

Annual Council Supplementary Agenda

Part One

Council Chamber

Wednesday, 11 June 2014 at 7.00 pm

Membership (Quorum – 10)

To: Councillors Aspinell, Baker, Barrett, Carter, Chilvers, Clark, Cloke, Mrs Coe, Mrs Cohen, Mrs Davies, Faragher, Mrs Henwood, Hirst, Mrs Hones, Hossack, Mrs Hubbard, Keeble, Kendall, Kerslake, Le-Surf, Lloyd, McCheyne, Mrs McKinlay, Morrissey, Mrs Murphy, Mynott, Dr Naylor, Newberry, Parker, Quirk, Reed, Russell, Ms Sanders, Sapwell, Sleep, Ms Squirrell and Tee

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

Committee Co-ordinator: Jean Sharp, Ext 2655

Brentwood Borough Council, Town Hall, Ingrave Road, Brentwood, Essex CM15 8AY
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Supplementary Agenda Part One

(During consideration of these items the meeting is likely to be open to the press and public)

8a Designate a Leader and Deputy Leader of the Council

10a Committees and their Terms of Reference

11a Political Balance, Allocation of Committee Seats and Committee Appointments

12a Committee Calendar for 2014-15

14a Members Allowances 2014-15

A handwritten signature in black ink, appearing to read 'Alison Crowe', followed by a period.

Alison Crowe
Managing Director

Town Hall
Brentwood
Essex

04.06.2014

11 June 2014

Agenda Item 8a

Annual Council

Supplementary Report - Designation of Leader and Deputy Leader of the Council

Report of: Alison Crowe, Managing Director

Wards Affected: All Wards

This report is: Public

1. Executive Summary

- 1.1 At the Constitution Working Group meeting on Wednesday 28 May 2014, a proposal was put forward to amend the Constitution at Article 4 – The Council (4.2 (k)), Chapter 3 – Powers and Delegations (1.2 (k)) and the Glossary of Terms (Leader of the Council) to read, ‘ to elect from its Members a Leader and Deputy Leader of the Council’
- 1.2 The Constitution Working Group considered and voted on the proposal and there was no majority agreement to put the proposal before the Council.
- 1.3 Following a decision on recommendation 2.1(a), Members are then asked to designate/elect a Leader and a Deputy Leader accordingly, as per the recommendations of Agenda Item 8.

2. Recommendations

2.1a The Council is requested to consider whether the Constitution be amended as follows:

- Article 4 – The Council (4.2 (k)) and Chapter 3 – Powers and Delegations (1.2 (k)) to read: *(k) to elect from its Members a Leader and Deputy Leader of the Council.*
- Glossary of Terms to read: **Leader of the Council** – *Leader elected from Members of the Council.*

Recommendations from Agenda item 8

2.1 The Council is requested to designate/elect a Leader of the Council

2.2 The Council is requested to designate/elect a Deputy Leader of the Council.

3. Introduction and Background

- 3.1 Article 4 of the Constitution requires that the Leader of the largest political group be designated Leader of the Council.
- 3.2 Chapter 4 of the Constitution, the Council procedural rules, also requires that both the Leader and Deputy Leader be designated from the largest group (standing order 2.1).

4. Reasons for Recommendation

- 4.1 By law, Council decisions should comply with the Constitution.

5. Consultation

- 5.1 Article 12 of the Constitution requires that any amendments to the Constitution will normally only be considered by the Council following a report and recommendations from the Constitution Working Group (CWG) and having received the advice of the Monitoring Officer. A meeting of the CWG took place on 28.5.2014

6. Reference to Corporate Plan.

Not applicable.

7. Implications

Financial Implications

Name & Title: Jo-Anne Ireland, Director of Strategy and Corporate Services

Tel & Email 01277 312712/jo-anne.ireland@brentwood.gov.uk

- 7.1 There are no direct financial implications arising from this report, save for the respective Allowances as agreed elsewhere on this agenda.

Legal Implications

Name & Title: David Lawson, Monitoring Officer

Tel & Email 01277 312860/david.lawson@brentwood.gov.uk

- 7.2 These are set out in the body of the report.
- 7.3 The Monitoring Officer can make any consequential amendments to the Constitution.

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

None.

8. Background Papers

None.

Report Author Contact Details:

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Telephone: 01277 312655
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11 June 2014

Agenda Item 10a

Annual Council

Supplementary Report - Committees and their Terms of Reference

Report of: *Alison Crowe, Managing Director*

Wards Affected: *All Wards*

This report is: *Public*

1. Executive Summary

- 1.1 The Council is requested to formally establish those committees it considers necessary to fulfil its functions in the ensuing municipal year, in accordance with the requirements of both legislation and the Council's Constitution.
- 1.2 At the meeting of the Constitution Working Group on Wednesday 28 May 2014, a proposal was put forward to amend the current committee structure, as listed in Chapter 3, paragraph 4.1 of the Constitution. This is an additional recommendation to Item 10 on the main agenda.

2. Recommendations

2.1 The Council's instructions are requested to agree either to:

- (a) **retain the current committee structure as set out in Chapter 3 of the Constitution (paragraph 4.1) or**
- (b) **establish the alternative committee structure (as set out in paragraph 4.4 of the supplemental report) with the terms of reference as set out in Appendix A.**

3. Introduction and Background

- 3.1 The Local Government Act 1972 made provision for the Council to appoint Committees for the discharge of the functions of the Council.

- 3.2 The Localism Act 2011 brought a renewed focus on appropriate governance models and structures for local authorities.

4. Issue, Options and Analysis of Options

- 4.1 The Council is requested to formally establish those Committees considered necessary to fulfil the functions of the Authority during the forthcoming municipal year, in accordance with the requirements of both legislation and the Constitution.
- 4.2 Item 10 of the Council agenda proposed to retain the current committee structure as set out in Chapter 3 of the Constitution. This recommendation was subject to any alternative recommendations put forward by the Constitution Working Group.
- 4.3 The current committee structure consists of:
- Strategy and Policy Board
 - Community Services Committee
 - Performance and Resources Committee
 - Overview and Scrutiny Committee
 - Planning and Development Committee
 - Licensing Committee (and Licensing Sub-committee)
 - Audit Committee
- 4.4 The Constitution Working Group met on 28 May 2014, after publication of the agenda. Whilst there was no overall agreement, the following proposed alternative structure was proposed:
- Finance and Resources Committee
 - Housing Committee
 - Environment Committee
 - Asset and Enterprise Committee
 - Community Committee
 - Business and Town Centres Committee
 - Planning and Development Committee
 - Licensing Committee (and Licensing Sub-committee)
 - Audit and Scrutiny Committee
- 4.5 The revised Terms of Reference have been prepared for the alternative committee structure proposed at the Constitution Working Group. These are set out in Appendix A.

5. Reasons for Recommendation

- 5.1 The Council is recommended to establish appropriate Committees for the 2014-15 municipal year in order to facilitate the efficient discharge of its functions and that their terms of reference be those contained within the Constitution.
- 5.2 A clear process for policy development is required.

6. Consultation

- 6.1 The Managing Director has consulted with Leaders of the established political groups, and with the Constitution Working Group in accordance with the Constitution.

7 References to Corporate Plan

- 7.1 Establishing those Committees it considers necessary to fulfil its functions, in accordance with the requirements of both legislation and the Constitution, should enable the Council to discharge those functions in a timely, open and transparent manner for the benefit of the residents of the Borough in accordance with the Corporate Plan 2013-16.

