

MEETING OF THE UTTLESFORD DISTRICT COUNCIL CONTRACTS BOARD held at COUNCIL OFFICES, GREAT DUNMOW on 4 SEPTEMBER 2000, at 6pm

Present:- Councillors R D Green – Chairman
Councillors R A E Clifford, M L Foley, Mrs E Godwin (part), M Jones, Mrs C M Little, and R C Smith

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

CB 32 APOLOGIES

There were no apologies for absence.

CB 33 MINUTES

The Minutes of the Board meeting held on 13 March 2000 were received 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 of 12A of the Act.

CB 34 MATTERS ARISING – PROBITY ISSUES

The Business Support Manager informed the Board that a system of stock checking had been introduced for the Newport Depot stores which met the audit requirements.

CB 35 REVIEW OF PROFIT SHARE

The Head of Contract Services advised the Board that the Profit Share Scheme had continued to contribute significantly towards staff motivation and deliver the high level of financial performance. The eligible employees within the Scheme had received an average payment of £2,036, which was slightly less than the previous year.

The board debated what options might lay ahead for the scheme to reward individual performance.

RESOLVED that the Profit Share Scheme continues to operate.

CB 36 CONTRACT SERVICES SERVICE PLAN

The Head of Contract Services introduced the three-year service plan. Members considered each of the key aims and resulting actions. An amendment to two action plan dates was agreed.

RESOLVED that the Contract Services' Service Plan be adopted as amended.

CB 37 EQUAL OPPORTUNITIES SERVICE STATEMENT

The Head of Contract Services outlined the requirements of the Councils Equal Opportunities Policy and presented a proposed Equal Opportunities Service Statement for to Contract Services.

RESOLVED that the Equal Opportunities Service Statement be adopted.

CB 38 TEMPORARY MANAGEMENT ARRANGEMENTS

The Head of Contract Services informed the Board of the temporary management arrangements that had been agreed for the Business Support Manager to undertake, on a six-month secondment basis, the management responsibilities pending his departure from the Councils service on 14 September, and the review of the Council's senior management structure.

CB 39 ESTABLISHMENT OF A NEW POST OF LEAD FITTER

The Head of Contract Services informed the Board of the imminent retirement of a fitter. An analysis of business need identified that growth in business at the Vehicle Maintenance Section and throughout Contract Services required this vacancy to be replaced with a post of Lead Fitter to meet the supervision and workload shortfall.

RESOLVED that the post of Lead Fitter be created with immediate effect.

CB 40 PROGRESS REPORTS ON CONTRACTS

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

RECOMMENDED that the Environmental Services Sub-Committee consider positive action to prevent fly tipping.

CB 41 ANY OTHER ITEMS

The Board thanked Graham Branchett for the valued service he had given to Uttlesford District Council and wished him every success in his new post.

The Board asked that a letter be sent to John Mountain thanking him for his service to the Council and to wish a long and happy retirement.

The meeting ended at 7.30pm.