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## REPORT TO THE MEETING OF THE EXECUTIVE 21 SEPTEMBER 2011

### PORTFOLIO: SERVICE DEVELOPMENT / IMPROVEMENT AND PERFORMANCE MANAGEMENT

#### REPORT FROM HEAD OF FINANCE

#### SUBJECT: PERFORMANCE REPORT TO MEMBERS ON KEY PROJECTS FOR THE PERIOD: APRIL TO JUNE 2011

#### **1 DECISION BEING RECOMMENDED**

- 1.1 To note the progress against key projects for the first quarter of 2011/12.
- 1.2 To place on record any comments on key projects for the first quarter of 2011/12.

#### **2 OTHER SALIENT INFORMATION**

- 2.1 This report shows progress against the Key Policies and Actions for 2011/12 up to 30 June 2011, although commentary may reflect later developments.
- 2.2 Quarterly Performance Statistical Reports for each Division will be available on the Council intranet and website by end of September 2011 by selecting "Quarterly Performance Reports" from the A-Z of Services. (The website address is [www.rochford.gov.uk](http://www.rochford.gov.uk))
- 2.3 An updated schedule of Progress on Decisions (POD) taken by Council, the Executive and Portfolio Holders is attached as an Appendix to this report.
- 2.4 Items within this report will be discussed at the Executive when required, as determined by the Portfolio Holder for Service Development/Improvement and Performance Management. Non Members of the Executive may raise items with either the Portfolio Holder for Service Development/Improvement and Performance Management or the relevant service Portfolio Holder.

#### **3 RISK IMPLICATIONS**

- 3.1 The principal risks associated with performance reporting are that inaccurate or incomplete information is reported. The presentation of incorrect information in the report could lead to reputational damage or performance could be misrepresented.
- 3.2 These risks are mitigated by a combination of staff training and published indicator definitions which should ensure that the correct and complete data is input. The calculated results are produced according to equations which are

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defined within the performance reporting systems and spreadsheets, and which are tested prior to use and publication.

I confirm that the above recommendation does not depart from Council policy and that appropriate consideration has been given to any budgetary and legal implications.

SMT Lead Officer Signature: \_\_\_\_\_

### **Head of Finance**

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#### **Background Papers:**

None

For further information please contact Terry Harper (Senior Performance Management Officer) on:-

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

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### Our Key Priorities

The Council provides a wide range of services, functions and facilities. Our key targets for the year are listed under our four objectives, but in terms of absolute priorities, the sixteen listed below were seen as paramount for the 2011/12 year:

- Continue to deliver efficiency savings and identify opportunities for increasing income.
- Continue to focus on Workforce Development to improve the Council's Leadership capacity and skills and the capacity of the workforce as a whole.
- Continue to ensure the Council's asset base remains fit for purpose to meet the Council's organisational, service and budgetary requirements.
- Continue the procurement work for the new Information Communications Technology (ICT) contract.
- Plan and prepare for the impact of the introduction of Universal Credit.
- Continue to develop and consolidate our partnership arrangements via the Local Strategic Partnership (LSP) and other partnerships such as the Community Safety Partnership (CSP) to develop and improve service provision to our communities, particularly around the ageing population.
- Continue to improve our council tax and benefits service
- Continue to improve service access and delivery for our community.
- Secure delivery of 190 housing units including up to 35% affordable units
- Progressing the Local Development Framework (LDF) Core Strategy through adopting the Core Strategy as the Council's key land-use planning document and progressing the allocation and development management plan document to inquiry.
- Implementing the Action Plan that supports the Council's Climate Change and Sustainability Strategy (Climate CO<sub>2</sub>de).
- Improve the customer facilities and access arrangements for Cherry Orchard Country Park.
- Continue to improve recycling rates.
- Continue to monitor and seek improvement in local air quality. Implement the Joint Area Action Plan (JAAP) in partnership with Southend Borough Council covering London Southend Airport and its environs.
- Implementing the Action Plan associated with the new Economic Development Strategy, particularly those measures highlighted to combat recession and encourage regeneration.
- Progressing the three town centre studies for Hockley, Rochford and Rayleigh to detailed action plans for each centre.

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## **Performance Report to Members on key projects for the period: April to June 2011**



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**Explanation of terms and conventions used in the report:**

- **Linkage to the Council's Corporate Objectives** – each of the reported activities is listed under one of the Council's Corporate Objectives:

**Corporate Objective 1** – Making a Difference to Our People

**Corporate Objective 2** – Making a Difference to Our Community

**Corporate Objective 3** – Making a Difference to Our Environment

**Corporate Objective 4** – Making a Difference to Our Local Economy

- **RAG Status Column – Red/Amber/Green Status** – each activity will be assigned a status of Red, Amber, or Green in accordance with the following rating system:

**Red:** Target unlikely to be met / Target not met

**Amber:** Slippage or holding factors are evident but recovery to meet target is planned / Marginally worse than target

**Green:** On target to meet the completion date or performance level required / Target met

- **Not Due to Start** Project's with this status either have a start date which is still in the future at the time of the report or are on hold.
- **Completed Projects** Project's completed in the latest reported quarter will be shown greyed out but will retain their appropriate Red, Amber or Green rating. Projects completed in previous quarters are greyed out but no longer show their Red, Amber or Green rating.

