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**Committee:** Annual Council  
**Place:** Council Chamber  
**Date:** Wednesday 18<sup>th</sup> May 2011  
**Time:** 7:00pm  
**Co-ordinator:** Mrs J Sharp, Committee Co-ordinator ext 2655

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***Please note this meeting will be subject to a Webcast broadcast live on the Internet.***

**To: The Mayor and Members of Brentwood Borough Council**

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**Members are respectfully summoned to attend the above meeting to transact the business set out below.**

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Chief Executive

## Agenda

1. Apologies for Absence.
2. Mayor's Announcements and Presentations (if any).
- \*3. Election of Mayor: To elect a Mayor of the Borough for the year 2011/2012 to hold office until his or her successor becomes entitled to act as Mayor.
- \*4. Appointment of Deputy Mayor: To appoint a Deputy Mayor of the Borough for the year 2011/2012 to hold office until immediately after the election of the Mayor of the Borough at the Annual Meeting of the Council in 2012.
5. Brentwood Borough Council Elections 5.5.2011: The Chief Executive will report the results of the elections ([see Appendix 1](#)).
6. Political Groups on the Council: The Chief Executive will report receipt of Notices served on her by Members under the provisions of the Local

Government (Committees and Political Groups) Regulations 1990. ([Appendix 2](#)).

7. Leader of the Council: To designate a “Leader of the Council”. It is the Council’s usual practice that the Leader of the majority political group on the Council shall be designated “Leader of the Council”.

The Council is also invited to designate a “Deputy Leader of the Council”.

8. Appointment of Policy, Performance and Resources Board, Executive Panels and Committees.
  - (a) To review and determine the allocation of seats in accordance with the provisions of Section 15 of the Local Government and Housing Act 1989 and The Local Government (Committees and Political Groups) Regulations 1990 and to determine how many voting Members each shall consist of. A report is attached at [Appendix 3](#).
  - (b) To appoint the Policy, Performance and Resources Board, Executive Panels and Committees for the ensuing year of the Council. Terms of reference are attached as [Appendix 4](#).
  - (c) To receive the wishes of each Group about who is to be appointed to the seats allocated to them ([Appendix 5](#)).
- \*9. Standing Groups and Boards: To appoint for the ensuing year.
- \*10. Appointment of Chairman and Vice-Chairman of the Policy, Performance and Resources Board, Executive Panels, Committees and Standing Groups Boards etc. from those appointed to them.
11. Members’ Allowances 2011/12: Members are invited to consider the report appended as [Appendix 6](#).
12. Members' Charter: Members are invited to consider the report appended as [Appendix 7](#).
13. Memorials or Petitions: Cr Le-Surf has given notice that he wishes to present two petitions.
14. Questions: To answer questions (if any) pursuant to Standing Order No. 9, of which previous Notice has been given to the Chief Executive.
15. Day and Hour of Meetings: To fix the day and hour of meetings of the Council, the Policy, Performance and Resources Board, Executive Panels and Committees for the ensuing year. (A draft Calendar of Meetings is contained in [Appendix 8](#) for consideration).

\*16. Appointment of Representatives on Outside Organisations: The Council is asked to make the appointments to the various Outside Organisations. (To follow).

17. Notices of Motion: Cr Le-Surf has given Notice of the following:

*"Brentwood Borough Council is committed to protecting its green spaces for the benefit of the residents of the borough. In an effort to maintain the green spaces on the Three Arch Estate in this way, the council will engage with residents to develop a local policy of community usage, maintenance, and general upkeep."*

18. Any items which the Mayor of the Borough decides are urgent. (In respect of any items raised containing 'exempt information' or 'confidential information', the Council may decide to exclude the public by passing the appropriate Resolution).

(\*Details of nominations, suggested allocation of seats and Group wishes, are contained in [Appendix 5](#))

Town Hall  
Brentwood, Essex  
10<sup>th</sup> May 2011

**BRENTWOOD BOROUGH COUNCIL**

**ANNUAL COUNCIL MEETING**

**18<sup>TH</sup> MAY 2011**

**LIST OF APPENDICES AND REPORTS**

<u>Item No.</u>	<u>Appendix No.</u>	<u>Subject</u>
5	1	Brentwood Borough Elections
6	2	Political Groups on the Council
8(a)	3	Review of the Allocation of Seats to the Political Groups on the Council
8(b)	4	Terms of reference for Panels, Committee and Boards
3, 4, 8(c), 9, 10 & 16	5	List of Nominations
11	6	Members' Allowances 2011/12
12	7	Members' Charter
15	8	Draft Calendar of Meetings
	9	Background Documents

**BRENTWOOD BOROUGH COUNCIL  
BOROUGH COUNCIL ELECTION**

**Date: 5th May 2011**

<b>Borough Ward</b>	<b>Candidates</b>	<b>Description</b>	<b>Votes cast</b>
<b>Brentwood North</b> Electorate 4650 Seats 1 Ballot Papers 2022 % Poll 43.5	BEEKOO, Mamtaz GULLEFORD, Kenneth Arnold SAPWELL, James William Anthony TUMBRIDGE, James Richard	The Labour Party Candidate UK Independence Party Liberal Democrat The Conservative Party Candidate	281 151 859 Elected 719
<b>Brentwood South</b> Electorate 4299 Seats 1 Ballot Papers 1910 % Poll 44.4	BISHOP, David John ELLIS, Trevor Keith LE-SURF, Michael	The Conservative Party Candidate Liberal Democrat The Labour Party Candidate	726 306 850 Elected
<b>Brentwood West</b> Electorate 5044 Seats 1 Ballot Papers 2135 % Poll 42.3	CHILVERS, Karen Louise MORRISSEY, Juliette RUSSELL, William Joseph	Liberal Democrat The Labour Party Candidate The Conservative Party Candidate	948 221 958 Elected
<b>Brizes &amp; Doddinghurst</b> Electorate 4698 Seats 1 Ballot Papers 2075 % Poll 44.1	CUTBUSH, Nina Rose MAGUIRE, Yvonne Jeanette NAYLOR, Ann Frances WATERHOUSE, Yvonne	Liberal Democrat UK Independence Party The Conservative Party Candidate The Labour Party Candidate	338 308 1213 Elected 206
<b>Herongate, Ingrave &amp; West Horndon</b> Electorate 2967 Seats 1 Ballot Papers 1362 % Poll 45.9	BARRETT, Gareth Paul GULLEFORD, James Stuart MACLELLAN, Gordon Edward PRICE, Linda Doreen	The Labour Party Candidate UK Independence Party The Conservative Party Candidate Liberal Democrat	167 177 862 Elected 142
<b>Hutton East</b> Electorate 2858 Seats 1 Ballot Papers 1223 % Poll 42.8	GULLEFORD, Stuart Anthony HOSSACK, Christopher Roy PICKARD, John SPENCER, June Dorothy	UK Independence Party The Conservative Party Candidate The Labour Party Candidate Liberal Democrat	190 663 Elected 205 159
<b>Hutton North</b> Electorate 3095 Seats 1 Ballot Papers 1529 % Poll 49.4	GEARON-SIMM, Janice Edwina QUIRK, Russell Stuart SOAMES, Graham David TYRRELL, Stephen George WATERHOUSE, Timothy Philip	Green Party candidate The Conservative Party Candidate Independent Liberal Democrat The Labour Party Candidate	49 636 Elected 545 141 150
<b>Ingatestone, Fryerning &amp; Mountnessing</b> Electorate 4766 Seats 2 Ballot Papers 2382 % Poll 50.0	BROWN, Colin Stuart DEDMAN, Patricia Mary GULLEFORD, Janette Pauline HONES, Noelle Christina PAPI, Kristiana Eleftheria SPARLING, Keith Michael WINTER, Jane Elizabeth	Liberal Democrat The Labour Party Candidate UK Independence Party The Conservative Party Candidate Liberal Democrat The Conservative Party Candidate The Labour Party Candidate	328 360 358 1311 Elected 336 1223 Elected 375

