
PERFORMANCE REPORT TO MEMBERS ON KEY PROJECTS FOR THE PERIOD: OCTOBER TO DECEMBER 2009

1 OVERALL COMMENTARY ON PERFORMANCE AND RECOMMENDATION:

- 1.1 This report to The Executive meeting of 27 January 2010 shows progress against the Key Policies and Actions for 2009/10 up to 31 December 2009.
- 1.2 Quarterly Performance Statistical Reports for each Division will be available on the Council intranet and website by end of February 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 appended.
- 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 third quarter of 2009/10.
 - (2) To place on record any comments on projects for the third 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: October to December 2009

Explanation of terms and conventions used in the report:

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

Corporate Objective 1 – Making a Difference to Our People

Corporate Objective 2 – Making a Difference to Our Community

Corporate Objective 3 – Making a Difference to Our Environment

Corporate Objective 4 – Making a Difference to Our Local Economy

- **RAG Status Column – Red/Amber/Green Status** – each activity will be assigned a status of Red, Amber, or Green in accordance with the following rating system:

Red: Target unlikely to be met

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

Green: On target to meet the completion date or performance level required

- **Completed Projects** Project's completed in the latest reported quarter will be shown greyed out but will retain their appropriate Red, Amber or Green rating. Projects completed in previous quarters are greyed out but no longer show their Red, Amber or Green rating.

NYA – not yet available

N/A – not applicable

TBA – to be advised/agreed (according to context)

Projects that define or enable Corporate Objectives

Objective	Related Corporate Objective(s)	Start Date	Target Completion Date	Commentary	RAG Status
Strategic Improvement Plan Items 1.1 – 1.7: To produce a more 'Rochford' specific ambition with better golden thread connectivity and to update the Council's Corporate Plan for 2009/10 onwards – for consideration and approval by Council in April.	All	June 2008	April 2009	COMPLETED	
Strategic Improvement Plan Items 2.1 – 2.5: Develop a more effective scrutiny process.	All	June 2008	May 2009 Then ongoing	COMPLETED	G
Strategic Improvement Plan Items 3.1 – 3.13: To develop the Council's internal Performance Management Systems to further embed the performance management culture and secure effective and efficient delivery of objectives.	All	Sept. 2008	March 2010	Performance Management software implementation commenced in August 2009 for phased introduction by 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	A

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.	R
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.	G
Prepare the Annual Report for Member consideration and approval	-	June 2009	July 2009	COMPLETED	G
To report on Asset Management Performance Indicators and review the Asset Management Plan	-	April 2009	July 2009	COMPLETED	G
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	The target date has been changed to March 2010. First drafts of the communications strategies have been completed but more work is required on them prior to completion.	G
To deliver the 2009/10 Member Training and Development Programme	-	May 2009	March 2010	Second phase of 2009/10 training programme has been completed. Part 3 of the programme has been considered by the Member Charter Implementation Group.	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 has been agreed.	G
Implementation of the Access to Services (ATS) Strategy and work programme.	-	April 2008	On Going	Work on the re-organisation of services is ongoing.	G
To achieve the Excellence level of the Equality Standard for Local Government (formerly Level 5) by the end of 2010.		April 2009	December 2010	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	October 2009	Report has been presented to Executive and recommendations have been approved. Further meetings have taken place with CPBC (involving Leaders, Chief Executives and Managers) to discuss further options. Fully detailed business case now being put together by end of Feb 2010, including cost and service implications, for a range of shared service options between the two authorities	R
To produce and begin to implement a community involvement strategy.	-	Jan 2010	March 2010	Work is to commence in January following a recent staff appointment. Implementation is expected in 2010/11.	A
To ensure that community facilities provision and access to these is considered in all new major residential development	-	2007	March 2010	COMPLETED - A policy on the delivery of community facilities with new residential development schemes has been included in the Rochford Core Strategy.	
To continue to support the development of the Third Sector (the District's Voluntary and Community Services).	-	Jan 2010	March 2010	Work is to commence in January following a recent staff appointment.	A
To extend 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	Teen shelter programme on target, further facilities such as 'Green Gyms' being researched.	G

