

UTTLESFORD DISTRICT COUNCIL CONTRACTS BOARD held at COUNCIL OFFICES SAFFRON WALDEN on 13 MARCH 2000 at 6.00 pm

Present:- Councillor R D Green - Chairman
Councillors R A E Clifford, M L Foley, Mrs D M Haggerwood, D M Jones, Mrs C M Little and R C Smith.

Officers in attendance:- G Branchett, T Greenwood, M Ribbans and D Rivers.

CB18 APOLOGIES

There were no apologies for absence.

The Chairman welcomed Mrs D Burrige, Business Support Manager designate, to the meeting and congratulated her on her appointment.

CB19 MINUTES

The Minutes of the Board meeting held on 22 November 1999 were received and agreed as a correct record.

RESOLVED that under Section 100(A) of the Local Government Act 1972 the public be excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of Exempt Information as defined in paragraph 9 of Part 1 of Schedule 12A of the Act.

CB20 MATTERS ARISING - HEALTH AND SAFETY MATTERS

The Head of Contract Services informed the Board that guidance on the identification of Weil's disease had been sent to the families of those employees who might be at risk of contracting the disease.

The Board also noted that a review of the terms and conditions of service of first aiders had commenced, and on completion, would be reported to the Internal Services Sub-Committee.

CB21 APPOINTMENT OF BUSINESS SUPPORT MANAGER

The Board received a report on the appointment of the Business Support Manager.

CB22 DSO BUDGETARY CONTROL STATEMENTS

The Principal Accountant informed the Board of improvements that had been made to the monthly control statement for the Building Maintenance Section.

CB23 CONTRACT SERVICES FINANCIAL PERFORMANCE 1999/2000

The Principal Accountant circulated the latest budgetary control sheets and advised the Board of the current financial position of Contract Services.

In respect of the recycling services provided by the Council, Councillor Smith praised the merits of the initiatives, but asked if greater publicity could be given as to when the service would be expanded to those areas of the District which did not currently receive the service.

Councillor Foley asked if a further sticky calendar label could be supplied so that residents might place one on the additional recycling box supplied by the Council.

RECOMMENDED that the views expressed be considered by the Environmental Services Sub-Committee.

CB24 CLEANSING AND VEHICLE MAINTENANCE REINVESTMENT RESERVE

The Board received a report on the proposed part release of the reinvestment reserve which had accumulated in accordance with the Council's Profit Share Scheme.

Officers had identified various items of plant and equipment that would be required from the reserve, but a significant sum of money remained.

The Board asked various questions about the items required and the estimated prices, and felt that some items might be obtained for less money. The Head of Contract Services confirmed that the purchases of plant and equipment would be in accordance with the Council's Financial Regulations and Standing Orders.

Councillor Mrs Haggerwood questioned the viability of purchasing a second hand large van in preference for a new vehicle.

The Head of Contract Services suggested that if Members were in agreement with the principle of the report, then savings made on the identified items of plant and equipment might be used to fund a new vehicle.

RESOLVED that £30,000 be transferred from the D.S.O. Reinvestment Reserve to the Council's general D.S.O. Reserve Fund, and that a further report be made to the Board on the acquisition of plant and equipment next year.

CB25 BUILDING MAINTENANCE PROBITY ISSUES

The Board received a report on action taken in connection with the District Auditor's Management Letter. In response to a question, officers confirmed that it was not cost effective to re-establish a full time stores person.

CB26 SINGLE STATUS AGREEMENT

The Board considered a report on current negotiation items and provided officers with provisional views.

CB27 BEST VALUE PERFORMANCE PLAN

The Board received a report on the current development of the Council's Best Value Performance Plan in respect of the services undertaken by Contract Services.

CB28 PLUMBING CONTRACT (SOUTH)

The Board received a report which set out urgent action taken by officers in consultation with the Chairman to prepare for the commencement of a new contract.

RESOLVED that two new posts of Plumber be established and that Contract Services undertake the Plumbing Contract (South).

CB29 BUILDING CLEANING CONTRACT

The Board was informed that the contract was due for renewal and a select list of tenderers was being prepared.

RESOLVED that Contract Services submit a tender bid for the Building Cleaning Contract.

CB30 PROGRESS REPORTS ON CONTRACTS

The Board received verbal progress reports on current and new contracts from the Operations Managers.

RESOLVED that officers re-issue the promotional leaflet and give consideration to providing a fixed pricing schedule.

The Board discussed the growing problem of fly tipping in the District which was considered to be attributable to the height/vehicle restrictions imposed at Civic Amenity Sites.

RECOMMENDED that the Environmental Services Sub-Committee consider steps to promote the services provided by the Council and to publicise enforcement action taken against fly tippers.

CB31 ANY OTHER ITEMS

The Chairman sought the views of the Board on a Members' tour of contract areas.

RESOLVED that the matter be considered at the next Board meeting following the Annual Council meeting.

The meeting ended at 7.10 pm.