
PERFORMANCE REPORT TO MEMBERS ON KEY PROJECTS FOR THE PERIOD: APRIL TO JUNE 2009

1 OVERALL COMMENTARY ON PERFORMANCE AND RECOMMENDATION:

- 1.1 This report to The Executive meeting of 22 July 2009 shows progress against the Key Policies and Actions for 2009/10 up to 30 June 2009.
- 1.2 Quarterly Performance Statistical Reports for each Division will be available on the Council intranet and website by end of July 2009 by selecting “Quarterly Performance Reports “from the A-Z of Services (the website address is www.rochford.gov.uk).
- 1.3 An updated schedule of Progress on Decisions (POD) taken by Council, the Executive and Portfolio Holders is attached as an Appendix to this report.
- 1.4 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.
- 1.5 It is proposed that The Executive **RESOLVES**
 - (1) To note the progress against key projects for the first quarter of 2009/10.
 - (2) To place on record any comments on projects for the first quarter of 2009/10.

Yvonne Woodward

Head of Finance, Audit and Performance Management

Background Papers:-

None

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If you would like this report in large print, Braille or another language please contact 01702 546366.

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 eight listed below are seen as paramount for the year ahead:-

- Delivering our target savings but at the same time improving service access and delivery for our community.
- Work on the Information and Communications Technologies (ICT) contract renewal process.
- Improving our council tax and benefits capacity.
- Continuing to develop and consolidate our partnership arrangements via the Local Strategic Partnership (LSP) and other partnerships such as the Crime and Disorder Reduction Partnership (CDRP) to develop and improve service provision to our communities.
- Embedding and continuing to develop our kerbside recycling arrangements.
- Progressing the Local Development Framework (LDF) Core Strategy to submission stage.
- Progressing the Joint Area Action Plan in partnership with Southend Borough Council, covering London Southend Airport and its environs.
- Progressing the three town centre studies for Hockley, Rochford and Rayleigh to detailed action plans for each centre.

All projects that are related to any of the above priorities are highlighted in Bold throughout the report.



Performance Report to Members on key projects for the period: April to June 2009

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 and any linkage to other Corporate Objectives is also identified within the report tables:

Corporate Objective 1 – Making a Difference to Our People

Corporate Objective 2 – Making a Difference to Our Communities

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

Amber: Slippage or holding factors are evident but recovery to meet target is planned

Green: On target to meet the completion date or performance level required

- **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.

NYA – not yet available

N/A – not applicable

TBA – to be advised/agreed (according to context)

Projects that define or enable Corporate Objectives

Objective	Related Corporate Objective(s)	Start Date	Target Completion Date	Commentary	RAG Status
Strategic Improvement Plan Items 1.1 – 1.7: To produce a more 'Rochford' specific ambition with better golden thread connectivity and to update the Council's Corporate Plan for 2009/10 onwards – for consideration and approval by Council in April.	All	June 2008	April 2009	COMPLETED	
Strategic Improvement Plan Items 2.1 – 2.5: Develop a more effective scrutiny process.	All	June 2008	May 2009 Then ongoing	A targeted training programme for Review Committee Members is being implemented. The review of the overview and scrutiny process was reported to the Executive in April 2009 and the recommendations are being implemented.	G
Strategic Improvement Plan Items 3.1 – 3.13: To develop the Council's internal Performance Management Systems to further embed the performance management culture and secure effective and efficient delivery of objectives.	All	Sept. 2008	March 2010	Performance measures are linked to SMART objectives. Members' needs have been researched and report formats agreed. Performance Management software is on order, phased implementation planned for 2009/10.	G
Strategic Improvement Plan Items 4.1 – 4.3: To develop a partnership Performance Management System that is simple to operate, transparent and accessible to partners, cost effective and effective in outcome delivery.	All	April 2009	July 2009	LSP Strategic Action Plan drafted. Templates for action planning created and being tested in the partnership arena, LSP and sub-groups. Draft partnership governance guide, partnership guide and self assessment ready for next LSP for first round of consultation. Self assessment to take place with key LSP partnerships over the next 8-12 months.	A