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**Projects that define or enable Corporate Objectives**

Objective	Start Date	Target Completion Date	Commentary	RAG Status
Review and produce revised Corporate Plan for 2012/13	Oct 2011	Mar 2012	Work on the next Corporate Plan will start in the Autumn as part of the 2012/13 Business Planning Cycle.	<b>Not Due to Start</b>

**Corporate Objective 1 - Making a Difference to Our People**

Objective	Start Date	Target Completion Date	Commentary	RAG Status
Continue to deliver efficiency savings and identify opportunities for increasing income	Apr 2011	Mar 2012	Reviews of budgets and spend to date suggest that we are on target to make the required savings.	<b>Green</b>
Continuing Workforce Development	Apr 2011	Mar 2012	Meetings with Heads of Service have identified key themes; a draft Year 2 action plan has been created to be agreed by Senior Management Team in September.	<b>Green</b>

**Corporate Objective 1 - Making a Difference to Our People con/d**

<b>Objective</b>	<b>Start Date</b>	<b>Target Completion Date</b>	<b>Commentary</b>	<b>RAG Status</b>
Ensuring the Council's asset base remains fit for purpose	Apr 2011	Mar 2012	The Asset Management Plan for 2011-2016 was approved by the Executive on 13 July and is now being implemented. Current activity is focussed on the installation of more energy efficient heating systems and the planned move out of Acacia House.	<b>Green</b>
Planning and preparing for the introduction of Universal Credit and other Benefits changes	Apr 2011	Mar 2012	Awaiting clarification from Government departments around how the Universal Credit is to be implemented and what impact that will have on local authorities.	<b>Not Due to Start</b>
Procurement work for new ICT Contract for April 2013	Apr 2011	Dec 2011	Bids have been received and are being evaluated. A report will go to the Executive in October 2011.	<b>Green</b>

**Corporate Objective 2 - Making a Difference to Our Community**

Objective	Start Date	Target Completion Date	Commentary	RAG Status
Continue to improve our Council Tax and Benefits service	Apr 2011	Mar 2012	Previous work assessing possibility of a shared service remains suspended, due to the impending implementation of Universal Credit and other changes to the benefit service. We continue to improve performance by other initiatives.	Green
Continue to improve service access and delivery for our community	Apr 2011	Mar 2012	The draft Ageing Population strategy was agreed and the finalised strategy is on tonight's agenda.	Green
Develop and consolidate partnership arrangements via Local Strategic Partnership (LSP) and other partnerships e.g. Community Safety Partnership (CSP) to develop and improve service provision to our communities, particularly around the ageing population	Apr 2011	Mar 2012	A new structure has been agreed with Castle Point Borough Council to take the partnership agenda forward jointly, focussing on Community budgeting projects, and sharing partnership arrangements where practical.	Green
Securing delivery of 250 housing units, including up to 35% affordable units by March 2012	Apr 2011	Mar 2012	The originally proposed build rate of 190 units for 2011/12 is amended to 250 as a result of the Full Council decision to accept the original LDF submission plan as the Core Strategy for the District. It is unlikely this target can now be met.	Red

## Corporate Objective 3 - Making a Difference to Our Environment

Objective	Start Date	Target Completion Date	Commentary	RAG Status
Adopt the LDF Core Strategy and progress Allocations and Development Management Plans through to inquiry stage	Apr 2011	Dec 2011	Following the Inspector's refusal to agree the Council's request that the examination of the Core Strategy be deferred until December 2011, Full Council of 31 August resolved to accept the original submission plan as the Core Strategy for the District. It is anticipated that the Inspector's report will now be received in November and the report to adopt the plan will be considered by Full Council in December 2011.	Green
Continue to monitor and seek improvement in local air quality	Apr 2011		1. Following the designation of an Air Quality Management Area at Rawreth Industrial Estate an air quality analyser was installed in June 2011. Delays to the installation of this equipment have affected the creation of a draft Action Plan, which will now be submitted to DEFRA for approval by December 2011. This is within the recommended timeframe of 18 months following designation. 2. A 'Detailed Assessment' for Rayleigh Town Centre is on tonight's agenda.	Amber
Implementing the Action Plan that supports the Council's Climate Change and Sustainability Strategy - Climate CO2DE	Apr 2011	Mar 2012	Climate CO2DE action plan approved by Portfolio Holder in July 2011. Implementation has commenced.	Green

**Corporate Objective 3 - Making a Difference to Our Environment con/d**

Objective	Start Date	Target Completion Date	Commentary	RAG Status
Improve facilities at ,and access to, Cherry Orchard Country Park	Apr 2011	Mar 2012	New car park has been constructed off Cherry Orchard Way. The planning application for the car park in Grove Woods was withdrawn and resubmitted to address highway safety issues. A scheme is being developed for public conveniences.	Green
Improve recycling rates and implement schemes for flats and mobile homes	Apr 2011	Mar 2012	The 3 bin scheme is now live for 98% of the dwellings concerned (3493 of the 3556 units). The remaining 63 flats have been put on an alternate weekly collection arrangement and we are in a process of negotiating with the landlords. There has been a slight increase in customer concerns as we finalise this project and reinforce the message on contamination. Monitoring is continuing to deal with any issues. SITA crews have been given extra training by the Recycling Team to address contamination.	Green

**Corporate Objective 4 - Making a Difference to Our Local Economy**

Objective	Start Date	Target Completion Date	Commentary	RAG Status
Implementing the Action Plan associated with the Council's new Economic Development Strategy, particularly those measures highlighted to combat recession and encourage regeneration	Apr 2011	Mar 2012	Following recent appointments to cover vacancies in the ED team this work is progressing once again.	Amber
Progressing the Joint Area Action Plan (JAAP) in partnership with Southend Borough Council, covering London Southend Airport and its environs.	Apr 2011	Dec 2012	This work is on hold pending the new government Localism legislation and it is now expected the JAAP will be adopted by December 2012	Green
Progressing the three town centre studies for Hockley, Rochford and Rayleigh to detailed action plans for each centre	Apr 2011	Jun 2012	We are considering the representations to consultations with the intention of publishing a pre-submission plan for Hockley in Spring 2012 and pre-submission plans for Rochford and Rayleigh in Summer 2012.	Green



