

**OUTSTANDING ISSUES – FROM FORMER CORPORATE RESOURCES SUB-COMMITTEE**

ITEM	PROGRESS/OFFICER
<p><b>Lands Tribunal (Minute 428/01)</b></p> <p><b>Resolved</b></p> <ul style="list-style-type: none"> <li>That a report be presented to a future meeting of the Corporate Resources Sub-Committee on the Staff Reward scheme. <b>(CE)</b></li> </ul>	<p>Report on Agenda for this meeting</p>

**OUTSTANDING ISSUES – FROM FORMER FINANCE & GENERAL PURPOSES COMMITTEE**

ITEM	PROGRESS/OFFICER
<p><b>Support Services for Members (Minute 232/00)</b></p> <p><b>Resolved</b></p> <p>That consideration of the support services to be provided for Members be deferred until after the Council's new political structure has been established. <b>(HAMS)</b></p>	<p>A report is being submitted to the next meeting of the Finance and Procedures Overview and Scrutiny Committee.</p>
<p><b>Asset Management – Best Value Review (Minute 411/00)</b></p> <p><b>Resolved</b></p> <ul style="list-style-type: none"> <li>That the CAPS Solutions Uniform 2000 Estate Management module be acquired</li> <li>That a basic Global Positioning System be acquired</li> </ul>	<p>Module installed. Staff training arranged for July 2002.</p> <p>Under consideration</p>

<ul style="list-style-type: none"> <li>• That a Local Land &amp; Property Gazetteer to be linked to the National Land Information System be produced.</li> <li>• 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</li> <li>• That a further report on the viability of a Data Centre following a process review of data management within the authority be presented. <b>(CD(LP&amp;A))</b></li> </ul>	<p>Data matching complete. Awaiting guidance on NLIS and installation of CAPS system</p> <p>To be considered following Leisure and Housing Reviews</p> <p>Process review to begin Autumn 2002.</p>
<p><b>Asset Review – Parish Transfers – Malvern Road, Laburnum Grove And Wood Avenue, Hockley (Minute 418/00)</b></p> <p><b>Resolved</b></p> <p>(1) That the Laburnum Grove and Malvern Road play spaces be transferred to Hockley Parish Council and Ashingdon Parish Council respectively, on a long lease of 125 years at a peppercorn rent, and on such other terms and conditions as the Head of Legal Services deems fit.</p> <p>(2) That the Metropolitan Green Belt land off Beckney Avenue, Hockley be transferred to Hockley Parish Council, either at open market value, or on a long lease of 125 years at a peppercorn rent, and on such other terms and conditions as the Head of Legal Services deems fit. <b>(HLS)</b></p>	<p>Implemented</p> <p>Proceeding</p>

<p><b>50-54 West Street, Rochford – (Minute 423/00)</b></p> <p><b>Resolved</b></p> <p>(1) 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.</p> <p>(2) That any initial proposals relating to indicative use and planning application/conservation consent be considered by the Planning Policy Sub-Committee in the first instance. <b>(HOPS)</b></p>	<p>Ongoing. Planning application to be determined.</p>
<p><b>Rochford Economic Audit (Minute 69/01)</b></p> <p><b>Resolved</b></p> <p>That Officers complete their work on a draft economic strategy for the District, based on the consultants' report, for consideration at a future meeting. <b>(CE)</b></p>	<p>The Economic Development Strategy is due to be completed for Members views in October 2002.</p>
<p><b>Document Production – Best Value Review (Minute 160/01)</b></p> <p><b>Resolved</b></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. <b>(HAMS)</b></p>	<p>Review to commence in Autumn 2002.</p>

<p><b>Audio Visual Equipment – Tenders (Minute 165/01)</b></p> <p><b>Resolved</b></p> <ul style="list-style-type: none"> <li>To ask the Head of Administrative and Member Services to report back to a future meeting of this Committee on a possible charge that might be levied by the Council on other users of the new audiovisual equipment. <b>(HAMS)</b></li> </ul>	<p>Costs for charges for the hire of the equipment in the Civic Suite were agreed as part of the budget for 2002/03.</p>
<p><b>Implementation Of The Dogs (Fouling Of Land) Act 1996 (Minute 253/01)</b></p> <p><b>Resolved</b></p> <p>That an amount of £5,000 be set aside from contingencies for the provision of additional dog waste bins throughout the District. <b>(CD(F&amp;ES))</b></p>	<p>Bins operational</p>
<p><b>Adoption Of Enforcement Concordat And The Housing, Health &amp; Community Care Enforcement Policy (Minute 255/01)</b></p> <p><b>Resolved</b></p> <ul style="list-style-type: none"> <li>That enforcement policies in support of the concordat be produced for all relevant divisions of the Council.</li> <li>That an implementation plan and estimated resource implications be reported to a future meeting. <b>(HHHCC)</b></li> </ul>	<p>Implemented</p> <p>This is a substantial task. Estimate report to Committee Autumn 2002.</p>
<p><b>Outside Body Review (Minute 258/01)</b></p> <p><b>Resolved</b></p> <p>That the report be deferred and referred to the new Council when it should include appropriate detail of the activity of the Outside Bodies. <b>(HAMS)</b></p>	<p>Report on Agenda for this meeting.</p>

