

# CABINET MEETING

The CABINET will meet at CAUSEWAY HOUSE, BOCKING END, BRAINTREE, ESSEX CM7 9HB on MONDAY 14<sup>TH</sup> JUNE 2010 AT 7.15PM

## **Membership**

Councillor Graham Butland (Chairman) - Leader of the Council  
Councillor Nigel Harley – Deputy Leader / Enterprise & Culture  
Councillor Joanne Beavis – Customers and Community Support  
Councillor Michael Lager - Efficiency & Resources  
Councillor Lady Newton – Housing and Well-Being  
Councillor Wendy Schmitt – Clean, Green and Safe  
Councillor Roger Walters – Environment & Sustainability

## **Invitees**

Deputy Cabinet Portfolio Members:-

Councillor David Bebb - Customers and Community Support  
Councillor Nigel McCrea – Enterprise & Culture  
Councillor John McKee - Efficiency & Resources  
Councillor Robert Mitchell - Environment & Sustainability  
Councillor Claire Sandbrook – Efficiency & Resources  
Councillor Chris Siddall – Leader's Portfolio / Clean, Green and Safe  
Councillor Gabrielle Spray – Housing and Well-Being  
Councillor Tim Wilkinson – Enterprise & Culture

Other invitees:- Group Leaders, Local Committee Chairmen and the Chairman of the Overview and Scrutiny Committee

For enquiries on this agenda please contact:

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This agenda is available on

[www.braintree.gov.uk/Braintree/councildemocracy](http://www.braintree.gov.uk/Braintree/councildemocracy)

## **PUBLIC INFORMATION**

### **Question Time**

Immediately after the Minutes of the previous meeting have been approved there will be a period of up to 30 minutes when members of the public can speak about Council business or other matters of local concern. During this period, Councillors who have declared a personal and prejudicial interest in any item of business on the agenda may also speak as permitted by the Council's Code of Conduct for Members. Whilst members of the public can remain to observe the whole of the public part of the meeting, Councillors with a personal and prejudicial interest must withdraw whilst the item of business in question is being considered. Members of the public wishing to speak should contact the Member Services Section on (01376) 551414 or email [alastair.peace@braintree.gov.uk](mailto:alastair.peace@braintree.gov.uk) prior to the meeting. The Council's "Question Time" leaflet explains the procedure and copies of this may be obtained at the Council's offices at Braintree, Witham (library) and Halstead.

### **Health and Safety**

Any persons attending meetings are requested to familiarise themselves with the nearest available fire exit, indicated by the fire evacuation signs. In the event of a continuous alarm sounding, you must evacuate the building immediately and follow all instructions provided by the fire evacuation officer who will identify him/herself. You will be assisted to the nearest designated assembly point until it is safe to return to the building

### **Mobile Phones**

Please ensure that your mobile phone is switched to silent or is switched off during the meeting.

### **Webcast**

Please note that this meeting will be webcast.

## **INFORMATION FOR MEMBERS**

### **Declarations of Interest:-**

- To declare the existence and nature of any 'personal' or 'personal and prejudicial' interests relating to items on the agenda having regard to paragraphs 8 to 12 [inclusive] of the Code of Conduct for Members in Part 5 of the Constitution and having taken appropriate advice where necessary before the meeting.
- Any member with a 'personal and prejudicial' interest to indicate whether he/she intends to make representations in accordance with paragraph 12 (2) of the Code of Conduct as part of Question Time. *Note: A member with a personal and prejudicial interest must withdraw from the room or chamber whilst the item of business the subject of such prejudicial interest is being considered*