8. Implications

Financial Implications

Name & Title: Jo-Anne Ireland, Director of Strategy and Corporate Services

Tel & Email: 01277 312712/jo-anne.ireland@brentwood.gov.uk

- 8.1 The cost of servicing these committees will be met through the existing budgets.

Legal Implications

Name & Title: David Lawson, Monitoring Officer

Tel & Email 01277 312860/david.lawson@brentwood.gov.uk

- 8.2 These are set out in the body of the report.
- 8.3 **Other Implications** (where significant) – i.e. Health and Safety, Asset Management, Equality and Diversity, Risk Management, Section 17 – Crime & Disorder, Sustainability, ICT.

None.

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

None.

- 10. Appendices to this report**

Appendix A – Terms of Reference for alternative structure.

Report Author Contact Details:

Name: Jean Sharp

Telephone: 01277 312655

E-mail: jean.sharp@brentwood.gov.uk

Proposed New Committee Structure

Revised Terms of Reference

Functions of the Council

Only the Council will exercise the following functions:-

- (a) adopting and approving changes to the Constitution;
- (b) adopting and amending Contract Standing Orders and Financial Regulations;
- (c) agreeing and/or amending the terms of reference for committees and any joint committees, deciding on their composition chairmanship and making initial appointments to them;
- (d) appointing representatives to outside bodies and consultative groups unless the appointment has been delegated by the Council;
- (e) adopting and amending a members' allowances scheme under Chapter 6;
- (f) to designate the Leader and Deputy Leader of the Council;
- (g) to designate the Chairs and Vice Chairs of the Council;
- (h) adoption of the Code of Conduct for Members;
- (i) electoral and ceremonial matters relevant to the Council
- (j) changing the name of the area, conferring the title of honorary alderman or freedom of the borough;
- (k) setting the Council's Budget and Council Tax;
- (l) approving the making of a virement or payment from the Council's reserves for values exceeding £200,000;
- (m) approving of the Council's Corporate Plan;
- (n) approving or adopting the Council policies and strategies which form the policy framework;
- (o) making, amending, revoking, re-enacting or adopting bylaws and promoting or opposing the making of local legislation or personal Bills;
- (p) confirming the appointment or dismissal of the Head of Paid Service; Monitoring Officer; and Section 151 Officer;
- (q) to consider reports on cross cutting matters not expressly delegated to another Committee;
- (r) all other matters which by law must be reserved to Council;

General Powers of Committees

This scheme of delegation sets out the functions of the Council to be discharged by its Committees and Sub- Committees and includes the terms of reference of statutory and non statutory bodies set up by the Council.

Each committee or sub committee will have the following general powers and duties:

- (a) To carry out the duties and powers of the Council within current legislation;
- (b) To comply with the Council's standing orders and financial regulations;
- (c) To operate within the budget allocated to the committee by the Council.
- (d) To guide the Council in setting its policy objectives and priorities including new initiatives, and where appropriate make recommendations to Council
- (e) To develop, approve and monitor the relevant policies and strategies relating to the Terms of Reference of the Committee;
- (f) To secure satisfactory standards of service provision and improvement, including monitoring of contracts, Service Level Agreements and partnership arrangements;
- (g) To consider and approve relevant service plans;
- (h) To determine fees and charges relevant to the Committee;

1. Finance and Resources Committee

1. The functions within the remit of the Finance and Resources Committee are set out below.

- 1) Financial Services
- 2) Contracts, commissioning, procurement
- 3) Legal services
- 4) Health and safety at work (in so far as it relates to the Council as an employer)
- 5) Corporate communications and media protocols
- 6) Corporate and Democratic services
- 7) Member Development
- 8) Data quality
- 9) Human resources

10) Information Communication Technology

11) Revenues and Benefits

12) Customer Services

2. Overall responsibility for monitoring Council performance.
3. To formulate and develop relevant corporate policy documents and strategies including the Corporate Plan.
4. To formulate the budget proposals in accordance with the Budget and Policy Framework, including capital and revenue spending, and the Housing Revenue Account Business Plan (including rent setting for Council homes), in accordance with the Council's priorities and make recommendations to Council for approval.
5. To formulate the Council's Borrowing and Investment Strategy and make recommendations to Council for approval.
6. To take decisions on spending within the annual budget to ensure delivery of the Council's priorities.
7. To approve the making of a virement or payment from the Council's reserves with a maximum value of £200,000.
8. To approve the write-off of any outstanding debt owed to the council above the delegated limit of £5,000.
9. To determine capital grant applications.
10. To make recommendations on the allocation and use of resources to achieve the Council's priorities.
11. To manage and monitor the Council approved budgets;
12. To provide the lead on partnership working including the joint delivery of services.
13. To consider any staffing matters that are not delegated to Officers, such as proposals that are not contained within existing budgetary provision.

2. Business and Town Centres Committee

The functions within the remit of the Business and Town Centre Committee are set out below:

1. To lead, 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 promote and encourage enterprise and investment in the Borough in order to maintain and sustain the economic wellbeing and regeneration of the area.
3. 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.
4. To encourage the growth of existing businesses in the Borough and access to the skills and training necessary to support them.
5. To consider and determine matters relating to the promotion, maintenance and enhancement of the vitality and viability of shopping centres within the Borough.
6. To consult with the Chamber of Commerce and Federation of Small Businesses.
7. To maintain a special interest in promoting employment in the borough.
8. To promote and encourage tourism and heritage

3. Environment Committee

1. The functions within the remit of the Environment Committee are set out below:

- 1) Waste management, refuse collection and recycling
- 2) Environmental improvement schemes
- 3) The quality of the public realm, including street services and grounds maintenance
- 4) Highway matters that are the responsibility of the Borough Council and drainage
- 5) Public conveniences
- 6) Parking (off Street parking provision in Council owned car parks)
- 7) Cemeteries and closed churchyards
- 8) Parks, open spaces, countryside, allotments

4. Community Committee

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

5. Housing Committee

1. The functions within the remit of the Housing Committee are set out below
 - 1) Affordable housing
 - 2) Housing strategy and investment programme
 - 3) The Housing Revenue Account Business Plan
 - 4) Housing standards, homelessness, homelessness prevention and advice
 - 5) Housing needs assessment
 - 6) Housing benefit - welfare aspects
 - 7) Private sector housing and administration of housing grants

- 8) Tenancy Management and landlord functions
2. To make recommendations to Finance and Resources on the setting of rents for Council homes.

6. Asset and Enterprise Committee

The functions within the remit of the Asset and Enterprise Committee are :

- 1) To manage any lands or property of the Council and provide strategic property advice relating to the Council's Housing Stock

The Council's Asset Management Plan

- 1) The acquisition and disposal of land and property and taking of leases, licenses, dedications and easements.
- 2) The granting variation renewal review management and termination of leases licenses dedications and easements
- 3) Promoting the use of Council owned assets by the local community and other interested parties.
- 4) To manage any lands or property of the Council;
- 5) To include properties within the Council's Asset Management Portfolio including Halls etc.
- 6) To take a strategic approach to asset management, ensuring that the use of all of the Council's Property assets achieves Value for Money and supports the achievement of the Council's corporate priorities.
- 7) To review the Corporate Asset Management Plan annually.
- 8) The acquisition of land in advance of requirements for the benefit, improvement or development of the Borough.
- 9) Disposal of land (including by lease) surplus to the requirements of any Committee.
- 10) Appropriation of land surplus to the requirements of a Committee.
- 11) Promote the use of Council owned assets by the local community and other interested parties where appropriate
- 12) Property and asset management, including acquisitions and disposals not included in the approved Asset Management Plan.