## Progress on Decisions made by Full Council/The Executive

## From Full Council

Item	Progress/Officer		
	Red	Amber	Green
<b>Regulation of Investigative Powers Act 2000 (RIPA) (Minute 120(1)/11)</b>  <b>Resolved</b>  That the revised 'Covert Surveillance Policy and Procedure Manual' (RIPA Policy), attached as Appendix 1 to the Committee report, be approved. <b>(HLEMS)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed.		
<b>Localism Bill – Relating to Ethical Framework and Code of Conduct (Minute 120(3)/11)</b>  <b>Resolved</b>  That, subject to the legislation being enacted, a Local Code of Conduct (based on the current Code), together with procedures for dealing with complaints, be developed for adoption; the Independent and Parish Members of the Standards Committee to be included in the work on development. <b>(HLEMS)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Bill at report stage in the House of Lords documentation being finalised.		
<b>Adjustments to Constitution (Minute 123/11)</b>  <b>Resolved</b>  That the proposed adjustments to the pages in the Constitution to reflect recent decisions be endorsed, subject to:- <ul style="list-style-type: none"> <li>The paragraph under heading 10.1 of Article 10 being revised to read 'Community Forums provide a facility for the public to ask questions direct of their elected representatives and representatives of partner agencies and receive immediate answers where possible'.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Implemented.		

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Green = On target to meet the completion date or performance level required.  
 Done = Completed projects "greyed out" in reports.

## From Full Council

Item	Progress/Officer		
<ul style="list-style-type: none"> <li>The inclusion of a sub-heading 'Other Bodies' for the final paragraph under heading 10.2. The paragraph being revised to read 'A representative from the Parish/Town Councils, Police, Fire, Health Service and other partner agencies, together with County Councillors, will be asked to attend with a view to answering questions from the public.' <b>(HLEMS)</b></li> </ul>			
<b>Parking in the District (Minutes 138/11)</b>  <b>Resolved</b>  (1) That parking charges in Rochford District be increased by 20p in the first three charging bands as follows:- <ul style="list-style-type: none"> <li>Up to one hour – 60p increase to 80p</li> <li>Up to two hours £1.20 increase to £1.40</li> <li>Up to three hours - £1.80 increase to £2.00.</li> </ul> (2) That a half hour charging band be re-introduced in all car parks, with the tariff being set at 40p.  (3) That all pay and display machines, twenty seven in total, be replaced by new multi-function machines that, in addition to enabling new payment options (wave and pay and credit cards – Option B+C), are configured to allow linear charging so that additional time is provided if an overpayment is made when a ticket is purchased.  (4) That payment by mobile phone be introduced.  (5) That the trader refund scheme be ended.	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Arrangements in hand to implement the new charges on 10 October 2011.		
	The new pay and display machines will be operational on 10 October 2011.  Payment by mobile phone will commence on 10 October 2011.  The scheme will end on 10 October 2011.		

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From Full Council

Item	Progress/Officer		
<p>(6) That opportunities be sought for selling advertising space on the back of parking tickets, as appropriate. <b>(HPT)</b></p> <p>(7) That pay and display is not introduced to the Country Park, Hockley Woods or other open spaces in 2011/12, but that a review be carried out to determine whether it might be appropriate to consider charges from 2012/13 onwards. <b>(HES)</b></p> <p>(8) That talks be held with SEETEC to discuss and consider payment options for their use of the Hockley Woods car park. <b>(HES)</b></p> <p>(9) That talks be held with Virgin Active to ascertain if there might be better arrangements to control the use of the Freight House car park, including trying to manage and formalise the Tuesday market Traffic. <b>(HCS)</b></p> <p>(10) That the above decisions be subject to a review six months following implementation. <b>(HPT)</b></p>	<p>To form part of the budget proposals for 2012/13.</p> <p>SEETEC have yet to respond to any communication.</p> <p>Further discussions to be had with Virgin Active management at the next partnership meeting in early October.</p>		
<b>Draft Corporate Plan 2011-16 (Minute 185(1)/11)</b>	Red	Amber	Green
<b>Resolved</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
That the revised Corporate Plan for 2011-16 be adopted. <b>(CE)</b>	Completed.		
<b>Rochford Core Strategy – Way Forward (Minute 185(2)/11)</b>	Red	Amber	Green
<b>Resolved</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
That a formal request be made to the Inspector that the examination into the Core Strategy be suspended until December 2011 and that, in the meantime, work is undertaken to identify and consult on the amendments required to ensure the Core Strategy has regard to the likely adoption date of 2012 (Option A). <b>(HPT)</b>	<p>On 11 August 2011, the Inspector informed the Council that she could not accede to the request for a suspension and consequently, an extraordinary meeting of Council was held on 31 August 2011 where it was resolved to revert to</p>		

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## From Full Council

Item	Progress/Officer		
	the original submission version of the Core Strategy. A final four week consultation on the Core Strategy commenced on 9 September after which it is expected the Council will receive the Inspector's report. It is anticipated the report will be considered at a special meeting of Council before the end of the year.		
<b>Annual Report 2010/11 (Minute 189/11)</b>	Red	Amber	Green
<b>Resolved</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(1) That, subject to any changes resulting from the audit of the accounts, the Annual Report be agreed for publication.	Completed.		
(2) That the audited Financial Statements for 2010/11 be presented to the September meeting of the Audit Committee for approval with the External Auditor's report. <b>(HF)</b>	Completed as item placed on the agenda.		
<b>Homelessness Reviews (Minute 192/11)</b>	Red	Amber	Green
<b>Resolved</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
That a decision on this matter be deferred pending detailed review of the existing policy by the Portfolio Holder for Council Tax Collection, Benefits and Strategic Housing Functions, the Chairman of the Appeals Committee and the Deputy Leader of the Council, in consultation with officers. <b>(HCS)</b>	Detailed review of existing policy not yet completed.		

