

MEETING OF THE UTTLESFORD DISTRICT COUNCIL CONTRACTS BOARD held at COUNCIL OFFICES SAFFRON WALDEN on 20 NOVEMBER 2000 at 6.00pm

Present:- Councillor R D Green – Chairman.
Councillors Mrs E Godwin, D M Jones, Mrs C M Little and R C Smith.

Officers in attendance:- Mrs E Forbes, Mrs D Burridge, M Ribbans, D Rivers and R Tyler.

CB 42 APOLOGIES

Apologies for absence were received from Councillors R A E Clifford and M L Foley.

CB 43 DECLARATION OF INTEREST

Councillor R D Green declared an interest as an elected Member of Saffron Walden Town Council.

CB 44 MINUTES

The Minutes of the Board meeting held on 4 September 2000 were approved as a correct record.

CB 45 MATTERS ARISING

None.

CB 46 DRAFT REVENUE ESTIMATES

The Principal Accountant informed the Board that revenue estimates would need to be presented to a later meeting due to this year's revised budgetary process of identifying a 5% saving. Members were invited to consider the Budgetary Control Statements to 30 September. There were no questions at this stage.

CB 47 HEALTH & SAFETY ACTION PLAN

The Contract Services Manager introduced a proposed Health & Safety Action Plan as required by the Contract Services' Service Plan. Members considered the plan and expressed concern over the timescale for completion. A discussion took place regarding the arrangements for, and virulence of, Weil's disease and the programme of vaccination for staff.

RESOLVED that

- 1 the Action Plan be funded to allow an early conclusion to the actions and,
- 2 Environmental Health be made aware of the recent indication showing that Leptospirosis may be transmitted by inhalation
- 3 Environmental Health be consulted regarding the programme and range of employee vaccination, and
- 4 a review of pay be completed for employees designated First Aiders and holding a current HSE, First Aid at Work Qualification.

CB 48 PROGRESS REPORT - CONTRACT SERVICES' SERVICE PLAN

The Contract Services Manager submitted a summary of key actions that were due for completion before the end of 2000 and confirmed that all would be completed by year-end.

CB 49 CONTRACTS AND TENDERS

The Contract Services Manager presented a summary of recent activity around tender submissions and current contracts. The Board supported the actions taken (A to E) and expressed the view that in order to achieve growth in new business areas it would be advisable to have some pump priming and/or launch plan in place to be able to support it.

Item (F), the offer by Housing Client officers to extend the current Housing Repair and Maintenance Service contract, for a further two years at a lower negotiated rate was debated.

RESOLVED that the Contract Services Manager ascertain the reason for the present situation.

It was also

RESOLVED that, the Contract Services Manager be asked to investigate the possibility of involving the Environmental Task Force in the grounds maintenance operations.

CB 50 BEST VALUE

The Contract Services Manager informed the Board that two services had been included in this year's reviews, Grounds Maintenance within the Trading Activities Review and Housing Maintenance within the Housing Review. The Best Value Sub Committee would consider proposed options on 27 November 2000.

CB 51 PROFIT SHARE SCHEME

Members asked if they could be updated with the current arrangements for the operation of the Profit Share Scheme.

RESOLVED that all Members of the Contracts Board be circulated with the current parameters.

CB 52 PROGRESS REPORTS BY OPERATIONS MANAGERS

The Board received verbal reports from the two Operations Managers.

CB 53 ANY OTHER ITEMS

None

The meeting ended at 7.50pm.

Date of next meeting will be brought forward from March to 6.00 pm on 29 January 2001, at Dunmow Offices, to allow for the presentation of Draft Revenue Estimates.