance upon the filling of the three Principal Assistant Posts and Senior Audit Assistant Post in his Department.

The Sub-Committee then interviewed Mr. B.A.E. Payne, the Deputy Treasurer of the Rayleigh Urban District Council and Mr. K.H.G. Prichard, the Deputy Treasurer of the Rochford Rural District Council the two applicants for the posts of Principal Assistant (Income) and Principal Assistant (Audit) respectively.

Resolved (1) that Mr. B.A.E. Payne be appointed to the post of Principal Assistant (Income) with effect from 1st April 1974, at a salary of £3,846 per annum, being the middle point of the range 4-8 of Principal Officer Grade 1, subject to the appointment being terminated by three months notice in writing given by either side.

(2) that Mr. K.H.G. Prichard be appointed to the post of Principal Assistant (Audit) with effect from 1st April 1974, at a salary of £3,846 per annum being the middle point of the range 4-8 of Principal Officer Grade 1, subject to the appointment being terminated by three months notice in writing given by either side.

(3) that subject to the approval of the Staff Commission the remaining posts of Principal Assistant (Accountancy) and Senior Audit Assistant, be advertised nationally.

(4) that consideration be given at a later meeting to the remaining conditions of appointment.

173. NEGOTIABLE BONDS

The Director of Finance reported that

"Under the provisions of the Local Government (Financial Provisions) Act 1963, as amended, local authorities are authorised to issue negotiable bonds. From April 1974 the power to issue bonds will be given by Section 172 of the Local Government Act 1972. The maximum limit of the amount of negotiable bonds that any local authority may issue is based on the authority's net loan debt and for this Council the limit will be £1,500,000.

Rayleigh Urban District Council have not borrowed money by this method before but Rochford Rural District Council have up to a limit of £1,500,000.

The procedure for the issue of this type of bond is for the local authority to appoint a broker to act on its behalf in placing the bonds in the London money market and to maintain a register of bond holders on behalf of the Council. One advantage of this method is that it is possible to borrow a large amount of money in large parcels from a small number of lenders. The minimum life of a bond is one year and the maximum life is five years.

As the money market is fluctuating continuously, flexible arrangements must be made for raising money and the availability of borrowing by negotiable bonds would be beneficial to the Council".

RECOMMENDED that the Director of Finance be authorised

(1) to issue under the provisions of Section 172 of the Local Government Act 1972, and Local Authority Bonds Regulations 1964 as amended, bonds up to a maximum of £1,500,000 for a period of one year or longer.

(2) to determine the price, rate of interest and period until redemption of the bonds.

(3) to approve the appointment and remuneration of agents to issue the bonds and of registrars to maintain a London Register.

(4) to take any further necessary steps incidental to the issue.

#### RATING ADMINISTRATION

174. The Director of Finance reported that much of the day to day work connected with rating administration has to be authorised initially by the Council. The present Rayleigh and Rochford Councils have vested authority in their Treasurer to deal administratively with certain rating matters.

New decisions and authorisations are required to allow the Council's officers to operate in a speedy and efficient manner on rating work and a summary of some of the various sections of the General Rate Act 1967 requiring such decision follows.

#### (a) Making of Rate (Section 3)

Detailed financial regulations to be incorporated with the Council's standing orders will be submitted to a subsequent Committee Meeting and will include recommendations regarding annual estimate procedures leading up to the making of the rate each year. The rate itself will be made in accordance with Section 3 of the General Rate Act, 1967.

Both of the existing Authorities at Rayleigh and Rochford make an annual rate, allowing ratepayers in addition to the monthly instalments allowed under Section 50 of the General Rate Act, 1967 to pay by two or four equal instalments on agreed dates.

<u>Rayleigh</u>	2 instalments	1st June
		1st December
	4 instalments	1st June
		1st August
		1st December
<u>Rochford</u>	2 instalments	1st May
		1st November
	4 instalments	1st May
		1st August
		1st November
		1st February

RECOMMENDED that the Council's levy and annual rate each year ending 31st March and that in addition to the monthly instalments allowed by Section 50 of the General Rate Act 1967, ratepayers be allowed to make payments half-yearly on the 1st May and 1st November and quarterly on the 1st May, 1st August, 1st November and 1st February.

