

**REPORT TO THE MEETING OF THE EXECUTIVE 13 APRIL 2011**

**PORTFOLIO: SERVICE DEVELOPMENT/IMPROVEMENT AND PERFORMANCE MANAGEMENT**

**REPORT FROM HEAD OF FINANCE**

**SUBJECT: PERFORMANCE REPORT TO MEMBERS ON KEY PROJECTS FOR THE PERIOD: JANUARY TO MARCH 2011**

**1 DECISION BEING RECOMMENDED**

- 1.1 To note the progress against key projects for the fourth quarter of 2010/11.
- 1.2 To place on record any comments on projects for the fourth quarter of 2010/11.

**2 OTHER SALIENT INFORMATION**

- 2.1 This report shows progress against the Key Policies and Actions for 2010/11 up to 31 March 2011.
- 2.2 Quarterly Performance Statistical Reports for each Division will be available on the Council intranet and website by the end of May 2011 by selecting “Quarterly Performance Reports” from the A-Z of Services. (The website address is [www.rochford.gov.uk](http://www.rochford.gov.uk) )
- 2.3 An updated schedule of Progress on Decisions (POD) taken by Council, the Executive and Portfolio Holders is appended.
- 2.4 Items within this report will be discussed at the Executive when required, as determined by the Portfolio Holder for Service Development/Improvement and Performance Management. Non Members of the Executive may raise items with either the Portfolio Holder for Service Development/Improvement and Performance Management or the relevant service Portfolio Holder.

**3 RISK IMPLICATIONS**

- 3.1 The principal risks associated with performance reporting are that inaccurate or incomplete information is reported. The presentation of incorrect information in the report could lead to reputational damage or performance could be misrepresented.
- 3.2 These risks are mitigated by the review of the report content by the Senior Management Team and a cross check with the Progress on Decisions schedule.

I confirm that the above recommendation does not depart from Council policy and that appropriate consideration has been given to any budgetary and legal implications.

SMT Lead Officer Signature: \_\_\_\_\_

**Head of Finance**

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**Background Papers:**

None.

For further information please contact Terry Harper, Senior Performance Management Officer, on:-

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If you would like this report in large print, Braille or another language please contact 01702 318111.

### Our Key Priorities

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

- Continue to deliver efficiency savings
- Achieve the Excellence level of the Equality Standard for local government (formerly Level 5) by the end of March 2011.
- Achieve the Member Development Charter by the end of 2010
- Improving our council tax and benefits service, working with Castle Point Borough Council where appropriate.
- Continue to improve service access and delivery for our community
- Continuing to develop and consolidate our partnership arrangements via the Local Strategic Partnership (LSP) and other partnerships such as the Community Safety Partnership (CSP) to develop and improve service provision to our communities, particularly around the ageing population
- Progressing the Joint Area Action Plan in partnership with Southend Borough Council, covering London Southend Airport and its environs.
- Progressing the Local Development Framework (LDF) Core Strategy through its enquiry stage
- Implementing the Action Plan that supports the Council's Climate Change and Sustainability Strategy – Climate CO<sub>2</sub>DE
- Progressing the three town centre studies for Hockley, Rochford and Rayleigh to detailed action plans for each centre.
- Implementing the Action Plan associated with the Council's new Economic Development Strategy, particularly those measures highlighted to combat recession and encourage regeneration.

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



## **Performance Report to Members on key projects for the period: January to March 2011**

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**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:

**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	Start Date	Target Completion Date	Commentary	RAG Status
To update the Council's Corporate Plan for 2011/12 onwards – for consideration and approval by Council in April 2011.	Sept. 2010	<del>April 2011</del> June 2011	Although slightly delayed, the Corporate Plan is currently being updated to reflect the Council's revised Medium Term Budget Strategy and will be presented to the June Council meeting.	G

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

Objective	Start Date	Target Completion Date	Commentary	RAG Status
<b>To deliver efficiency savings and to report proposals to the Executive in July 2010 and to report achievement in the 2010/11 accounts.</b>	April 2010	<b>December 2010</b>	<b>COMPLETED</b> - The efficiency savings for 2010/11 were incorporated into the Revised Estimates report which was agreed at the Council meeting of the 14 December.	
To deliver the Council's Strategic Improvement Plan for 2010/11 reporting to the Executive on a quarterly basis.	April 2010	<b>March 2011</b>	The Executive agreed to the reporting of plan items on an exceptions basis. 10 of the 12 items are basically completed. The remaining 2 have been subsumed in the work of responding to the spending cuts. A summary report is being made to the Portfolio Holder.	G
<b>To achieve the Member Development Charter by December 2010.</b>	2009	<b>December 2010</b>	<b>COMPLETED</b> - The Charter Assessment on 5 October 2010 was successful. They were of the view that we had in fact far exceeded the standard and could justifiably be considered as a 'flagship Authority'.	

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

Objective	Start Date	Target Completion Date	Commentary	RAG Status
<b>To achieve the Excellence level of the Equality Framework for local government by March 2011.</b>	May 2009	<b>March 2011</b>	We achieved “Moving towards excellence”, in 2009. We are to make our submission to be assessed as “Excellent” in April 2011.	<b>R</b>
To prepare the Annual Report and Accounts for Member consideration and approval by July 2010 and published by September 2010.	April 2010	<b>September 2010</b>	<b>COMPLETED</b> - Accounts were approved on 29 June 2010 and the Annual Report was published on the website on 23 September 2010.	
To review and update the Medium Term Financial Strategy (MTFS) including the Capital Strategy for Member consideration and approval.	May 2010	<b>February 2011</b>	<b>COMPLETED</b> - The MTFS was agreed at Council on 25 January subject to some minor amendments.	