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## From Full Council

Item		Progress/Officer																
<b>Cherry Orchard Country Park Advisory Group (Minute 324/09)</b>		Red	Amber	Green														
<b>Resolved</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>														
<p>(1) That capital provision of £120,000 is considered as part of the budget process for inclusion in the Medium Term Financial Strategy in respect of projects within the Cherry Orchard Country Park for each year for the next three years.</p> <p>(2) That, subject to capital funding being agreed, the indicative programme of works for Cherry Orchard Jubilee Country Park over the next three years shall comprise:-</p> <table> <tr> <td><b><u>2010/11</u></b></td><td><b><u>£000</u></b></td><td colspan="3"></td></tr> <tr> <td>Grove Woods additional car parking</td><td>60</td><td colspan="3" rowspan="3"> <p>Completed.</p> <p>The planning application has been re-submitted with additional measures to ensure highway safety.</p> <p>Portfolio Holder decision on 11 November to defer the construction of this route until ECC decision on funding the bridleway.</p> <p>Ground preparation completed.</p> </td></tr> <tr> <td>Permissive route for horses and pedestrians through New England Wood to Flemings Farm</td><td>45</td></tr> <tr> <td>Arboretum of fruit trees (year 1)</td><td>10</td></tr> </table>		<b><u>2010/11</u></b>	<b><u>£000</u></b>				Grove Woods additional car parking	60	<p>Completed.</p> <p>The planning application has been re-submitted with additional measures to ensure highway safety.</p> <p>Portfolio Holder decision on 11 November to defer the construction of this route until ECC decision on funding the bridleway.</p> <p>Ground preparation completed.</p>			Permissive route for horses and pedestrians through New England Wood to Flemings Farm	45	Arboretum of fruit trees (year 1)	10			
<b><u>2010/11</u></b>	<b><u>£000</u></b>																	
Grove Woods additional car parking	60	<p>Completed.</p> <p>The planning application has been re-submitted with additional measures to ensure highway safety.</p> <p>Portfolio Holder decision on 11 November to defer the construction of this route until ECC decision on funding the bridleway.</p> <p>Ground preparation completed.</p>																
Permissive route for horses and pedestrians through New England Wood to Flemings Farm	45																	
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## From The Executive

Item		Progress/Officer
<b><u>2011/12</u></b>	<b><u>£000</u></b>	
Service Building, staff and public facilities (Revenue costs of £9,500 p.a.)	140	Planning in progress, on-site works are likely to be commenced in 2012/13.
Arboretum of fruit trees (year 2)	10	Scheduled for November 2011.  Works have also been completed this year to improve access, such as the installation of two foot bridges.
<b><u>2012/13</u></b>	<b><u>£000</u></b>	
Construction of wetland	35	To be reviewed as part of management plan approved 13 April 2011.
Burial of power lines	50	Power lines to be removed shortly by EPN at their expense.
Arboretum of fruit trees (year 3)	10	Completed.
(3) That the temporary Woodlands Assistant post created in 2009 be continued, funded from capital, for a period of three years whilst works to create the infrastructure at the Park continue. The establishment of a permanent post to be considered once the Government has announced public spending plans for 2011/12 onwards.		The recent Divisional restructure has enabled the Temporary Woodlands Assistant post to be made permanent.
(4) That the earlier decision to take no action with regard to highway works and car park from Cherry Orchard Way is reaffirmed and that officers investigate opportunities to obtain a short term lease on land to the east of Cherry Orchard that could be used as a temporary car park.		Superseded by subsequent Portfolio Holder decision.

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## From The Executive

Item	Progress/Officer		
(5) That, in view of the proposal for a permissive route and bridleway, no further action is taken to restrict access for horses to New England Wood. <b>(HES)</b>	Implemented.		
<b>Air Quality Management Area – Rawreth Industrial Estate (Minute 108/10)</b>  <b>Resolved</b>  (1) That an Air Quality Management Area (AQMA) for particulate matter be declared at Rawreth Industrial Estate in the location identified in red on the plan attached at Appendix 2 of the report. The Head of Environmental Services to be authorised to make the AQMA Order.  (2) That an Action Plan be developed by officers to identify and address the sources of particulate matter within the AQMA by 31 March 2011. <b>(HES)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Completed.		
<b>Shared Service Working (Minute 171/10)</b>  <b>Resolved</b>  (1) That, subject to the facility to be able to withdraw from discussions if at some point that becomes an appropriate course of action to protect this Council's interests, the potential merger of the service area identified in the exempt report be investigated.  (2) That a Joint Member Project Board be formed on the basis set out in the exempt report to investigate the detailed implementation requirements. <b>(HCS)</b>	Delay in establishing monitoring location has resulted in postponement of Action Plan. This is now planned for December 2011.		
	Red	Amber	Green
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	The shared service project remains on hold due to further clarity still being required on the impact on local authorities of the many potential changes to the administration of the Benefits system, including Universal Credit, Localising Support for Council Tax, etc.		
	Completed.		

