



# Agenda

## Community, Health and Leisure Committee

Monday, 6 June 2016 at 7.00 pm  
Council Chamber - Town Hall

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### Membership (Quorum – 3 )

Cllrs Parker (Chair), Ms Sanders (Vice-Chair), Clarke, Mrs Davies, Mrs Hubbard, Reed, Mrs Slade, Trump and Wiles

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Agenda Item	Item	Wards(s) Affected	Page No
1.	<b>Apologies for Absence</b>		
2.	<b>Minutes from the previous meeting</b> Minutes of the Community & Health Committee held on 14 <sup>th</sup> March 2016.		5 - 18
3.	<b>Community, Health &amp; Leisure - Forward Plan</b> Report to follow.	All Wards	
4.	<b>Verbal update from the Chair</b>		
5.	<b>Leisure Strategy</b>	All Wards	19 - 28
6.	<b>Dog Microchipping</b>	All Wards	29 - 32
7.	<b>Urgent business</b>		

A handwritten signature in black ink, appearing to read 'P. L. Russell', with a large, sweeping underline.

Head of Paid Service

Town Hall  
Brentwood, Essex  
26.05.2016

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### Information for Members

#### Substitutes

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The names of substitutes shall be announced at the start of the meeting by the Chair and the substitution shall cease at the end of the meeting.

Where substitution is permitted, substitutes for quasi judicial/regulatory committees must be drawn from Members who have received training in quasi- judicial/regulatory decision making. If a casual vacancy occurs on a quasi judicial/regulatory committee it will not be filled until the nominated member has been trained.

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#### Rights to Attend and Speak

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Any Members may attend any Committee to which these procedure rules apply.

A Member who is not a member of the Committee may speak at the meeting. The Member may speak at the Chair's discretion, it being the expectation that a Member will be allowed to speak on a ward matter.

Members requiring further information, or with specific questions, are asked to raise these with the appropriate officer at least two working days before the meeting.

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#### Point of Order/ Personal explanation/ Point of Information

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##### Point of Order

A member may raise a point of order at any time. The Mayor will hear them immediately. A point of order may only relate to an alleged breach of these Procedure Rules or the law. The Member must indicate the rule or law and the way in which they consider it has been broken. The ruling of the Mayor on the point of order will be final.

##### Personal Explanation

A member may make a personal explanation at any time. A personal explanation must relate to some material part of an earlier speech by the member which may appear to have been misunderstood in the present debate, or outside of the meeting. The ruling of the Mayor on the admissibility of a personal explanation will be final.

##### Point of Information or clarification

A point of information or clarification must relate to the matter being debated. If a Member wishes to raise a point of information, he/she must first seek the permission of the Mayor. The Member must specify the nature of the information he/she wishes to provide and its importance to the current debate, If the Mayor gives his/her permission, the Member will give the additional information succinctly. Points of Information or clarification should be used in exceptional circumstances and should not be used to interrupt other speakers or to make a further speech when he/she has already spoken during the debate. The ruling of the Mayor on the admissibility of a point of information or clarification will be final.

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The Chair of the meeting may terminate or suspend filming, photography, recording and use of social media if any of these activities, in their opinion, are disrupting proceedings at the meeting.

### **Private Session**

Occasionally meetings will need to discuss some of its business in private. This can only happen on a limited range of issues, which are set by law. When a Committee does so, you will be asked to leave the meeting.

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### **Evacuation Procedures**

Evacuate the building using the nearest available exit and congregate at the assembly point in the North Front Car Park.



## Minutes

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### Community and Health Committee Monday, 14th March, 2016

#### Attendance

Cllr Russell (Chair)	Cllr Keeble
Cllr Ms Sanders (Vice-Chair)	Cllr Poppy
Cllr Chilvers	Cllr Pound
Cllr Mrs Hubbard	Cllr Wiles

#### Apologies

Cllr Mrs Coe

#### Substitute Present

Cllr Mrs Murphy

#### Also Present

Cllr Hirst  
Cllr Ms Rowlands

#### Officers Present

Kim Anderson	- Partnership, Leisure and Funding Manager
Tracey Lilley	- Anti-Social Behaviour Co-ordinator
Roy Ormsby	- Head of Street Scene
Jean Sharp	- Governance and Member Support Officer

#### 401. Apologies for Absence

Apologies were received from Cllr Mrs Coe.

#### 402. Minutes of the Previous Meeting

The minutes for the Community and Health Committee held on 14 December 2015 were approved as a true record.

#### **403. Proposal as Asset of Community Value - Wharf Road Green**

Members were reminded that the Localism Act 2011 required local authorities to keep a list of assets (meaning buildings or other land) which were of community value. Once an asset was placed on the list it would usually remain there for five years. The effect of listing was that generally speaking an owner intending to dispose of the asset must give notice to the local authority. A community interest group then had six weeks in which to ask to be treated as a potential bidder. If it did so, the disposal could not take place for six months. The theory being that this period known as the "moratorium" would allow the community group to come up with an alternative proposal - although, at the end of the moratorium, it was entirely up to the owner whether a disposal went through, to whom and for how much. There were arrangements for the local authority to pay compensation to an owner who lost money in consequence of the asset being listed.

A nomination had been received from the residents of Wharf Road, Rollason Way, Chase Road and St James Road (Rollason Chase Neighbourhood Group) on Monday 1 February 2016, attached to the agenda as Appendix A, in relation to land at Wharf Road Green as indicated on the site plans, attached to the agenda as Appendix B and appended to the minutes for clarity.

Members were requested to consider whether or not to list the land as an Asset of Community Value.

Cllr Russell **MOVED** and Cllr Chilvers **SECONDED** that recommendation 2.1 (Option1) be approved.

Following a discussion, a vote was taken by a show of hands and it was

#### **RESOLVED**

**That Option 1 be approved: To list the land (excluding 3m either side of the gas pipe and public sewer as this is operational land and therefore exempt from listing as a community asset) as indicated on Appendix B of the report as an Asset of Community Value.**

#### **REASON FOR RECOMMENDATION**

The report provided guidance to allow Members to make an informed decision as to whether to list the nominated asset as an Asset of Community Value.

#### **404. Proposal as Asset of Community Value - La Plata Wood**

The Localism Act 2011 required local authorities to keep a list of assets (meaning buildings or other land) which were of community value.

A nomination had been received from the residents local to La Plata Wood 'Rollason Chase Community Group' on 1 February 2016, attached to the report as Appendix A, in relation to land at La Plata Wood as indicated on the site plan, attached to the agenda as Appendix B and appended to the minutes for clarity.

