

REPORT TO THE MEETING OF THE EXECUTIVE 19 JANUARY 2011

PORTFOLIO: SERVICE DEVELOPMENT/IMPROVEMENT AND PERFORMANCE MANAGEMENT

REPORT FROM HEAD OF FINANCE

SUBJECT: PERFORMANCE REPORT TO MEMBERS ON KEY PROJECTS FOR THE PERIOD: OCTOBER TO DECEMBER 2010

1 DECISION BEING RECOMMENDED

- 1.1 To note the progress against key projects for the third quarter of 2010/11.
- 1.2 To place on record any comments on projects for the third 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 31 December 2010.
- 2.2 Quarterly Performance Statistical Reports for each Division will be available on the Council intranet and website by end of January 2011 by selecting “Quarterly Performance Reports” from the A-Z of Services. (The website address is www.rochford.gov.uk)
- 2.3 An updated schedule of Progress on Decisions (POD) taken by Council, the Executive and Portfolio Holders is to follow.
- 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.
- 3.2 These risks are mitigated by the review of the report content by the Senior Management Team and a cross check with the Progress on Decisions schedule.

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

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 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 March 2011.
- Achieve the Member Development Charter by the end of 2010
- Improving our council tax and benefits service, working with Castle Point Borough Council where appropriate.
- 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 Community Safety Partnership (CSP) 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 CO₂DE
- 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: October to December 2010**

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	The Corporate Plan will be revised and updated once the Council's revised Medium Term Budget Strategy has been approved in January 2011	G

Corporate Objective 1 – Making a Difference to Our People

Objective	Related Corporate Objective(s)	Start Date	Target Completion Date	Commentary	RAG Status
To deliver efficiency savings and to report proposals to the Executive in July 2010 and to report achievement in the 2010/11 accounts.	-	April 2010	December 2010	The efficiency savings for 2010/11 were incorporated into the Revised Estimates report which was agreed at the Council meeting of the 14 December.	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 Executive has agreed to reporting of plan items on an exceptions basis. A majority of the actions are either completed or on target. Remainder are on hold pending outcome of spending review decisions. A detailed report is being made available to the Portfolio Holder.	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	COMPLETED - The Charter Assessment on 5 October 2010 was successful. They were of the view that we had in fact far exceeded the standard and could justifiably be considered as a 'flagship Authority'.	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" 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	COMPLETED - Accounts were approved on 29 June 2010 and the Annual Report was published on the website on 23 September 2010.	
To review and update the Medium Term Financial Strategy (MTFS) including the Capital Strategy for Member consideration and approval.	-	May 2010	February 2011	Work on producing the revised MTFS for 2011/12 onwards is progressing well with a number of Member events already held. The next key dates are the Member Awayday on 15 January and the Council meeting to approve the MTFS on 25 January 2011.	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	Following consideration by both the Rochford LSP and Castle Point's LSP work is now underway on establishing a joint LSP across the two areas and rationalising partnership structures as a result. The aim is to have a revised partnership structure in place by the new financial year	G
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 Revenues and Benefits whole shared service project with Castle Point Borough Council has been put on hold pending further detail on the new Universal Credit . A number of smaller shared services are in place and are being developed further. The Joint Member Project Board will continue to monitor the developments and look for other sharing opportunities.	R
To improve service access and delivery for our community by examining proposals for an improved reception area at Rochford.	-	April 2010	September 2010	The Council has decided not to proceed with proposals for a revised reception and office accommodation at the present time. Instead, a planning application has been submitted to renew the existing temporary consent covering the reception area.	G
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	All 5 planned events have been completed. A "Have Your Say Group is now established with close to 300 members. A refreshed Consultation Strategy and Action Plan has been agreed. A final event is planned for next Spring 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
To progress the Local Development Framework (LDF) Core Strategy through its inquiry stage and to adoption by October 2010.	-	2007	October 2010	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.	R
To implement the Council's Climate Change and Sustainability Strategy (Climate Co ₂ de)	-	April 2010	On Going	A corporate group is now progressing with this project and the Climate Co ₂ de will be updated in April 2011. Work undertaken to date has included a Green Travel Plan, energy management and the establishment of project management and performance management arrangements.	G