(b) Refund of Overpayment of Rates (Section 9)

Section 9 permits a rating authority who are satisfied that amounts paid in respect of rates could properly be refunded on the grounds that

- (a) the amount of any entry in the Valuation List was excessive, or
- (b) a rate was levied otherwise than in accordance with the Valuation List, or
- (c) any exemption or relief to which a person was entitled was not allowed, or
- (d) the hereditament was unoccupied during any period, or
- (e) the person who made a payment in respect of rates was not liable to make the payment,

to refund this amount.

Both the existing authorities at Rayleigh and Rochford vest authority in their respective Treasurer and Rating Officers, who deal administratively with these refunds, first obtaining a Certificate from the Valuation Officer in the case of (a) above.

RECOMMENDED that the Director of Finance be authorised to deal administratively with these rate refunds, obtaining, where necessary, an appropriate certificate from the Valuation Officer.

(c) Hereditaments which are partly occupied (Section 25)

Allows the rating authority to request the Valuation Officer to apportion the rateable value of the hereditament between the occupied and unoccupied parts for a short time only.

RECOMMENDED that the Director of Finance be authorised to deal administratively with these applications.

(d) Right to Rebate in respect of Rates on Dwellings (Section 49)

The rating authority is required to operate the national provisions of the rate rebate scheme but some discretion is allowed in respect of the late applications.

The Treasurers of both the existing authorities are authorised to deal with all matters arising out of any applications for rate rebate.

RECOMMENDED that the Director of Finance be authorised to deal with all matters relating to rate rebates including late applications.

(e) Recovery of Rates from tenants and lodgers (Section 61)

Provision is made, in the event of non-payment of the general rate for the rating authority to serve upon any person paying rent a notice requiring all future payments of rent to be made direct to the rating authority.

RECOMMENDED that the Director of Finance be authorised to deal with all such matters and to serve appropriate notices requiring all future payments of rent to be made direct to the rating authority.

(f) Valuation List

Part 5 of the General Rate Act, 1967 deals with the procedures to be adopted in connection with the setting up and alterations to Valuation Lists prepared by the Valuation Officer, Inland Revenue.

Both the existing Councils at Rayleigh and Rochford have their respective Treasurers as the responsible officers for signing Section 72 Agreements on their behalf. These agreements are made between the Valuation Officer, the ratepayer and the Rating Authority without invoking a hearing before the Local Valuation Court. Both authorities at Rayleigh and Rochford also nominate certain of their officers to institute or defend proceedings generally on the Council's behalf before a Valuation Court or Lands Tribunal and to appear on the Council's behalf before any Local Valuation Court or Lands Tribunal in any proceedings.

RECOMMENDED (1) that the Director of Finance be made the responsible officer for signing Section 72 Agreements on behalf of the Council.

(2) that the Director of Finance and the Principal Assistant (Income) be authorised to institute and defend legal proceedings generally on the Council's behalf before a Valuation Court or Lands Tribunal and to appear on the Council's behalf before any Local Valuation Court or Lands Tribunal in any proceedings.

(g) Distress for Rates

Part 6 of the General Rate Act, 1967 sets out the procedure to be followed with regard to the issuing of Summonses, Distress Warrants, Committal proceedings etc, for the non-payment of rates. It is necessary to authorise certain officers to institute or defend proceedings on behalf of the Council in accordance with Section 223 of the Local Government Act 1972 before any Court of Summary Jurisdiction or to appear on the Council's behalf before a Court of Summary Jurisdiction in any proceedings instituted by the Council relating to the collection and payment of outstanding rates due to the Council.

RECOMMENDED that the undermentioned officers in the Department of the Director of Finance be given authority under Section 223 of the Local Government Act 1972 to conduct proceedings on the Council's behalf:

Mr. B.A.E. Payne - Principal Assistant (Income)  
Mr. P.S. Colbear - Senior Rating Assistant.  
Mr. A.D. Duboux - Rating Assistant.  
Mr. H.E. Simper - Rating Assistant.

#### COUNCILS' BAILIFF

175. The Director of Finance reported that Mr. T.H. Hammond, certificated bailiff of 70a, London Road, Southend-on-Sea, acts as bailiff to both of the existing Councils at Rayleigh and Rochford and is prepared to undertake these duties on behalf of the Council on similar terms and conditions, i.e. fees in accordance with the Distress for Rates Order 1972 plus 10 pence per warrant and reimbursement of postal charges.

RECOMMENDED that Mr. T.H. Hammond be appointed as the Council's Bailiff with effect from 1st April 1974, on the terms outlined above.

