

PERFORMANCE REPORT TO MEMBERS ON KEY PROJECTS FOR THE PERIOD: JANUARY TO MARCH 2010

1 OVERALL COMMENTARY ON PERFORMANCE AND RECOMMENDATION:

- 1.1 This report to the Executive meeting of 21 April 2010 shows progress against the Key Policies and Actions for 2009/10 up to 31 March 2010.
- 1.2 Quarterly Performance Statistical Reports for each Division will be available on the Council intranet and website by end of May 2010 by selecting “Quarterly Performance Reports” from the A-Z of Services. (The website address is www.rochford.gov.uk)
- 1.3 An updated schedule of Progress on Decisions (POD) taken by Council, the Executive, and Portfolio Holders, is to follow.
- 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 fourth quarter of 2009/10.
 - (2) To place on record any comments on projects for the fourth quarter of 2009/10.

Yvonne Woodward

Head of Finance, Audit and Performance Management

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: January to March 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
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	
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	COMPLETED for 2010 Performance Management software installed for phased introduction in 2010/11	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	

Corporate Objective 1 – Making a Difference to Our People

Objective	Related Corporate Objective(s)	Start Date	Target Completion Date	Commentary	RAG Status
Review and prepare a revised IT Strategy and action plan	-	June 2009	September 2009	COMPLETED – Implementation underway.	
Renewal of the ICT Contract	-	January 2009	March 2011	COMPLETED - Contract variation order to extend the ICT Contract for 2 years from April 2011 to March 2013 has been signed by the Portfolio holder	G
Delivering our target savings but at the same time improving service access and delivery for our community	2	October 2008	N/A	COMPLETED - Report to Executive on 22 July identified the savings and changes to the Medium Term Financial Strategy (MTFS) to meet the target for 2009/10.	
Prepare the Annual Report for Member consideration and approval	-	June 2009	July 2009	COMPLETED	
To report on Asset Management Performance Indicators and review the Asset Management Plan	-	April 2009	July 2009	COMPLETED	
To review and update the Capital Strategy for Member consideration and approval	-	Sept. 2009	November 2009	COMPLETED - This was completed as part of the mid year review of the MTFS.	G
Review and prepare a revised Communications Strategy Action Plan	-	April 2009	March 2010 June 2010	Draft strategy was put to Strategy and Partnership Management Team (SPMT) for comments by mid April. The completion date is now expected to be June 2010 because resource is now focussed on the impending election.	G
To deliver the 2009/10 Member Training and Development Programme	-	May 2009	March 2010	COMPLETED - Third phase of 2009/10 training programme has completed. Next years programme is to go before the Standards Committee on 8 April.	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 gain Member Development Charter Accreditation	-	May 2009	December 2010	Policy statement and action plan approved by the Charter Implementation group.	G
To undertake Business Process Re-Engineering (BPR) work across service functions	-	April 2008	On Going	Specific projects will be reported to Portfolio Holders. Chief Executive met with the BPR team to review progress in October and the next round of projects due to start in April.	G
Implementation of the Access to Services (ATS) Strategy and work programme.	-	April 2008	On Going	COMPLETED – The restructure changes were implemented on 1 March.	G
To achieve the Excellence level of the Equality Standard for Local Government (formerly Level 5) by the end of 2010.		April 2009	March 2011	We achieved Level 4 which is designated as working towards Excellence and this was validated in May 2009. An action plan to achieve Excellence is underway.	G

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. (RDC: Rochford District Council CPBC: Castle Point Borough Council)	-	April 2008	June 2010	Report has been presented to Executive and recommendations have been approved. Meetings have taken place with CPBC (involving Leaders, Chief Executives and Managers) to discuss further options. First draft of detailed business case was discussed with CPBC on 15 th March. Final business case to be completed by end of April 2010, with a report to be taken to Executive by end of June 2010.	R
To produce and begin to implement a community involvement strategy.	-	Jan 2010	March 2010 July 2010	Following a staff appointment, work commenced in January with implementation expected in 2010/11.	G
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	COMPLETED - Following a staff appointment, work commenced in January, new action plans are being agreed with Third Sector organisations.	G
To extend Sweyne Park by the provision of pitches.	1 & 3	October 2007	2009/10 Season	COMPLETED - 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	COMPLETED - Teen shelter programme for 2009/10 is completed, remaining projects such as 'Green Gyms' to be provided in early 2010/11.	G

