

PROGRESS ON DECISIONS

Item	Progress
From Former Finance & General Purposes Committee	
Asset Management Best Value Review (Minute 411/00) Resolved <ul style="list-style-type: none"> That a Local Land & Property Gazetteer to be linked to the National Land Information System be produced. That opportunities for Facilities Management, Partnership working and Competition in Asset Management be reviewed within the next twelve months following review of the Leisure and Housing Services That a further report on the viability of a Data Centre following a process review of data management within the authority be presented. (CD(LP&A)) 	<p>Data matched property information has now been loaded into Uniform Spatial 7. Data to be linked to National system following testing and trials.</p> <p>To be considered following conclusion of Leisure and Housing Reviews.</p> <p>The process review questionnaire has been circulated to identify database management arrangements across the authority, and the results are currently being collated.</p>
50-54 West Street, Rochford – (Minute 423/00) Resolved <ul style="list-style-type: none"> That Officers continue to discuss the options for a suitable renovation and redevelopment scheme with the owners within defined parameters based on the information contained in the report with any initial proposals relating to indicative use and planning application/conservation consent to be considered by Committee in the first instance. (HPS) 	<p>Report to Finance & Procedures Overview and Scrutiny Committee - 21 January 2003</p>
Rochford Economic Audit (Minute 69/01) Resolved That Officers complete their work on a draft economic strategy for the District, based on the consultants' report, for consideration at a future meeting. (CE)	<p>The Economic Development Strategy will be completed for Members' views in March</p>

Item	Progress
<p>Document Production – Best Value Review (Minute 160/01)</p> <p>Resolved</p> <p>To note the actions already implemented by the review group and agree the proposals for the future provision and management of document production as set out at the Appendix to these minutes. (HAMS)</p>	<p>The review has been undertaken and the results will be reported to Committee in March 2003.</p>
<p>Asset Management Best Value Review (Minute 59(4)/02)</p> <p>Resolved</p> <p>That further consideration be given to the position of Corporate Property Officer following the letting of the Leisure Contract and submission of the Single Capital Pot Round Two bid. (CD(LP&A))</p>	<p>Report to be made to Finance & Procedures O&S Committee – 13 February 2003</p>
<p>From Policy and Finance Committee</p>	
<p>Outstanding Issues (Minute 151/02)</p> <p>Market Car Park – RODS Scenery Store</p> <p>Resolved</p> <p>That, subject to consideration by the Finance and Procedures Overview & Scrutiny Committee, RODS be given a timeframe of three months to submit a planning application to the Authority in respect of the Lubbards Farm site and a further three months from the date of receiving planning approval to vacate the Scenery Store in the market Car Park, Rayleigh. (CD(F&ES))</p>	<p>Planning application received.</p> <p>RODS vacated scenery store 27 October 2002. Costings obtained for removal of building and reinstatement of car park. Awaiting dates from 24Seven and Kent Water for disconnection of mains power and water.</p>

Item	Progress
<p>Civic Car Replacement (Minute 418/02)</p> <p>Resolved</p> <p>That the Civic Car be replaced with a Rover 75 on the basis set out in the report of the Corporate Director (Finance & External Services). (CD(F&ES))</p>	<p>Car due for delivery on 24 or 27 January 2003.</p>
<p>Recommendations from Taxi Licensing Sub-Committee (Minute 422/02)</p> <p>Resolved</p> <p>(1) That the transportation functions comprising Taxi Vehicle and Driver Licensing, Car Parking Administration, Community Transport and Decriminalised Parking Enforcement be brought together in one service delivery team.</p> <p>(2) That the organisational structure of the Team, as set out at Appendix 2 of the exempt report of the Head of Revenue and Housing Management, be agreed.</p> <p>(3) That the post gradings be as set out at Appendix 4 of the exempt report of the Head of Revenue and Housing Management (HRHM)</p>	<p>Restructuring proposals in place and appointments being sought to key posts. Report to Policy and Finance Committee of 5 December 2002 on the integration of Decriminalised Parking Enforcement.</p> <p>Interviews being conducted on 13 February for the Transportation Manager post</p>