Enterprise

- 1) To take a strategic approach to commercial activity, both existing and new, ensuring the council realizes revenue generation opportunities and supports the achievement of the Council's corporate priorities.
- 2) Promoting a culture of entrepreneurialism and building the required skills and capacity.

- 3) To consider, and approve, business cases and commercial business plans for commercial activity.

7. Audit and Scrutiny Committee

The Audit and Scrutiny Committee provides advice to the Council and the Committees on the effectiveness of the arrangements for the proper administration of the Council's financial affairs, including all relevant strategies and plans.

Audit Activity

- 1) To approve the Annual Internal Audit risk based Plan of work.
- 2) To consider the Head of Internal Audit's annual report and opinion, and a summary of Internal Audit activity and the level of assurance it can give over the Council's corporate governance, risk management and internal control arrangements.
- 3) To consider regular progress reports from Internal Audit on agreed recommendations not implemented within a reasonable timescale.
- 4) To consider the External Auditor's annual letter, relevant reports, and the report to those charged with governance.
- 5) To comment on the scope and depth of external audit work and to ensure it gives value for money.
- 6) To consider the arrangements for the appointment of the Council's Internal and External Auditors.

Regulatory Framework

- 1) To maintain an overview of the Council's Constitution in respect of contract procedure rules, financial regulations and codes of conduct and behaviour.
- 2) To review any issue referred to it by a Statutory Officer of the Council or any Council body.
- 3) To monitor the effective development and operation of risk management and corporate governance in the Council.
- 4) To monitor Council policies and strategies on

Whistleblowing
Money Laundering
Anti-Fraud and Corruption
Insurance and Risk Management
Emergency Planning
Business Continuity

- 5) To monitor the corporate complaints process.

- 6) To consider the Council's arrangements for corporate governance and agreeing necessary actions to ensure compliance with best practice.
- 7) To consider the Council's compliance with its own and other published standards and controls.

Accounts

- 1) To review the annual statement of accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council.
- 2) To review the Council's Annual Governance Statement.
- 3) To consider the External Auditor's report to those charged with governance on issues arising from the audit of the accounts.

Scrutiny

- 1) To prepare the annual overview and scrutiny work programme taking into account items put forward by members and the Corporate Leadership Board ensuring that such items relate to the Council's functions and corporate priorities.
- 2) To propose 'place based' or local scrutiny for issues where a local investigative approach with a range of people or organisations is an appropriate way forward.
- 3) To manage scrutiny resources efficiently and effectively so that the outcomes of scrutiny are likely to lead to real improvements for the people of Brentwood.
- 4) To establish working groups (in line with agreed protocols) to undertake the work programme, including setting their terms of reference, the reporting arrangements, and to co-ordinate and review the work of the working groups.
- 5) To receive reports and other evidence from organisations, individuals and partnerships which the Committee or working groups considers relevant to their work.
- 6) To deal with those decisions that are subject to the Council's Call In Procedure for decisions made by Committees.
- 7) To deal with those issues raised through the 'Councillor Call for Action' scheme in line with agreed protocols and procedures.
- 8) To review matters of local community concern including partnerships and services provided by 'other' organisations such as the National Health Service and Essex County Council.
- 9) To make reports or recommendations to Council or the policy committees on matters which affect Brentwood or the inhabitants of Brentwood.
- 10) To be responsible for scrutiny of the Council's strategic and budgetary framework and its implementation.

- 11) To report annually to Council on the progress of the work programme and to make relevant recommendations.

8. Licensing Committee

- (a) Except in relation to the statement of Licensing Policy, to discharge all functions conferred upon the council as licensing authority under the Licensing Act 2003.
- (b) Except in relation to the statement of Licensing Policy, to discharge all functions conferred upon the council as licensing authority under the Gambling Act 2005.
- (c) To determine all fees and charges relevant to matters disposed of by the Licensing Committee.
- (d) To be responsible for all the Council's licensing and registration functions as detailed in Part B of Schedule 1 Local Authorities (Functions and Responsibilities)(England) Regulations 2000 (as amended) in so far as they pertain to matters concerned with:
 - (i) Trading Requirements
 - (ii) All functions relating to hackney carriage drivers and vehicles and private hire drivers vehicles and operators
 - (iii) Animal Welfare and Security
 - (iv) Skin Piercing, Acupuncture, Electrolysis and Tattooing
 - (v) Sex establishments (including Sex Entertainment Venues (SEV))
 - (vi) Pavement Permits
 - (vii) Charitable Collections
 - (viii) Camping, Caravan Sites and Mobile Homes
 - (ix) Scrap Metal
 - (x) Game Dealers
- (e) Any other matters relating to licensing as may be referred to the Committee for consideration.
- (f) To hear and determine licensing applications and appeals where objections and /or representations have been received in relation to any of the above functions.
- (g) To manage and monitor the budgets in respect of licensing and vehicle licensing

9. Planning and Development Committee

- (a) Town and Country Planning Act 1990 and any related legislation including:-
 - (i) determination of planning applications;
 - (ii) enforcement of planning control;
 - (iii) 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.
 - (a) To guide the Council in setting its policy objectives and priorities.
 - (b) To carry out the duties and powers of the Council under current legislation;
 - (c) To develop, implement and monitor the relevant strategies and policies relating to the Terms of Reference of the Committee.
 - (d) To secure satisfactory standards of service provision and improvement, including monitoring of contracts, Service Level Agreements and partnership arrangements;
 - (e) To consider and approve relevant service plans;
 - (f) To comply with the standing orders and financial regulations of the Council;
 - (g) To operate within the budget allocated to the committee by the Council.
 - (h) To determine fees and charges relevant to the Committee;

To review and monitor the operational impact of policies and to recommend proposals for new initiatives and policy developments including new legislation or central government guidance

- (d) Powers and duties of the local planning authority in relation to the planning of sustainable development; local development schemes; local development plan and monitoring reports and neighbourhood planning

10. Licensing Sub- Committees

To hear and determine applications that do not sit within the scope of delegation to officers, usually where representations have been received either by a third party against grant of a license, or from the applicant against intended refusal or revocation of a license/registration.

Licensing Committee has delegated all functions other than relevant policies and fees setting to officers, with the exception of those other matters as indicated below, which are heard by licensing sub-committee unless otherwise indicated:

Licensing Act 2003 and Gambling Act 2005

- (a) Determination of any application type where a representation has been received in accordance with the legislation
- (b) Determination of applications for review or expedited review

Hackney Carriage vehicles and drivers (including enforcement of ranks) and Private Hire vehicles, drivers and operators, with the exception of:

- (a) Suspension or revocation of drivers' licenses (save for initial suspension under provision of Local Government (Miscellaneous Provisions) Act 1976 S61 (2B) if it appears that the interests of public safety require the suspension to have immediate effect)
- (b) Where representation has been submitted by the applicant/license holder against refusal of any application
- (c) Where representation has been received from an applicant to vary a licensing or pre-licensing condition.

Scrap Metal Dealing

- (a) Determination of applications where representations have been received against refusal in accordance with legislative requirements; and
- (b) Consideration of revocation of a license where representations have been received in accordance with legislative requirements

Street Collections and House to House Collections

- (a) Appeals against refusal to grant or renew a license

Licensing of sex establishments

- (a) Determination of all applications, revocations and appeals.

