

PROGRESS ON DECISIONS

Item	Progress/Officer		
Members' Performance Report – 2006/07 Quarter 1 (Minute 294/06)	Red	Amber	Green
Resolved	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>That the performance achieved in Quarter 1 of 2006/07 be noted subject to:-</p> <ul style="list-style-type: none"> 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. (CD(ES)) 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. (CE) 	<p>Report to be made to Community Services Committee in March 2007.</p> <p>Following press coverage, response now received outlining that progress is underway.</p>		
Strip of Land at Betts Wood, Hockley (Minute 298/06)	Red	Amber	Green
Resolved	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>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. (HLS)</p>	<p>Council's part of transfer sealed. Completion imminent.</p>		

KEY

Red	=	At Risk – Probability of projects failing to meet scheduled end date.
Amber	=	Implementation Stage – Rolling out of approved projects, on target to meet scheduled end date.
Green	=	Fully implemented – Projects completed and implemented.

Item	Progress/Officer		
Future Development of Cherry Orchard Jubilee Country Park (Minute 299/06)	Red	Amber	Green
Resolved	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> 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. 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. 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. (CD(ES)) 	<p>Landowners have not taken up offer of negotiations, formal responses are still awaited. In the meantime preliminaries to compulsory purchase proceeding, the planning application will need to be determined.</p> <p>Appropriate surveys being completed. It is anticipated that the planning application will be made in February 2007.</p> <p>Officers continuing to investigate funding opportunities. Opportunities for making funding bids may be enhanced once planning permission is obtained.</p>		

KEY

Red	=	At Risk – Probability of projects failing to meet scheduled end date.
Amber	=	Implementation Stage – Rolling out of approved projects, on target to meet scheduled end date.
Green	=	Fully implemented – Projects completed and implemented.

Item	Progress/Officer		
Commercial Premises – 124, 126 and 128 High Street, Great Waking (Minute 301/06) Resolved 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 Waking at market value, and to grant a new lease for number 124 High Street, Great Waking on such other terms and conditions as he considers appropriate. (HLS)	Red	Amber	Green
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Premises marketed. Negotiations proceeding with interested parties.		
Land Adjoining 130 High Street, Great Waking (Minute 302/06) Resolved That the land adjacent to the garages at Old Hall Court, Great Waking, 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. (HLS)	Red	Amber	Green
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	District valuer in negotiation with applicants to agree sale price.		
Rochford Fire Station – Renewal of Lease for Car Parking (Minute 303/06) Resolved 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. (HLS)	Red	Amber	Green
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	New lease with Fire Service for signature.		

KEY

Red	=	At Risk – Probability of projects failing to meet scheduled end date.
Amber	=	Implementation Stage – Rolling out of approved projects, on target to meet scheduled end date.
Green	=	Fully implemented – Projects completed and implemented.

Item	Progress/Officer		
Dutch Cottage, Crown Hill, Rayleigh (Minute 304/06) Resolved 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. (HLS/CD(ES))	Red	Amber	Green
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Discussions have taken place with Rayleigh Civic Society, the National Trust and the Management Committee. A meeting with Rayleigh Town Council has been arranged for 18 January and a report on options for the future management of the Dutch Cottage will be brought to the March meeting of this Committee.		
Procurement Strategy – Six Month Review (Minute 349/06) Resolved That progress on implementation of the current procurement strategy be noted and that a new strategy be proposed to the Committee in early 2007. (CD(ES))	Red	Amber	Green
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	An assessment of the Council's current policy and practice has been undertaken by the Procurement Agency for Essex. Their report is due first week of 2007, following which work will start on drafting a revised Procurement Strategy with a target of submission to the meeting of this Committee in April 2007.		

KEY

Red	=	At Risk – Probability of projects failing to meet scheduled end date.
Amber	=	Implementation Stage – Rolling out of approved projects, on target to meet scheduled end date.
Green	=	Fully implemented – Projects completed and implemented.