Item	Progress
<p>Frail Elderly Housing (Minute 472/02)</p> <p>Resolved</p> <p>That additional funding of £10,000 be provided in order that the Consultants carry out the following work:-</p> <ol style="list-style-type: none"> (1) Map the supply of specialist accommodation against needs at a local level. (2) Establish the voids and lettings of Registered Social Landlords with Sheltered Housing in the District along with their own plans for tackling difficult to let stock and re-modelling services for older people or developing different or additional provision. (3) Undertaken option appraisal of the Council's Sheltered Schemes. (HHHCC) 	<p>Research completed. Report being finalised for submission to the Council by end of January. Report to Community Overview & Scrutiny Committee on 13 March 2003.</p>
<p>Housing Benefit Performance Framework – Adoption of Vision Statement, Policy Objectives and Service Improvement Plan (Minute 475/02)</p> <p>Resolved</p> <p>That the Head of Revenue and Housing Management bids for Government finance to advance the plan. (HRHM)</p>	<p>Bid submitted. Results of bidding round expected 21 December 2002.</p> <p>Training and Recruitment Bid successful with £32,000 funding secured. Results awaited of secondary bid for community based drop-in centres.</p>

Item	Progress
<p>Comprehensive Performance Assessment (Min 548/02)</p> <p>Resolved</p> <p>(1) That the Officer comments set out in the report be forwarded to the Audit Commission and copied to the Local Government Association as this Council's observations on the consultation document.</p> <p>(2) That a Member and staff training programme be put in place on Corporate Performance Assessment and its implications for Rochford District Council.</p> <p>(3) That a budget provision of £30,000 for Corporate Performance Assessment work be considered as part of the 2003/04 budget making process.</p> <p>(4) That Officers work with other Borough and District Councils on matters of mutual interest as appropriate. (CE)</p>	<p>Implemented.</p> <p>Being implemented. Meeting with Regional Employers' Trainers in February.</p> <p>Included in Budget provision for 2003/04.</p> <p>Ongoing.</p>
<p>Southend on Sea Community Strategy Consultation (Min 549/02)</p> <p>Resolved</p> <p>That, subject to the observation that it is difficult to reach conclusions without specific action plans and costings, the Officer comments within the report be forwarded to Southend-on-Sea Borough Council and the Southend Strategic Partnership as this Council's views on the Community Strategy for Southend-on-Sea. (CE)</p>	<p>Comments passed to Southend on Sea Borough Council.</p>
<p>Community Legal Services Partnership (Min 550/02)</p> <p>Resolved</p> <p>That this Council concurs with the Community Legal Service Partnership Assessment of the Legal Advice needs of Castle Point and Rochford. (CE)</p>	<p>Comments passed to Community Services Legal Partnership</p>

Item	Progress
<p>Upgrade of the Lavers Sheltered Housing Scheme (Min 551/02)</p> <p>Resolved</p> <p>(1) That the lowest tender submitted by F J Capon, in the sum of £482,299, be approved.</p> <p>(2) That provision be made in the 2003/04 capital programme for scheme completion.</p> <p>(3) That pursuant to Overview & Scrutiny Procedure Rule 15(h) this decision is an urgent one and, as such, not subject to call-in. (CD(F&ES))</p>	<p>Work commenced in January 2003.</p>
<p>Land at Rochford Garden Way, Rochford (Min 552/02)</p> <p>Resolved</p> <p>That, subject to there being no established right of way over the land, the land adjacent to number 78 and 80 Rochford Garden Way, Rochford, as shown on the plan attached to the exempt report, be leased as part of property No. 78 Rochford Garden Way, Rochford, in consideration of the sum set out in the exempt report or the open market value of the land, whichever is the greater, and subject to the other conditions set out in the report. (HRHM).</p>	<p>File with Head of Legal Services to proceed with disposal.</p>
<p>Reduction or Remission of Business Rate Liability (Min 553/02)</p> <p>Resolved</p> <p>That 100% relief be granted (£905.13) to the applicant detailed in the exempt report of the Head of Revenue and Housing Management. (HRHM)</p>	<p>Implemented</p>
<p>Account and Audit Regulations 2003 – Consultation (Min 596/02)</p> <p>That the comments contained in the report form the basis of the Council's response to the consultation on Accounts and Audit Regulations 2003.(CD(F&ES))</p>	<p>Implemented</p>