Members were requested to consider whether or not to list the land as an Asset of Community Value.

Cllr Russell **MOVED** and Cllr Chilvers **SECONDED** that recommendation 2.1 (Option1) be approved.

Following a discussion, a vote was taken by a show of hands and it was

#### **RESOLVED**

**That Option 1 be approved: To list the land as indicated on Appendix B of the report as an Asset of Community Value.**

#### **REASON FOR RECOMMENDATION**

The report provided guidance to allow Members to make an informed decision as to whether to list the nominated asset as an Asset of Community Value.

#### **405. Proposal as Asset of Community Value - Land off Honeypot Lane**

The Localism Act 2011 required local authorities to keep a list of assets (meaning buildings or other land) which were of community value.

A nomination had been received from the residents of Honeypot Lane, Hive Close, Weald Close, Weald Road, Hill Road and Langley Drive on 1 February 2016 attached to the report as Appendix A in relation to land off Honeypot Lane as indicated on the site plan, attached to the agenda as Appendix B and appended to the minutes for clarity. The officer presenting the report made it clear to all Members that there were two land registry entries and therefore two maps of the land were tabled to ensure all present were aware of the area of land under discussion.

Members were requested to consider whether or not to list the land as an Asset of Community Value.

Cllr Russell **MOVED** and Cllr Chilvers **SECONDED** that recommendation 2.1 (Option1) in the report be approved.

Following a discussion, a vote was taken by a show of hands and it was

### **RESOLVED**

**That Option 1 be approved: To list the land as indicated on Appendix B of the report as an Asset of Community Value.**

### **REASON FOR RECOMMENDATION**

The report provided guidance to allow Members to make an informed decision as to whether to list the nominated asset as an Asset of Community Value.

#### **406. Shenfield Cricket Club**

The report before Members considered the recent negotiations between the Council and Shenfield Cricket Club further to the report made to the Asset and Enterprise Committee held on 27 March 2015. Cllr Hirst also provided a detailed verbal update.

Cllr Russell **MOVED** and Cllr Mrs Pound **SECONDED** the recommendations in the report. Following a discussion a vote was taken by a show of hands and it was

### **RESOLVED UNANIMOUSLY:**

- 1. To note the negotiations undertaken to date**
- 2. For Members to decide whether to concur with the provision of the letter which confirms the present known situation and sets out and seeks the Club's approval of the informal proposals between the Council and the Club in lieu of the provision of a lease for the buildings and a Management Agreement for the cricket field.**
- 3. Subject to the letter being agreed between the parties, for Members to grant consent for the conversion of the existing grass run up area to a permeable playing surface and to refurbish the two existing cricket nets in their existing position, to the specification approved as part of the Planning Permission 14/00836/FUL(attached as Appendix A), provided that the Club are responsible for all costs associated therewith and to be financially responsible for any damage caused to the Courage Playing Fields in respect thereof.**



4. For Members to decide whether to agree that the informal proposal that the Club continue with existing arrangements for the Club to control and manage the car park (subject to any further Council Committee decisions in relation to the reasonable charges the Club may charge in relation to the use of the car park for parking purposes), retain the income therefrom and be responsible to keep the car park in a clean and tidy condition and be responsible for the repairs and maintenance thereof, provided that the car park is available to all users of the Courage Playing Fields on reasonable terms proposed by the Club and approved by the Council from time to time.
5. For Members to agree to delegate authority to Finance Director S151 Officer to take action against the Club if they fail to undertake remedial works to storage containers, including making good and maintaining the structure and condition of the containers, including decorating the containers to the reasonable satisfaction of the Council within the next 8 weeks.
6. For Members to agree that the Club will continue to have use of the pavilion and be able to use it for its proper purposes, including social events, upon such reasonable terms as the Council may from time to time agree with the Club.
7. For Members to agree that the Club pay the Council an annual sum of one thousand pounds each year as Mesne Profits, such sum subject to review by the Finance Director S151 Officer, every 5 years.

#### **REASON FOR RECOMMENDATION**

To satisfactorily regularise the use of the Courage Playing Fields by the Club.

#### **407. Corporate Anti-Social Behaviour Policy & Procedure**

The Council needed to ensure that a robust response was provided to anti-social behaviour in the borough and that it remained committed to meeting its' statutory responsibilities with regard to community safety.

The ASB Crime & Policing Act 2014 received Royal Assent in March 2014 and there was a staged introduction to different sections of the Act from 13 May 2014 until the majority of the anti-social behaviour elements came into force on 20 October 2014. The Act was designed to enable authorities to act at a much earlier stage; some of the tools were very much designed to facilitate early intervention, and in some instances even with the potential to take action before

a problem occurred.

The Corporate ASB Policy & Procedure sought to establish a clear definition of what the Council considered to be anti-social behaviour and how staff would be expected to deal with complaints received given the changes in legislation.

Cllr Russell **MOVED** and Cllr Ms Sanders **SECONDED** the recommendation and following a discussion a vote was taken by a show of hands and it was

#### **RESOLVED UNANIMOUSLY**

**The adoption of the Council's Corporate Anti-Social Behaviour Policy and Procedures.**

#### **REASON FOR RECOMMENDATION**

The Council had a legal duty as a housing provider and under the Crime and Disorder Act 1998 to work in partnership to tackle crime and disorder.

The policy and procedures would ensure the Council provided a robust response to anti-social behaviour in the borough and importantly identified what the Council could and would do in response to complaints received.

To protect residents by applying controls and ensuring joined up multi-agency working and responsibility/ownership to reduce the risk of vulnerable victims not being protected by the authorities they depended on.

To ensure officers were trained and able to enforce the new controls to ensure that residents received an efficient and effective service to reduce the risk to our communities.

#### **408. Brentwood Borough Council Volunteering Strategy 2016-2019**

The Volunteering Strategy demonstrated that Brentwood Borough Council was committed to recognising the integral role that volunteers played in its communities in promoting and contributing to community cohesion. The draft Volunteering Strategy 2016 outlined the Council's plans for supporting local volunteering. The action plan outlined how the Council would achieve these objectives.

**Cllr Russell MOVED and Cllr Ms Sanders SECONDED the recommendation.**

**A vote was taken by a show of hands and it was**

**RESOLVED UNANIMOUSLY**

**That Members agree to adopt the Brentwood Borough Council Volunteering Strategy 2016-2019 and its supporting action plan.**

**REASON FOR RECOMMENDATION**

The Volunteering Strategy strengthened the commitment to the Council's vision for volunteering, which ensured that engagement with volunteers in service delivery was prioritised to involve the community in influencing decision-making.