Corporate Objective 1 – Making a Difference to Our People

Objective	Related Corporate Objective(s)	Start Date	Target Completion Date	Commentary	RAG Status
Review and prepare a revised IT Strategy and action plan	-	June 2009	September 2009	Updated action plan under development,	G
Renewal of the ICT Contract	-	January 2009	March 2011	Options being evaluated with professional assistance from SOCITM. Report to the Executive in July 2009.	G
Delivering our target savings but at the same time improving service access and delivery for our community	2	October 2008	N/A	Report into Executive on 22 July identifies the savings and changes to the MTFS to meet the target for 2009/10.	G
Prepare the Annual Report for Member consideration and approval	-	June 2009	July 2009	Annual report being prepared at present - to go to Council in July.	G
To report on Asset Management Performance Indicators and review the Asset Management Plan	-	April 2009	July 2009	The current Asset Management plan is being reviewed and will be ready for re-issue by the end of July 2009.	G
To review and update the Capital Strategy for Member consideration and approval	-	Sept. 2009	November 2009	This will be completed as part of the mid year review of the MTFS.	G
Review and prepare a revised Communications Strategy & Action Plan	-	April 2009	December 2009	Strategy and action plan under development.	G
To deliver the 2009/10 Member Training and Development Programme	-	May 2009	March 2010	First phase of 2009/10 training programme being delivered.	G

Corporate Objective 1 – Making a Difference to Our People continued.

Objective	Related Corporate Objective(s)	Start Date	Target Completion Date	Commentary	RAG Status
To gain Member Development Charter Accreditation	-	May 2009	December 2010	Action plan under development.	G
To undertake Business Process Re-Engineering work across service functions	-	April 2008	On Going	Specific projects will be reported to Portfolio Holders.	G
Implementation of the Access to Services (ATS) Strategy and work programme.	-	April 2008	On Going	Organisational proposals in response to the ATS agenda and budgetary position of the Council being developed. Please see separate report to Executive on 22 July (agenda item 7).	G
To achieve the Excellence level of the Equality Standard for Local Government (formerly Level 5) by the end of 2010.		April 2009	December 2010	Action Plan being put together and progress to be reported to the Portfolio Holder	G

Corporate Objective 2 – Making a Difference to Our Communities

Objective	Other Corporate Objective(s)	Start Date	Target Completion Date	Commentary	RAG Status
Launch the Sustainable Community Strategy	All	April 2008	April 2009	COMPLETED	
To further investigate the development of, and, if approved, to implement, a Revenues and Benefits Partnership with other authorities.	-	April 2008	October 2009	Options currently being evaluated with a further report to the Executive in September 2009.	G
To produce and begin to implement a community involvement strategy.	-	TBA	March 2010	On hold pending new staff appointment	A
To ensure that community facilities provision and access to these is considered in all new major residential development	-	2007	March 2010	COMPLETED - A policy on the delivery of community facilities with new residential development schemes has been included in the Rochford Core Strategy.	
To continue to support the development of the Third Sector (the District's Voluntary and Community Services).	-	TBA	March 2010	On hold pending new staff appointment	A
To extend Sweyne Park by the provision of pitches.	1 & 3	October 2007	2009/10 Season	Ground works to be carried out during the Summer of 2009.	G
To deliver the Youth Facilities Capital Programme.	1	April 2008	March 2010	Further teen shelters now ordered and further facilities being researched. Please see Progress on Decisions Schedule for details	G

Corporate Objective 3 – Making a Difference to Our Environment

Objective	Other Corporate Objective(s)	Start Date	Target Completion Date	Commentary	RAG Status
To finalise and adopt the Rochford Core Strategy as part of the Local development Framework (LDF).	All	2007	February 2010	The submission version of the Core Strategy was reported to a meeting of the Local development Framework Sub-committee on 1 July and will be considered for final submission at a special meeting of Full Council on 9 September 2009.	G
To prepare the London Southend Airport and Environs Joint Area Action Plan as part of the LDF.	All	2008	2010	The preparation of the JAAP remains on-track for adoption in 2010.	G
Embedding and continuing to develop our kerbside recycling arrangements.	-	July 2008	September 2009	Full dry recycling has now been delivered to the majority of flats. Work is on target to deliver mixed food and kitchen collections to flatbed properties. Action Plan in place. Work continues to develop on proposals for Caravan Parks. Work is also in progress to reduce contamination.	G
Implement the Action Plan that supports our Climate Change and Sustainability Strategy – Climate CO ₂ e	1	February 2009	April / May 2009	An approved Climate change Strategy and Climate CO ₂ e in place. Minor implementation carried out. Awaiting recruitment of Climate Change Officer to action core activities.	A
To continue to expand & develop Cherry Orchard Country Park.	1 & 2	2007	March 2010	A number of proposals are being taken forward, overseen by the Country Park Advisory Group. For full details please see Progress on Decisions Schedule.	G
To implement the Public Open Spaces Refurbishment Programme.	1 & 2	April 2008	September 2009	Report to be finalised within the next month for sign off by the Portfolio Holder.	G