Item	Progress
<p>Entitlement Cards and Identity Fraud Consultation (Min 597/02)</p> <p>Resolved</p> <p>That the Council's response to the consultation document be on the basis that it would support a voluntary scheme, together with the appropriate additional comments set out in the report. (CD(F&ES))</p>	<p>Implemented</p>
<p>Land to Rear of 122 Ashingdon Road (Min 598/02)</p> <p>Resolved</p> <p>(1) That a valuation for the land be obtained.</p> <p>(2) That the land be sold to the owner of 122 Ashingdon Road at market value, with the provision that the land be used solely for the extension of the garden. (HRHM)</p>	<p>File with Head of Legal Services to progress disposal.</p>
<p>Revenues and Benefits – Services Delivery Option (Min 599/02)</p> <p>Resolved</p> <p>(1) That the generic work delivery of the Revenue and Benefit functions be agreed</p> <p>(2) That the staffing structure, grades and team responsibilities be agreed as set out in the exempt appendix to these Minutes.</p> <p>(3) That the posts designated as three-year term-contract posts be re-designated as fully established posts. (HRHM)</p>	<p>Action Plan for Generic Working now in place and adverts out for key posts.</p> <p>Approved posts regraded from 1 February 2003</p> <p>Implemented</p>

Item	Progress
<p>Decriminalised Parking Enforcement – Initial Staffing Requirements (Min 600/02)</p> <p>Resolved</p> <p>(1) That a Parking Supervisor be appointed on grade SO 1/2.</p> <p>(2) That the DPE Implementation Plan prioritises Rochford and Rayleigh Town Centres together with the residential areas in the vicinity of the District's three main line railway stations. (HRHM)</p>	<p>Post likely to be filled by internal candidate .</p> <p>Transportation Manager interviews scheduled for 13 February. Primary target of new incumbent will be to produce this plan</p>
<p>From Full Council</p>	
<p>Essex & Southend Waste Local Plan – Proposed Modifications (Minute 177/01)</p> <p>Resolved</p> <p>That if Southend Borough Council refuse to name any waste management sites within its District this Council should seek legal advice as to whether Southend Borough Council should be removed from the Essex Waste Advisory Committee for failing to meet the “working together” agreement. (HPS/CD(F&ES))</p>	<p>Legal advice being sought.</p>
<p>Playspaces Rolling Programme 2001/02 (Minute 274/01)</p> <p>Resolved</p> <p>That consideration be given to how vandalism problems experienced at the Pooles Lane Recreation Ground, Hullbridge could be addressed. (CD(F&ES))</p>	<p>Cost identified and form supplementary budget bid to meeting of Council on 28 January 2003.</p>

Item	Progress
<p>Play Space Rolling Programme 2001/2002 Consultation Responses (Minute 380(vi)/01)</p> <p>Resolved</p> <p>That officers proceed in working with Canewdon Parish Council to establish the skateboard facility and seek planning permission as appropriate. (CD(F&ES))</p>	<p>Seeding to be carried out when weather suitable.</p>
<p>Housing Corporation Funding Bids (Minute 441/01)</p> <p>Resolved</p> <p>(1) That the bids identified in the Appendix to the report be supported.</p> <p>(2) That £30,000 of the approved capital programme allocation be used to support private sector renewal grants and £120,000 be provided as Local Authority Social Housing Grant to Swan Housing Association to purchase and repair properties for rent. (HHHCC)</p>	<p>An announcement from the Housing Corporation on funding decisions is expected mid-February. The allocation will allow the purchase of two properties for rent by Swan Housing Association. The purchase of one property is progressing with completion expected mid February. The other purchase has fallen through and a replacement is being urgently sought.</p>
<p>Hardwick House (Minute 442/01)</p> <p>Resolved</p> <p>That the Housing Corporation bid submitted by Swan Housing Association be supported, with a further report to Council should full funding for the scheme not be granted. (HHHCC)</p>	<p>An announcement from the Housing Corporation on funding decisions is expected mid-February.</p>
<p>Estimate for new Footpath and Land Drainage – Sweyne Park (Min 376/02)</p> <p>Resolved</p> <p>(1) That the following paths' lengths be constructed;-</p> <p>Path A 110 metres</p>	<p>Implemented.</p>