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

Objective	Start Date	Target Completion Date	Commentary	RAG Status
<b>To develop and consolidate partnerships (Local Strategic Partnership (LSP), Community Safety Partnership (CSP) and others) to develop and improve service provision, particularly around the ageing population.</b>	April 2010	<b>March 2011</b>	Following consideration by both the Rochford LSP and Castle Point’s LSP work is now underway on establishing a joint LSP across the two areas and rationalising partnership structures as a result. The aim is to have a revised partnership structure in place by the new financial year.	<b>G</b>

## Corporate Objective 2 – Making a Difference to Our Community (continued)

Objective	Start Date	Target Completion Date	Commentary	RAG Status
<b>To continue to improve our Council Tax and Benefits Services and to explore the opportunities for joint working with other public agencies.</b>	Sept. 2009	<b>March 2011</b>	The Revenues and Benefits whole shared service project with Castle Point Borough Council has been put on hold pending further detail on the new Universal Credit. A number of smaller shared services are in place and are being developed further. The Joint Member Project Board will continue to monitor the developments and look for other sharing opportunities.	<b>A</b>
<b>To improve service access and delivery for our community by examining proposals for an improved reception area at Rochford.</b>	April 2010	<b>September 2010</b>	The Council has decided not to proceed with proposals for a revised reception and office accommodation at the present time. Instead, a planning application has been submitted to renew the existing temporary consent covering the reception area.	
<b>To improve service access and delivery for our community by holding a series of 5 Public Sector information days with partner agencies.</b>	April 2010	<b>March 2011</b>	<b>COMPLETED</b> - All planned events have been completed.	

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

Objective	Start Date	Target Completion Date	Commentary	RAG Status
To progress the Local Development Framework (LDF) Core Strategy through its inquiry stage and to adoption by October 2010.	2007	July 2011 <del>October 2010</del>	The Rochford Core Strategy has been delayed as a result of the need to prepare a schedule of changes to reflect the Government's intention to abolish Regional Spatial Strategies. The public examination reconvened in February 2011, and the inspector's report is due in May 2011. The target is now to adopt the final plan by July 2011.	A
To implement the Council's Climate Change and Sustainability Strategy (Climate Co <sub>2</sub> de)	April 2010	On Going	A corporate group is now progressing with this project and the Climate Co <sub>2</sub> de will be updated in April 2011. Work undertaken to date has included an energy management audit and the establishment of project management and performance management arrangements. The Green Travel Plan is to be submitted to the Executive for approval shortly.	G
To improve the customer facilities and access arrangements for Cherry Orchard Country Park.	April 2010	February 2011	A Management Plan is to be submitted to the Executive for approval in April.  Agreed works have been completed and include a temporary car park, with access from Cherry Orchard Way and the new (externally funded) children's play facility. To open on 18 April.  The Portfolio Holder has agreed to defer construction of the permissive route through New England Woods. A decision on the planning application for the new car park in Grove Woods is awaited.	G

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

Objective	Start Date	Target Completion Date	Commentary	RAG Status
To continue to improve recycling rates by completing the roll out of the scheme to flats and mobile home sites.	April 2010	March 2011	The three bin scheme is live at 1618 flatted properties, 47% of the overall project. 2092 flats 75% of the total have been surveyed. All mobile home sites have surveyed and these will going live from mid April. We are on course to achieve a recycling rate in the region of 66% for the full year.	G
To implement the Public Open Spaces Refurbishment Programme.	April 2010	March 2011	<b>COMPLETED</b> - Works included fencing at Hockley Woods and drainage works at Sweyne Park.	
To monitor and seek improvement in local air quality.	April 2010	March 2011	Arrangements have now been made within the Rawreth Air Quality Management Area to install continuous PM <sub>10</sub> (dust) monitoring equipment in. April 2011. The continuous NO <sub>2</sub> monitoring carried out in Rayleigh High Street concluded in January 2011. This data is currently being analysed by consultants and a report will be submitted to the Executive in the summer of 2011.	

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

Objective	Start Date	Target Completion Date	Commentary	RAG Status
To implement the Joint Area Action Plan (JAAP) in partnership with Southend Borough Council (SBC) covering Southend Airport and its environs.	2008	September 2012 <del>April 2011</del>	Consideration is being given to the implications of the promised legislation and guidance awaited from the Coalition Government. It is now anticipated the JAAP will be adopted by September 2012.	A
To implement the Economic Development Strategy (EDS) and Action Plan to combat recession and encourage regeneration.	2009	March 2011	<b>COMPLETED</b> - A revised Economic Development Strategy and Action Plan was approved by the Executive in February 2011.	
To undertake consultation and prepare action plans for Hockley, Rayleigh and Rochford town centres for submission by 2011/12 and adoption by 2012/13.	2008	June 2012	For Rayleigh and Rochford, consultation on issues and options completed. Responses are being analysed in readiness for the preparation of the next versions of the plans to be published by August 2011. For Hockley, a further round of consultation and community engagement was completed in February 2011.	G

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

**From Full Council**

Item	Progress/Officer		
	Red	Amber	Green
<p><b>Rochford Core Strategy – Proposed Amendments (Minute 261/10)</b></p> <p><b>Resolved</b></p> <p>That the amendments to the Rochford Core Strategy set out in appendix 1 to the report, be approved, published for public consultation, together with Topic Papers 3, 4 and 5 and the Sustainability Appraisal (appendices 2, 3, 4 and 5), and then submitted with the consultation responses to the Inspector for consideration at the public examination in January 2011. <b>(HPT)</b></p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Progress to adoption has been delayed by the need to prepare and consult on a schedule of amendments to the strategy.		
<p><b>Medium Term Financial Strategy 2011/12 – 2015/16 (Minute 26/11)</b></p> <p><b>Resolved</b></p> <p>(1) That the Executive’s recommendations on the future of Area Committees be agreed as follows:-</p> <p>a) That there be four regular community forum meetings held annually, two in the West and two in the East of the District. Ward Members to be expected to attend the appropriate meetings so that their electorate may have this additional opportunity to converse with them. Representatives of the Police, Fire and Health Services to be asked to attend, as well as Essex County Council Members and officers. There will be an open invitation to Parish/Town Councillors.</p> <p>b) That meetings be chaired by the Leader of the Council who will request the attendance of one or more Portfolio Holder, as deemed appropriate by the Leader. The Chief Executive, or exceptionally his representative, will also attend all meetings.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	All in place for 2011/12.		

