

## PERFORMANCE REPORT TO MEMBERS ON KEY PROJECTS FOR THE PERIOD: JULY TO SEPTEMBER 2009

### 1. OVERALL COMMENTARY ON PERFORMANCE AND RECOMMENDATION:

- 1.1 This report to The Executive meeting of 21 October 2009 shows progress against the Key Policies and Actions for 2009/10 up to 30 September 2009.
- 1.2 Quarterly Performance Statistical Reports for each Division will be available on the Council intranet and website by end of October 2009 by selecting “Quarterly Performance Reports” from the A-Z of Services. (The website address is [www.rochford.gov.uk](http://www.rochford.gov.uk))
- 1.3 An updated schedule of Progress on Decisions (POD) taken by Council, the Executive, and Portfolio Holders, is attached as an Appendix to this report.
- 1.4 Items within this report will be discussed at the Executive when required, as determined by the Portfolio Holder for Service Development/Improvement and Performance Management. Non Members of the Executive may raise items with either the Portfolio Holder for Service Development/Improvement and Performance Management or the relevant service Portfolio Holder.
- 1.5 It is proposed that The Executive **RESOLVES**
  - (1) To note the progress against key projects for the second quarter of 2009/10.
  - (2) To place on record any comments on projects for the second quarter of 2009/10.

Yvonne Woodward  
Head of Finance, Audit and Performance Management

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### Background Papers:-

None

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

## Our Key Priorities

The Council provides a wide range of services, functions and facilities. Our key targets for the year are listed under our four objectives, but in terms of absolute priorities, the eight listed below are seen as paramount for the year ahead:

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

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



## **Performance Report to Members on key projects for the period: July to September 2009**

**Explanation of terms and conventions used in the report:**

- **Linkage to the Council's Corporate Objectives** – each of the reported activities is listed under one of the Council's Corporate Objectives and any linkage to other Corporate Objectives is also identified within the report tables:

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

**Corporate Objective 2** – Making a Difference to Our 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
Strategic Improvement Plan Items 1.1 – 1.7: To produce a more 'Rochford' specific ambition with better golden thread connectivity and to update the Council's Corporate Plan for 2009/10 onwards – for consideration and approval by Council in April.	All	June 2008	April 2009	COMPLETED	
Strategic Improvement Plan Items 2.1 – 2.5: Develop a more effective scrutiny process.	All	June 2008	May 2009 Then ongoing	COMPLETED	G
Strategic Improvement Plan Items 3.1 – 3.13: To develop the Council's internal Performance Management Systems to further embed the performance management culture and secure effective and efficient delivery of objectives.	All	Sept. 2008	March 2010	Performance measures are linked to SMART objectives. Members' needs have been researched and report formats agreed. Performance Management software is installed, phased implementation planned for 2009/10.	G
Strategic Improvement Plan Items 4.1 – 4.3: To develop a partnership Performance Management System that is simple to operate, transparent and accessible to partners, cost effective and effective in outcome delivery.	All	April 2009	July 2009	COMPLETED	A

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

Objective	Related Corporate Objective(s)	Start Date	Target Completion Date	Commentary	RAG Status
<b>Review and prepare a revised IT Strategy and action plan</b>	-	June 2009	<b>September 2009</b>	IT Strategy approved and Portfolio Holder decision signed off.	<b>G</b>
<b>Renewal of the ICT Contract</b>	-	January 2009	<b>March 2011</b>	Contract extension agreed in principle by Executive.	<b>G</b>
<b>Delivering our target savings but at the same time improving service access and delivery for our community</b>	<b>2</b>	October 2008	<b>N/A</b>	Report into Executive on 22 July identified the savings and changes to the MTFS to meet the target for 2009/10.	<b>G</b>
Prepare the Annual Report for Member consideration and approval	-	June 2009	<b>July 2009</b>	<b>COMPLETED</b>	<b>G</b>
To report on Asset Management Performance Indicators and review the Asset Management Plan	-	April 2009	<b>July 2009</b>	<b>COMPLETED</b>	<b>G</b>
To review and update the Capital Strategy for Member consideration and approval	-	Sept. 2009	<b>November 2009</b>	This will be completed as part of the mid year review of the MTFS.	<b>G</b>
Review and prepare a revised Communications Strategy Action Plan	-	April 2009	<b>December 2009</b>	Strategy and action plan under development.	<b>G</b>
To deliver the 2009/10 Member Training and Development Programme	-	May 2009	<b>March 2010</b>	First phase of 2009/10 training programme delivered and second phase commenced October.	<b>G</b>