#### RATING OF UNOCCUPIED PROPERTY

176. The Director of Finance reported that in accordance with Section 17 of the General Rate Act 1967, a Rating Authority may resolve that the provisions of Schedule 1 of the Act shall apply in respect of the rating of unoccupied property within their area. Briefly, the provisions of the Schedule where such a resolution is made are that the owner of hereditaments unoccupied for continuous period exceeding three months shall be rated and pay one-half of the amount which would be payable if he were in occupation. In the case of newly built dwelling houses, the period unoccupied is increased to six months. There are a number of exceptions listed in the Schedule e.g. where the owner is prohibited by law from occupying the hereditament or where there is a building preservation order in existence.

A resolution to rate unoccupied property must normally be in force for a period of at least seven years before it can be withdrawn.

Both the existing Councils at Rayleigh and Rochford decided not to make a resolution under this Section of the Act as it was felt that the advantages of implementing the Scheme were outweighed by the administrative problems involved.

The Government have indicated that new provisions may be included in the Bill relating to Local Government Finance to be introduced in the next session of Parliament.

RECOMMENDED that consideration of the introduction of void rating within the area of the District Council be deferred until the effects of any new legislation can be taken into account.

#### JOINT STAFF COMMITTEE - 18th SEPTEMBER 1973

177. The Sub-Committee received and noted the report of the Chief Executive upon a meeting of the Joint Staff Committee held on the 18th September 1973, and circulated to all members of the Council with the Committee Agenda.



DRAFT ESTABLISHMENTS

178. Consideration was given to the Draft Establishments of the Department of Administration and Chief Executive's Section, the Department of Health and Housing and the Department of Technical Services as set out in the attached reports.

The Chief Executive reported that these had been considered by the Staff Side representatives at a meeting of the Joint Staff Committee held on the 18th October 1973 and the Staff Side had raised a number of points on the proposals.

The Director of Finance reminded members that the Council intended to review the gradings of all posts in October 1974 and that provision should be made in the 1974/75 Estimates to meet any increase which might arise in the salary bill as a result.

1. Department of Administration & Chief Executives Section

The Chief Executive reported that the Staff Side had reported a request from the person named in post no. A26 that consideration be given to the post being regraded in recognition of the increase in staff it was proposed should be under her control.

RECOMMENDED (1) that the Draft Establishment of the Chief Executive's Section and the Department of Administration, as set out in the attached report, be provisionally approved.

(2) that no action be taken at the present time to review the grading of post no. A.26 but that this be the subject of a normal review in October 1974.

(3) that applications be requested from the staffs of the present two constituent authorities for the Principal Assistant post in the Directorate of Administration, that post being graded at P01 (£3,618 - £4,104).

2. Department of Health and Housing

It was pointed out that the post of Principal Assistant (Health) had been included in the Establishment upon the assumption that the Director of Health and Housing would be basically housing orientated. From the applications received for the Director's Post it was possible that this might now be filled by a person with a public health qualification, in which case consideration should then be given to the Principal Assistant Post being related to Housing rather than Health.

The Director of Finance reported that the salary attaching to the Post of Director of Health and Housing should now read £5,529 per annum.

RECOMMENDED that with the exception of posts H1 and H2 the draft Establishment of the Health and Housing Department be provisionally approved, post H2 being further considered when the Ad Hoc Committee have completed their work on the question of the appointment of Director of Health and Housing (Post H1).

3. Department of Technical Services

It was reported that the Staff Side had made reference to the salaries attaching to Posts 19-23 and the Council Side had agreed that there was some problem here because of the refusal of the Provincial Council to consider re-grading beyond Grade M8. The Staff Side had also made a comparison between the posts T49 and T50 where both the Officers proposed held the same qualifications and would be engaged on the same

work. Staff Side accepted the criteria that similar posts should not be regraded purely to achieve conformity in gradings but felt that this was a case which deserved special consideration.

The Sub-Committee questioned the proposals with regard to the Architectural Section and were of the opinion that a Senior Assistant might be more profitably allocated to another section of the Department.

Referring to Planning and Highways functions the Director of Technical Services stated that until the Council's total commitment with regard to these functions was known he could only estimate the Council's likely staffing requirements at this time, and had therefore made no planning provision for "Local Plan" work and only for maintenance of claimed roads.

