

# CABINET MEETING

The CABINET will meet at CAUSEWAY HOUSE, BOCKING END, BRAINTREE, ESSEX CM7 9HB on MONDAY 30<sup>TH</sup> MARCH 2009 AT 7.15PM

## **Membership**

Councillor Graham Butland (Chairman) - Leader of the Council  
Councillor Nigel Harley – Deputy Leader/Enterprise, Culture and Leisure  
Councillor Joanne Beavis – Customers and Communication  
Councillor Michael Lager - Efficiency and Resources  
Councillor Wendy Schmitt – Communities and Housing  
Councillor Roger Walters – Environment and Sustainability

## **Invitees**

Deputy Cabinet Portfolio Members:-

Councillor David Bebb - Customers and Communication  
Councillor Liz Edey - Communities and Housing  
Councillor Nigel McCrea – Leader's Portfolio  
Councillor John McKee - Efficiency and Resources  
Councillor Robert Mitchell - Environment and Sustainability  
Councillor Tim Wilkinson – Enterprise, Culture and Leisure

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 Democratic Services Officer on (01376) 552525 or email [eileen.self@braintree.gov.uk](mailto:eileen.self@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 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 Interests:-**

- 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>			
To approve as a correct record the minutes of the meeting held on 10 <sup>th</sup> February 2009 (Copy previously circulated)			
<b>5. WE DELIVER EXCELLENT, COST EFFECTIVE AND VALUED SERVICES</b>			
5a	<b><u>Academies Enterprise Trust</u></b> - To receive a presentation by David Triggs, Chief Executive Officer		
5b	<b><u>Audit Management / Direction of Travel</u></b> – to note the report Presented by: Cllr Lager Report Author: Sara Moutard	Page 1	Appendix  Page 1
5c	<b><u>Annual Plan 2009/10</u></b> – to receive the Plan Presented by: Cllr Lager Report Author: Sara Moutard	Page 14	Appendix  Page 17
5d	<b><u>Quarterly Performance Report</u></b> for October to December 2008 – to review the third quarter performance Presented by: Cllr Lager Report Author: Sara Moutard	Page 15  Report sent separately	Appendix  Page 48
**5e	<b><u>Asset Management Plan 2009/10</u></b> - to receive the Plan Presented by: Cllr Lager Report Author: Trevor Wilson	Page 18	Appendix  Page 52
5f	<b><u>Improving Corporate Governance and Project Delivery</u></b> – to consider governance and programme management arrangements Presented by: Cllr Butland Report Author: Allan Reid	Page 19	
5g	<b><u>ICT Strategy 2009/12</u></b> – to approve the Strategy Presented by: Cllr Lager Report Author: Cherie Root	Page 31	Appendix  Page 114
<b>6. HOUSING AND TRANSPORT MEET LOCAL NEEDS</b>			
6a	<b><u>Local Highways Panel for the Braintree District</u></b> – to endorse proposals and agree membership	Page 32	

	Presented by: Cllr Harley Report Author: Paul Munson		
6b	<b><u>Affordable Housing Strategy 2009-2014</u></b> – to approve the Strategy Presented by: Cllr Schmitt Report Author: Joanne Albini	Page 36	
<b>7. PEOPLE TAKE PRIDE IN THEIR LOCAL AREAS</b>			
7a	<b><u>Customer Access Strategy Update and Customer Service Standards</u></b> - to note the Update, approve an Action Plan and to agree the Service Standards Presented by: Cllr Beavis Report Author: Cherie Root	Page 38	Appendix  Page 125
<b>8. THE ENVIRONMENT IS CLEAN AND GREEN</b>			
8a	<b><u>Climate Change Progress Report</u></b> – to note the report and to approve the preparation of a Strategy Presented by: Cllr Walters Report Author: Mark Wilson	Page 40	Appendix  Page 137
<b>9. EVERYONE CAN ENJOY A HEALTHY LIFESTYLE</b>			
9a	<b><u>Outstanding Issues from Public Safety Policy Development Group Report 2006 on Anti Social Behaviour</u></b> Presented by: Cllr Butland/Cllr Schmitt Report Author: Charmaine Dean	Page 42	Appendix  Page 149
<b>10. CABINET MEMBERS' UPDATES</b> – to receive Cabinet Members' verbal reports on key issues within their Portfolio			
<b>11. REFERENCES FROM COUNCIL/COMMITTEES/GROUPS</b>			
11a	<b><u>Project Management Study – Play Areas</u></b> To receive a recommendation from the Overview and Scrutiny Committee 19 <sup>th</sup> January 2009 Presented by: Cllr M Gage	Extract from Minutes – Page 45	

11b	<b><u>Council Management of Significant Projects</u></b> To receive a recommendation from the Overview and Scrutiny Committee 11 <sup>th</sup> March 2009 Presented by: Cllr M Gage	Extract from Minutes to follow
**11c	<b><u>Review of Cashiering</u></b> To receive a recommendation from the Performance & Efficiency Programme Board 23 <sup>rd</sup> February 2009 Presented by: Cllr Lager	Extract from Minutes to follow
11d	<b><u>Review of Decision Making</u></b> Recommendation to Council from the Local Government Reform Cabinet Sub Group 3 <sup>rd</sup> March 2009 Presented by: Cllr Butland	Extract from Minutes to follow
11e	<b><u>Local Committee Funding</u></b> To receive a recommendation from the Local Government Reform Cabinet Sub Group 3 <sup>rd</sup> March 2009 Presented by: Cllr Butland	Extract from Minutes to follow
11f	<b><u>Leader and Cabinet Style</u></b> Recommendation to the Council AGM from the Local Government Reform Cabinet Sub Group 3 <sup>rd</sup> March 2009 Presented by: Cllr Butland	Extract from Minutes to follow
**11g	<b><u>Witham Replacement Swimming Pool</u></b> To receive a recommendation from the Programme Board (Major Projects) 10 <sup>th</sup> March 2009. Presented by: Cllr Butland	Minutes of Programme Board attached – Page 47

## 12. REPORTS/URGENT DECISIONS/ DELEGATED DECISIONS/MINUTES TO BE NOTED

12a	<b><u>Decision by the Chief Executive</u></b> – to note a recently made delegated decision	Copy attached at Page 50
12b	<b><u>Delegated Decisions</u></b> – to note recently made delegated decisions	List attached at Page 51
12c	<b><u>Minutes</u></b> from Cabinet Sub Groups – to note the following minutes <ul style="list-style-type: none"> <li>➤ Performance &amp; Efficiency Programme Board - 23<sup>rd</sup> February 2009</li> <li>➤ Cabinet Working Group – London 2012 - 26<sup>th</sup> February 2009</li> <li>➤ Local Government Reform Cabinet Sub Group - 3<sup>rd</sup> March 2009</li> <li>➤ Programme Board (Major Projects) - 10<sup>th</sup> March 2009</li> </ul>	Copy to follow  Copy to follow  Copy to follow  Copy attached under Item 11g

<b>13. URGENT BUSINESS AUTHORISED BY THE CHAIRMAN</b>		
<b>14. EXCLUSION OF PUBLIC AND PRESS TO CONSIDER REPORTS IN PRIVATE SESSION</b>		
<b>15. REPORTS/URGENT DECISIONS/ DELEGATED DECISIONS/MINUTES TO BE NOTED (PRIVATE SESSION)</b>		
15a	<b><u>Decision by the Chief Executive</u></b> – to note to a recently made delegated decision	Copy attached at Page p54

### **NOTE - Call in Procedure**

Key Decisions can be identified by the prefix \*\*. Any 5 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 6 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 is numbered p54.