

## The Executive – 16 February 2011

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Minutes of the meeting of **The Executive** held on **16 February 2011** when there were present:-

Chairman: Cllr T G Cutmore  
Vice Chairman: Cllr Mrs M J Webster

Cllr Mrs L A Butcher  
Cllr Mrs T J Capon  
Cllr K J Gordon

Cllr K H Hudson  
Cllr C G Seagers  
Cllr M J Steptoe

### OFFICERS PRESENT

P Warren - Chief Executive  
G Woolhouse - Deputy Chief Executive  
A Bugeja - Head of Legal, Estates and Member Services  
Y Woodward - Head of Finance  
J Bourne - Head of Community Services  
S Fowler - Head of Information and Customer Services  
J Bostock - Member Services Manager

### 39 MINUTES

The Minutes of the meeting held on 19 January 2011 were approved as a correct record and signed by the Chairman.

### 40 REPORTS OF THE REVIEW COMMITTEE

#### (1) Creation of Natural Play Area – Grove Woods, Rayleigh

The Executive considered the report of the Review Committee in relation to the creation of a natural play area at Grove Woods, Rayleigh.

It was noted that adoption of a recommendation made by the Executive at its last meeting would mean that all Members are alerted to contracts that are proposed to be subject to competitive tendering via the Members' Bulletin.

It was observed that there could be occasions when it would be of value for the Chairman of the Review Committee to present Review Committee reports to the Executive.

#### Resolved

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. (SMT)

### (2) Outside Bodies

The Executive considered the Review Committee's final report on the role of Members on Outside Bodies and the benefits to the Council/Outside Body.

In considering specific Review Committee recommendations the Executive felt that it would be appropriate to retain existing membership arrangements in respect of Activerochford; the Bradwell Local Community Liaison Council; the London Southend Airport Consultative Committee and the South Essex Environmental Protection Advisory Group. It was also felt that the Portfolio Holder covering Community Safety should be the appointee to the Castle Point and Rochford Domestic Violence Panel and that attendance at the Traffic Penalty Tribunal should end. The Springboard Home Improvement Service would run until the end of March 2011.

It was noted that, given a number of partnership arrangements are under review, some further changes to appointee arrangements could be required by the next Municipal Year.

**Recommended** to Council that, with effect from the 2011/12 Municipal Year:-

- (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.
- (2) Any requests for new appointments be assessed to ensure that they comply with one or more of the following criteria:-
  - The aims of the organisation align to the objectives of the Authority.
  - A Service Level Agreement exists between the Council and the organisation.
  - The outside body receives funding from the Authority.
  - The outside body leases an asset from the Council.
- (3) The membership of Outside Bodies be changed on the basis set out below:-

<b>Body</b>	<b>Change</b>
<b>Activerochford</b> (Currently 1 seat)	Should retain membership, particularly in view of forthcoming Olympics.
<b>Adult Community Learning South Essex Stakeholder Forum</b> (Officer appointment)	Should retain membership.

<b>Body</b>	<b>Change</b>
<b>Bradwell Local Community Liaison Council</b> (Currently 1 seat)	Should retain membership so as to keep a watching brief.
<b>Campaign to Protect Rural Essex</b> (Currently 1 seat)	Should end membership as District is represented by Parish/Town Councillors.
<b>Castle Point and Rochford Domestic Violence Panel</b> (Currently 1 seat)	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.
<b>Castle Point and Rochford Police Community Consultative Group</b> (Currently 1 seat)	Should be an officer appointment.
<b>Cory Environmental Trust in Rochford</b> (Currently 1 seat)	Should retain membership.
<b>Essex Rail Seminar</b> (Currently 1 seat)	Should end membership. Meeting can be advertised to Members so District can be represented. Worthwhile for the Council to receive minutes of meetings for information purposes.
<b>Hockley Community Centre Association</b> (Currently 2 seats)	Should retain membership.
<b>Local Government Association Rural Commission</b> (Currently 1 seat)	Should retain membership.
<b>Local Government Association Urban Commission</b> (Currently 1 seat)	Should retain membership.
<b>London Southend Airport Consultative Committee</b> (Currently 3 seats)	Should retain membership. Given potential conflicts of interest it would not be appropriate for Portfolio Holders to be appointed.
<b>NACRO N.C.E. Ltd</b> (Officer appointment)	Should retain membership.
<b>Rayleigh Grange Community Association Governing Body</b> (Currently 2 seats)	Should retain membership.

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

#### 41 **PERFORMANCE REPORT ON KEY PERFORMANCE INDICATORS FOR THE PERIOD OCTOBER TO DECEMBER 2010**

The Executive considered the report from the Head of Finance on key performance indicators for the third quarter of 2010/11.

Concern was expressed at the number of weeks taken from receipt of occupational therapists' recommendations to the completion of disabled facility grant works. Grant applicants were in a vulnerable position. It was noted that this subject was under scrutiny by the County Council. It was also noted that the timeframe of the current County Council tendering exercise relating to the provider of the Home Improvement Service meant that a new contract should be in place with effect from 1 April 2011. Officers were seeking information on the new contract specification and would follow up a Member suggestion on ascertaining that the qualifications of persons appointed to work for the Service are verified. It would be useful to be alerted to any cases of concern.

