

The Executive – 11 June 2014

Minutes of the meeting of **The Executive** held on **11 June 2014** when there were present:-

Chairman: Cllr T G Cutmore
Vice Chairman: Cllr K H Hudson

Cllr K J Gordon	Cllr S P Smith
Cllr Mrs G A Lucas-Gill	Cllr M J Steptoe
Cllr Mrs J E McPherson	Cllr I H Ward
Cllr Mrs C E Roe	

VISITING

Cllr M Hoy

OFFICERS PRESENT

A Dave	-	Chief Executive
A Bugeja	-	Head of Legal, Estates and Member Services
Y Woodward	-	Head of Finance
R Evans	-	Head of Environmental Services
J Bourne	-	Head of Community Services
C McClellan	-	People and Policy Manager
L Bliss	-	Senior Corporate Communications Officer
J Bostock	-	Member Services Manager

Michelle Kirk, Director, East of England Local Government Association (EELGA), was in attendance for the item on the Chief Executive's appraisal.

The Chairman welcomed the new Portfolio Holders to this, their first meeting of the Executive.

120 MINUTES

The Minutes of the meeting held on 2 April 2014 were approved as a correct record and signed by the Chairman.

121 PERFORMANCE REPORTS ON KEY PERFORMANCE INDICATORS FOR THE PERIOD JANUARY TO MARCH 2014

The Deputy Leader, Cllr K H Hudson, presented the Performance Report on Key Performance Indicators. Prior to the meeting the Head of Finance had written to Members setting out some amendments to the document.

Resolved

That, subject to noting the comments set out in the letter issued by the Head of Finance and the following specific points, the progress against Key Performance Indicators for the Period January to March 2014, be received:-

- The majority of households in self contained temporary accommodation are within the District and the number of households in bed and breakfast is now in single figures (LP1739).
- The target figure in relation to the number for planning control cases closed should be 250 (LP1074).
- The possibility of setting a target in relation to chargeable building control services was under review (LP1743).
- If building control applications are not determined within the statutory periods, applicants are entitled to a refund of application monies. (HF)

122 **PERFORMANCE REPORT ON KEY PROJECTS FOR THE PERIOD JANUARY TO MARCH 2014**

The Deputy Leader, Cllr K H Hudson, presented the Performance Report on Key Projects. Prior to the meeting the Head of Finance had written to Members setting out some amendments to the document.

Resolved

That, subject to noting the amendments set out in the letter issued by the Head of Finance and the following specific points, the progress against Key Projects for the Period January to March 2014, be received:-

- The target completion date in relation to maximising income from the materials recycling contract should show as May 2015.
- Consideration is being given to portraying the objective of increasing the number of houses and affordable housing units in the District in graphical form.
- The RAG status in relation to supporting the development of rural businesses through the Local Development Framework should be showing as amber. (HF)

123 **PROGRESS ON DECISIONS MADE BY FULL COUNCIL/THE EXECUTIVE**

The Deputy Leader, Cllr K H Hudson, presented the Progress on Decisions schedule. Prior to the meeting the Head of Finance had written to Members setting out some amendments to the document.

Resolved

That, subject to noting the amendments set out in the letter issued by the Head of Finance and the following specific points, the progress on decisions made by Full Council/The Executive, as set out in the schedule, be received:-

- The Advisory Group on surface water flooding issues had yet to convene.
- The item on the Annual Open Spaces Programme 2013/14 should be cross referenced with report item 10 on the agenda.

124 CUSTOMER FEEDBACK UPDATE AND FREEDOM OF INFORMATION STATISTICS 2013/14

The Portfolio Holder for People and Technology, Cllr Mrs G A Lucas-Gill, presented the report on Customer Feedback and Freedom of Information Statistics for 2013/14.

Resolved

That, subject to noting the following, the customer feedback and Freedom of Information statistics for 2013/14 be received:-

- Notwithstanding that an officer is dedicated to Freedom of Information enquires, the assembly of information is very time consuming.
- All eight of the outstanding complaint cases showing in relation to Community Services had now been resolved. They had involved detailed investigations.
- Freedom of Information requests came from a spread of sources, including business that could be looking to utilise the information for marketing purposes. (HF)

125 OPEN SPACES REFURBISHMENT PROGRAMME 2014/15

The Portfolio Holder for Environment, Cllr I H Ward, presented a report on the allocation of this year's open spaces refurbishment budget.