Street Trading

- (a) Determination of applications where representation(s) has been received
- (b) Determination of applications that fall outside of current policy
- (c) Determination of matters relating to revocation of a license

Acupuncture, Tattooing, Skin and Ear Piercing and Electrolysis

- (a) Appeals against refusal to grant or renew a registration.
- (b) Revocation of a registration.

Animal Welfare and Security, except for the following:

- (a) Appeals against refusal to grant or renew a license
- (b) Revocation of a license.

Exercise of Powers under Caravan Sites and Control of Development Act 1960, except for:

- (a) Refusal and revocation of licenses, (other than urgent refusals which are delegated to officers)

Mobile Homes

- (a) Appeals against revocation of a license and/or conditions attached to the grant of a license.

11. Staff Appointments Committee (to meet on demand) has the following functions:

- (a) To appoint the following designated officers:

Head of Paid Service
Section 151 Finance Officer
Monitoring Officer

and such other posts as may be determined from time to time by Group Leaders in consultation with the Head of Paid Service.

- (b) To comply with the requirements set out in Chapter 4 of the Constitution (Staff Employment Procedure Rules).
- (c) To agree, review and amend to salary and grading structures for chief officer posts in line with the agreed remuneration policy.

12. Dismissal Appeals Committee (to meet on demand) has the following functions:

- (a) To consider and determine any appeal by the Head of Paid Service, Section 151 Officer or Monitoring Officer against dismissal.
- (b) To consider and determine any allegation or issue of misconduct, incapability or breakdown in trust against the Head of Paid Service, Section 151 Finance Officer, Monitoring Officer or a Deputy Monitoring Officer.

11 June 2014

Annual Council

Supplementary Report - Political Balance, Allocation of Committee Seats and Committee Appointments

Report of: *Alison Crowe, Managing Director*

Wards Affected: *All Wards*

This report is: *Public*

1. Executive Summary

1.1 This report requests the Council to:

- a) agree the size of the boards/committees established under agenda item 10a;
- b) approve the allocation of seats on boards/committees;
- c) receive the nominations of political groups and make appointments to boards/committees;
- d) appoint the Chairs and Vice-Chairs of boards/committees.

1.2 A meeting of the Constitution Working Group took place on Wednesday 28 May, after publication of the agenda for Annual Council. As set out in agenda item 10a, since no overall agreement was reached, an alternative committee structure was proposed and the Council will need to decide the political calculations based on the structure agreed under agenda item 10a.

1.3 The Constitution Working Group also considered a proposal to change the Constitution so that apologies and the names of substitutes could be given at a committee meeting rather than at 3pm on the day of the meeting at the latest (a requirement of the current Constitution). The Group agreed unanimously to recommend this amendment to Council.

1.4 It was noted that once substituted, a Committee Member would still not be allowed to attend the meeting and take part in any vote during that particular meeting.

1.5 Clarification was requested regarding cross group substitutes and the Monitoring Officer subsequently advised that the political balance regulations and consequent calculations will only ever allocate a seat on a committee to a political group.

- 1.6 It is up to the relevant political Group who they chose to nominate to the seat they have been allocated and so could nominate a Member from another Group if they so wished as the seat has been allocated to the Group to make a nomination.
- 1.7 This also extends to the conventions on substitutes which may be cross party - although it would be useful but not essential if there was written confirmation of such a cross group accommodation / arrangement.
- 1.8 Regarding Audit & Scrutiny Committee, the Monitoring Officer advised that where there is a Scrutiny Committee without an Executive, or anything that purports to be such in all but name, there is no restriction on membership because there are no Executive members.

2. Recommendations

- 2.1 **Subject to the Council's decision on the establishment of Committees under agenda item 10a, the Council's instructions are requested on the size of the boards or committees and the allocation of seats as set out in either:**
 - (a) **Appendix A, based on the Council's current structure or**
 - (b) **Appendix B based on the Council's proposed structure**

Recommendations 2.2 and 2.3 are from Agenda item 10:

- 2.2 **That the nominations of the political groups on Committees be approved as set out in Appendix D (to be tabled when nominations are received).**
- 2.3 **That the Chairs and Vice-Chairs of Committees be appointed, as set out in Appendix E (to be tabled when nominations are received).**
- 2.4 **That 20.2 of the Council Procedural rules of the Constitution be amended to waive the request to give notice of apologies and substitutes.**

3. Introduction and Background

- 3.1 Political Groups on the Council are formed in accordance with the Local Government (Committees and Political Groups) Regulations 1990 when two or more Councillors notify the Managing Director, as Proper Officer, of their wish to be treated as a group.
- 3.2 Section 15 of the Local Government and Housing Act 1989 imposes a duty on the Local Authority at the annual meeting, or as soon as possible

after it, to review the allocation of seats on the committees of the Council between the political groups. The Council may carry out such a review and any other time and may do so if requested by a political group.

- 3.3 The following principles apply to the allocation of seats:
- (a) That not all the seats on the body to which appointments are being made are allocated to the same political group;
 - (b) That the majority of seats on each committee are allocated to a particular group if the number of persons belonging to that group is a majority of the authority's membership;
 - (c) That, subject to (a) and (b), when allocating seats to a political group, the total number of their seats across all the ordinary committees of the Council, must reflect their proportion of the authority's membership; and
 - (d) Subject to (a) to (c), that the number of seats on each committee is as far as possible in proportion to the group's membership of the authority.
- 3.4 The Licensing Sub-Committee is not governed by political balance rules.
- 3.5 The Local Government and Housing Act 1989 requires that, once the Council has determined the allocation of committee places between the political groups, the Council must then appoint the nominees of the political groups to the committees.
- 3.6 Any non-aligned members are to be appointed to available seats on committees by the Council.
- 3.7 It is open to the Council when carrying out a review to adopt some arrangement other than that prescribed by the Act and the Regulations. Notice of such a proposal would have to be given in the Summons, and a decision would need to be made with no one voting against it. The remainder of this report therefore assumes that the Council will not want an alternative arrangement to that prescribed by law.

Political proportionality

- 3.8 The political balance of the Council can be calculated by using the simple formula below (to two decimal places):

$$\frac{\text{No. of Group Members} \times 100}{37}$$

- 3.9 Following the local elections held on 22 May 2014, the political balance of the Council is set out in Table 1 below:

Group	Councillors	%
Conservative	18	48.65 %
Liberal Democrat	11	29.73 %
Brentwood First	4	10.81 %
Labour	3	8.11 %
Non-Aligned Councillors	1	2.70%
Total	37	100.00%

- 3.10 In order to calculate political proportionality for the Committees, the Council needs to agree the number of seats on each Committee and the total number of seats available on all Committees.
- 3.11 The calculation to determine the strict entitlement of political groups to seats on committees is as follows:

$$\frac{\% \text{ from Table 1}}{100} \times \text{Total No. of seats available}$$

- 3.12 Those Councillors who are not members of political groups have no legal entitlement to an allocation of seats on committees. However, the political groups are entitled to their proportion of seats and once their entitlement has been reached, the remaining seats may be filled by Councillors not belonging to a political group. Such Councillors are classed as being non-aligned.
- 3.13 The LGA Independent Group has taken the view that in the true spirit of the Act, that morally or democratically, non-aligned Councillors are entitled to fair representation. Groups are not entitled to have more than their share and thus they cannot exclude Councillors that are not grouped i.e. single party Councillors or non-aligned Independent Councillors. For example in an authority of 37 Councillors with one non-grouped Councillor, the Council must make 1/37 of the places available.