Item	Progress/Officer		
Corporate Communication Strategy (Minute 377/06) Resolved That the revised Corporate Communication Strategy, as appended to the report, be adopted subject to:- <ul style="list-style-type: none"> Consideration being given as to whether it is possible/appropriate to change the “caller withheld” feature of the Council’s telephone system. (CE/HAMS) 	Red	Amber	Green
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	It is not considered feasible to remove the ‘caller withheld’ feature from the Council’s main switchboard number as, if a resident telephoned back on this number, the receptionist would not know who within the Council had made the original call and therefore would not be able to assist the caller. Basildon, Castle Point and Southend Councils all withhold their numbers for this reason. However, it is feasible to remove the ‘caller withheld’ feature from our direct dial lines, as the returned call would be made direct to the originating source, and this is now being implemented.		
Budget Monitoring Statement (Minute 380/06) Resolved 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. (HFAPM)	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Other Essex Authorities were asked to provide information on their IT costs. Despite several reminders, only 2 have replied and, as their IT is managed in-house, it has not been possible to do a like-for-like meaningful comparison. No further action is proposed on this.		

KEY

Red	=	At Risk – Probability of projects failing to meet scheduled end date.
Amber	=	Implementation Stage – Rolling out of approved projects, on target to meet scheduled end date.
Green	=	Fully implemented – Projects completed and implemented.

Item	Progress/Officer		
Members' Performance Report – 2006/07 Quarter 1 (Minute 423(a)/06)) Resolved That a press release be issued on this Council's concern that, given that the Authority has targets to meet, there has been no response from the Department for Work and Pensions (DWP) to official correspondence issued nearly two months ago relating to the problems that the DWP is having in processing housing benefit claims. (CE)	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Press release issued. See earlier response under Min 294/06.		
Strong and Prosperous Communities Local Government White Paper (Minute 424/06) Resolved That the content of the report be noted and that officers arrange a Member seminar early in the New Year once details of the Local Government Bill become apparent so that Members can consider in depth how the agenda needs to be taken forward in the context of Rochford District Council. The Political Groups to contact the Chief Executive if they would like to receive a pre-seminar briefing from officers. (CE)	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Member training session arranged for 24 January. Political briefings also being actioned at time of drafting this response.		

KEY

Red	=	At Risk – Probability of projects failing to meet scheduled end date.
Amber	=	Implementation Stage – Rolling out of approved projects, on target to meet scheduled end date.
Green	=	Fully implemented – Projects completed and implemented.

Item	Progress/Officer		
Revenue and Benefits – Extension of Capita Contract (Minute 428/06) Resolved That the Capita partnership be renewed for a further year whilst the Revenues and Benefits partnership continues to be developed with Chelmsford Borough Council. (CD(ES))	Red	Amber	Green
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	The Capita contract will be renewed subject to funding being agreed in the 2007/08 revenue budget.		
Evaluation of CCTV Provision (Minute 429/06) Resolved (1) That all the Council's analogue CCTV equipment be removed. (2) That the CCTV equipment installed on lamp columns in Hockley, Rochford and Hullbridge be removed but, given that this is at the request of Essex County Council, this Council seek to recover the cost of removal from the County Council. (3) That CCTV continue to be considered within the context of the management of the Council's sites and property, with appropriate provision made for the management and maintenance of such equipment. (4) That this Council continue to support the use by the Police of covert cameras across the District to target crime and disorder issues. (CE)	Red	Amber	Green
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	The removal of the analogue equipment will be scheduled in with the removal of the equipment mentioned in (2). Letter sent to Essex County Council Highways Department on the 12 December. RDC will remove CCTV equipment when response has been received. Meanwhile provisional quotes have been received for the removal. Will be included in any future proposals such as sheltered housing, council offices in South Street and indirectly with Virgin Active regarding sites such as the Rayleigh Mill. Police have indicated that they would rather use covert cameras when matters of concern are brought to their attention by Council officers.		

KEY

Red	=	At Risk – Probability of projects failing to meet scheduled end date.
Amber	=	Implementation Stage – Rolling out of approved projects, on target to meet scheduled end date.
Green	=	Fully implemented – Projects completed and implemented.

Item	Progress/Officer		
Disability Equality Scheme (Minute 430/06) Resolved That the disability equality scheme 2007-2010, as appended to the report, be adopted. (CE)	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Scheme now implemented and publicised on website.		
Appointment of Consultants – Post Ballot Phase of Housing Transfer (Minute 432/06) Resolved That, subject to a ballot result in favour of housing transfer, Graham Moody Associates and Bircham Dyson Bell be appointed as financial and legal consultants respectively for any further work associated with the transfer process. (CD(ES))	Red	Amber	Green
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Following the positive ballot, contracts for the consultancy work for the post-ballot phase will be let by mid January.		

KEY

- Red = At Risk – Probability of projects failing to meet scheduled end date.
 Amber = Implementation Stage – Rolling out of approved projects, on target to meet scheduled end date.
 Green = Fully implemented – Projects completed and implemented.