RECOMMENDED (1) that the Draft Establishment of the Technical Services Department be provisionally approved subject to

(a)(i) that the undermentioned posts be regraded as follows:

- Post T19 - £2,040 per annum (Technical Grade 5)
- Post T20 - £1,995 per annum (Miscellaneous Grade 9)  
subject to the approval of the National Provincial Council)
- Post T21 - £1,893 per annum (Miscellaneous Grade 8)
- Post T22 - £2,040 per annum (Technical Grade 5)
- Post T23 - £1,893 per annum (Miscellaneous Grade 8)

(b) that the salary attaching to Post T29 be amended to £1,131 per annum within Clerical Grade 1, this being the correct salary payable to the Officer on a full-time basis, based on the holders present remuneration for part-time employment.

(c) Post no. 48 being amended to "Senior Assistant" and not particularly related to the Architectural Section.

(d) that post T.50 be regraded to AP5, the commencing salary being £2,535 per annum.

(2) that the post of Senior Engineering Assistant (Post 6) be deleted from the Establishment upon the retirement of Mr. S. Thorne.

(3) that applications be requested from the staff of the present Rayleigh U.D.C. and Rockford R.D.C. for the three Principal Assistant Posts in the Technical Services Department.

(4) the salary attaching to the three Principal Posts be as follows:

- Principal Assistant (Engineering) - PO1 £3,846 - £4,356
- Principal Assistant (Town Planning)- PO1 £3,618 - £4,104
- Principal Assistant (Architecture) - PO1 £3,618 - £4,104

(5) the Principal Assistant (Engineering) to act as senior of the principal assistants in the absence of the Director of Technical Services.

STAFF TRAINING - DAY RELEASE

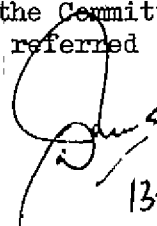
179. RECOMMENDED that the Directors be authorised to approve applications for day release for staff in respect of recognised professional qualifications which in the opinion of the appropriate Director will be of benefit to the Council, with the proviso that any application which they feel should not be approved be referred to the Sub-Committee.

STAFF - WORK STUDY

180. RECOMMENDED that approval be given to Mr. A.J. Reid, Work Study Assistant, to attend a study course at the Anglian Regional Management Centre, Danbury Park, on Thursday afternoons, from March until June 1974.

STAFF APPOINTMENTS

181. Resolved that consideration of standard conditions of appointment be deferred until the next meeting of the Committee and that in the meantime the proposed conditions be referred to the Staff Side for their observations.

  
13TH NOV, 1973

ROCHFORD DISTRICT COUNCIL

Minutes and Report of the Recreation and Amenities Committee

At a Meeting held on the 30th October, 1973. Present: Councillors N.A. Grove, (Chairman), E.H. Adcock, S.W. Barnard, J.H. Carter, Mrs. E.M. Frank, L.H. Fudge, C.R. Morgan, R.W.C. Offwood, G. Stephenson and J.R. Warner.

Visiting: Councillors C.D. Bright, Mrs. F.E. Clayton and S.B.H. Fletcher.

MINUTES.

182. Resolved that the minutes of the meeting of the Committee held on the 25th September 1973 be taken as read, confirmed, and signed by the Chairman.

NON-MEMBERS ATTENDING.

183. The Chairman reported that Councillors C.D. Bright, Mrs. F.E. Clayton, and S.B.H. Fletcher were attending to view the proceedings of the Committee.

APOLOGIES FOR ABSENCE.

184. Apologies for absence were submitted on behalf of Councillors M.L. Kenmaugh and R.M. Warren.

CO-OPTION OF REPRESENTATIVES OF ALLOTMENT HOLDERS (See Minute 113(4)).

185. The Chief Executive reported as follows:-

"Consideration of the co-option of representatives of allotment holders to the Committee was deferred at the last meeting.

The Local Government Act, 1972 removes an authority's obligation to constitute an Allotments Committee and to co-opt persons onto any Committee.

The Officers feel that the present management structure is capable of administering allotments without the necessity for a separate management Committee; matters requiring members consideration are likely to be few and could more conveniently be dealt with by the Committee. Similarly, in view of the limited number of items which are likely to be included on the Agenda relating to allotment matters, it is considered that it would not be practicable or worthwhile co-opting representatives of the allotment holders to this Committee. Liaison with allotment holders would be retained through the Rayleigh Horticultural Society".