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

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

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

Objective	Other Corporate Objective(s)	Start Date	Target Completion Date	Commentary	RAG Status
Launch the Sustainable Community Strategy	All	April 2008	April 2009	COMPLETED	
To further investigate the development of, and, if approved, to implement, a Revenues and Benefits Partnership with other authorities.	-	April 2008	October 2009	Options reported to the Executive in September 2009 and actions agreed.	G
To produce and begin to implement a community involvement strategy.	-	Jan 2010	March 2010	Work is to commence in January following a recent staff appointment. Implementation is expected in 2010/11.	A
To ensure that community facilities provision and access to these is considered in all new major residential development	-	2007	March 2010	COMPLETED - A policy on the delivery of community facilities with new residential development schemes has been included in the Rochford Core Strategy.	
To continue to support the development of the Third Sector (the District's Voluntary and Community Services).	-	Jan 2010	March 2010	Work is to commence in January following a recent staff appointment.	A
To extend Swayne Park by the provision of pitches.	1 & 3	October 2007	2009/10 Season	Ground works and car park completed in September. Pitches available for light usage from Spring 2010 dependent on weather conditions.	G
To deliver the Youth Facilities Capital Programme.	1	April 2008	March 2010	Teen shelter programme on target, further facilities such as 'Green Gyms' being researched.	G



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

Objective	Other Corporate Objective(s)	Start Date	Target Completion Date	Commentary	RAG Status
<b>To finalise and adopt the Rochford Core Strategy as part of the Local development Framework (LDF).</b>	All	2007	<b>February 2010</b>	The Core Strategy was reported to a special Full Council in September and was accepted for consultation and submission. It is anticipated that the plan will be submitted in December.	A
<b>To prepare the London Southend Airport and Environs Joint Area Action Plan as part of the LDF.</b>	All	2008	<b>April 2011</b>	Submission of JAAP now expected in January 2010, and adoption is anticipated in April 2011.	G
<b>Embedding and continuing to develop our kerbside recycling arrangements.</b>	-	July 2008	<b>November 2009</b>	Full dry recycling has now been delivered to the majority of flats. Work is on target to deliver mixed food and kitchen collections to flatted properties. Action Plan in place. Work continues to develop on proposals for Caravan Parks. Work is also in progress to reduce contamination. Service options for flats are to be further considered as part of the budget process.	A
Implement the Action Plan that supports our Climate Change and Sustainability Strategy – Climate CO <sub>2</sub> de	1	February 2009	<b>April / May 2009</b>	An approved Climate change Strategy and Climate CO <sub>2</sub> de in place. Minor implementation carried out. Arrangements being sought with Essex CC to action the core activities. It is anticipated that this will be completed by the end of October 2009.	A
To continue to expand & develop Cherry Orchard Country Park.	1 & 2	2007	<b>March 2010</b>	A number of proposals are being taken forward, overseen by the Country Park Advisory Group. For full details please see Progress on Decisions Schedule.	G
To implement the Public Open Spaces Refurbishment Programme.	1 & 2	April 2008	<b>March 2010</b>	Programme agreed with Portfolio Holder on 14.09.09 and work in progress.	G

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

Objective	Other Corporate Objective(s)	Start Date	Target Completion Date	Commentary	RAG Status
To continue to prepare the extension of Rochford Cemetery for use from 2012.	1 & 2	August 2005	Summer 2012	Design works to go out to tender mid October.	G

