



**Rochford District
Council**

INDEX

1973

January - December

ROCHFORD DISTRICT COUNCIL

MINUTE INDEX 1973

<u>A</u>		<u>B</u>	
ABSTRACT OF ACCOUNTS OF EXISTING COUNCILS.	38	BAILIFF	
ACCESS TO NEW DWELLINGS -		Appointment.	175
Section 47 Notices.	207	BALTIC WHARF, WALLASEA	
ACTING PROPER OFFICER -		Inspection.	191(2)
Appointment of Mr. FitzGerald.	9	BANKING ARRANGEMENTS	10,99
Appreciation.	43	BETTING AND GAMING	
ACTING TREASURER -		Delegation	196(2)
Appointment of Mr. Kerman.	10,23	BOUNDARY SIGNS	305
AD HOC COMMITTEE	7,47,94,212	BUDGETS 1974/75	246
ADJOURNMENT	44	BUILDING REGULATIONS	
ADMISSION OF PRESS TO COMMITTEE MEETINGS	64(b),210	Delegations.	204
AGENCY ARRANGEMENTS -			
Highways.	74,254	<u>C</u>	
Road Safety.	211,306	CAPITAL PROGRAMME 1974-78	
Sewage Disposal.	294	Environmental Health & Control.	297
AGRICULTURAL ACT 1956.		Development Services.	311
Delegation	191(1)	Housing Services.	268
ALLOTMENT HOLDERS		Recreation & Amenities.	286
Co-option	113(4),185	CAR ALLOWANCES	229
ALLOWANCES TO MEMBERS	155	CANEWDON PLAYING FIELD	
AMUSEMENTS WITH PRIZES -		Changing rooms.	279
Limit on number of machines.	196	CROSSPOOL EMPTYING	125,293
Delegation.	196	CHAIRMAN OF COUNCIL	
ANGLIAN WATER AUTHORITY		Allowance	158
Sewerage and Sewage Disposal.	294	Election	3
ANIMAL BOARDING ESTABLISHMENTS ACT 1962		CHAIRMAN'S ALLOWANCE	158
Delegation.	191(1)	CHAIRMEN - APPOINTMENTS:	
ANNUAL VACATION	25	Environmental Health & Control.	57
APOLOGIES FOR ABSENCE	1,17,30,81,91, 97,128,133,140, 146,162,184,201, 247,259,290,301.	Development Services.	54
APPOINTMENT OF COMMITTEES	34,167	Housing Services.	48
ARCHITECTURAL SERVICES		Recreation & Amenities.	51
Joint use with Southend District Council.	70,268	Sub-Committees.	61
"ARDLEIGH". WINDERMERE AVENUE, HULLBRIDGE.		CHIEF EXECUTIVE	
Use as Old Peoples' Day Centre.	280	Appointment and Duties.	19,28,32 46.
ARMORIAL BEARINGS	160,240	Conditions.	23,26,69
ASSOCIATION OF COUNCILLORS		Salary.	23,28,46,150(a)(b)
Conference.	159	CHIEF OFFICERS	
ASSOCIATION OF DISTRICT COUNCILS.		Appointment.	20,23,29,32,41,47
Formation.	23	Conditions.	20,23,29,46,69
Steering Committee.	32,236	Salary.	20,23,29,46,47,68,150
AUDIT	32,100	CLEAN AIR ACT 1956	
		Delegation.	191(1)
		COAT OF ARMS	160,240
		COMMITTEES -	
		Appointment.	34
		Membership.	22,85,167,253
		Structure.	21(b)
		Terms of Reference.	22

C Contd.

COMMITTEE CYCLE.	64(a), 168
COMMON SEAL -	
Temporary Seal.	11
COMMUNITY MEDICAL ADVISER	
Appointment.	197, 298
COMMUNITY SERVICES CO-ORDINATING	
COMMITTEE	263, (c)
COMPOSITE PUBLIC HEALTH COMMITTEE	197
CONCESSIONARY BUS FARES	228
CONFERENCES -	
Association of Councillors.	159
Association of District	
Councils.	23, 32, 236
Essex County Council -	
Social Work.	65, 263
Essex & Herts Provincial	
Council.	40
Institute of Local Government	
Studies.	315
Institute of Municipal	
Treasurers and Accountants.	235
Local Authority Associations -	
Formation of Association of	
District Councils.	23, 32
Rural District Councils	
Association.	16
South East Essex Home Safety	
Committee.	299
Town and Country Planning	
Association.	202
CONSULTANT VETERINARY SURGEON	
Appointment.	194
CONSUMER AFFAIRS	
Local Consumer Advice.	72
CONSUMER PROTECTION ACT 1961	
Delegation	191(1)
CO-OPTION	113(4), 185
COUNCIL AGENDA SUPPLY	234
COUNCIL FOR THE PROTECTION	
OF RURAL ENGLAND	
Planning Schedules.	209
COUNCIL VEHICLES.	
Painting.	225
CYCLE OF MEETINGS	
Performance Review Sub	137

D

DAY RELEASE FOR STAFF -	
Authority to Directors.	179
Work Study Assistant.	180
DEFERMENT OF PROJECTS BY	
CONSTITUENT AUTHORITIES	244
DELEGATION OF POWERS TO COMMITTEES	
80, 98, 113, 120, 124, 130, 135, 141, 148	
DELEGATIONS TO OFFICERS	
Chief Executive.	86, 87, 179, 221, 222
Community Medical	
Adviser.	191(3), 192, 193
Director of	
Administration.	87, 179, 188, 196, 204(b)
205, 207, 208, 222, 239	

D Contd.

Director of Finance	87, 99, 101
106, 173, 174, 179, 222, 223, 226, 227	
260, 261.	
Director of Health	
and Housing.	179, 191, 194, 195, 222
Director of	
Technical Services.	
179, 187, 204(a), 206, 222	
DESIGNATED OFFICERS	191, 291
DEVELOPMENT CONTROL	308
DEVELOPMENT SERVICES	
COMMITTEE	
Appointment.	34
Chairman.	54
Delegation of Powers.	141
First meeting.	35
Representatives on Policy	
and Resources Committee.	56
Terms of Reference and	
Delegation of Powers.	141
Venue.	143
DIRECTOR OF ADMINISTRATION -	
Appointment.	47(i), 94, 166
Conditions of	
Service.	69
Job Specification.	150(c)
Salary.	68, 150(c)
DIRECTOR OF FINANCE -	
Appointment.	47(i), 67
Conditions of Service.	69
Job Specification.	150(c)
Salary.	68, 150(c)
DIRECTOR OF HEALTH AND	
HOUSING -	
Appointment.	47(ii), 94, 127, 212
Conditions of Service.	69
Job Specification.	150(c)
Salary.	68, 150(c)
DIRECTOR OF TECHNICAL	
SERVICES -	
Appointment.	47(ii), 67
Conditions of Service.	69
Job Specification.	150(c)
Salary.	68, 150(c)
DISEASES OF ANIMALS	
(WASTE FOODS) ORDER 1957	
Delegation	191(1)
DISTRIBUTION OF MINUTES	161, 233
DISTRICT COMMUNITY PHYSICIAN	
Appointment.	197, 298

E

EASTERN SPORTS COUNCIL	
Representation	237
ELECTION OF CHAIRMAN OF	
COUNCIL	3
ELECTION OF DISTRICT	
COUNCILLORS	2
ELECTION OF VICE-CHAIRMAN	
OF COUNCIL	4

E Contd.