<p><b>Easement – 2 Anchor Lane Cottages, Canewdon (Minute 363(1)/01)</b></p> <p><b>Resolved</b></p> <p>That the Head of Legal Services completes a Deed of Grant of Easement with the owner of 2 Anchor Lane Cottages, Canewdon, for the purposes of vehicular access and parking for up to three cars within that property, on such terms as are agreed by the District Valuer and on such other terms and conditions as the Head of Legal Services thinks fit. <b>(HLS)</b></p>	<p>In abeyance. Applicant no longer wishes to proceed.</p>
<p><b>Provision Of Five-A-Side Football Pitch/Basketball Area, Pooles Lane Recreation Ground, Hullbridge (Minute 369/01)</b></p> <p><b>Resolved</b></p> <p>That the proposal as outlined in the report be approved for implementation, subject to planning approval. <b>(CD(F&amp;ES))</b></p>	<p>Facility completed apart from fencing which will be completed by end July</p>

<p><b>Rating Valuation (Minute 374/01)</b></p> <p><b>Resolved</b></p> <p>That, as national negotiations progress, the local effect on Clements Hall Leisure Centre be fed into the 2002/3 budget process. <b>(HRHM)</b></p>	<p>Negotiations have resulted in a reduction in the rating assessment of Clements Hall Leisure Centre and commensurate refund value of £778,680. Head of Service now finalising implications of Land Tribunal decision as it relates to Conference Centres. Negotiations to conclude in August.</p>
<p><b>The Business Enterprise Agency for South-East Essex (Minute 445(1)/01)</b></p> <p><b>Resolved</b></p> <p>That a grant of £1,500, for the financial year 2001/2002 be made to the Business Enterprise Agency, and that the question of alternative basis of support be considered for 2002/2003 <b>(HFS)</b>.</p>	<p>Grant paid. Report on alternative basis of support will be submitted during 2002/3.</p>
<p><b>E-Government Strategy – Update (Minute 445(1)/01)</b></p> <p><b>Resolved</b></p> <p>(1) That Officers review the Council's Implementing Electronic Government Statement and IS/ICT Strategy in the light of the comments received from the Department of Transport, Local Government and the Regions.</p> <p>(2) That a report be made back to Council once funding levels are known. <b>(CD(LPA))</b></p>	<p>Report to Council following consideration at Finance and Procedures Overview and Scrutiny Committee in July.</p>

<p><b>Corporate Resources Sub-Committee – 6 February 2002 – minute 443 - minutes</b></p> <p><b>Consultation Process with Chambers of Trade</b></p> <p><b>Resolved</b></p> <p>(1) That the Finance and Procedures Overview and Scrutiny Committee consider the structure for consultation with the Chambers of Trade on all relevant issues. <b>(CE)</b></p>	<p>Report is scheduled for the next Finance and Procedures Overview and Scrutiny Committee.</p>
<p><b>Minute 446 - Market Car Park – Rayleigh Operatic and Dramatic Society (RODS) Scenery Store</b></p> <p><b>Resolved</b></p> <p>That this Council gives notice that the scenery store in the Market Car Park, Rayleigh is vacated by the Rayleigh Operatic and Dramatic Society with effect from 1 May 2002, unless firm plans are presented for alternative premises. <b>(CD(F&amp;ES))</b></p>	<p>Planning application awaited.</p>

<p><b>Minute 448 – Asset Management Best Value Review</b></p> <p><b>Resolved</b></p> <p>(1) That the Asset Management Plan be endorsed and developed in line with the suggestions of the Government Office for the East of England for submission in the single capital pot – Round Two</p> <p>(2) 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. <b>(CD(LP&amp;A))</b></p>	<p>Round Two submission to be made by 31 July 2002</p>
<p><b>Minute 449 – Laburnum Grove Play Space</b></p> <p><b>Resolved</b></p> <p>(1) That if Hockley Parish Council wish to acquire ownership of the site, the lease will need to be signed by 31 March 2002 or the District Council will not be able to assist with their requests,</p> <p>(2) That if Hockley Parish Council does not wish to take ownership of the site, the District Council will again review the use of this area. <b>(CD(F&amp;ES))</b></p>	<p>See Minute 76/02</p>
<p><b>Minute 450 – Land at Francis Walk, Rayleigh</b></p> <p><b>Resolved</b></p> <p>That the strip of land in Francis Walk be sold at market value to be determined by an independent valuer and including the Council's legal costs. <b>(HRHM)</b></p>	<p>Solicitors for applicant now approving draft transfer document.</p>