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## From The Executive

Item	Progress/Officer		
<b>Medium Term Financial Strategy 2010/11 – Update (Minute 195/10)</b>  <b>Resolved</b>  <ul style="list-style-type: none"> <li>That at this stage, in terms of potential shared service arrangements, some initial non-committal investigatory work be undertaken on possibilities, particularly within the areas of Procurement, Information and Communication Technology, and Assets. For other areas much would depend on the costs, quality and type of services provided, together with the potential Partner structures and governance arrangements coming forward. The implications for the Council's own business continuity would need to be considered. It can be recognised, however, that the scaling up of some services might produce some benefits to the Council in terms of capacity and performance and enable the Authority to develop areas where it is already considered to be in a strong position. The work around Housing Benefits/Council Tax with Castle Point Borough Council is an example of this. <b>(HF)</b></li> </ul>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Work is ongoing.		
<b>Disabled Facilities Grants (Minute 281/10)</b>  <b>Resolved</b>  That the update on the process involved in administering Disabled Facility Grants, the criteria for approving the Grants and the breakdown of current applications and expenditure be noted subject to:-  <ul style="list-style-type: none"> <li>Regular monitoring by the Executive through the quarterly key performance indicator statistics of the times associated with various stages of the Disabled Facilities Grants process, in particular the following periods:- <ul style="list-style-type: none"> <li>from the Occupational Therapist's recommendation to an application being sent out.</li> </ul> </li> </ul>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Performance figures will be provided for each of the stages detailed through the regular quarterly performance reporting process.		

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## From The Executive

Item	Progress/Officer		
<ul style="list-style-type: none"> <li>– from receipt of application to approval of grant.</li> <li>– from approval of grant to completion of works.</li> <li>– from the Occupational Therapist's recommendation to an application being sent out.</li> <li>– from receipt of application to approval of grant.</li> <li>– from approval of grant to completion of works.</li> <li>• The organisation appointed to provide the Home Improvement Agency Service following the current tender exercise being asked whether the contractors utilised to fulfil its role are locally based.</li> <li>• Concerns about the bureaucratic and costly nature of the process associated with administering Disabled Facility Grants being raised as part of the Council's input to the South Essex Commission of Enquiry into more effective health, housing and adult social care services and by the Leader of the Council at other forums as appropriate. <b>(HCS)</b></li> </ul>	<p>Papworth Trust have won the contract for this service. Discussions regarding the local Service Level Agreement are currently taking place.</p> <p>Completed.</p>		
<b>Rochford Reception and Office Improvements (Minute 283/10)</b>  <b>Resolved</b>  (1) That the decision to replace the current temporary reception facility at Rochford with a more permanent structure, including improved office accommodation, be deferred and reviewed in two years' time, when the budget position concerning local government, its role, responsibilities and the delivery of services should be clearer.	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	To be reviewed in due course.		

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## From The Executive

Item	Progress/Officer						
(2) That officers action the submission of a planning application to renew the temporary consent of the current reception building at Rochford, and also action the necessary works to re-roof the temporary structure, on the basis of the estimated provision identified in the exempt report, to be funded from the capital provision set aside for the reception and office improvement project.	Planning permission was granted on 20 January 2011 until 21 April 2017.						
(3) That the replacement of the heating of Nos 3-13 and electrical systems of Nos 5 – 15 South Street, Rochford be approved on the basis of the estimated provision identified in the exempt report, again to be funded from the capital provision set aside for the reception and office improvement project.	The electrical rewire contract has been let, work to commence October 2011  The heating installation is nearing completion – awaiting a gas supply connection from National Grid						
(4) That the possibility of utilising 57 South Street, Rochford for the purpose identified in the exempt report in the short to medium term – 3 to 5 years – be actioned on the basis of the estimated cost identified. <b>(HLEMS)</b>	A planning application was approved by Members on 14 April 2011 for 57 South Street to be used for election-related purposes, to be reviewed after 3 years.						
<b>Organisational Change – Further Review (Minute 312/10)</b>	<table><tr><td>Red</td><td>Amber</td><td>Green</td></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr></table>	Red	Amber	Green	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Red	Amber	Green					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
<b>Resolved</b>							
(1) That the organisational changes proposed in relation to Senior Management be endorsed and their implementation, as set out in the exempt report, agreed.	Completed.						
(2) That the other organisational changes suggested in the exempt report be agreed in principle so that, following consultation with staff early next year, detailed changes can be brought forward for approval in March. <b>(CE)</b>	Completed.						

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## From The Executive

Item	Progress/Officer		
<b>ICT Contract Joint Procurement (Minute 48/11)</b>  <b>Resolved</b>  (1) That the Council be named in the OJEU Notice to be placed in March 2011. (2) That the Executive makes further decisions at the following stages of the ICT contract joint procurement project:- <ul style="list-style-type: none"> <li>Prior to the service specification and evaluation criteria being sent out with the invitation to tender (April 2011).</li> <li>Contract award (September/December 2011) <b>(HICS)</b></li> </ul>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Completed.  In place.		
<b>Integrated County Strategy (Minute 83/11)</b>  <b>Resolved</b>  (1) That the Greater Essex Integrated County Strategy be endorsed. (2) That there be a further report in due course on progress towards developing an action plan to take forward the priority themes and investments, as outlined in the report. <b>(HPT)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Completed.  In place.		
<b>South Essex Parking Partnership (Minute 94/11)</b>  <b>Resolved</b>  That Rochford District Council joins the South Essex Parking Partnership. Membership to be closely monitored during the first nine months on the basis that, should involvement prove not to be in the Council's best interests (particularly in relation to being able to consult residents on any proposals for parking restrictions	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Implemented.		