<b>Pilgrims Hatch</b> Electorate 4566 Seats 1 Ballot Papers 1929 % Poll 42.3	DAVIES, Victoria Frances KERSLAKE, John SMITH, David James	Liberal Democrat The Conservative Party Candidate The Labour Party Candidate	1091 Elected 565 253
<b>Shenfield</b> Electorate 4176 Seats 1 Ballot Papers 2279 % Poll 54.6	BAKER, Philip John BARRETT, Tim Nicholas FEATHERSTON, Malcolm WATT, David	The Conservative Party Candidate The Labour Party Candidate Liberal Democrat UK Independence Party	1286 Elected 184 609 191
<b>Tipps Cross</b> Electorate 3024 Seats 1 Ballot Papers 1468 % Poll 48.5	HALL, Roberta Marilyn Bryan HENWOOD, Madeline Joyce Wortley WIGRAM, Michele Anne	Liberal Democrat The Conservative Party Candidate The Labour Party Candidate	261 1018 Elected 176
<b>Warley</b> Electorate 4527 Seats 1 Ballot Papers 2142 % Poll 47.4	BURELLI, Kim Michele LLOYD, William Albert MAYO, Peter John YOUNG, Cyril Denis	The English Democrats - ``Putting England First!`` The Conservative Party Candidate The Labour Party Candidate Liberal Democrat	110 978 Elected 259 782

**BRENTWOOD BOROUGH COUNCIL**  
**REPORT OF THE CHIEF EXECUTIVE**  
**TO THE ANNUAL COUNCIL MEETING**

**18<sup>TH</sup> MAY 2011**

**ITEM 6**

**POLITICAL GROUPS ON THE COUNCIL**

<b>PURPOSE OF REPORT</b>	To advise of receipt of notices under Local Government (Committees and Political Groups) Regulations 1990.
<b>CORPORATE OBJECTIVES</b>	<b>Value for Money</b> – Developing internal systems and processes to deliver better value for residents
<b>IMPLICATIONS</b>	
• <b>Legality</b>	The relevant legal provisions are contained in the Local Government and Housing Act 1989 and Local Government (Committees and Political Groups) Regulations 1990.
• <b>Finance</b>	There are none in relation to this report.
• <b>Staff</b>	There are none.
• <b>Risk Management</b>	There are no additional risk management implications.
• <b>Asset Management</b>	There are no additional asset management implications.
• <b>Health &amp; Safety</b>	There are no additional health and safety management implications.
<b>ACTION REQUIRED</b>	To note the receipt of the notices.

The Chief Executive has received the following notices under the Local Government and Housing Act 1989 (Local Government (Committees and Political Groups) Regulations 1990:-

Notice of Wish to Join a Political Group and request for review of arrangements.

Name of Member

A Naylor

R Quirk

W Russell

J Sapwell

Political Group

Conservative Group

Conservative Group

Conservative Group

Liberal Democrat Group

The Council is asked to note the receipt of these notices.

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DECIDED:

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**BRENTWOOD BOROUGH COUNCIL**  
**REPORT OF THE CHIEF EXECUTIVE**  
**TO THE ANNUAL COUNCIL MEETING**

**18<sup>TH</sup> MAY 2011**

**ITEM 8(a)**

**REVIEW OF THE ALLOCATION OF SEATS TO THE POLITICAL GROUPS ON THE COUNCIL**

<b>PURPOSE OF REPORT</b>	To review and adopt the allocation of seats to the political groups on the Council and appoint the Policy Board, Executive Panels and Committees for the ensuing year.
<b>CORPORATE OBJECTIVES</b>	<b>Value for Money</b> – Developing internal systems and processes to deliver better value for residents
<b>IMPLICATIONS</b>	
• <b>Legal</b>	The relevant legal provisions are contained in the Local Government and Housing Act 1989.
• <b>Finance</b>	There are no additional financial implications.
• <b>Staff</b>	There are none.
• <b>Risk Management</b>	The Council is obliged to review the allocation of seats to the political groups at the meeting of Annual Council or as soon as possible hereafter.
• <b>Asset Management</b>	There are no additional asset management implications.
• <b>Health &amp; Safety</b>	There are no additional health and safety implications.
<b>ACTION REQUIRED</b>	To review and approve the allocation of seats to the political groups on the Council and appoint the membership of the Policy, Performance and Resources Board, Executive Panels and Committees for the ensuing year.

This report reviews the allocation of seats to the Political Groups on the Council.

Section 15 of the Local Government and Housing Act 1989, places a duty on the Council to review the allocation of seats to the political groups at the meeting of Annual Council or as soon as possible thereafter.

Attached to this report is a political balance proposal for the allocation of seats to the political groups. Members will note that it is proposed to leave the Staff Appointments Committee and the Staff Appeals Committee to be

appointed as and when required. With regard to the Standards Committee, this falls outside the Political Balance requirements. Members will recall that the Licensing/Appeals Committee was adjusted to meet the requirements of the Licensing Act 2003 to provide a pool of Members any three of which sitting together can form a Sub-Committee.

Set out below is the allocation of seats to the political groups on the Council which has been revised to take into account the results of the Borough Council Elections held on 5.5.11. The minimum number of Members to constitute a political group is two.

Calculation of the Overall Entitlement

For the purpose of this report reference to Committees and Sub-Committees applies to the Policy, Performance and Resources Board and Executive Panels under the Council's political management arrangements.

The new calculation of the total entitlement of seats to each political group is based on the total number of seats on all the Committees and Sub-Committees (if any) being divided by the total membership of the Council and then multiplying that figure by the number of group members. The calculation is as follows:

$77 \div 37 \times 28$	=	58	Conservative
$77 \div 37 \times 7$	=	15	Liberal Democrat
$77 \div 37 \times 1$	=	2	Labour
$77 \div 37 \times 1$	=	2	Independent

Calculation of Seats on Committees

Committee with a membership of 15:

	<u>Conservative</u>	<u>Liberal Democrat</u>	<u>Labour</u>	<u>Independent</u>
Planning Development Control and Licensing Committee	11	2	1	1

Committees with a membership of 11:

	<u>Conservative</u>	<u>Liberal Democrat</u>	<u>Labour</u>	<u>Independent</u>
Policy, Performance and Resources Board	9	2		
Overview and Scrutiny Committee	7	3	1	
Environment, Health and Housing Panel	9	2		
Highways and Localism Panel	8	2		1
Business, Community and Culture Panel	9	2		

Committee with a membership of 5:

	Conservative	Liberal Democrat	Labour	Independent
Audit Committee	3	2		

The total entitlement figure is affected by the 'majority requirement', the effect of which is to ensure that the majority of seats on Committees etc. are allocated to the majority group on the Council. Therefore in allocating seats between the political groups there can be some variance with the total entitlement figure.

The Council is required to consider the 'majority requirement' etc. as far as practicable. This allows for the variations in the number of members of groups on certain committees.

### Summary

Members are invited to review and adopt the allocation of seats to political groups on the Council and appoint the Policy, Performance and Resources Board, Executive Panels and Committees for the ensuing year.

### DECIDED:

**REVISED POLITICAL BALANCE PROPOSAL 2011/12**

<b>Committees</b>	<b>Membership</b>	<b>Conservative</b>	<b>Liberal Democrat</b>	<b>Labour</b>	<b>Independent</b>
Policy, Performance and Resources Board	11	9	2		
Overview and Scrutiny Committee	11	7	3	1	
Joint Committee for Country Parks and Countryside Estate	2	2			
Environment , Health and Housing Board	11	9	2		
*Planning Development Control and Licensing Committee	15	11	2	1	1
Audit Committee	5	3	2		
Highways and Localism Panel	11	8	2		1
Business, Community and Culture Panel	11	9	2		
	77	58	15	2	2

**Total Entitlement:**  $77 \div 37 \times 28 = 58$  (58.27) Conservative  
 $77 \div 37 \times 7 = 15$  (14.57) Liberal Democrat  
 $77 \div 37 \times 1 = 2$  ( 2.08) Labour  
 $77 \div 37 \times 1 = 2$  (2.08) Independent

- Note:**
1. Standards Committee is outside Political Balance Requirements
  2. Staff Appeals and Staff Appointments Committee are to be appointed as and when required.
  - \*3. In order to meet the requirements of the liquor licensing legislation which came into effect in 2006, the Planning Development Control and Licensing Committee provides a pool of Members.

1. **THE POLICY, PERFORMANCE & RESOURCES BOARD EXECUTIVE PANELS AND COMMITTEES OF THE COUNCIL**

**STATEMENT AND DESCRIPTION**

Currently under Section 101 of the Local Government Act 1972, the Council appoints four 'Policy Committees' and one 'Regulatory Committee' for the discharge of the functions of the Council.

