

**QUARTERLY PERFORMANCE REPORT – QUARTER 4
JANUARY - MARCH 2008****Agenda Item 7 (c) (ii)**

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Background Papers:- Corporate Performance Plan 2007/2008 and Corporate Action Plan 2007/2008
Financial Implications:- None
Equalities Implications:- None
Legal Implications:- None
Options: None
Risks: None

EXECUTIVE SUMMARY

The document which accompanies this report comprises two parts:

- Part 1 reports on end of year performance against the indicators set out in the Corporate Performance Plan 2007/2008.
- Part 2 reports on end of year performance against the projects and actions set out in the Corporate Action Plan 2007/2008.

Part 1

In the 2007-8 Best Value Performance Plan (BVPP), the Council specified a set of high, medium and low priority indicators to track performance across the year and specified the targets in relation to each indicator. Progress towards these targets is reported in the Quarterly Performance Reports.

Normally, the Quarterly Performance Report for Quarter 4 would be incorporated into the next year's BVPP, but this year we are only required to report a limited number of indicators in our BVPP. We are therefore reporting the remainder of the indicators in this Quarterly Report.

Part 1 is in five sections:

- Section 1 - those Best Value Performance Indicators where the targets were achieved
- Section 2 - those Local Performance Indicators where the targets were achieved
- Section 3 - those indicators which do not have targets set but for which data is collected and trends are assessed
- Section 4 – those indicators where the targets were not achieved together with corrective actions and commentary
- Section 5 – an explanation about 'satisfaction' indicators and details of our proposals for survey work during 2008/09

Information is also included in each section, where appropriate, about the extent of improvement and the estimated quartile position which shows how we compare against the national average for District Councils as calculated by the Audit Commission. Further details about the quartiles are set out in the Best Value Performance Plan which is also being reported to Cabinet.

Part 2

This Part shows how we performed against the actions and projects which we said we would achieve as set out in the Corporate Action Plan 2007/2008. It is divided into two sections:

- Section 1 is an 'at a glance' table which shows those projects and actions were achieved, those which have been delayed but which will be completed at a later stage and those which have been withdrawn.
- Section 2 goes into more detail and provides corrective actions and commentaries against those projects which were not achieved by the target date.

Performance Summary

- **77%** of the targets we set in relation to our performance indicators were achieved
- **50%** of our indicators showed improved performance compared with last year
- **75%** of the projects which we scheduled for completion in 2007/2008 were completed

A more detailed summary of our overall performance against the indicators and the actions / projects is attached to this Executive Summary below. The full report accompanies this paper.

DECISION

- To endorse the report.

SUMMARY OF PERFORMANCE AGAINST THE INDICATORS IN THE CORPORATE PERFORMANCE PLAN 2007/2008

Achievement against targets 2007/2008

Status	Number of PI's	%
• Achieved target	82	77%
• Within 5% of achieving the target	9	8%
• Failed to achieve the target	11	10%
• Awaiting information	5	5%

Extent of Improvement 2007/2008

Status	Number of PI's	%
• Improving	53	50%
• Static	22	21%
• Deteriorating	27	24%
• Awaiting information	5	5%

SUMMARY OF PERFORMANCE AGAINST THE ACTIONS AND PROJECTS IN THE CORPORATE ACTION PLAN 2007/2008

Status	Number of projects / actions	%
The project has been completed	70	75%
The project is delayed. It has either not achieved the stated target date or will not - but it is progressing and a revised target date has been set	18	19%
The project has been stopped and will not be taken forward at this time.	5	6%



Braintree

District Council

QUARTERLY PERFORMANCE REPORT

Quarter 4
January 1st – March 31st 2008

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Part 1 - Performance Summary
Quarter 4 - 2007/2008

Report Author: Mike Letch / Jan Button
Report Type: PI Report
Generated on: 21st May 2008



The following key is used throughout this report	
	This PI is significantly below target
	This PI is slightly below target
	This PI is on target
	Performance has improved compared with last year
	Performance has deteriorated compared with last year
	Performance is the same as it was last year

Summary

TOTAL NUMBER OF INDICATORS MEASURED	124
ACHIEVEMENT AGAINST SET TARGETS	
Total number which had targets set for 2007/2008	107
Number which have achieved the set target	82 (77%)
Number which were 5% or less off target	9 (8%)
Number which were 6% or more off target	11 (10%)
Awaiting information in order assess performance against target	5 (5%)
EXTENT OF IMPROVEMENT	
Total number which can be compared with this time last year	107
Number which have improved compared with this time last year	53 (50%)
Number which have stayed the same as last year	22 (21%)
Number which have deteriorated compared with last year	27 (24%)
Awaiting information in order to assess improvement	5 (5%)
Total number which do not have targets set but for which data is collected and trends are assessed	20










Information is awaited on 5 of the Local Performance Indicators





























Section 1 - Quarterly Report For On-Target Best Value Performance Indicators

Best Value Performance Indicators	Performance as at end of Quarter 4	Target for end of Q4	Trend compared with this time last year	Projected quartile position at year-end	Traffic Light Icon
Corporate Health					
BV2b Duty to promote race equality	84%	84%	■	Top	🟢
BV8 % of invoices paid on time	97.00%	97.00%	↑	2nd	🟢
BV9 unadjusted % of Council Tax collected	98.55%	98.55%	↑	2nd	🟢
BV10 Percentage of Non-domestic Rates Collected	99.28%	99.20%	↑	2nd	🟢
BV11a Percentage of top-paid 5% of local authority staff who are women	32.00%	24.00%	↑	N/A	🟢
BV17a - The percentage of local authority employees from ethnic minority communities	2.35%	2.00%	↑	N/A	🟢
BV156 Buildings accessible to people with disabilities	90.00%	70.00%	↑	N/A	🟢

Best Value Performance Indicators	Performance as at end of Quarter 4	Target for end of Q4	Trend compared with this time last year	Projected quartile position at year-end	Traffic Light Icon
Housing					
BV63 – Energy efficiency of the Housing Stock	71	71	■	2nd	🟢
BV64 - Number of private sector vacant dwellings that are returned to occupation or demolished	56	50	↓	Top	🟢
BV66a Rent collected by the local authority as a proportion of rents owed on Housing Revenue Account dwellings	95.29%	94.50%	↓	Bottom	🟢
BV66b Rent collection and arrears recovery	5.19	5.6	↑	3rd	🟢
BV66c - Percentage of tenants in arrears who have had Notices Seeking Possession served	18.56%	66.84%	↑	3rd	🟢
BV66d - Percentage of local authority tenants evicted as a result of rent arrears	.37%	.60%	↑	3rd	🟢
BV164 Equal access to social housing	Yes	Yes	■	N/A	🟢
BV212 Average time taken to re-let local authority housing.	35	48	↑	3rd	🟢

Best Value Performance Indicators	Performance as at end of Quarter 4	Target for end of Q4	Trend compared with this time last year	Projected quartile position at year-end	Traffic Light Icon
Housing and Council Tax Benefit					
BV76a Housing Benefits Security – No. of claimants visited	283.94	200	↑	N/A	🟢
BV76b Housing Benefits Security – No. of fraud investigators employed	0.22	0.22	↓	N/A	🟢
BV76c Housing Benefits Security – No. of fraud investigations	98.5	65	↑	N/A	🟢

BV78a Speed of processing - new Housing and Council Tax benefit claims	22.92	26.40		Top	
BV78b Speed of processing - changes of circumstances for Housing and Council Tax Benefit claims	6.27	9.1		Top	
BV79a Accuracy of processing – Housing and Council Tax benefit claims	99.20%	99.00%		Top	
BV79b(i) % of recoverable Housing Benefit overpayments recovered	76.10%	60.00%		2nd	
BV79b(ii) HB overpayments recovered as a percentage of the total amount of HB overpayment debt outstanding	35.44%	35.00%		2nd	