Corporate Objective 3 – Making a Difference to Our Environment

Objective	Other Corp- orate Objecti ve(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	Submission of JAAP now expected in February 2010, and adoption is anticipated in April 2011.	G
Embedding and continuing to develop our kerbside recycling arrangements.	-	July 2008	November 2009	Full dry recycling has now been delivered to the majority of flats. Work to deliver food collections to flatted properties is being progressed by the new Waste Minimisation Officer. Work continues to develop on proposals for Caravan Parks. Work is also in progress to reduce contamination.	R
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 for the Comprehensive Area Assessment.	G
To continue to prepare the extension of Rochford Cemetery for use from 2012.	1 & 2	August 2005	Summer 2012	Design works to go out to tender January 2010.	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	This year's Work Programme is complete and applications have been submitted for the Forestry Authority funding. At the meeting of The Executive held on 9 December 2009 it was agreed to defer the construction of the service compound. An indicative programme of works for the next three years was also agreed.	G
To implement the Public Open Spaces Refurbishment Programme.	1 & 2	April 2008	March 2010	90% of this year's programme has been completed. The remaining item relates to the Canewdon Recreation Ground and is to be re-considered as the quote has exceeded the available budget.	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	Initial consultation on 'issues and options' programmed was carried out between 21 September 2009 and 30 November 2009.	G
Rayleigh Town Centre Area Action Plan	All	2008	Adoption by Spring 2012	Initial consultation on 'issues and options' programme started in October 2009 running through to January 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		
Rayleigh Grange Community Centre (Minute 363(3)/07)	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Resolved</p> <p>(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.</p> <p>(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”.</p>	<p>The urgent repairs were completed and safety certification has been provided to the satisfaction of the Asset Manager.</p> <p>The Asset Manager has also provided technical advice on other matters to the Community Association and will be following these up, as well as ensuring that the relevant safety inspections are dealt with on an ongoing regular basis.</p> <p>The Asset Manager has confirmed that all the identified work has been completed.</p>		

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

Item	Progress/Officer		
(3) That at the end of this twelve-month period of grace the Council enter into negotiations with the leaseholders in order to agree a new lease. In addition, the Council to take the opportunity presented by this period to review its entire lease arrangements with a view to bringing them in line with one another to ensure that a fair and equitable arrangement for all leases shall exist right across the District. (CD(ES))/(HLS)	The lease has been held over pending completion of the Review Committee's review of Community Halls and associated assets, which is a separate agenda item for this meeting.		
Medium Term Financial Strategy 2009/10 (Minute 14/09)	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resolved			
(1) That the following items, as detailed in the report, be agreed:	Completed.		
• The Medium Term Financial Strategy for 2009/10 to 2013/14.			
• The revised estimates for 2008/09.			
• The core estimates for 2009/10.			
• The 2009/10 Council Tax for Rochford District Council.			
• The schedule of fees and charges.			
• The Capital Programme.	Completed – revised estimates for 2009/10 agreed by Council on 15 December 2009.		
(2) That the Head of Finance, Audit and Performance Management undertakes a formal review of the half year financial position and reports on the outcome to Members. (HFAPM)			

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Item	Progress/Officer		
Article 4(2) Directions in Conservation Areas (Minute 52/09)	Red	Amber	Green
Resolved (1) That the issuing of consultation on Article 4(2) directions for the Conservation Areas identified in the report be agreed. (2) That, subject to the consideration of any representations received, the Head of Planning and Transportation, in consultation with the Portfolio holder for Planning and Transportation, determine confirmation of the Article 4(2) directions. (HPT)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed.		
	The Directions were confirmed by Portfolio Holder decision on 14 January 2010.		
Report of the Standards Committee – 9 June 2009 (Minute 192(1)/09)	Red	Amber	Green
Resolved That a Sub-Committee comprising the Leader of the Council, the Chairman of the Development Control Committee, the Portfolio Holder for Planning and Transportation and three other Members (to be confirmed by the Group Leaders) be convened for the purposes of reviewing and modifying the Council's Code of Conduct for Planning Matters in the light of the existing Code, the recommendations made by the Standards Committee taking account of the Local Government Association 'Probity in Planning' paper and the concept raised by the Head of Planning and Transportation in relation to moving from a process of development control to development management. (HPT)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	The Sub-Committee is recommending a revised Code of Good Practice for Planning Matters to Full Council.		