The four 'Policy Committees' comprise the Policy, Performance & Resources Board and three 'Executive Panels' namely the Business, Community & Culture Panel, Environment, Health and Housing Board and Highways & Localism Panel.

Councillors are appointed to the Policy, Performance & Resources Board, Executive Panels and Committees at the Annual Meeting of the Council.

The membership of the Policy, Performance & Resources Board and Executive Panels is limited to 11 Members or such other number as may be determined at the Annual Meeting of the Council.

There is one regulatory Committees dealing with Planning Development Control and Licensing Committee. The membership of the Planning Development Control & Licensing Committee is fifteen Members. Any three Members sitting together can form a Sub-Committee to determine matters falling within the responsibility of the Planning Development Control & Licensing Committee.

The numbers of Members of these Committees may be varied at the Annual Meeting of the Council.

The Policy, Performance & Resources Board, Executive Panels and Committees are politically balanced, i.e. the membership is in proportion to the seats on the Council held by each political group.

The Full Council and the Policy, Performance & Resources Board provide the overall strategic focus for the Authority.

This ensures that only the Policy, Performance & Resources Board (and where necessary the Full Council) is involved in the determination of policy across all functions and services. This provides an effective separation of policy and implementation roles and enables a clearer and sustained central focus on the central policy function.

Once policy has been established by the Policy, Performance & Resources Board/Council it is for the other Panels and Committees to ensure that agreed policy is implemented and other relevant decisions are made in accordance with the policy laid down centrally.

The Policy, Performance & Resources Board and Executive Panels have full authority to act within their terms of reference and to incur expenditure within approved budgets, except for those matters which are reserved to the Full Council.

The Policy, Performance & Resources Board and Executive Panels have the ability to make 'in-year' adjustments to any Plan or Strategy which has been adopted by the Council.

Meetings of the Policy, Performance & Resources Board and Executive Panels are conducted in accordance with the procedures contained in the Council's Standing Orders for the Regulation of the Proceedings and Business of the Council or such other procedures as may be adopted by the Council.

## **POLICY, PERFORMANCE & RESOURCES BOARD**

The terms of reference for the Policy, Performance & Resources Board and Executive Panels are as follows:

### **Section A - Management and Review**

1. To guide the Council in the formulation of its corporate plan of objectives and priorities and for that purpose to recommend to the Council such forward programmes and other steps as may be necessary to achieve those objectives, either in whole or in part. For that purpose to consider the broad social, environmental and economic needs of the community and matters of comprehensive significance to the area including the contents of Structure Plans and Local Plans.
2. Without prejudice to the duties and responsibilities of the Executive Panels and Committees to review the effectiveness of all of the Council's work and standards and the levels of service provided. To identify the need for new services and to keep under review the necessity for existing services.
3. To report to the Council upon new policies or changes in policies.
4. To determine issues surrounding the interpretation of corporate policies leading to their overall implementation.

5. To ensure that the organisation and management processes of the Council are designed to make the most effective contribution to the achievement of the Council's objectives. To keep them under review in the light of changing circumstances, making recommendations as necessary for change in either the political management or departmental structure, or the distribution of functions and responsibilities.
6. To co-ordinate the capital projects of Executive Panels and Committees and from time to time to recommend to the Council the capital programme.
7. Regularly to review progress in the planning and execution of capital projects and to recommend any necessary variation of the capital programme as the result of such regular review.
8. To progress actions arising from the Crime & Disorder Reduction Strategy which are within the remit of the Board.
9. To consider issues, give guidance and co-ordinate the Council's approach to the Comprehensive Area Assessment and other performance/inspection regimes.

#### **Section B - Finance and Income**

1. To be responsible for the overall financial control of the Council's affairs within approved estimates.
2. To recommend to the Council estimates of annual income and expenditure (and where necessary supplementary estimates) for approval.
3. Local Government Finance Act 1988, Local Government and Housing Act 1989, Local Government Finance Act 1992 and other Council Tax regulations, rating and valuation legislation and including recommendations on the Council Tax base, Council Tax levels, the extent to which if any S.35 of the 1992 Act shall apply, and amounts to be calculated in accordance with the 1992 Act, rents for Council dwellings, garages, car spaces and car ports, and borrowing limits.
4. Local Government and Housing Act 1989 - Determinations under Part IV of the Act.
5. Capital Finance issues under the Local Authorities (Capital Finance and Accounts) (England) Regulations 2003.

#### **Section C - Council and General Administration**

1. To advise on and recommend to the Council any amendments to the Council's Standing Orders, Standing Orders (Contracts) and Financial Regulations.
2. To advise and recommend to the Council the promotion of or opposition to proposed legislation.
3. To advise and recommend to the Council proposals relating to status of the Borough and/or variation of boundaries of electoral divisions, wards and polling districts and all other electoral matters.
4. Byelaws, in respect of any matters not within the terms of reference of any other Panel or Committee.

#### **Section D - General Purposes**

1. Supervision of collection of all income, granting of remissions and writing off of debts as irrecoverable.
2. Insurance and negotiations of claims by or against the Council.
3. Appointment of representatives on outside organisations during the Council year.
4. All legal matters including the institution of or defence of legal proceedings not falling within the terms of reference of any Executive Panel or Committee.
5. The promotion of positive public relations and publicity.
6. Matters not within the control of any other Executive Panel or Committee unless or until such matters are referred to an Executive Panel or Committee by the Council.

#### **Section E - Economic Development**

To consider and propose matters concerning the promotion of economic development throughout the Borough and the interface with countywide or regional economic development initiatives.

Generally to maintain a special interest in employment promotion.

#### **Section F - Planning Policies and Forward Planning**

1. To review, consider and propose planning policies, and related advice, including the preparation of, the Local Development Scheme and the



content of Structure Plans and neighbouring authorities Local Development Schemes..

2. To consider and recommend the Council's response to consultation by Essex County Council, Government Departments and outside organisations/bodies on planning policy matters.

### **Section G - Brentwood Town Centre / Brentwood Borough Shopping Centres**

6. To consider matters relating to Council schemes/projects within the general framework of the Council's policies and to submit recommendations outside such policies.
7. To consider and determine matters relating to the promotion, maintenance and enhancement of the vitality and viability of shopping centres within the Borough.

### **Section H - Proposed Major Developments**

Without prejudice to subsequent consideration by the Planning Development Control Committee, to consider and make comments on proposed major developments, and where appropriate to consider and make recommendations on developments with policy implications within the Borough.

### **Section I - Land**

1. The acquisition of land in advance of requirements for the benefit, improvement or development of the Borough.
2. Disposal of land (including by lease) surplus to the requirements of any Executive Panel or Committee.
3. Appropriation of land surplus to the requirements of an Executive Panel or Committee.
4. Management of land and buildings not within the control of any Executive Panel or Committee.
5. Temporary Markets under Sec. 37 of the Local Government (Miscellaneous Provisions) Act 1982

### **Section J - Personnel**

1. Staff establishment and general policy relating to appointment, rates of pay, conditions of employment, training, welfare and health and safety of all Council staff and employees. (Appeals against dismissal are considered and decided by the Staff Appeals Committee.)

2. Provision and overall control of general office accommodation.
3. Car allowances and car purchase loans.
4. Negotiations with Trade Unions and Staff Forums.

### **Section K - Contracts, Equipment and Services**

To consider the specification and supervision requirements of contracts relating to works to the Town Hall and other public buildings under the control of the Council not being within the purview of an Executive Panel or Committee.

To consider the Council's requirements for equipment and services.

### **Section L - Health and Safety**

To promote, maintain and monitor health safety and welfare of all Council staff.

### **Section M - Audit and Performance Review**

To review the effectiveness of the Council's operations and service provision.

### **Section N – Community Safety**

To encourage and support the development of community safety and crime and disorder reduction initiatives including the maintenance and development of the Council's CCTV system.

### **Section O – Gypsies and Travellers**

1. To consider proposals in relation to the provision of a site(s) for gypsy travellers and to make recommendations thereon.
2. To authorise appropriate action to deal with unauthorised encampments.