4. Issues, Options and Analysis of Options:

- 4.1 Following the Constitution Working Group meeting two options are proposed for the Committee Structure for 2014-15 which are set out in Appendices A and B.
- 4.2 Appendix A and A(1) is based on the current structure as set out in Chapter 3 of the constitution and should only be considered if it is agreed to retain the current structure under agenda item 10a.

- 4.3 Appendix B and B(1) is based on a proposed alternative structure, terms and reference, and size of committees which was proposed at the Constitutional Working Group. This option should only be considered if the proposed alternative structure was agreed under agenda item 10a.

5. Reasons for Recommendations

- 5.1 The Council is required to make the required appointments to those committees/boards that have been established to facilitate the efficient discharge of its functions, as set out in Agenda Item 10a.

6. Consultation

- 6.1 A meeting of the Constitution Working Group took place on Wednesday 28 May to discuss any proposed amendments to the constitution or committee structure. In accordance with proposals received for changes to the number of committees or the size of the committees, the political proportionality calculations for each proposal have been revised and are detailed in Appendices A and B.
- 6.2 With regard to any adjustments required consultation will be undertaken in this respect with the Leaders of each of the political groups represented on the Council. Their agreement will need to be obtained to the calculations relating to the allocation of seats on the committees /board/panels to take account of final adjustments, and their respective nominations will be put before the Council for approval.

7. References to Corporate Plan

- 7.1 Appointing Members to those committees/boards established at Agenda Item 10a, in accordance with the political balance of the Council and associated allocation of seats on committees, will enable the Council to properly discharge its functions and work towards achieving the priorities set out in the Corporate Plan 2014-16.

8. Implications

Financial Implications

Name & Title: Jo-Anne Ireland, Director of Strategy and Corporate Services

Tel & Email: 01277 312712/ jo-anne.ireland@brentwood.gov.uk

- 8.1 The cost of servicing these committees will be met through the existing budgets.

Legal Implications

Name & Title: David Lawson, Monitoring Officer

Tel & Email: 01277 312860/david.lawson@brentwood.gov.uk

- 8.2 These are set out in the body of the report.

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

None.

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

None.

10. Appendices to this report

- Appendix A and A(1) – Option 1 – Current Committee Structure, and Political Proportionality
- Appendix B and B(2)– Option 2 – Proposed Committee Structure and Political Proportionality
- Appendix D Nominations of political groups to seats on Committees for Options 1 and 2 (to be circulated before the meeting)
- Appendix E – Appointment of Chairs and Vice-chairs of Committees for Options 1 and 2 (to be circulated before the meeting).

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Agenda Item 11a, Appendix A

Option 1

1. If the Council's decision when considering Item 10a is that the current committee structure is to continue, the number of seats on committees that are available to be allocated amongst the political groups represented on the Council will be 84.
- 1.1 Each of the political groups (formed when 2 or more Councillors notify the Managing Director, as Proper Officer, of their wish to be treated as a group) are entitled to a certain number of seats on committees. This is based upon their percentage representation on the Council as a whole, as detailed in Table 1 at paragraph 3.9 in the report.
- 1.2 The calculation to determine the entitlement of political groups to seats on committees is as follows:

$$\frac{\% \text{ from Table 1}}{100} \times \text{Total No. of seats available (84 seats)}$$

- 1.3 After undertaking the above calculation for each of the political groups represented on the Council, the strict entitlement to seats would be as follows:

• Conservative	41 seats
• Liberal Democrat	25 seats
• Brentwood First	9 seats
• Labour	7 seats

- 1.4 Each of the political groups are only entitled to their proportion of seats and once this entitlement has been reached, any remaining seats may then be filled by those Councillors not belonging to a political group (2 seats). As no one group has a majority of seats on the Council, principle (b) in 3.3 of the report does not apply.
- 1.5. In order to ascertain the number of seats to be allocated to political groups on each committee, the following calculation is required to be undertaken:

$$\frac{\% \text{ from Table 1}}{100} \times \text{No. of committee places available}$$

- 1.6 After applying the above calculation (to two decimal points) to each of the committees under the current committee structure set out in Agenda Item 10a, the following results can be seen:

- (a) 13 member committee – applies to Strategy & Policy Board, Community Services Committee and Performance and Resources Committee

•	Con	$48.65 / 100 \times 13 =$	6.32	=	6 seats
•	LD	$29.73 / 100 \times 13 =$	3.86	=	4 seats
•	BF	$10.81 / 100 \times 13 =$	1.41	=	1 seat
•	Lab	$8.11 / 100 \times 13 =$	1.05	=	1 seat

From the above calculations, 1 seat on each of the committees remains to be allocated. This would be allocated following the manual adjustments that are required, as explained in paragraph 1.9 of this report.

- (b) 11 member committee – applies to the Planning Development Control Committee

•	Con	$48.65 / 100 \times 11 =$	5.35	=	5 seats
•	LD	$29.73 / 100 \times 11 =$	3.27	=	3 seats
•	BF	$10.81 / 100 \times 11 =$	1.19	=	1 seat
•	Lab	$8.11 / 100 \times 11 =$	0.89	=	1 seat

From the above calculations, 1 seat on the committee remains to be allocated. This will be allocated following the manual adjustments that are required, as explained in paragraph 1.9 of this report.

- (c) 15 member committee – applies to the Licensing Committee

•	Con	$48.65 / 100 \times 15 =$	7.30	=	7 seats
•	LD	$29.73 / 100 \times 15 =$	4.46	=	4 seats
•	BF	$10.81 / 100 \times 15 =$	1.62	=	2 seats
•	Lab	$8.11 / 100 \times 15 =$	1.22	=	1 seat

From the above calculations, 1 seat on the committee remains to be allocated. This will be allocated following the manual adjustments that are required, as explained in paragraph 1.9 of this report..

- (d) 12 member committee – applies to the Overview & Scrutiny Committee

•	Con	$48.65 / 100 \times 12 =$	5.84	=	6 seats
•	LD	$29.73 / 100 \times 12 =$	3.57	=	4 seats
•	BF	$10.81 / 100 \times 12 =$	1.30	=	1 seat
•	Lab	$8.11 / 100 \times 12 =$	0.97	=	1 seat

From the above calculations, 0 seats on the committee remain to be allocated.

(e) 7 member committee – applies to the Audit Committee

•	Con	$48.65 / 100 \times 7 =$	3.41	=	3 seats
•	LD	$29.73 / 100 \times 7 =$	2.08	=	2 seats
•	BF	$10.81 / 100 \times 7 =$	0.76	=	1 seat
•	Lab	$8.11 / 100 \times 7 =$	0.57	=	1 seat

From the above calculations, 0 seats on the committee remain to be allocated.

1.7 As stated in paragraph 3.12-3.13 of the report, Councillors who are not members of a political group have no legal entitlement to an allocation of seats on the committee. However, in the spirit of the Act they should be given their fair representation. It is recommended that the Independent Member is allocated 2 seats.

1.8 **Appendix 1** shows a rounded allocation of seats to each political group. This is then required to be manually adjusted to ensure that the number of seats allocated to a particular political group matches and does not exceed their entitlement.

1.9 The following manual adjustments were required:

- Brentwood First are entitled to 1 additional seat
- The Conservative Group is entitled to 2 additional seats
- The Independent Member is entitled to 2 seats.