RECOMMENDED that no action be taken in this respect.

REORGANISATION OF LOCAL GOVERNMENT - IMPLICATIONS FOR LOCAL SPORTS ADVISORY COUNCILS (See Minute 117/73).

186. The Chief Executive reported as follows:-

"Members will recall that the following details were submitted to the Committee at its last meeting of a letter received from the Chairman of the Standing Conference of Essex County Sports Associations:-

30th October, 1973.

Minutes

1. That initial assistance be given to enable your local Sports Council to adjust its scope and activities to the local authority's new geographical boundary; and in the formation of a joint steering committee where more than one Sports Council is already in existence within the boundary.
2. That an administrative grant be made annually to the local Sports Council so that it may properly carry out any responsibility that may be incumbent upon it; and that office facilities (premises, duplicating etc.,) be made available to them free of charge by the District Council.
3. That the local Sports Council be given in an advisory capacity, either as a co-opted member or written into the District Council's Standing Orders, and with or without a vote, on any Parks or Recreations Committee, existing or proposed.
4. That there should be prior consultation with the Local Sports Council on proposals concerning statutory sports and recreational facilities, including standards of provision, local demand, and the joint usage of school premises where applicable.
5. That the local Sports Council should be invited to give an opinion on priorities for the allocation of all local authority grants to local sports clubs. This advisory service was formerly operated officially through the Essex Standing Conference in conjunction with the County Education Department and Essex Playing Fields Association, and thence via Eastern Sports Council to the Ministry responsible for grant-aid, up to June 30th 1972.

Members felt that as several points of principal were involved, consideration of the requests should be deferred until this meeting".

Referring to paragraph 1 it was pointed out that a joint steering committee was in the process of formation and membership from the Council would be invited. On paragraph 2 the District Council had already agreed to continue the payment of administrative grants in 1974/5 to the present two local sports councils. Both of the existing authorities provided free facilities for meetings of their District Sports Councils and it was felt that this arrangement should continue in the future. The Committee were opposed to the suggestion contained in paragraph 3 that a District Sports Council representative should be co-opted to the Council. Referring to paragraph 4, the Committee agreed that there should be consultation with the Sports Council but did not accept that such consultation should necessarily be "prior". It was agreed that the Sports Council should be invited to give an opinion on priorities for the allocation of local authority grants to local sports clubs.

RECOMMENDED (1) that free facilities for meetings of the District Sports Council be made available to such Council, when constituted.

(2) that no representative of the District Sports Council be co-opted to any Committee of the Council.

(3) that whilst agreeing that consultations should be held with the District Sports Council on proposals concerning statutory sports and recreational facilities, it is not agreed that such consultations should necessarily be "prior".

(4) that the Local Sports Council be invited to give an opinion on priorities for the allocation of the District Council grants to local sports clubs.

RECREATION AND SPORTS FACILITIES - LETTING.

187. The Chief Executive reported as follows:-

"Responsibility for all of the Council's recreation and sports facilities is that of the Director of Technical Services.

The management team feel that from an administrative point of view routine lettings should be the responsibility of the Director of Technical Services without the necessity for him to submit these to Committee, provided they comply with Council policy".

RECOMMENDED (1) that the Director of Technical Services be authorised to undertake all lettings of sports and recreation facilities on the Council's playing fields and public open spaces, without prior reference to the Council or any committee, provided such lettings accord with the policy adopted by the Council and that members be supplied with details of allocations of teams playing in the various leagues at the beginning of each season.

(2) that in undertaking such lettings applications shall be dealt with in the following order of priority:-

- (a) district clubs who have regular bookings
- (b) other district clubs
- (c) other applicants.


PUBLIC BUILDINGS - LETTING ARRANGEMENTS.

188. Included in the recently agreed job specification of the Director of Administration is responsibility for the day to day management and lettings of the Council's public buildings.

The management team feel that for administrative ease and expediency these responsibilities should be carried out without the need to refer applications for lettings to the Committee.

Resolved that the terms and conditions of letting and management arrangements of the Mill Hall, Rayleigh, and the license conditions of the Recreation Centre, Rayleigh, be considered at the next meeting of the Committee.

RECOMMENDED that the Director of Administration be authorised to decide applications for the hire of all public buildings, without prior reference to the Council or any Committee, provided such lettings accord with the policy to be adopted by the Council.

  
CHAIRMAN  
11TH DECEMBER 1973