The Strategy also prioritised supporting organisations to raise the profile of volunteering, whilst encouraging Council staff to undertake/ leave to carry out their own volunteering.

The Brentwood Compact committed Brentwood Borough Council, along with other statutory and Voluntary Community Sector organisations to recognise the social and economic contribution that volunteers made and to recognise and support the importance of good practice and management of volunteers.

**409. Brentwood Compact**

Members were reminded that the Compact was an agreement between statutory authorities and the voluntary and community sector (VCS). The Compact principles were set out in the National Compact which was refreshed in 2010 by the Coalition Government. There was also an Essex Wide Compact to which a number of local authorities had signed up and some local district/borough/city authorities had developed their own local Compacts. The draft Brentwood Compact set out the principles of how the local statutory bodies would work with the local voluntary and community sector.

Cllr Russell **MOVED** and Cllr Ms Sanders **SECONDED** the recommendations in the report.

A vote was taken by a show of hands and it was

**RESOLVED UNANIMOUSLY to:**

- 1. Sign up to the Brentwood Compact on behalf of Brentwood Borough Council and adhere to the principles as set out in Appendix A.**

**2. Sign up to the Essex Compact on behalf of Brentwood Borough Council.**

**REASONS FOR RECOMMENDATION**

The Brentwood Compact would give a clear sense of how the statutory and voluntary sector worked together and what to expect of each other. There would be increased benefit to the local communities with both sectors working together to meet local needs and building stronger partnership arrangements. It would also enable both sectors to better manage disputes or disagreements that might arise by clearly outlining expectations.

**410. Urgent Business**

There were no items of urgent business.

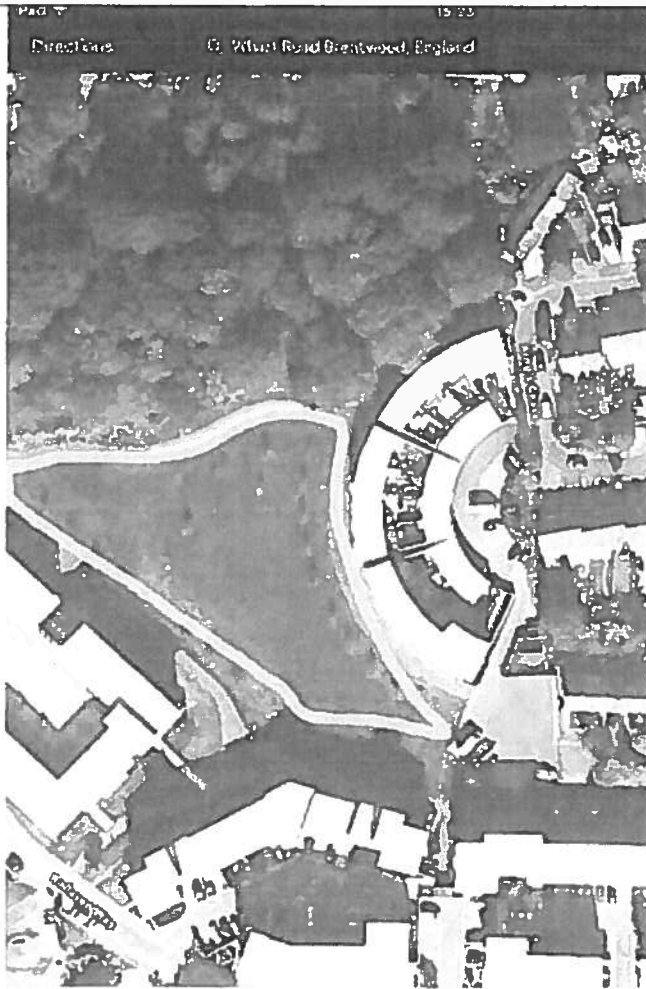
**411. Site plans for Assets of Community Value**

Site plans for Assets of Community Value detailed in minute numbers 403 (Wharf Road Green); 404 (La Plata Wood) and 405 (Land Off Honeypot Lane) are appended overleaf.

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The meeting ended at 19.40 hrs.

b) Description of the nominated land including its proposed boundaries



The piece of land between Wharf Road, La Plata Wood and Rollason Way (Wharf Road Green).

