

## PROGRESS ON DECISIONS

Item	Progress/Officer		
<b>Members' Performance Report – 2006/07 Quarter 1 (Minute 294/06)</b>  <b>Resolved</b>  That the performance achieved in Quarter 1 of 2006/07 be noted subject to:-  <ul style="list-style-type: none"> <li>The undertaking of a value for money review of the Handy Person/Gardening Service (to include service delivery options). Outcomes to be reported to the Community Services Committee for consideration. <b>(CD(ES))</b></li> <li>The delegation of authority to the Chief Executive, in consultation with the Chairman of the Committee (who is also the Council's Benefits Champion), to express further concern on the Council's behalf if responses received from the Department for Work and Pensions on the problems that that Department has in processing housing benefit claims are unsatisfactory. <b>(CE)</b></li> </ul>	Red	Amber	Green
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Currently awaiting final accounts for 2005/06 from the housing association which operates the schemes. Report to be made to a future Community Services Committee.  Response awaited from Department for Work and Pensions outlining its recovery plan despite a reminder being sent.		
<b>Strip of Land at Betts Wood, Hockley (Minute 298/06)</b>  <b>Resolved</b>  That, subject to verification of the position with regard to that part of the land identified as including and extending beyond Westminster Drive, the Head of Legal Services be authorised to complete the purchase of the strip of land at Betts Wood, Hockley identified on the plan attached to the report for a nominal sum and on such other terms and conditions as he considers appropriate. <b>(HLS)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Engrossments prepared for formal completion.		

**KEY**

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<b>Future Development of Cherry Orchard Jubilee Country Park (Minute 299/06)</b>	Red	Amber	Green
<b>Resolved</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>That the purchase of areas A and D, as identified at Appendix 1 of the exempt report, be agreed. If this is not possible through negotiation with the landowners by December 2006, then a Compulsory Purchase Order process commence on both sites.</li> <li>That officers submit applications for planning consent for the change of use of areas A and D as identified at Appendix 1 of the exempt report from agriculture to public open space, together with the preparation and submission of the necessary supporting information.</li> <li>That officers continue to research and make applications for possible external grants (including any that might be available from the European Union relating to improved habitat for wildlife) but that, if not successful, a bid be made in the budget setting process 2008/09 for the provision of additional supporting facilities to underpin any successful purchase. <b>(CD(ES))</b></li> </ul>	<p>Landowners of eastern site will determine response following Company's Board meeting on 29/11/06. Meeting arranged with owners of western parcel of land mid December to discuss terms of acquisition.</p> <p>Appropriate surveys being commenced.</p> <p>Officers continuing to investigate funding opportunities.</p>		

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<b>Commercial Premises – 124, 126 and 128 High Street, Great Woking (Minute 301/06)</b>  <b>Resolved</b>  That the Head of Legal Services be authorised to proceed with the disposal of the shop units at 124, 126 and 128 High Street, Great Woking at market value, and to grant a new lease for number 124 High Street, Great Woking on such other terms and conditions as he considers appropriate. <b>(HLS)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Premises marketed.		
<b>Land Adjoining 130 High Street, Great Woking (Minute 302/06)</b>  <b>Resolved</b>  That the land adjacent to the garages at Old Hall Court, Great Woking, shown hatched black on the plan attached to the exempt report, be sold at market value to the applicants identified in the report subject to the applicants agreeing to meet the Council's legal fees, costs and valuation expenses and on such other terms and conditions as the Head of Legal Services considers appropriate. <b>(HLS)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	District valuer in negotiation with purchaser to agree sale price.		
<b>Rochford Fire Station – Renewal of Lease for Car Parking (Minute 303/06)</b>  <b>Resolved</b>  That a new lease be granted to the Fire Service for the car parking spaces identified in the exempt report at market value on such terms and conditions that the Head of Legal Services considers appropriate. <b>(HLS)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Engrossments prepared for completion.		

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<b>Dutch Cottage, Crown Hill, Rayleigh (Minute 304/06)</b>  <b>Resolved</b>  That the views of Rayleigh Town Council, Rayleigh Civic Society, the National Trust and the Management Committee of the Dutch Cottage be sought on the possible options for the future management of the Cottage. <b>(HLS/CD(ES))</b>	Red	Amber	Green
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Views awaited from the Town Council.		
<b>Progress Report – Introduction of a Revised Performance Management System (Minute 347/06)</b>  <b>Resolved</b>  That the Review Committee be asked to examine whether there is the need for a performance management Champion, and to examine the overall role of Member Champions, as part of its review of Committee processes. <b>(CE)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Will now be picked up by the Review Committee as part of its review of the new Committee System.		
<b>Procurement Strategy – Six Month Review (Minute 349/06)</b>  <b>Resolved</b>  That progress on implementation of the current procurement strategy be noted and that a new strategy be proposed to the Committee in early 2007. <b>(CD(ES))</b>	Red	Amber	Green
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Assessment of the Council's current policy and practice has been undertaken by the Procurement Agency for Essex, prior to drafting a new procurement strategy. Report awaited – due by mid-December.		

