

## **REPORT TO THE MEETING OF THE EXECUTIVE 20 OCTOBER 2010**

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

#### **REPORT FROM HEAD OF FINANCE**

### **SUBJECT: PERFORMANCE REPORT TO MEMBERS ON KEY PROJECTS FOR THE PERIOD: JULY TO SEPTEMBER 2010**

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

- 1.1 To note the progress against key projects for the second quarter of 2010/11.
- 1.2 To place on record any comments on projects for the second quarter of 2010/11.

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

- 2.1 This report shows progress against the Key Policies and Actions for 2010/11 up to 30 September 2010.
- 2.2 Quarterly Performance Statistical Reports for each Division will be available on the Council intranet and website by end of October 2010 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 is 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.

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.

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

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

- Continue to deliver efficiency savings
- Achieve the Excellence level of the Equality Standard for local government (formerly Level 5) by the end of 2010/11.
- Achieve the Member Development Charter by the end of 2010
- Improving our council tax and benefits service
- Continue to improve service access and delivery for our community
- 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, particularly around the ageing population
- Progressing the Joint Area Action Plan in partnership with Southend Borough Council, covering London Southend Airport and its environs.
- Progressing the Local Development Framework (LDF) Core Strategy through its enquiry stage
- Implementing the Action Plan that supports the Council's Climate Change and Sustainability Strategy – Climate CO<sub>2</sub>DE
- Progressing the three town centre studies for Hockley, Rochford and Rayleigh to detailed action plans for each centre.
- Implementing the Action Plan associated with the Council's new Economic Development Strategy, particularly those measures highlighted to combat recession and encourage regeneration.

**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: July to September 2010**

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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 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 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

**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
To update the Council's Corporate Plan for 2011/12 onwards – for consideration and approval by Council in April 2011.	All	Sept. 2010	April 2011	Work on this will start alongside the budget preparation process for 2011/12. Business planning for 2011/12 commenced in September and first draft plans have been prepared.	G

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

Objective	Related Corporate Objective(s)	Start Date	Target Completion Date	Commentary	RAG Status
<b>To deliver efficiency savings and to report proposals to the Executive in July 2010 and to report achievement in the 2010/11 accounts.</b>	-	April 2010	December 2010	A report was made to the Executive in July on plans for delivering target savings for 2010/11 and onwards. The efficiency savings for 2010/11 will be incorporated into the Revised Estimates which will be presented to Council in December for approval.	G
To deliver the Council's Strategic Improvement Plan for 2010/11 reporting to the Executive on a quarterly basis.	-	April 2010	March 2011	The Improvement Plan consists of 12 projects and work is progressing on each as shown in a separate report to the Executive of 20 October.	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 achieve the Member Development Charter by December 2010.	-	2009	December 2010	The 2010/11 Member Training and Development Plan is underway. The Charter Assessment was undertaken on 5 October 2010 and a favourable result is expected in due course.	G
To achieve the Excellence level of the Equality Framework for local government by March 2011.	-	May 2009	March 2011	We achieved Level 4, "Moving towards excellence", in 2009. An action plan to achieve "Excellence" is being progressed, including training for staff to undertake diversity impact assessments, is on target for completion in March 2011.	G
To prepare the Annual Report and Accounts for Member consideration and approval by July 2010 and published by September 2010.	-	April 2010	September 2010	<b>COMPLETED</b> - Accounts were approved on 29 June 2010 and the Annual Report was published on the website on 23 September 2010.	G
To review and update the Medium Term Financial Strategy (MTFS) including the Capital Strategy for Member consideration and approval.	-	May 2010	February 2011	Report was made to Executive in July on the updated MTFS and the timetable for the budget process is being adhered to. Next key dates will be a Member Budget Forum on 4 November and the Member Awayday on 27 November.	G