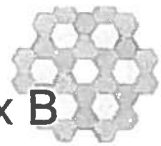
# Appendix B

## La Plata Wood

### b) Description of the nominated land including its proposed boundaries

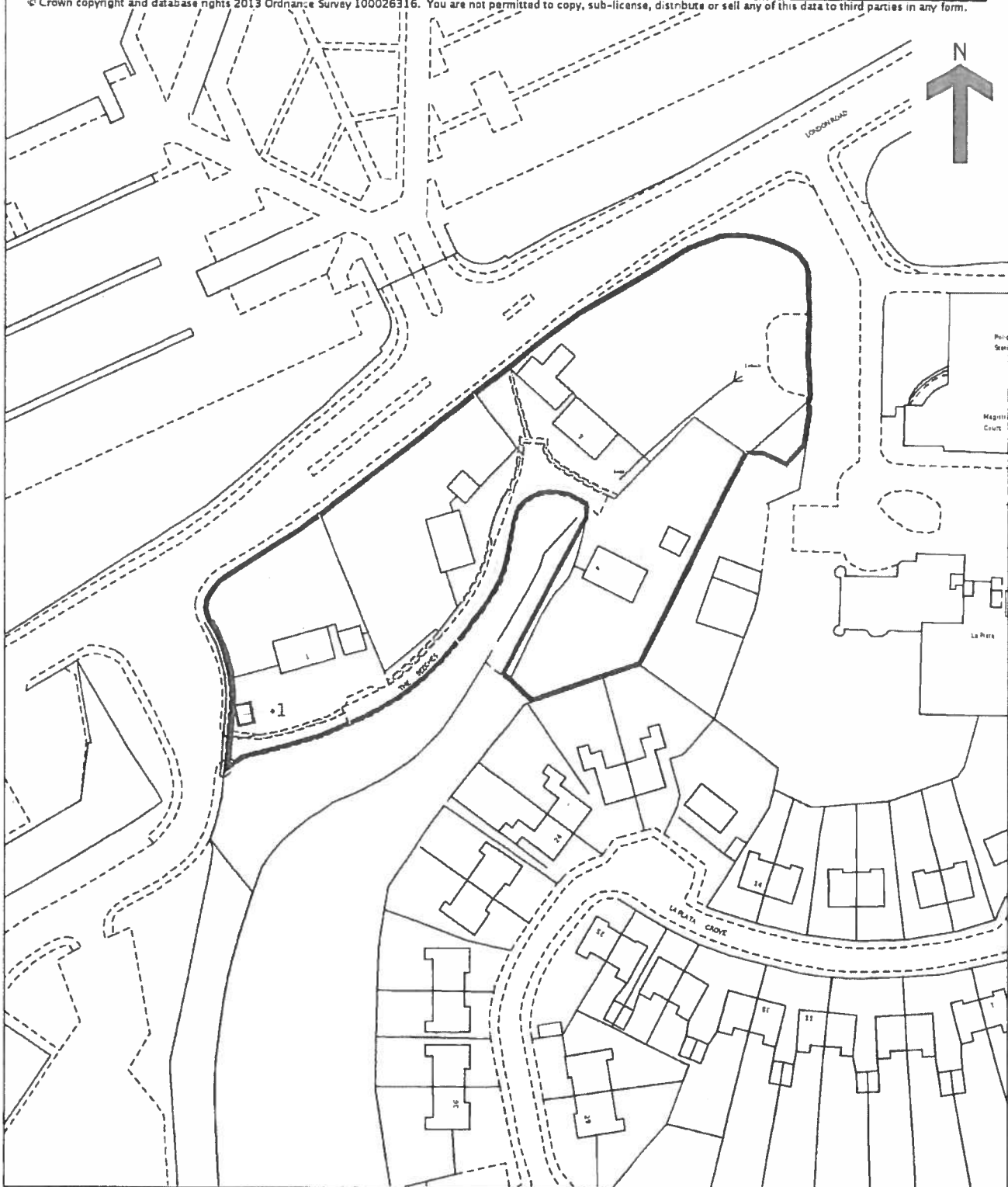


La Plata Wood (a rough indication is above).



Appendix B  
*La Plata Wood*

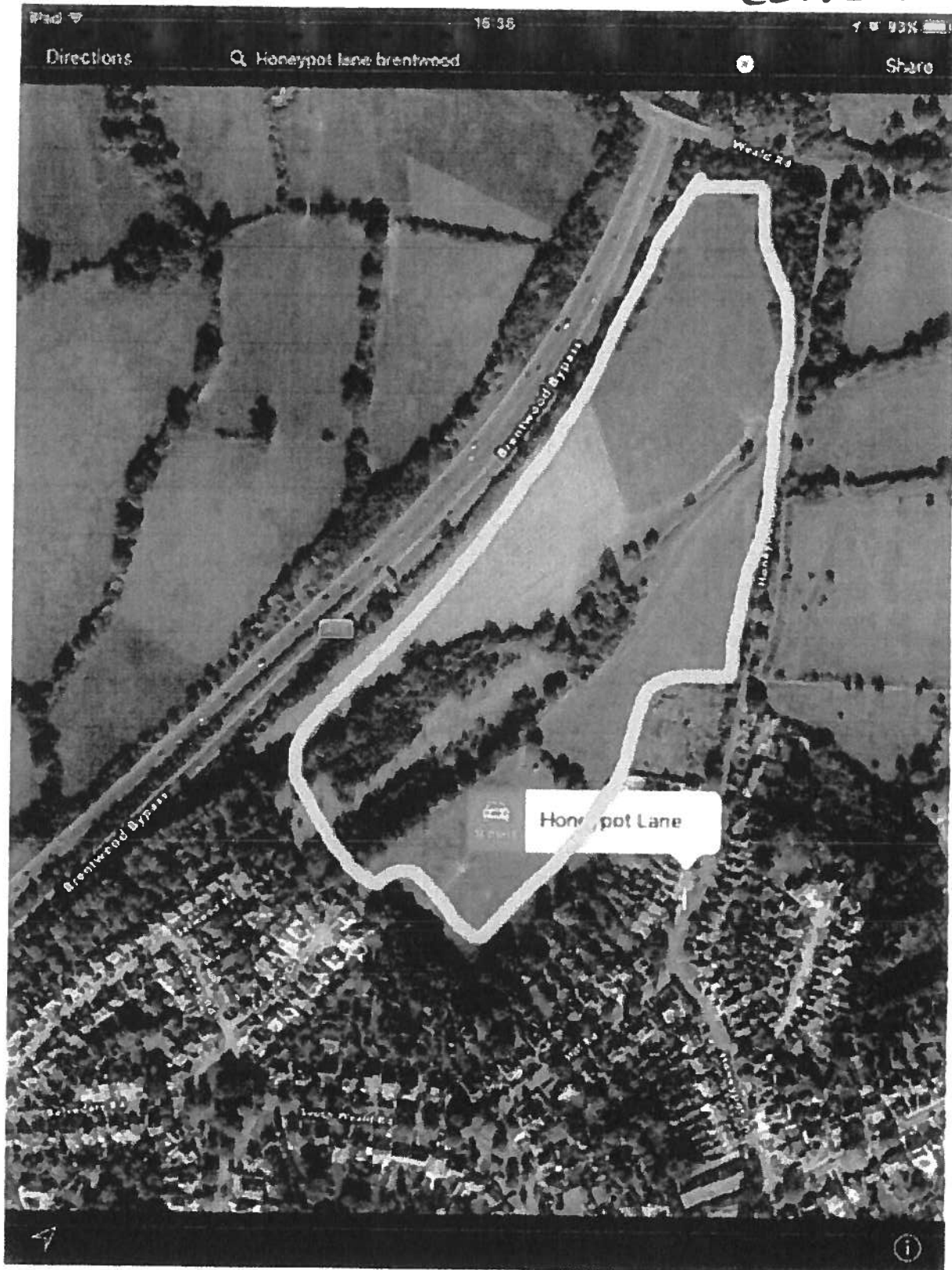
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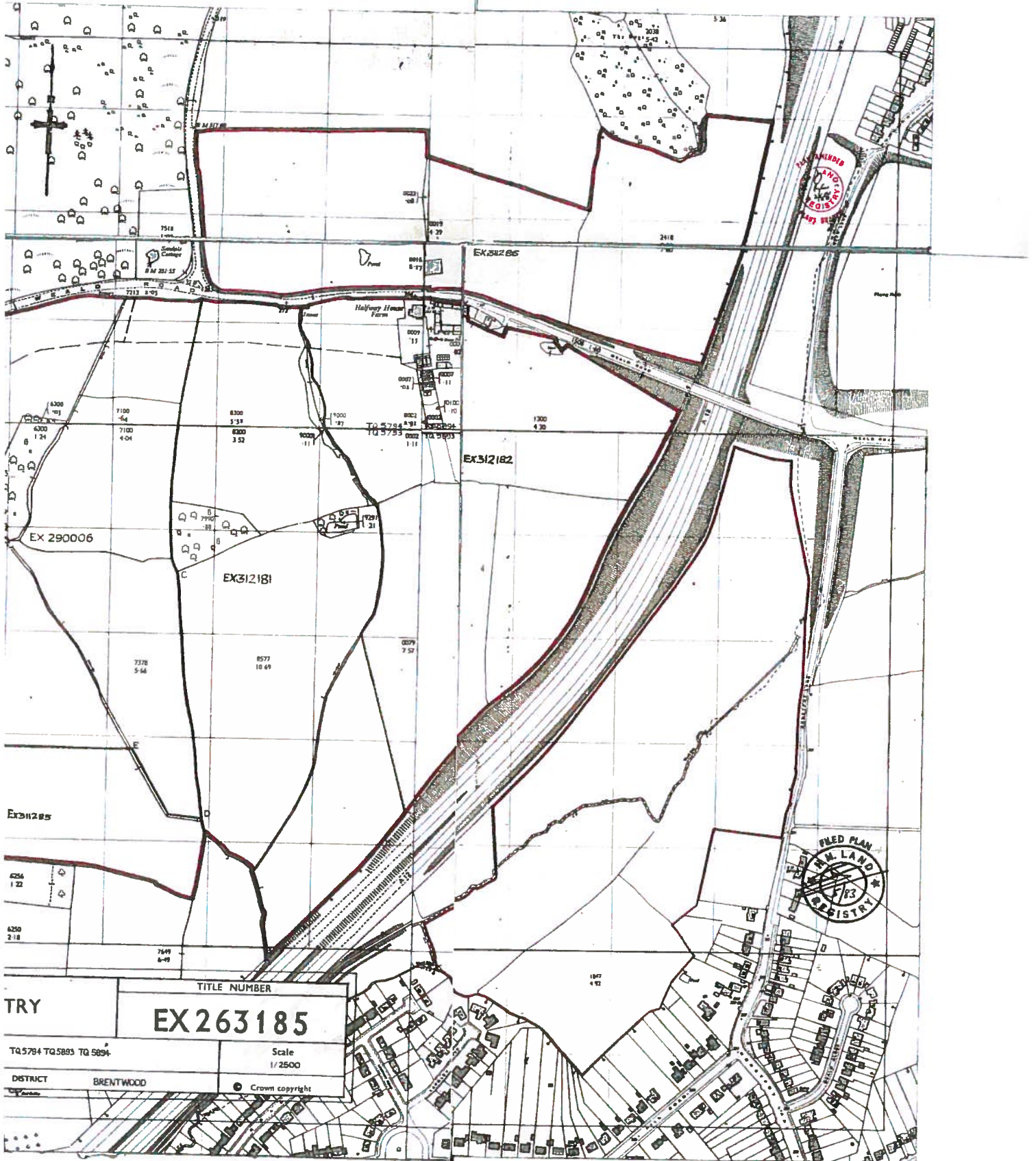
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Appendix B  
Land at Honeypot  
Lane.





