

# Minutes

## Cabinet

24<sup>th</sup> October 2011



These minutes principally record decisions taken and, where appropriate, the reasons for the decisions. A webcast of the meeting is available at [www.braintree.gov.uk](http://www.braintree.gov.uk).

### Present:

Cabinet Members	Portfolio	Present
Councillor G Butland	Leader of the Council	Yes
Councillor C Siddall	Deputy Leader, Efficiency and Resources	Apologies
Councillor J C Beavis	Communities	Yes
Councillor Lady P Newton	Enterprise, Housing and Development	Yes
Councillor W Schmitt	Environment	Yes

Deputy Cabinet Members	Portfolio	Present
Councillor D Bebb	Leader's Portfolio	Apologies
Councillor J McKee	Enterprise, Housing and Development	Yes
Councillor R Mitchell	Environment	Yes
Councillor J O'Reilly-Cicconi	Efficiency and Resources	Yes
Councillor P Tattersley	Communities	Yes

The following Councillors were also present as invitees of the Leader: Councillor Barlow, Leader of the Labour Group, and Councillor Ramage, Vice Chairman of the Overview and Scrutiny Committee.

Apologies were also received from Councillor Abbott, Leader of the Green Group and Councillor Dr Evans, Chairman of the Overview and Scrutiny Committee.

The following Councillors were also in attendance: Councillors Banthorpe, Horner, Mann and Rose.

### 46. DECLARATIONS OF INTEREST

**INFORMATION:** No interests were declared.

### 47. QUESTION TIME

**INFORMATION:** There were no statements made or questions asked.

48. **MINUTES**

**DECISION:** That the minutes of the meeting of the Cabinet held on 1<sup>st</sup> September 2011 be approved as a correct record and signed by the Leader.

49. **LEADER'S UPDATE**

**The Leader provided the following update:**

**Joint Locality Forum**

Following discussions with Councillor Peter Martin, Leader Essex County Council, a Joint Locality Forum has been established for the County Council and the District Council. The Forum will initially comprise of cabinet members from the District Council and divisional members for the County Council. An exploratory meeting has been arranged for 11 November which Councillor Martin will also be attending. It is envisaged that the meeting will consider matters such as the Terms of Engagement and Terms of Reference. A full report will be submitted to the next Cabinet meeting.

**Community Budgeting**

The Council has agreed to work with Essex County Council on submitting a bid to be a national pilot for community budgeting. It is suggested that the area of Witham be used for the pilot as it is considered to be of an ideal size with a discreet boundary. It is planned to discuss the bid with other partners, in particular Witham Town Council, with a view to bringing them onboard. Should the Council be unsuccessful in its bid, the possibility of forming a local partnership would be explored.

**Member Development Charter**

The Member Development Charter Assessors wish to carry out a case study in respect the Council being awarded the Charter. The Case Study is being developed and will be made available to all members.

50. **LOAN TO BRAINTREE TOWN FOOTBALL CLUB**

**DECISION:** That it be **recommended to Council:**

That the Council agrees to lend up to £150,000 to Braintree Town Football Club under the following terms and conditions:

1. Payment to the Club will only be made on presentation of the invoices detailing the work that has been carried out.
2. Interest will be charged at 2.5% above the Bank of England base rate (currently 0.5%) on the full amount owed.
3. A charge will be put on Braintree Town Football Club's land and buildings requiring them to be sold if the Club defaults on the repayments or is placed in administration or liquidation

4. Repayments to the Council of capital and interest will be made by the Club monthly over a maximum of 10 years.

(Subject to confirmation that there are no other charges currently held against the Club's land and buildings).

**REASON FOR DECISION:** To generate an increased return on the Council's investments and assist Braintree Town Football Club to bring their ground up to standard, so that they can remain in the league, bringing increased benefits to the local community and local economy.

## 51. **REVIEW OF TREASURY MANAGEMENT INVESTMENT POLICY**

**DECISION:** That the following changes to the Council's investment policy **be recommended to Council:**

1. That a two tier creditworthiness criteria and set different financial and duration limits be introduced as follows:

	<b>Tier 1 – Institutions that meet the Council's current creditworthiness criteria</b>	<b>Tier 2 – Institutions that meet the Council's minimum short-term &amp; support rating, but have a long-term rating of at least A- (or equivalent)</b>
Maximum Limit	The higher of 15% of cash balances or £5 million.	£3 million
Maximum duration	As per current limits (modified from time to time by any advice to restrict to shorter duration from Arlingclose)	Up to 1 month

2. That the maximum exposure to "triple A rated" Money Market Funds be increased to £12 million and that the number of active funds be increased to four.
3. That the use of the Co-operative Bank Public Sector Reserve account (or overnight/ next working day deposits) be maintained for cash that may be required for short-medium term operational/ liquidity requirements and up to a maximum of £5 million.