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

Objective	Related Corporate Objective(s)	Start Date	Target Completion Date	Commentary	RAG Status
To develop and consolidate partnerships (Local Strategic Partnership (LSP), Community Safety Partnership (CSP) and others) to develop and improve service provision, particularly around the ageing population.	-	April 2010	March 2011	Thematic partnerships have been established and each partnership is working to deliver outcomes against identified priorities. However, detailed work programmes are being impacted upon by the reduction in the Performance Reward Grant.	A
To continue to improve our Council Tax and Benefits Services and to explore the opportunities for joint working with other public agencies.	-	Sept. 2009	March 2011	The opportunity for a Revenues and Benefits shared service with Castle Point Borough Council is currently being researched, including 5 working groups consisting of RDC and CPBC officers looking into specific areas i.e. financial, staffing, ICT, accommodation and processes. A Joint Member Project Board has been set up to oversee the project, with a targeted completion of March 2011.	G
To improve service access and delivery for our community by examining proposals for an improved reception area at Rochford.	-	April 2010	September 2010	Project plans have been prepared and are currently under political consideration.	R
To improve service access and delivery for our community by holding a series of 5 Public Sector information days with partner agencies.	-	April 2010	March 2011	Three of the five planned events have been completed. The remaining events are taking place on 15 <sup>th</sup> October at St. Mark's Community Centre, Rochford and on 19 <sup>th</sup> November in Rayleigh in partnership with RRAVS. A final event is planned for next March in partnership with Essex Libraries in Hockley.	G



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

Objective	Related Corporate Objective(s)	Start Date	Target Completion Date	Commentary	RAG Status
<b>To progress the Local Development Framework (LDF) Core Strategy through its inquiry stage and to adoption by October 2010.</b>	-	2007	<b>October 2010</b>	The Core Strategy public examination commenced in May 2010. As a result of the announcement by the Secretary of State for Communities and Local Government about the future of Regional Strategies, a schedule of amendments have been made to the Core Strategy necessitating a further round of public consultation, It is expected the final sessions of the public examination will be completed in the week commencing 17 January 2011, with final adoption in mid-2011.	<b>A</b>
<b>To implement the Council's Climate Change and Sustainability Strategy (Climate Co<sub>2</sub>de)</b>	-	April 2010	<b>On Going</b>	<p>A Service Level Agreement with Essex County Council has been terminated and alternative arrangements are being finalised to deliver the action plan.</p> <p>Projects to date have included Smart Energy Meters loaned from local libraries, the use of thermal imaging cameras to assess energy efficiency, energy audits of Council activities and Member Training.</p> <p>Our current focus is around our recycling activities, our Council buildings, including boiler replacement, and our Thames Gateway South Essex Partnership role in, promoting carbon reduction for businesses.</p>	<b>G</b>

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

Objective	Related Corporate Objective(s)	Start Date	Target Completion Date	Commentary	RAG Status
To improve the customer facilities and access arrangements for Cherry Orchard Country Park.	-	April 2010	<b>February 2011</b>	An indicative programme of works for the next three years was agreed by the Executive on 9 December 2009 and approval has been given by the Portfolio Holder to provide a new children's adventure play facility complete with a car park and roadway providing temporary access from Cherry Orchard way. The required planning application has now been submitted. There is concern as to whether the grant funding for the play area will be available following the Comprehensive Spending Review.	A
To continue to improve recycling rates by completing the roll out of the scheme to flats and mobile home sites.	-	April 2010	<b>March 2011</b>	Work in progress to reduce contamination within the available resources. The three bin system is now live for 630 flatted properties, representing 18% of the total flatted properties and mobile homes and it is likely that this will increase to around 1000 by the end of 2010/11. 1,042 flats have been surveyed; the rollout for mobile home sites has been delayed due to staff turnover. We are likely to achieve recycling rates of 66% or better for the full year.	A

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

Objective	Related Corporate Objective(s)	Start Date	Target Completion Date	Commentary	RAG Status
To implement the Public Open Spaces Refurbishment Programme.	-	April 2010	<b>March 2011</b>	The Portfolio Holder for Environment has agreed to use the refurbishment programme to address unauthorised access resulting in vandalism at Hockley Woods, and to deal with flooding to a car park and children's play facility at Sweyne Park, both projects are on line for completion by target date.	<b>G</b>
To monitor and seek improvement in local air quality.	-	April 2010	<b>March 2011</b>	Officers continue to monitor air quality across the district in accordance with DEFRA requirements. Progress report for 2010 was approved by DEFRA. An Air Quality Management Area was declared for the Rawreth Industrial Estate in May, and we are on target to publish the required Action Plan by 31 March.	<b>G</b>