The Executive concurred with the observation of the Chairman that performance in respect of the reduction in overall crime levels and the number of participants in the Rochford Business Network was good news.

### **Resolved**

That, subject to expression of concern at the number of weeks taken from receipt of Occupational Therapists' recommendations to the completion of disabled facility grant works and to noting that this subject is under scrutiny by the County Council, the progress against key performance indicators for the third quarter of 2010/11 be received. (HF)

## **42 FINANCIAL MANAGEMENT REPORT – QUARTER 3 2010/11**

The Executive considered the report of the Head of Finance on current year end forecast for the revenue budgets, financial performance on key financial indicators and the mid year Treasury Management review.

It was noted that write-offs represented 0.2% of the total collected. Factors associated with benefit write-offs and NNDR write-offs (which do not impact directly on the Council taxpayer) were also noted.

### **Resolved**

That, subject to recognising that write-offs represent 0.2% of the total collected and the factors associated with benefits write-offs and NNDR write-offs (which do not impact directly on the Council Tax payer):-

- (1) The current year-end forecasts for the revenue budgets of the Council based on financial performance in the period April - December of the financial year 2010/11, as shown in appendix 1 of the report, be noted.
- (2) The current financial performance on key financial indicators, as shown in appendix 2 of the report, be noted.
- (3) The mid year Treasury Management review based on actual investment and borrowing activity be noted. (HF)

## **43 CAPITAL PROGRAMME MONITORING REPORT – QUARTER THREE 2010/11**

The Executive considered the report of the Head of Finance on financial progress as at the end of third quarter in completing the Capital Programme for 2010/11.

### **Resolved**

That the financial progress as at the end of Quarter 3 in completing the Capital Programme for 2010/11, which is shown in the appendix to the report, be noted. (HF)

### 44 ECONOMIC DEVELOPMENT STRATEGY

Members considered the report of the Chief Executive on a revised updated version of the Economic Development Strategy. It was noted that the second paragraph on page 10 should refer to house prices being higher than the average in England and Wales.

Following approval of the revised strategy, the Portfolio Holder would be publishing an action plan. Notwithstanding that the nature of Southend-on-Sea Borough Council's offer would differ, the Portfolio Holder would be holding meetings with his counterpart in Southend.

#### **Resolved**

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. (CE)

### 45 VOLUNTARY SECTOR GRANTS

Members considered the report of the Chief Executive on the allocation of voluntary sector grants in 2011/12.

The Executive concurred with the observation of the Chairman that, under the circumstances, it would be appropriate for 2011/12 grants to be managed on the basis that every voluntary organisation in the District, regardless of size or previous grant applications, would be able to complete an application for funding.

#### **Resolved**

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. Final determination to be undertaken through an Advisory Group comprising the Leader, the Portfolio Holder, a Member of the opposition and two additional Members. (CE)

### 46 57 SOUTH STREET, ROCHFORD – THE WAY FORWARD

Members considered the report of the Chief Executive on the future use of 57 South Street, Rochford.

#### **Resolved**

- (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.

- (2) That officers submit a planning application for office and storage to facilitate this use. (HLEMS)

### **EXCLUSION OF THE PRESS AND PUBLIC**

#### **Resolved**

That the press and public be excluded from the meeting for the remaining business on the grounds that exempt information as defined in paragraph 3 of part 1 of Schedule 12A of the Local Government Act 1972 would be disclosed.

### **47 OFFICE CLEANING CONTRACT**

The Executive considered the exempt report of the Head of Legal, Estates and Member Services on the office cleaning contract.

The Portfolio Holder for Finance and Resources observed that the proposals would bring some certainty.

#### **Resolved**

- (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.
- (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.
- (3) That a one off budget provision of £5,500 be made in 2011-12 as the set up cost of the office recycling scheme. (HLEMS)

### **48 ICT CONTRACT JOINT PROCUREMENT**

The Executive considered the exempt report of the Head of Information and Customer Services on naming the Council in the ICT contract OJEU Notice and making further decisions at specific stages of this joint procurement project.

It was noted that, given its specialist resource, Braintree District Council was leading on the procurement process. Colchester Borough Council had led on the application for grant funding from Improvement East. A soft market testing exercise had indicated that approximately 15-20% could be saved by the Council in taking the joint procurement route.

The Chairman confirmed that timescales were such that there may be a requirement for the Executive to convene at short notice, particularly in relation to considering service specification and evaluation criteria.

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### Resolved

- (1) That the Council be named in the OJEU Notice to be placed in March 2011.
- (2) That the Executive makes further decisions at the following stages of the ICT contract joint procurement project:-
  - Prior to the service specification and evaluation criteria being sent out with the invitation to tender (April 2011).
  - Contract award (September/December 2011) (HICS)

The meeting closed at 8.27 pm.

Chairman .....

Date .....

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