<p><b>Minute 451 – Equity Share Property – 30 Woodstock Crescent, Hockley</b></p> <p><b>Resolved</b></p> <p>That the 25% Equity Share in 30 Woodstock Crescent, Hockley, be repurchased at valuation. <b>(HRHM)</b></p>	<p>Head of Legal Services awaiting signed transfer document. Completion of purchase expected around 12 July 2002.</p>
<p><b>Aggregate Credit Limit and Treasury Management (Minute 62/02)</b></p> <p><b>Resolved</b></p> <p>That the existing policies regarding treasury management continue for 2002/2003 until a further report is submitted outlining the changes required as a result of the updated CIPFA Code of Practice. <b>(HFS)</b></p>	<p>Implemented.</p>
<p><b>Civic and Public Relations Best Value Review (Minute 66/02)</b></p> <p><b>Resolved</b></p> <p>(1) That the action plan outlined in Appendix 1 to the report be agreed.</p> <p>(2) That the following bullet points be also agreed. <b>(CE)</b></p> <ul style="list-style-type: none"> <li>the Chairman's Year should not be too heavily prescriptive and that a degree of flexibility should be maintained for individual Chairmen to show a degree of innovation and thought, to arrange different events from previous years.</li> <li>the Tenants Newsletter should not be amalgamated with Rochford District Matters. Furthermore, it was the Committee's view that Rochford District Matters should raise its profile and professional look to the same level as that of the Tenants Newsletter.</li> </ul>	<p>Noted.</p> <p>Rochford District Matters will be developed over the coming months to raise its profile and image.</p>

<ul style="list-style-type: none"><li>• the possibility of further developing the Citizenship Debates with Schools should be investigated in order to enable increased participation in this event.</li><li>• the Chairman could present grant cheques to outside bodies at specific events in order for the Council to gain increased publicity for its activities and actions.</li></ul>	<p>A bid has been made to ECC for funding towards extension of the Council Citizenship Debate event linked to Essex Youth Parliament.</p> <p>Implemented.</p>
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## OUTSTANDING ISSUES FROM POLICY AND FINANCE COMMITTEE

<p><b>Issues Arising From Overview &amp; Scrutiny – Frail Elderly Housing Needs (Minute 150/02)</b></p> <p><b>Resolved</b></p> <p>(1) That £7,000 be made available for further consultancy work from the Housing &amp; Support Partnership, to be funded from underspend in the 2001/02 budget allocated for this work. <b>(HHHCC)</b></p> <p>(2) That the Community Overview &amp; Scrutiny Committee be advised of the detail of the research and consultation envisaged. <b>(HHHCC)</b></p>	<p>Implemented</p> <p>Report being made to September Overview and Scrutiny Committee</p>
<p><b>Outstanding Issues (Minute 151)</b></p> <p><b>Resolved</b></p> <p>That, subject to consideration by the Finance and Procedures Overview &amp; 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. <b>(CD(F&amp;ES))</b></p>	<p>Planning application awaited</p>
<p><b>Community Strategies And Local Strategic Partnerships (Minute 152/02)</b></p> <p><b>Resolved</b></p> <p>That consultation be undertaken with the various partners within the community to identify ways of progressing the Community Plan and Local Strategic Partnership, a report to be submitted on progress to this Committee prior to the Summer recess. <b>(CE)</b></p>	<p>Consultation is being undertaken. A report will come back to Committee in September.</p>

<p><b>Rochford District Council Consultation Strategy (Minute 153/02)</b></p> <p><b>Resolved</b></p> <p>That Officers undertake detailed investigation of the possibilities for establishing a Community Consultation Forum/Citizens Panel and report back with costings early in the new Municipal Year. <b>(CE)</b></p>	<p>Investigation of options is taking place with partners and suppliers.</p>
<p><b>Chief Executive's Appraisal (Minute 154/02)</b></p> <p><b>Resolved</b></p> <p>(1) That appraisal of the Chief Executive be undertaken by a Member Group comprising Group Leaders, the Chairman of the Policy &amp; Finance Committee and the Chairman of the Finance &amp; Procedures Overview &amp; Scrutiny Committee</p> <p>(2) That the Member Group undertake appraisals twice yearly (in April and October) and report outcomes direct to the Policy &amp; Finance Committee. <b>(CE)</b></p>	<p>Implemented</p> <p>Implemented</p>
<p><b>Enforcement Policy, Revenue Services (Minute 155/02)</b></p> <p><b>Resolved</b></p> <p>That the proposed enforcement policies for Car Parking Charges, Housing Benefit Overpayments and Council Tax/National Non-Domestic Rates, as set out in the report of Head of Revenue and Housing Management be agreed. <b>(HRHM)</b></p>	<p>Implemented</p>
<p><b>Rayleigh Association Of Voluntary Services (Ravs) – Service Level Agreement And Funding (Minute 156/02)</b></p> <p><b>Resolved</b></p> <p>(1) That the Service Level Agreement between RAVS and the Council be</p>	<p>Implemented</p>

agreed.	
(2) That the funding arrangement contained within the Service Level Agreement be agreed. This to be a total grant of £1,600 in 2002/03 increased by inflation for 2003/04 and 2004/05	Implemented
(3) That RAVS and other voluntary organisations be allowed to use the Civic Suite Council Chamber free of charge once a year <b>(HFS)</b> .	Implemented