ELECTIONS IN NON-METROPOLITAN DISTRICTS	86,154,241,252
ENVIRONMENTAL HEALTH AND CONTROL COMMITTEE -	
Appointment.	34
Chairman.	57
First meeting.	35
Representatives on Policy and Resources Committee.	59
Terms of Reference and Delegation of Powers.	124,147(8)(ii)
Venue	126
Vice Chairman.	58
ESSEX AND HERTS PROVINCIAL COUNCIL FOR LOCAL AUTHORITIES. A.P.T. & C SERVICES -	
Constitution.	40,238
Representation.	40,238
ESSEX CLOSE, RAYLEIGH	151
ESSEX COUNTY COUNCIL -	
Agency Arrangements.	74
Liaison Committee.	32
Local Licensing.	156
Social Services.	65
Supply of Minutes.	32
ESTIMATES OF EXISTING COUNCILS	37
EXCLUSION OF THE PUBLIC	27,45,93,304
EXPRESSION OF LOYAL DUTY	5,18

F

FACTORIES ACT 1961	
Delegation.	191(1)(3)
FERRSDALE FOOTBALL CLUB	
St. John Fisher Playing Field.	283
FINANCE -	
Abstract of Accounts of Existing Councils.	38
Audit Provisions.	32
Housing.	260
Initial Expenses of Council.	10,36
Public Expenditure 1974/75.	32
Revenue Estimates of Existing Councils.	37
FINANCE & PERSONNEL SUB-COMMITTEE -	
Chairman.	61(i)
Consultations with staff and Manual Workers.	90
Membership.	34,167,253
Terms of Reference and Delegation of Powers.	98,147(6)(a)
Venue.	108
FOOD AND DRUGS ACT 1955	
Delegation.	195
FOREMENS GRADINGS	178(3)

F Contd.

FORMULATION AND CONTROL OF POLICIES -	
Development Services.	310
Environmental Health and Control.	295
Housing Services.	266
Policy and Resources.	245
Recreation and Amenities.	285
<u>G</u>	
GIRO ACCOUNTS	
Delegation.	227
GRANT OF ARMS	150,240
GRANTS	
General.	103
GROVE PUBLIC OPEN SPACE.	282

H

HACKNEY CARRIAGES	
Licensing.	71
HEAVY GOODS VEHICLE LICENCES	224
HOCKLEY WOODS	
Provision of Cafe, Hall etc.	286
HOME SAFETY	141(3),299
HOME SAFETY ACT 1961	
Delegation	191 (1)
HOUSING -	
Financial Administration.	260
House purchase mortgage advances.	264
Provisional Programmes.	267
Rents.	260
HOUSING SERVICES COMMITTEE -	
Appointment.	34,167
Chairman.	48
First Meeting.	35
Representatives on Policy and Resources Committee.	50
Terms of Reference and Delegation of Powers.	120
Vice-Chairman.	49
Venue.	122
HULLBRIDGE COMMUNITY CENTRE	280
HULLBRIDGE SENIOR CITIZENS DAY CENTRE	280
HYPERMARKET - KEDDIES LTD.	309

I

INFECTIOUS DISEASES	
Delegation to Community Medical Adviser.	192
INITIAL EXPENSES OF COUNCIL	10,36
INSTITUTE OF LOCAL GOVERNMENT STUDIES	
Seminar.	315
INSTITUTE OF MUNICIPAL TREASURERS AND ACCOUNTANTS	
Conference.	235
INSURANCE	23,106

J

JOINT STAFF COMMITTEE -	
Constitution.	75,90
Meetings.	177,216
JOINT USE OF SPORTS FACILITIES	
King Edmund School	281
JOINT WORKS COMMITTEE	
Constitution.	75,90

K

KING EDMUND SCHOOL	
Joint use of Sports facilities.	281

L

LAND SUB-COMMITTEE -	
Appointment.	34,157
Chairman.	61(ii)
Terms of Reference and Delegation of Powers.	130
Venue.	147(6)(a)
Venue.	131
LEAVE OF ABSENCE.	110,147
LEGAL PROCEEDINGS	87
LEGAL WORK	
Delegation.	239
LETTING OF PUBLIC BUILDINGS	
Delegation to Director of Administration.	188
LETTING OF SPORTS AND RECREATION FACILITIES	
Delegation to Director of Technical Services.	187,249
LIAISON -	
ECC Committee.	32
Supply of Minutes to ECC	32
LICENSING -	
Local Functions.	156
Premises.	141(5)
LICENSING ACT 1961	
Delegation.	191(1)
LITTER CONTROL	141(2)
LOANS POOL ADVANCES	102
LOCAL AUTHORITY BONDS	101
LOCAL GOVERNMENT JOINT RE-ORGANISATION COMMITTEE -	
Appreciation.	6
Recommendations.	8,23,32,73,107
	114,121,125.
LOCAL LAND CHARGES	76

M

MANAGEMENT STRUCTURE AND PROCEDURES	7,21(a),77
MANUAL WORKERS -	
Consultation.	90
Heavy Goods Vehicle Licences and Training.	224
Joint Works Committee -	
Constitution.	75
MAPLIN PROJECT	14,39,88,92,165,169,210
	303.
MEETINGS -	
Of Council.	13,24,42,89
First Meetings of Committees.	35
Venue.	78
MEMBER TRAINING	315(3)
MEMBERS -	
Elections, 1973.	2
Insurance.	23
MEMBERSHIP OF COMMITTEES	22
MILL HALL -	
Conditions of Hire.	277(1)
Letting.	188
Trainee Manager.	287
MINUTES -	
of Committees.	83,164,249
Council.	31,82,163,248
Development Services.	138,199,300
Distribution to members.	233
Distribution to Public.	234
Environmental Health & Control.	123,189,289
Finance and Personnel Sub.	95,170,213
Housing Services.	118,257
Performance Review Sub.	213
Policy and Resources.	62,144,230
Recreation & Amenities.	111,182,274
Release to Press.	161
Sub-Committees.	250
MORTGAGE ADVANCES.	264

N

NATIONAL HEALTH SERVICE	
RE-ORGANISATION	
Appointment of Community Medical Adviser.	197
NEGOTIABLE BONDS	173
NOISE ABATEMENT ACT 1960	
Delegation.	191(1)
NON-MEMBERS ATTENDING BY INVITATION	96,112,119,129,134,139,145,171,183,190,200,214,231,255,258,269,275,302.
Seating .	251

N Cont.

NUMBERING OF STREETS	205
OFFICE ACCOMMODATION	79,242,256
OFFICERS REPORTS	153
OFFICES ACT 1960	
Delegation.	191(1)
OFFICIAL GUIDE	116
OIL BURNERS (STANDARDS) ACT 1960	
Delegation.	191(1)
ORGANISATION AND METHOD	77

P

PARISH COUNCILS	
Planning Applications.	142
PECUNIARY INTERESTS	157
PEDESTRIAN CROSSINGS	307
PERFORMANCE REVIEW	314(a),315
PERFORMANCE REVIEW SUB-COMMITTEE -	
Appointment.	34
Chairman.	61(iii)
Terms of Reference and Delegation of Powers.	135
Venue.	136
PERSONEL ASSISTANT TO CHIEF EXECUTIVE.	
Appointment.	64(a)
PERSONS IN NEED OF CARE AND ATTENTION.	
Delegation to Community Medical Adviser.	193
PERTINENT BUSINESS.	64(c)
PLANNING APPLICATIONS -	
Council for Protection of Rural England.	209
Publication.	203
Parish Councils.	142
POLICY AND RESOURCES COMMITTEE -	
Appointment of Vice-Chairman.	60
Chairman.	26,33
Development Services Representatives.	56
Environmental Health & Control Representatives.	59
First meeting.	35
Housing Services Representatives.	50
Recreation & Amenities Representatives.	53
Terms of Reference and Delegation of Powers.	148
Venue.	152
PRINCIPAL ASSISTANTS -	
Accountancy.	172(3),215
Administration.	178(1),270(a)
Architecture.	178(3)
Conditions.	172
Engineering.	178(3),270(b)
Health.	212
Housing.	178(2)212
Income.	272(1)
Town Planning.	178(3)
Audit.*	172(2)

P Cont.