Item	Progress/Officer		
FROM FULL COUNCIL			
Planning Appeal – Retail Food Store and Associated Development at Former Park School, Rawreth Lane, Rayleigh (Minute 209/06)	Red	Amber	Green
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Resolved			
(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 st November 2006. The Council was required to send any additional comments on the appellant's evidence to the Inspectorate by the 8 December 2006. The site visit due to take place on Monday 8 January 2007.		
(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. (HLS)	See above.		
Recommendations of the Waste Management & Recycling Sub-Committee (Minute 261/06)	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Resolved			
That this year's Waste Performance and Efficiency Grant and Waste Management Reserve Fund be allocated to the following items:-			

KEY

Red	=	At Risk – Probability of projects failing to meet scheduled end date.
Amber	=	Implementation Stage – Rolling out of approved projects, on target to meet scheduled end date.
Green	=	Fully implemented – Projects completed and implemented.

Item	Progress/Officer
<ul style="list-style-type: none"> • Serviceteam cost for running narrow access vehicle for round six - £28,000. 	Implemented.
<ul style="list-style-type: none"> • Box purchases for flats expansion and current kerbside provision - £855. 	Implemented.
<ul style="list-style-type: none"> • Communal wheeled bins for flats expansion and delivery by Ashingdon Removals – £10,700. 	Roll-out of the recycling collections to flats is progressing with completion of the programme due in February 2007.
<ul style="list-style-type: none"> • Lids for boxes for flats - £100. 	Implemented.
<ul style="list-style-type: none"> • Fitting of bin lifts to kerbside vehicles - £15,000. 	Implemented.
<ul style="list-style-type: none"> • Development of current recycling leaflets and production/ distribution of “Resource” recycling newsletter – £5,840. 	Newsletters to school and households delivered, with further deliveries on a twice -yearly basis. Next newsletter being planned for March 2007.
<ul style="list-style-type: none"> • 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. (CD(ES)) 	Participation monitoring programme was carried out over a six week period from the week commencing 20 November 2006. Information on the outcomes will be provided to Waste Management & Recycling Sub Committee.

KEY

Red	=	At Risk – Probability of projects failing to meet scheduled end date.
Amber	=	Implementation Stage – Rolling out of approved projects, on target to meet scheduled end date.
Green	=	Fully implemented – Projects completed and implemented.

Item	Progress/Officer		
Housing Stock Transfer Offer Document (Minute 323/06) Resolved <ul style="list-style-type: none"> That officers proceed to ballot the Council's secure and introductory tenants at the stage 2 period. (CD(ES)) 	Red	Amber	Green
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Implemented. Tenants voted in favour of transfer. Target date for transfer of the housing stock to Rochford Housing Association is July 2007.		
Report of the Waste Management and Recycling Sub-Committee (Minute 374/06) Resolved (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. (3) That a representative of the Review Committee be invited to attend the contract tendering sessions for refuse collection and recycling with bidding companies.	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. An update is being provided to the Waste Management & Recycling Sub-Committee on 8 January 2007. The Review Committee has agreed that Councillor Hudson will have an overview of the waste collection and recycling contract renewal process, with Councillor Webster as deputy.		

KEY

Red	=	At Risk – Probability of projects failing to meet scheduled end date.
Amber	=	Implementation Stage – Rolling out of approved projects, on target to meet scheduled end date.
Green	=	Fully implemented – Projects completed and implemented.

Item	Progress/Officer		
(4) That a Waste Composition Analysis be undertaken, to be funded from the Waste Management and Performance Grant. (CD(ES))	Implemented. Report awaited from the consultants who carried out the analysis. This will be reported to the Waste Management & Recycling Sub-Committee.		
Unauthorised Gypsy and Traveller Sites (Minute 375/06) Resolved (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. (HPT)	Red	Amber	Green
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Work continues to resolve the breaches of control on each of the sites listed in the report. Update report being prepared for the Planning Policy and Transportation Committee on the 15 February 2007.		
Consultation on the Draft Statement of Licensing Principles for Gambling (Minute 441(4)(a)/06) Resolved (1) That, after the Licensing Committee's consideration of Appendix D to the officer's report, premises licences be not issued in respect of casinos. (2) That, subject to the inclusion of the amendments set out at Appendix 2 of the Licensing Committee's report, the Statement of Licensing Policy (Gambling Act 2005) be approved.	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Implemented within the policy statement. Policy Statement was published within the statutory timetable.		