Corporate Objective 3 – Making a Difference to Our Environment

Objective	Other Corporate Objective(s)	Start Date	Target Completion Date	Commentary	RAG Status
To finalise and adopt the Rochford Core Strategy as part of the Local development Framework (LDF).	All	2007	February 2010	COMPLETED - 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 the week beginning 11 January 2010.	A
To prepare the London Southend Airport and Environs Joint Area Action Plan (JAAP) as part of the LDF.	All	2008	April 2011	As a result of the submission to Southend Borough Council of an application for the extension of the runway, there has been a delay in progressing the JAAP. A revised timetable for the publication of the Submission Plan is currently being prepared, though the adoption date remains as April 2011.	G
Embedding and continuing to develop our kerbside recycling arrangements.	-	July 2008	November 2009 March 2011	Following a review of the available resources, target has been changed to March 2011. Work is in progress to reduce contamination within the available resources. The three bin system has now gone live for 591 flats and mobile homes, representing 17% of the total of 3473. A total of 1042 flats have been surveyed. The rollout for mobile homes sites is planned for September 2010.	G
Implement the Action Plan that supports our Climate Change and Sustainability Strategy – Climate CO ₂ de	1	February 2009	April / May 2009 March 2011	A Service Level Agreement has been signed with Essex County Council. This is providing resources to implement the Action Plan through to March 2011 and to support the Council with its submission in respect of the Use of Natural Resources element of the Comprehensive Area Assessment in March 2010.	G
To continue to prepare the extension of Rochford Cemetery for use from 2012.	1 & 2	August 2005	Summer 2012	Design works went to tender in January 2010 and a report on the infrastructure for the Hall Road Cemetery extension was submitted to Executive on the 24 March.	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 expand & develop Cherry Orchard Country Park.	1 & 2	2007	March 2010	The programme for 2009/10 is COMPLETED. An indicative programme of works for the next three years was agreed by the Executive on 9 December 2009.	G
To implement the Public Open Spaces Refurbishment Programme.	1 & 2	April 2009	March 2010	Proposed programme for 2009/10 COMPLETED The works originally proposed for the Canewdon Recreation Ground will not proceed following decisions by the Parish Council.	A

Corporate Objective 4 – Making a Difference to Our Local Economy

Objective	Other Corporate Objective(s)	Start Date	Target Completion Date	Commentary	RAG Status
Hockley Town Centre Area Action Plan	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
Rochford Town Centre Area Action Plan	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
Rayleigh Town Centre Area Action Plan	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
To review and update the Economic Development Strategy (EDS) for Member consideration and approval.	All	April 2009	July 2009	COMPLETED - The EDS was adopted at 21 October 2009 Executive.	R

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

Item	Progress/Officer		
	Red	Amber	Green
Rayleigh Grange Community Centre (Minute 363(3)/07)			
Resolved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(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.	Completed.		
(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”.	Completed.		
(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. (CD(ES))/(HLS)	Completed (become part of a review).		

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 Amber = Slippage or holding factors are evident but recovery to meet target is planned.

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

Item	Progress/Officer		
Medium Term Financial Strategy 2010/11 (Minute 22/10)	Red	Amber	Green
Resolved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>That the following items, as detailed in the report, be agreed:-</p> <ul style="list-style-type: none"> The Medium Term Financial Strategy for 2010/11 to 2014/15 including changes to budgets. The core estimates for 2010/11. The 2010/11 Council Tax for Rochford District Council as set out in the Medium Term Financial Strategy. The schedule of fees and charges for 2010/11. The review of car parking charges annually by July for implementation of any changes in October, if appropriate. The Capital Programme (HFAPM). 	<p>Completed.</p> <p>Completed.</p> <p>Completed.</p> <p>Completed.</p> <p>Completed.</p> <p>Ongoing.</p> <p>Completed.</p>		
Treasury Management Strategy Statement, Minimum Revenue Provision Policy Statement and Annual Investment Strategy 2010/11 (Minute 23/10)	Red	Amber	Green
Resolved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(1) That the revised Code and four clauses outlined in the report be adopted.	Completed.		