PRIVATE STREETS	
Repairs.	206
PROFESSIONAL FEES -	
Chief Officers	69(b)
Staff	218
PROTECTION OF BIRDS ACT 1954	
Delegation.	191(1)
PUBLIC BUILDINGS -	
Letting - Delegation To Director of Admin.	188
PUBLIC EXPENDITURE 1974/75	32
PUBLIC HEALTH (SHIPS) REGULATIONS 1966	
Delegation - Baltic Wharf.	191(2)
PUBLIC RELATIONS	
"Tomorrow's Councils"	
Publication.	32
PUBLICITY FOR PLANNING APPLICATIONS.	142,203,209

Q

QUESTIONS	165
-----------	-----

R

RATES -	
Discount.	104
Distress for Rates.	174(g)
Making of.	174(a)
Partly occupied premises	174(b)
Rebates.	174(d)
Recovery from tenants.	174(e)
Refunds.	174(b)
Relief.	105
Valuation List.	174(f)
RAWRETH PLAYING FIELD CAR PARK	284
RAYLEIGH COUNCIL OFFICES AND CHAMBER	78,79,242,243,256
RAYLEIGH WYVERNS R.F.C.	
Grove Public Open Space.	282
RECREATION AND AMENITIES COMMITTEE -	
Chairman.	51
First Meeting.	35
Membership.	34,253
Representatives on Policy and Resources Committee.	53
Terms of Reference.	8
Delegation of Powers.	113
Venue.	115
Vice Chairman.	52
RECREATION CENTRE, RAYLEIGH	188
	277(2)
RECREATION FACILITIES	
Lettings - Delegation to Director of Technical Services.	187

R Cont.

RED HOUSE, SOUTH STREET, ROCHFORD	
Conversion.	132,147(6)(b),273
REFUSE COLLECTION SERVICE	
	125(4),198,296.
REGALIA	160,240
REGIONAL WATER AUTHORITIES -	
Representatives.	15
Water Bill.	32
RENTS	
Rent Allowances.	261
RENTS OF COUNCIL HOUSES -	
Amount.	260,(a)
Collection.	260,(b)
Rebates.	260,(d)
Recovery of Arrears.	260,(c)
REPORTS OF COMMITTEES AND SUB-COMMITTEES.	147,232
REPRESENTATION ON OUTSIDE BODIES -	
Association of District Councils - Steering Committee.	32
Eastern Sports Council.	237
ECC Liaison Committee.	32
Essex & Herts Prov. Council for Local Authority's APT & C Services.	40
Essex & Herts Prov. Councils for Local Authority Services - Employers Sides.	238
Regional Water Authorities.	15,32
Thameside Oil Refinery * Sub-Committee.	125,292
REWARDS FOR ADDITIONAL WORK	150 (b)
RETURNING OFFICER	86
ROAD SAFETY	211,306
RURAL DISTRICT COUNCILS ASSOCIATION	
Annual Conference.	16
ST. JOHN FISHER PLAYING FIELD Ferndale Football Club.	283
SALARY AWARDS	
Delegation.	223
SALE OF COUNCIL HOUSES	262
SALE OF LAND TO THE COUNCIL	151
SEATING OF NON-MEMBERS	251
SEWERS & SEWERAGE -	
Agency.	294
Connection agreements.	208
SMALL LOTTERIES	
Delegation.	196
SOCIAL SERVICES	
Essex County Council Conference.	65,263
SOUTH EAST ESSEX HOME SAFETY COMMITTEE	
Representation.	299
* REVENUE ESTIMATES 1974/75	246

S Cont.

SPORTS ADVISORY COUNCILS.	117,186
SPORTS AND RECREATION FACILITIES -	
Charges.	278
Lettings - Delegation to Director of Technical Services.	187
STAFF - Appraisal Scheme.	314(b)
Appointment to new Authority.	272
Car Allowances.	229
Chief Executive and Department of Administration - Establishment.	178(1)
Consultations.	75,84,90
Day Release.	179,180
Department of Health and Housing.	178(2)
Department of Technical Services.	178(3)
Finance Department - Establishment.	109,172,271
Joint Staff Committee.	75,90
Leave of Absence.	110,147,222
Professional Fees.	69,218
Sick Leave and Pay.	221
Standard Conditions of Appointment.	181,217,232(b),265
Telephones.	219
Trainee Halls Manager.	287
STAFF APPRAISAL	314(b)
STANDING ORDERS	
Temporary.	12,66
STEVENS FARM, RAYLEIGH	151
SUB-COMMITTEES	
Minutes.	250
SUPPLY OF COUNCIL AGENDA	234
SUPPLY OF MINUTES TO THE PRESS.	161
<u>T</u>	
TELEPHONES -	
Office.	219
Staff.	220
TERMS OF REFERENCE -	
Development Services.	141
Environmental Health & Control.	124,147(8)(ii)
Finance and Personnel Sub.	98,147(6)(a)
General.	22,80,149
Housing Services.	120
Land Sub.	130,147(6)(a)
Performance Review Sub.	135
Policy and Resources	148
Recreation & Amenities.	113
THAMESIDE OIL REFINERY SUB- COMMITTEE	125,292
"TOMORROWS COUNCILS" Publication.	32

T Cont.

TOWN AND COUNTRY PLANNING Development Control.	308
TOWN AND COUNTRY PLANNING ASSOCIATION Conference.	202

V

VALUATION LIST	174(f)
VALUE ADDED TAX	36,226
VICE CHAIRMAN OF COUNCIL Appointment.	4
VICE-CHAIRMEN -	
Development Services.	55
Environmental Health & Control.	58
Housing Services.	49
Policy and Resources.	60
Recreation & Amenities.	52
VISITS TO COUNCIL SITES	288

W

WATER BILL	
Regional Water Authorities.	32
WORK STUDY	77,100



**Rochford District
Council**

ROCHFORD DISTRICT COUNCIL MINUTES

1973

August

ROCHFORD DISTRICT COUNCIL

MINUTES AND REPORT OF THE POLICY AND RESOURCES COMMITTEE

At a Meeting held on 28th August 1973. Present: Councillors R. Blackburn, C.D. Bright, D.R. Fowler, L.H. Fudge, D.A. Ives, D. McKinnell, C.R. Morgan, R.W.C. Offwood, J.R. Warner and R.M. Warren.

Visiting: Councillors L.K. Cope, Miss E.M. Leggatt, Mrs. M.T. Madden, I.W. Shields and G. Young.

MINUTES

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

NON-MEMBERS ATTENDING BY INVITATION

63. The Chairman reported that Councillors L.K. Cope, Miss E.M. Leggatt, Mrs. M.T. Madden, I.W. Shields and G. Young were attending by invitation and Councillors ~~Mrs. Madden~~ and Shields wished to speak on the terms of reference of committees. Miss Leggatt

COMMITTEE MEETINGS

64. (a) Cycle of Meetings

The Chief Executive reported as follows:-

"Although Committees have been appointed and their Chairmen elected so that the Policy and Resources Committee could be constituted, it is not possible to begin a proper Committee Cycle until the provisional terms of reference of committees have been decided and until staff exist to service them. Committees should begin their working lives in order to consider their estimates in time for rate-making, and it is hoped that this requirement will be met provided that some staff can be made available to deal with agenda compilation, routine correspondence and general administration. To that end will the Committee consider requesting Rayleigh U.D.C. to release a member of its Clerk's staff on a full time basis at a salary to be agreed, in order that the work of the District Council may be effectively progressed."

RECOMMENDED: That the Rayleigh Urban District Council be requested to release Mr. S.J. Peen and, in that event he be appointed Personal Assistant to the Chief Executive on a full-time basis at a commencing salary of £3,165 per annum within S.O.2 of the National Salary Scales, the salary to be subject to review at the expiration of a period of six months from the date of Mr. Peen taking up his duties.

- (b) Admission of the Press

The Chief Executive reported as follows:-

"The Chairman of the Committee has requested that the Committee might like to consider the position with regard to the admission of the Press to Committee Meetings pending 1st April 1974. The Council has few legal powers before that date, except that it will, in due course, be considering estimates and fixing a rate for 1974/75. This, of course,

Minutes and Report of the Policy and Resources Committee

28th August 1973

only the Council may do and the Press and public have a statutory right to be present. After 1st April 1974 the public, including the Press, will have a statutory right to attend the meetings of all Committees unless a Committee resolves to exclude them on the usual grounds of confidentiality.

On balance the Committee could well decide to recommend that up to and including 31st March 1974, the Press shall continue to be admitted to Council but shall not be admitted to meetings of the Council's Committees."

RECOMMENDED: (1) That, for the time being, the Press and public shall continue to be admitted to Council but shall not be admitted to meetings of the Council's Committees.

(2) That the Chief Executive prepare a statement for issue to the Press giving the Council's reasons for excluding Press and public from Committee meetings at the present time.