# Appendix B Land at Honeyport Lane



on Land Registry showing the state of the title plan on 03 March 2016 at 16:00:41. This title plan shows the general position, not the exact line, of the boundaries. It may be subject to distortions in scale. Measurements scaled from this plan may not match measurements taken on the ground.

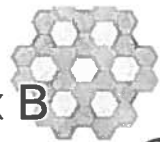
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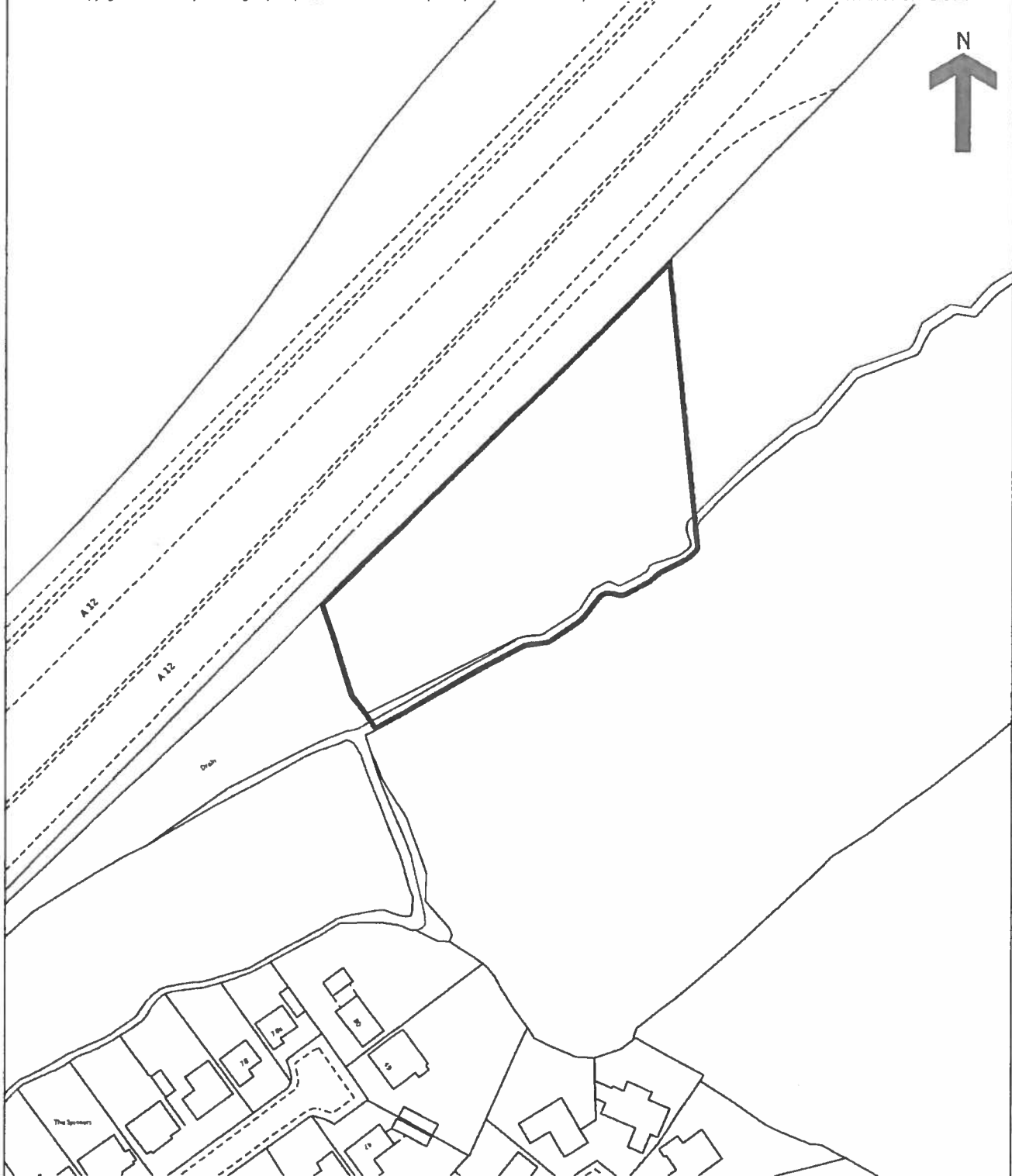
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**6 June 2016**

