

# CABINET MEETING

The CABINET will meet at CAUSEWAY HOUSE, BOCKING END, BRAINTREE, ESSEX CM7 9HB on MONDAY 11<sup>TH</sup> MAY 2009 AT 7.15PM

## **Membership**

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

## **Invitees**

Deputy Cabinet Portfolio Members:-

Councillor David Bebb - Customers & Communication  
Councillor Liz Edey - Communities  
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  
Councillor Gabrielle Spray – Housing & 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 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>			
(i) To approve as a correct record the minutes of the meeting held on 30 <sup>th</sup> March 2009 (Copy previously circulated).			
<b>5. WE DELIVER EXCELLENT, COST EFFECTIVE AND VALUED SERVICES</b>			
<b>No</b>	<b>Subject</b>	<b>Executive Summary</b>	<b>Additional Papers</b>
5a	<b><u>Annual Plan 2009/10</u></b> – to receive the final version of the Plan Presented by: Cllr Butland Report Author: Sara Moutard	Page 1	Appendix  Plan sent separately
5b	<b><u>Procurement Strategy 2009-2012</u></b> – to approve the Strategy and action plan Presented by: Cllr Lager Report Author: Trevor Wilson	Page 3	Page 1
5c	<b><u>Strategic Risk Management</u></b> – to agree the updated schedules of risks and action plans Presented by: Cllr Lager Report Author: Trevor Wilson	Page 4	Page 13
<b>6. BUSINESS IS ENCOURAGED AND THE LOCAL ECONOMY PROSPERS</b>			
6a	<b><u>Economic Development Strategy 2009-13</u></b> – to endorse the Strategy and Action Plan Presented by: Cllr Harley Report Author: Russell Everard	Page 6	Strategy, Action Plan and Priorities leaflet previously circulated
<b>7. PEOPLE TAKE PRIDE IN THEIR LOCAL AREAS</b>			
7a	<b><u>Review of Local Service Provision</u></b> – to consider recommendations Presented by: Cllr Beavis Report Author: Cherie Root	Page 8	Page 22
7b	<b><u>Marketing and Communications Strategy</u></b> – to agree priorities and activities Presented by: Cllr Beavis Report Author: Claire Thwaites	Page 10	Page 44

<b>8. CABINET MEMBERS' UPDATES</b> – to receive Cabinet Members' verbal reports on key issues within their Portfolio		
<b>9. REFERENCES FROM COUNCIL/COMMITTEES/GROUPS</b>		
	<i>No items to be received</i>	
<b>10. REPORTS/ DELEGATED DECISIONS/MINUTES TO BE NOTED</b>		
10a	<b><u>Chief Executive Report</u></b> - to receive a verbal report Presented by: Allan Reid	
10b	<b><u>Delegated Decisions</u></b> – to note recently made delegated decisions	List attached at Page 12
<b>11. APPOINTMENT OF REPRESENTATIVES TO SERVE ON OUTSIDE ORGANISATIONS 2009/10.</b> To appoint representatives to organisations that appointments are required to be made by the Cabinet. (See attached schedule – Page 16)		
<b>12. APPOINTMENT TO CABINET GROUPS FOR THE 2009/10 CIVIC YEAR</b>		
(i)	<b>Programme Boards</b> To confirm the Cabinet Member and Deputy Cabinet Member for each Board, and to appoint 3+ other Members <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>	
(ii)	<b>Joint Consultative Group.</b> To appoint three Councillors to the Joint Consultative Group	
(iii)	<b>Local Government Reform Cabinet Sub Group.</b> To appoint seven Councillors to the Sub Group	
(iv)	<b>London 2012 Cabinet Working Group.</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 REPORTS IN PRIVATE SESSION – There are none</b>		

*The last page of the agenda is numbered 17.*