(c) Agenda Formulation - Any Other Business

The Chief Executive reported as follows:-

"Prior to the inauguration any regular Committee Cycle, the Committee is requested to consider whether or not the heading "ANY OTHER BUSINESS" should appear on Committee Agendas. One reason frequently given for the inclusion of this item is that it enables members to raise urgent matters with the Council. It would appear, with respect, that if a matter is urgent, then immediate contact with the appropriate Director would produce a swifter result. In any event when a matter is introduced under "ANY OTHER BUSINESS" it inevitably cannot be dealt with at the meeting because the Officers in attendance are unable to give answers on the spot because they have no prior knowledge of the circumstances of the case.

It is felt that the needs of members and Officers could be met in Committee by the substitution of "PERTINENT BUSINESS" for "ANY OTHER BUSINESS", the item to read as follows:-

"To receive such pertinent business of which written notice has been given to the Director of Administration by not less than 24 hours before the commencement of the meeting in order that the Chairman can decide whether such business shall be considered at the meeting or the next following appropriate meeting."

RECOMMENDED: That the following item be included on the Agenda of all Committees:-

Pertinent Business

To receive such pertinent business of which written notice has been given to the Director of Administration by not later than 10 a.m. on the day upon which the meeting is to be held, in order that the Chairman can decide whether such business shall be considered at the meeting or the next following appropriate meeting.

SOCIAL SERVICES COUNTY CONFERENCE

65. The Chief Executive reported as follows:-

"The Council has been invited to appoint representatives to attend a conference in the Council Chamber at County Hall on Monday, 19th November 1973 to discuss matters of common interest in connection with

Minutes and Report of the Policy and Resources Committee

28th August 1973

the development of social services. The Conference begins at 10.30 a.m. and should finish at 4 p.m.

At previous conferences, housing has played a major part as far as the districts were concerned, and to that end, both Councils have sent Officers and Members. As this Conference would normally fall to members of the Housing Services Committee, I recommend that the Chairman, Vice-Chairman and one other member of that Committee be appointed to attend, together with the Director of Health and Housing, if in post.

RECOMMENDED: That the Chairman and Vice-Chairman of the Housing Services Committee (Councillors Warner and Fowler), together with Councillor Mrs. Madden, be appointed as the Council's representatives to attend this conference.

STANDING ORDERS

66. The Chief Executive reported as follows:-

"Council have previously agreed to adopt the Standing Orders of Rayleigh U.D.C. as a temporary expedient pending consideration and adoption of their own Standing Orders. Because of the completely new approach the Council is adopting towards administrative structures, some of the draft Standing Orders already prepared need drastic amendment and it will not be possible to submit finally drafted Standing Orders for adoption for some time.

APPOINTMENT OF DIRECTOR OF FINANCE AND DIRECTOR OF TECHNICAL SERVICES

67. Consideration was given to Item 1 of the Chief Executive's attached report.

CHIEF OFFICERS' SALARIES

68. Consideration was given to Item 2 of the Chief Executive's report.

RECOMMENDED: That further consideration of this matter be deferred until the next meeting of the Committee.

CHIEF EXECUTIVE AND DIRECTORS - CONDITIONS OF SERVICE

69. Consideration was given to Item 3 of the Chief Executive's report, and the suggestion was made that consideration should also be given to the desirability of the Council paying for the rental of Members' telephones but it was agreed that consideration could be given to this matter when Members' expenses and allowances were discussed. The Chief Executive also reported that it was normal practice for local authorities to pay Chief Officers' fees to their appropriate professional bodies in recognition of the benefit which the Council derive from their Officers' membership of these bodies. It was suggested that this recognition should be extended to officers other than Chief Officers who were members of professional bodies but it was agreed that it would be appropriate to consider this when considering conditions of service of staff generally.

On the question of car allowances, the Director of Finance submitted a report upon the alternative methods of reimbursing Chief Officers for use of their private vehicles for official business. Referring to casual user and essential user allowances it was pointed out that both

Minutes and Report of the Policy and Resources Committee

28th August 1973

the systems required the officer to keep detailed records of journeys, mileages etc. which, on an annual basis, represented a considerable amount of costly administrative effort and was wasteful to the Council in terms of optimum utilisation of the officer's time. Local authorities had recognised this in the past and it was now standard practice for most authorities to pay their Chief Officers an agreed lump sum allowance designed to cover the cost of travelling on Council business.

RECOMMENDED: (1) That the installation costs and quarterly rental be paid wherever appropriate in respect of telephones to the Chief Executive and the Directors.

(2) That the action of the Chairman of the Policy and Resources Committee in authorising the immediate installation of a telephone at the home of the Chief Executive be confirmed.

(3) That a lump sum allowance be paid from the date upon which the appropriate officer takes up full-time service with this authority -

- (i) in the sum of £270 for the Director of Technical Services and £210 for the Chief Executive and remaining Directors.
- (ii) to cover all journeys on official business within the area of the administrative County of Essex.
- (iii) the matter to be reviewed when considered necessary or when the present car mileage allowance rates payable under the N.J.C. for Local Authorities' A.P.T. & C. Services are amended.

(4) That the Chief Executive and Directors be granted a maximum of 30 days paid holiday a year.

(5) In the event of a Director being appointed from outside the Council area and thus being required to move into it, full removal expenses be paid and, if required, either existing Council be requested to provide Council accommodation for a maximum of six months, and that a disturbance allowance of £100 on subsequent occupation of a private property and a 100% mortgage be granted in that case; in the event of the successful candidate being able to move direct into a private house, a disturbance allowance of £150 be paid on occupation, together with full removal expenses, subject to three quotations being obtained.

(6) That the fees for membership by the Chief Executive and Directors of their appropriate professional bodies be met by the Council, subject to this being limited to two professional bodies in respect of each officer, to be decided at the discretion of the Chief Executive.

JOINT USE OF ARCHITECTURAL SERVICES

70. Consideration was given to Item 4 of the attached report of the Chief Executive. The Director of Technical Services advised the Committee that the present architectural staff would be retained and would deal with Council housing and other smaller works and the services of the Southend district would only be required to deal with major schemes. It was not envisaged, therefore, that these services would be required to any great degree.

RECOMMENDED: (1) That the Council enter into an agreement with the Southend-on-Sea District Council for the joint use of architectural staff on the lines indicated in Item 4 of the Chief Executive's report, that Officer being authorised to conclude a suitable agreement for an initial period of five years, such agreement to be sealed with the Common Seal of the Council.

(2) That it be made clear to the Southend-on-Sea District Council that these services are not likely to be required to any great degree.

LICENSING AND CONTROL OF HACKNEY CARRIAGES

71. Consideration was given to Item 5 of the attached report of the Chief Executive.

RECOMMENDED: That the Council agree in principle to accept the offer of Southend-on-Sea District Council for licensing services in respect of Hackney Carriages on the lines indicated in the Chief Executive's report, that Officer being authorised to conclude a suitable agreement with that Council, such agreement to be sealed with the Common Seal of The Council.

CONSUMER AFFAIRS - PROVISION OF LOCAL CONSUMER ADVICE

72. Consideration was given of Item 6 of the attached report of the Chief Executive.

RECOMMENDED: That the Minister for Consumer Affairs be asked to create local consumer advice centres based on the Citizens Advice Bureaux.

RECOMMENDATIONS FROM THE JOINT COMMITTEE

73. RECOMMENDED: (1) That the recommendations of the Joint Committee be referred to the Council's committees for consideration in accordance with the table set out in Item 7 of the Chief Executive's report.

(2) That in the event of a New Town Development Corporation being set up in respect of any part of the District, authority be given for immediate representations to be made for membership on such a Corporation.

AGENCY ARRANGEMENTS

74. Consideration was given to Item 8 of the attached report of the Chief Executive.

The Director of Technical Services advised the Committee that the District Council could claim responsibility for all urban roads in the district, which amounted to approximately 50 miles out of a total of 120 miles of roads. All classified and main roads would remain the responsibility of the Essex County Council unless agency arrangements were agreed. It was envisaged that, with the almost certain increase in development in the district in the foreseeable future, urban roads would increase considerably whilst classified roads would not, to any great degree. It was felt that it would be essential for one authority only, preferably this authority, to have responsibility for all highways other than trunk roads in the District rather than to divide this responsibility. It was pointed out that the Rayleigh Urban District Council already maintained 30 miles of district roads and exercised agency arrangements in respect of street lighting and cleansing on classified roads within its district and that in that authority, therefore, there was already a nucleus of staff who could deal with this within the new authority. Responsibility for street lighting could also be assumed by the District Council, the staff being employed to deal with

Minutes and Report of the Policy and Resources Committee

28th August 1973

this could also be responsible for all electrical works to Council properties in addition to street lighting maintenance generally.