## **ENVIRONMENT, HEALTH AND HOUSING BOARD**

### **Section A - Environmental Responsibilities**

To approve, authorise and implement those works or actions, promotional campaigns and the like from time to time agreed for the general improvement of the physical environment such as the following matters:-

1. To enhance the environment through a programme of planting and other landscaping schemes.
2. To promote schemes for the improvement of derelict areas of land.
3. Repair and maintenance of listed buildings.
4. To promote the enhancement and improvement of designated conservation areas.

### **Section B - Water**

Take all such steps as are considered appropriate for monitoring the wholesomeness and sufficiency of water as supplied or available to the consumer, including the purity of water used in the preparation of food, private well water supplies and in swimming pools used by the public.

### **Section C - Pollution**

1. The creation and supervision of smoke control areas. The control of chimney heights, of emission of smoke from chimneys and of smoke from bonfires (domestic, commercial, agricultural or industrial).
2. Monitoring the emission of sulphur dioxide and other gases in the air and such other chemical emission or deposit as may pose a risk to health or the environment, including radioactive materials.
3. Monitoring and control of actual or suspected contamination of soil.
4. Environmental Protection Act 1990 -

Part 1 (Integrated Pollution Control)  
Part 3 (Statutory Nuisances and Clean Air)  
Part 5 (Radio-Active Material)

Section 143 - Public Register of possible contaminated land  
Sections 149 to 151 (incl.) (Control of Dogs)  
Section 152 (Burning of Straw and Stubble etc.)

### **Section D - Noise**

1. Domestic, commercial, industrial, construction and other noise complaints, and the prevention and abatement of any nuisance arising therefrom.
2. The consideration of the creation of noise abatement zones.

## **Section E - Cemeteries and Burial Grounds**

Disposal of the dead including provision and maintenance of cemeteries and supervision of exhumations

## **Section F – Nuisances**

1. To have regard to dust, fume and smell emissions from industrial, agricultural, commercial and domestic premises and take appropriate action to abate.
2. Private drainage, cesspools, sewage treatment plants, polluted ponds, pools and watercourses and determine what action to take.
3. The keeping of animals, birds and other creatures.
4. The operation of the dog warden scheme and other matters relating to the seizure, detention and destruction of stray dogs.

## **Section G - Pests**

1. Advice concerning the treatment of pests on domestic and commercial premises.
2. The treatment of domestic premises against rats, mice and insects of public health significance.

## **Section H - Borough Council Technical Services Functions**

1. Collection of refuse.
2. Control of Council's depots, vehicles and plant.
3. Road Traffic Act 1988, section 45 - testing stations.
4. Road Traffic Regulation Act 1984, sections 99 to 103 - removal of vehicles from highways.

5. Refuse Disposal (Amenity) Act 1978.
6. Environmental Protection Act 1990 - Part 2 (Waste Disposal Regulation) and Part 4 (Litter etc. - including control of Shopping Trolleys and litter in off street car parks).
7. National Parks and Access to the Countryside Act 1949 section 57(3) (Prosecution of offences of displaying on footpath notices deterring public use).
8. Cesspool emptying.
9. Public conveniences.
10. Residual sewerage services.
11. Land drainage.
12. Sewerage.

### **Section I - Building Control**

Those statutory duties and functions of the Council as set out in statute law and any other such matters that are considered necessary and appropriate from time to time for:-

1. Securing the health, safety, welfare and convenience of persons in or about buildings and of others who may be affected by buildings or matters connected with buildings;
2. The safety of the public in relation to vacant property and conditions relating to the safety, health and welfare arising from the demolition of buildings and structures. The condition of land and open sites as are not the responsibility of the Planning Committee.
3. Furthering the conservation of fuel and power, and
4. Preventing waste, undue consumption, misuse or contamination of water; and to consider the design and construction of buildings and the provision of services, fittings and equipment in or in connection with buildings as this relates to (1), (2) and (3) above and to further include the following:-

relaxations, short lived materials, means of escape, means of access, testing and sampling of materials, the demolition of buildings, dangerous structures and excavations and other associated matters.

5. Building Regulations, and any other statutory provisions requiring the Council to deal with the approval or otherwise of plans, certificates and notices submitted for the development of land and buildings including the following:-

Essex County Council Act 1984  
Public Health Acts  
Clean Air Acts  
Building Act 1984.

## **Section J - Housing**

1. Those statutory duties and functions of the Council as set out in statute law and any other such matters that are considered necessary and appropriate from time to time to deal with the Council's strategic responsibilities towards the public, voluntary and private housing sectors, including the following:-

- (a) Statutory action including duties derived from Housing Acts, Rent Acts, and Landlord and Tenant Acts.
- (b) Assessment of future requirements to meet housing needs in the Borough and submission of proposals to secure adequate reservation of sites to meet demand.
- (c) Advice and assistance to homeless persons.
- (d) Pursuing the Council's Housing Strategy and house building programme, including:-
- (i) Promoting partnership schemes with housing associations, building societies and groups, together with building firms.
- (ii) Optimising co-operation with other housing agencies and consortia.
- (iii) Design and types of new Council dwellings and other related buildings and the layout of housing sites.
- (iv) Proposals for the provision of housing by housing associations and housing societies.
- (v) The monitoring of other local authority estates in the Borough.
- (vi) The monitoring of private rented accommodation in the Borough including:-
- leasehold and sheltered dwellings
  - houses in multiple occupation
  - hostels
  - caravan sites
- (e) Promoting the regulation, control and environmental improvement of all Council housing land.
- (f) Promoting the regulation and control of all Council garages, hardstandings (including hardstandings in front gardens), shops and commercial

1. The investigation and control of cases of infectious and communicable disease and food poisoning.
2. The disinfection and disinfestation of premises, clothing and furniture.

### **Section M- Health and Safety**

1. The enforcement of provisions relating to safe and healthy conditions in places of work, together with the investigation of accidents and the prevention of hazards to the public in or from such places that are the enforcement responsibility of the local authority.
2. The supervision and enforcement on matters relating to asbestos and other hazardous substances where enforcement is the Council's responsibility.
3. The promotion and operation of training courses in health and safety matters.

### **Section N - Home and General and Consumer Protection**

The promotion of home and garden safety and such other matters relating to the safety, health and welfare of the general public not covered by other legislation and to exercise an overview on consumer protection issues and to co-operate with other bodies to further strengthen awareness and good practices within the Borough.

### **Section O - Community Liaison, Promotional Events and Activities (Environment)**

To promote seminars, events, activities, schemes, campaigns and exhibitions in order to advise, assist, educate or inform the general public or specific groups on matters relating to environmental care and protection, public health and general health safety and welfare and to otherwise liaise and support activity with voluntary services and other outside agencies for the benefit of the community.

### **Section P - Health Authority Liaison and Co-ordination**

To pursue continued involvement with the Health Authority, the consultative procedures on all issues relating to the Borough and its residents and to consider representations which should, from time to time, be submitted to protect the interests of the Health Service for the area generally.

### **Section Q - Care in the Community**

premises, (including property required for development and used temporarily for housing purposes).

- (g) Monitoring and overseeing rent collection and arrears recovery including the power, in cases which it deems appropriate, to authorise the writing off as irrecoverable arrears of former tenants where recovery is not possible or inappropriate.
- (h) Promotion of housing advice and consultation with tenants (including Brentwood Housing Handbook).
- (i) Repair, maintenance and improvement of Council owned dwellings, garages, hardstandings, shops and commercial premises.
- (j) Adaptations/aid for disabled Council tenants.
- (k) Monitoring housing waiting lists and the allocation of tenancies.
- (l) Monitoring the Council's register of lodgings.
- (m) Administering the Council's under-occupation allowances scheme.
- (n) Monitoring support lending arrangements with building societies.
- (o) Promoting the Council's shared ownership scheme.
- (p) Pursuing the sale of Council houses.
- (q) Monitoring the administration of housing benefits.
- (r) Facilitating the renovation and adaptation of houses by grant (including grants for the provision of separate water supplies) and, in appropriate cases, by improvement loans, and the provision of advice and guidance through a "staying put" agency.
- (s) Abatement of overcrowding.
- (t) Enforcing the provision of basic amenities (inside water closet etc.) in houses.
- (u) Enforcing the provision of amenities, adequate space and means of escape in case of fire, in houses in multiple occupation.
- (v) Enforcement of the repair of unfit or defective houses.
- (w) Facilitating the demolition or closure of unfit houses.
- (x) Promoting and pursuing Brentwood emergency communication scheme.