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## From The Executive

Item	Progress/Officer		
without being penalised), the Council will leave the Partnership. <b>(HPT)</b>			
<b>Heating Upgrade – South Street, Rochford (Minute 114/11)</b>	Red	Amber	Green
<b>Resolved</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
That the heating upgrade from electric to gas at 3-13 South Street, Rochford, as detailed in the exempt report, be carried out with a capital budget of £125,000. <b>(HLEMS)</b>	This work is nearing completion awaiting a gas connection from National Grid.		
<b>IT Contract Joint Procurement (Minute 145/11)</b>	Red	Amber	Green
<b>Resolved</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(1) That the progress made to date be noted.	Bids have been received and are being evaluated. A report will go to the Executive in October 2011.		
(2) That the Council takes part in the next stage of the process and the issue of the Invitation to Tender be approved. <b>(HICS)</b>			
<b>Virgin Active Management – Great Wakering Sports Centre (Minute 156/11)</b>	Red	Amber	Green
<b>Resolved</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
That formal notice that the Great Wakering Sports Centre is to be removed from the leisure management contact with effect from 1 October 2011, or earlier if practicable, be issued to Virgin Active. <b>(HES)</b>	Completed. Formal notice issued to Virgin Active to remove Great Wakering Sports Centre from the contract.		

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## From The Executive

Item	Progress/Officer		
<b>Medium Term Financial Strategy (MTFS) 2011/12 – Update (Minute 175/11)</b>	Red	Amber	Green
<b>Resolved</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(1) That the current position on the MTFS be noted.	Completed.		
(2) That the introduction of a fee of £50 for the issuing of covenant certificates be agreed.	Completed.		
(3) That the outline timetable for the 2012/13 budget process, including Member sessions, be agreed.	Completed.		
(4) That a public consultation exercise in preparation for the budget process be agreed.	Completed – Portfolio Holder for Overall Strategy has agreed format of this year's consultation. Survey is online and will be published in next edition of Rochford District Matters.		
(5) That the Government's Local Government Resource Review be noted.	Completed – full consultation has now been received and will be reported to next Executive.		
(6) That it be agreed that the New Homes Bonus for 2011/12 be put into General Fund balances and that use of any 2012/13 Bonus be considered during the 2012/13 budget process. <b>(HF)</b>	Completed.		

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## From The Executive

Item	Progress/Officer		
<b>Open Spaces Refurbishment Programme 2011/12 (Minute 177/11)</b>  <b>Resolved</b>  That this year's budget allocation be used to match fund for skateboard facilities at Canewdon Recreation Ground and that the rest be used to improve facilities at Rayleigh Leisure Centre and Hockley Woods, to improve access at Sweyne Park and Grove Recreation Ground and to improve the water quality at Rochford Reservoir (as detailed in the report). <b>(HES)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Canewdon Parish Council are seeking further funding. The other works have been scheduled for Spring 2012.		
<b>Play Spaces Refurbishment Programme 2011/12 (Minute 178/11)</b>  <b>Resolved</b>  That this year's budget allocation be used to improve the facilities at Sweyne Park, Rayleigh, as detailed in the report, to ensure that the play equipment meets the current health and safety standards. <b>(HES)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Works scheduled for Spring 2012.		

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## From The Executive

Item	Progress/Officer		
<b>Upgrading Electrical Wiring – 7-15 South Street, Rochford (Minute 179/11)</b>  <b>Resolved</b>  That the budget set aside of £258,000 be made available for the electrical rewire of 7-15 South Street, Rochford and any associated works, as detailed in the exempt report. <b>(HLEMS)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	The order has been raised with work scheduled to start on site in October 2011.		
<b>Local Strategic Partnership – Future Resource Requirements (Minute 181/11)</b>  <b>Resolved</b>  That the adjustments to the posts associated with the Local Strategic Partnership, as detailed in the exempt report, be agreed. <b>(CE)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Adjustments implemented.		

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## Progress on Decisions by Portfolio Holder for Overall Strategy and Policy Direction

Item	Progress/Officer		
	Red	Amber	Green
<b>Essex Partnership Consultation (11/05/11)</b>			
<b>Decision</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
That the response to the County Council's consultation is submitted as detailed IN appendix 1. <b>(CE)</b>	Response submitted.		
<b>Emergency Plan (23/05/11)</b>			
<b>Decision</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
That the reviewed Emergency Plan be adopted. <b>(CE)</b>	Implemented.		
<b>Government Consultation on New Best Value Guidance to Support the Voluntary Sector (23/05/11)</b>			
<b>Decision</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
That the response to the consultation is submitted to the Department for Communities and Local Government as detailed. <b>(CE)</b>	Response submitted.		
<b>Public Consultation for the 2012/13 Budget (22/07/11)</b>			
<b>Decision</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arrangements for consulting on the 2012/13 Budget as follows:			
<ul style="list-style-type: none"> <li>Survey to be published in the Autumn edition of Rochford District Matters (RDM), online and to be distributed at various venues around the District.</li> </ul>	Completed. RDM will be published in September. Online survey has been published.		

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Item	Progress/Officer
<ul style="list-style-type: none"> <li>The consultation will close approximately 12 weeks after publication in RDM.</li> <li>There will be an online invitation to submit any comments or suggestions based on a monthly theme. <b>(HF)</b></li> </ul>	The first theme has been published on the website and relates to Waste and Recycling.