The Chief Executive advised that the Department of the Environment required applications to be made by the 17th September 1973 for directions requiring County Councils to delegate highway powers to District Authorities.

RECOMMENDED: That authority be given for the Chief Executive to make application to the Secretary of State for the Environment for a Direction under Section 110 of the Local Government Act 1972 requiring the Essex County Council to delegate certain highways powers to this Council, i.e. Capital Works up to £40,000 and maintenance of all roads within the district except the portion of trunk road, and with the exception of urban roads, which are claimable as of right, by the District Council.

CONSULTATION WITH STAFF AND EMPLOYEES

75. Consideration was given to Item 9 of the attached report of the Chief Executive.

The Chairman of the Finance and Personnel Sub-Committee (Councillor Ives) reported that he had met with representatives of NALGO from both Rayleigh and Rochford Councils and that the first meeting of the Sub-Committee would be held in the near future to consider establishments.

RECOMMENDED: (1) That a joint staff committee covering all A.P.T. & C. staffs plus miscellaneous grades be constituted, consisting of the Chairman and two members of the Finance and Personnel Sub-Committee, together with three members of the appropriate staff.

(2) That a joint works committee be constituted for all manual workers, consisting of the Chairman and two members of the Finance and Personnel Sub-Committee, plus three members of the Council's manual staff.

(3) That the staff side representatives of both joint committees should be nominated by the single appropriate trade union in each case.

LOCAL LAND CHARGES

76. Consideration was given to Item 10 of the attached report of the Chief Executive.

The Chief Executive reported that as the equipment required was of a specialised nature and could only be obtained from one source it would be necessary to suspend the appropriate Contract Standing Order, and that negotiations had in fact already been undertaken with the supplier of the major part of the equipment and a quotation of £2,850 had now been received. The original quotation obtained from a retailer was £3,400.

RECOMMENDED: (1) That, as a matter of urgency, the Chief Executive be given authority to spend not more than £4,000 on the system of local land charges registration recommended by the Joint Committee.

(2) That for the purposes of this contract, Contract Standing Order No.2 be suspended and that the quotation of Sperry Rand Limited (Remington Rand Division) in the sum of £2,850 for the supply of the necessary equipment be accepted.

28th August 1973

MANAGEMENT STRUCTURE - OFFICERS

77. Consideration was given to Item 11 of the attached report of the Chief Executive.

RECOMMENDED: That the responsibility for Work Study and Organisation and Method be placed directly under the Chief Executive.

MEETINGS OF THE NEW COUNCIL

78. Referring to the suggestion that all Committee meetings should be held at Rochford, it was agreed that consideration of the venue for individual Committees could be considered by such Committees themselves.

RECOMMENDED: That the Council agree in principle to hold meetings of the Council in the Rayleigh Council Chamber from a date to be agreed, and that in the meantime the Officers investigate this matter further and report thereon.

OFFICE ACCOMMODATION

79. Consideration was given to Item 13 of the attached report of the Chief Executive.

RECOMMENDED: (1) That the Department of Technical Services, including Planning, should be accommodated within the existing Rayleigh Council offices.

(2) That facilities also be provided within the Rayleigh Offices for the collection of rents and rates, for the accommodation of Officers to deal with other functions such as health and housing enquiries, etc., together with accommodation for the Rayleigh Citizens Advice Bureau.

(3) That, in addition to their use of the existing facilities in the Civic Centre, the Rochford Citizens Advice Bureau be also offered the existing Members' Room.

(4) That the former Engineer and Surveyor's Department building be adapted to provide facilities for refreshments and for consultation by Members with local electors, by the provision of properly equipped rooms for interviews etc.

(5) That the Officers be authorised to commence negotiations for the disposal of No.57 South Street, Rochford together with the adjoining street frontage.

TERMS OF REFERENCE AND DELEGATION OF POWERS

80. RECOMMENDED: (1) That the suggested terms of reference for each Committee be referred to the individual Committee concerned for consideration and report.

(2) That the Chief Executive report to the appropriate Committee with regard to responsibility for allotments within the existing Rayleigh district.

REPORT OF THE CHIEF EXECUTIVE TO THE
28TH AUGUST 1973 MEETING OF THE POLICY
AND RESOURCES COMMITTEE

1. APPOINTMENTS OF DIRECTOR OF FINANCE AND DIRECTOR
OF TECHNICAL SERVICES

These two Directors have accepted their appointments with effect from 1st August 1973 subject to an early review of salary steps to be awarded beyond the fulcrum point. This commitment to early review has been accepted by Council in the terms of its Minutes of 25th July, 1973 and is dealt with below.

2. CHIEF OFFICERS' SALARIES

As a consequence of the rejection of the principle of the payment of additional increments at the last Council Meeting, the Committee should now give consideration to this important factor as soon as possible, because it is leaving us with a situation where Officers are in post but do not have any real idea of what their final salaries will be. This is obviously unsatisfactory to all, and in two cases will actually prevent Officers from resigning their present post in due course to take up full-time employment with the Council.

The Council has carried out the first part of the salary procedure by fixing the fulcrum point in accordance with population scale. They may then adjust up or down to allow for the responsibilities of each job. If there are any special factors these can be adjusted individually, and each job for that purpose should be treated separately.

The appropriate Circular allows that two or three increments can be awarded above fulcrum to a Chief Officer who at least qualifies to be paid on fulcrum scale but who in addition takes a full part in the corporate management of the authority under the leadership of the Chief Executive. The knowledge, scope and activities of such a Chief Officer may therefore range well outside the scope of his own Department and involve him in the total function of the authority and of the formulation of its long term objectives. In addition he must be responsible for an exceptionally important department of which the functions and responsibilities require a direct involvement with all or substantially all the services and undertakings administered or operated by the authority.

The Council has appointed possibly the smallest corporate management team that could effectively run such a comparatively large organisation, and in reviewing the jobs of the Directors it is obvious that the Directors of Finance and Technical Services comply with the advice of the Circular and should receive the award that the Council in its discretion may give.

In the case of the Directors of Administration and Health and Housing I am not sure that it can be said that either is the head of an exceptionally important department of which the functions and responsibilities require a direct involvement with all or substantially all the services and undertaking operated by the authority. I believe that the definition for these two posts falls more properly into the classification of a Chief Officer who at least qualifies to be paid on the fulcrum scale but who in addition takes a full part in the corporate management of the authority under the leadership of the Chief Executive. The knowledge, scope and activities of such an Officer would range therefore well outside the scope of his own department and would involve

him in the total function of the authority and of the formulation of its long term objectives. This classification is eligible for an award not in excess of one or two increments above fulcrum scale.

I therefore again recommend that subject to the approval of the Pay Board the Directors of Finance and Technical Services be paid three increments of £180 above the fulcrum scale making those two respective salaries £5,469 rising by three increments of £180 to £6,009 per annum, and recommend that the salaries of the Directors of Administration and Health and Housing be fixed at one increment of £180 above the fulcrum scale, making those respective salaries £5,109 rising by three increments of £180 to £5,649.

3. CHIEF EXECUTIVE AND DIRECTORS - CONDITIONS OF SERVICE

Apart from salaries, the Chief Executive and Directors Conditions of Service remain to be settled and I set out below recommendations on telephones, car allowances, holidays and housing.

Telephone

It is recommended that installation costs and quarterly rental be paid wherever appropriate, the Directors paying for all calls. This will ensure economy in accounting. The action of the Chairman of Policy and Resources Committee in authorising the immediate installation of a telephone in the Chief Executive's house on this basis requires approval.

Car Allowances

It is recommended that these should be on fixed scales with different fixed sums allotted to the Chief Executive and four Directors dependent upon the likely use of their private cars in the Council's service. The Director of Finance will report further at the meeting.