<p><b>Rochford Reservoir – Grant Of New Management Agreement (Minute 157/02)</b></p> <p><b>Resolved</b></p> <p>That a New Management Agreement be granted to the Rochford Angling Club for a term of five years from 15 March 2002 at an annual fee of £550 and upon such other terms and conditions as the Head of Legal Services deems fit. <b>(HLS)</b></p>	<p>Proceeding</p>
<p><b>Application For Waiver Of Public Entertainment Licence Fees, Village Fair, Great Wakering (Minute 158/02)</b></p> <p><b>Resolved</b></p> <p>That the fees due if a Public Entertainment Licence is granted be waived by 100%. <b>(HHHCC)</b></p>	<p>Implemented</p>
<p><b>Application For Waiver Of Public Entertainment Licence Fees, Golden Jubilee Fair, Rochford (Minute 159/02)</b></p> <p><b>Resolved</b></p> <p>That the fees due if a Public Entertainment Licence is granted be waived by 100%. <b>(HHHCC)</b></p>	<p>Implemented</p>
<p><b>Application For Waiver Of Public Entertainment Licence Fees, Open Air Concert And Customers/Classic Show, Malyons Farm, Lower Road, Hullbridge (Minute 160/02)</b></p> <p><b>Resolved</b></p> <p>That the fees due if a Public Entertainment Licence is granted be waived by 80%. <b>(HHHCC)</b></p>	<p>Implemented</p>

<p><b>Mobile Exhibition Unit (Minute 161/02)</b></p> <p><b>Resolved</b></p> <p>That the current policy of hiring and charging for the Council's Mobile Exhibition Unit be continued for a further twelve months with a review in March 2003. <b>(CE)</b></p>	<p>Implemented</p>
<p><b>Civic Suite, Rayleigh (Minute 162/02)</b></p> <p><b>Resolved</b></p> <p>(1) That the Finance &amp; Procedures Overview &amp; Scrutiny Committee be requested to continue the work of the Asset Management Group in connection with the Asset Management Plan, with particular reference to use of the Civic Suite, and report back to this Committee on the viability of improvement works to that building.</p> <p>(2) That Rayleigh Town Council be advised that, because consideration is being given to the possibility of improvement work to the Civic Suite, no extension of their lease can be agreed but that the existing facility can be made available on a monthly rental basis pending the commencement of any works. <b>(CD(LPA)).</b></p>	<p>Implemented</p> <p>Implemented</p>
<p><b>Job Evaluation (Minute 163/02)</b></p> <p><b>Resolved</b></p> <p>(1) That the implementation of Job Evaluation be postponed until it can be demonstrated that a substantial number of authorities, at least 10% nationally, have successfully implemented a pay and grading structure based on it.</p> <p>(2) That the Finance &amp; Procedures Overview &amp; Scrutiny Committee consider and recommend a Grading Appeals Mechanism. <b>(CD(LP&amp;A))</b></p>	<p>Implemented</p> <p>Grading Appeals Mechanism agreed by Committee - 20 June 2002</p>

ITEM	PROGRESS/OFFICER
<p><b>OUTSTANDING ISSUES FROM FULL COUNCIL</b></p> <p><b>Consultation with Chambers of Trade (Minute 438/00)</b></p> <p><b>Resolved</b></p> <p>That the provision of additional CCTV cameras in Rayleigh Town Centre be implemented in consultation with the Rayleigh Chamber of Trade and Rayleigh Town Council to supplement the existing network. <b>(CD(F&amp;ES))</b></p>	<p>Contribution made to Rayleigh Town Council as agreed</p>
<p><b>Minute 25 – Proposed Traffic Calming Measures, Alexandra Road, Great Wakering (Minute 85/01)</b></p> <p><b>Resolved</b></p> <p>That, having considered the objections to the formal consultation, the proposed traffic calming measures in Alexandra Road, Great Wakering be introduced (Area Highways).</p>	<p>Arrangements with regard to traffic management are being finalised.</p>
<p><b>Petition (Minute 170/01)</b></p> <p><b>Resolved</b></p> <ul style="list-style-type: none"> <li>That this Council requests Essex County Council to install a ticket machine at Castle Road, Rayleigh and issue Essex windscreen discs to residents of Rochford and Castle Point. Any non residents who use Castle Road to be charged an entrance fee of £6 to cover return fees incurred at Southend Civic sites and to cover administration and staffing costs or a fee to be agreed by Essex County Council which Southend Borough Council may refund to its residents if it wishes.</li> </ul>	<p>Proposals received from ECC and reported to Environmental Services 6 June 2002. Recommendations agreed. There will be a £3.00 charge to non Essex residents (Southend) with a target start in August 2002. ECC will continue to refund the £3.00 but will not refund Southend residents.</p>