### Progress on Decisions by Portfolio Holder for Council Tax Collection, Benefits and Strategic Housing

Item	Progress/Officer		
<b>Approval Of New Draft Housing Allocations Policy (16/02/11)</b>  <b>Decision</b>  That the new draft Housing Allocations Policy be sent out for consultation and following any amendments be brought back for approval. <b>(HCS)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Final version of Policy now in place.		

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## Progress on Decisions by Portfolio Holder for Environment

Item	Progress/Officer		
	Red	Amber	Green
<b>Playspace Rolling Programme 2010/11 (08/06/10)</b>			
<b>Decision</b>			
That the 2010-11 budget allocation in respect of the playspace rolling programme is used to improve the facilities at Bedford Close, Rayleigh and the Rayleigh Leisure Centre. <b>(HES)</b>	Completed.		
<b>Capital Programme Update – Open Spaces and Cherry Orchard Country Park (11/11/10)</b>			
<b>Decision</b>			
(1) That the Open Spaces Capital programme is utilised for the provision of fencing at the Grove Woods play area, together with minor electrical improvements at Hockley Woods.	Completed.		
(2) That the proposed permissive route through New England Woods to Flemings Farm, agreed as part of the programme of works for Cherry Orchard Country Part in 2010/11, is deferred until 2011/12. <b>(HES)</b>	Implemented.		
<b>Pest Control Service (24/03/11)</b>			
<b>Decision</b>			
(1) That a two stage approach be adopted to achieve the budget savings in the provision of pest control services.			X

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Item	Progress/Officer		
(a) That a revised charging regime as detailed is implemented for the provision of pest control services to residents with effect from 1 April 2011, in order to generate £13,000 reduction in budget for 2011/12.  Rats and Mice £36 Wasps and Bees £50.40 Bed Bugs £204 (£102) Fleas and other insects £100.80 (£50.40)  Charges are inclusive of VAT, concessions for individuals in receipt of means tested benefits are shown in brackets; and  (b) That over the course of the next twelve months, the Pest Control Contract is re-tendered to seek preferential treatment rates for residents, further reducing the budget required by the Council for 2012/13 onwards.  (2) That, in cases of exceptional financial hardship, the Head of Environmental Services shall have discretion to reduce the charge. (HES)	Superseded by Decision on 11 May 2011.   <		

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Item	Progress/Officer		
<b>Revised Pest Control Charges (Addendum to Decision Dated 24 March 2011) (11/05/11)</b>  <b>Decision</b>  That the following revised Pest Control Charges be adopted with effect from 1 June 2011:-  Wasps & Bees                      £ 41.70  Fleas and other insects        £ 83.40  Bed Bugs                                £166.80  Rats & Mice                        £31.86 + VAT <b>(HES)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Implemented.		
<b>Restructure of Environmental Services (04/05/11 and 06/07/11)</b>  <b>Decision</b>  That the Environmental Services Division be restructured (detail set out in the exempt decisions). <b>(HES)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Implemented.		

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Item	Progress/Officer		
<b>The Queen Elizabeth II Fields Challenge (20/07/11)</b>	Red	Amber	Green
<b>Decision</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>(1) That the six sites identified and already transferred to the 'Fields in Trust' are nominated for the Queen Elizabeth II Fields Challenge.</p> <p>(2) That Officers promote the designation obtained and maximise opportunities for use of the grounds by residents.</p> <p>(3) That Officers bring forward grant funding proposals for approval by the Portfolio Holder. <b>(HES)</b></p>	Surveys completed. Applications to be submitted shortly.		

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## Progress on Decisions by Portfolio Holder for Finance and Resources

Item	Progress/Officer		
	Red	Amber	Green
<b>Terms of Lease to Rayleigh Grange Community Association for the Lease of the Rayleigh Grange Community Hall (14/02/11)</b>  <b>Decision</b>  (1) That the Rayleigh Grange Community Association be granted a fully repairing and insuring lease on the Rayleigh Grange Community Hall for a term of twenty eight years (4x7) on the understanding that a sub lease be let to Essex County Council on those parts of the property provided specifically, either exclusively or shared, for the provision of a Sure Start Centre, for a term of twenty five years at a peppercorn rent.  (2) That the Rayleigh Grange Community Association be charged £250 pa rental until the first rent review, which will be in year 3. At the rent review the annual rental should be reconsidered taking into account the financial situation and community aspects at that time.  (3) That the rest of the lease terms be established in line with the guidelines within the Community Halls and Associated Assets report to Executive 21 April 2010. <b>(HLEMS)</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	A lease has been completed on the Early Years part of the centre and the use has now commenced. The head lease with RGCA has been finalised and is awaiting completion.		
<b>Joint Procurement of Specialist Internal Audit Services (20/06/11)</b>  <b>Decision</b>  That this Council will take part in a joint procurement exercise for internal audit services. <b>(HF)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed – joint procurement for specialist internal audit services is underway.		

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Item	Progress/Officer		
<b>Special Items (14/07/11)</b>  <b>Decision</b>  That the list of Special Items is approved and the budgets released. <b>(HF)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed. Programme of works will be monitored by the officer Financial Programmes Group.		
<b>Repairs to the Roofs on Rayleigh Civic Suite (14/07/11)</b>  <b>Decision</b>  That the works be carried out to repair the roof of the Civic Suite, Rayleigh. <b>(HLEMS)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed.		