Corporate Objective 3 – Making a Difference to Our Environment (continued)

Objective	Other Corporate Objective(s)	Start Date	Target Completion Date	Commentary	RAG Status
To continue to prepare the extension of Rochford Cemetery for use from 2012.	1 & 2	August 2005	Summer 2012	The design brief has been agreed, subject to final design decisions and planning permission.	G

Corporate Objective 4 – Making a Difference to Our Local Economy

Objective	Other Corporate Objective(s)	Start Date	Target Completion Date	Commentary	RAG Status
Hockley Town Centre Area Action Plan	All	2008	Adoption by Spring 2012	Following consultation on issues and options, the next version of the HAAP will be published in mid-2010.	G
Rochford Town Centre Area Action Plan	All	2008	Adoption by Spring 2012	Consultation on Issues and Options, the first stage of plan preparation, will commence in September 2009.	G
Rayleigh Town Centre Area Action Plan	All	2008	Adoption by Spring 2012	Consultation on Issues and Options, the first stage of plan preparation, will commence in October 2009.	G
To review and update the Economic Development Strategy (EDS) for Member consideration and approval.	All	April 2009	July 2009	The revised EDS has been drafted and is being reviewed by Senior Management. It is now expected to be signed off by the Executive Portfolio Holder by the end of the month.	A

Progress on Decisions made by the Executive/Full Council**From Full Council**

Item	Progress/Officer		
Report of the Local Development Framework Sub-Committee – 18 September 2007 (Minute 363(1)/07) Resolved That the conservation area boundaries be amended, as recommended. (HPT)	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed		
Rayleigh Grange Community Centre (Minute 363(3)/07) Resolved (1) That the Rayleigh Grange Community Centre lease be extended on the present terms and conditions for an initial six months to ensure and enable repair works of an urgent nature to be carried out and completed and appropriate safety certification with respect to fabric and services of the building to be presented to the Council. (2) That, on satisfactory completion of the works identified in (1) above, the lease be extended on the present terms and conditions for an additional six months to enable less urgent repair works to fabric of the building, after which time the Council will expect the building to have been brought up to such a condition as is reasonable to expect under the terms of a “full repairing lease”.	Red	Amber	Green
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	The lease has been extended until July 2009. The Technical Service Manager is assessing whether all the identified works have now been completed. Any negotiations about a new lease will need to be delayed pending the outcome of the Review Committee’s review of the Council’s Community Halls and associated assets. A further carry-over of the lease will, therefore, be required.		

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 Done = Completed projects “greyed out” in reports.

Item	Progress/Officer		
(3) That at the end of this twelve-month period of grace the Council enter into negotiations with the leaseholders in order to agree a new lease. In addition, the Council to take the opportunity presented by this period to review its entire lease arrangements with a view to bringing them in line with one another to ensure that a fair and equitable arrangement for all leases shall exist right across the District. (CD(ES))/(HLS)			
Medium Term Financial Strategy 2009/10 (Minute 14/09)	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Resolved (1) That the following items, as detailed in the report, be agreed: <ul style="list-style-type: none"> The Medium Term Financial Strategy for 2009/10 to 2013/14. The revised estimates for 2008/09. The core estimates for 2009/10. The 2009/10 Council Tax for Rochford District Council. The schedule of fees and charges. The Capital Programme. (2) That the Head of Finance, Audit and Performance Management undertakes a formal review of the half year financial position and reports on the outcome to Members. (HFAPM)	Completed.		
	The half year review will be completed in the Autumn and reported to the Executive		

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Item	Progress/Officer		
Treasury Management Strategy, Annual Investment Strategy and Minimum Revenue Provision Policy Statement 2009/10 (Minute 15/09)	Red	Amber	Green
Resolved (1) That the Treasury Management Strategy Statement and Annual Investment Strategy, including the limits contained within the report, be agreed. (2) That the Authorised Limit and Operational Boundary for external debt as laid down in the report be agreed and that authority be delegated to the Head of Finance, Audit and Performance Management, within the total limit for any individual year, to effect movement between the separately agreed limits for borrowing and other long-term liabilities. (HFAPM)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed.		
Conservation Area Boundary Change (Minute 51/09)	Red	Amber	Green
Resolved That the proposed modifications to the Conservation Area boundaries for Rayleigh and Rochford, as set out in the report and accompanying maps, be approved, including extension of the southern side of the boundary for the Rayleigh Conservation Area to include King George's Recreation Ground. (HPT)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed.		
Article 4(2) Directions in Conservation Areas (Minute 52/09)	Red	Amber	Green
Resolved (1) That the issuing of /consultation on Article 4(2) directions for the Conservation Areas identified in report be agreed.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	It is anticipated that the notice of the direction will be published on or before the 24 July 2009.		