## **Community, Health and Leisure Committee**

### **Leisure Strategy**

**Report of:** *Kim Anderson, Partnership, Leisure and Funding Manager*

**Wards Affected:** *All wards*

**This report is:** *Public*

#### **1. Executive Summary**

- 1.1.** In March 2015 the Council commissioned Ploszajski Lynch Consulting to assist in the development of a Leisure Strategy for the Borough. The initial draft was completed and became a “needs analysis” (Phase 1 of a complete leisure strategy) of leisure requirements and provided an evidence base of facilities in the Borough. A cross party Member Working Group was established in January 2016 to identify the key priorities and to develop a work programme to deliver the Leisure Strategy. A key priority identified by the working group was to establish income and expenditure on the Council’s current leisure facilities.
- 1.2.** Now the Council is in possession of the needs analysis, It is proposed that the Council commission a full and thorough value for money review and options appraisal of the Council’s leisure facilities (Phase 2 of the leisure strategy) within the Borough which will include the Brentwood Centre, six community halls (which will include Bishops Hall, Hutton Poplars Hall, Hutton Poplars Lodge, Merrymeades, Nightingale Centre, Willowbrook Hall) and Hartswood Golf Course.
- 1.3.** The value for money review and options appraisal will provide Members with a complete picture of the current provision. It will also provide them with an understanding of the various options available to them and associated risk profiles for securing future leisure provision in the Borough. It will also help members identify the ‘best fit’ for Brentwood. This work will inform any formal tender process which may follow the review.

## **2. Recommendations**

**That Members agree:**

- 2.1 To commission a Value for Money Review and Options Appraisal of the Council's Leisure facilities to include the Brentwood Centre, Community Halls (to include Bishops Hall, Hutton Poplars Hall, Hutton Poplars Lodge, Merrymeades, Nightingale Centre, Willowbrook Hall) and Hartswood Golf Course.**
- 2.2 For Officers to request support from the LGA Productivity Expert Programme in respect of the Consultancy costs.**
- 2.3 Approve the release from the Transformation reserve of £30k, as allowed for in the 2016/2017 budget, to support the work of the Leisure Strategy and Value for Money Review and Options Appraisal.**
- 2.4 This budget be delegated to the Head of Paid Service in consultation with the Chair of Community, Health and Leisure Committee.**
- 2.5 That Officers report back to Members the outcomes of the Value for Money Review and Options Appraisal.**

## **3 Introduction and Background**

- 3.1 In March 2015 the Council commissioned Ploszajski Lynch Consulting to assist in the development of a Leisure Strategy for the Borough. This was primarily to support the LDP. The initial draft was completed and became a "needs analysis" (Phase 1 of a complete leisure strategy) of leisure requirements and provided an evidence base of facilities in the Borough. A cross party Member Working Group was established in January 2016 to identify the key priorities and to develop a work programme to deliver the Leisure Strategy. A key priority identified by the working group was to establish income and expenditure on the Council's current leisure facilities.**
- 3.2 One of the key priorities is to establish baseline data associated with each of the leisure facilities to enable members to make informed decisions so that the Council can deliver a sustainable leisure strategy for Brentwood.**
- 3.3 In Brentwood, Brentwood Leisure Trust is the largest leisure provider in the Borough and currently manages six of the borough's community halls through its subsidiary Brentwood Leisure Trading Limited: Hutton Poplars**

Hall, Hutton Poplars Lodge, Nightingale Centre, Willowbrook, Bishops Hall and Merrymeades.

- 3.4 The Service Level Agreement with Brentwood Leisure Trading Limited to manage these halls expires in June 2016 together with the individual leases for each of the halls. It has been agreed that this agreement will be extended until March 2017, and new leases granted from the 6<sup>th</sup> June 2016 until 31st March 2017. This enables officers to ascertain the current running costs including repairs and maintenance, establish the value for money of the current arrangements and the options available to the Council for securing this leisure provision in the longer term.
- 3.5 In order to ascertain the true running costs of these leisure facilities it is proposed that the Council commission a value for money review and options appraisal of the Council's Leisure facilities which will include Brentwood Leisure Trust, six community halls and Hartwood Golf Course. We will also review the provision of playing pitches, such to include King Georges Playing Field and Warley Playing Field
- 3.6 Brentwood Borough Council is requesting some financial support from the Local Government Association (LGA) Productivity Expert Programme to assist in the commissioning of the value for money review and options analysis.

#### **4 Issue, Options and Analysis of Options**

- 4.1 The Leisure Strategy is one of the key strategies set out in the Vision for Brentwood 2016-19 document. In order to deliver a successful Leisure Strategy, Members and Officers need to have a complete picture of the cost of the current provision, how it measures in value for money terms and the options available to them along with any risk profiles associated with its leisure facilities. As such it will be necessary for a full and thorough value for money review and options appraisal to be undertaken to identify the 'best fit' for Brentwood to ensure the Borough has sustainable leisure facilities moving forward and the optimum strategy for securing them.
- 4.2 It is envisaged that the options appraisal will include agreed criteria and weighting which will support the Councils priorities.

#### **5 Reasons for Recommendation**

- 5.1 As part of the Council's due diligence in delivering a successful Leisure Strategy, Members and officers need to have a complete picture of the

current associated costs and risk profiles of the borough's Leisure facilities.

- 5.2 Comments received from Sport England as part of the Local Development Plan consultation, stated that a Leisure Strategy is required that assesses Council owned sports and leisure facilities in order that the Council can continue to work with partners to ensure that appropriate provision is made for the residents of Brentwood. The strategy should not only consider how the Council can provide services, but also how other partners can. The strategy should also use current sports facility evidence to identify strategic priorities to then inform what will be included in the Council's Infrastructure Delivery Plan. Following this feasibility work, the Council will then be able to determine which projects will be funded by the Community Infrastructure Levy (CIL) and those funded by planning obligations.