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### Progress on Decisions by Portfolio Holder for Leisure, Tourism, Heritage, Arts, Culture and Business

Item	Progress/Officer		
	Red	Amber	Green
<b>Rochford Business Forums (29/04/10)</b>  <b>Decision</b>  To fund and deliver online business forums called Rochford Business Forums (RBF) to support the growth and development of the Rochford Business Network. <b>(CE)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	The Forums are being progressed.		
<b>2009 Local Authority Business Growth Incentive (LABGI) Allocation Spend (03/09/10)</b>  <b>Decision</b>  To agree the 2009 LABGI allocation. <b>(CE)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Monies being spent in accordance with agreed programme.		
<b>Upgrade and Refurbishment of Pavilions (07/09/10)</b>  <b>Decision</b>  (1) That £10,000 from the allocated budget be released to allow the Rochford Pavilion toilets to be refurbished including the provision of disabled facilities.  (2) That £5,000 from the allocated budget be released to allow anti-vandal provisions to be made at a number of pavilions on a trial basis. <b>(HLEMS)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Completed.		
	In place.		

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Item	Progress/Officer		
<b>Response to Essex County Council Library Service Consultation (22/03/11)</b>  <b>Decision</b>  That the wording in paragraph 2.7 forms the basis of Rochford District Council's response to Essex County Council's consultation on proposed changes to its library service. <b>(HCS)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed.		
<b>Rayleigh Windmill Civil Ceremony Promotional Offer (18/07/11)</b>  <b>Decision</b>  The launch of a promotional offer for Civil Ceremonies held at Rayleigh Windmill to coincide with the 50 <sup>th</sup> wedding to be held at the venue is approved. <b>(HCS)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed. Promotion ongoing.		

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## Progress on Decisions by Portfolio Holder for Planning and Transportation

Item	Progress/Officer		
	Red	Amber	Green
<b>Rayleigh Wednesday Market (09/03/11)</b>  <b>Decision</b>  That the Council endorses and supports a request by Rayleigh Town Council to become the lead body for arranging the Rayleigh Wednesday Market on the expiry of the current market licence on 31 <sup>st</sup> March 2011. <b>(HPT)</b>  That officers review the need to change the designation of High Street, Rayleigh from a 'consent street' to a 'licence street', if an alternative location for the market is identified in the High Street. <b>(HES)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Implemented.		
	Agreement has been reached with Rayleigh Town Council for them to operate the market under the current Street Trading arrangements.		
<b>Proposal for an Increase to the Authorised Taxi Fare Tariff (11/04/11)</b>  <b>Decision</b>  That a new authorised taxi fare tariff be agreed as set out in Appendix 2. In summary, the revised tariff provides for no increase on the flag fall or for journeys up to 1 mile, an increase of 20p at 2 miles, 40p at 3 miles, £1.00 at 4 miles, and £1.20 at 5 miles.  That the request for an increase in the extra charges for travelling at night, and on Sundays and Bank Holidays is not agreed. <b>(HPT)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Implemented.		

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Item	Progress/Officer		
<b>Rochford District Core Strategy: Review of Sustainability Appraisal (18/05/11)</b>  <b>Decision</b>  That the Council's consultant be commissioned to carry out a review of the Core Strategy Sustainability Appraisal, and to undertake consultation on the results of the review;  That the Planning Inspectorate be formally requested to delay issuing its decision regarding the soundness of the Core Strategy;  That a revised timetable be prepared for the Core Strategy examination process in agreement with the Planning Inspectorate, accounting for the result of the review of the Sustainability Appraisal;  That a notice be published on the Council's website to explain the need for the delay in the Core Strategy process; and  That the results of the review be submitted to the Planning Inspectorate for consideration in the examination of the Core Strategy. <b>(HPT)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Implemented.		
<b>Response to CLG Consultation on the relaxation of Planning Rules for change of use from Commercial to Residential (23/06/11)</b>  <b>Decision</b>  That the response to the government consultation on proposals to relax the planning rules for change of use from commercial to residential be as set out in appendix 1. <b>(HPT)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Response submitted.		

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Item	Progress/Officer		
<b>Planning for Travellers Sites – CLG Consultation (27/06/11)</b>	Red	Amber	Green
<b>Decision</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
That the response to the government's consultation on proposed new, single Planning Policy Statement for traveller sites be as set out n Appendix 1. <b>(HPT)</b>	Response submitted.		

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## Progress on Decisions by Portfolio Holder for Young Persons, Adult Services, Community Care and Wellbeing

Item	Progress/Officer		
<b>Council Support for the Voluntary Sector (08/04/11)</b>  <b>Decision</b>  To continue with the Staff Volunteering Scheme in 2011/12. <b>(CE)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Promotion in place and further initiatives planned to increase take up of the scheme.		
<b>Grants to Voluntary Organisations (08/04/11)</b>  <b>Decision</b>  To agree the recommendations made by the Member Grant Advisory Group which met on 31 March 2011 to allocate grant funding to local voluntary organisations. <b>(CE)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Recommendations of Member Grant Advisory Group signed off by Portfolio Holder on 8 April 2011. All voluntary groups notified of outcome of application. Grant allocation paid to successful groups.  Decision on how to process the voluntary grants pot for 2012/13 to be taken at the Executive on 21 September 2011.		

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Item	Progress/Officer		
<b>Request from Rochford &amp; Rayleigh Citizens Advice Bureau for Ex-Gratia Payment (09/06/11)</b>  <b>Decision</b>  To approve an ex-gratia payment of £2150 in response to the request made by the Rochford and Rayleigh Citizens Advice Bureau (CAB) towards the costs incurred while waiting for receipt of their voluntary sector grant award. <b>(CE)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Decision implemented following referral to Review Committee. Payment of £2150 made to the CAB.		

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