# **AGENDA**

<b>1. APOLOGIES FOR ABSENCE</b>			
<b>2. DECLARATIONS OF INTEREST</b>			
<b>3. PUBLIC QUESTION TIME</b>			
<b>4. MINUTES OF LAST MEETING</b>			
(i) To approve as a correct record the minutes of the meeting held on 29 <sup>th</sup> March 2010 (Copy previously circulated).			
<b>5. WE DELIVER EXCELLENT, COST EFFECTIVE AND VALUED SERVICES</b>			
<b>No</b>	<b>Title &amp; Purpose of Report</b>	<b>Executive Summary</b>	<b>Additional Papers (Appendix)</b>
5a	<p><b><u>DC Leisure - Annual Report</u></b></p> <p><b>Purpose:</b> To receive a presentation by DC Leisure on the performance of the facilities which they manage on the Council's behalf</p> <p><b>Portfolio Holder:</b> Cllr Lady Newton, Portfolio Holder for Housing and Well-Being</p> <p><b>Officer Contact:</b> Charmaine Dean, Head of Communities</p>		
5b	<p><b><u>'Housing Stock Transfer – Tracking the Promises'</u></b></p> <p><b>Purpose:</b> To receive a report from Phil Adams, Chief Executive of Greenfields Community Housing Ltd.</p> <p><b>Portfolio Holder:</b> Cllr Lady Newton, Portfolio Holder for Housing and Well-Being</p> <p><b>Officer Contact:</b> Joanne Albini, Head of Housing</p>	Page 1	<p>Web site link:-</p> <p><a href="http://www.greenfieldsch.org.uk/Info_page_two_pic_2_det.asp?art_id=6959&amp;sec_id=3254">http://www.greenfieldsch.org.uk/Info_page_two_pic_2_det.asp?art_id=6959&amp;sec_id=3254</a></p>
5c	<p><b><u>Annual and Quarter Four Performance Management Report 2009/10</u></b></p> <p><b>Purpose:</b> To receive details of the Council's performance in 2009/10 and to review the quarterly performance of the Council for Quarter Four</p> <p><b>Presented by:</b> Cllr Lager, Portfolio Holder for Efficiency and Resources</p> <p><b>Officer Contact:</b> Cherie Root, Head of Business Solutions</p>	Page 3	Page 1

5d	<b><u>Financial Reports</u></b>  <b>Purpose:</b> To receive outturn reports for 2009/10 and an update for 2010/11 <b>Presented by:</b> Cllr Lager, Portfolio Holder for Efficiency and Resources <b>Officer Contact:</b> Trevor Wilson, Head of Finance	Page 10	Page 46
**5e	<b><u>Depot Relocation</u></b>  <b>Purpose:</b> To consider proposals for the Depot <b>Presented by:</b> Cllr Lager, Portfolio Holder for Efficiency and Resources <b>Officer Contact:</b> Paul Partridge, Operations Manager	Page 20	
5f	<b><u>Organisational Development</u></b>  <b>Purpose:</b> To receive an update on organisational changes <b>Presented by:</b> Cllr Butland, Leader of the Council <b>Officer Contact:</b> Allan Reid, Chief Executive	Page 24	
<b>6. THE ENVIRONMENT IS CLEAN AND GREEN</b>			
6a	<b><u>Green Heart of Essex</u></b>  <b>Purpose:</b> To receive details of the Clean and Green Initiative <b>Presented by:</b> Cllr Mrs Schmitt, Portfolio Holder for Clean, Green and Safe <b>Officer Contact:</b> Claire Thwaites, Marketing and Communications Manager	Page 31	

7. BUSINESS IS ENCOURAGED AND THE LOCAL ECONOMY PROSPERS			
7a	<p><b><u>Bus and Rail Services Task and Finish Group</u></b></p> <p><b>Purpose:</b> To consider proposals following the Overview and Scrutiny Task and Finish Group's review of bus and rail services</p> <p><b>Presented by:</b> Cllr Harley, Portfolio Holder for Enterprise and Culture</p> <p><b>Officer Contact:</b> Paul Munson, Head of District Development</p>	Page 38	
8. CABINET MEMBERS' UPDATES			
<p>– to receive Cabinet Members' verbal reports on key issues within their Portfolio</p>			
9. REFERENCES FROM COUNCIL/COMMITTEES/GROUPS			
9a	<p>To receive budget references from – Halstead Local Committee 26<sup>th</sup> May 2010 Witham Local Committee 18<sup>th</sup> May 2010</p>	Minute extracts attached Pages 47 and 48	
9b	<p>To receive any references from the Programme Boards –</p> <ul style="list-style-type: none"><li>• Performance, Innovation and Efficiency Programme Board 8<sup>th</sup> June 2010</li></ul>	Minute extract to follow	
10. REPORTS/ DELEGATED DECISIONS/MINUTES TO BE NOTED			
10a	<p><b><u>Chief Executive's Report</u></b></p> <p><b>Presented by:</b> Allan Reid, Chief Executive</p>		
10b	<p><b><u>Corporate Health and Safety Annual Report</u></b></p> <p><b>Purpose:</b> To note the annual report</p> <p><b>Presented by:</b> Cllr McKee, Deputy Portfolio Holder for Efficiency and Resources</p> <p><b>Officer Contact:</b> Kathy Brown, Health, Safety and Emergency Manager</p>	Page 49	Appendix Page 62