Item	Progress
<p>Path B 400 metres Path C 240 metres Path D 110 + 160 metres</p> <p>(2) That the land drainage at the Clover Leaf play space be undertaken.</p> <p>(3) That additional interest tables and additional wild flower planting should takeplace around the area with improved signage being provided at footpath. A explaining the reasons why the area was not regularly mown. (CD(F&ES))</p>	<p>Implemented.</p> <p>Wild flowers will be seeded as soon as paths completed and dependent upon weather. Signage to be completed in the spring.</p>
<p>Sheltered Housing Scheme Management (Min 376/02)</p> <p>Resolved</p> <ul style="list-style-type: none"> • That interim management arrangements be considered for sheltered housing for a twelve month trial period based in wardens working a 37 hour week and supervising paired schemes. • That out of hours calls be referred to a call centre. (HRHM) 	<p>Consultation with staff now concluded with all staff agreeing to work to new shift patterns.</p> <p>Negotiations opened with existing contractor for contract extension to provide call centre services. Service to be provided from 3 March 2002. Housing Manager and Chairman of Tenants Group to send joint letter explaining new Management Regime.</p>
<p>IS/ICT and E-Government Strategies (Min 376/02)</p> <p>Resolved</p> <p>That a further report on options for electronic communication by Members be submitted to the Finance and Procedures Overview and Scrutiny Committee in the next cycle of meetings. (HAMS)</p>	<p>This report will be submitted to Members once the information on adoptions has been obtained, and in the context of the potential projects to be funded from the Implementing Electronic Government (IEG) grant in 2003/04.</p>

Item	Progress
<p>Proposals for the new Parks Sports Centre (Min 636/02)</p> <p>Resolved</p> <p>(1) That because of the capital and revenue cost implications, no swimming facility should be provided at this site.</p> <p>(2) That all Members be invited to submit any additional suggestions to those appended to the report by 14 January 2003.</p> <p>(3) That Holmes Place be invited to attend the meeting of the Community Overview & Scrutiny Committee to be held on 11 February 2003 to discuss all the options.</p> <p>(4) That final options, including outline capital and revenue cost implications, be considered at the meeting of Council to be held on 25 February 2003. (CD(F&ES))</p>	<p>Report to Community Overview & Scrutiny Committee on 11 February 2003.</p> <p>Incorporated in report after discussion with Holmes Place.</p> <p>Holmes Place will be attending.</p> <p>Report to Council on 25 February 2003.</p>
<p>Review of the Constitution (Min 626/02)</p> <p>Resolved</p> <p>That the existing Overview and Scrutiny Procedure Rule 15 be replaced with the following wording:</p> <p>Call-in</p> <p>Call-in and referral should only be used in exceptional circumstances.</p> <p>(1) When a decision is made by a Policy Committee or an Area Committee or under joint arrangements, the decision shall be published, including where possible by electronic means, and shall be available to all Chairman of Committees within two days of being made.</p>	<p>Implemented</p>

Item	Progress
<p>(b) The decision notice will bear the date on which it is published and will specify that the decision will come into force, and may then be implemented, on the expiry of 5 working days after the publication of the decision, unless referred to Full Council by a minimum of 3 Members or called in by an Overview and Scrutiny Committee.</p> <p>(c) During that period, the Proper Officer shall</p> <ul style="list-style-type: none"> (1) refer a decision to be taken at the Full Council if a Member(s) provides him/her with the names of 3 Members who require the relevant decision to be referred or (2) call in a decision for scrutiny by the relevant Overview and Scrutiny Committee if so requested by the Chairman or any 3 Members of that Committee, and in either case shall then notify the Chairman of the Policy Committee of the referral or call-in. <p>Having considered the decision, if an Overview and Scrutiny Committee still has concerns, then the Committee may refer the matter back to be re-considered by the Policy Committee, setting out the nature of its concerns in writing or refer the matter direct to the next Full Council also setting out the nature of its concerns.</p> <p>(d) Any matter referred to Full Council shall be included for debate on the agenda of the next ordinary Full Council meeting.</p> <p>Call in and urgency</p> <p>(e) The call-in and referral procedure set out above shall not apply where the decision being taken by a Policy Committee is urgent. A decision will be urgent if any delay likely to be caused would seriously prejudice the Council's or the public's interests.</p>	

Item	Progress
<p>(f) The record and public notice of the decision shall state whether in the opinion of the policy committee the decision is an urgent one and there not subject to call-in. Decisions taken as a matter of urgency must be reported to the next available meeting of the Council, together with the reasons for urgency.</p> <p>(g) The operation of the provisions relating to call-in and urgency shall be monitored annually, and a report submitted to Council with proposals for review if necessary.</p> <p>(2) That the Financial Regulations be adopted.</p> <p>(3) That the Contract Procedure Rules be adopted. CD(LP&A))</p>	<p>Implemented</p> <p>Implemented</p>
<p>Record of Councillor Attendances (Min 626/02)</p> <p>Resolved</p> <p>(1) That publication of the record of Councillor attendance continue on the following basis:-</p> <ul style="list-style-type: none"> Once compiled and confirmed with each Member, the document should be published in the Members Bulletin and Rochford District Matters and on the Council's Intranet and Internet sites. The columns relating to each individual Council/Committee meeting and Sub-Committee should be removed so that there is only an overall column showing possible and actual attendance and details of substitutes (with fuller detail supplied to Members individually on request). Provision to be made to take account of absence due to special circumstances (such as hospitalisation, hospital appointments or 	<p>Implemented</p>

