

## **The Executive – 6 November 2013**

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Minutes of the meeting of **The Executive** held on **6 November 2013** when there were present:-

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

Cllr Mrs G A Lucas-Gill  
Cllr Mrs J E McPherson

Cllr M Maddocks  
Cllr M J Steptoe

### **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs K J Gordon and S P Smith.

### **OFFICERS PRESENT**

|            |   |  |
|------------|---|--|
| A Dave     | – | Chief Executive                            |
| P Warren   | – | Chief Executive (Retiring)                 |
| A Bugeja   | – | Head of Legal, Estates and Member Services |
| Y Woodward | – | Head of Finance                            |
| R Evans    | – | Head of Environmental Services             |
| J Bourne   | – | Head of Community Services                 |
| J Bostock  | – | Member Services Manager                    |

### **220 MINUTES**

The minutes of the meeting held on 9 October 2013 were approved as a correct record and signed by the Chairman.

### **221 PERFORMANCE REPORT ON KEY PERFORMANCE INDICATORS FOR THE PERIOD JULY TO SEPTEMBER 2013**

The Executive reviewed the Performance Report on Key Performance Indicators for the period July to September 2013.

Members concurred with the observation of the Chairman that it was pleasing to see that recent efforts associated with business rates collected (LP1766) were bearing fruit.

It was noted that:-

- Housing benefit over-payment write-offs (BV079b(iii)) represented £13,000 to £14,000.
- The County Council had set a target of twenty eight days for dealing with its own work on disabled facility grant cases.
- Whilst there had been a recent drop in the number of visits to the Clements Hall Sports Centre (LP1001), usage statistics varied over time.

- Thirty one invoices had been paid outside of the thirty day period (BV008a). Twenty seven of these related to a particular contractor. The associated IT problems had been addressed.

### **Resolved**

That the progress against key performance indicators for the period July to September 2013, as set out in the report, be received. (HF)

## **222 PERFORMANCE REPORT ON KEY PROJECTS FOR THE PERIOD JULY TO SEPTEMBER 2013**

The Executive reviewed the Performance Report on Key Projects for the period July to September 2013.

It was noted that:-

- With regard to maximising income from the Materials Recycling Contract, formal correspondence had been entered into with UPM on both the current and longer term arrangement. UPM had indicated that the Authority would receive a formal response by 15 November.
- Subject to the outcome of public consultation, it was anticipated that a finalised Allocations Document would be submitted for consideration to the meeting of Full Council scheduled for 25 February 2014.

### **Resolved**

That the progress against key projects for the period July to September 2013, as set out in the report, be received. (HF)

## **223 PROGRESS ON DECISIONS MADE BY FULL COUNCIL/THE EXECUTIVE**

The Executive reviewed the progress on decisions schedule.

It was noted that appropriate publicity would be given to the opening of the pet memorial area at Cherry Orchard Jubilee Country Park, scheduled for later in November. Final ground stabilisation and pathway works were underway together with the construction of a memorial feature.

### **Resolved**

That the progress on decisions made by Full Council/The Executive, as set out in the schedule, be agreed.

## **224 CUSTOMER FEEDBACK AND FREEDOM OF INFORMATION STATISTICS 2013/14 HALF YEARLY UPDATE**

The Executive received the report of the Head of Information and Customer Services on customer feedback and freedom of information statistics for April to September 2013.

### Resolved

That the customer feedback and freedom of information statistics for April to September 2013, be noted. (HICS)

## 225 QUARTER 2 2013/14 FINANCIAL MANAGEMENT REPORT

The Executive considered the report of the Head of Finance containing the Quarter 2 Financial Management Report.

It was noted that two major planning applications due to be submitted in the current financial year would bring additional income.

### Resolved

- (1) That the current year-end forecasts for the revenue budgets of the Council based on financial performance in the period April to September of the financial year 2013/14, as shown in Appendix 1 to the report, be noted.
- (2) That the current financial performance on key financial indicators, as shown in Appendix 2 to the report, be noted.
- (3) That the Quarter 2 Capital Monitoring Report in Appendix 3, be noted and agreed. (HF)

## 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 1 and 3 of Part 1 of Schedule 12A of the Local Government Act 1972 would be disclosed.

## 226 REVIEW COMMITTEE REPORTS

The Executive considered the exempt reports of the Review Committee on leisure service provision (and the leisure services contract), woodlands (including opportunities of additional funding streams) and the Council's car parks and parking charges.

Members heard from the Head of Community Services on the latest position with regard to leisure contract changes and a formal expression of interest received in relation to the Great Wakering Sports Centre. Subject to the finalisation of heads of agreement, the latter would be considered by the Portfolio Holder for Environment, Leisure, Arts and Culture with a view to completion by 16 December 2013.

With regard to recommendation (4) of the woodlands report, it was considered that officers from the Council's Economic Development Unit could assist with

the sourcing of funding options for the improvement of open spaces. With regard to the report on car parks it was agreed that it would be appropriate to consider the introduction of a business card explaining the mobile payments system for distribution to local retailers. Recommendation (2) was not agreed.

### **Resolved**

- (1) That recommendations (1) to (3), as set out in the exempt report on leisure service provision, be agreed. (HCS)
- (2) That recommendations (1) to (3) and (5) to (11), as set out in the exempt report on woodlands, be agreed. Officers from the Council's Economic Development Unit to assist with sourcing funding options for the improvement of open spaces (recommendation (4)). (HES)
- (3) That, subject to consideration being given to the introduction of a business card explaining the mobile payment system for distribution to local retailers, recommendations (1) and (3) to (5), as set out in the exempt report on car parks, be agreed. Recommendation (2) be not agreed. (HPT)

### **227 CHIEF EXECUTIVE'S APPRAISAL**

Members received the exempt note of the Chief Executive's appraisal.

The meeting closed at 8.30 pm.

Chairman .....

Date .....

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