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

Objective	Other Corporate Objective(s)	Start Date	Target Completion Date	Commentary	RAG Status
<b>Hockley Town Centre Area Action Plan</b>	All	2008	Adoption by Spring 2012	Consultation on issues and options complete. Responses being analysed in readiness for the preparation of the next version of the plan to be published in mid 2010.	G
<b>Rochford Town Centre Area Action Plan</b>	All	2008	Adoption by Spring 2012	Initial consultation on 'issues and options' programmed to start on 21 September 2009 running through to 30 November 2009.	G
<b>Rayleigh Town Centre Area Action Plan</b>	All	2008	Adoption by Spring 2012	Consultants appointed to prepare issues and options plan. Initial consultation planned to start in October 2009.	G
To review and update the Economic Development Strategy (EDS) for Member consideration and approval.	All	April 2009	July 2009	On tonight's agenda for approval	R

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

Item	Progress/Officer		
<b>Rayleigh Grange Community Centre (Minute 363(3)/07)</b>  <b>Resolved</b>  (1) That the Rayleigh Grange Community Centre lease be extended on the present terms and conditions for an initial six months to ensure and enable repair works of an urgent nature to be carried out and completed and appropriate safety certification with respect to fabric and services of the building to be presented to the Council.  (2) That, on satisfactory completion of the works identified in (1) above, the lease be extended on the present terms and conditions for an additional six months to enable less urgent repair works to fabric of the building, after which time the Council will expect the building to have been brought up to such a condition as is reasonable to expect under the terms of a “full repairing lease”.	Red	Amber	Green
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<p>The urgent repairs were completed.</p> <p>Recent discussions at The Executive and Review Committee have highlighted that electrical inspections need to be more frequent than stated on the last inspection report. The Asset Manager has also provided technical advice on other safety matters to the Community Association and will be pursuing these until they are implemented. See comment under Minute 180/09 on page 6.20 relating to likely future monitoring arrangements.</p> <p>The Asset Manager has confirmed that all the identified work has been completed with the exception of repairs to some windows which are safe at present, but will require some attention in the foreseeable future. The Community Association wish to replace rather than repair them, but are unable to commit to such major expenditure until the future lease position is clear.</p>		

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Green = On target to meet the completion date or performance level required.  
 Done = Completed projects “greyed out” in reports.

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

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Item	Progress/Officer		
<b>Article 4(2) Directions in Conservation Areas (Minute 52/09)</b>  <b>Resolved</b> (1) That the issuing of /consultation on Article 4(2) directions for the Conservation Areas identified in the report be agreed.  (2) That, subject to the consideration of any representations received, the Head of Planning and Transportation, in consultation with the Portfolio holder for Planning and Transportation, determine confirmation of the Article 4(2) directions. <b>(HPT)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	The directions were published on 23 July 2009.  The direction comes into force as soon as the notice is served but, following the consultation, the authority must then confirm the direction not less than 28 days or more than 6 months after the publication – the final date for the orders to be confirmed is 23 January 2010.		
<b>Report of the Standards Committee – 9 June 2009 (Minute 192(1)/09)</b>  <b>Resolved</b> That a Sub-Committee comprising the Leader of the Council, the Chairman of the Development Control Committee, the Portfolio Holder for Planning and Transportation and three other Members (to be confirmed by the Group Leaders) be convened for the purposes of reviewing and modifying the Council's Code of Conduct for Planning Matters in the light of the existing Code, the recommendations made by the Standards Committee taking account of the Local Government Association 'Probity in Planning' paper and the concept raised by the Head of Planning and Transportation in relation to moving from a process of development control to development management. <b>(HPT)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Work is progressing on the revisions to the code. It is anticipated there will be a meeting of the sub-committee to finalise the details before the end of the year,		

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Item	Progress/Officer		
<b>Annual Report 2008/09 (Minute 194/09)</b>  <b>Resolved</b> That, subject to a review of the information within the first table under the 'What Rochford District Council Spent' heading and changes arising from the audit of the accounts, the Annual Report be agreed for publication. <b>(HFAPM)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed		
<b>Rochford District Core Strategy – Submission Document – Report of the Local Development Framework Sub-Committee (Minute 200/09)</b>  <b>Resolved</b> That the Rochford Core Strategy Submission Document be accepted for pre-submission consultation, followed by formal submission to the Secretary of State. <b>(HPT)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The Core Strategy was published for pre-submission consultation on 21 September 2009.		