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

Item	Progress/Officer
<p>c) That the dates of meetings will be included in the Council calendar and published accordingly.</p> <p>d) That it be accepted that there may be times when public attention is drawn to a specific subject but timing does not correspond with scheduled meetings. Should this occur, an additional meeting/s will be arranged in the format utilised for scheduled meetings.</p> <p>e) That none of these arrangements will affect the present system of public consultation and the presentations given by the Council, which in the recent past have included subjects such as recycling and the Local Development Framework. (HLEMS)</p> <p>(2) That the Executive’s recommendations on the Remuneration Scheme be agreed as follows:-</p> <p>a) That the Remuneration Scheme for 2011/12 proposed by the Independent Remuneration Panel be adopted.</p> <p>b) That, for the future, the Independent Remuneration Panel is convened every four years unless there is a need to implement a new or amended Members’ Allowance scheme in relation to a change to the structure of the Council.</p> <p>c) That the level of the basic and Special Responsibility Allowances be adjusted each Municipal Year in line with the Local Government staff annual pay award.</p> <p>d) That Childcare and Carer’s Allowances and Travelling Expenses be increased annually in line with the increase in the Retail Price Index as advised by the Council’s Head of Finance.</p>	<p>All in place 2011/12.</p>

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Item	Progress/Officer
<p>e) That, Subsistence/Meals on Trains Allowances remain linked to the rates payable to District Council officers, which reflect national arrangements.</p> <p>f) That the Independent Remuneration Panel reviews the Parish/Town Council remuneration schemes every four years in tandem with the District Council review, on the basis that Parish/Town Councils could continue to base their basic allowance and other aspects on a percentage of the Rochford District Council allowance, pending the next review. <b>(HLEMS)</b></p> <p>(3) That the Medium Term Financial Strategy for 2011/12 to 2015/16, including the proposals contained within the report to meet the 2011/12 £1.4m Budget Gap, be agreed with the following key budgetary changes for 2011/12:-</p> <p>a) Total salary budget of £6.59m.</p> <p>b) New budgets totalling £58,000 for income from staff parking and vending machine charges.</p> <p>c) Budget for grants to voluntary organisations to be amalgamated and set at £90,000.</p> <p>d) Reduction in budget of £4,500 for discretionary NNDR relief.</p> <p>e) Removal of budgets for the Taxi Voucher, Handy Person and Gardening Services.</p> <p>f) Reduction of £18,000 in the cost of Democratic Services.</p> <p>g) Reduction of £13,000 in the cost of the Pest Control Service.</p>	<p>All in place.</p>

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Item	Progress/Officer
h) Reduction of £40,000 for the cost of the Great Wakering Leisure Centre either from alternative management arrangements, including transfer of ownership or, if no alternatives, possibly closure of the facility.	
i) Reduction of £15,000 for the cost of providing public conveniences either from alternative management arrangements, including transfer of ownership, or, if no alternatives, possibly closing some facilities.	
j) Reduction of £17,000 in office accommodation costs by not using Acacia House as Council offices.	
k) Increase in budget for parking income of £100,000 following review of parking policies and practices by Full Council.	
(4) That the core estimates for 2011/12, as shown in the Draft Budget Book appended to the report, be agreed.	All in place for 2011/12.
(5) That the 2011/12 Council Tax for Rochford District remains unchanged at £201.15 for a Band D property.	All in place for 2011/12.
(6) That the schedule of fees and charges for 2011/12, appended to the report, be agreed.	All in place for 2011/12.
(7) That, subject to Full Council undertaking the review of parking policies and practices, decisions on in year changes to discretionary fees and charges be delegated to the Executive.	Completed.
(8) That the Capital Programme, as appended to the report, be agreed.	Completed.
(9) That any interim revaluations of the Pension Scheme are reported to Members and that, at the next triennial revaluation of the Scheme, the Council aims to reduce the deficit recovery period to 20 years or less.	In place for 2011/12.

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Item	Progress/Officer		
(10) That the progress in meeting the 2011/12 Budget Gap is reported to the Executive on a quarterly basis. <b>(HF)</b>	In place for 2011/12.		
<p><b>Treasury Management Strategy Statement, Annual Investment Strategy and Minimum Revenue Provision Policy Statement 2011/12 (Minute 27/11)</b></p> <p><b>Resolved</b></p> <p>(1) That the Treasury Management Strategy Statement and Annual Investment Strategy, including the limits contained within the report, be agreed.</p> <p>(2) That the Minimum Revenue Provision Policy for 2011/12 and adjustments to the Minimum Revenue Provision Policies for 2007/08 and 2008/09, as detailed in the report, be agreed.</p> <p>(3) That the Authorised Limit and Operational Boundary for external debt, as detailed in the report, be agreed and that authority be delegated to the Head of Finance, within the total limit for any individual year, to effect movement between the separately agreed limits for borrowing and other long-term liabilities. <b>(HF)</b></p>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed.		
	Completed.		
	Completed.		
<p><b>Reports from the Executive and Committees to Council (Minute 53/11)</b></p> <p><b>(1) Major Contract Review</b></p> <p><b>Resolved</b></p> <p>That the Contract Procedure Rules, which commence on page 4.63 of the Constitution, be amended with the insertion of the following paragraphs:-</p> <p>1.2.7 Each quarter Members of the Council will be provided with the estimated values and a brief description of contracts that are proposed to be subject to competitive tendering. Such detail to be published in the Members' Bulletin</p>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed.		

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Item	Progress/Officer		
<p>and, more formally, through a report into the Executive for noting.</p> <p>1.2.8 The competitive dialogue approach will not be utilised in procurement arrangements unless it is expressly sanctioned by the Executive. <b>(HLEMS)</b></p>			
<p><b>(2) Outside Bodies</b></p>	Red	Amber	Green
<p><b>Resolved</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>That, with effect from the 2011/12 Municipal Year:-</p> <p>(1) Members who are appointed to an outside body have an interest in the aims of the body and can add value to the organisation.</p> <p>(2) Any requests for new appointments be assessed to ensure that they comply with one or more of the following criteria:-</p> <ul style="list-style-type: none"> <li>• The aims of the organisation align to the objectives of the Authority.</li> <li>• A Service Level Agreement exists between the Council and the organisation.</li> <li>• The outside body receives funding from the Authority.</li> <li>• The outside body leases an asset from the Council.</li> </ul> <p>(3) The membership of Outside Bodies be changed on the basis set out below:-</p>	<p>All in place.</p>		
<p><b><u>Body</u></b></p>	<p><b><u>Change</u></b></p>		
<p><b>Activerochford</b> (Currently 1 seat)</p>	<p>Should retain membership, particularly in view of forthcoming Olympics.</p>		
<p><b>Adult Community Learning</b></p>	<p>Should retain membership.</p>		