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	February 2011	An indicative programme of works for the next three years was agreed by the Executive in December 2009. The Portfolio Holder has agreed to the construction of a new (externally funded) children's play facility and a temporary car park, with access from Cherry Orchard Way due for completion February 2011. The Portfolio Holder has agreed to defer construction of the permissive route through New England Woods. A decision on the planning application for the new car park in Grove Woods is awaited.	G
To continue to improve recycling rates by completing the roll out of the scheme to flats and mobile home sites.	-	April 2010	March 2011	Monitoring of flats to identify contamination is ongoing. The three bin scheme is live at 924 flatted properties, 26% of the overall project. 1556 flats have been surveyed but scheme launch has been delayed at some sites due to adverse weather conditions. Staff will focus on a sustained campaign to roll-out simultaneous sites during the next quarter. Meetings have been held over the past two months with the majority of mobile home site owners and agreement reached in principle. The collection contractor, SITA, has been consulted concerning collections from these sites and residents meetings are to be held in January and February followed by scheme launch. We are still on course to achieve a recycling rate in the region of 66% for the full year.	G

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	March 2011	All works are on target for completion by March 2011. These include fencing at Hockley Woods and drainage works at Sweyne Park.	G
To monitor and seek improvement in local air quality.	-	April 2010	March 2011	Arrangements have now been made within the Rawreth Air Quality Management area to install Continuous PM ₁₀ (dust) monitoring equipment. This will be completed by February 2011. The continuous NO ₂ monitoring currently being carried out in Rayleigh High Street will be concluded by January 2011. This data will then be assessed and a report will be submitted to the Executive in the summer of 2011.	G

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	A revised Economic Development Strategy and Action Plan is scheduled to be submitted to the February meeting of the Executive for approval.	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 to be completed by February 2011.	G

Progress on Decisions made by the Executive/Full Council

From Full Council

Item	Progress/Officer		
<p>Local Democracy, Economic Development and Construction Act 2009 – Petitions (Minute 121(3)/10)</p> <p>Resolved</p> <p>(1) That the Petitions Scheme appended at pages 8.41 to 8.45 of the report of the Executive be adopted.</p> <p>(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.</p> <p>(3) That the Scheme is reviewed by December 2010. (HLEMS)</p>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<p>Completed.</p> <p>Completed.</p> <p>On 16 December 2010 DCLG indicated that it would be seeking to repeal the legislative requirements associated with petitions through the Localism Bill. The requirements remain in force pending this repeal. Officers will report as appropriate once the precise legislative position is known.</p>		
<p>Rochford Core Strategy – Proposed Amendments (Minute 2610/10)</p> <p>Resolved</p> <p>That the amendments to the Rochford Core Strategy set out in appendix 1 to the report, be approved, published for public consultation, together with Topic Papers 3, 4 and 5 and the Sustainability Appraisal (appendices 2, 3, 4 and 5), and then submitted with the consultation responses to the Inspector for consideration at the public examination in January 2011. (HPT)</p>	Red	Amber	Green
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<p>Progress to adoption has been delayed by the need to prepare and consult on a schedule of amendments to the strategy.</p>		

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 Amber = Slippage or holding factors are evident but recovery to meet target is planned. Done = Completed projects "greyed out" in reports.

Item	Progress/Officer		
	Red	Amber	Green
<p>Revised Budgetary Estimates for 2010-11 (Minute 318/10)</p> <p>Resolved</p> <p>That the revised estimates for 2010/11, as detailed in the report, be agreed. (HF)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed.		
<p>Review of Statement of Licensing Policy (Minute 319/10)</p> <p>Resolved</p> <p>That the Statement of Licensing Policy for the period 7 January 2011 to 6 January 2014, as appended to the report, be approved. (HES)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed.		
<p>Revised Arrangement for Dealing With Hackney Carriage and Private Hire Vehicles, Driver’s and Operator’s Licence Appeals (Minute 320/10)</p> <p>Resolved</p> <p>That a new report and referral procedure for dealing with infringements to hackney carriage and private hire vehicles, driver’s and operator’s and licences, as outlined in the report, be introduced. (HPT)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Implemented.		
<p>Setting The Council Tax Base 2011-12 (Minute 321/10)</p> <p>Resolved</p> <p>(1) That the method of calculation of the Tax Base for 2011/12 be noted.</p> <p>(2) That pursuant to the report and in accordance with the Local Authorities (Calculation of Tax Base) Regulations 1992 (as amended) the amount calculated by Rochford District Council as its Council Tax Base for the year 2011/2012 shall be in the following parts:-</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed.		
	Completed.		

