

Roberto Tambini
Chief Executive

**PLEASE NOTE THE DAY AND
VENUE FOR THIS SPECIAL
CABINET MEETING**

Please contact: Richard Powell
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Our Ref:
Date:- **10 February 2010**

NOTICE OF A SPECIAL CABINET MEETING:

DATE: THURSDAY 18 FEBRUARY 2010

TIME: 5.00 p.m.

**PLACE: COUNCIL CHAMBER, COUNCIL OFFICES,
KNOWLE GREEN, STAINES**

[Refreshments for Members will be available from 4.30pm in the Members' Room.]

TO: ALL MEMBERS OF THE CABINET:

Members of the Cabinet	Cabinet Member Areas of Responsibility
J.D. Packman [Chairman]	Leader of the Council
R.A. Smith-Ainsley [Vice-Chairman]	Planning and Housing
F. Ayers	Community Safety
S. Bhadye	Independent Living
C.A. Davis	Economic Development
G.E. Forsbrey	Environment
Mrs. D.L. Grant	Young People and Culture
A.P. Hirst	Communications
Mrs. V.J. Leighton	Finance and Resources

EMERGENCY PROCEDURE [THE LIFT MUST NOT BE USED]

In the event of an emergency the building must be evacuated. All Members and Officers should assemble on the green adjacent to Broome Lodge. Members of the public present should accompany the Officers to this point and remain there until the Senior Officer present has accounted for all persons known to be on the premises.

[PLEASE NOTE THAT THIS AGENDA IS AVAILABLE IN LARGE PRINT ON REQUEST TO RICHARD POWELL ON TEL: 01784 446240]

IMPORTANT PUBLIC NOTICE

MOBILE TECHNOLOGY – ACCEPTABLE USE

Use of mobile technology (e.g. mobile telephones, Blackberries, XDA's etc.) in meetings can:

- Interfere with the Public Address and Induction Loop systems;
- Distract other people at the meeting;
- Interrupt presentations and debates;
- Mean that you miss a key part of a decision taken.

PLEASE:

Either switch off your mobile telephone etc. **OR** switch off its wireless/transmitter connection and sound for the duration of the meeting.

THANK YOU FOR YOUR CO-OPERATION IN THIS MATTER.

AGENDA

1 **APOLOGIES FOR ABSENCE**

To receive any apologies for non-attendance.

2 **DISCLOSURES OF INTEREST**

To receive any disclosures of interest from Members in accordance with the Council's Code of Conduct for Members.

3 **RECOMMENDATIONS FROM THE JOINT MEETING OF THE IMPROVEMENT AND DEVELOPMENT AND PERFORMANCE MANAGEMENT AND REVIEW COMMITTEES HELD ON 16 FEBRUARY 2010**

To consider the recommendations from the joint Meeting of the Improvement and Development and Performance Management and Review Committees held on 16 February 2010 to be presented by Councillor Mrs. Jean Pinkerton [Chairman of the Improvement and Development Committee]. ***[To Follow]***