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<b>Body</b>	<b>Item Change</b>	<b>Progress/Officer</b>
<p><b>South Essex Stakeholder Forum</b> (Officer appointment)</p>		
<p><b>Bradwell Local Community Liaison Liaison Council</b> (Currently 1 seat)</p>	<p>Should retain membership so as to keep a watching brief.</p>	
<p><b>Campaign to Protect Rural Essex</b> (Currently 1 seat)</p>	<p>Should end membership as District is represented by Parish/Town Councillors.</p>	
<p><b>Castle Point and Rochford Domestic Violence Panel</b> (Currently 1 seat)</p>	<p>Should retain membership. Given that addressing domestic violence is a key local priority, would be appropriate for the appointee to be the Portfolio Holder covering Community Safety.</p>	
<p><b>Castle Point and Rochford Police Community Consultative Group</b> (Currently 1 seat)</p>	<p>Should be an officer appointment.</p>	
<p><b>Cory Environmental Trust in Rochford</b> (Currently 1 seat)</p>	<p>Should retain membership.</p>	

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	Item	Progress/Officer
<b><u>Body</u></b>	<b><u>Change</u></b>	
<p><b>Essex Rail Seminar</b>  (Currently 1 seat)</p>	<p>Should end membership. Meeting can be advertised to Members so District can be represented. Worthwhile for Council to receive minutes of meetings for information purposes.</p>	
<p><b>Hockley Community Centre Association</b>  (Currently 2 seats)</p>	<p>Should retain membership.</p>	
<p><b>Local Government Association Rural Commission</b>  (Currently 1 seat)</p>	<p>Should retain membership.</p>	
<p><b>Local Government Association Urban Commission</b>  (Currently 1 seat)</p>	<p>Should retain membership.</p>	
<p><b>London Southend Airport Consultative Committee</b>  (Currently 3 seats)</p>	<p>Should retain membership. Given potential conflicts of interest it would not be appropriate for Portfolio Holders to be appointed.</p>	
<p><b>NACRO N.C.E. Ltd</b>  (Officer appointment)</p>	<p>Should retain membership.</p>	

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	Item	Progress/Officer
<b><u>Body</u></b>	<b><u>Change</u></b>	
<b>Rayleigh Grange Community Association Governing Body</b>	Should retain membership.	
(Currently 2 seats)		
<b>Rayleigh Mount Local Committee</b>	Should retain membership.	
(Currently 1 seat)		
<b>Relate South Essex</b>	Should retain membership.	
(Currently 1 seat)		
<b>Rochford Hundred Association of Local Councils</b>	Should retain membership.	
(Currently 1 seat)		
<b>Rochford and Rayleigh Citizens Advice Bureau Management Committee</b>	Should retain membership.	
(Currently 1 seat)		
<b>South Essex Environmental Protection Advisory Group (SEEPAG)</b>	Should retain membership, but the Group being particularly valuable in terms of liaison/networking.	
(Currently 3 seats)		

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Item		Progress/Officer		
<b>Body</b>	<b>Change</b>			
<b>Springboard Home Improvement Service Support Group</b> (Officer appointment)	Should retain membership for the remainder of this Municipal year only.			
<b>Traffic Penalty Tribunal</b> (Currently 1 seat)	Should end attendance, receiving minutes as appropriate.			
<b>Warehouse Centre, Active Christian Trust</b> (Currently 1 seat)	Should end membership as now a well established organisation within the area. <b>(HLEMS)</b>			
<b>Setting the Council Tax 2011/12 (Minute 55/11)</b>		Red	Amber	Green
<b>Resolved</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(1) That the total for economic development is estimated at £185,100. (2) That the total for gross expenditure of the District, together with the Parish precepts, be £37,456,839. (3) That the total of income for the District Council be £26,152,914. (4) That the total net expenditure of the District Council, together with the Parishes, be £11,303,925. (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 £3,902,290.		All in place for 2011/12.		

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Item	Progress/Officer
(6) That the budget requirement for the year of £11,303,925 less the net income receivable of £3,902,290, which, divided by the tax base of 31,385.71 is equal to £235.83, which is the basic amount of its Council Tax for the year.	
(7) That the total of Parish precepts included within the above is £1,088,277.	
(8) That the Council Tax relating to the District Council without Parish precepts is £201.15, which is a zero increase.	
(9) That the total tax for both District and Parishes be as set out in the schedule attached at appendix A to these 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.	
(10) That the sums given 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 these Minutes.	
(11) That the precepts issues to the Council in respect of Essex County Council, Essex Fire and Rescue Authority and Essex Police Authority for each valuation band A-H be as set out in the schedule attached at appendix C to these Minutes.	
(12) That the total Council Tax for the area for each valuation band A-H is set out in appendix D to these Minutes. These are the amounts set as Council Tax for the year 2011/12. <b>(HF)</b>	

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Item	Progress/Officer		
<p><b>Key Policies and Actions for 2011/12 (Minute 56/11)</b></p> <p><b>Resolved</b></p> <p>(1) That the work programme for 2011/12, as set out in appendices A, B and C of the report and the public notification of its content, as outlined in the report, be agreed.</p> <p>(2) That those areas of work suggested for consideration by the Review Committee, as outlined in appendix D of the report, be agreed.</p> <p>(3) That the programme for the monitoring of the 2011/2012 budget and the development of the 2012/2013 Budget, as outlined in appendix E of the report, be noted.</p> <p>(4) That the main events timetable, as outlined in appendix F of the report, be noted. <b>(CE)</b></p>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	All in place for 2011/12.		
<p><b>Essex and Suffolk Shoreline Management Plan (Minute 57/11)</b></p> <p><b>Resolved</b></p> <p>That the Essex and South Suffolk Shoreline Management Plan 2 (2010) be endorsed as the overarching framework for flood defences in the District in compliance with the Habitats Regulation Assessment. <b>(HPT)</b></p>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed.		
<p><b>Polling Districts and Places Review (Minute 58/11)</b></p> <p><b>Resolved</b></p> <p>That the final proposals for changes to polling arrangements in the District as summarised in the report and set out at appendix B, be agreed. <b>(HICS)</b></p>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed.		