These need to be allocated to the following Committees:

Strategy & Policy Board x 1 seat
Community Services Committee x 1 seat
Performance and Resources Committee x 1 seat
Planning & Development Control Committee x 1 seat
Licensing Committee x 1 seat

1.10 Officers sought agreement from the relevant Group Leaders on the allocation of their additional seats between the above committees (3 seats); the remaining two seats have been allocated to the Independent Member.

1.11 Group Leaders will be requested to provide nominations to the places on committees to which their respective groups are entitled.

1.12 The nominations of political groups to seats on committees will be set out in **Appendix D** and the nominations for Chair and Vice Chair of committees will be set out in **Appendix E** and these will be circulated before the Annual Council meeting.

**Brentwood BC
No-Majority
Proportionality**

Party Group	Conservative		Liberal Democrat		Brentwood First		Labour		Ungrouped / Seats to allocate		Total
Number of members	18		11		4		3		1		37
Overall proportionality	0.486486486	48.65%	0.297297297	29.73%	0.108108108	10.81%	0.081081081	8.11%			
Total strict entitlement	40.86486486		24.97297297		9.081081081		6.810810811				
Total rounded entitlement	41		25		9		7		82	2	
Committee	Size of Committee	Strict entitlement	Rounded Entitlement	Strict entitlement	Rounded entitlement	Strict entitlement	Rounded entitlement	Strict entitlement	Rounded entitlement	Total Rounded Entitlement	
Strategy & Policy Board	13	6.32	6	3.86	4	1.41	2	1.05	1	13	0
Community Services Committee	13	6.32	7	3.86	4	1.41	1	1.05	1	13	0
Performance & Resources Committee	13	6.32	7	3.86	4	1.41	1	1.05	1	13	0
Overview & Scrutiny Committee	12	5.84	6	3.57	4	1.30	1	0.97	1	12	0
Planning & Development Control Committee	11	5.35	5	3.27	3	1.19	1	0.89	1	10	1
Licensing Committee	15	7.30	7	4.46	4	1.62	2	1.22	1	14	1
Audit Committee	7	3.41	3	2.08	2	0.76	1	0.57	1	7	0
Total seats	84		41		25		9		7	82	2
Adjustments			0		0		0		0		

Notes:

1 The total rounded entitlement of each party group is compared with the total number of seats allocated to that group. The allocations are then adjusted manually to ensure that the number of seats allocated to a particular group matches their entitlement.

Agenda Item 11a, Appendix B

Option 2

1. If the Council's decision when considering Item 10a is that revised Committee Structure Option 2 is adopted, the Committee Structure would consist of:

- Planning and Development Control Committee
- Licensing Committee
- Finance and Resources Committee
- Audit and Scrutiny Committee
- Housing Committee
- Environment Committee
- Business and Town Centre Committee
- Community Committee
- Asset and Enterprise Committee

The number of seats on committees that would be available to be allocated amongst the political groups represented on the Council would be 90.

- 1.1 Each of the political groups (formed when 2 or more Councillors notify the Managing Director, as Proper Officer, of their wish to be treated as a group) are entitled to a certain number of seats on committees. This is based upon their percentage representation on the Council as a whole, as detailed in Table 1 at paragraph 3.9 in the agenda report.

- 1.2 The calculation to determine the entitlement of political groups to seats on committees is as follows:

$$\frac{\% \text{ from Table 1}}{100} \times \text{Total No. of seats available (90 seats)}$$

- 1.3 After undertaking the above calculation for each of the political groups represented on the Council, the strict entitlement to seats is as follows:

- | | |
|--------------------|----------|
| • Conservative | 44 seats |
| • Liberal Democrat | 27 seats |
| • Brentwood First | 10 seats |
| • Labour | 7 seats |

- 1.4 Each of the political groups are only entitled to their proportion of seats and once this entitlement has been reached, any remaining seats may then be filled by those Councillors not belonging to a political group (2 seats). As no one group has a majority of seats on the Council, principle (b) in 3.3 of the report does not apply.

1.5. In order to ascertain the number of seats to be allocated to political groups on each committee, the following calculation is required to be undertaken:

$$\frac{\% \text{ from Table 1}}{100} \times \text{No. of committee places available}$$

1.6 After applying the above calculation (to two decimal points) to each of the committees under the proposed revised committee structure set out in Agenda Item 10a, the following results can be seen:

(a) 11 member committee – applies to Planning Development Control Committee

•	Con	$48.65 / 100 \times 11 =$	5.35	=	5 seats
•	LD	$29.73 / 100 \times 11 =$	3.27	=	3 seats
•	BF	$10.81 / 100 \times 11 =$	1.19	=	1 seats
•	Lab	$8.11 / 100 \times 11 =$	0.89	=	1 seats

From the above calculations, 1 seat on this committee remains to be allocated. This will be allocated following the manual adjustments that are required, as explained in paragraph 1.9 below.

(b) 12 member committee – applies to the Licensing Committee

•	Con	$48.65 / 100 \times 12 =$	5.84	=	6 seats
•	LD	$29.73 / 100 \times 12 =$	3.57	=	4 seats
•	BF	$10.81 / 100 \times 12 =$	1.30	=	1 seats
•	Lab	$8.11 / 100 \times 12 =$	0.97	=	1 seats

From the above calculations, 0 seats on the committee remain to be allocated.

(c) 9 member committee – applies to the Finance and Resources Committee

•	Con	$48.65 / 100 \times 9 =$	4.38	=	4 seats
•	LD	$29.73 / 100 \times 9 =$	2.68	=	3 seats
•	BF	$10.81 / 100 \times 9 =$	0.97	=	1 seats
•	Lab	$8.11 / 100 \times 9 =$	0.73	=	1 seats

From the above calculations, 0 seats on the committee remain to be allocated.

(d) 8 member committee – applies to the Audit & Scrutiny Committee

- Con $48.65 / 100 \times 8 =$ 3.89 = **4 seats**
- LD $29.73 / 100 \times 8 =$ 2.38 = **2 seats**
- BF $10.81 / 100 \times 8 =$ 0.86 = **1 seats**
- Lab $8.11 / 100 \times 8 =$ 0.65 = **1 seats**

From the above calculations, 0 seats on the committee remains to be allocated.

(e) 10 member committee – applies to the Housing, Environment, Community, Asset & Enterprise and Business & Town Centres Committees.

- Con $48.65 / 100 \times 10 =$ 4.86 = **5 seats**
- LD $29.73 / 100 \times 10 =$ 2.97 = **3 seats**
- BF $10.81 / 100 \times 10 =$ 1.08 = **1 seats**
- Lab $8.11 / 100 \times 10 =$ 0.81 = **1 seats**

From the above calculations, 0 seats on the committees remain to be allocated.

1.7 As stated in paragraph 3.12-3.13, Councillors who are not members of a political group have no legal entitlement to an allocation of seats on the committee. However, in the spirit of the Act they should be given their fair representation. It is recommended that the Independent Member is allocated 2 seats.

1.8 Appendix B(1) shows a rounded allocation of seats to each political group which has been manually adjusted to ensure that the number of seats allocated to a particular political group matches and does not exceed their entitlement.

1.9 Accordingly, the following manual adjustments have been made::

- Brentwood First were entitled to 1 additional seat
- Labour had two seats removed
- The Independent Member was entitled to 2 seats.