Best Value Performance Indicators	Performance as at end of Quarter 4	Target for end of Q4	Trend compared with this time last year	Projected quartile position at year-end	Traffic Light Icon
Waste and Cleanliness					
BV82a(i) % of Household Waste Recycled	27.23%	26.50%		Top	
BV82a(ii) Tonnes of Household Waste Recycled	15,257.61	13,854		Top	
BV82b(i) % of Household Waste Composted	15.91%	13.00%		2nd	
BV82b(ii) tonnes of Household Waste Composted	9125	7831		Top	
BV84a - Number of kilograms of household waste collected per head of the population	401.0	420.0		2nd	
BV84b – Household waste collection - % change in the number of kilograms of household waste collected per head	-2.19%	3.00%		Top	
BV86 - Cost of household waste collection per household	£67.00	£68.00		Bottom	
BV91a - Kerbside collection of one recyclable	100.00%	100.00%		Top	
BV91b - Kerbside collection of one recyclable	100.00%	100.00%		Top	
BV199a Local street and environmental cleanliness – Litter and Detritus	7.0%	7.5%		2nd	
BV199b Improved street and environmental cleanliness (levels of litter, detritus, graffiti and fly posting): Graffiti	2%	2%		3 rd	
BV199c Improved street and environmental cleanliness (levels of litter, detritus, graffiti and fly posting): Fly-posting	0%	0%		Top	
BV218a Abandoned vehicles - % investigated within 24 hrs	98.24%	96.50%		Top	
BV218b Abandoned Vehicles - % removed within 24 hours of required time	96.25%	94.00%		2nd	

Best Value Performance Indicators	Performance as at end of Quarter 4	Target for end of Q4	Trend compared with this time last year	Projected quartile position at year-end	Traffic Light Icon
Planning					
BV106 - Percentage of new homes built on previously developed land	62.06%	45.00%		3rd	
BV109a Major applications determined in 13 weeks	87.14%	82.00%		Top	
BV200a Plan making – Local Development scheme submitted	Yes	Yes		N/A	
BV200c Plan making – Monitoring report	Yes	Yes		N/A	
BV204 Planning appeals allowed	21.67%	24.00%		Top	
Bv219a Preserving the special character of conservation areas	39	39		N/A	
Bv219b Preserving the special character of conservation areas: Character appraisals	13.00%	7.70%		3rd	
BV219c Preserving the special character of conservation areas: Management proposals	5.00%	0.00%		2nd	

Best Value Performance Indicators	Performance as at end of Quarter 4	Target for end of Q4	Trend compared with this time last year	Projected quartile position at year-end	Traffic Light Icon
Community Safety and Well-being					
BV127a Violent Crime per 1,000 Population	12.05	12.05		2nd	
BV128 Vehicle crimes per 1,000 population	6.62	7.5		2nd	
BV174 Racial incidents recorded	0	10		N/A	
BV175 Racial incidents resulting in further action	100.00%	100.00%		Top	
BV225 actions against domestic violence	91.0	91.0		N/A	







Best Value Performance Indicators	Performance as at end of Quarter 4	Target for end of Q4	Trend compared with this time last year	Projected quartile position at year-end	Traffic Light Icon
Environment and Environmental Health					
BV166a - Score against a checklist of best practice for Environmental Health	100.0%	100.0%		Top	
BV217 Pollution control improvements completed on time	100%	100%		Top	

Best Value Performance Indicators	Performance as at end of Quarter 4	Target for end of Q4	Trend compared with this time last year	Projected quartile position at year-end	Traffic Light Icon
Culture					
BV170c – The number of pupils visiting museums and galleries in organised school groups	6,606	6,000		Top	

Best Value Performance Indicators	Performance as at end of Quarter 4	Target for end of Q4	Trend compared with this time last year	Projected quartile position at year-end	Traffic Light Icon
Homelessness					
BV183a Length of stay in temporary accommodation (B&B)	0	0	■	Top	🟢
BV183b Length of stay in temporary accommodation (Hostel)	11.7	15	↑	3rd	🟢
BV202 - The number of people sleeping rough on a single night within the area of the authority	0	0	■	Top	🟢
BV203 Change in number of families in temporary accommodation	-7.02%	0%	↓	3rd	🟢
BV214 Housing advice service - % of repeat homelessness within 2 years	.70%	2.00%	↑	2nd	🟢

Section 2 – Quarterly Report For On-Target Local Performance Indicators

Local Performance Indicators	Performance as at end of Quarter 4	Target for year-end	Trend compared with this time last year	Projected quartile position at year-end	Traffic Light Icon
CHLP1 Average number of learning days per employee per annum	3.65	3.5	↓	Not applicable Local Indicator	
CHLP3 Number of complaints responded to in 7 working days	81.4	75	↑	Not applicable Local Indicator	
CHLP4a Availability of telephone network	99.99%	99%	↓	Not applicable Local Indicator	
CHLP4b Availability of data network	99.91%	99%	↓	Not applicable Local Indicator	
CHLP4c Availability of website network	100%	99.5%	↑	Not applicable Local Indicator	
CHLP5 Percentage enquiries resolved at the first point of contact (Customer Services Centre)	86%	75%	↑	Not applicable Local Indicator	
CHLP6 Transactions via the web-site	25,410	25,000	↑	Not applicable Local Indicator	
CHLP10 Response times to the ombudsman	23.7	28	↑	Not applicable Local Indicator	
CHLP11 Number of ombudsman complaints	20	27	↑	Not applicable Local Indicator	
HLP1 % Responsive repairs appointments kept	85.6%	85%	↑	Not applicable Local Indicator	
HLP2 % Urgent repairs completed within time limits	98.77%	98%	↑	Not applicable Local Indicator	
HLP3 Average time taken for non-urgent repairs (days)	12	12	↓	Not applicable Local Indicator	
HLP4 unadjusted % of private homes remaining vacant	1.5%	1.5%	■	Not applicable Local Indicator	
HLP4 adjusted % of private homes remaining vacant	1%	1%	↑	Not applicable Local Indicator	
HLP5 Average weekly housing management cost	?	£14.63	?	Not applicable Local Indicator	?
HLP6 affordable housing completions	2.2%	1.7%	↓	Not applicable Local Indicator	
HLP7 The number of low demand homes per thousand dwellings	0	0	■	Not applicable Local Indicator	
WCLP1 Missed Bins per 100,000	20.62	35	↓	Not applicable Local Indicator	
WCLP2 % and Number of Fly Tips cleared within 24 hours of being reported	98.63%	98.6%	↑	Not applicable Local Indicator	

Local Performance Indicators contd.	Performance as at end of Quarter 4	Target for year-end	Trend compared with this time last year	Projected quartile position at year-end	Traffic Light Icon
WCLP3 % of cases of graffiti removed within 5 days	100%	100%	■	Not applicable Local Indicator	
WCLP4 % of cases of Graffiti removed within 24 hours of being reported	100%	100%	■	Not applicable Local Indicator	
EHLP2 Car Parking Enforcement - % of Penalty Charge Notices paid without dispute	79.44%	77.5%	↑	Not applicable Local Indicator	
PLP1 – the number of passenger journeys on the community transport scheme	51,564	48,736	↑	Not applicable Local Indicator	
CLP1 – The number of people engaged in cultural activities organised by the District Council	?	110,000	?	Not applicable Local Indicator	?
CLP2 – The number of new arts and heritage initiatives organised in the District	?	10	?	Not applicable Local Indicator	?
CSLP1 Reduction in Youth Nuisance calls to the Council	150	200	↓	Not applicable Local Indicator	
CSLP2 Number of Domestic Violence incidents reported to the Police	?	1,163	Awaiting data from the police	Not applicable Local Indicator	?
CSLP3 Number of repeat victims of Domestic Violence	?	556	Awaiting data from the police	Not applicable Local Indicator	?
CSLP6 – Number of contacts on the sports project run jointly with NACRO	4,421	3,000	↑	Not applicable Local Indicator	