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Item	Progress/Officer		
<b>Royal Garden Party (Minute 59/11)</b>	Red	Amber	Green
<b>Resolved</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
That Cllrs C G Seagers and Mrs B J Wilkins 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. <b>(CE)</b>	Arrangements in place.		

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From the Executive

Item	Progress/Officer		
	Red	Amber	Green
<b>Cherry Orchard Country Park Advisory Group (Minute 324/09)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Resolved</b>			
(1) That capital provision of £120,000 is considered as part of the budget process for inclusion in the Medium Term Financial Strategy in respect of projects within the Cherry Orchard Country Park for each year for the next three years.	Completed.		
(2) That, subject to capital funding being agreed, the indicative programme of works for Cherry Orchard Jubilee Country Park over the next three years shall comprise:-	Protected species have been identified as part of the required environmental assessment and need to be relocated. The planning application will be submitted shortly.		
<b><u>2010/11</u></b>	<b><u>£000</u></b>		
Grove Woods additional car parking	Portfolio Holder decision on 11 November to defer the construction of this route until 2011/12.		
Permissive route for horses and pedestrians through New England Wood to Flemings Farm	Deferred until 2011/12. Awaiting decision from ECC		
Arboretum of fruit trees (year 1)	The ground preparation and fencing for the proposed arboretum is on target to be completed by March. The majority of planting for this three year project will be completed next winter.		

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From the Executive

Item		Progress/Officer
<b><u>2011/12</u></b>	<b>£000</b>	
Service Building, staff and public facilities (Revenue costs of £9,500 p.a.)	140	To be reviewed as part of Management Plan.
Arboretum of fruit trees (year 2)	10	
<b><u>2012/13</u></b>	<b>£000</b>	
Construction of wetland	35	
Burial of power lines	50	Power lines to be removed shortly by EPN at their expense.
Arboretum of fruit trees (year 3)	10	
(3) That the temporary Woodlands Assistant post created in 2009 be continued, funded from capital, for a period of three years whilst works to create the infrastructure at the Park continue. The establishment of a permanent post to be considered once the Government has announced public spending plans for 2011/12 onwards.		Staffing reallocation has resulted in the Temporary Woodlands Assistant being made permanent.
(4) That the earlier decision to take no action with regard to highway works and car park from Cherry Orchard Way is reaffirmed and that officers investigate opportunities to obtain a short term lease on land to the east of Cherry Orchard that could be used as a temporary car park.		Superseded by subsequent Portfolio Holder decision.
(5) That, in view of the proposal for a permissive route and bridleway, no further action is taken to restrict access for horses to New England Wood. <b>(HES)</b>		Implemented.

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From the Executive

Item	Progress/Officer		
<b>Air Quality Management Area – Rawreth Industrial Estate (Minute 108/10)</b>	Red	Amber	Green
<b>Resolved</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>(1) That an Air Quality Management Area (AQMA) for particulate matter be declared at Rawreth Industrial Estate in the location identified in red on the plan attached at Appendix 2 of the report. The Head of Environmental Services to be authorised to make the AQMA Order.</p> <p>(2) That an Action Plan be developed by officers to identify and address the sources of particulate matter within the AQMA by 31 March 2011. <b>(HES)</b></p>	<p>Completed.</p> <p>Delay in establishing monitoring location has resulted in postponement of Action Plan meeting with Environment Agency and ECC. This is now planned for April 2011.</p>		

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From the Executive

Item	Progress/Officer		
<b>Shared Service Working (Minute 171/10)</b>	Red	Amber	Green
<b>Resolved</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>(1) That, subject to the facility to be able to withdraw from discussions if at some point that becomes an appropriate course of action to protect this Council's interests, the potential merger of the service area identified in the exempt report be investigated.</p> <p>(2) That a Joint Member Project Board be formed on the basis set out in the exempt report to investigate the detailed implementation requirements. <b>(HCS)</b></p>	<p>At the Joint Member Project Board meeting of 10 December, it was decided that work should be put on hold that was looking into setting up of a fully shared service between the two authorities, in light of the changes that are currently being made to the administration of the Benefits system. However, it was agreed to continue with the joint working that was already taking place in relation to fraud, staff training and forms and documentation. There is no further clarity yet on the impact of these changes that would enable the project to re-commence.</p> <p>Completed.</p>		
<b>Medium Term Financial Strategy 2010/11 – Update (Minute 195/10)</b>	Red	Amber	Green
<b>Resolved</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>(1) That the current position on the Medium Term Financial Strategy be noted.</p>	<p>Completed.</p>		

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From the Executive

Item	Progress/Officer
<p>(2) That arrangements be made for an evening session in the Council Chamber in the early Autumn of this year at which Members of the Council will be able to discuss possible options in terms of those service areas which should be safeguarded and those where savings could be made, in advance of next year's budget setting process. The expectation being that all Members will be able to attend.</p>	<p>Completed.</p>
<p>(3) That, subject to the inclusion of Area Committees and possibilities around utilising the County Council's consultation portal, a public consultation exercise be undertaken over the summer on the priorities and non-priorities for the Council using all the channels identified in paragraph 6.2 of the report.</p>	<p>Completed.</p>
<p>(4) That at this stage, in terms of potential shared service arrangements, some initial non-committal investigatory work be undertaken on possibilities, particularly within the areas of Procurement, Information and Communication Technology, and Assets. For other areas much would depend on the costs, quality and type of services provided, together with the potential Partner structures and governance arrangements coming forward. The implications for the Council's own business continuity would need to be considered. It can be recognised, however, that the scaling up of some services might produce some benefits to the Council in terms of capacity and performance and enable the Authority to develop areas where it is already considered to be in a strong position. The work around Housing Benefits/Council Tax with Castle Point Borough Council is an example of this. <b>(HF)</b></p>	<p>Work is ongoing on the areas listed.</p>