10c	<b><u>Position Statement on Emergency Planning</u></b>  <b>Purpose:</b> To note the self-assessment position statement for 2009-2010 and the action taken to ensure the emergency preparedness of Braintree District Council <b>Presented by:</b> Cllr Mitchell, Deputy Portfolio Holder for Environment and Sustainability <b>Officer Contact:</b> Kathy Brown, Health, Safety and Emergency Manager	Page 51
10d	<b><u>Minutes from Cabinet Sub Groups</u></b> To receive the minutes of the following <ul style="list-style-type: none"> <li>- Cabinet Working Group – London 2012 – 6<sup>th</sup> April 2010</li> <li>- Local Government Reform Cabinet Sub Group – 26<sup>th</sup> April 2010</li> </ul>	Copy attached – Page 55  Copy attached – Page 58
10e	<b><u>Delegated Decisions</u></b> – to note recently made Delegated Decisions	List and copies attached – Page 62

## 11. APPOINTMENT OF REPRESENTATIVES TO SERVE ON OUTSIDE ORGANISATIONS 2010/11

To appoint representatives to organisations where appointments are required to be made by the Cabinet. (See attached schedule – Page 77)

## 12. APPOINTMENTS TO CABINET GROUPS FOR THE 2010/11 CIVIC YEAR

12a	<b>Programme Boards</b>  To consider a report on the Programme Boards' process, to confirm the Cabinet Member and Deputy Cabinet Member for each Board, and to appoint three+ other Members (Page 78) <ul style="list-style-type: none"> <li>• <b>Clean and Green Programme Board</b></li> <li>• <b>Economy and Infrastructure Programme Board</b></li> <li>• <b>Performance, Innovation and Efficiency Programme Board</b></li> <li>• <b>Supporting our Communities Programme Board</b></li> </ul>
12b	<b>Joint Consultative Group</b> To appoint three Councillors to the Joint Consultative Group
12c	<b>Local Government Reform Cabinet Sub Group</b> To appoint seven Councillors to the Sub Group

12d	<b>Cabinet Working Group – London 2012</b> To appoint six Councillors to the Working Group
<b>13. URGENT BUSINESS AUTHORISED BY THE CHAIRMAN</b>	
<b>14. EXCLUSION OF PUBLIC AND PRESS TO CONSIDER A REPORT IN PRIVATE SESSION – for reasons set out in Paragraph 3 of Part 1 of Schedule 12(A) of the Local Government Act 1972</b>	

**NOTE – Call in Procedure**

Key Decisions can be identified by the prefix\*\*. Any five Members of the Council may refer any key decision made on this Agenda to the Overview and Scrutiny Committee for 'call in'. This must be undertaken within six days of publication of the minutes. Any decisions made and not 'called in' by this date and time will become effective.

*The last page of the agenda (public session) is numbered 82.*

## AGENDA – PRIVATE SESSION

15. WE DELIVER EXCELLENT, COST EFFECTIVE AND VALUED SERVICES		
15a	<p><b><u>Affordable Housing Programme – Allocation of Housing Capital</u></b></p> <p><b>Purpose:</b> To receive a report on possible future affordable housing schemes <b>Portfolio Holder:</b> Cllr Lady Newton, Portfolio Holder for Housing and Well-Being <b>Officer Contact:</b> Joanne Albini, Head of Housing</p>	Page P83

*The last page of the agenda (private session) is numbered P 91.*