Holidays

It is recommended that the Chief Executive and the Directors should receive a maximum of 30 days paid holiday a year. This is in fact less than has previously been awarded, but a position has now been reached where it is physically impossible to take more than the recommended holiday and to request more would create a false impression as to holidays actually taken.

Housing

It is recommended that in the possible event of a Director being appointed from outside the Council area and thus being required to move into it, full removal expenses should be paid and that, if required, either existing Council be requested to provide Council accommodation for a maximum of six months, that a disturbance allowance of £100 on subsequent occupation of a private property and a 100% mortgage be granted in that case. If the successful candidate is able to move direct into a private house of his own choice he shall receive £150 disturbance allowance on occupation, and payment of full removal expenses. Payment of removal expenses shall be subject to the appointed Officer obtaining three quotations.

4. JOINT USE OF ARCHITECTURAL SERVICES

Section 113 of the Local Government Act 1972 provides that local authorities may enter into agreements for the joint use of the services of officers employed by one of those authorities. One of the many services which local government requires is that of the professional architect. However, it appears to be difficult for a medium sized new District Council to maintain its own viable architects office. On the other hand, if a group of District Councils agreed to share the services of an architect's office for the purpose of their building programme, an efficient unit could be maintained. The larger office thereby created would have the obvious advantage that it is more likely to attract staff of the right calibre and the larger the office, the better the range of architectural skills that could be entertained and supported. Additionally, there would seem to be an advantage in using the services of architects trained in local government rather than the services of architects in private practise who may not be so familiar with the particular requirements of the local government service and the directions issued from time to time from central government departments. There may also be economies in costs. The range of work involved in the carrying out of the functions of the Local District Council is limited and will probably centre around house building and the provision of amenity buildings e.g. sports pavilions and public conveniences etc. The County Borough of Southend-on-Sea, who have at the present time a large Architects office, have now approached me with proposals for the establishment of arrangements for the joint use of architectural staff between the new Southend-on-Sea District Council and Castle Point and Rochford District Council. The terms of any agreement have not yet been finalised but they would provide broadly:-

- (1) That the existing Architects Office at Southend should, as far as possible, be maintained at a strength similar to that at present.
- (2) That the services of the Architects should be available to all three District Councils on the basis of a true Architect/Client relationship, that is to say, that whilst the staff would remain on the payroll of the Southend District when engaged on any project they would be wholly subject to the direction of the Client Council concerned with the scheme of works. They would attend on and advise the District Council members, take their instructions and supervise the project in accordance with their wishes.
- (3) That the employing Council would advise as far in advance as possible and over as long a period as possible the work they would require undertaken by the Architect so as to enable him to plan his programme of work. This, of course, is a key factor because there must be some guarantee of the workload to maintain continuity. It must be accepted on the other hand that any of the Councils would be free to place architectural work elsewhere for any particular project if they so desire.
- (4) The services of the Architects Department would be made available to the participants "at cost", the charges to be mutually agreed between the Southend and the other District Finance Officer concerned relative to the work done.

There appear to be considerable advantages to be gained from participating in the arrangements proposed by the Southend District Council, especially since, as the service offered is primarily for the design and supervision of buildings, there is no suggestion that individual Councils should be precluded from employing architectural staff for other purposes.

It is therefore recommended that the Council enter into an agreement with the Southend-on-Sea District Council for joint use of architectural staff on the lines indicated above, the Chief Executive being authorised to conclude a suitable agreement, such agreement to be sealed with the Common Seal of the Council.

5. LICENSING AND CONTROL OF HACKNEY CARRIAGES

By virtue of the provisions of the Town Police Clauses Act 1847, as applied by the Local Government Act 1972, the District Council will be responsible for the licensing and control of Hackney Carriages with effect from 1st April 1974. These functions are at present exercised by Rayleigh U.D.C., but the provisions of the Act of 1847 have never been invoked in the Rochford Rural District. The legislation surrounding this function is generally regarded as being amongst the most complex in local Government, and it is for this reason that the Chief Executive Officer and Clerk of the Southend-on-Sea District Council has now approached me with proposals whereby the Southend Council would offer licensing services to this Council and Castle Point District Council in relation to the following matters:-

1. Advice on the making of byelaws.
2. Advice on the pre-licensing standards for Hackney Carriages and for drivers.
3. Advice on the siting of taxi stands.
4. The carrying out of mechanical examinations of Hackney Carriages.
5. The carrying out of meter tests.
6. The carrying out of driving tests.
7. Investigations into the suitability of drivers.
8. Routine inspection of vehicles.
9. Maintenance of the necessary records.
10. Investigation of complaints.
11. Preparation of cases for prosecution.

The actual licences will be issued in the name of this Council by staff of this Council upon the advice of the specialist officers available at the Southend District Council.

Since the proper administration of this service involves not only the appointment of specialist staff but also the provision of facilities for examining meters, vehicles and drivers, it is recommended that the Council agree in principle to accept the offer of Southend-on-Sea District Council for licensing services in respect of Hackney Carriages on the lines indicated above, the Chief Executive being authorised to conclude a suitable agreement with that Council, such agreement to be sealed with the Common Seal of the Council.

6. CONSUMER AFFAIRS - PROVISION OF LOCAL CONSUMER ADVICE

The Minister for Consumer Affairs has sent to all new districts a copy of the consultation paper on Consumer Advice which is attached to this Agenda at Appendix A.

The Minister has two main objectives. First, to improve the protection available to consumers through strengthened legislation and to make the Courts more accessible for consumer cases. The second was to improve the net-work of local advice centres which can give help and information to consumers with a problem. The

help of Local Authority is required to achieve the second aim, and to that end the draft discussion document has been sent. Local Authorities have a leading part to play in the provision of consumer advice. There are already Citizens Advice Bureaux and Local Consumer Advice Centres run by an arm of the Local Authority, and in some areas local authorities are setting up comprehensive centres to house a wide range of offices giving advice - legal, housing and consumer. What the Minister would like to see is a comprehensive and national net-work of centres to which every citizen can have access. He is sure that the Council will share his views that to meet peoples needs effectively this net-work must be firmly rooted in the area where they live.

Comments are required on this draft document by 12th October 1973, but an initial reaction is to suggest that in view of the considerable commitment to the local Citizens Advice Bureaux given by both Councils in the past and presumably by this Council in the future, the Minister should be pressed to create local consumer advice centres based on the local Citizens Advice Bureaux, thus avoiding the provision of further accommodation by the Local Authority for a task which as the Minister has already pointed out, ought to be anchored firmly in the local community.

7. RECOMMENDATIONS FROM THE JOINT COMMITTEE

All members have been provided with a bound copy of the Joint Committee recommendations. It is suggested that those recommendations be referred in due course to the Council's Committees in accordance with the following table:-

<u>Subject</u>	<u>Page</u>	<u>Committee</u>
Accountancy Systems	8-11	Finance & Personnel Sub-Committee
Animal Welfare and Pet Animals Act	21-22	Environmental Health and Control Committee
Capital Fund	23-27	Finance and Personnel Sub-Committee
Caravan Site Licensing	28-30	Environmental Health and Control Committee
Cesspool emptying	31	Environmental Health and Control Committee
Direct Debiting	33-37	Finance and Personnel Sub-Committee
Essex & Herts. Provincial Council - Basis for levy	38	Finance and Personnel Sub-Committee
Grants towards sports and recreational facilities including Village Halls	39	Recreation and Amenities Committee
House Boats	40	Environmental Health and Control Committee
Housing Points Scheme	41-44	Housing Services Committee
Housing Selection of tenants	45-50	Housing Services Committee
Housing Tenancy Conditions	51-58	Housing Services Committee
Housing Waiting List	59-65	Housing Services Committee

Infectious diseases	66-67	Environmental Health and Control Committee
National Assistance Act Burials	85	Environmental Health and Control Committee
Noise abatement	86	Environmental Health and Control Committee
Pail Collection	88	Environmental Health and Control Committee
Payment of Invoices	89-93	Finance and Personnel Sub-Committee
Protective Clothing and Tools issue or allowances	94-97	Finance and Personnel Sub-Committee
Rate Estimates	100-104	Finance and Personnel Sub-Committee
Refuse Collection	105-110	Environmental Health and Control Committee
Repairs and Renewals Fund	111-115	Finance and Personnel Sub-Committee
Slum Clearance and Housing repairs	116-117	Housing Services Committee
Smoke Control	118-119	Environmental Health and Control Committee
Stores Accounting	120-124	Finance and Personnel Sub-Committee
Transport and Plant Accounting	125-129	Finance and Personnel Sub-Committee

Liaison arrangements between the new Authorities - Pages 68-69, and the Managements Structure of Committees - Pages 72-76, have already been approved by Council.