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<b>Comprehensive Performance Assessment and Best Value (Minute 351/06)</b>  <b>Resolved</b>  That a Comprehensive Performance Assessment (CPA) Sub-Committee be established, under the auspices of the Policy, Finance & Strategic Performance Committee, to oversee and input into both the access to services and direction of travel assessments. <b>(CE)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	In Operation.		
<b>Staffing Matters (Minute 354/06)</b>  <b>Resolved</b>  That, in the event of the individual electing to pursue this matter with an Employment Tribunal, the Council should strongly defend its position. <b>(CE)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Tribunal case now heard. Decision made in favour of the claimant.		
<b>Corporate Communication Strategy (Minute 377/06)</b>  <b>Resolved</b>  That the revised Corporate Communication Strategy, as appended to the report, be adopted subject to:-  <ul style="list-style-type: none"> <li>Consideration being given as to whether it is possible/appropriate to change the “caller withheld” feature of the Council’s telephone system.</li> </ul>	Red	Amber	Green
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Options still being investigated, including comparison of practice with other Authorities.		

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<ul style="list-style-type: none"> <li>The inclusion of the term “- continuous improvement” at the end of the fifth bullet point under the Our Values heading on page 8.4.</li> <li>Review of page 8.5 so that wording reflects the Council’s pro-active approach to communication and an associated review of the wording relating to the Council’s values in next year’s Corporate Plan/Performance Plan documentation.</li> <li>The inclusion of Member related aspects in the Communication Strategy Action Plan.</li> <li>Considerations relating to the introduction of a high-level communications/public relations officer post being included in forthcoming budget awayday discussion. <b>(CE)</b></li> </ul>	Amendments made to the Strategy.  Ditto.  Ditto.  Picked up within Budget making Process.		
<b>Quarterly Performance Report (Minute 378/06)</b>  <b>Resolved</b>  That the performance achieved in quarter 2 of 2006/07 be noted subject to:- <ul style="list-style-type: none"> <li>Future performance report documentation identifying the abbreviation that is used for the Department for Work and Pensions.</li> <li>Particular attention being given to the statistics associated with appeals allowed against the Authority’s decisions to refuse planning applications in case any adverse trends develop. <b>(CE)</b></li> </ul>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Noted.		

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<b>Budget Monitoring Statement (Minute 380/06)</b>  <b>Resolved</b>  That the content of the budget monitoring statement report be noted, subject to the provision of information on the costs associated with the IT contracts of other local authorities. <b>(HFAPM)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Information on IT contracts has been requested from other local authorities.		
<b>Report of the Review Committee – 24 October 2006 (Minute 381/06)</b>  <b>Resolved</b>  (1) That SBS Cleaning Services be required to stand by their original four-year fixed price tender of £17,557.48, or £4,389.37 per annum, or withdraw from the contract for window cleaning. Should SBS Cleaning Services decide to withdraw, the contract to be awarded to the next lowest tenderer.  (2) That future tenders for contracts relating to the cleaning and maintenance of the Council's buildings be dealt with by the Property Services Department. <b>(HAMS)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Implemented. SBS have indicated that they will stand by their original four-year fixed price tender.  Implemented.		

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<b>FROM FULL COUNCIL</b>			
<b>Planning Appeal – Retail Food Store and Associated Development at Former Park School, Rawreth Lane, Rayleigh (Minute 209/06)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Resolved</b>			
(1) That the pending Appeal be dealt with by Written Representations, subject to the Planning Inspectorate accepting that they can be dealt with on this basis.	Appeal proceeding by written representations. The closing date for the despatch of statements of evidence to the Planning Inspectorate was 1 <sup>st</sup> November 2006. The Council was required to send any additional comments on the appellant's evidence to the Inspectorate by the 8 December 2006.		
(2) That, in the event that the Appeals proceed by way of Inquiry, specialist Counsel and expert witnesses be engaged to give evidence in support of the Council's decision and a contingency sum as specified in the exempt report be set aside to meet the cost of defending the action and any consequent liability arising from a cost award, to be funded from balances in the first instance and taken into account as part of a Budget Strategy for 2007/08. <b>(HLS)</b>	See above.		
<b>Evaluation of CCTV Provision (Minute 258(14)(a)/06)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Resolved</b>			
That the first two decisions made on CCTV Evaluation at the meeting held on 13 July 2006 be reconsidered by the Policy, Finance & Strategic Performance Committee on the basis that alternative consideration should be given to the purchase of covert cameras (suitable for use as evidence in any criminal	Report on agenda.		