Section 3 - Best Value Performance Indicators which do not have targets set but for which data is collected and trends are assessed









(These indicators are not included in the calculations for end-of-year achievement of targets or extent of improvement)







Indicator	Performance as at the end of Quarter 4	Trend compared with this time last year	Estimated Quartile Position
BV11b Top 5% of Earners: Ethnic Minorities	2.70%	↓	2 nd
BV14 Percentage of Early Retirements	.78%	↑	3 rd
BV15 Percentage of Ill-health Retirements	.48%	↑	Bottom
BV16b Percentage of Economically Active People who have a Disability	7.05%	■	N/A
BV16b ratioed Percentage of Economically Active People who have a Disability	7.05%	■	N/A
BV17b Ethnic Minority representation in the workforce - local population	1.8%	■	N/A
BV17b ratioed Ethnic Minority representation in the workforce - local population	1.8%	■	N/A
BV216a Identifying Contaminated Land	1,591	↑	N/A
BV11c Top 5% of Earners: with a disability	5.40%	↑	2 nd
BV11c ratioed Top 5% of Earners: with a disability	2.12%	↑	N/A
BV16a Percentage of Employees with a Disability	3.71%	↑	2 nd
BV16a ratioed Percentage of Employees with a Disability	29.00%	↑	N/A
BV17a Ethnic Minority representation in the workforce – employees	2.53%	↑	2 nd
BV226a Advice and guidance services - total	£142,952	↑	N/A
BV226b Advice and guidance services – Community Legal Services Quality Mark	100.00%	■	N/A
BV226c Advice and guidance services – direct provision	£453,135	↑	N/A

Section 4
Performance Report for Below-Target Indicators with Corrective Actions and Commentary

Best Value Performance Indicators	Performance as at the end of Quarter 4	Target for end of Quarter 4	Trend compared with this time last year	Estimated Quartile Position	Status	Corrective Action and Comment	Expected Outcome-Quartile Position 2008/9
BV9 adjusted % of Council Tax collected	98.47%	98.50%	↑	N/A	▲	Figure is adjusted for deprivation by the Audit Commission – the non adjusted figure has achieved its target	Top
BV76d Housing Benefits Security number of prosecutions & sanctions	5.99	6.25	↑	N/A	▲	Delays in processing cases within BDC Legal section. Now externalised service. 65 cases on 10,836 workload	N/A
BV109b Processing of planning applications: Minor applications	77.83%	78.75%	↑	2nd	▲	In quarter two, three external consultants were engaged to ensure caseload support. In addition, a new temporary admin officer joined the team as a resolution to this issue. Although the last quarter has seen some slippage, the corrective action puts us on course to meet the targets for the coming year.	Top
BV109c NI 157c Processing of planning applications: Other applications	88.71%	90.00%	↑	3rd	▲	In quarter two, three external consultants were engaged to ensure caseload support. In addition, a new temporary admin officer joined the team as a resolution to this issue. Although the last quarter has seen some slippage, the corrective action puts us on course to meet the targets for the coming year.	Top
BV126 Domestic burglaries per 1,000 households	5.03	5.00	↓	2 nd	▲	Braintree District Council reports these indicators using information obtained from the Police. Improvement Plans based on District priorities will be agreed in partnership when the District-wide Strategic Needs Assessment (commissioned by the Crime and Disorder Reduction Partnership and a statutory requirement) has been agreed and actions developed.	2nd
BV179 Standard searches carried out in 10 working days	99.93%	100.00%	↓	2nd	▲	2 searches were delayed in July while queries were resolved. No corrective action proposed	Top
BV184a NI 158 % non-decent council homes	58%	56%	↑	Bottom	▲	This figure is calculated up to the date of the Housing Transfer in November. Greenfields Community Housing Association will be putting corrective actions in place and will be measuring this indicator in future.	N/A

Best Value Performance Indicators contd.	Performance as at the end of Quarter 4	Target for end of Quarter 4	Trend compared with this time last year	Estimated Quartile Position	Status	Corrective Action and Comment	Expected Outcome Quartile Position 2008/9
BV216b Information on contaminated land	43%	45%		Top		During 2007 08 there were sufficient savings on a post in Environmental Protection to enable us to employ a consultant to inspect our high-risk sites. This effort has brought us up to a point where we will be well into the top quartile. This resource can not be sustained in future years, and as the priority sites have now been done it is now our intention to put this indicator as a lower priority in our work plans for the future, hence the static targets for the next four years. Note: We will be well within the upper quartile for this year.	Top
BV2a Equality Standard for Local Government	2	3		N/A		Our original target was to have been assessed to level three by March 2008. External assessors will not be available until September 2008, and no improvement can take place without external assessment.	N/A
BV12 Working Days Lost Due to Sickness Absence	11.13	8.48		Bottom		There has been a general increase during the year. The transfer of Housing has also skewed the figures. We have had to include Housing sickness up to mid November in the numerator but the denominator is lower than usual (the denominator the average of the fte at 1/4/07 and at 31/12/07) which has also effectively resulted in an increase.	2nd
BV79b(iii) Percentage of Recoverable Over payments Recovered (HB)	15.28%	3.00%		N/A		A one-off write-off of old debts was undertaken in 2007/8. This made the % write-off higher this year as old debts from previous years were deleted. This will not affect future performance.	2nd
BV127b Robberies per 1,000 Population	0.31	0.25		2nd		Braintree District Council reports these indicators using information obtained from the Police. Improvement Plans based on District priorities will be agreed in partnership when the District-wide Strategic Needs Assessment (commissioned by the Crime and Disorder Reduction Partnership and a statutory requirement) has been agreed and actions developed.	Top
BV170a Visits to and Use of museums & galleries - All Visits	312	490		3rd		Outturns for previous years included visits and use of the Witham Heritage Centre. An internal data quality assessment revealed that this facility cannot be included in the outturn for this indicator and this has been confirmed with the Audit Commission. The targets for future years will be assessed accordingly.	3rd

Best Value Performance Indicators contd.	Performance as at the end of Quarter 4	Target for end of Quarter 4	Trend compared with this time last year	Estimated Quartile Position	Status	Corrective Action and Comment	Expected Outcome – Quartile Position 2008/9
BV170b Visits to and use of Museums & galleries - Visits in Person	119	260		3rd		Outturns for previous years included visits and use of the Witham Heritage Centre. An internal data quality assessment revealed that this facility cannot be included in the outturn for this indicator and this has been confirmed with the Audit Commission. The targets for future years will be assessed accordingly.	3rd
BV184b Non-decent local authority dwellings (change)	-31%	3.36%		Bottom		This figure is calculated up to the date of the Housing Transfer in November. Greenfields Community Housing Association will be putting corrective actions in place and will be measuring this indicator in future.	N/A
BV200b Plan-making: Milestones Met?	No	Yes		N/A		The timetable for publishing the LDS is been revised to accommodate the impending publication of new regulations. The revised timetable is on target to deliver a yes result next year.	N/A
BV205 Quality of Planning Service checklist	94.4%	100.0%		2nd		Using estimated figure of 94.4% while awaiting publication of Pendleton report	Top

Local Performance Indicators	Performance as at the end of Quarter 4	Target for end of Quarter 4	Trend compared with this time last year	Estimated Quartile Position	Status	Corrective Action and Comment	Expected Outcome – Quartile Position 2008/9
EHLP1 Remove Properties at Risk from Flooding	85	87		N/A		Fell short by 2 properties only! Instead of dealing with 87 properties we dealt with 85.	N/A
BV213 Preventing Homelessness - number of households where homelessness prevented	4	5		Top		Homelessness was prevented for 267 households which is less than our performance in 2006/07 and didn't achieve the target but we are still in the top quartile compared to other authorities. Note – the indicator is reported per 1,000 households	2nd
CHLP7 Telephone response time in the Customer Service Centre	27.42	15		N/A		A fault has been identified in the Telephonetics system where calls on hold were being misreported. Corrective action will be taken in May 2008, and the correct figures are expected to be on target.	N/A

Section 5 - Satisfaction Indicators

The following indicators measure satisfaction with the Council and some of the services it provides. They are formally measured every three years and were last measured in 2006/2007. We cannot therefore provide a like for like comparison with last years performance in respect of these indicators.