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Item	Progress/Officer		
Appointees (Minutes 272(1) and (2)/09)	Red	Amber	Green
<p>Resolved</p> <p>That the nomination of Cllr P R Robinson as the appointee to the Crouch Valley Scout District Executive Committee be confirmed.</p> <p>That the nomination of Cllr T G Cutmore as the appointee to the Cory Environmental Trust in Rochford be confirmed. (HICS)</p> <p>That the Chairman and Vice-Chairman of the Council be appointed as trustees of the Finchfield Trust. (HLTS)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed.		
<p>Licensing Committee (Minute 331(1)/09)</p> <p>Resolved</p> <p>(1) That a 'no casino' resolution be agreed and inserted into the Statement of Licensing Principles for Gambling.</p> <p>(2) That the amended Statement of Licensing Principles that will be applied in exercising functions under the Gambling Act 2005 for the 3-year period commencing on 3 January 2010, as set out at Appendix B of the report, be adopted. (HES)</p>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed.		
	Completed.		

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Item	Progress/Officer		
Independent Remuneration Panel (Minute 331(2)(a)/09) Resolved That the Remuneration Scheme for 2010/11 proposed by the Independent Remuneration Panel be adopted. (HICS)	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	In place to commence 2010/11.		
Questions to Area Committees (Minute 332/09) Resolved That the Chairman, in consultation with the Lead Officer, can reject a question that has been submitted by a member of the public to an Area Committee meeting if it is substantially the same as the question that has been put to a Committee meeting in the past six months. (HICS)	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Implemented.		

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Item	Progress/Officer																																
Setting the Council Tax Base 2010/11 (Minutes 334/09)	Red	Amber	Green																														
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																														
	Implemented.																																
Resolved																																	
That pursuant to the report and in accordance with the Local Authorities (Calculation of Tax Base) Regulations 1992 (as amended) the amount calculated by the Rochford District Council as its Council Tax Base for the year 2010/11 shall be in the following parts:-																																	
<table><tr><td>ASHINGDON</td><td>1231.19</td></tr><tr><td>BARLING MAGNA</td><td>630.14</td></tr><tr><td>CANEWDON</td><td>548.86</td></tr><tr><td>FOULNESS ISLAND</td><td>58.39</td></tr><tr><td>GREAT WAKERING</td><td>2010.63</td></tr><tr><td>HAWKWELL</td><td>4563.50</td></tr><tr><td>HOCKLEY</td><td>3855.46</td></tr><tr><td>HULLBRIDGE</td><td>2383.87</td></tr><tr><td>PAGLESHAM</td><td>100.56</td></tr><tr><td>RAWRETH</td><td>437.07</td></tr><tr><td>RAYLEIGH</td><td>12316.47</td></tr><tr><td>ROCHFORD</td><td>2969.22</td></tr><tr><td>STAMBRIDGE</td><td>238.32</td></tr><tr><td>SUTTON</td><td>55.13</td></tr><tr><td></td><td><u>31398.81</u></td></tr></table>				ASHINGDON	1231.19	BARLING MAGNA	630.14	CANEWDON	548.86	FOULNESS ISLAND	58.39	GREAT WAKERING	2010.63	HAWKWELL	4563.50	HOCKLEY	3855.46	HULLBRIDGE	2383.87	PAGLESHAM	100.56	RAWRETH	437.07	RAYLEIGH	12316.47	ROCHFORD	2969.22	STAMBRIDGE	238.32	SUTTON	55.13		<u>31398.81</u>
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Item	Progress/Officer		
Capital Strategy 2010/11 to 2014/15 (Minute 335/09) Resolved That the Capital Strategy for 2010/11 to 2014/15, as set out in the report, be agreed. (HFAPM)	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Implemented.		
Revised Budgetary Estimates for 2009/10 (Minute 336/09) Resolved That the revised estimates for 2009/10, as set out in the report, be agreed. (HFAPM)	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Implemented.		

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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)	Red	Amber	Green
Resolved	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>(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.</p> <p>(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.</p> <p>(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)</p>	<p>Completed. Services are being delivered in accordance with the agreed Plan.</p> <p>The Council sealed its part of the Agreement on 9 October 2009. We are awaiting the County to seal the Counterpart to formally complete the matter.</p> <p>No changes are proposed at this time. Minor clarification resolved by exchange of letters.</p>		

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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 checked="" type="checkbox"/>
	The Review Committee has considered this issue as part of its review of community halls and assets and is recommending that the Council's Asset Manager visits leased buildings annually to inspect their condition and to obtain copies of the various safety related certification. Completed.		
Medium Term Financial Strategy (MTFS) 2009/10 – Update (Minute 181/09) Resolved (1) That the current position on the MTFS and progress in bridging the budget gap for 2009/10 be noted. (2) That the post of Environmental Enforcement Officer be included on the permanent establishment and recruited to.	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed. Completed.		