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Item	Progress/Officer
ASHINGDON	
BARLING MAGNA	
CANEWDON	
FOULNESS ISLAND	
GREAT WAKERING	
HAWKWELL	
HOCKLEY	
HULLBRIDGE	
PAGLESHAM	
RAWRETH	
RAYLEIGH	
ROCHFORD	
STAMBRIDGE	
SUTTON	
<hr/> 31,385.71	

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From the Executive

Item	Progress/Officer		
Revenues and Benefits Shared Service Working (Minute 224/09)	Red	Amber	Green
Resolved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(1) That business cases now be developed for the following options, as detailed in the exempt report:- <ul style="list-style-type: none"> • Counter Fraud Administration – Option 2 • Bailiff Services – Option 1 • Common Documentation and Forms for Customer Consumption • Shared Training Provision – Option 2 • Joint Take Up and Promotion of Services. 	Completed.		
(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.	Completed.		
(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. (HCS)	Completed.		

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Item	Progress/Officer														
Cherry Orchard Country Park Advisory Group (Minute 324/09)	Red	Amber	Green												
Resolved	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>												
<p>(1) That capital provision of £120,000 is considered as part of the budget process for inclusion in the Medium Term Financial Strategy in respect of projects within the Cherry Orchard Country Park for each year for the next three years.</p> <p>(2) That, subject to capital funding being agreed, the indicative programme of works for Cherry Orchard Jubilee Country Park over the next three years shall comprise:-</p> <table border="0" data-bbox="264 699 1108 1241"> <thead> <tr> <th data-bbox="264 699 1019 735"><u>2010/11</u></th> <th data-bbox="1023 699 1108 735"><u>£000</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="264 762 1019 799">Grove Woods additional car parking</td> <td data-bbox="1023 762 1108 799">60</td> </tr> <tr> <td data-bbox="264 826 1019 895">Permissive route for horses and pedestrians through New England Wood to Flemings Farm</td> <td data-bbox="1023 826 1108 863">45</td> </tr> <tr> <td data-bbox="264 922 1019 959">Arboretum of fruit trees (year 1)</td> <td data-bbox="1023 922 1108 959">10</td> </tr> <tr> <td data-bbox="264 1010 1019 1046"><u>2011/12</u></td> <td data-bbox="1023 1010 1108 1046"><u>£000</u></td> </tr> <tr> <td data-bbox="264 1074 1019 1142">Service Building, staff and public facilities (Revenue costs of £9,500 p.a.)</td> <td data-bbox="1023 1074 1108 1110">140</td> </tr> <tr> <td data-bbox="264 1201 1019 1238">Arboretum of fruit trees (year 2)</td> <td data-bbox="1023 1201 1108 1238">10</td> </tr> </tbody> </table>	<u>2010/11</u>	<u>£000</u>	Grove Woods additional car parking	60	Permissive route for horses and pedestrians through New England Wood to Flemings Farm	45	Arboretum of fruit trees (year 1)	10	<u>2011/12</u>	<u>£000</u>	Service Building, staff and public facilities (Revenue costs of £9,500 p.a.)	140	Arboretum of fruit trees (year 2)	10	<p>Completed.</p> <p>Protected species have been identified as part of the required environmental assessment and need to be relocated. The planning application will be submitted shortly.</p> <p>Portfolio Holder decision on 11 November to defer the construction of this route until 2011/12.</p> <p>The ground preparation and fencing for the proposed arboretum is on target to be completed by March. The majority of planting for this three year project will be completed next winter.</p> <p>Not due to start.</p>
<u>2010/11</u>	<u>£000</u>														
Grove Woods additional car parking	60														
Permissive route for horses and pedestrians through New England Wood to Flemings Farm	45														
Arboretum of fruit trees (year 1)	10														
<u>2011/12</u>	<u>£000</u>														
Service Building, staff and public facilities (Revenue costs of £9,500 p.a.)	140														
Arboretum of fruit trees (year 2)	10														

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Item		Progress/Officer		
<u>2012/13</u>	<u>£000</u>			
	Construction of wetland	35		
	Burial of power lines	50	Power lines to be removed shortly by EDF at their expense.	
	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.		Implemented. Staffing resources to be reviewed shortly.	
(4)	That the earlier decision to take no action with regard to highway works and car park from Cherry Orchard Way is reaffirmed and that officers investigate opportunities to obtain a short term lease on land to the east of Cherry Orchard that could be used as a temporary car park.		Superseded by subsequent Portfolio Holder decision.	
(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. (HES)		Implemented.	
Air Quality Management Area – Rawreth Industrial Estate (Minute 108/10)		Red	Amber	Green
Resolved		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(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.	Completed.		