The additional seats were allocated to the following Committees

Planning Development Control Committee x 1 seat
Environment Committee x 1 seat
Business and Town Centres Committee x 1 seat

- 1.11 Group Leaders would be requested to provide nominations to the places on committees to which their respective groups were entitled.
- 1.12 The nominations of political groups to seats on committees will be set out in **Appendix D** and the nominations for Chair and Vice Chair of committees will be set out in **Appendix E** and these will be circulated before the Annual Council meeting.

**Brentwood BC
No-Majority
Proportionality**

Party Group		Conservative		Liberal Democrat		Brentwood First		Labour		Ungrouped / Seats to allocate	
Number of members		18		11		4		3		1	
Overall proportionality		0.48648649	48.65%	0.2972973	29.73%	0.10810811	10.81%	0.0810811	8.11%		
Total strict entitlement		43.7837838		26.7567568		9.72972973		7.2972973			
Total rounded entitlement		44		27		10		7		88	2
Committee	Size of Committ	Strict entitlement	Rounded Entitlement	Strict entitlement	Rounded entitlement	Strict entitlement	Rounded entitlement	Strict entitlement	Rounded entitlement	Total Rounded Entitlement	
Planning & Development Control Committee	11	5.35	5	3.27	3	1.19	2	0.89	1	11	0
Licensing Committee	12	5.84	6	3.57	4	1.30	1	0.97	1	12	0
Housing	10	4.86	5	2.97	3	1.08	1	0.81	1	10	0
Environment	10	4.86	5	2.97	3	1.08	1	0.81	0	9	1
Assets	10	4.86	5	2.97	3	1.08	1	0.81	1	10	0
Business & Town Centres	10	4.86	5	2.97	3	1.08	1	0.81	0	9	1
Community	10	4.86	5	2.97	3	1.08	1	0.81	1	10	0
Audit & Scrutiny	8	3.89	4	2.38	2	0.86	1	0.65	1	8	0
Finance & Resources	9	4.38	4	2.68	3	0.97	1	0.73	1	9	0
Total seats	90		44		27		10		7	88	2
Adjustments			0		0		0		0		0

Total

37



Notes:

1 The total rounded entitlement of each party group is compared with the total number of seats allocated to that group. The allocations are then adjusted manually to ensure that the number of seats allocated to a particular group matches their entitlement.

11 June 2014

Annual Council

Supplementary Report - Calendar of Meetings for 2014-15

Report of: *Alison Crowe, Managing Director*

Wards Affected: *All Wards*

This report is: *Public*

1. Executive Summary

- 1.1 This report requests the agreement of the Council to the schedule of ordinary meetings of the Council and those Committee that have been established at Agenda Item 10 for the 2014-15 municipal year, subject to the decision on recommendation 2.1 of Item 10a.

2. Recommendation

- 2.1 Subject to the Council agreeing the proposed revised structure as set out in the supplementary report (Item 10a), the Calendar of Meetings attached as Appendix A for 2014-15 be approved.**

3. Introduction and Background

- 3.1 In accordance with the Constitution, it is the Council's function to agree at Annual Council the date, time and place of ordinary meetings of Council and its committees for the coming municipal year.

4. Issue, Options and Analysis of Options

- 4.1 Once the calendar of meetings has been approved, a notice is published on the notice board at the front of the Town Hall five clear working days before each meeting takes place. This acts as the official notice of the meeting and in addition, information relating to all meetings to be held is available on the Council's website.

- 4.2 If any changes are made to the published notice by the Proper Officer such as a new meeting being arranged or a meeting being cancelled, further notices will be issued and information will be updated on the Council's website.
- 4.3 Appendix A gives a proposed Calendar of Meetings based on the alternative Committee Structure as detailed in Item 10A of the agenda. No recommendation on the proposed Committee Structure proposal was agreed by the Constitution Working Group, at the meeting held on 28.5.2014 but an alternative was proposed.

5. Reasons for Recommendation

- 5.1 The Council is required to approve the schedule of meetings for 2014-15 and this will ensure that arrangements can be put in place for effective and efficient decision making throughout the municipal year.

6. Consultation

- 6.1 Consultation has been undertaken with the Leaders of each of the main political groups represented on the Council.

7. References to Corporate Plan

- 7.1 The Council should have a schedule of meetings in place to ensure that arrangements can be put in place for effective and efficient decision making.

8. Implications

Financial Implications

Name & Title: Jo-Anne Ireland, Director of Strategy and Corporate Support

Tel & Email: 01277 312712/jo-anne.ireland@brentwood.gov.uk

- 8.1 The cost of proposals within this report can be met from existing budgets. Any increase in the number of meetings will have a direct resource implication on the officer support structure.

Legal Implications

Name & Title: David Lawson, Monitoring Officer

Tel & Email: 01277 312860/david.lawson@brentwood.gov.uk

- 8.2 There are no specific legal implications arising from this report.

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

None.

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

None.

10. **Appendices to this report**

- Appendix A – Proposed Calendar of meetings 2014-15.

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DRAFT CALENDAR OF MEETINGS

1 JUNE 2014 - 1 AUGUST 2015

Guide

The agenda publication date for all **committees** is **5** working days before the date of the meeting. If the meeting is on a Wednesday, the agenda will be published on the Tuesday of the week before the meeting at 5pm. The agenda publication date for **Council** meetings is 10 working days before the date of the meeting.

JUNE, 2014				
Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4	5	6
9	10	11 Annual Council	12	13
16	17	18	19	20
23	24 Planning Committee	25	26	27
30 Finance and Resources Committee				

JULY, 2014				
Monday	Tuesday	Wednesday	Thursday	Friday
	1 Audit & Scrutiny Committee	2 Ordinary Council	3	4
7 Environment Committee	8 LGA Annual Conference Licensing Committee	9 LGA Annual Conference Housing Committee	10 LGA Annual Conference	11
14	15 Asset and Enterprise Committee	16 Business and Town Centre Committee	17	18
21 Community Committee	22 Planning Committee	23 School Holiday Start	24	25
28	29	30	31	

AUGUST, 2014				
Monday	Tuesday	Wednesday	Thursday	Friday
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25 Bank Holiday	26	27	28	29

SEPTEMBER, 2014				
Monday	Tuesday	Wednesday	Thursday	Friday
1	2 School Holiday End Planning Committee	3	4	5
8	9 Licensing Committee	10 Housing Committee	11	12
15	16 Environment Committee	17 Asset and Enterprise Committee	18	19
22 Labour Party Conference	23 Labour Party Conference	24 Labour Party Conference	25	26
29 Conservative Party Conference	30 Conservative Party Conference Audit & Scrutiny Committee			

OCTOBER, 2014				
Monday	Tuesday	Wednesday	Thursday	Friday
		1 Conservative Party Conference	2	3
6 Liberal Democrat Party Conference	7 Liberal Democrat Party Conference	8 Liberal Democrat Party Conference	9	10
13	14 Planning Committee	15 Business and Town Centre Committee	16	17
20	21 Community Committee	22 Ordinary Council	23	24
27 School Holiday Start	28	29 Finance and Resources Committee	30	31 School Holiday End

NOVEMBER, 2014				
Monday	Tuesday	Wednesday	Thursday	Friday
3	4 Planning Committee	5 Housing Committee	6	7
10	11 Licensing Committee	12 Environment Committee	13	14
17	18 Asset and Enterprise Committee	19	20	21
24	25	26 Audit & Scrutiny Committee	27	28

DECEMBER, 2014				
Monday	Tuesday	Wednesday	Thursday	Friday
1	2 Planning Committee	3	4	5
8	9	10 Ordinary Council	11	12
15	16 Business and Town Centre Committee	17 Community Committee	18	19
22 School Holiday Start	23	24	25 Bank Holiday	26 Bank Holiday
29	30	31		