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From the Executive

Item	Progress/Officer		
<b>Disabled Facilities Grants (Minute 281/10)</b>	Red	Amber	Green
<b>Resolved</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>That the update on the process involved in administering Disabled Facility Grants, the criteria for approving the Grants and the breakdown of current applications and expenditure be noted subject to:-</p> <ul style="list-style-type: none"> <li>• Regular monitoring by the Executive through the quarterly key performance indicator statistics of the times associated with various stages of the Disabled Facilities Grants process, in particular the following periods:-                             <ul style="list-style-type: none"> <li>– from the Occupational Therapist’s recommendation to an application being sent out.</li> <li>– from receipt of application to approval of grant.</li> <li>– from approval of grant to completion of works.</li> <li>– from the Occupational Therapist’s recommendation to an application being sent out.</li> <li>– from receipt of application to approval of grant.</li> <li>– from approval of grant to completion of works.</li> </ul> </li> <li>• The organisation appointed to provide the Home Improvement Agency Service following the current tender exercise being asked whether the contractors utilised to fulfil its role are locally based.</li> <li>• Concerns about the bureaucratic and costly nature of the process associated</li> </ul>	<p>Performance figures will be provided for each of the stages detailed through the regular quarterly performance reporting process.</p> <p>ECC are currently undertaking the tender process for the new HIA service but at this stage it is not known who the interested bidders are.</p> <p>Completed.</p>		

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From the Executive

Item	Progress/Officer		
with administering Disabled Facility Grants being raised as part of the Council's input to the South Essex Commission of Enquiry into more effective health, housing and adult social care services and by the Leader of the Council at other forums as appropriate. <b>(HCS)</b>			
<b>Review of Long Term Empty Properties And Council Tax Second Homes Discretionary Discount Policy (Minute 282/10)</b>  <b>Resolved</b>  (1) That the discretionary discount awarded on long-term empty properties in the District be reduced from 50% to 0% with effect from 1 April 2011.  (2) That the discretionary discount awarded on second homes in the District be reduced from 50% to 10% with effect from 1 April 2011. <b>(HCS)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed.		
	Completed.		
<b>Rochford Reception and Office Improvements (Minute 283/10)</b>  <b>Resolved</b>  (1) That the decision to replace the current temporary reception facility at Rochford with a more permanent structure, including improved office accommodation, be deferred and reviewed in two years' time, when the budget position concerning local government, its role, responsibilities and the delivery of services should be clearer.	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Will be reviewed in due course.		

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From the Executive

Item	Progress/Officer		
(2) That officers action the submission of a planning application to renew the temporary consent of the current reception building at Rochford, and also action the necessary works to re-roof the temporary structure, on the basis of the estimated provision identified in the exempt report, to be funded from the capital provision set aside for the reception and office improvement project.	Planning permission was granted on 20 January 2011 until 21 April 2017.		
(3) That the replacement of the heating of Nos 3-13 and electrical systems of Nos 5 – 15 South Street, Rochford be approved on the basis of the estimated provision identified in the exempt report, again to be funded from the capital provision set aside for the reception and office improvement project.	The heating tender has returned and within budget. The electrical rewire tender is awaiting going to tender. The technical specification has been completed.		
(4) That the possibility of utilising 57 South Street, Rochford for the purpose identified in the exempt report in the short to medium term – 3 to 5 years – be actioned on the basis of the estimated cost identified. <b>(HLEMS)</b>	A planning application will be considered by Members on 14 April 2011 for 57 South Street to be used for election-related purposes, to be reviewed after 3 years.		
<b>IT Contract Joint Procurement (Minute 308/10)</b>	Red	Amber	Green
<b>Resolved</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(1) That the Council participate in the IT contract joint procurement process, including involvement in the selection and appointment of technical IT procurement and legal expertise to develop the contract specification.	Completed (see 48/11 below).		
(2) That a contribution of up to an additional £30,000 from the IT Strategy Reserve to fund the Council’s involvement in appointing technical IT procurement and legal expertise be agreed.	Part funding for the project secured from the Regional Improvement and Efficiency Partnership.		

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From the Executive

Item	Progress/Officer		
(3) That an IT Contract Procurement Member Advisory Group comprising the Leader, Deputy Leader and Portfolio Holder for Service Development, Improvement and Performance Management, the Portfolio Holder for Finance & Resources and the Leader of the Opposition (or nominee), be appointed with the terms of reference as at paragraph 2.6 of the report. <b>(HICS)</b>	In place.		
<b>Organisational Change – Further Review (Minute 312/10)</b>  <b>Resolved</b>  (1) That the organisational changes proposed in relation to Senior Management be endorsed and their implementation, as set out in the exempt report, agreed.  (2) That the other organisational changes suggested in the exempt report be agreed in principle so that, following consultation with staff early next year, detailed changes can be brought forward for approval in March. <b>(CE)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Bin Allocation Criteria (Minute 18/11)</b>  <b>Resolved</b>  (1) That progress being made with the Maximise Recycling Scheme and providing a Waste Management Service that meets the changing needs of the residents of the District by providing suitable containers for different types of properties and for residents with disabilities be noted.  (2) That, subject to officers striving to maximise recycling and the number of properties on the three bins scheme, the bin provision criteria set out in report paragraphs 1.3 to 1.7 be adopted. <b>(HES)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed. New policy Both decisions implemented.		

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From the Executive

Item	Progress/Officer		
<p><b>Repairs to the Rear Access Steps at the Civic Suite, Rayleigh and the Creation of an Access Ramp (Minute 20/11)</b></p> <p><b>Resolved</b></p> <p>That refurbishment of the steps at the rear of the Civic Suite and the creation of an access ramp to provide both disabled access and the loading of stores, as detailed in the report, be agreed. Any further associated work to be undertaken provided the total project cost falls within budget. <b>(HLEMS)</b></p>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed.		
<p><b>Parking Enforcement (Minute 21/11)</b></p> <p><b>Resolved</b></p> <p>That the Council does not agree to enter into the Civil Enforcement Parking Partnership South on the basis of the potential terms and conditions outlined in the exempt report.</p> <p>The Portfolio Holder for Planning and Transportation, together with relevant officers, to enter into negotiations with Essex County Council and the District/Borough Councils involved in an attempt to address the Council’s fundamental concerns in relation to risk, financial liability and governance aspects of any new arrangement. <b>(HPT)</b></p>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Following negotiations to resolve the Council’s concerns about risk, financial liability and governance, a special meeting of the Executive on 30 March considered the final details of the legal agreement for the operation of the Parking Partnership and concluded that, notwithstanding continuing concerns over certain aspects, it would nevertheless be appropriate for Rochford to joint the partnership. (Minute 94/11 refers).		