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Item	Progress/Officer		
(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. (HES)	On target for the production of first draft by 31 March 2011.		
<p>Shared Service Working (Minute 171/10)</p> <p>Resolved</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. (HCS)</p>	Red	Amber	Green
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<p>At the Joint Member Project Board meeting of 10 December, it was decided that work should be put on hold that was looking into setting up of a fully shared service between the two authorities, in light of the changes that are currently being made to the administration of the Benefits system. However, it was agreed to continue with the joint working that was already taking place in relation to fraud, staff training and forms and documentation.</p> <p>Completed.</p>		
<p>Medium Term Financial Strategy 2010/11 – Update (Minute 195/10)</p> <p>Resolved</p> <p>(1) That the current position on the Medium Term Financial Strategy be noted.</p>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Completed.		

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Item	Progress/Officer
<p>(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.</p>	<p>Completed.</p>
<p>(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.</p>	<p>Completed.</p>
<p>(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 Benefits/Council Tax with Castle Point Borough Council is an example of this. (HF)</p>	<p>Work is ongoing on the areas listed.</p>

KEY

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Item	Progress/Officer		
Strategic Improvement Plan 2010/11 – Quarterly Update (Minute 264/10)	Red	Amber	Green
Resolved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(1) That the progress being made on the implementation of the Council's Strategic Improvement Plan 2010/11 be noted. (2) That the Executive receive future reports on an exception only basis, with routine progress monitoring being carried out by the Portfolio Holder and summarised in the Quarterly Performance Report on projects. (DCE)	Completed.		
Capital Programme Monitoring Report – Quarter 2 – 2010/11 (Minute 266/10)	Red	Amber	Green
Resolved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(1) That the financial progress as at the end of Quarter 2 in completing the Capital Programme for 2010/11 be noted. (2) That an additional £6,040 be released from the £28,000 remaining budget for the pavilions to enable the disabled adaptations to be put in place at Rochford Pavilion. (HF)	Completed. Completed – budget has been released for works.		
Disabled Facilities Grants (Minute 281/10)	Red	Amber	Green
Resolved	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
That the update on the process involved in administering Disabled Facility Grants, the criteria for approving the Grants and the breakdown of current applications and expenditure be noted subject to:-			

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Item	Progress/Officer		
<ul style="list-style-type: none"> • Regular monitoring by the Executive through the quarterly key performance indicator statistics of the times associated with various stages of the Disabled Facilities Grants process, in particular the following periods:- <ul style="list-style-type: none"> – from the Occupational Therapist’s recommendation to an application being sent out. – from receipt of application to approval of grant. – from approval of grant to completion of works. • The organisation appointed to provide the Home Improvement Agency Service following the current tender exercise being asked whether the contractors utilised to fulfil its role are locally based. • Concerns about the bureaucratic and costly nature of the process associated with administering Disabled Facility Grants being raised as part of the Council’s input to the South Essex Commission of Enquiry into more effective health, housing and adult social care services and by the Leader of the Council at other forums as appropriate. (HCS) 	<p>Performance figures will be provided for each of the stages detailed through the regular quarterly performance reporting process.</p> <p>ECC are currently undertaking the tender process for the new HIA service but at this stage it is not known who the interested bidders are.</p> <p>Completed.</p>		
<p>Review of Long Term Empty Properties And Council Tax Second Homes Discretionary Discount Policy (Minute 282/10)</p> <p>Resolved</p> <p>(1) That the discretionary discount awarded on long-term empty properties in the District be reduced from 50% to 0% with effect from 1 April 2011.</p>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<p>The administration process is now under way for notifying these home owners that the discount will be reduced from 1.4.2011.</p>		