## **Section K - Food**

1. The Control of conditions for the production, storage, distribution, preparation and sale of food and the issue of such licences and registrations as are appropriate.
2. Action relating to unsound food and investigation of complaints relating to unsatisfactory conditions of food including food sampling and testing.
3. The promotion and operation of food hygiene training courses.

## **Section L - Communicable Disease**



To consider how the Council can develop an enabling role which recognises the need for caring in the community including liaison with and support and co-ordination of voluntary organisations and other agencies with the objective of matching resources to needs.

## **HIGHWAYS & LOCALISM PANEL**

### **Section A - Highways**

1. To determine local highways projects and initiatives to be progressed under the ECC Highways Localism Initiative and to oversee and identify priorities for planned maintenance for local roads and footpaths in Brentwood.
2. Pursuant to (1) above, to make decisions on local highway related work, including traffic orders, grass cutting, crossings, traffic lights, signs and lines, Speed Indication Devices (SIDs) and local improvement projects such as junction improvements, road widening and other minor capital works.
3. To co-ordinate public consultation and engagement mechanisms to inform priorities and decision making under the Highways Localism Initiative.
4. To monitor performance of contractors commissioned by ECC to implement local highways projects under the Highways Localism Initiative.
5. To co-ordinate the activities of the local Highway Rangers and dovetail their operations with the Borough Council's Streetcare teams.
6. To contribute towards the development of ECC's annual Highways Capital Budget.

### **Section B - Borough Council Technical Services Functions**

1. Maintenance of Highways under Section 42 Highways Act 1980.
2. Highways Act 1980, Section 134(5a) (Prosecution of offences relating to ploughing up).
3. Footway lighting.

4. Public Utilities Street Works Act 1950, Section 30 and Highways Act 1980, Section 147a, 179 and 312 (Works in streets, construction under streets and control of roadside sales).
5. Environmental Improvement Schemes affecting highway land.
6. Provision of off-street car parks.

### **Section C – Charges**

Setting of Car Park charges subject to the concurrence of the Policy, Performance and Resources Board.

### **Section D - Agency Functions**

1. Highways.
2. Road Maintenance.
3. Street Lighting.
4. Private Street Works.
5. Highways Act 1980, Section 230 (urgent repairs to private streets).
6. Estate road development.
7. Traffic management.
8. On-street and off-street parking including parking enforcement

### **Section E - Passenger Transport Services**

1. To review from time to time public passenger transport services and make representations thereon.
2. To consider proposed alterations in services or charges by public passenger transport undertakings and decide on behalf of the Council whether representations shall be made thereon.

### **Section F - Road Safety**

To provide road user training and publicity in accordance with the agency agreement with ECC.

### **Section G – Localism**

To provide a new way of thinking and working together with our partners

## **PLANNING DEVELOPMENT CONTROL AND LICENSING COMMITTEE**

### **Section A - Planning Applications and Development Control**

- (a) Town and Country Planning Act 1990 and any related legislation including:-
  - (i) determination of planning applications
  - (ii) enforcement of planning control
  - (i) waste land notices, purchase notices, etc.
- (b) Listed Buildings and Conservation Areas Act 1990
  - (i) determination of applications for Listed Buildings and Conservation Area consent.
  - (ii) enforcement of Listed Building and Conservation Area legislation.
- (c) To consider and determine the Council's comments where appropriate on major development outside the Borough when consulted by other Local Planning Authorities.

### **Section B - Licensing and Trading**

1. Except in relation to the Statement of Licensing Policy, to discharge all functions conferred upon the Council as a licensing authority under the Licensing Act 2003, including responsibility for licensing the sale and supply of alcohol, the provision of regulated entertainment and late night refreshment.
2. Except in relation to the Statement of Licensing Policy, to discharge all functions conferred upon the Council as a licensing authority under the Gambling Act 2005.
3. The enforcement of trading requirements relating to the sale of goods and opening hours of shops and other premises and the issue of licences,

consents and/or registrations, as appropriate, including enforcement, of the following:

- (a) Hackney carriages and private hire vehicles, including their drivers, operators and vehicle inspections
  - (b) Pet shops, riding establishments, boarding kennels and catteries, dog breeding establishments, zoos and keepers of dangerous wild animals
  - (c) Ear piercing, acupuncture, electrolysis and tattooing
  - (d) Sex establishments
  - (e) Street trading
  - (f) Pavement permits (Highways Act 1980)
  - (g) Charity street collections and house-to-house collections
  - (h) Camping and caravan sites
  - (i) Motor salvage operators and scrap metal dealers
  - (j) Game dealers
4. To hear and determine appeals against the making of Tree Preservation Orders.
  5. To progress actions arising from the Crime & Disorder Strategy which may be referred to it for consideration.
  6. Any other matters relating to licensing which may be referred to it for.

## **BUSINESS, COMMUNITY & CULTURE PANEL**

### **Section A – General**

1. To consider and propose matters concerning the promotion of economic development throughout the Borough and the interface with countywide or regional economic development initiatives.
2. To maintain a special interest in employment promotion.

3. To promote and encourage enterprise and investment in the Borough in order to maintain and sustain the economic wellbeing and regeneration of the area.
4. To encourage the growth of existing businesses in the Borough and access to the skills and training necessary to support them.
5. To develop a climate where businesses and individuals can innovate, compete and contribute to the economic development and regeneration of the area; and excellence in local business.
6. To promote and encourage tourism and heritage within the Borough.

### **Section B – Brentwood Town Centre/Brentwood Borough Shopping Centres**

1. To consider matters relating to Council schemes/projects within the general framework of the Council's policies and to submit recommendations outside such policies.
3. To consider and determine matters relating to the promotion, maintenance and enhancement of the vitality and viability of shopping centres within the Borough. To consult with the Chamber of Commerce and Federation of Small Businesses.

### **Section C - Crime & Disorder Strategy**

To progress actions arising from the Crime & Disorder Strategy which may be referred to the Panel for consideration.

### **Section D- Leisure and Cultural Services**

1. To consider and co-ordinate the Council's leisure and cultural initiatives including:-
  - (a) The Brentwood Centre
  - (b) Management of indoor sports facilities.
  - (c) Golf course supervision and regulation.
  - (d) Capital grants to sports organisations.
  - (e) Leases of sports grounds or playing fields to local sports clubs.
  - (f) Provision and management of allotments.
2. Promotion and encouragement of Arts development and other Heritage initiatives within the Borough including liaison with but not exclusively.
  - (a) Brentwood Theatre Trust
  - (b) Arts Council
  - (c) Town Twinning Associations
  - (d) Essex Youth Orchestra
  - (e) Local schools and colleges
  - (f) Brentwood Cathedral

3. To progress the Essex Partnership Approach with Essex County Council to undertake the management of local libraries to integrate with local community requirements and leisure programmes.
4. To encourage and support the development of museums in the Borough.
5. To promote and encourage support community arts events.
6. Capital grants to arts organisations.
7. To receive and consider reports relating to youth matters.
8. Play leadership and play areas.
9. Management of Old House, Hutton Parish Hall, Hutton Poplars Pavilion, Poplars Hall, Keys Hall, Bishops Hall Park Community Buildings, Tipps Cross Remembrance Hall and Merrymeade House.
10. Tourism and Town Twinning arrangements.
11. Making of grants to local voluntary organisations and other bodies for the benefit of the local community.
12. To progress capital projects within the overall strategic policy of the Council as interpreted by the Policy, Performance and Resources Board upon the financial limits set by the Council through the capital programme.
13. To improve young people's understanding of what Brentwood Borough Council can provide for them and build a culture of youth participation.
14. To deliver an increase in community activity and deal with the issues that matter most to the community.
15. To promote, encourage and support community events.