<ul style="list-style-type: none"> <li>• That as Essex County Council has not stated for how long it will return the £3 charge to Rochford residents, it should therefore discuss with Rochford District Council whether it will open and if so, where, a Civic Amenity site for the south/eastern part of Rochford district.</li> <li>• That should the District Council fail to get a satisfactory response to the above, the County Council should provide an alternative Civic Amenity site within the District. <b>(CD(F&amp;ES))</b></li> </ul>	
<p><b>Essex &amp; Southend Waste Local Plan - Proposed Modifications (Minute 177/01)</b></p> <p><b>Resolved</b></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. <b>(HPS/CD(F&amp;ES))</b></p>	<p>Legal advice being sought</p>

<p><b>Record Of Councillor Attendances 2000/01 (Minute 271/01)</b></p> <p><b>Resolved</b></p> <p>That the document in its current form be submitted to the next meeting of Annual Council, following which a review be undertaken of its content/presentation in the light of the Modernising Agenda. <b>(HAMS)</b></p>	<p>Review report to be submitted to Autumn cycle.</p>
<p><b>Rayleigh Windmill (Minute 273/01)</b></p> <p><b>Resolved</b></p> <p>(1) That a Conservation Architect be engaged to assist as necessary in the preparation and submission of a bid for grant funding in order to determine the amount of money required over the next five years to create an endowment fund.</p> <p>(2) That detailed plans be prepared for works to extend public access to the upper floors of the Windmill and internal refurbishment works necessary to facilitate greater public use of the building.</p> <p>(3) That grant funding be sought to assist with the cost of works and necessary repairs to the external fabric of the building.</p> <p>(4) That at a future point consideration be given to the use of the accommodation and additional uses to extend public use of the building following completion of the works. <b>(HLS/CD(F&amp;ES))</b></p>	<p>Implemented</p> <p>Implemented</p> <p>Bid submitted</p> <p>Ongoing</p>
<p><b>Playspaces Rolling Programme 2001/02 (Minute 274/01)</b></p> <p><b>Resolved</b></p> <p>That consideration be given to how vandalism problems experienced at the Pooles Lane Recreation Ground, Hullbridge could be addressed. <b>(CD(F&amp;ES))</b></p>	<p>Issues related to noise nuisance affecting caravan park. Costs of fencing boundary of caravan park and car park to be identified.</p>

**Play Space Rolling Programme 2001/2002 Consultation Responses (Minute 380(vi)/01)****Resolved**

That officers proceed in working with Canewdon Parish Council to establish the skateboard facility and seek planning permission as appropriate. **(CD(F&ES))**

Skateboard facility will be completed during July.

<p><b>Contract Review (Minute 380(ix)/01)</b></p> <p><b>Resolved</b></p> <p>(1) That as part of the work around the modernising agenda and compiling a new constitution for the Authority, the Council should develop a procurement strategy, contract standing orders and financial regulations which recognise the trend towards partnering and negotiation.</p> <p>(2) That the new standing orders and regulations need to look at the issues of aggregation and disaggregation.</p> <p>(3) That the new standing orders and regulations need to look at the balance between lowest price versus quality versus time in terms of selection. It needs to be recognised that there will be occasions where quality and /or time may be the overriding factors.</p> <p>(4) That large contracts (that is over £250,000) or contracts on sensitive sites, e.g. Mill Hall, Town Centres, Public Toilets, should be the subject of greater Member involvement in terms of the development of the specification and monitoring performance.</p> <p>(5) That Reports submitted to Committee (both in the Overview &amp; Scrutiny and Policy context) in respect of contracts should, wherever possible, include more details in relation to the quality of the work/service to be provided and the estimated duration of the contract. The key stages of the contract and any critical timeframes should be identified and shown graphically where appropriate.</p>	<p>Procurement strategy agreed.</p> <p>Being Implemented</p> <p>Being Implemented</p> <p>Consideration of contracts removed from Working Groups to Overview and Scrutiny Committee as appropriate.</p> <p>Will be considered as and when contracts are progressed.</p>
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(6) That where specific materials are required, initial investigations should take place at the preliminary stage to establish minimum/maximum delivery times. This information can then be included within the deliberations of the appropriate Overview and Scrutiny Committee.	Will be considered as and when contracts are progressed
(7) That in both contract documentation and pre-commencement meetings, the timetable, key milestones and lead times should clearly be addressed.	Will be considered as and when contracts are progressed
(8) That the scheduling of all outdoor contracts should, where possible, be confined to the Spring to Autumn period and not spread into the Winter months, unless for exceptional reasons.	Will be considered as and when contracts are progressed
(9) That the Council purchase 6 signage boards for display by contractors to provide on site information for the public to identify the scheme as a Council project and to provide such information as contract duration, estimated completion and Council contact point.	Specific signs to be provided for each project.
(10) That the Council's Approved List of Contractors should include a rider at the bottom of the list stating that "The above companies have been vetted for inclusion on the approved list in terms of their financial standing, capacity, past performance and areas of expertise. However, the vetting has only been within those areas of work applied for and the inclusion of firms on the approved list should not be seen as an endorsement by the Council of the company or its workmanship".	Implemented
(11) That within the overall contracting process, Ward Councillors and Group Leaders should be advised in advance of the commencement of development works contracts within their ward and included in a quality feedback loop as part of the assessment of the success of that contract.	Implemented
(12) That a Lead Officer be identified and named as a contact point for each contract.	Implemented
(13) That the contracts procedure appended to the report be adopted across the Council for building and works contracts. <b>(CD(F&amp;ES))</b>	Implemented