Item	Progress																												
<p>family bereavement) and attendance at other Council events/business.</p> <p>(2) That the publication arrangements in (1) above be forwarded to the Standards Committee to assist that Committee in its process of deciding how it might monitor Members' attendance at meetings and training sessions. (HAMS)</p>	<p>The Standards Committee will consider this information on 30 January 2003</p>																												
<p>Setting the Council Tax Base (Min 626/02)</p> <p>Resolved</p> <p>(1) That the method of calculation of the Council's Tax Base for the year 2003/2004 be agreed.</p> <p>(2) That, in accordance with the Local Authorities (Calculation of Tax Base) Regulations 1992 the amount calculated by the Rochford District Council as its Council Tax Base for the year 2003/2004 shall be in the following parts:-</p> <table> <tr><td>Ashingdon</td><td>1215.83</td></tr> <tr><td>Barling Magna</td><td>624.09</td></tr> <tr><td>Canewdon</td><td>549.29</td></tr> <tr><td>Foulness</td><td>67.74</td></tr> <tr><td>Great Wakering</td><td>1965.36</td></tr> <tr><td>Hawkwell</td><td>4470.52</td></tr> <tr><td>Hockley</td><td>3758.04</td></tr> <tr><td>Hullbridge</td><td>2335.48</td></tr> <tr><td>Paglesham</td><td>101.05</td></tr> <tr><td>Rawreth</td><td>427.09</td></tr> <tr><td>Rayleigh</td><td>11909.56</td></tr> <tr><td>Rochford</td><td>2747.11</td></tr> <tr><td>Stambridge</td><td>233.10</td></tr> <tr><td>Sutton</td><td>53.36</td></tr> </table> <p>(CD(F&ES))</p>	Ashingdon	1215.83	Barling Magna	624.09	Canewdon	549.29	Foulness	67.74	Great Wakering	1965.36	Hawkwell	4470.52	Hockley	3758.04	Hullbridge	2335.48	Paglesham	101.05	Rawreth	427.09	Rayleigh	11909.56	Rochford	2747.11	Stambridge	233.10	Sutton	53.36	<p>Tax base set.</p> <p>Implemented</p>
Ashingdon	1215.83																												
Barling Magna	624.09																												
Canewdon	549.29																												
Foulness	67.74																												
Great Wakering	1965.36																												
Hawkwell	4470.52																												
Hockley	3758.04																												
Hullbridge	2335.48																												
Paglesham	101.05																												
Rawreth	427.09																												
Rayleigh	11909.56																												
Rochford	2747.11																												
Stambridge	233.10																												
Sutton	53.36																												

Item	Progress
<p>Brook Road Industrial Estate, Rayleigh – Improvement Scheme (Min 626/02)</p> <p>Resolved</p> <p>(1) That the time contribution of the Economic Development Officer to support a bid by Brook Road Industrial Estate to the Industrial Estate Improvement Scheme be agreed.</p> <p>(2) That authority be delegated to the Chief Executive to agree a supporting submission on behalf of the Council, subject to it being within budgetary parameters. (CE)</p>	<p>Bid submitted and granted.</p>
<p>Pay Strategy Review (Min 626/02)</p> <p>Resolved</p> <p>(1) That the Authority stays within the National Employers Organisation arrangements for pay bargaining at the present time.</p> <p>(2) That this decision be reviewed in the light of the findings of the Local Government Pay Commission next Autumn.</p> <p>(3) That the opportunity be taken to make representations to the Local Government Pay Commission on the matters covered in its terms of reference.</p> <p>(4) That within the budget debate consideration be given to the impact of what could be some large increases in staffing costs in future years for the coming financial year. (CE)</p>	<p>Implemented.</p> <p>Await publication of findings.</p> <p>Ongoing.</p> <p>Under consideration.</p>

9.16