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Item	Progress/Officer
<p>(3) That the proposal for the extension of the ICT contract with Sungard PS for a two year period be endorsed in principle, the final decision to be made by the Portfolio Holder for Service Development, Improvement and Performance Management subject to that Portfolio Holder being satisfied with the outcome of the remaining negotiations.</p> <p>(4) That the organisational changes suggested in the report be agreed in principle so that, following consultation with staff in the early autumn, detailed changes can be brought forward for Member approval. (HFAPM)</p>	<p>Completed.</p> <p>Report with proposals considered by the Executive at its meeting on 20 January 2010.</p>
<p>Access To Services – Update (Minute 182/09)</p> <p>Resolved</p> <p>(1) That the trial of the extended opening hours at reception be discontinued.</p> <p>(2) That the Council’s main reception be open from 8.30am to 5.30pm for personal visitors and phone callers (8.30am to 5.00pm Friday), with staff hours starting from 8.00am.</p> <p>(3) That the customer feedback statistics for 2009/10 be noted. (HICS)</p>	<p>Red Amber Green</p>
	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
	<p>Completed.</p> <p>Completed.</p> <p>Noted.</p>

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Item	Progress/Officer		
Revenues & Benefits Shared Service Working (Minute 224/09)	Red	Amber	Green
Resolved	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>(1) That business cases now be developed for the following options, as detailed in the exempt report:-</p> <ul style="list-style-type: none"> Counter Fraud Administration – Option 2. Bailiff Services – Option 1. 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>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 February, to inform decisions on future shared service.</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>		

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Item	Progress/Officer		
Bulky Household Waste Collection Service – Evaluation (Minute 257/09) Resolved (1) That the charging regime for bulky waste be retained and that concessions should not be introduced at this time. (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. (3) That officers further investigate with the Police, the Environment Agency and Parish/Town Councils the recent spate of thefts of items awaiting collection by the Council’s contractor. (HES)	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Completed. Completed. Ongoing. Two incidents have been investigated with the assistance of the Police.		
Economic Development Strategy (Minute 259/09) Resolved That the Economic Development Strategy 2009/2014 attached to Appendix 1 of the report be adopted. (CPPM)	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed		

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Item	Progress/Officer		
Council Support of the Voluntary Sector (Minute 260/09) Resolved That a Council Employee Support Programme for the voluntary sector on the lines outlined in the Appendix to the report be implemented with effect from 1 April 2010. (CE)	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	To be implemented from April. Roll out now commencing		
Media Protocol (Minute 261/09) Resolved That the revised and updated Media Protocol, as attached at Appendix A of the report, be approved. (HICS)	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed.		
Cherry Orchard Jubilee Country Park Advisory Group (Minute 324/09) Resolved (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 each year for the next three years.	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Council will consider the budget on 26.01.10.		

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Item	Progress/Officer
<p>(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:-</p> <p><u>2010/11</u> <u>£000</u></p> <p>Grove Woods additional car parking 60</p> <p>Permissive route for horses and pedestrians through New England Wood to Flemings Farm 45</p> <p>Arboretum of fruit trees (year 1) 10</p> <p><u>2011/12</u> <u>£000</u></p> <p>Service Building, staff and public facilities 140</p> <p>(Revenue costs of £9,500 p.a.)</p> <p>Arboretum of fruit trees (year 2) 10</p> <p><u>2012/13</u> <u>£000</u></p> <p>Construction of wetland 35</p> <p>Burial of power lines 50</p> <p>Arboretum of fruit trees (year 3) 10</p>	<p>Design and planning to be undertaken in 2010.</p> <p>In discussion with riding community.</p> <p>Consideration of varieties and locality in progress.</p>

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Item	Progress/Officer		
(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.	To be implemented following approval of the budget on 26.01.2010.		
(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.	Discussion with landowner taking place.		
(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)	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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)	The contractor has been appointed and awaits a break in the weather.		

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

Item	Progress/Officer		
Business Continuity Management Policy Statement And Strategy (30/11/09)	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Decision That the Business Continuity Policy Statement and Strategy document be adopted. (CPPM)	Completed.		