The following stand referred to this Committee and are the subject of reports:-

- Agency Arrangements - Pages 12-20
- Consultation with Staff and Employees - Page 32
- Local Land Charges - Pages 70-71
- Meetings of the New Council - Page 84
- Office Accommodation - Page 87

The recommendation concerning representation upon any new town development Corporation - see Page 83 - should be formally approved by the Council. The Joint Committee and both Councils made actual nominations to the Secretary of State for membership of any New Town Corporation, but it is presumed that after 1st April 1974 this Council would make nominations if and when called for.

8. AGENCY ARRANGEMENTS - Pages 12-20

In its recommendation on this subject the Joint Committee accepted the County Council's views of agency with the principle objection that the District Council be advised not to agree that the new District of Rochford should have no agency powers over highways. Representatives of the Joint Committee met representatives of the County Council on 30th April to consider highway functions but did not succeed in changing the County Council view.

The County Council are now requesting that they should be informed whether the District Council accept the agency arrangements set out in the Joint Committee's recommendations. Manifestly the Joint Committee did not agree with the Proposal and felt sufficiently strongly on highway functions to suggest an appeal to the Secretary of State in the event of an application for agency powers being refused. The Committee's decision is urgently required.

9. CONSULTATION WITH STAFF AND EMPLOYEES - PAGE 32

In its recommendation on this subject the Joint Committee requested the District Council to establish as soon as possible satisfactory consultative machinery in respect of both Officers and Manual employees, so as to enable the New Council to consult with both classes of employees upon appropriate recommendations before they are implemented.

The Joint Committee subsequently invited representatives of both sides to attend their meetings to put forward views on items in which they were interested. The situation is now changed to the extent that with the District Council in being, all employees are naturally interested in consultative machinery having real purpose in discussing what the New Council intends to do on establishment and questions arising from office accommodation adjustments etc. With the creation of a Finance and Personnel Sub-Committee an almost unique opportunity exists to create consultative machinery closely linked with the Policy and Resources Committee. It is therefore suggested that:-

1. A joint Staff Committee covering all A P & C staffs plus Miscellaneous grades be constituted consisting of the Chairman and two members of the Finance and Personnel Sub-Committee together with three members of the appropriate staff.
2. A Joint Works Committee be constituted for all manual workers consisting of the Chairman and two members of the Finance and Personnel Sub-Committee plus three members of the Council's Manual staff.

A point which the Committee is asked to consider is since it has for many years been Local Government Policy to encourage membership of the appropriate Trade Union, the staff side of both Joint Committees should be nominated by the single appropriate trade union in each case.

10. LOCAL LAND CHARGES - PAGES 70-71

This recommendation of the Joint Committee concerns one of the few revenue producing services the New Council provides after 1st April 1974. The introduction to the recommendation draws attention to the sums involved, and to the inevitability of expansion in the area bringing consequent expansion to this section of the Council's work. Particular attention is drawn to Paragraph 7 and the recommendations on Page 71. As soon as office accommodation is decided upon, it should be possible to think about integrating the two existing systems into the proposed new system, and I therefore recommend that, as a matter of urgency, the Chief Executive be given authority to spend not more than £4,000 on the system of Local Land Charge Registration recommended by the Joint Committee.

11. MANAGEMENT STRUCTURE- OFFICERS - PAGE 77

In its recommendation on this subject the Joint Committee recommended that the Director of Technical Services should be responsible for Work Study and the Director of Administration should have the oversight of Organisation and Methods. I am not aware of the underlying reasons for this allocation of duties but I am of the opinion that to place the Work Study function under the direct control of the Director of Technical Services when that Director is likely to be a major employer of the Work Study Section is to create a situation where the Work Study Officer may be subject to unacceptable pressures in the presentation of his reports.

Similar considerations would certainly apply in the case of Organisation and Method under the Director of Administration.

Notwithstanding that the Council has already accepted the Management structure of Officers, I recommend that the responsibility for Work Study and Organisation and Method be placed directly under the Chief Executive thus endowing the respective Officers with complete independence when investigating problems in any or all of the Directorates.

12. MEETINGS OF THE NEW COUNCIL - PAGE 84

The Joint Committee recommend that the new Council be advised to hold some of its meetings at Rayleigh. As a result of experience thus far with meetings held in the Council Chamber at Rochford there must be a strong presumption that the Rayleigh accommodation is much more suitable, particularly from the point of view of accommodating the public and for acoustics, and I therefore recommend that as from a date to be agreed with Rayleigh U.D.C., Council meetings should all be held at Rayleigh. This recommendation should be read with that for Office Accommodation where it is stated that the Council meeting at Rayleigh, the Committees should all be held at Rochford since that chamber is suitable for Committee work and should be retained for that purpose.

13. OFFICE ACCOMMODATION - PAGE 87

This recommendation of the Joint Committee was adopted by the Rochford R.D.C., but rejected by Rayleigh U.D.C. As a result, the Joint Committee took no further action upon recommendation 2 and the Chief Officers did not, to the best of my knowledge, submit any further detailed report.

The acceptance of the proposition that all Offices should be centralised in Rochford pre-supposes very considerable expenditure on extension of existing Offices in South Street, Rochford, together with the incorporation of 15 South Street for which planning permission to use as Offices has already been received.

Taking into account the limit on expenditure referred to in the Acting Clerk's report to Council on the 25th July and the likelihood that planning permission would not be granted for further extensions at considerable cost at the rear of existing Offices in South Street, I put forward the following proposals in general terms for Committee consideration in the belief that they will achieve a degree of unity in the District without essentially disrupting Corporate Management, that the people of Rayleigh will feel that they still have a substantial Officer presence in the Urban District, and that provision can be made for the continued existence of the Social Centre in Rochford. Should Council approve, the scheme then can be investigated in greater depth, and authority sought to spend money on each stage as and when required.

It is proposed that the entire Department of Technical Services including Planning should take over the existing Council Offices at Rayleigh. This is to be read with the fact that the Council will continue to use the Council Chamber at Rayleigh as provided for in the previous recommendation, that there shall be facilities for the collection of rents and rates, and also for the existence of Officers to deal with other functions - Health, Housing etc. - on a "troubleshooting" basis together with adequate accommodation for Rayleigh Citizens Advice Bureau.

All other Departments will occupy the Council Offices at 3-11 South Street plus the conversion of No.15 South Street. It should then be possible to forego any other extension to these Office buildings. It is estimated that the once and for all conversion of No.15 South Street should cost approximately £10,000 but this estimate is subject to further discussion.

The Social Centre in South Street, Rochford which is beginning to fulfil a valuable social function, should remain intact for its present use. With development in the District, it is likely that Public accommodation of this sort would be more needed than in the past. The Rochford Council Chamber will be retained for Committee Meetings and for meetings of some Local Organisations who are grant aided from rates. The Rochford Citizens Advice Bureau should continue in their present room and receive in addition the existing members room, which is both inadequate and plainly uncomfortable for its present use.

In order to provide members with comfortable and adequate accommodation, I recommend that any question of leasing or selling the brick-built former Engineer and Surveyor's Department be dropped and all the temporary terrapin Offices attached to it be demolished. In the remaining brick building it is strongly suggested members should have adequate space for refreshments and facilities for consultation with their local electors i.e. properly equipped rooms for interviews and "surgery" work. This building could be open at the same time as the Social Centre thus giving facilities for electors to call on members by personal appointment outside normal working hours. Lastly, the sale of 57 South Street together with adjoining street frontage should now be seriously considered.

The above proposal represents a very rough sketch plan of possibilities for maximum Public Service at minimum cost in the new District, and I therefore commend them to the Council in substitution for those of the Joint Committee.