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Item	Progress/Officer
(2) That responsibility for the implementation and regular monitoring of treasury management policies and practices be delegated to the Executive.	Completed.
(3) That responsibility for the execution and administration of treasury management decisions be delegated to the Head of Finance, Audit and Performance Management.	Completed.
(4) That the Audit Committee be responsible for ensuring effective scrutiny of the treasury management strategy and policies.	Completed.
(5) That the Financial Regulations be adjusted to include an amended version of the treasury management policy statement and a revised definition of treasury management activities as outlined in the report.	Completed.
(6) That the reporting requirements outlined in the report be adopted.	Completed.
(7) That the Treasury Management Strategy Statement and Annual Investment Strategy be agreed.	Completed.
(8) That the Authorised Limit and Operational Boundary for external debt, as laid down in the Strategy, be agreed and that authority be delegated to the Head of Finance, Audit and Performance Management, within the total limit for the individual year, to effect movement within the agreed limits for borrowing.	Completed.
(9) That the use of the Capital Financing Requirement method for calculating the Minimum Revenue Provision for 2010/11 be agreed. (HFAPM)	Completed.

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Item	Progress/Officer		
	Red	Amber	Green
Setting the Council Tax 2010/11 (Minute 39/10)			
Resolved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(1) That the total for economic development is estimated at £281,500.	Completed.		
(2) That the total for gross expenditure of the District, together with the Parish precepts, be £36,526,542.	Completed.		
(3) That the total of income for the District Council be £23,998,792.	Completed.		
(4) That the total net expenditure of the District Council, together with the Parishes, be £12,527,750.	Completed.		
(5) That the total of the sums payable into the general fund in respect of redistributed non-domestic rates and Government grant, together with adjustments from the collection fund, be £5,201,315.	Completed.		
(6) That the budget requirement for the year of £12,527,750 less the net income receivable of £5,201,315 which, divided by the tax base of £31,398.81, is equal to £233.33, which is the basic amount of its Council Tax for the year.	Completed.		
(7) That the total of Parish precepts included within the above is £1,010,668.	Completed.		
(8) That the Council Tax relating to the District Council without Parish precepts is £201.15.	Completed.		

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Item	Progress/Officer		
<p>(9) That the total tax for both District and Parishes be as set out in the schedule, which is attached at Appendix A to the minutes. These sums are calculated as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which one or more special items relate.</p> <p>(10) That the sums given above for Band D but now shown in the particular valuations bands A-H be as set out in the schedule attached at Appendix B to the minutes.</p> <p>(11) That the precepts issued to the Council in respect of Essex County Council, Essex Fire Authority and Essex Police Authority for each valuation band A-H be as set out in the schedule attached at Appendix C to the minutes.</p> <p>(12) That the total Council Tax for the area for each valuation band A-H be as set out in Appendix D to the minutes. These are the amounts set as Council Tax for the year 2010/11. (HFAPM)</p>	Completed.		
	Completed.		
	Completed.		
	Completed.		
<p>Report of the Development Management Sub-Committee – 8 December 2009 (Minute 47(1)/10)</p> <p>Resolved</p>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>(1) That the Development Control Committee be renamed the Development Committee.</p>	Completed.		

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Item	Progress/Officer		
(2) That the 'Code of Good Practice for Planning Matters', as set out at Appendix B of the Sub-Committee's report, be adopted, subject to it reflecting the term 'Development Committee' and to the words 'follow the matter up' in the final line of the fourth bullet point under Paragraph K (Lobbying of Councillors) being replaced with 'investigate'.	Completed.		
(3) That, in future, referral of any controversial delegated planning applications to the Development Committee be determined by the majority decision of the Chairman of the Development Committee, the Portfolio Holder for Planning and Transportation and the Chairman of the Council.	Completed.		
(4) That Members receive training on following the revised Code. (HPT/HLEMS)	To be arranged.		
Report of the Executive – 17 February 2010 (Minute 47(2)/10)	Red	Amber	Green
Resolved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
That Cllr M Maddocks be appointed to the Essex Health Overview & Scrutiny Committee for the remainder of the municipal year. (HLEMS)	Completed.		