## **6 References to Corporate Plan**

- 6.1 The Leisure Strategy sits under two strands of the Vision for Brentwood 2016-19: Environment and Housing Management – to develop a Leisure strategy to provide strong and sustainable leisure facilities for residents and businesses; and Community and Health - to work with community and voluntary organisations to develop the priorities for community development. There will also be strong links for the priorities of the Council's Health and Wellbeing Strategy 2014-2017.

## **7 Implications**

### **Financial Implications**

**Name & Title: Ramesh Prashar, Financial Services Manager**

**Tel & Email 01277 312513 / [Ramesh.prashar@brentwood.gov.uk](mailto:Ramesh.prashar@brentwood.gov.uk)**

- 7.1 The report recommends providing a budget to support the work of the Leisure Strategy, which will provide a range of information to enable Members to make informed decisions on the future on leisure across the Borough. The cost of this will be around £30k. If agreed any expenditure will need to be funded from the Council's balances.
- 7.2 An application for financial support from the Local Government Association will be submitted to potentially secure £6k of funding to support the commissioning of the value for money review and options analysis.

## **8 Legal Implications**

**Name & Title: Saleem Chughtai, Legal Services Manager**

**Email: [saleem.chughtai@bdtlegal.org.uk](mailto:saleem.chughtai@bdtlegal.org.uk)**

- 8.1 The current five year Service Level Agreement with Brentwood Leisure Trading Limited which is a wholly owned subsidiary of Brentwood Leisure Trust, for the management of six of the Borough's community halls expires in June 2016.
- 8.2 Under conditions of the lease the Council must give six months termination of the agreement. It was therefore agreed that the agreement for the hall management would be extended until March 2017 to enable officers to gather information before going through a formal tender process for the management of the halls.
- 8.3 As part of the Council's due diligence a full and thorough options analysis will inform Members of the options available to them in the development of the Leisure Strategy priorities.

## **9 Appendices to this report**

Appendix A - Productivity Expert Programme, Draft Project Outline 2016

### **Report Author Contact Details:**

**Name:** Kim Anderson

**Telephone:** 01277 312634

**E-mail:** [kim.anderson@brentwood.gov.uk](mailto:kim.anderson@brentwood.gov.uk)

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**Productivity Expert Programme**

**Draft Project Outline**

**DATE 2016**

## **Nature of support requested:**

Commission a full and thorough value for money review and options appraisal of leisure services and facilities within the Borough, including Brentwood Leisure Trust, Community Halls and Hartswood Golf Course

## **Background**

In March 2015 the Council commissioned Ploszajski Lynch Consulting to develop a Leisure Strategy for the Borough. The initial draft was completed and provided an evidence base of facilities in the Borough. A cross party Member Working Group was established in January 2016 to identify the key priorities and to develop a work programme to deliver the Leisure Strategy over the next five years. One key priority identified, was to establish income and expenditure on the Council's leisure facilities.

It has been proposed by the Working Group that an audit be undertaken to ascertain the current running costs of Brentwood Leisure Trust and its subsidiary Brentwood Leisure Trading Limited who manage the Brentwood Centre and 6 of the Council's Community Halls. The Trust is the Borough's largest leisure provider and the Council needs to ensure as part of its due diligence that a complete financial picture is in place, which will help to inform Members of any risk profiles associated, but that can also inform and identify the priorities for the Leisure Strategy.

Once baseline data has been established then a value for money review and options appraisal can be undertaken to identify the best fit model for Brentwood, the optimum approach for securing it and then to proceed with a formal process for procuring it

## **Description of assignment**

To secure suitably qualified and experienced consultants to carry out a full value for money review and thorough options appraisal of the Council's leisure facilities and services which will include the benchmarking of current facilities, details of the option analysis undertaken, supported by the presentation of data analysis setting out each proposed option against the defined criteria (and agreed weighting). Assist with the development of a procurement strategy and procurement documents in preparation of the tender process.

## **Key deliverables**

- Value for Money Review of current facilities and services
- Options appraisal including risk profiles – identification of best fit model
- Stakeholder engagement programme – including Members – Stop and Think workshop

- Compliant EU (if applicable) tender process – inc. Investment options and viability test; service specification, evaluation criteria
- PQQ, compliant bid and variant bid
- Reduce Brentwood Borough Council’s support/subsidy of its leisure facilities

### **Anticipated Outcomes**

- Revenue reduction to Brentwood Borough Council
- Capital investment in facilities
- Reduce risk to Brentwood Borough Council
- Increased sport and leisure participation
- Sustainable future for leisure facilities
- Improved partnership working

### **How will the outcomes be sustained following the assignment?**

- Brentwood Borough Council will provide point of contact officer
- Agreed service specification for the formal procurement process
- Agreed milestones/timelines for completion of each stage
- Regular communication with stakeholders/Members
- Performance monitoring
- Evaluation at each stage and over the life of any new arrangements for securing leisure provision in the Borough.

### **How will the assignment be managed?**

Lead officer will be appointed to oversee the project and to co-ordinate meetings and briefing notes for stakeholders/Members at each stage. Agree the Brentwood Borough specification for possible providers and circulate an invitation to quote. Invite successful candidate to develop the methodology to undertake a full value for money review and thorough options analysis of the Council’s leisure facilities, taking into account weighting against preferred criteria to identify ‘the best fit’ for Brentwood within a final options appraisal document. Get an agreement with Brentwood Borough Council Members to then undertake a formal tender process.

### **How will the assignment be evaluated?**

A final options document will be presented to Members to discuss and agree the next steps, and start and formal tender process.

### **How will knowledge and learning be distributed to other organisations?**

Provide a case study of the current situation, potential savings identified and the methodology undertaken to identify the ‘best fit for Brentwood’ as part of the options analysis together with any lessons learned at each stage.

**Total amount of funding for the Productivity Expert: £6,000**

**Name and contact details of the assignment manager at the Council**

Kim Anderson, Partnership, Leisure and Funding Manager

Brentwood Borough Council

Ingrave Road

Brentwood

Essex

CM15 8AY

Tel: 01277 312634

Email: [kim.anderson@brentwood.gov.uk](mailto:kim.anderson@brentwood.gov.uk)

**Name and contact details of the assignment manager at the LGA**

Joanne Straw

Adviser - Productivity

Local Government House, Smith Square, London, SW1P 3HZ

[Joanne.straw@local.gov.uk](mailto:Joanne.straw@local.gov.uk)

07900 218 645

**6<sup>th</sup> June 2016**

**Community, Health and Leisure Committee**

**The Microchipping of Dogs (England) Regulations 2015**

**Report of:** *David Carter, Environmental Health Manager*

**Wards Affected:** *All*

**This report is:** *Public*

## **1. Executive Summary**

- 1.1 This report sets out the powers introduced to require all dogs over 8 weeks to be implanted with a microchip and the powers available to the Council to deal with keepers of dogs that have not been microchipped.