**ANNUAL MEETING 2011 - LIST OF NOMINATIONS****ELECTION OF MAYOR**

Proposed: Cr. Mrs Holmes

**APPOINTMENT OF DEPUTY MAYOR**

Proposed: Cr. Mrs Coe

**APPOINTMENT OF POLICY, PERFORMANCE AND RESOURCES BOARD, EXECUTIVE PANELS AND COMMITTEES****POLICY, PERFORMANCE AND RESOURCES BOARD**Membership 11  
(Con 9, Lib Dem 2, )**Conservative**

1. Cr Mrs McKinlay
2. Cr Hirst
3. Cr Mrs McGinley
4. Cr McCheyne
5. Cr Reed
6. Cr Ms Golding
7. Cr Ms Lewis
8. Cr Lloyd
9. Cr Sleep

Substitute Members

Cr Mrs Hones

Cr Mrs Pound

**Lib Dem**

1. Cr Kendall
2. Cr Mrs Davies

Substitute Member

Cr Carter

**OVERVIEW AND SCRUTINY COMMITTEE**Membership 11  
(Con 7, Lib Dem 3 , Lab 1)**Conservative**

1. Cr Hossack
2. Cr Mrs Holmes
3. Cr Lee
4. Cr Mrs Brehaut
5. Cr Golding
6. Cr Mrs Coe
7. Cr Mrs Henwood

**Lib Dem**

1. Cr Aspinell
2. Cr Mynott
3. Cr Sapwell

**Labour**

Cr Le-Surf

**JOINT COMMITTEE FOR COUNTRY PARKS AND COUNTRYSIDE ESTATE**Membership 2  
(Con 2)

1. TBA
2. TBA

Substitute Members

TBA

TBA

**ENVIRONMENT, HEALTH AND HOUSING BOARD**

Membership 11  
(Con 9, Lib Dem 2, )

**Conservative**

1. Cr Hirst
2. Cr MacLellan
3. Cr Ms Lewis
4. Cr Mrs Pound
5. Cr Parker
6. Cr Sparling
7. Cr Mrs Hones
8. Cr Ms Naylor
9. Cr Braid

Substitute Members  
Cr Lloyd  
Cr Russell

**Lib Dem**

1. Cr Mrs Davies
2. Cr Sapwell

Substitute Member  
Cr Carter

**HIGHWAYS AND LOCALISM PANEL**

Membership 11  
(Con 8, Lib Dem 2, Ind 1)

**Conservative**

1. Cr Baker
2. Cr Mrs Cornell
3. Cr Quirk
4. Cr Ms Golding
5. Cr Tee
6. Cr Parker
7. Cr Sleep
8. Cr Braid

Substitute Members  
Cr Sparling  
Cr Mrs Coe

**Lib Dem**

1. Cr Kendall
  2. Cr Clarke
- Substitute Member  
Cr Mynott

**Independent**

Cr Keeble

**PLANNING DEVELOPMENT CONTROL AND LICENSING COMMITTEE**

Membership 15 (Con 11, Lib Dem 2 , Lab 1, Ind 1)

**Conservative**

1. Cr Mrs McGinley
2. Cr Baker
3. Cr McCheyne
4. Cr Russell
5. Cr Mrs Brehaut
6. Cr Ms Golding

Substitute Members  
Cr Braid  
Cr Parker  
Cr Golding

**Lib Dem**

1. Cr Carter
2. Cr Mrs Davies

**Independent**

Cr Keeble

7. Cr MacLellan
8. Cr Mrs Coe
9. Cr Mrs Henwood
10. Cr Mrs Hones
11. Cr Mrs Pound

Substitute Member  
Cr Clarke

**Labour**

Cr Le-Surf

NB Any three Members sitting together shall constitute a sub-committee



**BUSINESS, COMMUNITY AND CULTURE PANEL**

Membership 11 (Con 9, Lib Dem 2)

**Conservative**

1. Cr Mrs McGinley
2. Cr Russell
3. Cr Mrs Cornell
4. Cr Reed
5. Cr Quirk
6. Cr Tee
7. Cr Lloyd
8. Cr Sparling
9. Cr Ms Naylor

Substitute Members

Cr MacLellan  
Cr Braid

**Lib Dem**

1. Cr Kendall
2. Cr Clarke

Substitute Member

Cr Mynott

**AUDIT COMMITTEE**

Membership 5 (Con 3, Lib Dem 2)

**Conservative**

1. Cr Hossack
2. Cr Lee
3. Cr Golding

**Lib Dem**

1. Cr Mynott
2. Cr Kendall

## **STANDARDS COMMITTEE**

Membership 12 (3 Independent Members, 3 Parish Council Representatives,  
Borough Councillors - 3 Con, 2 Lib Dem, 1 Lab)

### Independent Members

Mr R Horton  
Mr P Clements  
Mr C Van-Holby

### Parish Council Representatives

Mr P Baggott  
Mrs S Murphy  
Mr C Price

### Borough Council Members

Conservative (3)

TBA  
TBA  
TBA

Liberal Democrat (2)

Cr Mynott  
Cr Aspinell

Labour (1)

Cr Le-Surf

Note: Staff Appeals/Appointments Committees are appointed as required.

**APPOINTMENT OF STANDING GROUPS AND BOARDS**

(i) **STAFF LOCAL AGREEMENT CONSULTATION FORUM**

Employer's Side (The Council)

Leader of the Council:	Cr Mrs McKinlay
Deputy Leader of the Council:	Cr Hirst
Chairman of Policy, Performance and Resources Board or Majority Group	
Nominee:	Cr Mrs McKinlay
Leader of Main Opposition Group:	Cr Kendall

(ii) **PUBLIC INFORMATION PANEL**

Membership 3 (Con 2, Lib Dem 1)

Conservative

TBA

Reserve: TBA

Liberal Democrat

Cr Aspinell

Reserve:

(iii) **INDEPENDENT REMUNERATION PANEL**

Mr N Abbott  
 Mr M Hawkins  
 Mr N Otley

**APPOINTMENT OF CHAIRMAN AND VICE CHAIRMAN OF THE POLICY, PERFORMANCE AND RESOURCES BOARD EXECUTIVE PANELS, COMMITTEES AND STANDING GROUPS, ETC.**

The following proposals will be made:-

(i) POLICY, PERFORMANCE AND RESOURCES BOARD

Chairman	Cr Mrs McKinlay
Vice-Chairman	Cr Ms Golding

OVERVIEW AND SCRUTINY COMMITTEE

Chairman	Cr Le-Surf
Vice-Chairman	Cr Lee

JOINT COMMITTEE FOR COUNTRY PARKS AND COUNTRYSIDE ESTATE

Chairman	: Cr To be decided by the Committee
Vice-Chairman	: Cr To be decided by the Committee

ENVIRONMENT, HEALTH AND HOUSING BOARD

Chairman	Cr Hirst
Vice-Chairman	Cr Mrs Pound

PLANNING DEVELOPMENT CONTROL AND LICENSING COMMITTEE

Chairman	Cr McCheyne
Vice-Chairman	Cr Mrs Hones

AUDIT COMMITTEE

Chairman	Cr Hossack
Vice-Chairman	Cr Golding

HIGHWAYS AND LOCALISM PANEL

Chairman	Cr Sleep
Vice-Chairman	Cr Mrs Cornell

BUSINESS, COMMUNITY AND CULTURE PANEL

Chairman	Cr Reed
Vice-Chairman	Cr Mrs McGinley

(ii) STANDING GROUPS AND BOARDS

Staff Local Agreement Consultation Forum

Chairman : Leader of the Council

Public Information Panel

Chairman TBC

Business Engagement Champion: TBA

E-Champion TBA

Economic Development and Sustainability Champion : TBA

Enforcement Champion : TBA

Equality and Diversity Champion: : TBA

Natural Resource (Climate change) Champion : TBA

Safeguarding Champion: : TBA

Tourism and Heritage Champion: : TBA

Community Safety Partnership

Chairman : TBA

**BRENTWOOD BOROUGH COUNCIL**  
**REPORT OF THE CHIEF EXECUTIVE & TOWN CLERK**  
**TO THE ANNUAL COUNCIL MEETING**  
**18<sup>TH</sup> MAY 2011**

**ITEM 11: MEMBERS' ALLOWANCES 2011/12**

<b>PURPOSE OF REPORT</b>	To consider the level of allowances to be paid to Members of the Council.
<b>CORPORATE OBJECTIVES</b>	<b>Value for Money</b> – Developing internal systems and processes to deliver better value for residents
<b>IMPLICATIONS</b>	
• <b>Legal</b>	The report has been prepared in accordance with legislation.
• <b>Finance</b>	Members' Allowances are included in the estimates for 2011/12 to the level of the proposed scheme.
• <b>Staff</b>	There are no staffing implications.
• <b>Risk Management</b>	The Council should establish a system which does not deter individuals from seeking to become a Councillor.
• <b>Asset Management</b>	There are no asset management implications.
• <b>Health &amp; Safety</b>	There are no health and safety implications.
• <b>Equality and Diversity</b>	There are no equality and diversity implications.
<b>ACTION REQUIRED</b>	To consider the level of allowances to be paid to Members.

