

**To: All Members of Cabinet:
Councillor R.J. Phillips (Leader)
Councillor G.V. Hyde (Deputy Leader)
Councillor Mrs. L.O. Barnett
Councillor P.J. Edwards
Councillor Mrs. J.P. French
Councillor J.C. Mayson
Councillor D.W. Rule MBE
Councillor R.V. Stockton
Councillor D.B. Wilcox
Councillor R.M. Wilson**

Chief Executive's Office
Chief Executive: N.M. Pringle
Your Ref:
Our Ref: NMP/CD
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13th August, 2003

Dear Councillor,

**MEETING OF CABINET
THURSDAY, 21ST AUGUST, 2003 AT 2.00 P.M.
COUNCIL CHAMBER, BROCKINGTON, 35 HAFOD ROAD, HEREFORD**

AGENDA (03/12)

1. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

2. DECLARATIONS OF INTEREST

To receive any declarations of interest by members in respect of items on this agenda.

3. NOTES OF CABINET MEETING HELD ON 17TH JULY, 2003 (03/11)

To receive the notes of Meeting (03/11) held on 17th July, 2003. *(Cabinet Members only and notes to be tabled at meeting)*

EXCLUSION OF THE PUBLIC AND PRESS

In the opinion of the Proper Officer, the next items will not be, or are likely not to be, open to the public and press at the time they are considered.

RECOMMENDATION:

That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Schedule 12(A) of the Act as indicated below.

4. LEOMINSTER INDUSTRIAL ESTATE ACCESS ROAD

To approve the letting of the construction contract for the scheme. *(Pages 1 - 6)*

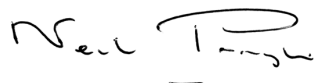
This item discloses the amount of any expenditure proposed to be incurred by the authority under any particular contract for the acquisition of property or the supply of goods or services.

5. PROCUREMENT OF CONTRACT SERVICES

To receive an update on the progress of negotiations with Jarvis plc prior to officers concluding negotiations in accordance with the decision of Cabinet on 17th July, 2003. *(Pages 7 - 10)*

This item discloses information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office-holders under, the authority.

Yours sincerely,



**N.M. PRINGLE
CHIEF EXECUTIVE**

Copies to: Chairman of the Council
Chairman of Strategic Monitoring Committee
Vice-Chairman of Strategic Monitoring Committee
Chairmen of Scrutiny Committees
Group Leaders
Directors
Herefordshire Commercial Services Manager
County Secretary and Solicitor
County Treasurer

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- Inspect agenda and public reports at least five clear days before the date of the meeting.
- Inspect minutes of the Council and all Committees and Sub-Committees and written statements of decisions taken by the Cabinet or individual Cabinet Members for up to six years following a meeting.
- Inspect background papers used in the preparation of public reports for a period of up to four years from the date of the meeting. (A list of the background papers to a report is given at the end of each report). A background paper is a document on which the officer has relied in writing the report and which otherwise is not available to the public.
- Access to a public Register stating the names, addresses and wards of all Councillors with details of the membership of the Cabinet, of all Committees and Sub-Committees.
- Have a reasonable number of copies of agenda and reports (relating to items to be considered in public) made available to the public attending meetings of the Council, Cabinet, Committees and Sub-Committees.
- Have access to a list specifying those powers on which the Council have delegated decision making to their officers identifying the officers concerned by title.
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COUNTY OF HEREFORDSHIRE DISTRICT COUNCIL

BROCKINGTON, 35 HAFOD ROAD, HEREFORD.

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Do not delay your vacation of the building by stopping or returning to collect coats or other personal belongings.

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