## **2. Recommendation(s)**

- 2.1 Members agree to delegate authority to the Chief Executive and to the Environmental Health Manager and officers nominated by them to take appropriate action if dogs are found not to have been microchipped**

## **3. Introduction and Background**

- 3.1 The Microchipping of Dogs (England) Regulations 2015 came into force on 6<sup>th</sup> April 2016. The Regulations require a keeper of a dog which is older than 8 weeks to ensure that it is microchipped by a vet or suitably trained person.
- 3.2 The microchip implanted will record a unique number and manufacturer's code, and details of the full name and address of the keeper (and where applicable the breeder), and the name, breed, sex, colour and date of birth of the dog will be recorded and kept on a database maintained by a database operator.
- 3.3 Where a dog is transferred to a new keeper, the new keeper must record their full name, address and contact telephone number and any change in the dog's name on the database.

- 3.4 A local authority in whose area a dog is kept may authorise in writing any person to act for the purpose of enforcing these Regulations in its area. Any police constable or community support officer is also an authorised person for the purposes of these Regulations.
- 3.5 An authorised person may serve a notice on the keeper of a dog requiring the keeper to have the dog microchipped within 21 days.
- 3.6 If the keeper of the dog fails to comply with a notice, the Council may arrange for the dog to be microchipped and recover the costs from the keeper.
- 3.7 It is an offence to fail to comply with a notice, punishable on summary conviction by a fine of up to £500.
- 3.8 A microchip must be fitted by a trained professional, e.g. a vet, which will cost about £15-£20, but there are several organisations where a dog can be microchipped free of charge, including the Dogs Trust, Blue Cross Centres and Battersea Dog's Home

#### **4. Issue, Options and Analysis of Options**

- 4.1 The options available are to:
1. Authorise officers to use the available powers under The Microchipping of Dogs (England) Regulations 2015 to ensure that dogs are microchipped in accordance with the law.

#### **5. Reasons for Recommendation**

- 5.1 To ensure that dogs are microchipped in the Borough and can be identified in case they are lost or stolen.

#### **6. Consultation**

- 6.1 Consultation has already been undertaken by the Government prior to introducing the legislation.

#### **7. References to Corporate Plan**

- 7.1 Community and Health  
Provide advice, support, guidance and enforcement

## 8. Implications

### Financial Implications

**Name & Title:** Ramesh Prashar, Financial Services Manager

**Tel & Email:** 01277 312513 / [ramesh.prashar@brentwood.gov.uk](mailto:ramesh.prashar@brentwood.gov.uk)

8.1 All costs will be met from existing budgets.

### Legal Implications

**Name & Title:** Daniel Toohey, Monitoring Officer and Head of Support Services

**Tel & Email:** 01277 312860 / [daniel.toohey@brentwood.gov.uk](mailto:daniel.toohey@brentwood.gov.uk)

8.2 The relevant legislation and legal implications are set out in the body of this report.

**Other Implications** (where significant) – i.e. Health and Safety, Asset Management, Equality and Diversity, Risk Management, Section 17 – Crime & Disorder, Sustainability, ICT.

8.3 None identified

**9. Background Papers** (include their location and identify whether any are exempt or protected by copyright)

9.1 The Microchipping of Dogs (England) Regulations 2015

**10. Appendices to this report**

None

### Report Author Contact Details:

**Name:** David Carter Environmental Health Manager

**Telephone:** 01277 312509

**E-mail:** david.carter@brentwood.gov.uk

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## **Members Interests**

Members of the Council must declare any pecuniary or non-pecuniary interests and the nature of the interest at the beginning of an agenda item and that, on declaring a pecuniary interest, they are required to leave the Chamber.

- **What are pecuniary interests?**

A person's pecuniary interests are their business interests (for example their employment trade, profession, contracts, or any company with which they are associated) and wider financial interests they might have (for example trust funds, investments, and asset including land and property).

- **Do I have any disclosable pecuniary interests?**

You have a disclosable pecuniary interest if you, your spouse or civil partner, or a person you are living with as a spouse or civil partner have a disclosable pecuniary interest set out in the Council's Members' Code of Conduct.

- **What does having a disclosable pecuniary interest stop me doing?**

If you are present at a meeting of your council or authority, of its executive or any committee of the executive, or any committee, sub-committee, joint committee, or joint sub-committee of your authority, and you have a disclosable pecuniary interest relating to any business that is or will be considered at the meeting, you must not :

- participate in any discussion of the business at the meeting, of if you become aware of your disclosable pecuniary interest during the meeting participate further in any discussion of the business or,
- participate in any vote or further vote taken on the matter at the meeting.

These prohibitions apply to any form of participation, including speaking as a member of the public.

- **Other Pecuniary Interests**

Other Pecuniary Interests are also set out in the Members' Code of Conduct and apply only to you as a Member.

If you have an Other Pecuniary Interest in an item of business on the agenda then you must disclose that interest and withdraw from the room while that business is being considered

- **Non-Pecuniary Interests**

Non –pecuniary interests are set out in the Council's Code of Conduct and apply to you as a Member and also to relevant persons where the decision might reasonably be regarded as affecting their wellbeing.

A 'relevant person' is your spouse or civil partner, or a person you are living with as a spouse or civil partner

If you have a non-pecuniary interest in any business of the Authority and you are present at a meeting of the Authority at which the business is considered, you must disclose to that meeting the existence and nature of that interest whether or not such interest is registered on your Register of Interests or for which you have made a pending notification.

## **Community, Health and Leisure Committee**

1. The functions within the remit of the Community, Health and Leisure Committee are set out below
  - 1) Community and Localism Initiatives including Assets of Community Value
  - 2) The Voluntary Sector and community partnerships
  - 3) Leisure and cultural initiatives.
  - 4) Parish Council liaison
  - 5) Health and Wellbeing
  - 6) Grants to organisations/voluntary organisations.
  - 7) Parks, open spaces, countryside, allotments
  - 8) Environmental Health
  - 9) Environmental nuisance and pollution controls
  - 10) Other miscellaneous powers enforced by Environmental Health
  - 11) Food safety and health and safety
  - 12) Community Safety and CCTV
2. To take the lead on community leadership and consultation with stakeholders.

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