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From the Executive

Item	Progress/Officer		
<p><b>Reports of the Review Committee (Minute 40/11)</b></p> <p><b>(1) Creation of Natural Play Area – Grove Woods, Rayleigh</b></p> <p><b>Resolved</b></p> <p>That the relevant Ward Councillors be included in the consultation process for items of spending of £50,000 or more, irrespective of the source of funding, and that all items of £50,000 or more be included in the Forward Plan. <b>(SMT)</b></p>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	In place.		
<p><b>Economic Development Strategy (Minute 44/11)</b></p> <p><b>Resolved</b></p> <p>That, subject to noting that the second paragraph on page 10 will refer to house prices being higher than the average in England and Wales, the revised Economic Development Strategy, attached at appendix 1 of the report, be agreed and adopted. <b>(CE)</b></p>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	In place.		
<p><b>Voluntary Sector Grants (Minute 45/11)</b></p> <p><b>Resolved</b></p> <p>That, for 2011/12, the voluntary sector grants fund be managed on the basis that every voluntary organisation in the District, regardless of size or previous grant applications, will be able to complete an application for funding.</p> <p>Final determination to be undertaken through an Advisory Group comprising the Leader, the Portfolio Holder, a Member of the opposition and two additional Members. <b>(CE)</b></p>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	In place.		
	Completed.		

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From the Executive

Item	Progress/Officer		
<p><b>57 South Street, Rochford – The Way Forward (Minute 46/11)</b></p> <p><b>Resolved</b></p> <p>(1) That the use of 57 South Street, Rochford for election related purposes for the short to medium term (3-5 years), with a review after 3 years, be approved.</p> <p>(2) That officers submit a planning application for office and storage to facilitate this use. <b>(HLEMS)</b></p>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<p>Completed.</p> <p>Planning application to be considered by Members on 14 April 2011.</p>		
<p><b>Office Cleaning Contract (Minute 47/11)</b></p> <p><b>Resolved</b></p> <p>(1) That a new cleaning contract be let to Mayfield Cleaning Ltd for a period of four years from 1 April 2011, to provide cleaning services to the offices at Rochford and Rayleigh, including the outside windows and the Windmill on the basis of the price arrangement set out in the exempt report.</p> <p>(2) That annual budget provision be made during the four years to cover the cost of incidentals such as bacterial hand wash, staff kitchen hygiene materials and recycle bin liners at £3,000 in 2011-12.</p> <p>(3) That a one off budget provision of £3,500 be made in 2011-12 as the set up cost of the office recycling scheme. <b>(HLEMS)</b></p>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<p>All in place.</p>		

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Item	Progress/Officer		
<p><b>ICT Contract Joint Procurement (Minute 48/11)</b></p> <p><b>Resolved</b></p> <p>(1) That the Council be named in the OJEU Notice to be placed in March 2011.</p> <p>(2) That the Executive makes further decisions at the following stages of the ICT contract joint procurement project:-</p> <ul style="list-style-type: none"> <li>• Prior to the service specification and evaluation criteria being sent out with the invitation to tender (April 2011).</li> <li>• Contract award (September/December 2011) <b>(HICS)</b></li> </ul>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<p>Completed.</p> <p>In place.</p>		
<p><b>Draft Ageing Population Strategy and Action Plan (Minute 82/11)</b></p> <p><b>Resolved</b></p> <p>That, subject to a review of typography on page 6.10, the Draft Ageing Population Strategy and Action Plan, as appended to the report, be approved. <b>(CE)</b></p>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed.		
<p><b>Integrated County Strategy (Minute 83/11)</b></p> <p><b>Resolved</b></p> <p>(1) That the Greater Essex Integrated County Strategy be endorsed.</p> <p>(2) That there be a further report in due course on progress towards developing an action plan to take forward the priority themes and investments, as outlined in the report. <b>(HPT)</b></p>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<p>Completed.</p> <p>In place.</p>		

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

Item	Progress/Officer		
	Red	Amber	Green
<b>Business Continuity Management Policy Statement and Strategy (12/01/11)</b>  <b>Decision</b>  That the reviewed Business Continuity Policy Statement and Strategy document be adopted. <b>(CE)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completed.			

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

Item	Progress/Officer		
	Red	Amber	Green
<b>Rochford District Council Response to the Government Consultation on the Single Data List (25/01/11)</b>  <b>Decision</b>  To respond to the consultation as described in paragraphs 1.2 to 1.4 of the Portfolio Holder Report. <b>(HF)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completed.			
<b>Rochford District Council Strategic Improvement Plan – Quarter 3 Update (26/01/11)</b>  <b>Decision</b>  To note the progress made against the Council’s Strategic Improvement Plan to December 2010. <b>(HF)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completed.			

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

<b>Private Sector Housing Strategy 2010-2013 (31/01/11)</b>	Red	Amber	Green
<b>Decision</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approval of the new Private Sector Housing Strategy 2010-2013 (attached as Appendix A). <b>(HCS)</b>	Completed.		
<b>Approval Of New Draft Housing Allocations Policy (16/02/11)</b>	Red	Amber	Green
<b>Decision</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
That the new draft Housing Allocations Policy (Appended) be sent out for consultation and following any amendments will be brought back for approval. <b>(HCS)</b>	The consultation period has now finished and comments received are currently being reviewed / incorporated into the final version for sign off by the Portfolio Holder.		

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**Progress on Decisions by Portfolio Holder for Environment**

Item	Progress/Officer		
<p><b>Cherry Orchard Country Park – Children’s Adventure Play Provision and Car Parking (21/05/10)</b></p> <p><b>Decision</b></p> <p>The provision of a new children’s adventure play facility within Cherry Orchard Country Park, complete with car park and roadway providing temporary access from Cherry Orchard Way, subject to planning approval. <b>(HES)</b></p>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed.		
<p><b>Open Spaces Refurbishment Programme 2010/11 (08/06/10)</b></p> <p><b>Decision</b></p> <p>That this year’s budget allocation is used to address unauthorised access resulting in vandalism; to deal with flooding to a car park and children’s play facility. <b>(HES)</b></p>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed.		
<p><b>Playspace Rolling Programme 2010/11 (08/06/10)</b></p> <p><b>Decision</b></p> <p>That the 2010-11 budget allocation in respect of the playspace rolling programme is used to improve the facilities at Bedford Close, Rayleigh and the Rayleigh Leisure Centre. <b>(HES)</b></p>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Works are completed at Bedford Close and we are on target for completion for those at Rayleigh Leisure Centre by May 2011.		