<p><b>Housing Corporation Funding Bids (Minute 441/01)</b></p> <p><b>Resolved</b></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. <b>(HHHCC)</b></p>	<p>No Housing Corporation funding has yet been allocated to scheme bids for this District; discussions with relevant housing associations and the Housing Corporation are continuing to try and secure funding.</p> <p>The allocation will allow the purchase of two properties for rent by Swan Housing Association. The purchase of one property has fallen through and Swan Housing Association are actively searching for properties to purchase, but rising house prices are making this a difficult project to complete.</p>
<p><b>Hardwick House (Minute 442/01)</b></p> <p><b>Resolved</b></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. <b>(HHHCC)</b></p>	<p>No Housing Corporation funding has yet been agreed. Discussions are taking place with Swan Housing Association and the Housing Corporation to establish whether the proposals can be amended to ensure funding is secured. Proposals need to be consistent with the future strategy for older peoples housing currently being considered.</p>

<p><b>Notices of Motion Received Pursuant to Standing Order 9 (Minute 466/01)</b></p> <p><b>From Cllrs Mrs M S Vince, R A Amner and D A Weir</b></p> <p><b>Resolved</b></p> <p>That Officers of this Council investigate for the public and community benefit the possible use of the vacant shops in Rochford Garden Way and that a report is presented as soon as feasible to the appropriate Committee. <b>(HHHCC)</b></p>	<p>Scheme prepared. Resolution to apply for planning permission for the scheme was agreed by 2 July 2002.</p>
<p><b>Cherry Orchard Jubilee Park Scheme (Minute 470/01)</b></p> <p><b>Resolved</b></p> <p>(1) That £26,000 be released from the Capital Programme in order to progress phases 1 and 2 of the Scheme.</p> <p>(2) That authority be delegated to the Corporate Director (Finance and External Services) to utilise the released funds in consultation with the Working Group. <b>(CD(F&amp;ES))</b></p>	<p>Implemented</p> <p>Implemented</p>

<p><b>Leisure Management Contract (Minute 47/02)</b></p> <p><b>Resolved</b></p> <p>(1) That Holmes Place be awarded the Council's Leisure Management Contract for a 20 year period without the development of the Park site.</p> <p>(2) That the Council nonetheless remain committed to the provision of a new leisure centre at Park School, to be opened by the end of 2005 at the latest.</p> <p>(3) That, irrespective of the result of any planning application, the Council work with the Contractor to agree the way forward for the use of the Park site and keep the local community informed and involved as much as practical. <b>(CD(F&amp;ES))</b></p>	<p>Contract commenced 1.4.02.</p> <p>Wording agreed with Holmes Place and Group Leaders</p> <p>Included in contract</p>
<p><b>Member Budget Monitoring Sub-Committee – 16 January 2002 and 31 January 2002 (Minute 42/02)</b></p> <p><b>Minute 164 – Leisure Contract and Budget Strategy</b></p> <p><b>Resolved</b></p> <p>That the charges around car parking (with the exception of the Approach Car Park), cemeteries and church yards and Hackney Carriage Licensing be retained at their current price levels pending the review by the Finance and Procedures Overview and Scrutiny Committee for detailed consideration. <b>(HFS)</b></p>	<p>Initial report submitted to Finance and Procedures Overview and Scrutiny Committee on 20 June 2002</p>



<b>Budget Strategy and Council Tax (Minute 51/02)</b>  <b>Resolved</b>	
<ul style="list-style-type: none"> <li>• That the political bid for an out of Hours Noise Abatement Officer should not be accepted. However, Officers should continue to investigate the possibility of joint Authority working to provide a solution, and to carry out the Best Value Review. <b>(HFS/HHHCC)</b></li> <li>• That Officers bring a toilets condition report to Council in the new Municipal year. <b>(HFS/CD(F&amp;ES))</b></li> <li>• That the Housing Capital Programme for 2002/2003, 2003/2004 and 2004/2005 be accepted with the inclusion of the 2 vacant properties in Rochford Garden Way.</li> <li>• That Officers bring forward a report on the financial implication on the Housing Revenue Account of converting these into 1 bedroom properties. <b>(HFS)</b></li> </ul>	<p>Best Value review of Public Regulation, Inspection and Protection is continuing with completion planned for March 2003</p> <p>Survey almost complete. Report to Members after recess.</p> <p>Detailed plans and costings being prepared.</p> <p>Will be included in main report on conversions.</p>