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Item	Progress/Officer		
(2) That, subject to the consideration of any representations received, the Head of Planning and Transportation, in consultation with the Portfolio holder for Planning and Transportation, determine confirmation of the Article 4(2) directions. (HPT)	The direction comes into force as soon as the notice is served but, following the consultation, the authority must then confirm the direction not less than 28 days or more than 6 months after the publication.		
Draft Corporate Plan 2009-2014 (Minute 103/09) Resolved That the draft Corporate Plan for 2009-2014 be approved, subject to:- <ul style="list-style-type: none"> • Clarity on the political makeup of the Council. • The removal of any duplicate references to the telephone/reception service under key targets for the next 12 months within the making a Difference to our People heading. • A developed explanation of the term 'Third Sector'. • Inclusion of a target 'to monitor and seek to improve local air quality' under key targets for the next 12 months within the Making a Difference to our Environment heading. • The inclusion of climate change proposals under the longer term targets for 2013 within the Making a Difference to our Environment heading. (CE) 	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed.		

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From the Executive

Item	Progress/Officer		
	Red	Amber	Green
Cherry Orchard Jubilee Country Park – Phase 2 Development (Minute 339/08)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resolved			
(1) That, given timing and financial factors, the tree planting and ground work activity directly related to forestry grants from the Essex Community Foundation and the Forestry Commission be continued and the supplementary capital budget of £36,300 for 2008/09 be approved.	Completed.		
(2) That the Portfolio Holder for the Environment appoint an Advisory Group (including a local Ward Member) for the purpose of reviewing the proposals relating to other aspects of the Country Park in the context of the current financial climate and questions that have been raised on matters such as site access, bridle path arrangements and tenancy arrangements. The Group to report back to the Executive with recommendations as soon as practicable. (HES)	Completed. See minute 21/09 below.		
Proposed Local Highways Panel (Minute 356/08)	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resolved			
That consultation with the County Council be on the basis that the proposed Local Highways Panel be integrated into existing District Council Area Committee arrangements. (HPT)	Completed.		

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Item	Progress/Officer		
Access to Services Strategy – Update (Minute 357/08)	Red	Amber	Green
Resolved	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>(1) That, subject to the trial relating to the extension of switchboard and reception hours being for a period of three months, the proposed projects outlined in paragraph 3.7 of the report be agreed in principle, the detail to be taken forward in consultation with the Portfolio Holder.</p> <p>(2) That a further report be submitted to the Executive once the detailed access to services business case has been assessed by officers. (CE)</p>	<p>Officers are in the course of assessing the business case and a report will be submitted when this work is complete.</p>		
Local Authority Business Grant Incentive Allocation (Minute 359/08)	Red	Amber	Green
Resolved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>That the Local Authority Business Grant Incentive Award for 2008 be allocated as follows:-</p> <ul style="list-style-type: none"> £84,000 to fund a full time Business Support Officer post for a period of 3 years, which also includes the cost of all relevant equipment needed including telephone, computer etc. £15,000 (£5,000 per year) for expenditure by the Chambers and local businesses on small scale initiatives, to replace the £5,000 per annum budget currently in the Council's Revenue budget. 	<p>Completed.</p> <p>Grant has been allocated and unspent funds will be kept in an earmarked reserve to finance the individual projects.</p>		

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Item	Progress/Officer		
<ul style="list-style-type: none"> £50,000 to undertake a master planning exercise for Rayleigh Town Centre and a further £30,000 to enable the Council to progress this to an Area Action Plan if deemed worthwhile. 			
<ul style="list-style-type: none"> £50,000 to fund the completion of the work around the Joint Area Action Plan covering London Southend Airport and its environs. £25,000 to commission a feasibility study/business case around the establishment of an Eco Enterprise Centre within Rochford District. (CE) 			
Cherry Orchard Jubilee Country Park Advisory Group (Minute 21/09)	Red	Amber	Green
Resolved	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(1) That no further action be taken with regard to vehicular access from Cherry Orchard Way until the proposals emanating from the Joint Area Action Plan are finalised.	<p>This will be discussed at a further meeting of the Member Advisory Group.</p> <p>One meeting has taken place with ECC and discussions are continuing regarding the status of the route and the potential for funding.</p> <p>These will be provided once the access routes have been agreed with the ECC.</p> <p>No action taken to date opportunities are to be explored with the Forestry Authority later in the year.</p>		
(2) That officers investigate with Essex County Council the possibility of securing access from the western most point of New England Wood through to Connaught Road and Grove Road.			
(3) That advisory and way-mark signs be provided to all points of access in negotiation with land owners as appropriate, including Edwards Hall Park, Gusted Hall, Blatches Chase and Flemings Farm Road.			
(4) That officers identify suitable sites and appropriate designs for seating within the Country Park. The opportunities for sponsoring seating to be promoted with local residents and businesses.			