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Item	Progress/Officer		
(2) That the discretionary discount awarded on second homes in the District be reduced from 50% to 10% with effect from 1 April 2011. (HCS)	The administration process is now under way for notifying these home owners that the discount will be reduced from 1.4.2011.		
<p>Rochford Reception and Office Improvements (Minute 283/10)</p> <p>Resolved</p> <p>(1) That the decision to replace the current temporary reception facility at Rochford with a more permanent structure, including improved office accommodation, be deferred and reviewed in two years' time, when the budget position concerning local government, its role, responsibilities and the delivery of services should be clearer.</p> <p>(2) That officers action the submission of a planning application to renew the temporary consent of the current reception building at Rochford, and also action the necessary works to re-roof the temporary structure, on the basis of the estimated provision identified in the exempt report, to be funded from the capital provision set aside for the reception and office improvement project.</p> <p>(3) That the replacement of the heating of Nos 3-13 and electrical systems of Nos 5 – 15 South Street, Rochford be approved on the basis of the estimated provision identified in the exempt report, again to be funded from the capital provision set aside for the reception and office improvement project.</p> <p>(4) That the possibility of utilising 57 South Street, Rochford for the purpose identified in the exempt report in the short to medium term – 3 to 5 years – be actioned on the basis of the estimated cost identified. (HLEMS)</p>	Red	Amber	Green
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>The planning application has been submitted, the re-roofing of the structure will be carried out in the early Spring 2011 when the weather is more suited to this type of work.</p> <p>A specification for the heating system has now been finalised, this will go out to tender early in January 2011 ready for implementation in Spring 2011. A specification for the re-wiring will be drawn up during January 2011 to go out to tender early March 2011.</p> <p>A report will be submitted to the Executive in February to update on options and progress.</p>			

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Item	Progress/Officer		
<p>IT Contract Joint Procurement (Minute 308/10)</p> <p>Resolved</p> <p>(1) That the Council participate in the IT contract joint procurement process, including involvement in the selection and appointment of technical IT procurement and legal expertise to develop the contract specification.</p> <p>(2) That a contribution of up to an additional £30,000 from the IT Strategy Reserve to fund the Council's involvement in appointing technical IT procurement and legal expertise be agreed.</p> <p>(3) That an IT Contract Procurement Member Advisory Group comprising the Leader, Deputy Leader and Portfolio Holder for Service Development, Improvement and Performance Management, the Portfolio Holder for Finance & Resources and the Leader of the Opposition (or nominee), be appointed with the terms of reference as at paragraph 2.6 of the report. (HICS)</p>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<p>Ongoing.</p> <p>Part funding for the project secured from the Regional Improvement and Efficiency Partnership.</p> <p>Ongoing.</p>		
<p>Improvement East Regional Asset Management Project (Minute 311/10)</p> <p>Resolved</p> <p>(1) That the Council remain engaged with the general IE RAMP programme as it develops, to both be informed and to take advantage of any initiatives as they emerge.</p> <p>(2) That the Council register an interest as a partner in the Essex County Council Collaborative Facilities Management procurement exercise so that it is able to take advantage of the framework agreements at a later date should it prove that there is a cost and quality advantage in doing so. (HLEMS)</p>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<p>This is ongoing. A draft report was issued by IE RAMP at the end of December 2010 setting out a number of proposals which will need to be considered and reflected on.</p>		

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Item	Progress/Officer		
Organisational Change – Further Review (Minute 312/10)	Red	Amber	Green
Resolved	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>(1) That the organisational changes proposed in relation to Senior Management be endorsed and their implementation, as set out in the exempt report, agreed.</p> <p>(2) That the other organisational changes suggested in the exempt report be agreed in principle so that, following consultation with staff early next year, detailed changes can be brought forward for approval in March. (CE)</p>	<p>These two decisions are now being implemented.</p>		

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

Item	Progress/Officer		
Appointment to Rochford Housing Association Board (28/09/10)	Red	Amber	Green
Decision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
That Cllr M Maddocks be appointed to the Rochford Housing Association Board pending confirmation by Full Council. (HLEMS)	Completed.		
Domestic Abuse Reduction Officer Post (13/11/10)	Red	Amber	Green
Decision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
That the post be funded on the basis identified in the exempt decision. (CE)	Completed.		

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

Item	Progress/Officer		
<p>ICT Strategy 2077-2011:2010/11 Update (05/10/10)</p> <p>Decision</p> <p>To approve the ICT Strategy and Action Plan for 2010/11, as attached to the report to the Portfolio Holder dated 24 September 2010. (HICS)</p>			
	<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
<p>Cherry Orchard Country Park – Children’s Adventure Play Provision and Car Parking (21/05/10)</p> <p>Decision</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. (HES)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Play Builder Funding has now been confirmed. The planning application has been approved and the works are on target for completion by March 2011.		
<p>Open Spaces Refurbishment Programme 2010/11 (08/06/10)</p> <p>Decision</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. (HES)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Works are completed at Hockley Woods and are on target for completion at Sweyne Park by March 2011.		
<p>Playspace Rolling Programme 2010/11 (08/06/10)</p> <p>Decision</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. (HES)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Works are completed at Bedford Close and we are on target for completion for those at Rayleigh Leisure Centre by March 2011.		