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Item	Progress/Officer		
Royal Garden Party (Minute 50/10)	Red	Amber	Green
Resolved	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
That Cllrs T E Goodwin and A J Humphries be nominated to attend one of the Royal Garden Parties to be held in June/July, accompanied by one guest each, using the Civic Car and driver. (CE)	Arrangements are in hand.		

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From the Executive

Item	Progress/Officer		
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) Resolved (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. (HES)	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed. Completed. Completed.		

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Item	Progress/Officer		
Performance Report to Members on Key Projects for the Period April to June 2009(Minute 180/09) Resolved 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"> An investigation into the most appropriate way of ensuring that safety certificates are available in respect of Council owned buildings that are leased. Replacement of the term 'Visitor Centre' with 'Educational and Environmental Centre' under Cherry Orchard Jubilee Country Park proposals. (HFAPM) 	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed (become part of a review). Completed.		
Revenues & Benefits Shared Service Working (Minute 224/09) Resolved (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. 	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	A number of meetings held with Castle Point involving Chief Executives, Directors, Heads of Service etc. to further develop these options but also to consider further opportunities for joint working, including a full shared service option. Full detailed business case being produced by end of April, to inform decisions on future		

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Item	Progress/Officer		
<ul style="list-style-type: none"> Common Documentation and Forms for Customer Consumption. Shared Training Provision – Option 2. Joint Take Up and Promotion of Services. <p>(2) That, on completion of the business cases, the decision on whether or not each of the options is then implemented be taken by the Portfolio Holder for Council Tax Collection, Benefits and Strategic Housing.</p> <p>(3) That an approach to the Regional Improvement and Efficiency Partnership on the possibility of accessing funding for shared service development be endorsed, particularly given its potential application to another area. (HCS)</p>	<p>shared service. Report to be taken into Executive by end of June.</p> <p>Discussions have taken place with Regional Improvement and Efficiency Partnership and a bid is to be submitted for the funding of the above mentioned business case.</p>		
<p>Bulky Household Waste Collection Service – Evaluation (Minute 257/09)</p> <p>Resolved</p> <p>(1) That the charging regime for bulky waste be retained and that concessions should not be introduced at this time.</p> <p>(2) That the ‘no refund policy’ is endorsed together with the introduction of a voucher scheme in the situation where a service request is made and the item in question is removed prior to the Council’s contractor attending the premises. The request for a voucher shall be initiated by the customer and the voucher must be redeemed within 18 months.</p>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<p>Completed.</p> <p>Completed.</p>		

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Item		Progress/Officer
<u>2011/12</u>	<u>£000</u>	
Service Building, staff and public facilities	140	
(Revenue costs of £9,500 p.a.)		
Arboretum of fruit trees (year 2)	10	
<u>2012/13</u>	<u>£000</u>	
Construction of wetland	35	
Burial of power lines	50	
Arboretum of fruit trees (year 3)	10	
(3) That the temporary Woodlands Assistant post created in 2009 be continued, funded from capital, for a period of three years whilst works to create the infrastructure at the Park continue. The establishment of a permanent post to be considered once the Government has announced public spending plans for 2011/12 onwards.		Implemented.
(4) That the earlier decision to take no action with regard to highway works and car park from Cherry Orchard Way is reaffirmed and that officers investigate opportunities to obtain a short term lease on land to the east of Cherry Orchard that could be used as a temporary car park.		The principal of the land in question is not prepared to release it. Planning consent will be sought to construct temporary highway access and car park within Cherry Orchard Country Park subject to discussion through the Member Advisory Group.

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Item	Progress/Officer		
(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)	In discussion with riding community – seeking funding from Essex County Council.		
Car Park Extension – Rawreth Recreation Field and Bridle Path Extension – Clements Hall, Hawkwell (Minute 326/09) Resolved That the Rawreth recreation field car park extension be approved at a cost of £7,800 and that the Clements Hall bridle path extension be approved at a cost of £15,200. (HLTS)	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	The Rawreth car park is now complete – it will take several months for the ground cover to settle down. Work is underway at Clements Hall, however, the ground is still too wet to complete the ground works – it is suspected that there may be an underground water leak and this is being investigated. Alternately the ground may need longer to dry following the wet winter.		
Organisational Review (Forward Plan Ref 05/09) (Minute 19/10) Resolved That the proposals for changes to the Council’s organisational structure, along with the timetable for implementation, as set out in the exempt report of the Chief Executive, be agreed. (CE)	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Implementation is now well underway and will be completed by early June, as per the timetable.		