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

Objective	Related Corporate Objective(s)	Start Date	Target Completion Date	Commentary	RAG Status
To implement the Joint Area Action Plan (JAAP) in partnership with Southend Borough Council (SBC) covering Southend Airport and its environs.	-	2008	April 2011	It is anticipated the JAAP will be submitted in early 2011, and be adopted by the end of 2011. However, consideration will need to be given to the implications of the promised legislation and guidance awaited from the new Coalition Government.	A
To implement the Economic Development Strategy (EDS) and Action Plan to combat recession and encourage regeneration.	-	2009	March 2011	The Rochford Business Network has grown to 291 members who benefit from the support offered. The LSP has formed a Skills and Employment group to address the issues of declining skills and the need to generate more high value jobs in the district. The Shop at My Local project continues to grow, and 2 free training courses delivered in partnership with Anglia Ruskin University have been offered to local business. A full report on the progress with the strategy is available to Members.	G
To undertake consultation and prepare action plans for Hockley, Rayleigh and Rochford town centres for submission by 2011/12 and adoption by 2012/13.	-	2008	June 2012	For Rayleigh and Rochford, consultation on issues and options completed. Responses are being analysed in readiness for the preparation of the next versions of the plans to be published by August 2011. For Hockley, a further round of consultation and community engagement is planned for Autumn 2010.	G

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

**From Full Council**

Item	Progress/Officer		
	Red	Amber	Green
<b>Report of the Development Management Sub-Committee – 8 December 2009 Minute 47(1)/10)</b>			
<b>Resolved</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(1) That the Development Control Committee be renamed the Development Committee.	Completed.		
(2) That the ‘Code of Good Practice for Planning Matters’, as set out at Appendix B of the Sub-Committee’s report, be adopted, subject to it reflecting the term ‘Development Committee’ and to the words ‘follow the matter up’ in the final line of the fourth bullet point under Paragraph K (Lobbying of Councillors) being replaced with ‘investigate’.	Completed.		
(3) That, in future, referral of any controversial delegated planning applications to the Development Committee be determined by the majority decision of the Chairman of the Development Committee, the Portfolio Holder for Planning and Transportation and the Chairman of the Council.	Completed.		
(4) That Members receive training on following the revised Code. <b>(HPT/HLEMS)</b>	Completed.		

**KEY** 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.  
Done = Completed projects “greyed out” in reports.

Item	Progress/Officer		
	Red	Amber	Green
<b>Local Democracy, Economic Development and Construction Act 2009 – Petitions (Minute 121(3)/10)</b>  <b>Resolved</b>  (1) That the Petitions Scheme appended at pages 8.41 to 8.45 of the report of the Executive be adopted.  (2) That the Constitution be amended as outlined in paragraphs 4.2 to 4.4 on pages 8.38 and 8.39 of the report of the Executive.  (3) That the Scheme is reviewed by December 2010. <b>(HLEMS)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Completed.		
	Completed.		
	As yet, no petition received against which arrangements can be tested. E-petitions facility (likely to be available Mid November) may engender some activity. DCLG has recently introduced possibility that Councils may depart from aspects of original guidance, but specific position as yet unclear. Given the situation it is intended that the scheme be reviewed in the new year should there be any issues with scheme operation requiring change.		
<b>Report of the Executive (Minute 176/10)</b>  <b>Resolved</b>  That the amendments to the Financial Regulations be approved, with the appropriate pages of the Constitution reflecting this and the changes associated with the recent adjustments to officer roles. <b>(HF/HLEMS)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed.		