KEY

Red	=	At Risk – Probability of projects failing to meet scheduled end date.
Amber	=	Implementation Stage – Rolling out of approved projects, on target to meet scheduled end date.
Green	=	Fully implemented – Projects completed and implemented.

Item	Progress/Officer		
(3) That the Head of Environmental Services be authorised to incorporate any inconsequential changes on an ongoing basis, under advice to Members of the Licensing Committee. (CD(ES))	Committee members will be advised of any inconsequential changes that may be needed in future.		
Members Roles' (Minute 441(9)(a)/06) Resolved (1) That the appointment of Deputy Leader of the Council be introduced with effect from the 2007/08 Municipal Year. (2) That the Members' roles, as outlined in the Appendix to the officer report to the Committee, be agreed for inclusion in the Constitution and other relevant publications with effect from the 2007/08 Municipal Year, subject to:- <ul style="list-style-type: none"> Inclusion of the sub-heading 'key activities' under all main headings and an indication that the activities are indicative rather than compulsory. Provision for the role of Deputy Group Leader, the wording for which will be 'to support the Group Leader in his/her duties and to deputise when necessary and appropriate'. (CE) 	Red	Amber	Green
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Following endorsement at December's Council meeting, this will now be implemented for the new Municipal year 2007/2008.		

KEY

Red	=	At Risk – Probability of projects failing to meet scheduled end date.
Amber	=	Implementation Stage – Rolling out of approved projects, on target to meet scheduled end date.
Green	=	Fully implemented – Projects completed and implemented.

Item		Progress/Officer		
Setting The Council Tax Base 2007/08 (Minute 442/06)		Red	Amber	Green
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Resolved				
(1)	That the method of calculation of the Council 's Tax Base for the year 2007/08 be agreed.	The tax base will be used to calculate the Council Tax due.		
(2)	That pursuant to the officer report and in accordance with the Local Authorities (Calculation of Tax Base) Regulations 1992, the amount calculated by the Rochford District Council as its Council Tax Base for the year 2007/2008 shall be in the following parts:-	The tax base will be used to calculate the Council Tax due.		
	ASHINGDON 1217.16			
	BARLING MAGNA 626.16			
	CANEWDON 547.53			
	FOULNESS ISLAND 66.50			
	GREAT WAKERING 1965.28			
	HAWKWELL 4498.42			
	HOCKLEY 3790.99			
	HULLBRIDGE 2350.16			
	PAGLESHAM 103.44			
	RAWRETH 428.89			
	RAYLEIGH 12035.11			
	ROCHFORD 2937.93			
	STAMBRIDGE 230.65			
	SUTTON 53.41			
	<u>30851.63</u> CD(ES)			

KEY

Red	=	At Risk – Probability of projects failing to meet scheduled end date.
Amber	=	Implementation Stage – Rolling out of approved projects, on target to meet scheduled end date.
Green	=	Fully implemented – Projects completed and implemented.

Item	Progress/Officer		
Parking Charges (Minute 443/06) Resolved (1) That a scheme of revised parking charges based on the structure set out at the Appendix to the minutes be implemented with effect from July 2007. (2) That free parking be retained on Saturday afternoons. (HPT)	Red	Amber	Green
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Arrangements in hand to implement the revised charges in accordance with the timetable. No action required on this decision.		
Statement of Community Involvement for the Rochford District (Minute 444/06) Resolved (1) That the Statement of Community Involvement for the Rochford District be amended as recommended by the Planning Inspectorate, subject to:- <ul style="list-style-type: none"> The inclusion of explanatory captions with the pictures in the Statement. The provision of an easily understood short explanatory leaflet (the draft of which is to be approved in consultation with Members) and the inclusion of telephone contact points on both the leaflet and the Statement. (2) That the amended Statement of Community Involvement be adopted by the Council and put into use as the Adopted Rochford District Statement of Community Involvement 2006. (HPT)	Red	Amber	Green
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Implemented. In preparation – it is anticipated that a draft of the summary document will be circulated to Members for comment by the 18 January 2007. The final version of the statement of community involvement will be published by the end of January 2007.		

KEY

Red	=	At Risk – Probability of projects failing to meet scheduled end date.
Amber	=	Implementation Stage – Rolling out of approved projects, on target to meet scheduled end date.
Green	=	Fully implemented – Projects completed and implemented.