Regarding Members Allowances for 2011/12, in view of the necessity for savings to be made by the Council, as agreed at the 15.2.11 Special Policy, Performance and Resources Board Members' Allowances for 2011/12 would be paid as follows:

Basic Allowance £5,950.80 (Paid to all Members and including travel and subsistence)

Special Responsibility Allowance (SRA):

Chairmen of Policy, Performance and Resources Board, the three Executive Panels and Planning Development Control and Licensing Committee: £5,266.09

Chairman of Overview and Scrutiny Committee and Audit Committee: £2,707.50

Vice-chairmen of all Panels/Committees: £957.57

Leader of the Council: £13,086.25

Deputy Leader of the Council: £6,317.50

Leader of the majority opposition group: £5,266.09

Leader of the minority opposition group: £2,632.59

The Independent Remuneration Panel has been advised of and had approved the proposed reductions in Members' Allowances for 2011/12.

For 2011 / 12, the decision has been taken to continue with the amalgamation of panels in order to keep SRAs to a minimum. Furthermore, the decision by the Leader and Deputy Leader to take on the additional roles of chairing panels has resulted in a further savings as only one SRA can be awarded in addition to the basic allowance. Members were reminded that by notice in writing given to the Head of Resources they can elect to forego any part of the entitlement to an allowance under the Scheme.

The Council is requested to note the revised Members Allowances for 2011/12.

DECIDED:

**BRENTWOOD BOROUGH COUNCIL**  
**REPORT OF THE CHIEF EXECUTIVE & TOWN CLERK**  
**TO THE ANNUAL COUNCIL MEETING**

**18<sup>TH</sup> MAY 2011**

**ITEM 12: MEMBERS' CHARTER**

<b>PURPOSE OF REPORT</b>	To inform Members of proposals to enable Brentwood Borough Council to be accredited with the Members Charter
<b>CORPORATE OBJECTIVES</b>	Value for Money – Developing internal systems and processes to deliver better value for residents
<b>IMPLICATIONS</b>	
• <b>Legal</b>	There are no legal implications.
• <b>Finance</b>	Financial implications are considered in the report
• <b>Staff</b>	There are no staffing implications
• <b>Risk Management</b>	There are no risk management implications
• <b>Asset Management</b>	There are no asset management implications
• <b>Health &amp; Safety</b>	There are no health and safety implications
• <b>Equality and Diversity</b>	There are no equality and diversity implications
<b>ACTION REQUIRED</b>	Members are requested to approve the proposals to enable Brentwood Borough Council to attain the Members' Charter.

Members are reminded of the Members Training programme which took place during the latter part of 2010 and in which most Councillors participated. The majority of Members attended the two sessions devoted to consideration of committing to the 'Members' Charter'.

At these sessions Members received a presentation on the South East Charter for Elected Member Development which had been created in partnership with Local Government Improvement and Development to provide a framework to produce elected Members who are well placed to deliver the Council's objectives and improve services to the community and who understand residents' changing needs and priorities.



Committing to the Charter would provide a structured co-ordinated framework which should bring about quantifiable improvements in the impact and effectiveness of member development.

Members were advised of the five key stages in working towards the SEE Charter:

**Stage 1: Commitment to the Charter and Action Plan**

The authority will undertake a self assessment against the Charter criteria and based on the self assessment will develop an Action Plan supported and approved by SEE.

**Stage 2: Improving the development of elected members**

The authority will work towards achieving the Charter and meeting the requirements of the Action Plan.

**Stage 3: Assessment**

An on-site assessment will be carried out by a trained team of elected members/officers from South East Employers. A comprehensive report will be sent within one month of the assessment date.

**Stage 4: Awarding the Charter**

When the authority has been assessed and awarded Charter status a certificate will be issued.

**Stage 5: Reassessment**

Authorities are reassessed after three years to ensure commitment to the Charter has been continued. The benefits and possibility of working towards Charter Plus can be explored at any time.

South East Employers will give dedicated support to produce an Action Plan and once Charter Status has been attained a detailed report will be provided outlining examples of good practice and areas for future improvement over the following three years.

As a result of the sessions on the Charter, Members cross-party were very keen to commit to working towards attaining the Charter and were supported in that view by the Leader of the Council and the Chief Executive.

At the Annual Council meeting, on behalf of the Council, the Leader of the Council, the Leader of the Opposition Group and the Chief Executive will sign the certificate for Brentwood Borough Council to commit to attaining Charter Status for Elected Member Development.

Subsequently, in conjunction with SEE, an Action Plan will be developed and Members will be advised on proposals and timescales for the appropriate training and development opportunities.

An initial session will be set up for all Members to attend to ensure that all are au fait with current legislation and Council policies and strategies and for Members' training requirements to be identified and addressed.

RECOMMENDED that Members note the report and commit to working towards attaining Charter status.

DECIDED:

**2011****MAY**

01	Sun	
02	Mon	Bank Holiday
03	Tues	
04	Wed	
05	Thurs	Elections
06	Fri	
07	Sat	
08	Sun	
09	Mon	
10	Tues	
11	Wed	
12	Thurs	
13	Fri	
14	Sat	
15	Sun	
16	Mon	Group
17	Tues	
18	Wed	Annual Council
19	Thurs	
20	Fri	
21	Sat	
22	Sun	
23	Mon	
24	Tues	
25	Wed	Planning Development Control and Licensing Committee
26	Thurs	
27	Fri	
28	Sat	
29	Sun	
30	Mon	Bank Holiday
31	Tue	

**JUNE**

01	Wed	Overview & Scrutiny Committee
02	Thurs	
03	Fri	
04	Sat	
05	Sun	
06	Mon	
07	Tues	Business, Community and Culture Panel
08	Wed	Environment, Health and Housing Board
09	Thurs	
10	Fri	
11	Sat	

12	Sun	
13	Mon	Group
14	Tue	Highways and Localism Panel
15	Wed	Policy, Performance & Resources Board
16	Thurs	
17	Fri	
18	Sat	
19	Sun	
20	Mon	
21	Tues	
22	Wed	
23	Thurs	
24	Fri	
25	Sat	
26	Sun	
27	Mon	
28	Tue	Planning, Development Control & Licensing Committee
29	Wed	Audit Committee
30	Thurs	Standards Committee

**JULY**

01	Fri	
02	Sat	
03	Sun	
04	Mon	Group
05	Tues	
06	Wed	Ordinary Council
07	Thurs	
08	Fri	
09	Sat	
10	Sun	
11	Mon	
12	Tues	
13	Wed	
14	Thurs	
15	Fri	
16	Sat	
17	Sun	
18	Mon	
19	Tues	
20	Wed	
21	Thurs	
22	Fri	
23	Sat	
24	Sun	
25	Mon	
26	Tues	
27	Wed	Planning Development Control and Licensing

Committee

28 Thurs  
 29 Fri  
 30 Sat  
 31 Sun

**AUGUST**

01 Mon  
 02 Tues  
 03 Wed  
 04 Thurs  
 05 Fri  
 06 Sat  
 07 Sun  
 08 Mon  
 09 Tues  
 10 Wed  
 11 Thurs  
 12 Fri  
 13 Sat  
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 25 Thurs  
 26 Fri  
 27 Sat  
 28 Sun  
 29 Mon  
 30 Tues  
 31 Wed

Bank Holiday

**SEPTEMBER**

01 Thurs  
 02 Fri  
 03 Sat  
 04 Sun  
 05 Mon  
 06 Tues  
 07 Wed

Planning Development Control and Licensing  
 Committee  
 Environment, Health and Housing Board

08	Thurs	
09	Fri	
10	Sat	
11	Sun	
12	Mon	Group
13	Tues	
14	Wed	Policy, Performance and Resources Board
15	Thurs	
16	Fri	
17	Sat	
18	Sun	
19	Mon	
20	Tues	Business, Community and Culture Panel
21	Wed	Highways and Localism Panel
22	Thurs	
23	Fri	
24	Sat	
25	Sun	
26	Mon	
27	Tues	Overview & Scrutiny Committee
28	Wed	Audit Committee
29	Thurs	
30	Fri	