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Item	Progress/Officer		
	Red	Amber	Green
<b>Financial Statement 2009/10 (Minute 177/10)</b>			
<b>Resolved</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(1) That the Financial Statement be approved and signed by the Chairman.	Completed.		
(2) That the Financial Statements be agreed for submission to the External Auditors.	Completed and reported to Audit Committee on 29 September 2010.		
(3) That the movement on earmarked reserves, as detailed in the report, be agreed.	Completed.		
(4) That authority be delegated to the Audit Committee to approve changes to the accounts. <b>(HF)</b>	Completed.		
<b>Capital Programme 2010/11 (Minute 178/10)</b>			
<b>Resolved</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(1) That the revised capital programme for 2010/11 be agreed.	Completed.		
(2) That the revised budgets for disabled facilities grants in 2011/12 and 2012/13 be agreed. <b>(HF)</b>	Completed.		
<b>Annual Report 2009/10 (Minute 208/10)</b>			
<b>Resolved</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
That, subject to any changes resulting from the audit of the accounts, the Annual Report be agreed for publication. <b>(HF)</b>	Completed.		

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Item	Progress/Officer		
<b>Appointment to the Licensing Committee (Minute 209/10)</b>	Red	Amber	Green
<b>Resolved</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
That Cllr M Maddocks be appointed to the vacant seat on the Licensing Committee. <b>(HLEMS)</b>	Completed.		

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From the Executive

Item	Progress/Officer		
	Red	Amber	Green
<p><b>Revenues and Benefits Shared Service Working (Minute 224/09)</b></p> <p><b>Resolved</b></p> <p>(1) That business cases now be developed for the following options, as detailed in the exempt report:-</p> <ul style="list-style-type: none"> <li>• Counter Fraud Administration – Option 2</li> <li>• Bailiff Services – Option 1</li> <li>• Common Documentation and Forms for Customer Consumption</li> <li>• Shared Training Provision – Option 2</li> <li>• Joint Take Up and Promotion of Services.</li> </ul> <p>(2) That, on completion of the business cases, the decision on whether or not each of the options is then implemented be taken by the Portfolio Holder for Council Tax Collection, Benefits and Strategic Housing.</p> <p>(3) That an approach to the Regional Improvement and Efficiency Partnership on the possibility of accessing funding for shared service development be endorsed, particularly given its potential application to another area. <b>(HCS)</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<p>Following the completion of full detailed business cases, the Executive agreed on 23<sup>rd</sup> June to establish a Joint Member Project Board with Castle Point to oversee further research into the potential of a shared service. A report to be brought back in 6-9 months.</p> <p>Completed.</p> <p>Completed. A successful application for funding was made to the Regional Improvement and Efficiency Partnership with a grant received for the full cost of the business cases.</p>		

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Item	Progress/Officer		
	Red	Amber	Green
<b>Cherry Orchard Country Park Advisory Group (Minute 324/09)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Resolved</b>			
(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.	Agreed as part of the budget process.		
(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:-			
<b><u>2010/11</u></b>	<b><u>£000</u></b>		
Grove Woods additional car parking	60	Design and planning to be undertaken in 2010.	
Permissive route for horses and pedestrians through New England Wood to Flemings Farm	45	In discussion with ECC and the horse riding community.	
Arboretum of fruit trees (year 1)	10	Consideration of varieties and locality in progress.	
<b><u>2011/12</u></b>	<b><u>£000</u></b>		
Service Building, staff and public facilities	140	Not due to start.	
(Revenue costs of £9,500 p.a.)			
Arboretum of fruit trees (year 2)	10		

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Item		Progress/Officer
<b><u>2012/13</u></b>	<b><u>£000</u></b>	
	Construction of wetland	35
	Burial of power lines	50
	Arboretum of fruit trees (year 3)	10
(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.	Power lines to be removed shortly by EDF at their expense.  Implemented.
(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.	The principal of the land in question is not prepared to release it. See Portfolio Holder decision below.
(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>	In discussion with riding community – seeking funding from Essex County Council.