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Item	Progress/Officer		
<p>Urban Tree Planting Scheme (03/09/10)</p> <p>Decision</p> <p>That the 2010/11 tree planning scheme be undertaken in Hawkwell, Hockley and Hullbridge. (HES)</p>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	The majority of this year's scheme has been completed. This will be finalised before March.		
<p>Capital Programme Update – Open Spaces and Cherry Orchard Country Park (11/11/10)</p> <p>Decision</p> <p>(1) That the Open Spaces Capital programme is utilised for the provision of fencing at the Grove Woods play area, together with minor electrical improvements at Hockley Woods.</p> <p>(2) That the proposed permissive route through New England Woods to Flemings Farm, agreed as part of the programme of works for Cherry Orchard Country Part in 2010/11, is deferred until 2011/12. (HES)</p>	Red	Amber	Green
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	The decision is subject to call-in by the Review Committee and has not been implemented.		
	Implemented.		

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Progress on Decisions by Portfolio Holder for Finance and Resources

Item	Progress/Officer		
	Red	Amber	Green
Short Term Extension of Office Cleaning Contract (14/09/10) Decision That the existing contract be extended by four months to allow time for the scope of the contract to be re-assessed. (HLEMS)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	The cleaning contract is out to tender, with a return date of 25 th January 2011.		
Local Government Finance Formula Grant Distribution Consultation (05/10/10) Decision That the response to the consultation on the Local Government Finance Formula Grant distribution be submitted as detailed in Appendix A. (HF)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed – response submitted to Government.		

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

Item	Progress/Officer		
<p>Rochford Business Forums (29/04/10)</p> <p>Decision</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. (CE)</p>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	The Forums are being progressed.		
<p>2009 Local Authority Business Growth Incentive (LABGI) Allocation Spend (03/09/10)</p> <p>Decision</p> <p>To agree the 2009 LABGI allocation. (CE)</p>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Monies being spent in accordance with agreed programme.		
<p>Upgrade and Refurbishment of Pavilions (07/09/10)</p> <p>Decision</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. (HLEMS)</p>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	The works are in hand.		

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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)	Red	Amber	Green
Decision	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<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. (HPT)</p>	<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		
<p>Suspension of Parking Charges on Saturdays Before Christmas (20/10/10)</p> <p>Decision</p> <p>That car parking charges in all Council car parks be suspended on the four Saturdays prior to Christmas – the dates are 27 November, 4, 11 and 18 December 2010. (HPT)</p>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed.		
<p>Hockley Area Action Plan Options Report – Consultation (12/11/10)</p> <p>Decision</p> <p>That the Hockley Area Action Plan Options Report be published for consultation. (HPT)</p>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The Hockley Area Action Plan options report was published for consultation on 30 November 2010. The consultation runs until 4 February 2011.		
<p>Parking Standards: Design and Good Practice Supplementary Planning Document (07/12/10)</p> <p>Decision</p> <p>That the document Parking Standards: Design and Good Practice (September 2009) be adopted as a Supplementary Planning Document within the Rochford District Council Local Development Framework. (HPT)</p>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Implemented.		

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Item	Progress/Officer		
<p>Proposals for Change to Planning Application Fees in England (15/12/10)</p> <p>Decision</p> <p>That the response attached as appendix 1 be approved as this Council's views on the consultation by the Department for Communities and Local Government on changes to Planning Application Fees in England. (HPT)</p>			
<p>New Homes Bonus – Consultation (15/12/10)</p> <p>Decision</p> <p>That the response set out in Appendix 1 be approved as this Council's response to the consultation by the Department for Communities and Local Government on the proposed New Homes Bonus. (HPT)</p>			

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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 Wakering Youth Provision Update (Minute 8/08)	Red	Amber	Green
Decision	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<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. (HCS)</p>	<p>Following completion of the initial research into options for new leisure provision in Great Wakering, at a meeting in November 2010 Essex County Council were still keen to progress this project and their Member representative would be taking this back to County as part of their budgetary discussions, although it is not likely that any new facility would be in place in the next three years.</p>		

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