**OCTOBER**

01	Sat	
02	Sun	
03	Mon	
04	Tues	
05	Wed	
06	Thurs	
07	Fri	
08	Sat	
09	Sun	
10	Mon	Group
11	Tues	Planning Development Control and Licensing Committee
12	Wed	Ordinary Council
13	Thurs	
14	Fri	
15	Sat	
16	Sun	
17	Mon	
18	Tues	Standards Committee
19	Wed	
20	Thurs	
21	Fri	
22	Sat	
23	Sun	

)	24	Mon
)	25	Tues
Half Term)	26	Wed
)	27	Thurs
)	28	Fri
	29	Sat
	30	Sun
	31	Mon

**NOVEMBER**

01	Tues	
02	Wed	
03	Thurs	
04	Fri	
05	Sat	
06	Sun	
07	Mon	
08	Tues	Planning Development Control and Licensing Committee
09	Wed	
10	Thurs	
11	Fri	
12	Sat	
13	Sun	Remembrance Sunday
14	Mon	
15	Tues	Business, Community and Culture Panel
16	Wed	Environment, Health and Housing Board
17	Thurs	
18	Fri	
19	Sat	
20	Sun	
21	Mon	
22	Tues	Audit Committee
23	Wed	Highways and Localism Panel
24	Thurs	
25	Fri	
26	Sat	
27	Sun	
28	Mon	
29	Tues	Overview & Scrutiny Committee
30	Wed	

**DECEMBER**

01	Thurs	
02	Fri	
03	Sat	
04	Sun	
05	Mon	Group

06	Tues	Planning Development Control and Licensing Committee
07	Wed	Policy, Performance and Resources Board
08	Thurs	
09	Fri	
10	Sat	
11	Sun	
12	Mon	Group
13	Tues	
14	Wed	Ordinary Council
15	Thurs	
16	Fri	
17	Sat	
18	Sun	
19	Mon	
20	Tues	
21	Wed	
22	Thurs	
23	Fri	
24	Sat	
25	Sun	Christmas Day
26	Mon	Boxing Day
27	Tues	
28	Wed	
29	Thurs	
30	Fri	
31	Sat	

**2012****JANUARY**

01	Sun	New Years Day
02	Mon	Bank Holiday
03	Tues	
04	Wed	
05	Thurs	
06	Fri	
07	Sat	
08	Sun	
09	Mon	
10	Tues	
11	Wed	Planning Development Control and Licensing Committee
12	Thurs	
13	Fri	
14	Sat	
15	Sun	
16	Mon	
17	Tues	Audit Committee



18 Wed  
 19 Thurs  
 20 Fri  
 21 Sat  
 22 Sun  
 23 Mon  
 24 Tues  
 25 Wed  
 26 Thurs  
 27 Fri  
 28 Sat  
 29 Sun  
 30 Mon  
 31 Tues

**FEBRUARY**

01 Wed Highways and Localism Panel  
 02 Thurs  
 03 Fri  
 04 Sat  
 05 Sun  
 06 Mon Environment, Health and Housing Board  
 07 Tues  
 08 Wed Business, Community and Culture Panel  
 09 Thurs  
 10 Fri  
 11 Sat  
 12 Sun  
 13 Mon Group  
 14 Tues Special Policy/Ordinary Council  
 15 Wed Planning Development Control and Licensing Committee  
 16 Thurs  
 17 Fri  
 18 Sat  
 19 Sun  
 ) 20 Mon  
 ) 21 Tues  
 Half Term) 22 Wed  
 ) 23 Thurs  
 ) 24 Fri  
 25 Sat  
 26 Sun  
 27 Mon  
 28 Tues  
 29 Wed Overview and Scrutiny Committee

**MARCH**

01	Thurs	Standards Committee
02	Fri	Civic Dinner
03	Sat	
04	Sun	
05	Mon	Group
06	Tues	Audit Committee
07	Wed	Policy, Performance and Resources Board
08	Thurs	
09	Fri	
10	Sat	
11	Sun	
12	Mon	Group
13	Tues	Planning Development Control and Licensing Committee
14	Wed	Ordinary Council
15	Thurs	
16	Fri	
17	Sat	
18	Sun	
19	Mon	
20	Tues	
21	Wed	
22	Thurs	
23	Fri	
24	Sat	
25	Sun	
26	Mon	
27	Tues	
28	Wed	
29	Thurs	
30	Fri	
31	Sat	

**APRIL**

01	Sun	
02	Mon	
03	Tues	
04	Wed	
05	Thurs	
06	Fri	Good Friday
07	Sat	
08	Sun	
09	Mon	Easter Monday
10	Tues	
11	Wed	
12	Thurs	
13	Fri	
14	Sat	
15	Sun	

16	Mon	
17	Tues	
18	Wed	Planning Development Control and Licensing Committee
19	Thurs	
20	Fri	
21	Sat	
22	Sun	
23	Mon	
24	Tues	
25	Wed	
26	Thurs	
27	Fri	
28	Sat	
29	Sun	
30	Mon	

**MAY**

01	Tues	
02	Wed	
03	Thurs	Elections
04	Fri	
05	Sat	
06	Sun	
07	Mon	Bank Holiday
08	Tues	
09	Wed	
10	Thurs	
11	Fri	
12	Sat	
13	Sun	
14	Mon	Group
15	Tues	
16	Wed	Annual Council
17	Thurs	
18	Fri	
19	Sat	
20	Sun	
21	Mon	
22	Tues	
23	Wed	Planning Development Control and Licensing Committee
24	Thurs	
25	Fri	
26	Sat	
27	Sun	
28	Mon	
29	Tues	
30	Wed	

31 Thurs

**JUNE**

1 Fri

2 Sat

3 Sun

4 Mon Bank Holiday

5 Tues Bank Holiday

6 Wed

7 Thurs

8 Fri

9 Sat

10 Sun

11 Mon

12 Tues

13 Wed

14 Thurs

15 Fri

16 Sat

17 Sun

18 Mon

19 Tues

20 Wed

21 Thurs

22 Fri

23 Sat

24 Sun

25 Mon

26 Tues

27 Wed Planning Development Control and Licensing  
Committee

28 Thurs

29 Fri

30 Sat

**LIST OF BACKGROUND PAPERS**

**LOCAL GOVERNMENT ACT 1972 (AS AMENDED)**

**COMMITTEE:** ANNUAL COUNCIL

**DATE:** 18<sup>TH</sup> MAY 2011

**AGENDA ITEM & BACKGROUND DOCUMENTS**

**FILE REF./DIR**

1. **APOLOGIES FOR ABSENCE**  
None
2. **MAYOR'S ANNOUNCEMENTS AND PRESENTATIONS**  
None
3. **ELECTION OF MAYOR**  
None
4. **APPOINTMENT OF DEPUTY MAYOR**  
None
5. **BRENTWOOD BOROUGH ELECTIONS 5.5.11:** Appendix 1.
6. **POLITICAL GROUPS ON THE COUNCIL**  
Notices received from newly elected Members
7. **LEADER OF THE COUNCIL**  
None
8. **APPOINTMENT OF POLICY BOARD, EXECUTIVE PANELS AND COMMITTEES**  
Appendix 5  
Section 15 Local Government Act 1989
9. **STANDING GROUPS AND BOARDS**  
Appendix 5
10. **APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN OF THE POLICY BOARD, EXECUTIVE PANELS, COMMITTEES AND STANDING GROUPS BOARDS ETC FROM THOSE APPOINTED TO THEM**  
Appendix 5

AGENDA ITEM & BACKGROUND DOCUMENTS

FILE REF./DIR

11. **MEMBERS' ALLOWANCES 2011/12**  
Min 439, Ordinary Council 30.9.2003  
Min 12, Annual Council 23.6.2004  
Min 464, Special Policy, Performance and Resources Board 15.2.11
12. **MEMBERS CHARTER:** None
13. **MEMORIALS OR PETITIONS**  
None
14. **QUESTIONS**  
None
15. **DAY AND HOUR OF MEETINGS**  
Appendix 7
16. **APPOINTMENT OF REPRESENTATIVES ON OUTSIDE ORGANISATIONS:**  
None
17. **NOTICES OF MOTION**  
Notice received from Cr Le-Surf.
18. **URGENT BUSINESS**  
None