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Item	Progress/Officer		
	Red	Amber	Green
<p><b>Air Quality Management Area – Rawreth Industrial Estate (Minute 108/10)</b></p> <p><b>Resolved</b></p> <p>(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.</p> <p>(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></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<p>Completed.</p> <p>On target for 31 March 2011.</p>		
<p><b>Shared Service Working (Minute 171/10)</b></p> <p><b>Resolved</b></p> <p>(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.</p> <p>(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></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<p>Work is being undertaken by officers from both Rochford and Castle Point to look into the potential of setting up a shared service. Different work stream groups have been set up to specifically look at issues related to staffing, I.T., accommodation, processes and finances. The Joint Member Project Board has been set up and the first meeting took place on 29 July, with the next meeting due to take place on 13 October. The Board will receive update reports from the various officer groups detailed above.</p>		

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Item	Progress/Officer		
	Red	Amber	Green
<b>Medium Term Financial Strategy 2010/11 – Update (Minute 195/10)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Resolved</b>			
(1) That the current position on the Medium Term Financial Strategy be noted.	Completed.		
(2) That arrangements be made for an evening session in the Council Chamber in the early Autumn of this year at which Members of the Council will be able to discuss possible options in terms of those service areas which should be safeguarded and those where savings could be made, in advance of next year’s budget setting process. The expectation being that all Members will be able to attend.	Completed. A Special Member Budget Forum has been arranged for the evening of 4 November and invitations sent to all Members.		
(3) That, subject to the inclusion of Area Committees and possibilities around utilising the County Council’s consultation portal, a public consultation exercise be undertaken over the summer on the priorities and non-priorities for the Council using all the channels identified in paragraph 6.2 of the report.	Completed. Survey has been published in the current edition of Rochford District Matters and on the Website. Copies will be distributed at Area Committees.		
(4) 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	Work is ongoing on the areas listed.		

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Item	Progress/Officer		
Benefits/Council Tax with Castle Point Borough Council is an example of this. <b>(HF)</b>			
<b>Local Enterprise Partnerships (Minute 196/10)</b>  <b>Resolved</b>  That this Council supports the proposal, for submission to Central Government, to form a South Essex Local Enterprise Partnership covering the entire authority areas of Basildon, Castle Point, Rochford, Southend-on-Sea and Thurrock. <b>(CE)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed.		
<b>Contract for Materials Recovery Facility (Minute 214/10)</b>  <b>Resolved</b>  (1) That, subject to the inclusion of an arrangement whereby some of the savings can be used for the purpose of further waste composition analysis, the contract to provide a Materials Recovery Facility from 1 October 2010 to 31 March 2015 be awarded to the company identified as Bidder D in the exempt report (with an option to extend by a further 7 years).  (2) That the decision is urgent and not subject to call-in/referral because of the financial implications of delaying the commencement of the new contract. <b>(HES)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Current position considered by the Executive on 8 October.		

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

Item	Progress/Officer		
<b>Corporate Information Security Policy (17/08/10)</b>	Red	Amber	Green
<b>Decision</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
To approve the revised and updated Corporate Information Security Policy. (HICS)	Completed.		

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

Item	Progress/Officer		
	Red	Amber	Green
<b>National Indicator 179 Efficiency Savings 2009/10 (20/08/10)</b>			
<b>Decision</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
To agree the National Indicator 179 which shows how much in efficiency savings Rochford District Council has made during 2009/2010. <b>(HF)</b>	Completed.		
<b>Local Referendums to Veto Excessive Council Tax Increases – A Consultation (23/08/10)</b>			
<b>Decision</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
To submit the agreed response to the consultation. <b>(CE)</b>	Completed.		
<b>Government Consultation on Proposed Amendments to the licensing Act 2003 (26/08/10)</b>			
<b>Decision</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
That the response to the consultation is submitted to The Home Office. <b>(HES)</b>	Completed.		
<b>Public Consultation 2011/12 Budget (17/09/10)</b>			
<b>Decision</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
That the format and contents of the on-line survey to consult with the public, which can be adapted for Rochford District Matters and as a hard copy, be agreed. <b>(HF)</b>	Completed.		