- BV4 Satisfaction with complaint handling
- BV89 Satisfaction with cleanliness of streets
- BV90b adjusted Satisfaction with waste recycling
- BV119a % satisfied with sports/leisure facilities
- BV119b Satisfaction with libraries
- BV119d % satisfied with theatres and concert halls
- BV119e % satisfied with parks and open spaces

The Government is currently developing proposals for a 'Place Survey' which will replace the three-yearly Best Value Survey. It is proposed that the first such survey will be carried out in each local authority area in the country – probably starting in autumn this year.

The majority of questions will be mandatory but others can be added according to local preferences and priorities (for example, other questions that we will include will relate to satisfaction with the District Council, our visible services and the effectiveness of our communications).

County-wide discussions are underway in Essex between District and Borough Councils and Essex County Council to identify how best the surveys can be carried out across the County.

Braintree District Council will carry out a robust District-wide survey this year in order to:

- inform the budget setting process for 2009/2010
- assess views about the extent to which people feel we provide value for money
- assess satisfaction with a range of services.

If the negotiations with ECC are sufficiently advanced to meet the required timetable then we will participate in the county-wide approach but if they are not then we will move forward with our own survey this year and participate in the county-wide approach next year.

In addition to the annual survey, we will be adopting a corporate co-ordinated approach to surveys with more frequent 'service specific' customer surveys and more focussed local surveys will be introduced during 2008/09.

Part 2
Quarterly Performance Report – Quarter 4 2007/2008
2007/2008 Year-End - Corporate Action Plan status report






This report shows the progress of each of the projects and initiatives in the Corporate Action Plan 2007/2008 as at March 31st 2008.




























Part 1 is an 'at a glance' summary as to which projects have or have not been achieved

Part 2 sets out the same information but in more detail – including mitigating information where projects have not achieved the set target dates

The overall summary of achievement of projects during 2007 / 2008 is as follows:

Status	Definition	Number and % (There were a total of 93 projects in the Corporate Action Plan 2007/2008)
	The Project has been completed	70 (75%)
	The project is delayed. It either has not achieved the stated target date or will not – but it is progressing and a revised target date has been set	18 (19%)
	The project has stopped and will not be taken forward at this time	5 (6%)

PART 1
ACHIEVEMENT 'AT A GLANCE' - CORPORATE ACTION PLAN 2007-2008

PRIORITY 1 – IMPROVE THE APPEARANCE OF THE DISTRICT		
AD1	Carry out work in relation to the possible regeneration / redevelopment of land in each of the Town Centres	
	<ul style="list-style-type: none"> Braintree 	
	<ul style="list-style-type: none"> Witham 	
	<ul style="list-style-type: none"> Halstead 	
AD2	With our partners develop a Sustainable Community Strategy which incorporates a long term vision, preferred development options and associated actions for the Braintree District until 2021 and a draft core strategy document for the Local Development Framework	
AD3	Maintain Gt. Notley Country Park to the standards required for Green Flag status and apply for a 'Green Flag' Award	
AD4	Maintain Halstead Public Gardens and Silver End Memorial Gardens	
	<ul style="list-style-type: none"> Apply for Green Flag awards and Green Heritage Accreditation for both 	
	<ul style="list-style-type: none"> Maintain Halstead Public Gardens and Silver End Memorial Gardens to the standards required for Green Flag status 	
AD5	In partnership with others – continue to develop proposals and secure funding to improve the river walk between Halstead Town Bridge and Chapel Street	
AD6	Work with Earls Colne Parish Council and part-fund the refurbishment of two play sites in the village	
AD7	Refurbish the play grounds at:	
	<ul style="list-style-type: none"> Kings Road Park, Halstead 	
	<ul style="list-style-type: none"> Hillie Bunnies, Earls Colne 	
	<ul style="list-style-type: none"> Gulls Croft 	
	<ul style="list-style-type: none"> Halstead Public Gardens 	
	<ul style="list-style-type: none"> King George V Playing Field, Braintree 	
	<ul style="list-style-type: none"> Meadowside, Braintree 	
	<ul style="list-style-type: none"> Stubbs Lane – open space, Braintree 	
	<ul style="list-style-type: none"> Rosebay Close, Witham 	
	<ul style="list-style-type: none"> Glebe Avenue, Braintree 	
	<ul style="list-style-type: none"> Spa Road, Witham 	
	<ul style="list-style-type: none"> Bramble Road, Witham, 	
AD8	Maintain our play areas to the standards laid down by the National Playing Field Association (NPFA) and apply for NPFA Awards for at least 4 play areas	
AD9	In partnership with Essex County Council and local community groups, carry out environmental improvements to the open space along the River Blackwater in Braintree	
AD10	In partnership with others, draw up proposals and provide match funding for a 'Parks for People' bid for Maldon Road Park in Witham	
AD11	In partnership with Essex County Council – carry out Phase 1 of the two year project to develop and improve the facilities at the Discovery Centre and Great Notley Country Park including: provision of sensory trail, extension of the existing car park, extension of the marked all-weather routes across the country park and construction of an Adventure Play Trail	
AD12	In conjunction with Essex County Council, carry out a trial of enforcing 'no parking' on four greenswards in the District	
AD13	Improve the appearance of the main gateways (ie the main access points) into the District through better and more attractive planting and signage (LAA target)	

AD14	Ensure that the main roundabouts on key routes are well looked after and look attractive by carrying out a review of sponsorship and maintenance in conjunction with Essex County Council and producing an action plan for improvements			
AD15	Work with local communities and artists to develop proposals for public arts schemes in			
	<ul style="list-style-type: none"> a development site beside the river in Sible Hedingham 			
	<ul style="list-style-type: none"> a site in Silver End 			
	<ul style="list-style-type: none"> Heathlands, Braintree 			
	<ul style="list-style-type: none"> Maltings Lane, Witham 			
	<ul style="list-style-type: none"> the old Foundry Site in Rayne 			
AD16	Promote and publicise the Community Champions Initiative with a view to increasing the number of volunteers by 25 in 2007/08			
	23	8	3	34

PRIORITY 2 – REDUCE ANTI-SOCIAL BEHAVIOUR – PARTICULARLY FOCUSING ON YOUTH NUISANCE, TOWN CENTRES AND URBAN AREAS

ASB1	Carry out targeted surveillance in areas which are suffering as a result of anti-social behaviour using the new mobile CCTV Surveillance Vehicle facility			
ASB2	Continue to improve the community warden service: (a) apply for accreditation to the standard (b) ensuring that the service achieves at least the standard required by the National Warden Quality Standard			
ASB3	Publish timely and localised information –and updates – on a regular basis and in accordance with a structured programme – about what we are doing and where in relation to addressing anti-social behaviour			
ASB4	Re-apply for Safer Parking' status for the five Braintree District Council owned car parks that currently hold this award			
ASB5	Work with partners to develop a 'Play Strategy' for the District: (a) Bid to the Big Lottery Fund to be submitted (b) identify play projects to the value of £270,000 which will be put in place in 2007 and 2008			
ASB6	Deliver the 5 th Reality Roadshow event to Year 9 students in at least 7 schools in the District targeting 1,300 students – focusing on anti-social behaviour and other issues for young people			
ASB7	Host the 14 th Crucial Crew event for Year 6 students from all Primary Schools in the District at the Discovery Centre – providing interactive education in 'real life' settings on how to stay safe in a variety of emergency situations			
ASB8	Ensure that local people who are experiencing anti-social behaviour, feel more able to contact their local Councillor as their community leader to assist them in taking the matter forward and getting it addressed			
	7	1	0	8