<p><b>Minutes of Committees (Minute 76/02)</b></p> <p><b>Minute 14(3) relating to Transportation Sub-Committee Minute 188 – Disabled Parking in Off-Street Car Parks</b></p> <p><b>Resolved</b></p> <p>That resolutions (3) and (4) of Transportation Sub-Committee Minute 14(3) related to Disabled Parking in Off-Street Car Parks be not agreed, the matter to be referred to the Finance and Procedures Overview and Scrutiny Committee for consideration in tandem with its review of fees and charges.</p> <p><b>Minute 59(4) – Relating to Corporate Resources Sub-Committee minute 449 – Labunum Grove Payspace</b></p> <p>(1) That the District Council supports Hockley Parish Council in acquiring the lease of the Laburnam Grove Playspace and agrees to match fund the sum of £8,000 raised by the Parish (to be financed via £4,000 from the Parish Partnership budget and £4,000 from the Community Safety budget), subject to a caveat that, in the first instance, the Parish Council seek grant funding from appropriate organisations (including ‘Awards for All’) with a view to reducing the contribution required from the District.</p> <p>(2) That, should the Parish be unsuccessful in obtaining grant funding, then the full sum of £8,000 be made available.</p> <p>(3) That the lease transfer be concluded by 30 June 2002. <b>(CD(F&amp;ES))</b></p>	<p>In Finance and Procedures Overview and Scrutiny Committee work programme for consideration in September/October along with other budget issues.</p> <p>Ongoing</p> <p>Ongoing</p> <p>Implemented</p>
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<p><b>Independent Remuneration Panel (Minute 77/02)</b>  <b>Payment of out of pocket expenses to advisers</b></p> <p><b>Resolved</b></p> <p>That, subject to the provision of out of pocket expenses for mandatory visitors to the Standards Committee, the question of payment of out of pocket expenses to advisers be referred to a future meeting of the Finance and Procedures Overview and Scrutiny Committee for consideration.<b>(CD(F&amp;ES)</b></p>	<p>Report to Overview &amp; Scrutiny Committee before Summer recess.</p>
<p><b>Carers allowance</b></p> <p><b>Resolved</b></p> <p>That the question of a carers allowance be referred to a future meeting of the Finance and Procedures Overview and Scrutiny Committee for consideration.  <b>(CD(F&amp;ES)</b></p>	<p>Report to Overview &amp; Scrutiny Committee before Summer recess.</p>
<p><b>Other Recommendations of The Independent Remuneration Panel</b></p> <p><b>Resolved</b></p> <ul style="list-style-type: none"> <li>• That the Standards Committee take responsibility for determining a minimum level of competency training that would enable Councillors to be effective within their duties and responsibility and that the Panel be advised of such training when they meet for regular review.</li> <li>• That the recommendation that the Council explores replacing the current practice of using a courier to transport paper to Members with dedicated landline/faxes or PC's with internet connections be noted and referred to the appropriate Overview and Scrutiny Committee.</li> <li>•</li> </ul>	<p>To first meeting of Standards Committee.</p> <p>Report to Finance and Procedures Overview and Scrutiny Committee on 23 July 2002</p>

<ul style="list-style-type: none"><li>• That the recommendation that the Council give some consideration to offering a minimum of administrative support to local Councillors and that the savings in administrative costs resulting from the move from monthly to annual lump sum remuneration for some travel allowances be redistributed to provide a central administrative support to Members be noted and referred to the appropriate Overview and Scrutiny Committee. <b>(CD(F&amp;ES)HAMS)</b></li></ul>	Report to Finance and Procedures Overview and Scrutiny Committee on 23 July 2002
<p><b>Councillor Mrs S J Lemon (Minute 179/02)</b></p> <p><b>Resolved</b> that a permanent memorial be established in memory of Councillor Mrs S J Lemon, the Community Overview &amp; Scrutiny Committee to give detailed consideration to the precise nature of the memorial. <b>(CE)</b></p>	Report to Community Services Overview and Scrutiny Committee on 16 July 2002