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Item	Progress/Officer		
<p><b>Urban Tree Planting Scheme (03/09/10)</b></p> <p><b>Decision</b></p> <p>That the 2010/11 tree planning scheme be undertaken in Hawkwell, Hockley and Hullbridge. <b>(HES)</b></p>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed.		
<p><b>Capital Programme Update – Open Spaces and Cherry Orchard Country Park (11/11/10)</b></p> <p><b>Decision</b></p> <p>(1) That the Open Spaces Capital programme is utilised for the provision of fencing at the Grove Woods play area, together with minor electrical improvements at Hockley Woods.</p> <p>(2) That the proposed permissive route through New England Woods to Flemings Farm, agreed as part of the programme of works for Cherry Orchard Country Part in 2010/11, is deferred until 2011/12. <b>(HES)</b></p>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<p>The decision on Grove Woods was subject to call-in by the Review Committee who recommended that the decision should be reconsidered. On 5 April the Portfolio Holder agreed that the works should proceed at the reduced cost of £8,365.</p> <p>Remaining works completed.</p> <p>Implemented.</p>		

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Progress on Decisions by Portfolio Holder for Finance and Resources

Item	Progress/Officer		
	Red	Amber	Green
<p><b>Short Term Extension of Office Cleaning Contract (14/09/10)</b></p> <p><b>Decision</b></p> <p>That the existing contract be extended by four months to allow time for the scope of the contract to be re-assessed. <b>(HLEMS)</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	A new cleaning contract has been awarded to Mayfield Cleaning Ltd for a period of four years from 1 April 2011.		
<p><b>Terms Of Lease To Rayleigh Grange Community Association For The Lease Of The Rayleigh Grange Community Hall (14/02/11)</b></p> <p><b>Decision</b></p> <p>(1) That the Rayleigh Grange Community Association be granted a fully repairing and insuring lease on the Rayleigh Grange Community Hall for a term of twenty eight years (4x7) on the understanding that a sub lease be let to Essex County Council on those parts of the property provided specifically, either exclusively or shared, for the provision of a Sure Start Centre, for a term of twenty five years at a peppercorn rent.</p> <p>(2) That the Rayleigh Grange Community Association be charged £250 pa rental until the first rent review, which will be in year 3. At the rent review the annual rental should be reconsidered taking into account the financial situation and community aspects at that time.</p> <p>(3) That the rest of the lease terms be established in line with the guidelines within the Community Halls and Associated Assets report to Executive 21<sup>st</sup> April 2010. <b>(HLEMS)</b></p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	The leases are currently being negotiated; there has been an issue with the Charity Commissioners, which Rayleigh Grange Community Association is resolving.		

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

Item	Progress/Officer		
<p><b>Rochford Business Forums (29/04/10)</b></p> <p><b>Decision</b></p> <p>To fund and deliver online business forums called Rochford Business Forums (RBF) to support the growth and development of the Rochford Business Network. <b>(CE)</b></p>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	The Forums are being progressed.		
<p><b>2009 Local Authority Business Growth Incentive (LABGI) Allocation Spend (03/09/10)</b></p> <p><b>Decision</b></p> <p>To agree the 2009 LABGI allocation. <b>(CE)</b></p>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Monies being spent in accordance with agreed programme.		
<p><b>Upgrade and Refurbishment of Pavilions (07/09/10)</b></p> <p><b>Decision</b></p> <p>(1) That £10,000 from the allocated budget be released to allow the Rochford Pavilion toilets to be refurbished including the provision of disabled facilities.</p> <p>(2) That £5,000 from the allocated budget be released to allow anti-vandal provisions to be made at a number of pavilions on a trial basis. <b>(HLEMS)</b></p>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	The works are in hand.  In place.		

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

Item	Progress/Officer		
<p><b>Wyvern Community Transport Grant (Minute 327/07)</b></p> <p><b>Decision</b></p> <p>That Wyvern Community Transport be requested to give consideration to arrangements for greater levels of engagement with the Council and to consider options for the operation and funding of the service in 2009. <b>(HPT)</b></p>	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>Essex County Council has concluded that from 1 April 2011, the community transport grant for the delivery of the service in Rochford should be paid directly to WCT. That being the case, Rochford's involvement with WCT should be no more than receiving updates on progress on service delivery and improvement.</p>		

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

Item	Progress/Officer		
<p><b>Concessionary Travel – Contract to Provide Scheme Administration on Behalf of Essex County Council (11/03/11)</b></p> <p><b>Decision</b></p> <p>That the report and survey results be noted and that a further car park survey be carried out in spring 2012. <b>(HPT)</b></p>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	In hand.		
<p><b>Local List Supplementary Planning Document – Consultation Draft (17/01/11)</b></p> <p><b>Decision</b></p> <p>That the Local List Supplementary Planning Document – Consultation Draft be published for consultation. <b>(HPT)</b></p>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Implemented.		
<p><b>Rayleigh Wednesday Market (09/03/11)</b></p> <p><b>Decision</b></p> <p>That the Council endorses and supports a request by Rayleigh Town Council to become the lead body for arranging the Rayleigh Wednesday Market on the expiry of the current market licence on 31<sup>st</sup> March 2011. <b>(HPT)</b></p> <p>That officers review the need to change the designation of High Street, Rayleigh from a ‘consent street’ to a ‘licence street’, if an alternative location for the market is identified in the High Street. <b>(HES)</b></p>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Implemented.		
	Under consideration.		

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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		
<p><b>Great Wakering Youth Provision Update (Minute 8/08)</b></p> <p><b>Decision</b></p> <p>That further consultation be carried out to determine longer term options for youth facilities in Great Wakering. The consultation to distinguish between facilities that could be provided and facilities that are aspirational. <b>(HCS)</b></p>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<p>No further feedback has been received from Essex County Council at this stage.</p>		

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