PRIORITY 3 – SUSTAINABILITY – WORKING TOGETHER TO PROTECT OUR ENVIRONMENT

SY1	In consultation with local people and other stakeholders – publish a draft Supplementary Planning Document on sustainable construction	
SY2	Adopt the Essex Design Guide – Urban Place Supplement to improve the quality and standard of new development in the District	
SY3	With our partners develop a draft core strategy document for the Local Development Framework and a Sustainable Community Strategy which incorporates a long term vision, preferred development options and associated actions for the Braintree District until 2021	
SY4	Increase the percentage of household waste arisings which have been sent by the Authority for recycling from 23.19% at March 2007 to 26.50% in March 2008 – keeping us in the top 25% of local authorities nationally for recycling rates (LAA target)	
SY5	Increase the tonnage of household waste sent by the Authority for composting or treatment by anaerobic digestion from 6,829.42 in March 2007 to 7,931 in March 2008 – keeping us in the top 25% of local authorities nationally for recycling rates	
SY6	Prepare and construct cycle parking and cycleway schemes in the following areas: Bramble Road to Ebenezer Close, Witham: Maltings Lane to Howbridge Road, Witham: Marks Farm to Beckers Green, Braintree	
SY7	Improve the protection and sustainability of trees in the District through the production of a tree strategy and management system	

SY8	Complete a research exercise and make recommendations as to how well our recycling system is working and how it can be improved			
SY9	Enable people to make informed choices about how they can contribute to environmental and energy related issues by the production of a series of public information leaflets on sustainable energy measures			
SY10	Deliver a series of 'Responsible Citizenship Education' campaigns in partnership with Colchester and Chelmsford Borough Councils focusing on the environment and anti-social behaviour including: Chewing Gum Campaign, Christmas litter, Fast food litter, Smoking related litter, The Golden Bin Campaign			
SY11	Improve the environmental well-being of businesses and users of the Freebournes Industrial Estate in Witham through the creation of a Business Improvement District Project area			
SY12	Jointly with Business Development Services (NW Essex) Ltd. – facilitate the development of 100 new business start-ups in the District			
SY13	Celebrate and promote World Environment Day by hosting a sustainability exhibition in Weavers Park, Braintree			
SY14	Complete a research exercise and make recommendations in relation to the Council's allotment services with a view to encouraging residents to rent allotments and to ensure that they are not subject to vandalism			
SY15	Work towards reducing carbon emissions from the Councils buildings, vehicles and services through the completion of a carbon management programme			
SY16	Develop a Green Travel Plan for staff and Elected Members at Braintree District Council			
SY17	Ensure that all our plans and actions take into account and address sustainability issues by carrying out reviews of key Council strategies with reference to the Council's Sustainability Vision Statement and Checklist			
	15	2	0	17

PRIORITY 4 – ENSURE A POSITIVE FUTURE FOR THE COUNCIL'S HOUSING STOCK				
DHS1	Prepare for all the implications and consequences of the transfer of the Council's housing stock – enabling the delivery of the decent homes standard			
DHS2	Secure more than 100 new affordable homes in the District			
DHS3	Carry out a robust District-wide survey to assess housing need			
DHS4	Ensure that a minimum of 75% of all new affordable homes meet the 'Secured by Design' standard in 2007/08			
DHS5	Increase the number of homes which are built to the Lifetime Homes Standard with a view to ensuring that the number in each District in Essex will be a minimum of 3% of annual completions by 2009 (LAA target).			
	5	0	0	5

PRIORITY 5 – IMPROVE ACCESS BY THE PUBLIC TO INFORMATION AND SERVICES				
IS1	Carry out essential repairs to the roof at the Town Hall Centre in Braintree			
IS2	Refurbish Spring Lodge Community Centre in Witham			
IS3	Provide an extension to Bocking Cemetery and continue works to improve the pathways and facilities at the Council's other cemeteries as follows:			
	• Extension to Bocking Cemetery			
	• Fencing around Witham Cemetery			
	• Resurfacing at Bocking Cemetery			
IS4	In partnership with Rivenhall Village Hall Management Committee renovate and modernise the Council-owned Rivenhall Village Hall			
IS5	Provide a new ramped access to Fountains Lodge and carry out paving repairs to Fountains Lodge and the area around the fountain in Braintree			
IS6	Complete a review of and feasibility study in relation to the future of Bramston Sports Centre in Witham and its associated leisure facilities			
IS7	Assess the District's long term needs in relation to sports and leisure facilities in the run up to the 2012 Olympics			
IS8	Refurbish the athletics track at Braintree Leisure Centre (subject to securing partnership funding)			
IS9	Install improved external lighting, carry out roof and brickwork repairs and improve facilities for people with disabilities at Braintree Leisure Centre			

IS10	Design and develop proposals for a new community hall at Rickstones, Witham (subject to funding availability)				
IS11	Reinstate a football pitch at Spinks Lane, Witham				
IS12	Install a barrier and fencing at the Car Park at Halstead Leisure Centre				
IS13	Replace the fencing around the tennis courts at Silver End				
IS14	In partnership with Essex County Council - explore and put in place different ways of working including Carry out a strategic review of District and County Council accommodation and assets in the District – including the creation of a shared front office in the Town Centre in Braintree				
IS15	Put in place shared office arrangements in local libraries in the District				
IS16	Develop the Customer Contact Centre into a one-stop shop approach for District and County Council services				
IS17	Work with the Mid Essex Primary Care Trust to deliver on the targets in relation to obesity, smoking cessation and other health related issues which are contained in the Essex Local Area Agreement				
IS18	Lobby the Strategic Health Authority and the Mid Essex Primary Care Trust to secure an early start date for the development of the new Braintree Community Hospital and the proposed extension to Halstead Hospital and improved access to health services in Witham				
IS19	Work with partners to ensure that 'hard to reach' individuals can have a say in the way we plan and deliver our services by developing a robust, realistic and clear process for consultation and engagement				
IS20	Identify and develop proposals for addressing integration, employment, support and infrastructure issues which face migrant communities in the District				
IS21	Ensure that the Council provides services in a way that meets the needs of disadvantaged people – to at least the standard required by Level 3 of the Equalities Standard for Local Government. Achieve the Standard by March 2008.				
IS22	Complete a research exercise and make recommendations as to how access to services can be improved for vulnerable people / younger people who live in areas with few accessible facilities and/or no public transport				
IS23	Assess whether patient waiting times for digital hearing aids has changed as a follow up study to the Scrutiny exercise undertaken last year				
IS24	Develop a range of ways of involving young people in policy considerations – particularly at a local level				
IS25	Complete a research exercise and make recommendations as to how the Council can make it as easy as possible for residents to vote				
IS26	Create local committees in each of the three towns and develop a means of ensuring that they can effectively work and engage with partners and other stakeholders in the local community				
	18	8	2		28

PRIORITY 6 – IMPROVE COMMUNITY AND RURAL TRANSPORT

CRT1	Continue to promote and lobby for an improved transport infrastructure in the District including: A rail-passing loop between Witham and Braintree to ensure its inclusion in Network Rail's Capital Programme An earlier start to the construction of the new A120 between Braintree and the A12 Improved provision and services from local bus providers				
CRT2	Complete a research exercise and make recommendations as to how access to services can be improved for vulnerable people / younger people who live in areas with few accessible facilities and/or no public transport (see also IS22)				
	1	1	0		2




PRIORITY 7 – COMPLETE THE CONSTRUCTION OF THE NEW BRAINTREE SWIMMING POOL

BSP1	Construction completed and new pool opened to the public				
	1	0	0		1










PART 2
DETAILS OF END OF YEAR PERFORMANCE AGAINST THE PROJECTS IN THE CORPORATE ACTION PLAN
2007/2008















This Part includes an explanation against each action / project in the Corporate Action Plan 2007/2008 which was not completed by the scheduled target date.