<p><b>Committee Minutes And Reports (Minute 182(12)/02)</b></p> <p><b>Development Control/Building Control Best Value Review - Final Report</b></p> <p><b>Resolved</b></p> <p>(1) That the Planning Services Committee continue to comprise all Members of the Council.</p> <p>(2) That the objective to organise a regular focus group on planning be not approved.</p> <p>(3) That the objective to remove the requirement for Ward Member consultation when agreeing minor adjustments to applications first determined by the Planning Committee be not approved.</p> <p>(4) That the objective relating to redesigning Planning reception in Acacia House be deferred pending future Asset Management deliberations.</p> <p>(5) That, subject to referral of the procedure for site visits to the Environment Overview &amp; Scrutiny Committee, the revised Action Plan, as attached to the report of the Head of Planning Services, be approved. <b>(HPS)</b></p>	<p>Implemented</p> <p>Implemented</p> <p>Implemented</p> <p>Implemented</p> <p>Work underway to implement the Action Plan.</p>
<p><b>Committee Minutes and Reports (Minute 182(14)/02)</b></p> <p><b>Scheme of Delegation</b></p> <p><b>Resolved</b> that, subject to specific reference to authority being delegated to the Appeals and Licensing Committee to consider any Appeals in respect of the Council's Taxi Voucher Scheme, the revised scheme of delegations as appended to the report replace Part 3 of the Council's Constitution. <b>(CD(LPA))</b></p>	<p>Implemented</p>

**NOTICES OF MOTION RECEIVED PURSUANT TO COUNCIL PROCEDURE  
RULE 12 (Minute 183/02)**

**From Councillors J R F Mason and Mrs M J Webster relating to breeding  
sites of the Great Crested Newt**

**Resolved**

That the Motion be agreed. **(HPS)**

Motion referred to Environmental Services Committee for  
consideration.

**From Councillors A Hosking, V H Leach and Mrs J Hall relating to recycling and waste strategies**

**Resolved**

That the Environment Overview and Scrutiny Committee consider the following:-

“This Council: -

- (a) welcomes the progress of Rochford District Council (RDC) in raising recycling levels, the positive results of our residents in Hawkwell and parts of Rayleigh are to be commended.
- (b) is concerned at the apparent continuing differences between Essex County Council (ECC) and the Waste Collection Authorities (WCAs) in respect of the Waste Plan and the emerging Waste Contract Strategy and urges the County Council, the Unitary Authorities and the WCAs in Essex, through their membership of the Waste Management Advisory Board, to establish an agreed, sustainable and flexible waste management strategy for Essex, which will form the basis of a truly constructive partnership between all parties.
- (c) re-affirms RDC’s waste strategies of seeking to: Maximise reduction, re-use and recycling in the District; Extend the life of available landfill and avoid incineration; Encourage local residents and businesses in those respects; Promote appropriate local waste treatment and recycling businesses; Seek a meaningful sharing of plans and financial resources with ECC, and response by WCAs to current and future developments.

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<p>(d) regrets that the adoption of the Essex and Southend Waste Local Plan did not take account of the final modifications proposed by RDC and the Consortium, particularly in respect of incineration.</p> <p>(e) commends a similar motion to other Boroughs and Districts in Essex for debate and resolution.” <b>(CD(F&amp;ES)</b></p>	
<p><b>From Councillors D R Helson and V H Leach relating to use of funds for CCTV and the Hambro Hill/Grove Road Schemes</b></p> <p><b>Resolved</b></p> <p>That the Motion be referred to the Environment Overview and Scrutiny Committee for consideration. <b>(CD(F&amp;ES)</b></p>	Implemented
<p><b>From Councillors Mrs J Helson, V H Leach, D R Helson, A Hosking, Mrs J M Giles, Mrs H L A Glynn, Mrs J Hall and C I Black amending Overview and Scrutiny Procedure Rule 15</b></p> <p><b>Resolved</b></p> <p>That the Motion be agreed. <b>(HAMS)</b></p>	Implemented



<p><b>Audit Commission – Delivering Comprehensive Performance Assessment – Consultation Draft (Minute 184/02)</b></p> <p><b>Resolved</b></p> <p>(1) That the comments contained within Section four of the Chief Executive's report be this Council's response to the Audit Commission's Consultation Paper on Delivery Comprehensive Performance Assessment.</p> <p>(2) That a copy of the response be sent to the Local Government Association. <b>(CE)</b></p>	<p>Implemented</p> <p>Implemented</p>
<p><b>Timetable Of Meetings 2002/03 (Minute 185/02)</b></p> <p><b>Resolved</b></p> <p>That the timetable of meetings for 2002/03, as amended and appended to these Minutes, be adopted. <b>(HAMS)</b></p>	<p>Implemented</p>
<p><b>Removal Allowances (Minute 186/02)</b></p> <p><b>Resolved</b></p> <p>That the sum of £633.65 as a Type 'A' removal fee and £792.30 as a Type 'B' removal fee be agreed on the basis set out in the exempt report of the Head of Revenue &amp; Housing Management and paid as part of the capital cost for which provision has been allowed within the Budget. <b>(HRHM)</b></p>	<p>Implemented</p>
<p><b>Disabled Adaptions – Oap Designated Property (Minute 187/02)</b></p> <p><b>Resolved</b></p> <p>That a variation to the rules on letting property currently designated for the elderly in order to provide accommodation for the applicant identified in the exempt report be agreed. <b>(HRHM)</b></p>	<p>Implemented</p>