TERMS OF REFERENCE AND DELEGATION OF POWERS

In order that the Committees may commence meetings as soon as there is staff available to service them, it will be necessary for them to have terms of reference. Set out below is a suggested terms of reference for each of the Committees. The Committee may care either to adopt these as a temporary model or to refer them to the individual Committee for consideration and report.

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 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 and 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 Committee's 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. To receive reports of the Standing Committees and to be the only Committee reporting to the Council.
15. As occasion arises to review wards and polling districts within the district and the membership of the Council.

Delegation of Powers

1. To appoint the Chairmen of the Finance and Personnel and Land and Performance Review Sub-Committees.
2. Appointment of Chairman of appropriate Committees and Officers to attend all conferences.
3. All matters which in the opinion of the Committee, merit urgent attention whether or not they are more properly the concern of any other Committees.

FINANCE AND PERSONNEL SUB COMMITTEE

Terms of Reference

To advise the Policy and Resources Committee upon:-

- a) The Council's finances including all matters relating to the income and expenditure of the Council and issue of Local Authority Bonds.
- b) Collection and remission of rates.
- c) Such matters concerning the valuation of property for rating purposes as are the Council's concern.
- d) Negotiating Loans, including all applications for consent to borrow monies.
- e) Control of the Capital Fund.
- f) Control of the Repairs and Renewals Fund.
- g) Administration of the Superannuation Scheme.
- h) Control and administration of all the Council's insurances.
- i) Reports upon all accidents to the Council's vehicles.
- j) Control of Council's staff and their conditions of appointment.
- k) The fixing of departmental establishments.
- l) Provision and control of office, furniture and equipment.
- m) 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.
- n) Consideration of Annual Estimates of Committees for the forthcoming Financial Year and the granting of supplementary estimates.

Delegation of Powers

1. The filling of all posts falling vacant for the office staff where the grading is above AP2 except those of the Council's Chief Officers.
2. The payment of all Accounts in connection with expenditure properly incurred within the following categories:-
 - a) Expenditure of £200 and less which is not to be financed by loan;
 - b) Expenditure covered by loan consent already obtained; and
 - c) Expenditure to which the Council are already committed by decisions they have already taken.
3. The repair and maintenance of the Council's office accommodation provided the expenditure on any one item of maintenance or repair shall not exceed £200.

LAND SUB COMMITTEE

Terms of Reference

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 Council motor vehicles.

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 preceding financial year.
2. To have as an objective the production and annual up-dating of a 10 year programme.

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 purpose 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 of 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 Pleasure Grounds, Commons and Open Spaces.
2. The management of the Council's foreshore at Hullbridge.
3. The hire and letting of sports pitches.
4. The provisions of Community centres.
5. Official Ceremonies, Entertainments and exhibitions.
6. All matters connected with Tourism.
7. The care, maintenance and development of museum facilities.
8. To undertake all public relations arrangements on behalf of the Council through all channels of mass media and communication and to provide an effective information service for the press and general public.

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.

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 development.
2. The consideration of plans and proposals submitted under the Building Regulations and the 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 matters connected with Litter Control.
8. All highways functions exercisable by the Council.
9. The creation diversion and stopping-up of footpaths.
10. Naming and numbering of streets.
11. Road Safety.
12. Supply of clinker for urgent repair of unadopted highways.
13. Provision and management of car-parking facilities.

Delegation of Powers

1. To decide all planning and Building Regulation applications on behalf of the Council except where decision is contrary to the advice of the Director of Technical Services.
2. The decision of applications for Determination under Section 53 of the Town and Country Planning Act, 1971.
3. The services of notices under Section 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 services of notices under Section 262 of the Public Health Act, 1936 and the approvals 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.
8. Decision as to whether objection shall be made to any application for the registration of club premises under the Licensing Act, 1961.

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 (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 provisions of sewerage facilities for the District, 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

Delegation of Powers

1. The decision of application for:-
 - a) Caravan Site Licenses
 - b) Pet Shop Licenses
 - c) Slaughterman's Licenses
 - d) Licenses under the Animal Boarding Establishment Act, 1963.
 - e) Boatman's Licenses, and Pleasure Boat Licenses..
 - f) Games Dealer's Licenses
 - g) Registration of premises under Section 16 of the Food and Drugs Act 1955 for the manufacture and sale of ice-cream, sausages etc, where refusal is proposed.
2. Food Hawker's Registrations.
3. National Assistance Act burials.

4. Action under Section 47 of the National Assistance Act, 1948 concerning persons in need of care and attention.
5. Matters requiring urgent attention for maintaining public health in the District.


CHAIRMAN
4TH OCTOBER 1973

ROCHFORD DISTRICT COUNCIL

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

Telephone Southend-on-Sea 544282 (5 Lines)

COUNCIL OFFICES,

ROCHFORD,

ESSEX SS4 1BW

My Ref

Your Ref

31st August, 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, 5th September, 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 25th July, 1973. (Copies already sent to Members).
2. To receive apologies.
3. Chairman's announcements (if any).
4. To receive and consider the Minutes and Reports of the following Committees and pass such resolutions upon them as may be necessary:-

<u>Committee</u>	<u>Date</u>	<u>Minute Numbers</u>
Housing Services	25th July, 1973	48 - 50
Recreation and Amenities	25th July, 1973	51 - 53
Development Services	25th July, 1973	54 - 56
Environmental Health and Control	25th July, 1973	57 - 59
Policy and Resources (Minutes already issued)	25th July, 1973	60 - 61
Policy and Resources	28th August, 1973	62 - 80

5. COMMITTEE VACANCIES

As a result of the appointment of Committees by the Council on 25th July, 1973, there remains one vacancy on the Housing Services Committee, one on the Finance and Personnel Sub-Committee and two on the Land Sub-Committee.

It was the intention of Council in adopting their Committee Structure that every member should have representation on two Committees or Sub-Committees. Councillor Miss J.R. Browning is not appointed to any Committee, and Councillor S.W. Barnard and A.J. Humby have one appointment each. Council may now wish to take appropriate action to fill the reported vacancies.

6. RETURNING OFFICER

Section 41 of the Local Government Act, 1972 requires the District Council to appoint an Officer of the Council to be Returning Officer for the election of District Councillors, and also for the election of Parish Councillors where this is appropriate. The Section comes into force on 1st April, 1974 but Council may wish to deal with the matter now. The usual practice has been for the Clerk of any previous District to be Returning Officer. Until such time as circumstances indicate otherwise, I recommend the Chief Executive be the Returning Officer for District and Parish Council Elections in the District of Rochford after 1st April, 1974, retaining the right to appoint others to discharge any or all of the functions of Returning Officer.

7. LEGAL PROCEEDINGS

Sections 222 and 223 of the Local Government Act, 1972 authorise the Council, where they consider it expedient for the promotion or protection of the interests of the inhabitants of their area to prosecute or defend or appear in any legal proceedings and in the case of civil proceedings institute them in their own name, and in their own name make representations in the interests of the inhabitants at any public enquiry held by or on behalf of any Minister or Public Body under any enactment.

Any Member or Officer of a Local Authority who is authorised by the Authority to prosecute or defend on their behalf, or to appear on their behalf in proceedings before a Magistrates Court shall be entitled to prosecute or defend or to appear in any such proceedings, and notwithstanding anything contained in the Solicitors Acts, 1957-65, to conduct any such proceedings although he is not a Solicitor holding a current practising certificate.

The Sections become effective on 1st April, 1974 and I recommend that so far as the prosecution, defence of, or appearance at legal proceedings is concerned, the Chief Executive, the Director of Finance and the Director of Administration be so authorised.

8. MAPLIN DEVELOPMENT - ACCESS ROUTES AND NEW TOWN DESIGNATION

Arising from the decision reported at Minute 39 of the Meeting of the 25th July to convene a joint meeting of members of all three existing District Councils, the Council decided to invite a representative of each Parish Council to attend that meeting. The decision as a whole was subject to the concurrence of the existing two Councils, and concern has been expressed that the invitation to Parish Councils may result in the Rural part of the new District being over-represented as compared to the Urban part. It would be appreciated if Council would consider again the basis of this invitation to persons not being members of any of the three District Councils.