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Item	Progress/Officer
(5) That the provision of bridleway access between Rayleigh Avenue and Flemings Farm Road be a low priority for District Council resources. Officers to investigate the availability of funding for such a bridleway from Essex County Council.	ECC have written suggesting a bridleway through New England Wood, this is not considered appropriate. An alternative proposal has been formulated involving the dual use of a public right of way that would link Grove Road with Flemings Farm. Representations have also been received from the British Horse Society.
(6) That officers take immediate action to prevent access by horses into New England Wood and the new areas of tree planting within the Country Park.	The construction of fencing is in progress, advise has been provided to the British Horse Society.
(7) That officers seek funding from Natural England or other bodies with a view to creating a water meadow.	No action taken to date, opportunities to be explored later in the year.
(8) That officers utilise the design proposals developed as a basis for exploring external funding opportunities for a Visitor Centre.	This will be discussed at a further meeting of the Member Advisory Group.
(9) That, subject to available capital funding, the works programme for 2009/10 should include reshaping of stream banks; temporary signage; grass cutting; removal of earth banks; creation of meadows; weed control; the construction of a service compound and ground preparation works.	Works to date have included reshaping of stream banks; grass cutting; removal of earth banks; creation of meadows; weed control and ground preparation works. A Planning Application is to be submitted shortly for the construction of a service compound.
(10) That one temporary member of staff, a Woodlands Assistant, be employed for one year only in the County Park, funded through the Capital Programme.	Completed.
(11) That officers investigate the opportunities for extending the working arrangements with the Probation Service already in operation at Hockley Woods and a potential arrangement with Writtle Agricultural College.	Discussions are on going.

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Item	Progress/Officer		
(12) That the Advisory Group submit a further report on the work programme and recommended capital expenditure for future years at the appropriate time. (HES)	A further meeting of the Member Advisory Group is planned after the summer recess which will report to the Executive.		
Choice Based Lettings (Minute 23/09)	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Resolved (1) That a stand alone Choice Based Lettings Scheme be implemented. (2) That, subject to final approval by the Department of Communities and Local Government, the purchase of a suitable IT system be approved by the Portfolio Holder for Council Tax Collection, Benefits and Strategic Housing Functions following receipt of all quotations. (HCS)	Officers are evaluating information and costs for various IT systems and also working up the details of how the CBL scheme will operate. Once completed, a report will be produced for approval by the Portfolio Holder with implementation on target for prior to April 2010.		
Thames Gateway South Essex Integrated Development and Economic Development Business Plan (Minute 34/09)	Red	Amber	Green
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Resolved (1) That the proposed role of Thames Gateway South Essex Partnership with respect to supporting economic development in the District and South Essex be endorsed. (2) That the Integrated Development Programme provides the mechanism for identifying the priorities for the sub-regional investment into regeneration and economic development, building on the work of Rochford District Council.	Noted. Noted.		

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Item	Progress/Officer		
(3) That authority be delegated to the Chief Executive, in consultation with the Leader, to work with Thames Gateway South Essex to finalise the Business Plan and to take responsibility for supporting the production of the Integrated Development Plan. (CE)	The Integrated Development Plan is now being finalised by TGSE.		
Introduction of a New Staff Performance Reward Scheme – Celebrating Success (Minute 36/09) Resolved That a new staff reward scheme, as outlined in the appendix to the report, be introduced. The first rewards to be presented by the Chairman of the Council, the Leader of the Council and the Chief Executive on the Friday afternoon prior to the Chairman's Summer Reception on Saturday 4 July in either the Old House or on the lawn, as appropriate. (CE)	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed.		
Replacement of District Boundary Signs (Minute 37/09) Resolved That, subject to the approval of the local Highway Authority, District boundary signs (including tourism symbols as suggested) be replaced/introduced at the locations identified in the report on the basis of design option D. (CE)	Red	Amber	Green
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Secured Highway Authority approval and signs have been ordered.		