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## From the Executive

Item	Progress/Officer		
<b>Cherry Orchard Jubilee Country Park Advisory Group (Minute 21/09)</b>	Red	Amber	Green
<b>Resolved</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>(1) That no further action be taken with regard to vehicular access from Cherry Orchard Way until the proposals emanating from the Joint Area Action Plan are finalised.</p> <p>(2) That officers investigate with Essex County Council the possibility of securing access from the western most point of New England Wood through to Connaught Road and Grove Road.</p> <p>(3) That advisory and way-mark signs be provided to all points of access in negotiation with land owners as appropriate, including Edwards Hall Park, Gusted Hall, Blatches Chase and Flemings Farm Road.</p> <p>(4) That officers identify suitable sites and appropriate designs for seating within the Country Park. The opportunities for sponsoring seating to be promoted with local residents and businesses.</p> <p>(5) That the provision of bridleway access between Rayleigh Avenue and Flemings Farm Road be a low priority for District Council resources. Officers to investigate the availability of funding for such a bridleway from Essex County Council.</p> <p>(6) That officers take immediate action to prevent access by horses into New England Wood and the new areas of tree planting within the Country Park.</p>	<p>This will be discussed at a further meeting of the Member Advisory Group on 14 October.</p> <p>Meetings have taken place with Essex County Council (ECC) and the potential for match funding has been identified. Further discussions are to take place at the Member Advisory Group These will be provided once the access routes have been agreed with the ECC.</p> <p>No action taken to date. Opportunities are to be explored later in the year though a Friends of Cherry Orchard Group.</p> <p>Representations have also been received from the British Horse Society. Officers have discussed proposals with ECC and have identified a potential route. Further discussions are to take place at the Member Advisory Group Negotiations are in hand with horse riding groups.</p>		

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Item	Progress/Officer
(7) That officers seek funding from Natural England or other bodies with a view to creating a water meadow.	No action taken to date, opportunities to be explored later in the year.
(8) That officers utilise the design proposals developed as a basis for exploring external funding opportunities for an Educational and Environmental Centre.	This will be discussed at the meeting of the Member Advisory Group.
(9) That, subject to available capital funding, the works programme for 2009/10 should include reshaping of stream banks; temporary signage; grass cutting; removal of earth banks; creation of meadows; weed control; the construction of a service compound and ground preparation works.	Works to date have included the planting of 7 new woodlands – a total of 36,000 trees (the biggest single tree planting project of this type in Essex last winter), reshaping of stream banks; grass cutting; removal of earth banks; creation of meadows; weed control and ground preparation works. An amended proposal is to be considered at the Member Advisory Group in respect of the service compound.
(10) That one temporary member of staff, a Woodlands Assistant, be employed for one year only in the County Park, funded through the Capital Programme.	Completed
(11) That officers investigate the opportunities for extending the working arrangements with the Probation Service already in operation at Hockley Woods and a potential arrangement with Writtle Agricultural College.	Discussions are on going.
(12) That the Advisory Group submit a further report on the work programme and recommended capital expenditure for future years at the appropriate time. <b>(HES)</b>	A further meeting of the Member Advisory Group will take place on 14 October the outcomes of which will be reported to the Executive.