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<p>proceedings) and the merits of improved lighting rather than replacing the analogue provision and upgrading the older digital systems. Considerations to include:-</p> <ul style="list-style-type: none"> <li>• Identification of the preferred Police option and clarification of the management/operating arrangements around such an option. If mobile covert cameras were the preferred choice, there would need to be agreement around publicity and usage specifically within the District.</li> <li>• Examination of best practice in other authorities in terms of equipment used and management of those systems. <b>(CE)</b></li> </ul>			
<p><b>Recommendations of the Waste Management &amp; Recycling Sub-Committee (Minute 261/06)</b></p> <p><b>Resolved</b></p> <p>That this year's Waste Performance and Efficiency Grant and Waste Management Reserve Fund be allocated to the following items:-</p> <ul style="list-style-type: none"> <li>• Serviceteam cost for running narrow access vehicle for round six - £28,000.</li> <li>• Box purchases for flats expansion and current kerbside provision - £855.</li> <li>• Communal wheeled bins for flats expansion and delivery by Ashingdon Removals – £10,700.</li> <li>• Lids for boxes for flats - £100.</li> </ul>	Red	Amber	Green
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<p>Implemented.</p> <p>Implemented.</p> <p>Wheeled bins all ordered for delivery to flats as each site comes on stream, from November 2006 – end February 2007.</p> <p>Implemented.</p>		

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<ul style="list-style-type: none"> <li>Fitting of bin lifts to kerbside vehicles - £15,000.</li> <li>Development of current recycling leaflets and production/ distribution of "Resource" recycling newsletter – £5,840.</li> <li>A programme of participation monitoring of the Council's kerbside recycling scheme as described in paragraph 3.1 of the officer's report to the 18 July Sub-Committee meeting, subject to only one leaflet being distributed to all those households that had not recycled during the period of monitoring – £9,500. <b>(CD(ES))</b></li> </ul>	<p>Implemented.</p> <p>Newsletters to school and households delivered, with further deliveries on a twice -yearly basis. Next newsletter being planned for March 2007.</p> <p>Leaflets printed and participation monitoring programme commenced week beginning 20 November.</p>		
<b>Housing Stock Transfer Offer Document (Minute 323/06)</b>  <b>Resolved</b>  (1) That the draft offer document be approved for circulation in accordance with DCLG guidance.  (2) That final authority be delegated to the Chief Executive in consultation with the Leader to approve any minor changes to the Council's proposals following receipt of any representations from tenants during the stage 1 period.  (3) That a further Extraordinary Council meeting be convened to consider and agree any significant changes to the Council's proposals, to be included in the stage 2 notice, following receipt of representations from tenants during the stage 1 period.	Red	Amber	Green
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<p>Implemented</p> <p>One minor, positive change agreed and notified to Members.</p> <p>Further meeting was not required.</p>		

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(4) That officers proceed to ballot the Council's secure and introductory tenants at the stage 2 period.	Ballot commences 23 November.		
(5) That the Electoral Reform Society be engaged to undertake administration of the ballot. <b>(CD(ES))</b>	ERS engaged to administer the ballot.		
<b>Closure of Accounts 2005/06 (Minute 373(11)(a)/06))</b>  <b>Resolved</b>  That the amendments identified in the officer's report be agreed. <b>(HFAPM)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Implemented.		
<b>Report of the Waste Management and Recycling Sub-Committee (Minute 374/06)</b>  <b>Resolved</b>  (1) That the content of the officer's exempt report be noted and that waste and recycling information for the other Thames Gateway Authorities be used to help inform the Council's own procurement process.  (2) That officers continue to work with officers from Southend-on-Sea Borough Council on an aligned procurement process for the new refuse collection and recycling contracts, including the possibility of the Sutton Road Civic Amenity and Recycling Site being free of charge to Rochford District residents.	Red	Amber	Green
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Information will be used to assist the drafting of contract specifications.  Officer level meetings to develop an aligned procurement process are continuing.		

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(3) That a representative of the Review Committee be invited to attend the contract tendering sessions for refuse collection and recycling with bidding companies.	The Review Committee will be considering its appointment for this work at the meeting on 5 December.  Is currently being undertaken.		
(4) That a Waste Composition Analysis be undertaken, to be funded from the Waste Management and Performance Grant. <b>(CD(ES))</b>			
<b>Unauthorised Gypsy and Traveller Sites (Minute 375/06)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Resolved</b>			
(1) That the progress on each site be noted and that the action detailed in the officer's exempt report be progressed as expeditiously as possible.			
(2) That quarterly updates on the latest position for the sites listed in paragraph 6.9 of the officer's exempt report be reported to the Planning Policy and Transportation Committee. <b>(HPT)</b>			

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