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Item	Progress/Officer		
Managing Restructure, Reorganisation and Redeployment in Rochford District Council (Minute 38/09) Resolved That the revised policies relating to managing restructures and reorganisations and managing redeployment, as outlined in appendices 1 and 2 of the report, be adopted. (CE)	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed. Policy now in operation.		
Concessionary Travel – Transfer of Responsibilities to Essex County Council (Minute 70/09) Resolved (1) That Essex County Council should accept responsibility for administering the Adult Concessionary Fares Scheme on behalf of Rochford District Council and the other Transport Concession Authorities for the financial years 2009/10 and 2010/11. (2) That the Portfolio Holder for Planning and Transportation be authorised to agree the detailed arrangements for the transfer of the Scheme (including the issuing of a press release at the appropriate time). (HPT)	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed. Completed.		

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Item	Progress/Officer		
Inter Authority Agreement Between Rochford District Council and Essex County Council to Support The Delivery of the Essex Waste Strategy (Forward Plan Reference 20/08) (Minute 90/09) Resolved (1) That the Service Delivery Plan for Refuse and Recycling Services in Rochford for 2009/10 – 2014/15, as shown at Appendix A of the report, be approved. (2) That the Council enter into the Inter Authority Agreement with Essex County Council on the basis detailed in the report, the timing to be determined by the Portfolio Holder for the Environment in consultation with the Head of Environmental Services. (3) That authority be delegated to the Executive Portfolio Holder for the Environment to agree minor amendments to the Inter Authority Agreement with the aim of finalising it once it has been taken through all District and Borough Councils' governance processes for consideration and approval. (HES)	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Completed. The agreement to be signed off once all authorities have had the opportunity to consider the matter through their governance procedures. No changes are proposed at this time.		
Draft Strategic Plan for NHS South East Essex 2009-2014 (Minute 91/09) Resolved That the officer comments outlined in the report be this Council's formal response to the draft Strategic Plan. (CE)	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed.		

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Item	Progress/Officer		
The End of an EERA; What Future for Regional Local Government Arrangements in the East of England? (Minute 92/09) Resolved That, given the undemocratic nature of the proposals, the East of England Regional Assembly be advised that this Authority cannot support any part of the consultation document. (CE)	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed.		
Employer Supported Volunteer Programme (Minute 93/09) Resolved That a final decision on this item be deferred pending a further report on possibilities in the context of being able to assist voluntary organisations against resource considerations. (CE)	Red	Amber	Green
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Revised report will be presented to the Executive in October 2009.		

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

Item	Progress/Officer		
National Indicator NI 179 Efficiency Savings (13/03/09)	Red	Amber	Green
Decision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
To agree the National Indicator 179 that shows how much in efficiency savings Rochford District Council expects to have by the end of 2008/2009. (HFAPM)	Completed.		
Sustainable Communities Act 2007: Local Spending Reports – Consultation (18/03/09)	Red	Amber	Green
Decision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
To submit the comments included as Appendix A as the Council's formal response to the consultation. (CE)	Completed.		
RDC Emergency Planning Arrangements (22/05/09)	Red	Amber	Green
Decision	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(1) That Rochford District Council (RDC) withdraws from the Essex County Council Joint Emergency Planning Officer (JEPO) scheme with immediate effect.	Completed.		
(2) That RDC employ a dedicated Emergency Planning Officer on a 0.5 Full Time Equivalent basis to be funded by a virement of £15,900 from the Civil Contingencies budget to Salaries budget. (CP&PM)			
	RDC are now able to employ a full time post rather than part time. Currently advertising.		

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Progress on Decisions by Portfolio Holder for Service Development/Improvement and Performance Management

Item	Progress/Officer		
Revision of the Council's Performance Management Framework – Members Guide (26/01/09) Decision (1) To update the Council's Performance Management Framework – A Guide for Elected Members to reflect the changes to the Council's structure and operations since the guide was first issued in November 2006 following its adoption by the then Policy, Finance and Strategic Performance Committee. (2) To approve the revised Performance Management Framework – A Guide for Elected Members for adoption and publication. (3) To send the revised document to Members, published it on the Council's Website and place a copy in the Members Library. (HFAPM)	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed.		
Single Equality Scheme 2009-2012 Decision To agree to the adoption of the new Single Equality Scheme. (HCS)	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed.		