The key to Traffic Light Status colours is as follows:

Status colour	Definition
	The Project has been completed
	The project is delayed. It either has not achieved the stated target date or will not – but it is progressing and a revised target date has been set
	The project has stopped and will not be taken forward at this time









PRIORITY 1 – IMPROVE THE APPEARANCE OF THE DISTRICT

IMPROVE THE APPEARANCE OF THE DISTRICT	Milestone Description	Project Manager	Due Date	Project Status	Comment
AD1 Carry out work in relation to the possible regeneration / redevelopment of land in each of the Town Centres	Braintree – As part of the proposals set out in Project Ref IS14 and as partners with ECC - produce a feasibility study for a combined office, bus station and retail development on land between Manor Street and Victoria Street	Andrew Epsom	31/03/2008		Funding for the feasibility studies was agreed by Cabinet in December 2007. The study was completed in April 2008. Carried forward into Corporate Action Plan 2008/09 (project reference PROS2). New target date: May 2008
	Halstead – assemble the site to the east of the High Street for disposal and redevelopment				Achieving agreement of all landowners to the disposal arrangements has taken longer than anticipated. Agreement now achieved - formal signing is due to be completed in June 2008. Site will then be marketed. Carried forward into Corporate Action Plan 2008/09 (project reference PROS4). New target date: May 2008
	Witham – Engage consultants to produce a feasibility study for the potential redevelopment of the Newlands Shopping Precinct and Car park				Consultants engaged. Production of study carried forward into Corporate Action Plan 2008/09 (project reference PROS1) Target date: May 2008
AD2 With our partners develop	a draft core strategy document for the Local Development Framework	Sara Moutard; Paul Munson	31/03/2008		Timetable for Local Development Framework has slipped due to the need to complete external reports. New target date: September 2008
	a Sustainable Community Strategy which incorporates a long term vision, preferred development options and associated actions for the Braintree District until 2021				Community Strategy timetable has changed because of the timescale and process for development of the Essex LAA. New target date: September 2008
AD3 Maintain Gt. Notley Country Park to the standards required for Green Flag status and apply for a 'Green Flag' Award	Reapply next year	Paul Partridge	01/01/2008		Application was unsuccessful – we will re-apply in 2008/09
AD4 Maintain Halstead Public Gardens and Silver End Memorial Gardens	Apply for Green Flag awards and Green Heritage Accreditation for both	Paul Partridge	31/03/2008		Completed
	Maintain Halstead Public Gardens and Silver End Memorial Gardens to the standards required for Green Flag status				
AD5 In partnership with others – continue to develop proposals and secure funding to improve the river walk between Halstead Town Bridge and Chapel Street		Paul Munson	31/03/2008		Proposals have been developed. Implementation needs to be taken forward. Carried forward to Corporate Action Plan 2008/09 (project reference HL15). Target date: March 2009
AD6 Work with Earls Colne Parish Council and part-fund the refurbishment of two play sites in the village		Paul Partridge	31/03/2008		Completed









IMPROVE THE APPEARANCE OF THE DISTRICT	Milestone Description	Project Manager	Due Date	Project Status	Comment
AD7 Refurbish the play grounds at:	Kings Road Park, Halstead	Paul Partridge	31/03/2008		Completed
	Hillie Bunnies, Earls Colne				Completed
	Gulls Croft				Delayed due to need for further consultation with residents on the type of scheme required. New target date: October 2008
	Halstead Public Gardens				On hold pending a review of all BDC owned community assets in Halstead
	King George V Playing Field, Braintree				Completed
	Meadowside, Braintree				Completed
	Stubbs Lane – open space, Braintree				Completed
	Rosebay Close, Witham				Completed
	Glebe Avenue, Braintree				Completed
	Spa Road, Witham				Completed
AD8 Maintain our play areas to the standards laid down by the National Playing Field Association and apply for NPFA Awards for at least 4 play areas	Bramble Road, Witham,	Paul Partridge	01/03/2008		Completed
					Completed
AD9 In partnership with Essex County Council and local community groups, carry out environmental improvements to the open space along the River Blackwater in Braintree		Paul Munson	31/03/2008		Completed
AD10 In partnership with others, draw up proposals and provide match funding for a 'Parks for People' bid for Maldon Road Park in Witham		Paul Munson	31/03/2008		Completed. The project now moves onto the next phase. Carried forward into Corporate Action Plan 2008/09 (project reference HL11) New target date: September 2008
AD11 In partnership with Essex County Council – carry out Phase 1 of the two year project to develop and improve the facilities at the Discovery Centre and Great Notley Country Park including:	provision of sensory trail Extension of the existing car park Extension of the marked all-weather routes across the country park Construction of an Adventure Play Trail	Paul Partridge	01/03/2008		Completed
AD12 In conjunction with Essex County Council, carry out a trial of enforcing 'no parking' on four greenswards in the District		Paul Partridge	01/09/2007		Completed










IMPROVE THE APPEARANCE OF THE DISTRICT Contd.	Milestone Description	Project Manager	Due Date	Project Status	Comment
AD13 Improve the appearance of the main gateways (ie the main access points) into the District through better and more attractive planting and signage		Paul Partridge	01/07/2007		Completed
AD14 Ensure that the main roundabouts on key routes are well looked after and look attractive by carrying out a review of sponsorship and maintenance in conjunction with Essex County Council and producing an action plan for improvements	investigate to work with company to take on sponsorship	Paul Partridge	01/12/2007		Delayed due to the need to clarify legal issues with ECC's contractor who will be promoting sponsorship countywide; and the need to obtain planning consent for advertising. Carried forward into Corporate Action Plan 2008/09 (project reference C&G6) New target date: December 2008
	· a development site beside the river in Sible Hedingham				The project cannot go ahead until the land on which the art is to be situated is in BDC's ownership. This is not likely to take place until later this year. The developers will then need to trigger dates in the Section106 Agreement to effect payments/transfers. Revised Target Date: March 2009
	· a site in Silver End				There was no art provision in the related Section 106 agreement and therefore the project could not go ahead
	AD15 Work with local communities and artists to develop proposals for public arts schemes in	· Heathlands, Braintree	Charmaine Dean	31/03/2008	
· Maltings Lane, Witham					Section 106 Agreement issues have prevented this project from proceeding
· the old Foundry Site in Rayne					The original target date was unrealistic. Section 106 Agreement provides for £15,000 (indexed) either as a payment to BDC for art and crafts in the vicinity of the site or as a work of art to that value on the development. This is not due until prior to the occupation of the final open market dwelling. Revised target date: March 2009
AD16 Promote and publicise the Community Champions Initiative with a view to increasing the number of volunteers by 25 in 2007/08	22 volunteers out of 25	Paul Partridge	01/03/2008		Completed