Resolved

- (1) That, subject to noting the following, this year's budget is allocated for minor improvements to open spaces and the development of a permanent concession at Hockley Woods:-
 - The works proposed under paragraph 4.1 of the report totalled £30,000 in value.
 - A doubling of current income could be realised once a container facility was in place at Hockley Woods. Whilst revenue

implications could be associated with container ownership, it was anticipated that these would be fully offset by income.

- (2) That no further action is taken in respect of the installation of bollards at Canewdon Green which formed part of last year's Programme. (HES)

126 PROVISION OF PUBLIC TOILETS

The Portfolio Holder for Enterprise, Cllr M J Steptoe, presented a report on the Provision of Public Toilets.

Responding to questions, the Head of Environmental Services indicated that the Council's contractor, SITA, would need to be approached on any proposals to extend the opening hours of the Rayleigh facilities. It was observed that the Council's approach to toilet provision was about dealing with each facility on a case by case basis.

Resolve

- (1) That reduced operating hours be introduced for the toilets in Back Lane, Rochford as detailed in the report. Public consultation to be undertaken on whether these facilities are required in the longer term and/or whether they should be relocated.
- (2) That an 'exit' survey be undertaken to ascertain the usage by the public of the facilities in Hockley and Great Wakering. A public consultation exercise to be undertaken to inform a final decision on the future of the toilets.
- (3) That market testing be undertaken of the facilities in Hullbridge and Rayleigh, together with the adjacent land, to ascertain whether there is any business potential in developing the sites for alternative uses on the basis of an obligation to keep the facilities available to the public.
- (4) That a further report be submitted to the Executive once the various options have been explored so that the results can be considered as part of the budget process. (HES)

127 DEVELOPMENT OF EVENTS IN THE ROCHFORD DISTRICT

The Portfolio Holder for Community, Cllr J E McPherson, presented a report on the development of events in the District.

It was noted that the resource implications paragraph of the report should have included reference to toilets as part of the infrastructure at the Cherry Orchard Country Park.

Members concurred with the observation of the Chairman that it would be of value for information on the progress of this subject to be included in the Members' Bulletin. It was noted that the events schedule was a work in progress. Officers were considering the possibility of introducing an associated software application. There was a need to remain mindful of

avoiding event clashes in relation to the activities of adjacent authorities. It would be appropriate for the events of other authorities to be publicised where there are income/promotion possibilities for Rochford District.

Resolved

That, subject to the inclusion of information on the progress of this subject in the Members' Bulletin, the content of the report on the development of events in the Rochford District be noted. (HCS)

EXCLUSION OF THE PRESS AND PUBLIC

Resolved

That the press and public be excluded from the meeting for the remaining business on the grounds that exempt information as defined in paragraphs 3 and 1 of Part 1 of Schedule 12A of the Local Government Act 1972 would be disclosed.

128 BUILDINGS WITHIN THE LEISURE CONTRACT

The Executive considered the exempt report of the Review Committee on the maintenance of buildings within the leisure contract.

Responding to questions, the Head of Community Services advised that initial discussions with the Council's new leisure contractor, Fusion, had included the outcomes of this report. Fusion was keen to pick up any outstanding matters.

It was observed that the report was of particular value in highlighting the need to be mindful of the Council's duty of care, notwithstanding the appointment of contractors.

Resolved

- (1) That early consideration be given to the possible future use of the Mill Arts and Events Centre once the leisure contract comes to an end.
- (2) That closer monitoring of the Leisure Contract be undertaken with immediate effect on a regular basis by both the Leisure contractor and Council officers. (HCS)

129 CHIEF EXECUTIVE'S APPRAISAL

Members received the exempt report of the People and Policy Manager on the Chief Executive's appraisal and the key objectives determined for the 2014/15 financial year. Michelle Kirk, Director of the EELGA, was in attendance as the appraisal facilitator.

Members concurred with the observation of the Chairman that the appraisal process had been both thorough and of value to the Council.

It was noted that:-

- Outcomes had been shaped by Members.
- Notwithstanding that resource implications were relatively modest, the support cost identified in the report would be met from the EELGA core service to the Council.
- The associated project plan was comprehensive and would ensure that targets are progressed. The plan formed a part of regular meetings between the Leader, the Deputy Leader and the Chief Executive.
- It would be appropriate for the Council's Electoral Review Working Group to complete its work prior to the development of any change proposals associated with the bodies under target 3. Proposals would be likely to have cost implications for the Authority.

Resolved

That the exempt report on the Chief Executive's appraisal and key objectives determined for the financial year 2014/15 be noted. (CE)

The meeting closed at 8.34pm.

Chairman

Date

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