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Progress on Decisions by Portfolio Holder for Environment

Item	Progress/Officer		
	Red	Amber	Green
Air Quality Review And Assessment (Third Round) – Third Update (13/08/08)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Decision <p>To not accept the decision of the Department of Environment, Food & Rural Affairs (Defra) regarding the declaration of an Air Quality Management Area (AQMA) in Rayleigh High Street for the exceedance of the nitrogen dioxide (NO₂) annual mean.</p> <p>To commission a 12-month period of continuous monitoring of NO₂ in High Street, Rayleigh with a subsequent modelling report.</p> <p>To write to Defra with the Council's intended actions in lieu of declaring an AQMA.</p> <p>To accept Defra's decision regarding the necessity of carrying out PM₁₀ (particulate matter) modelling and apportionment work in the area of Rawreth Industrial Estate.</p> <p>To write to Defra regarding the Council's progress with the modelling survey, as requested. (HES)</p>	<p>Response from Defra regarding decision made still awaited.</p> <p>Competitive quote received from three contenders. The quote has now been agreed and all costs will be contained within budget.</p> <p>Letter sent to DEFRA on 27 August 2008, together with 2008 Progress Report. Response still awaited with regard to NO₂, advice received regarding PM₁₀'s.</p> <p>Modelling completed.</p> <p>Completed.</p>		

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Item	Progress/Officer		
Lease of Land – Ferndale Road Open Space (05/02/09) Decision To grant a lease to Downhall Under Fives Pre School for land located at the Ferndale Road Open Space. (HCS)	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	The Under-Fives Pre School group have now secured funding from Essex County Council and now the finer details of the lease are being finalised with the Council's Legal Services Department.		
Playspace Rolling Programme 2008/09 and 2009/10 (04/03/09) Decision To agree the Playspace Rolling Programme 2008/2009 and 2009/10. (HES)	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Quotes have been received and an order will be placed shortly		
Revision and Update of Animal Welfare Charter (09/03/09) Decision (1) That an application is made to obtain the RSPCA's Silver Award for the Animal Welfare Principles Footprint. (2) That the proposed changes to the Animal Welfare Charter 2009 be approved. (3) That Rochford Housing Association be encouraged to review its policy on pets in sheltered accommodation. (HES)	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Application for a Silver Award was submitted in July 2009. New Charter published. Completed.		

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Progress on Decisions by Portfolio Holder for Finance and Resources

Item	Progress/Officer		
	Red	Amber	Green
Corporate Debt Policy (11/05/09) Decision To agree the revised Corporate Debt Policy. (HFAPM)	<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		
Heritage Development Funding (25/07/08) Forward Plan Reference No: 4/08 Decision Utilising the budget made available for development of the District's "Heritage Offer" to produce a 'Rochford Heritage Guide' detailing areas of historic interest in the District, including information with regard to where they are located and if access is available. (HCS)	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	All the text, pictures and photographs have been gathered and prices obtained for the design and printing of the heritage guide. The printing company selected is currently putting together the first draft for comment and amendment with the finished guide expected to be available by the end of the summer.		
Open Spaces Refurbishment Programme 2008/09 (24/10/08) Forward Plan Reference No: 11/08 Decision That this year's budget allocation is used to address health and safety concerns at the Rochford Reservoir, providing new surfacing for footpaths and embankment steps together with a contingency sum to deal with other urgent issues. (HES)	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	New pathways have been completed. Works to improve the embankment steps are in progress.		
Supporting Small Business (06/02/09) Decision (1) To note the Council's efforts to support small businesses at the present time. (2) To agree to the promotion of these measures. (CP&PM)	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Business Support Officer now employed. Briefing report about progress is available.		

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Item	Progress/Officer		
Rayleigh Windmill Museum Curatorial Advisor (31/03/09) Decision That the use of the Curatorial Advisor at the Rayleigh Windmill Museum is approved. (HCS)	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed.		
Rayleigh Windmill Museum Acquisition & Disposal Policy (31/03/09) Decision That the Acquisition & Disposal Policy for the Rayleigh Windmill Museum is approved. (HCS)	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed.		
Thames Gateway Partnership Leading a Low Carbon Economy Project (19/06/09) Decision (1) To support the Thames Gateway partnership wide Leading a Low Carbon Economy Project. (2) To use the remaining £6,000 funding from the Rochford in Business Initiative, in addition to other match funding, to deliver this project. (CP&PM)	Red	Amber	Green
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Thames Gateway South Essex partners are in the process of finalising bid through European Regional Development Fund to deliver project.		

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Item	Progress/Officer		
Shop at My Local Initiative (19/06/09)	Red	Amber	Green
Decision	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
To support the Shop At My Local Initiative in the form of officer time and minimal financial support. (CP&PM)	Due to be launched to traders on 3 August 2009 and to residents on 1 September 2009.		