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Item	Progress/Officer		
<b>Thames Gateway South Essex Integrated Development and Economic Development Business Plan (Minute 34/09)</b>  <b>Resolved</b> (1) That the proposed role of Thames Gateway South Essex Partnership with respect to supporting economic development in the District and South Essex be endorsed.  (2) That the Integrated Development Programme provides the mechanism for identifying the priorities for the sub-regional investment into regeneration and economic development, building on the work of Rochford District Council.  (3) That authority be delegated to the Chief Executive, in consultation with the Leader, to work with Thames Gateway South Essex to finalise the Business Plan and to take responsibility for supporting the production of the Integrated Development Plan. <b>(CE)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed		
<b>Replacement of District Boundary Signs (Minute 37/09)</b>  <b>Resolved</b> That, subject to the approval of the local Highway Authority, District boundary signs (including tourism symbols as suggested) be replaced/introduced at the locations identified in the report on the basis of design option D. <b>(CE)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed		

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Item	Progress/Officer		
<b>Inter Authority Agreement Between Rochford District Council and Essex County Council to Support The Delivery of the Essex Waste Strategy (Forward Plan Reference 20/08) (Minute 90/09)</b>  <b>Resolved</b> (1) That the Service Delivery Plan for Refuse and Recycling Services in Rochford for 2009/10 – 2014/15, as shown at Appendix A of the report, be approved.  (2) That the Council enter into the Inter Authority Agreement with Essex County Council on the basis detailed in the report, the timing to be determined by the Portfolio Holder for the Environment in consultation with the Head of Environmental Services.  (3) That authority be delegated to the Executive Portfolio Holder for the Environment to agree minor amendments to the Inter Authority Agreement with the aim of finalising it once it has been taken through all District and Borough Councils' governance processes for consideration and approval. <b>(HES)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Completed  The agreement is to be signed off during week commencing 12 October.  No changes are proposed at this time.		
<b>Employer Supported Volunteer Programme (Minute 93/09)</b>  <b>Resolved</b> That a final decision on this item be deferred pending a further report on possibilities in the context of being able to assist voluntary organisations against resource considerations. <b>(CE)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Revised report on agenda for this meeting.		

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Item	Progress/Officer		
<b>Performance Report to Members on Key Projects for the Period April to June 2009(Minute 180/09)</b>  <b>Resolved</b> That the progress against key projects for the first quarter of 2009/10 and the progress on decisions schedule be noted subject to:- <ul style="list-style-type: none"> <li>An investigation into the most appropriate way of ensuring that safety certificates are available in respect of Council owned buildings that are leased.</li> <li>Replacement of the term 'Visitor Centre' with 'Educational and Environmental Centre' under Cherry Orchard Jubilee Country Park proposals. <b>(HFAPM)</b></li> </ul>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	The Review Committee has considered this issue as part of its review of community halls and assets and is likely to recommend that the Council's Asset Manager visits leased buildings annually to inspect their condition and to obtain copies of the various safety related certification. Completed.  Implemented		
<b>Medium Term Financial Strategy (MTFS) 2009/10 – Update (Minute 181/09)</b>  <b>Resolved</b> (1) That the current position on the MTFS and progress in bridging the budget gap for 2009/10 be noted.  (2) That the post of Environmental Enforcement Officer be included on the permanent establishment and recruited to.	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Completed  Completed		

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Item	Progress/Officer		
(3) That the proposal for the extension of the ICT contract with Sungard PS for a two year period be endorsed in principle, the final decision to be made by the Portfolio Holder for Service Development, Improvement and Performance Management subject to that Portfolio Holder being satisfied with the outcome of the remaining negotiations.	The formal contract variation documentation to extend the contract for a two year period is being reviewed by officers prior to submission to the Portfolio Holder.		
(4) That the organisational changes suggested in the report be agreed in principle so that, following consultation with staff in the early autumn, detailed changes can be brought forward for Member approval. <b>(HFAPM)</b>			
<b>Access To Services – Update (Minute 182/09)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Resolved</b>	Completed		
(1) That the trial of the extended opening hours at reception be discontinued.			
(2) That the Council's main reception be open from 8.30am to 5.30pm for personal visitors and phone callers (8.30am to 5.00pm Friday), with staff hours starting from 8.00am.			
(3) That the customer feedback statistics for 2009/10 be noted. <b>(HICS)</b>	Noted		
<b>Business Rates – Write Off (Minute 185/09)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Resolved</b>	Completed		
That the outstanding Business Rates in respect of 8-11 Eldon Way, Hockley, in the sum of £20,927.03 be written off as irrecoverable. <b>(HCS)</b>			