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Item	Progress/Officer		
Review of the Council's Community Halls and Associated Assets (Minute 25/10) Resolved That recommendations 6 and 7 set out in the report of the Review Committee be accepted, the Portfolio Holder for Finance and Resources to appoint an Advisory Group for the purpose of considering the other aspects of the report. The Portfolio Holder to report back to the Executive with recommendations from that work as soon as practicable. (HLEMS)	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The report of the Portfolio Holder is an agenda item.		
Air Quality Management In West Rayleigh (Minute 29/10) Resolved (1) That the proposed Air Quality Management Area for Rawreth Industrial Estate, in line with the Council's statutory local air quality management duties, be approved in principle. (2) That the Head of Environmental Services be authorised to undertake a public consultation exercise regarding the extent of the proposed Air Quality Management Area. (3) That strong representations are made to Essex County Council on the need for the County to consider how it can help to address concerns associated with the results of air quality monitoring being undertaken in Eastwood Road, Rayleigh. (HES)	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed. Final report is an agenda item.		
	Completed.		
	Completed.		

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Item	Progress/Officer		
Listening to Communities: Consultation on Draft Strategy Guidance on the duty to Respond to Petitions (Minute 42/10) Resolved That the comments outlined in Appendix B of the report be this Council's response to the consultation paper. (CE)	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed.		

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

Item	Progress/Officer		
Review and Update of the Council's Emergency Plan (18/03/10)	Red	Amber	Green
Decision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adoption of the updated Emergency Plan. (CPPM)	Completed.		

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Progress on Decisions by Portfolio Holder for Environment

Item	Progress/Officer		
Open Spaces Refurbishment Programme 2009/10 (14/09/09) Decision That this year's budget allocation is used to address health and safety concerns and the need to secure certain sites from unauthorised access. (HES)	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed.		
Climate Change Service Level Agreement (19/10/09) Decision To enter into a Service Level Agreement with Essex County Council to carry out Climate CO ₂ de actions until 31 March 2011. That a virement of £20,000 is made from the salaries budget to an appropriate Environmental Services budget for 2009/10 and 2010/11. (HES)	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed. Completed.		
Urban Tree Planting Scheme (29/10/09) Decision That the 2009/10 tree planting scheme be undertaken in Rayleigh. (HES)	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed. A total of 73 trees were planted.		

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Item	Progress/Officer		
Regulation of Performances of Hypnotism (11/03/10) Decision That Rochford District Council adopt the proposed conditions be attached to a licence granted for the performance of stage hypnotism. (HES)	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed.		
Response to the Consultation on the Use of Wild Animals in Travelling Circuses (11/03/10) Decision That Rochford District Council support a complete ban on the use of wild animals in travelling circuses in the consultation currently being carried out by the Department for Environment, Food and Rural Affairs. (HES)	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed - Consultation returned. Nationally 94% of respondents supported a ban on wild animals in travelling circuses and the Secretary of State has now confirmed that he is minded to pursue a ban.		
Kingley Woods, Rayleigh – Proposed Substation (24/03/10) Decision To approve the disposal of a small area of land to EDF for use as a substation and approval of an easement to enable the associated high and low voltage cables to be buried in Kingley Wood. (HES)	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Decision being implemented. Conveyance process is now progressing with the Head of Legal, Estates and Member Services.		

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Progress on Decisions by Portfolio Holder for Finance and Resources

Item	Progress/Officer		
Review of Rochford District Matters (11/03/10) Decision To agree the implementation of improvements to Rochford District matters (RDM) (HICS)	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed.		
Rawreth Lane Pavilion Upgrade (11/03/10) Decision To upgrade Rawreth pavilion by installing a disabled toilet and associated access ramp and refurbish the flat roof at a total cost of £17,425. (HLEMS)	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	The work to create a disabled toilet facility at the Rawreth pavilion has been successfully tendered and work on site has commenced 14 April 2010. Its is anticipated that this will take three weeks to complete.		