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Progress on Decisions of Former Executive Board assimilated by Portfolio for Planning and Transportation

Item	Progress/Officer		
Wyvern Community Transport Grant (Minute 327/07) Resolved That Wyvern Community Transport be requested to give consideration to arrangements for greater levels of engagement with the Council and to consider options for the operation and funding of the service in 2009. (HPT)	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<p>Officers meet with WCT every 6-8 weeks, to offer advice and guidance and attend Trustee meetings. The Portfolio Holder for Planning and Transportation has visited WCT and discussed service delivery with the WCT's manager.</p> <p>It is understood that Essex County Council is undertaking a review of community transport grants with a view to requiring a specified minimum level of service delivery in every district from 2011, when the current grant arrangements are due for renewal. The services delivered in Rochford are considered by the County Council to be extremely good, but there may be changes arising from the grant review.</p>		

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Item	Progress/Officer		
Residents Parking Schemes (Minute 383/07)	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Resolved That the options for amendments to Traffic Regulation Orders or the introduction of new Traffic Regulation Orders in the areas identified in appendix 1 to the report be discussed with the Essex County Council Highways Section. (HPT)	It is understood that from the County Council that funding is not likely to be forthcoming for amendments to the TROs listed in the appendix. Options for changes in the priorities of the implementation of the TROs can be considered through highways localism. Completed.		

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Progress on Decisions by Portfolio Holder for Planning and Transportation

Item	Progress/Officer		
Rochford District Replacement Local Plan – Request to Save Policies (28/01/09) Decision That the schedule of policies from the Rochford District Replacement Local Plan 2006 be submitted to the Government Office for the East of England with a request to the Secretary of State that these policies be ‘saved’ in accordance with the provisions of the Planning and Compulsory Purchase Act 2004. (HPT)	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed.		
Annual Monitoring Report 2007-2008 (06/02/09) Decision That the Annual Monitoring Report 2007-2008 be approved for publication. (HPT)	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed.		

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Progress on Decisions of Former Executive Board assimilated by Portfolio for Young Persons, Adult Services, Community Care and Wellbeing

Item	Progress/Officer		
Great Waking Youth Provision Update (Minute 8/08)	Red	Amber	Green
Resolved	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
That further consultation be carried out to determine longer term options for youth facilities in Great Waking. The consultation to distinguish between facilities that could be provided and facilities that are aspirational. (HCS)	In conjunction with the County Council, further research and investigation is being undertaken into options for longer term additional youth provision.		

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

Item	Progress/Officer		
Approval of the Final Amendments and Additions to the Rochford District Council Housing Strategy 2008-2011 (15/06/09) Decision To approve the final amendments and additions to the draft Rochford District Council Housing Strategy. (HCS)	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed.		

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

Item	Progress/Officer		
Allocation Of Additional Youth Facilities Capital Budget – Teen Shelter Provision (25/07/08) Forward Plan Reference No: 7/08 Decision That the allocation of the £20,000 budget for additional youth facilities be on the basis of £18,000 being spread equally between seven Parish/Town Councils who expressed an interest in the project (subject to appropriate sites being identified) and that the remaining £2,000 be utilised for the installation and transportation of an existing teen shelter at various sites for a trial period. (HCS)	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Teen shelters have been put in place in Hullbridge, Rochford, Canewdon and Rayleigh with order placed for a further shelter in Rayleigh. Ashingdon are about to take delivery “on loan” of the Councils shelter for a trial period after which Hockley are looking to run a similar trial.		
Grants To Voluntary Organisations (19/05/09) Decision To provide funding for voluntary organisations on the basis of the recommendations. (HFAPM)	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed.		
Proposed Merger of Thurrock and Basildon College and South East Essex College of Arts and Technology (22/05/09) Decision To respond to the consultation from the Learning and Skills Council on the basis suggested. (CD(ES))	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed.		

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Item	Progress/Officer		
	Red	Amber	Green
Hullbridge Teen Shelter (09/01/09) Decision To allow the siting of a teen shelter in the Pooles Lane car park in Hullbridge, with full monitoring, repair and maintenance of the shelter to be the responsibility of Hullbridge Parish Council. (HCS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed.		
Canewdon and Rochford Teen Shelter (14/01/09) Decision To allow the siting of a teen shelter in Canewdon and Rochford Recreation Grounds, with full monitoring, repair and maintenance of the shelter to be the responsibility of Canewdon and Rochford Parish Councils. (HCS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed.		

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