

## **The Executive – 19 September 2012**

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Minutes of the meeting of **The Executive** held on **19 September 2012** when there were present:-

Chairman: Cllr T G Cutmore  
Vice Chairman: Cllr K H Hudson

Cllr K J Gordon	Cllr M Maddocks
Cllr Mrs G A Lucas-Gill	Cllr C G Seagers
Cllr Mrs J E McPherson	Cllr M J Steptoe

### **VISITING**

Cllr J D Griffin

### **OFFICERS PRESENT**

P Warren	–	Chief Executive
A Bugeja	–	Head of Legal, Estates and Member Services
J Bourne	–	Head of Community Services
S Scrutton	–	Head of Planning and Transportation
C Cox	–	Financial Services Manager/Chief Accountant
C McClellan	–	People and Policy Manager
J Bostock	-	Member Services Manager

### **184 MINUTES**

The Minutes of the meeting held on 11 July 2012 were approved as a correct record and signed by the Chairman.

### **185 PERFORMANCE REPORT ON KEY PERFORMANCE INDICATORS FOR THE PERIOD APRIL TO JUNE 2012**

The Executive reviewed the Performance Report on key performance indicators.

There was specific discussion on disabled facility grants, planning control enforcement cases and the value of publicity associated with alerting residents to the importance of not leaving vehicles insecure on the highway and on driveways.

#### **Resolved**

That the progress against key performance indicators for the period April to June 2012, as set out in the report, be received subject to noting that:-

- The introduction of a fixed price for level access showers should further improve performance associated with disabled facility grants.

- There is a continued downward trend in the number of planning control enforcement cases.
- There would continue to be publicity alerting residents to the importance of not leaving vehicles insecure on the highway and on driveways. (HF)

### **186 PERFORMANCE REPORT ON KEY PROJECTS FOR THE PERIOD APRIL TO JUNE 2012**

The Executive reviewed the Performance Report on key projects.

#### **Resolved**

That the progress against key projects for the period April to June 2012, as set out in the report, be received. (HF)

### **187 TRANSFER OF BUSINESS RATES ADMINISTRATION BACK TO ROCHFORD DISTRICT COUNCIL**

The Executive considered the report of the Head of Community Services on the transfer of the administration of the Council's National Non-Domestic Business Rates from Chelmsford City Council back to Rochford District Council.

#### **Resolved**

That transfer of the administration of the Council's National Non Domestic Business Rates from Chelmsford City Council back to Rochford District Council as of January 2013, as detailed in the report, be agreed. (HCS)

### **188 VOLUNTARY SECTOR GRANTS 2013/14**

Members considered the report of the Chief Executive on a procedure for allocating the Voluntary Sector Grants Fund for the 2013/14 financial year.

It was noted that impact assessments are a feature of the Council's budget setting arrangements. It was also noted that project work being undertaken by the Council's Review Committee on the funding of voluntary and community groups may include observations on the nature of service level agreements.

#### **Resolved**

- (1) That the procedure set out in the report for allocating the 2013/14 Voluntary Sector Grants Fund be put in place on the basis that it is fair, transparent and compliant with Best Value Statutory Guidance.
- (2) That applications be open to all voluntary groups operating in the District, except for the Citizens Advice Bureau and the Rayleigh, Rochford and District Association for Voluntary Service who will receive

top sliced funding from the same pot based on the previous year's performance in relation to their Service Level Agreement.

- (3) That the specified timeline outlined in the report, which is in line with Best Value Guidance, be followed. (CE)

### **189 ESSEX POLICE AND CRIME PANEL – UPDATE ON PROGRESS**

Members considered the report of the Chief Executive on the terms of reference of the Essex Police and Crime Panel and the nomination of a substitute.

It was noted that the Home Office had now approved a proposal that the Panel be expanded to secure a Liberal Democrat presence to ensure all main political parties were represented.

#### **Resolved**

That, pending confirmation by Full Council:-

- (1) The terms of reference now agreed for the Essex Police and Crime Panel, attached at Appendix B of the report, be endorsed.
- (2) That Cllr T E Mountain attend as the substitute in the absence of Cllr Mrs J E McPherson, the Council's representative on the Panel. (CE)

### **EXCLUSION OF THE PRESS AND PUBLIC**

#### **Resolved**

That the press and public be excluded from the meeting for the remaining business on the grounds that exempt information as defined in paragraphs 3 and 4 of schedule 12A of the Local Government Act 1972 would be disclosed.

### **190 SECONDARY GLAZING AND REPLACEMENT DOUBLE GLAZING**

The Executive considered the exempt report of the Head of Legal, Estates and Member Services on the commencement of secondary glazing and replacement double glazing works at the Council offices.

#### **Resolved**

- (1) That works on secondary glazing and replacement double glazing proceed on the basis detailed in the exempt report up to the value of the 2012/13 capital budget of £35,000, with the contract awarded to Thermoshield Windows, Rochford.
- (2) That an additional capital allocation of £43,635 be included in the capital programme for consideration by Council as part of the 2013/14 budget process. (HLEMS)

**191 REVIEW OF ESSENTIAL AND CASUAL CAR USER ALLOWANCES**

Note: Officers present declared a financial interest in this item by virtue of their contract of employment.

Members considered the exempt report of the Chief Executive on identifying a preferred approach with regard to the review of essential and casual car user allowances. The Executive's decision on this matter is set out in the exempt Appendix to these minutes.

The meeting closed at 8.00 pm.

Chairman .....

Date .....

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