**REASON FOR DECISION:** To introduce greater flexibility in the investment policy in response to changes in the credit rating of UK financial institutions without compromising the principal treasury management objectives of security and liquidity.

## 52. **ORGANISATIONAL DEVELOPMENT – FLEXIBLE RETIREMENT OF THE CHIEF EXECUTIVE**

**INFORMATION:** The Chief Executive left the meeting for the consideration of this item.

**DECISION:** That with effect from 1st January 2012:

1. The Council supports the flexible retirement of the Chief Executive in accordance with the Local Government Pension Scheme.
2. That the Chief Executive's working week is amended to three days a week with the pro rata salary reduction and the Leader of the Council is authorised to resolve the detailed working arrangements and any consequential management arrangements.
3. That the above arrangements are agreed for no longer than 31st December 2012 and can be mutually terminated with three months' notice by either party.

**REASON FOR DECISION:** To ensure that the Council retains key skills, knowledge and experience whilst considering the future needs and management requirements of the organisation to ensure the Council is 'fit for purpose' to meet future needs and priorities.

53. **REPORT ON THE DRAFT NATIONAL PLANNING POLICY FRAMEWORK**

**DECISION:** That the Council responds to the consultation on the Draft National Planning Policy Framework as set out in Appendix 1 of the report.

**REASON FOR DECISION:** To give the Council's views to the Government on the Draft National Planning Policy Framework

54. **REFERENCES FROM COUNCIL/COMMITTEE/GROUPS**

**INFORMATION:** No references were received.

55. **CABINET MEMBERS' UPDATES**

**INFORMATION:** Cabinet Members provided the following updates on issues within their portfolios:

**Councillor Schmitt, Cabinet Member for Environment**

**Smarter Working, Regulatory Affairs.** The Council is working with Brentwood Borough Council and Essex County Council Trading Standards to look at smarter ways of handling regulatory affairs. A work programme of joint areas of working has been drafted identifying projects that could be delivered in the next 3 years. This will be underpinned with a Memorandum of Understanding on how the 3 authorities will work together and how the work will be managed and directed. There will be steering group comprising cabinet members, a project board comprising directors and a group comprising senior officers from each authority. By April 2012 a steer of what our customers wish to see in terms of services and a work programme of possible projects for the following 3 years will have been established. The participating authorities will then be in a position to decide if they wish to continue further with the project.

**Councillor Lady Newton, Cabinet Member for Enterprise, Housing and**

## **Development**

**Mayland House.** The first tenant has moved into half of the second floor of Mayland House with the Council having received payment for the first quarter from the tenant. The tenant is Randall and Quilter, an insurance investment company, which is relocating from outside of the district. Negotiations are ongoing with other parties interested in occupying Mayland House. Councillor Lady Newton will report back in due course.

## **Councillor Beavis, Cabinet Member for Communities**

### **Braintree Town Hall Capital Project – Additional Funding Requirement.**

Councillor Beavis tabled a report on proposed additional funding for the Town Hall Capital Project. The proposed funding is to cover major repair work to the Clock Tower over and above that budgeted for along with improvements to the kitchen.

**DECISION:** That it be **recommended to Council** that £104,000 is allocated from capital resources for the repair of the Town Hall Clock Tower and provision of a new kitchen at the Town Hall Centre.

## **56. REPORTS/DELEGATED DECISIONS/ MINUTES TO BE NOTED**

### **DECISION:**

1. That the minutes of the meeting of the Local Government Reform Cabinet Sub-group held on 13<sup>th</sup> October 2011 be received.
2. That the delegated decisions contained in the report be noted.

## **EXCLUSION OF PUBLIC AND PRESS**

**DECISION:** That under Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting for the following item as it involved the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972.

The following is a public summary of the exempt information under S.100C (2) of the Local Government Act 1972. Exempt minutes exist as a separate document.

## **57. ICT CONTRACT AWARD**

**DECISION:** That the recommendations set out in the report on the awarding of the ICT Contract be agreed.

The meeting commenced at 7.15pm and closed at 8.19pm.

G BUTLAND  
(Leader)