PRIORITY 2 – REDUCE ANTI-SOCIAL BEHAVIOUR – PARTICULARLY FOCUSING ON YOUTH NUISANCE, TOWN CENTRES AND URBAN AREAS






REDUCE ANTI-SOCIAL BEHAVIOUR	Milestone Description	Project Manager	Due Date	Project Status	Comment
ASB1 Carry out targeted surveillance in areas which are suffering as a result of anti-social behaviour using the new mobile CCTV Surveillance Vehicle facility		Charmaine Dean	31/03/2008		Completed
	Apply for accreditation to the standard				Accreditation not renewed
ASB2 Continue to improve the community warden service	Ensuring that the service achieves at least the standard required by the National Warden Quality Standard	Paul Partridge	31/03/2008		Ongoing – will be achieved by the end of 2008
ASB3 Publish timely and localised information -and updates - on a regular basis and in accordance with a structured programme - about what we are doing and where in relation to addressing anti-social behaviour		Charmaine Dean; Sara Moutard	31/03/2008		Completed - various communication methods were used - including website, leaflets, media, schools and partners
ASB4 Re-apply for 'Safer Parking' status for the five Braintree District Council owned car parks that currently hold this award		Paul Partridge	31/03/2008		Completed – Safer Parking Status awarded in February
	Bid to the Big Lottery Fund to be submitted.				Completed
ASB5 Work with partners to develop a 'Play Strategy' for the District	identify play projects to the value of £270,000 which will be put in place in the District in 2007 and 2008	Charmaine Dean	31/03/2008		Successful bid
ASB6 Deliver the 5th Reality Roadshow event to Year 9 students in at least 7 schools in the District targeting 1,300 students – focusing on anti-social behaviour and other issues for young people		Charmaine Dean	01/10/2007		Completed
ASB7 Host the 14th Crucial Crew event for Year 6 students from all Primary Schools in the District at the Discovery Centre – providing interactive education in 'real life' settings on how to stay safe in a variety of emergency situations		Charmaine Dean	01/06/2007		Completed
ASB8 Ensure that local people who are experiencing anti-social behaviour, feel more able to contact their local Councillor as their community leader to assist them in taking the matter forward and getting it addressed		Charmaine Dean	31/03/2008		Introduction of Joint Action Groups (multi-agency groups aimed at addressing anti-social behaviour) has improved access for councillors. The formation of the Local Committees will also assist.

PRIORITY 3 – SUSTAINABILITY – WORKING TOGETHER TO PROTECT OUR ENVIRONMENT







SUSTAINABILITY – WORKING TOGETHER TO PROTECT OUR ENVIRONMENT	Milestone Description	Project Manager	Due Date	Project Status	Comment
SY1 In consultation with local people and other stakeholders – publish a draft Supplementary Planning Document on sustainable construction		Paul Munson	01/04/2008		Completed
SY2 Adopt the Essex Design Guide – Urban Place Supplement to improve the quality and standard of new development in the District		Tessa Lambert; Paul Munson	01/06/2007		Completed
SY3 With our partners develop a draft core strategy document for the Local Development Framework and a Sustainable Community Strategy which incorporates a long term vision, preferred development options and associated actions for the Braintree District until 2021		Sara Moutard; Paul Munson	31/03/2008		Timetable for Local Development Framework has slipped due to the need to complete external reports. New target date: September 2008 Community Strategy timetable has changed because of the timescale and process for development of the Essex LAA. New target date: September 2008
SY4 Increase the percentage of household waste arisings which have been sent by the Authority for recycling from 23.19% at March 2007 to 26.50% in March 2008 – keeping us in the top 25% of local authorities nationally for recycling rates (LAA target)		Peter Chisnall	01/03/2008		Completed
SY5 Increase the tonnage of household waste sent by the Authority for composting or treatment by anaerobic digestion from 6,829.42 in March 2007 to 7,931 in March 2008 – keeping us in the top 25% of local authorities nationally for recycling rates		Peter Chisnall	01/03/2008		Completed
SY6 Prepare and construct cycle parking and cycleway schemes in the following areas:	Bramble Road to Ebenezer Close, Witham	Paul Munson	31/03/2008		All completed
	Maltings Lane to Howbridge Road, Witham				
	Marks Farm to Beckers Green, Braintree				
SY7 Improve the protection and sustainability of trees in the District through the production of a tree strategy and management system		Paul Munson	31/03/2008		Completed
SY8 Complete a research exercise and make recommendations as to how well our recycling system is working and how it can be improved		Sharon Lowe	31/03/2008		Completed










SUSTAINABILITY – WORKING TOGETHER TO PROTECT OUR ENVIRONMENT contd.	Milestone Description	Project Manager	Due Date	Project Status	Comment
SY9 Enable people to make informed choices about how they can contribute to environmental and energy related issues by the production of a series of public information leaflets on sustainable energy measures		Peter Chisnall	31/03/2008		Completed
SY10 Deliver a series of 'Responsible Citizenship Education' programmes and campaigns in partnership with Colchester and Chelmsford Borough Councils focusing on the environment and anti-social behaviour including:	<ul style="list-style-type: none"> · Chewing Gum Campaign · Christmas litter · Fast food litter · Smoking related litter - · The Golden Bin Campaign 	Ian Haines; Paul Partridge	31/03/2008		All completed
SY11 Improve the environmental well-being of businesses and users of the Freebournes Industrial Estate in Witham through the creation of a Business Improvement District Project		Russell Everard	01/03/2008		Witham Industrial Watch has formed a (limited) company to develop the BID. Detailed business survey to be carried out in March 2008. BID business plan will put to the vote in summer 2008. Carried forward into Corporate Action Plan 2008/09 (project reference PROS7) New target date is that outputs will be reviewed in March 2009
SY12 Jointly with Business Development Services (NW Essex) Ltd. – facilitate the development of 100 new business start-ups in the District		Russell Everard	01/03/2008		137 new business start ups created
SY13 Celebrate and promote World Environment Day by hosting a sustainability exhibition in Weavers Park, Braintree		Peter Crofts	01/06/2007		Completed
SY14 Complete a research exercise and make recommendations in relation to the Council's allotment services and provision with a view to encouraging residents to rent allotments and to ensure that they are not subject to vandalism		Sharon Lowe	31/03/2008		Completed
SY15 Work towards reducing carbon emissions from the Councils buildings, vehicles and services through the completion of a carbon management programme		Peter Chisnall	01/03/2008		90% progress.
SY16 Develop a Green Travel Plan for staff and Elected Members at Braintree District Council		Ian Haines	01/10/2007		Initial report completed. Carried forward into Corporate Action Plan 2008/09 (project reference C&G12)
SY17 Ensure that all our plans and actions take into account and address sustainability issues by carrying out reviews of key Council strategies with reference to the Council's Sustainability Vision Statement and Checklist		Ian Haines	31/03/2008		Timetable and procedure for strategy reviews completed February 2008. Includes reference to requirement to include sustainability issues in reviews










PRIORITY 4 – ENSURE A POSITIVE FUTURE FOR THE COUNCIL’S HOUSING STOCK





ENSURE A POSITIVE FUTURE FOR THE COUNCIL’S HOUSING STOCK	Milestone Description	Project Manager	Due Date	Project Status	Comment
DHS1 Prepare for all the implications and consequences of the transfer of the Council’s housing stock – enabling the delivery of the decent homes standard		Chris Fleetham	01/11/2007		Completed
DHS2 Secure more than 100 new affordable homes in the District		Joanne Albini	01/03/2008		Completed
DHS3 Carry out a robust District-wide survey to assess housing need		Joanne Albini	01/08/2007		Completed
DHS4 Ensure that a minimum of 75% of all new affordable homes meet the ‘Secured by Design’ standard in 2007/08		Joanne Albini	01/03/2008		Completed
DHS5 Increase the number of homes which are built to the Lifetime Homes Standard with a view to ensuring that the number in each District in Essex will be a minimum of 3% of annual completions by 2009 (LAA target).		Tessa Lambert	01/03/2008		Achieved

PRIORITY 5 – IMPROVE ACCESS BY THE PUBLIC TO INFORMATION AND SERVICES



IMPROVE ACCESS TO INFORMATION AND SERVICES	Milestone Description	Project Manager	Due Date	Project Status	Comment
IS1 Carry out essential repairs to the roof at the Town Hall Centre in Braintree	Postponed subject to funding	Charmaine Dean; Andrew Epsom	31/03/2008		Funding was diverted to other unavoidable essential repairs at the Town Hall Centre. Funding will be sought for the project in this years budget planning process
IS2 Refurbish Spring Lodge Community Centre in Witham		Andrew Epsom; Paul Partridge	01/03/2008		Completed
IS3 Provide an extension to Bocking Cemetery and continue works to improve the pathways and facilities at the Council’s other cemeteries	Extension to Bocking Cemetery	Andrew Epsom; Paul Partridge	01/03/2008		The original target date was unrealistic and has also slipped due to delays in commissioning soil survey reports. There are also land ownership issues to be resolved. New target date: March 2010
	Fencing around Witham Cemetery				Completed
	Resurfacing at Bocking Cemetery				Completed
IS4 In partnership with Rivenhall Village Hall Management Committee renovate and modernise the Council-owned Rivenhall Village Hall		Andrew Epsom; Paul Partridge	01/06/2007		Completed