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

Item	Progress/Officer		
ICT Strategy 2007-2011: 2009/10 Update (02/10/09) Decision To approve the ICT Strategy and Action Plan for 2009/10, as attached to the report to the Portfolio Holder dated 22 September 2009. (HICS)	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Implemented.		
IT Security Policies (19/10/09) Decision To approve the revised and updated information technology security policies. (HICS)	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Implemented.		
ICT Contract Renewal (16/11/09) Decision To approve the ICT contract extension with Sungard PS for two years from 1 st April 2011 to 31 st March 2013. (HICS)	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Implemented.		

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Item	Progress/Officer		
Website Strategy 2009-2012 (16/12/09)	Red	Amber	Green
Decision To approve the Website Strategy and Action Plan for 2009-2012. (HICS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Implemented.		

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Progress on Decisions by Portfolio Holder for Environment

Item	Progress/Officer		
	Red	Amber	Green
Air Quality Review And Assessment (Third Round) – Third Update (13/08/08) Decision To not accept the decision of the Department of Environment, Food & Rural Affairs (Defra) regarding the declaration of an Air Quality Management Area (AQMA) in Rayleigh High Street for the exceedance of the nitrogen dioxide (NO ₂) annual mean. To commission a 12-month period of continuous monitoring of NO ₂ in High Street, Rayleigh with a subsequent modelling report. To write to Defra with the Council's intended actions in lieu of declaring an AQMA. To accept Defra's decision regarding the necessity of carrying out PM ₁₀ (particulate matter) modelling and apportionment work in the area of Rawreth Industrial Estate. To write to Defra regarding the Council's progress with the modelling survey, as requested. (HES)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Completed.		
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 checked="" type="checkbox"/>
	Majority of schemes now complete and remainder will be completed by the end of the financial year.		

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Item	Progress/Officer		
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 checked="" type="checkbox"/>
	Completed. Virement for 2009/10 carried out. £20,000 budget created for 2010/11 following adjustment of Salaries budget		
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 checked="" type="checkbox"/>
	The scheme will be completed this financial year.		

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Progress on Decisions by Portfolio Holder for Finance and Resources

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

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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 have been completed. Works to improve the safety of the footbridges are in progress and will be completed shortly. Works to improve the embankment steps were delayed due to insufficient budget and will be addressed in the new financial year.		

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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>Arrangements are being finalised for WCT to take-over the delivery of a community transport service for Castle Point Borough Council.</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		
	Red	Amber	Green
Rayleigh Area Action Plan – Issues And Options Consultation (28/10/09) Decision That the Rayleigh Area Action Plan (RayAAP) Issues and Options document be published for consultation. (HPT)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Implemented – the consultation runs until the end of January 2010.		
Suspension of Parking Charges on Saturdays before Christmas (28/10/09) Decision That car parking charges in all Council car parks be suspended on the four Saturdays prior to Christmas – the dates are 28 November and 5, 12 and 19 December 2009. (HPT)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed.		

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Item	Progress/Officer		
Strategic Housing Land Availability Assessment (SHLAA) (30/10/09) Decision That the Rochford Strategic Housing Land Availability Assessment be approved for publication as part of the Rochford Core Strategy evidence base. (HPT)	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed.		
Quality Taxi Partnership (12/11/09) Decision To establish a Quality Taxi Partnership in the Rochford District. (HPT)	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed.		
Parking Standards – Design and Good Practice, 2009 (13/11/09) Decision To endorse the new parking standards detailed in Parking Standards – Design and Good Practice 2009, the document to be included in the Rochford Local Development Scheme for later adoption as a Supplementary Planning Document, part of the Rochford Local Development Framework. (HPT)	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed.		

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Item	Progress/Officer		
East of England Plan>2031 – Scenarios For Housing and Economic Growth – Consultation by East of England Regional Assembly, September 2009 (13/11/09) Decision That the Council's response to the consultation questions be as set out in the appendix. Responses to the consultation must be sent to EERA by 24 November 2009. (HPT)	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed.		
Annual Monitoring Report 2008-2009 (23/12/09) Decision That the Annual Monitoring Report 2008-2009 be approved for publication. (HPT)	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed.		

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

Item	Progress/Officer		
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 provision.		

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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 an initial trial period of 6 months and are now looking to install a permanent shelter.		

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