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

Item	Progress/Officer		
Open Spaces Refurbishment Programme 2008/09 (24/10/08) Forward Plan Reference No: 11/08 Decision 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. (HES)	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	New pathways and works to improve the safety of the footbridges have been completed. Works to improve the embankment steps were delayed due to insufficient budget and will be addressed in the new financial year.		
Fishing Licence, Rochford Reservoir (10/03/10) Decision To grant a licence for fishing rights at the Rochford Reservoir to Mr Nicholas North, at the rate set out in section 2.7 and subject to the finer details of the licence being finalised by the Council's Head of Legal, Estates and Member Services. (HCS)	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Terms of licence are being finalised and expected to be completed by end of April.		

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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) Resolved 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)	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<p>Officers meet with WCT every 6-8 weeks, to offer advice and guidance and attend Trustee meetings. The Portfolio Holder for Planning and Transportation has visited WCT and discussed service delivery with the WCT's manager.</p> <p>WCT commenced delivery of a community transport service for Castle Point Borough Council on 1 April 2010.</p> <p>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.</p>		

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Progress on Decisions by Portfolio Holder for Planning and Transportation

Item	Progress/Officer		
Confirmation of Article 4(2)a issued in July 2009 (11/01/10) Resolved That the Article 4(2) Directions agreed by Council on 26 February 2009 be confirmed. (HP&T)	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed.		
Websters Way Car Park – Installation of Hanging Baskets on Lamp Columns (01/02/10) Resolved Subject to a suitable legal agreement, to include a requirement for structural checks of each lamp and provide indemnity against damage or injury, that a licence be granted to Rayleigh Town Council to install hanging baskets on the lamp columns in Websters Way car park. (HP&T)	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed.		

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Item	Progress/Officer		
The Approach Car Park, Rayleigh (09/02/10) Resolved (1) That annual and quarterly season tickets be issued for use in The Approach car park only at a rate of £700 and £200 respectively, subject to a Notice of Variation amending the Car Parking Order. (2) That a letter be sent to all previous ticket holders for the last five years at The Approach Car Park who have not renewed their tickets advising them of the new charges. (HP&T)	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed. Completed.		
Allocations Development Plan Document (DPD) – Discussion and Consultation (08/04/10) Resolved That the Allocations Development Plan Document – Discussion and Consultation be published for consultation. (HP&T)	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Implemented – consultation runs until 30 April 2010.		
Development Management Development Plan Document (DPD) – Discussion and Consultation (08/04/10) Resolved That the Development Management Development Plan Document – Discussion and Consultation be published for consultation. (HP&T)	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Implemented – consultation runs until 30 April 2010.		

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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 Waking Youth Provision Update (Minute 8/08)	Red	Amber	Green
Resolved	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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. (HCS)	In conjunction with the County Council, further research and investigation is being undertaken into options for longer term additional youth/leisure provision. Further meetings have taken place and are scheduled involving Members and officers from the County, District and Parish Council in order to progress this project.		

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

Item	Progress/Officer		
Allocation Of Additional Youth Facilities Capital Budget – Teen Shelter Provision (25/07/08) Forward Plan Reference No: 7/08 Decision 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. (HCS)	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 youth/leisure provision. Further meetings have taken place and are scheduled involving Members and officers from the County, District and Parish Councils in order to progress this project.		
Delivering Modern Community Health Services (26/02/10) Decision To approve the Council's response as set out in the appendix in respect of the consultation on proposals to create a new community health provider organisation. (CD(ES))	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed. The Council's response was sent to the Primary Care Trust.		

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Item	Progress/Officer		
Essex Children's Trust, Memorandum of Agreement (05/03/10) Decision To agree the Council's Chief Executive signing the Essex Children's Trust Memorandum of Agreement that underpins each partner's commitment as a member of the Children's Trust. (HCS)	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed.		
Grants to Voluntary Organisations Decision To provide funding for voluntary organisations on the basis of the recommendations in the attached appendix. (HFAPM)	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed.		

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