IMPROVE ACCESS TO INFORMATION AND SERVICES contd.	Milestone Description	Project Manager	Due Date	Project Status	Comment
IS5 Provide a new ramped access to Fountains Lodge and carry out paving repairs to Fountains Lodge and the area around the fountain in Braintree		Paul Munson	01/03/2008		Completed
IS6 Complete a review of and feasibility study in relation to the future of Bramston Sports Centre in Witham and its associated leisure facilities		Charmaine Dean	Study–July 07 Review – Dec 2007		Delayed due to the need to carry out a review of all community assets in Witham to ensure vfm solution. Carried forward to Corporate Action Plan 2008/09 (project reference HL7) Target date: December 2008
IS7 Assess the District's long term needs in relation to sports and leisure facilities in the run up to the 2012 Olympics		Charmaine Dean	March 2008		Ongoing There will be a strategic review of leisure facilities within the district between July and December 08. A report will then be taken to Cabinet
IS8 Refurbish the athletics track at Braintree Leisure Centre (subject to securing partnership funding)		Charmaine Dean; Andrew Epsom	01/10/2007		Completed
IS9 Install improved external lighting, carry out roof and brickwork repairs and improve facilities for people with disabilities at Braintree Leisure Centre		Charmaine Dean; Andrew Epsom	March 2008		No improvements for people with disabilities have been identified. Project carried forward to 2008/09. New target date: September 2008
IS10 Design and develop proposals for a new community hall at Rickstones, Witham (subject to funding availability)		Andrew Epsom; Paul Partridge	01/03/2008		Delayed due to the need to carry out a review of all community assets in Witham to ensure vfm solution. Carried forward to Corporate Action Plan 2008/09 (project reference HL5) Target date: March 2009
IS11 Reinststate a football pitch at Spinks Lane, Witham		Charmaine Dean; Andrew Epsom	31/03/2008		The original target date was inappropriate. This is part of phase 3 of the project. Work has now started on re-orientating the pitches to accommodate new ones. New target date: June 2009
IS12 Install a barrier and fencing at the Car Park at Halstead Leisure Centre		Charmaine Dean; Andrew Epsom	March 2008		No funding available. Further investigation to be carried out to identify whether there is a need.
IS13 Replace the fencing around the tennis courts at Silver End		Charmaine Dean	December 2008		Completed


IMPROVE ACCESS TO INFORMATION AND SERVICES contd.	Milestone Description	Project Manager	Due Date	Project Status	Comment
IS14 In partnership with Essex County Council - explore and put in place different ways of working including Carry out a strategic review of District and County Council accommodation and assets in the District – including the creation of a shared front office in the Town Centre in Braintree		Andrew Epsom	01/07/2007		Completed
IS15 Put in place shared office arrangements in local libraries in the District		Chris McCloud	31/03/2008		Shared accommodation in Witham library – staff trained on navigating on BDC website
IS16 Develop the Customer Contact Centre into a one-stop shop approach for District and County Council services		Chris McCloud	31/03/2008		Access is available to ECC's website and service information from the CSC. Some ECC related enquiries can be answered by BDC staff. Others are being developed.
IS17 Work with the Mid Essex Primary Care Trust to deliver on the targets in relation to obesity, smoking cessation and other health related issues which are contained in the Essex Local Area Agreement		Charmaine Dean	31/03/2008		This work is ongoing. It will be carried forward into LAA2
IS18 Lobby the Strategic Health Authority and the Mid Essex Primary Care Trust to secure an early start date for the development of the new Braintree Community Hospital and the proposed extension to Halstead Hospital and improved access to health services in Witham		Charmaine Dean	31/03/2008		Lobbying continued throughout 2007/08 and frequent meetings were held. Progress is being made on taking forward the development of the new Braintree Community Hospital. Land ownership issues are delaying the extension to Halstead Hospital. Access to health services in Witham is being considered as part of another review of doctors surgeries in Witham
IS19 Work with partners to ensure that 'hard to reach' individuals can have a say in the way we plan and deliver our services by developing a robust, realistic and clear process for consultation and engagement		Charmaine Dean	01/09/2007		Completed
IS20 Identify and develop proposals for addressing integration, employment, support and infrastructure issues which face migrant communities in the District		Charmaine Dean	01/06/2007		Completed
IS21 Ensure that the Council provides services in a way that meets the needs of disadvantaged people – to at least the standard required by Level 3 of the Equalities Standard for Local Government. Achieve the Standard by March 2008.		Charmaine Dean	31/03/2008		Completed
IS22 Complete a research exercise and make recommendations as to how access to services can be improved for vulnerable people / younger people who live in areas with few accessible facilities and/or no public transport		Sharon Lowe	31/03/2008		Delayed due to limited resources and time taken to define focus of the study. Carried forward to Corporate Action Plan 2008/09 (project reference H&T8) Target date – October 2008

IMPROVE ACCESS TO INFORMATION AND SERVICES contd.	Milestone Description	Project Manager	Due Date	Project Status	Comment
IS23 Assess whether patient waiting times for digital hearing aids has changed as a follow up study to the Scrutiny exercise undertaken last year		Sharon Lowe	31/03/2008		Follow up study completed – no improvement in waiting times identified. Findings are being reported to ECC's Health Overview and Scrutiny Committee
IS24 Develop a range of ways of involving young people in policy considerations – particularly at a local level		Charmaine Dean	01/09/2007		Completed and ongoing
IS25 Complete a research exercise and make recommendations as to how the Council can make it as easy as possible for residents to vote		Sharon Lowe	31/03/2008		O & S Task and Finish Group exercise completed
IS26 Create local committees in each of the three towns and develop a means of ensuring that they can effectively work and engage with partners and other stakeholders in the local community		Sharon Lowe	31/03/2008		Local Committees have been created. Engagement methods are being explored. Development of the Committees will continue throughout 2008/09

PRIORITY 6 – IMPROVE COMMUNITY AND RURAL TRANSPORT

IMPROVE COMMUNITY AND RURAL TRANSPORT	Milestone Description	Project Manager	Due Date	Project Status	Comment
CRT1 Continue to promote and lobby for an improved transport infrastructure in the District including:	A rail-passing loop between Witham and Braintree to ensure its inclusion in Network Rail's Capital Programme	Paul Munson	31/03/2008		Lobbying has taken place throughout 2007/08 and will continue into 2008/09. Carried forward to Corporate Action Plan 2008/09 (project reference H&T5).
	An earlier start to the construction of the new A120 between Braintree and the A12				Ditto
	Improved provision and services from local bus providers				Ditto
CRT2 Complete a research exercise and make recommendations as to how access to services can be improved for vulnerable people / younger people who live in areas with few accessible facilities and/or no public transport (see also IS22)		Sharon Lowe	31/03/2008		Delayed due to limited resources and time taken to define focus of the study. Carried forward to Corporate Action Plan 2008/09 (project reference H&T8) Target date – October 2008

PRIORITY 7 – COMPLETE THE CONSTRUCTION OF THE NEW BRAINTREE SWIMMING POOL

BSP1 Construction completed and new pool opened to the public	Due date carried forward to 2008	Charmaine Dean; Andrew Epsom	23/03/2008		Official opening took place on the 29 th March 2008
	New due date March 2008				