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Item	Progress/Officer		
<b>Performance Report on Key Performance Indicators for the period April to June 2009 (Minute 219/09)</b>	Red	Amber	Green
<b>Resolved</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
That the progress against key performance indicators for the first quarter of 2009/10 be noted, subject to an expression of concern that Rochford Housing Association appears not to be meeting undertakings to deliver new affordable homes and bring forward proposals for the future use of sheltered accommodation previously identified as being in low demand. <b>(HFAPM/HCS)</b>	Completed		
<b>Building a Society for All Ages – Consultation (Minute 221/09)</b>	Red	Amber	Green
<b>Resolved</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
That the response set out at Appendix 2 of the report be made to the Government Consultation Paper, subject to references to:-  <ul style="list-style-type: none"> <li>The Government having given initial indications that it would sponsor the contribution required to introduce free bus travel for the over 60's, this year's contribution of £700,000 representing a significant part of the budget for a non Transport Authority.</li> <li>The extra cost associated with providing free swimming for the under 16's (which increases the estimated total cost to the Council of free swimming to over £100,000) in the context of this being a consultation paper on building a society for all ages. <b>(CD(ES))</b></li> </ul>	Completed		

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Item	Progress/Officer		
<b>Strengthening Local Democracy – Consultation Paper (Minute 222/09)</b>	Red	Amber	Green
<b>Resolved</b> That the response set out at Appendix 3 of the report be made to the Government Consultation Paper. <b>(CE)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed		
<b>Revenues &amp; Benefits Shared Service Working (Minute 224/09)</b>	Red	Amber	Green
<b>Resolved</b> (1) That business cases now be developed for the following options, as detailed in the exempt report:-  <ul style="list-style-type: none"> <li>Counter Fraud Administration – Option 2.</li> <li>Bailiff Services – Option 1.</li> <li>Common Documentation and Forms for Customer Consumption.</li> <li>Shared Training Provision – Option 2.</li> <li>Joint Take Up and Promotion of Services.</li> </ul> (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.  (3) That an approach to the Regional Improvement and efficiency Partnership on the possibility of accessing funding for shared service development be endorsed, particularly given its potential application to another area. <b>(HCS)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Currently awaiting the outcome of a similar report going to the meeting of Castle Point's Cabinet on 20.10.09. If options are agreed, then work will commence on the development of the business cases.		
	Initial information obtained from the Partnership and will be further considered following the outcome from the Castle Point Cabinet meeting detailed above.		

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

Item	Progress/Officer		
<b>RDC Emergency Planning Arrangements (22/05/09)</b>	Red	Amber	Green
<b>Decision</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(1) That Rochford District Council (RDC) withdraws from the Essex County Council Joint Emergency Planning Officer (JEPO) scheme with immediate effect.	Completed		
(2) That RDC employ a dedicated Emergency Planning Officer on a 0.5 Full Time Equivalent basis to be funded by a virement of £15,900 from the Civil Contingencies budget to Salaries budget. <b>(CP&amp;PM)</b>			
<b>National Indicator 179 Efficiency Savings 2008/09 (24/07/09)</b>	Red	Amber	Green
<b>Decision</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
To agree the National Indicator 179 that shows how much in efficiency savings Rochford District Council has made during 2008/2009. <b>(HFAPM)</b>	Completed		

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## Progress on Decisions by Portfolio Holder for Environment

