

## **The Executive – 6 February 2013**

---

Minutes of the meeting of **The Executive** held on **6 February 2013** when there were present:-

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

Cllr K J Gordon	Cllr M Maddocks
Cllr Mrs G A Lucas-Gill	Cllr M J Steptoe
Cllr Mrs J E McPherson	

### **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr C G Seagers.

### **OFFICERS PRESENT**

P Warren	- Chief Executive
A Bugeja	- Head of Legal, Estates and Member Services
R Evans	- Head of Environmental Services
Y Woodward	- Head of Finance
S Worthington	- Committee Administrator

### **21 MINUTES**

The Minutes of the meeting held on 9 January 2013 were approved as a correct record and signed by the Chairman.

### **22 MATTERS REFERRED TO THE EXECUTIVE AND REPORTS FROM OTHER COMMITTEES**

**(Note:** Cllr Mrs J E McPherson declared a non pecuniary interest in this item by virtue of her employment with SAVS.)

#### **Resolved**

- (1) That the profile of Rochford District Council be updated annually and published on the Council's website to assist groups completing funding applications.
- (2) That the Council's website includes a page dedicated to information on voluntary organisations in Rochford District, with all future Rochford District Council grant aid forms, and to include a section providing the opportunity for groups to have their details in the maps section.
- (3) That the Council publicises the work of the Citizens Advice Bureau (CAB) to ensure that the public understands, that while the Local Authority funds the work of the CAB, donations from the public are necessary.

- (4) That the Council lobbies Central Government to ensure that various departments such as DWP provide full advice to their clients, rather than letting the CAB offices around the country deal with the problems that occur because of the lack of clear guidance and assistance from these departments.
- (5) That the Council reviews the use of the accommodation provided in Rochford and Rayleigh with the CAB to ensure the best use of space. (CE/HLEMS)
- (6) That the Council appoints a Member representative to the Rayleigh and Rochford Association of Voluntary Services (RRAVS). (HLEMS)

### **23 PERFORMANCE REPORT ON KEY PERFORMANCE INDICATORS FOR THE PERIOD OCTOBER TO DECEMBER 2012**

The Executive reviewed the performance report on key performance indicators.

There was specific discussion on the deferral scheme for business rates, targets for the processing of Council Tax and housing benefit, timescales for determining major and minor planning applications, completion of Disabled Facility Grant works and around the commentary relating to Building Control workload.

#### **Resolved**

That the progress against key performance indicators for the period October to December 2012, as set out in the report, be received subject to noting that:-

- The business rates referral scheme was repeated for 2012/13, with around 92 businesses opting into it. In 2013/14 the Council will keep 40% of collected business tax, 50% will go to Central Government and 10% towards County, Fire and Police precepts.
- Targets for BV078a, number of days for processing new benefits claims should be reviewed to ensure that they are realistic, but challenging.
- The percentages for performance against targets with respect to the determination of major and minor planning applications were disappointing, although it was anticipated that the appointment of a new member of staff will impact on progress in this area.
- Consideration should be given, with respect to Disabled Facility Grant works, of recording works on initial schemes as completed and logging any additional works requested post completion of the initial scheme as new schemes. This would more accurately reflect practice and would improve performance against targets in this area.

- The commentary relating to LP1743 – Building Control Workload was conflicting and should be made clearer. In addition, targets should be considered for Building Control workload and market share. (HF)

### **24 PERFORMANCE REPORT ON KEY PROJECTS FOR THE PERIOD OCTOBER TO DECEMBER 2012**

The Executive reviewed the performance report on key projects.

Particular attention was drawn to the item on page 7.7 of the report relating to Cherry Orchard Country Park; the car park was currently closed for essential maintenance as the water table was very high in that area of the park. The works would be completed as quickly as possible.

#### **Resolved**

That the progress against key projects for the period October to December 2012, as set out in the report, be received. (HF)

### **25 PROGRESS ON DECISIONS**

The Executive reviewed the progress on decisions schedule.

#### **Resolved**

That the progress on decisions schedule be received, subject to noting that:-

- New gates were required for safety reasons within the District's play areas.
- There were two different broadband schemes being progressed, one by the County Council and the other by Southend Council. (HLEMS)

### **26 QUARTER 3 FINANCIAL MANAGEMENT REPORT 2012/13**

The Executive considered the report of the Head of Finance containing the Quarter Three Financial Management report for 2012/13.

Officers advised that arrears on business rates were down on 2012/13 year end at 0.8%, to 0.67%. Council Tax arrears were the same as the 2012/13 year end position.

#### **Resolved**

- (1) That the current year-end forecasts for the revenue budgets of the Council, based on financial performance in the period April – December of the financial year 2012/13, as shown in appendix 1, be noted.

- (2) That the supplementary estimate of £10,000 for Revenues and Benefits work be noted.
- (3) That the current financial performance on key financial indicators, as shown in appendix 2, be noted.
- (4) That the Quarter 3 capital monitoring report in appendix 3 be noted and agreed. (HF)

### **27 PEER REVIEW OF ROCHFORD DISTRICT COUNCIL**

The Executive considered the report of the Chief Executive providing details of the findings of the recent Peer Review report.

#### **Resolved**

That the findings of the Peer Review and the plan of action, as outlined in appendix B to the report, be noted and agreed. (CE)

### **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 Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, would be disclosed.

### **28 ACACIA HOUSE DISPOSAL**

The Executive considered the exempt report of the Head of Legal, Estates and Member Services providing details of options for the disposal of Acacia House. The Executive's discussion of this matter is set out in the exempt appendix to these Minutes.

#### **Resolved**

- (1) That Acacia House be converted into residential apartments comprising 9 one and two bed flats for shorthold tenancies in the private rental market. (HLEMS)
- (2) That a detailed planning application be submitted for a change of use and sufficient provision be made in the Capital Programme by the Head of Finance, in consultation with the Portfolio Holder for Finance and Resources, to implement the scheme. (HLEMS/HF)
- (3) That a trading company be established to facilitate the private rented scheme. (HLEMS)

**29      GROUNDS MAINTENANCE OPERATIONS AT THE CEMETERIES**

The Executive considered the exempt report of the Head of Environmental Services on the grounds maintenance operations at the cemeteries. The Executive's discussion of this matter is set out in the exempt Appendix to these Minutes.

**Resolved**

That cemetery operations be delivered 'in house,' subject to a review at the end of year one of operation. (HES)

The meeting closed at 8.25 pm.

Chairman .....

Date .....

If you would like these minutes in large print, Braille or another language please contact 01702 318111.