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**Progress on Decisions by Portfolio Holder for Environment**

Item	Progress/Officer		
<p><b>Cherry Orchard Country Park – Children’s Adventure Play Provision and Car Parking (21/05/10)</b></p> <p><b>Decision</b></p> <p>The provision of a new children’s adventure play facility within Cherry Orchard Country Park, complete with car park and roadway providing temporary access from Cherry Orchard Way, subject to planning approval. <b>(HES)</b></p>	Red	Amber	Green
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Officers remain optimistic that Play Builder Funding will still be available, confirmation is awaited. Initial design and planning processes are in progress.		
<p><b>Open Spaces Refurbishment Programme 2010/11 (08/06/10)</b></p> <p><b>Decision</b></p> <p>That this year’s budget allocation is used to address unauthorised access resulting in vandalism; to deal with flooding to a car park and children’s play facility. <b>(HES)</b></p>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Works are in hand, orders placed in respect of works at Hockley Woods.		
<p><b>Playspace Rolling Programme 2010/11 (08/06/10)</b></p> <p><b>Decision</b></p> <p>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></p>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Works are in hand.		

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Item	Progress/Officer		
<b>Approval of Food Safety Service Plan 2010/2011 (04/08/10)</b>	Red	Amber	Green
<b>Decision</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
To approve the Food Safety Service Plan for 2010/2011. <b>(HES)</b>	Completed.		
<b>Approval of Health and Safety Service Plan 2010/2011 (04/08/10)</b>	Red	Amber	Green
<b>Decision</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
To approve the Health and Safety Plan for 2010/2011. <b>(HES)</b>	Completed.		
<b>Urban Tree Planting Scheme (03/09/10)</b>	Red	Amber	Green
<b>Decision</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
That the 2010/11 tree planning scheme be undertaken in Hawkwell, Hockley and Hullbridge. <b>(HES)</b>	This scheme has been finalised following consultation with the Parishes. Planting will commence in November.		

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Progress on Decisions by Portfolio Holder for Finance and Resources

Item	Progress/Officer		
<b>Short Term Extension of Office Cleaning Contract (14/09/10)</b>  <b>Decision</b>  That the existing contract be extended by four months to allow time for the scope of the contract to be re-assessed. <b>(HLEMS)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Contract being extended.		

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

Item	Progress/Officer		
<p><b>Rochford Business Forums (29/04/10)</b></p> <p><b>Decision</b></p> <p>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></p>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	The Forums are being progressed.		
<p><b>2009 Local Authority Business Growth Incentive (LABGI) Allocation Spend (03/09/10)</b></p> <p><b>Decision</b></p> <p>To agree to the allocation of the 2009 LABGI allocation. <b>(CE)</b></p>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Monies being spent in accordance with agreed programme.		
<p><b>Upgrade and Refurbishment of Pavilions (07/09/10)</b></p> <p><b>Decision</b></p> <p>(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.</p> <p>(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></p>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Current position within Capital Programme Monitoring Report later on the agenda.		

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

Item	Progress/Officer		
	Red	Amber	Green
<p><b>Wyvern Community Transport Grant (Minute 327/07)</b></p> <p><b>Decision</b></p> <p>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. <b>(HPT)</b></p>	<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>WCT commenced delivery of a community transport service for Castle Point Borough Council on 1 April 2010.</p> <p>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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**Progress on Decisions by Portfolio Holder for Planning and Transportation**

Item	Progress/Officer		
<b>New Fees for Building Control (21/09/10)</b>  <b>Decision</b>  That the attached Model Charging Scheme and Standard Charges for Building Control work be approved and implemented from 1 October 2010. <b>(HPT)</b>	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		
	Red	Amber	Green
<p><b>Great Wakering Youth Provision Update (Minute 8/08)</b></p> <p><b>Decision</b></p> <p>That further consultation be carried out to determine longer term options for youth facilities in Great Wakering. The consultation to distinguish between facilities that could be provided and facilities that are aspirational. <b>(HCS)</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<p>In conjunction with County Council, further research and investigation is being undertaken into options for longer term additional youth/leisure provision including work on the financial feasibility of the facilities. Further meetings have taken place and are scheduled, involving Members and officer from the County, District and Parish Council in order to progress this project. The next meeting with Members is scheduled for 10 November.</p>		

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