Item	Progress/Officer		
	Red	Amber	Green
<b>Air Quality Review And Assessment (Third Round) – Third Update (13/08/08)</b>  <b>Decision</b> To not accept the decision of the Department of Environment, Food & Rural Affairs (Defra) regarding the declaration of an Air Quality Management Area (AQMA) in Rayleigh High Street for the exceedance of the nitrogen dioxide (NO2) annual mean.  To commission a 12-month period of continuous monitoring of NO2 in High Street, Rayleigh with a subsequent modelling report.  To write to Defra with the Council's intended actions in lieu of declaring an AQMA.  To accept Defra's decision regarding the necessity of carrying out PM10 (particulate matter) modelling and apportionment work in the area of Rawreth Industrial Estate.  To write to Defra regarding the Council's progress with the modelling survey, as requested. <b>(HES)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Agreed in principle by DEFRA but final response awaited.		
	Continuous monitoring equipment in place and operating. Monitoring to conclude November 2010.		
	Completed		
	Modelling completed.		
<b>Lease of Land – Ferndale Road Open Space (05/02/09)</b>  <b>Decision</b> To grant a lease to Downhall Under Fives Pre School for land located at the Ferndale Road Open Space. <b>(HCS)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Lease completed 20/7/09		

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Item	Progress/Officer		
<b>Playspace Rolling Programme 2008/09 and 2009/10 (04/03/09)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Decision</b> To agree the Playspace Rolling Programme 2008/2009 and 2009/10. <b>(HES)</b>	Completed		
<b>Approval of Health and Safety Service Plan 2009/2010 (16/07/09)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Decision</b> To approve the Health and Safety Service Plan for 2009/2010. <b>(HES)</b>	Completed		
<b>Approval of Food Safety Service Plan 2009/2010 (16/07/09)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Decision</b> To approve the Food Safety Service Plan for 2009/2010. <b>(HES)</b>	Completed		
<b>Open Spaces Refurbishment Programme 2009/10 (14/09/09)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Decision</b> That this year's budget allocation is used to address health and safety concerns and the need to secure certain sites from unauthorised access. <b>(HES)</b>	Plans are being finalised for the various schemes and tenders will be going out shortly.		

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## Progress on Decisions by Portfolio Holder for Finance and Resources

Item	Progress/Officer		
<b>Rayleigh Grange Community Centre Lease (24/07/09)</b>  <b>Decision</b> That the lease for Rayleigh Grange Community Centre be held over for 12 months from July 2009 at the existing annual charge of £50. <b>(CD(ES))</b>	Red	Amber	Green
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Lease being held over		
<b>Asset Management Plan 2009/10 (29/09/09)</b>  <b>Decision</b> To approve the revised Asset Management Plan 2009/10. <b>(HLS)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed		

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

Item	Progress/Officer		
	Red	Amber	Green
<b>Heritage Development Funding (25/07/08)</b> <b>Forward Plan Reference No: 4/08</b>  <b>Decision</b> Utilising the budget made available for development of the District's "Heritage Offer" to produce a 'Rochford Heritage Guide' detailing areas of historic interest in the District, including information with regard to where they are located and if access is available. <b>(HCS)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed – the Heritage Guide has been produced and is available in Council receptions and various other local sites such as Libraries.		
<b>Open Spaces Refurbishment Programme 2008/09 (24/10/08)</b> <b>Forward Plan Reference No: 11/08</b>  <b>Decision</b> That this year's budget allocation is used to address health and safety concerns at the Rochford Reservoir, providing new surfacing for footpaths and embankment steps together with a contingency sum to deal with other urgent issues. <b>(HES)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	New pathways have been completed. Works to improve the safety of the footbridges are in progress and will be completed shortly. Works to improve the embankment steps are in progress.		
<b>Thames Gateway Partnership Leading a Low Carbon Economy Project (19/06/09)</b>  <b>Decision</b> (1) To support the Thames Gateway partnership wide Leading a Low Carbon Economy Project.  (2) To use the remaining £6,000 funding from the Rochford in Business Initiative, in addition to other match funding, to deliver this project. <b>(CP&amp;PM)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed		

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Item	Progress/Officer		
<b>Shop at My Local Initiative (19/06/09)</b>  <b>Decision</b> To support the Shop At My Local Initiative in the form of officer time and minimal financial support. <b>(CP&amp;PM)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed		
<b>Statement Of Licensing Policy For Sex Establishments (22/07/09)</b>  <b>Decision</b> To approve the Statement of Licensing Policy for Sex Establishments and associated fees. <b>(HES)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed		

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

Item	Progress/Officer		
<b>Wyvern Community Transport Grant (Minute 327/07)</b>  <b>Resolved</b>  That Wyvern Community Transport be requested to give consideration to arrangements for greater levels of engagement with the Council and to consider options for the operation and funding of the service in 2009. <b>(HPT)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	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.  It is understood that Essex County Council is undertaking a review of community transport grants with a view to requiring a specified minimum level of service delivery in every district from 2011, when the current grant arrangements are due for renewal. The services delivered in Rochford are considered by the County Council to be extremely good, but there may be changes arising from the grant review.		
<b>Residents Parking Schemes (Minute 383/07)</b>  <b>Resolved</b>  That the options for amendments to Traffic Regulation Orders or the introduction of new Traffic Regulation Orders in the areas identified in appendix 1 to the report be discussed with the Essex County Council Highways Section. <b>(HPT)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed – Traffic Regulation Orders can now be dealt with through the localism agenda.		

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## Progress on Decisions by Portfolio Holder for Planning and Transportation

Item	Progress/Officer		
<b>London Southend Airport And Environs Area Action Plan Transport Assessment (26/06/09)</b>  <b>Decision</b> That the Transport Assessment of the London Southend Airport and Environs Joint Area Action Plan be published as part of the evidence base for the plan. <b>(HP&amp;T)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed		
<b>Rochford Area Action Plan – Issues and Options Consultation (10/09/09)</b>  <b>Decision</b> That the Rochford Area Action Plan (RAAP) Issues and Options document be published for consultation. <b>(HP&amp;T)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed		
<b>Rochford Core Strategy – Sustainability Appraisal/Strategic Environmental Assessment (21/09/09)</b>  <b>Decision</b> To approve the Sustainability Appraisal/Strategic Environmental Assessment (SA/SEA) Report for publication to accompany the Rochford Core Strategy Submission version, as part of the Local Development Framework evidence base. <b>(HP&amp;T)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed		

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

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

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

Item	Progress/Officer		
<b>Consultation Document on Park Homes Site Licensing – Improving Management of Park Homes Sites 21/08/09</b>  <b>Decision</b> Following the issue of the Department of Communities and Local Government (DCLGs) consultation document on improving the management of Park Home sites, the responses identified in the officer report be returned as the Council's Official Agreed Response. <b>(HCS)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed		
<b>Purchase of the Choice Based Lettings IT System (11/08/09)</b>  <b>Decision</b> The purchase of the Abris Choice Based Lettings Lite Service IT system for the administration of the Council's new Choice Based Lettings (CBL) scheme that is due to be implemented by April 2010. <b>(HCS)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed		

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

Item	Progress/Officer		
<b>Allocation Of Additional Youth Facilities Capital Budget – Teen Shelter Provision (25/07/08)</b> <b>Forward Plan Reference No: 7/08</b>  <b>Decision</b>  That the allocation of the £20,000 budget for additional youth facilities be on the basis of £18,000 being spread equally between seven Parish/Town Councils who expressed an interest in the project (subject to appropriate sites being identified) and that the remaining £2,000 be utilised for the installation and transportation of an existing teen shelter at various sites for a trial period. <b>(HCS)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Teen shelters have been put in place in Hullbridge, Rochford, Canewdon and Rayleigh. Ashingdon have in place the Council's "on loan" shelter for an initial trial period of 6 months,		

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