JANUARY, 2015				
Monday	Tuesday	Wednesday	Thursday	Friday
			1 Bank Holiday	2 School Holiday End
5	6 Planning Committee	7 Housing Committee	8	9
12	13 Licensing Committee	14 Finance and Resources Committee	15	16
19	20 Environment Committee	21 Asset & Enterprise Committee	22	23
26	27 Audit & Scrutiny Committee	28	29	30

FEBRUARY, 2015				
Monday	Tuesday	Wednesday	Thursday	Friday
2	3 Planning	4 Ordinary Council	5	6
9	10	11 Finance and Resources	12	13
16 School Holiday Start	17	18	19	20 School Holiday End
23 Business and Town Centre Committee	24 Community Committee	25	26	27

MARCH, 2015				
Monday	Tuesday	Wednesday	Thursday	Friday
2	3 Planning Committee	4 6pm Assizes Trust Ordinary Council	5	6
9	10	11 Housing Committee	12	13
16	17	18 Environment Committee	19	20
23	24 Business and Town Centre Committee	25 Community Committee	26	27
30 School Holiday Start	31			

APRIL, 2015				
Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3 Bank Holiday
6 Bank Holiday	7	8	9	10 School Holiday End
13	14 Planning Committee	15	16	17
20	21	22	23	24
27	28	29	30	

MAY, 2015				
Monday	Tuesday	Wednesday	Thursday	Friday
				1
4 Bank Holiday	5	6	7	8
11	12	13	14	15
18	19	20 Annual Council	21	22
25 Bank Holiday School Holiday Start	26 Planning Committee	27	28	29 School Holiday End

JUNE, 2015				
Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3 Licensing Committee	4	5
8	9	10 Housing Committee	11	12
15	16	17 Environment Committee	18	19
22	23 Planning Committee	24 Finance and Resources Committee	25	26
29	30			

JULY, 2015				
Monday	Tuesday	Wednesday	Thursday	Friday
		1 Asset and Enterprise Committee	2	3
6	7	8 Business and Town Centre Committee	9	10
13	14	15 Ordinary Council	16	17
20	21 Planning Committee	22 Community Committee	23 School Holiday Start	24
27	28 Audit & Scrutiny Committee	29	30	31

11 June 2014

Annual Council

Supplementary Report - Members' Allowances 2014-15

Report of: *Independent Remuneration Panel*

Wards Affected: *All Wards*

This report is: *Public*

1. Executive Summary

- 1.1. The Council operates a Members' Allowances scheme which is reviewed annually by the Independent Remuneration Panel (IRP). The IRP have reviewed the current scheme and have made recommendations for the 2014-15 Municipal Year.
- 1.2. As stated in the supplementary report at agenda item 10a, the Constitution Working Group on Wednesday 28 May 2014, a proposal was put forward to amend the current Committee Structure. If a revised structure is agreed, the special responsibility allowances would need to be amended to take account of the revised proposals. Therefore a new recommendation 2.4 has been added to agenda item 14.

2. Recommendations

NB – recommendations 2.1 – 2.3 are from Agenda Item 14

- 2.1 That the Current Members Allowances be increased by 1% with effect from 11 June 2014.**
- 2.2 The allowance for the Mayor be increased by 1%.**
- 2.3 The allowance for the Deputy Mayor be increased by 1%.**
- 2.4 Subject to the Council's decision under agenda item 10, that the Special Responsibility Allowances as set out in Appendix A be approved.**

3. Consultation

- 3.1. The IRP met with Group leaders in March 2014.
- 3.2. The IRP received Appendix A on 30 May 2014 and 4 June 2014.

4. References to Corporate Plan

- 4.1 The priority area of *A Modern Council* provided for the Council to improve its governance arrangements leading to faster, more effective decision-making. The IRP examined the changes to governance arrangements in the preparation of its recommendations.

5. Implications

Financial Implications

Name & Title: Jo-Anne Ireland, Director of Strategy and Corporate Services

Tel & Email 01277 312712 / jo-anne.ireland@brentwood.gov.uk

- 5.1 The revised proposals can be met from within the budget provision for 2014/15.

Legal Implications

Name & Title: David Lawson, Monitoring Officer

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- 5.2 See agenda item 14

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

None.

6. Background Papers

- 6.1 Annual reports of the Independent Remuneration Panel to Brentwood Borough Council 2009, 2010, 2011, 2012, 2013 are publicly available at www.brentwood.gov.uk

7. Appendices to this report

Appendix A - The schedule of proposed Members Allowances is attached.

Report Author Contact Details:

Name: Independent Remuneration Panel / Ben Bix, Corporate and Democratic Services Manager

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Members Allowances 2014-15	Number	Allowance 2013-14	Total 2013-14	Estimated Costs for 2013/14	Number	Recommendations 2014-15	Recommendations 2014-15 (Totals)	Estimated Costs for 2014/15	Comments
Basic Allowance	37	5,950.80	220,179.60	220,179.60	37	6,010.31	222,381.47	222,381.47	
Leader	1	13,086.25	13,086.25	13,086.25	1	13,217.11	13,217.11	13,217.11	
Deputy Leader	1	6,317.50	6,317.50	6,317.50	1	6,380.68	6,380.68	6,380.68	
Leader of Main Opposition	1	5,266.09	5,266.09	5,266.09	1	5,318.75	5,318.75	5,318.75	
Leader of Minority Opposition	2	2,632.59	5,265.18	5,265.18	0				
Existing:									
Chair of Strategy and Policy Board (Spokesperson for Transformation)	1	5,266.09	5,266.09	0.00	0				Leader of the Council
Chair of Community Services Committee (Spokesperson for Housing and Health)	1	5,266.09	5,266.09	5,266.09	0				
Chair of Performance and Resources Committee (Spokesperson for Finance and Procurement)	1	5,266.09	5,266.09	5,266.09	0				
Chair of Overview and Scrutiny	1	3,510.72	3,510.72	3,510.72	0				
Chair of Planning and Development Committee (Spokesperson for Planning)	1	3,510.72	3,510.72	3,510.72	0				
Chair of Licensing Committee (Spokesperson for Licensing)	1	2,707.50	2,707.50	2,707.50	0				
Chair of Audit Committee (Audit and Value for Money)	1	2,707.50	2,707.50	2,707.50	0				
Vice Chair of Strategy and Policy Board (Spokesperson for National Policy and New Legislation)	1	2,311.32	2,311.32	0.00	0				Deputy Leader of the Council
Vice Chair of Community Services Panel (Spokesperson Localism and Borough Safety)	1	2,311.32	2,311.32	2,311.32	0				
Vice Chair of Performance and Resources (Spokesperson for Assets and Resources)	1	2,311.32	2,311.32	2,311.32	0				
Vice Chair of Overview and Scrutiny	1	957.57	957.57	957.57	0				
Vice Chair of Planning and Development	1	957.57	957.57	957.57	0				
Vice Chair of Licensing Committee	1	957.57	957.57	957.57	0				
Vice Chair of Audit Committee	1	957.57	957.57	957.57	0				
Spokesperson for Environment and Parking	1	957.57	957.57	957.57	0				
Proposed:									
Chair of Community Committee					1	3,545.83	3,545.83	3,545.83	
Chair of Housing Committee					1	3,545.83	3,545.83	3,545.83	
Chair of Asset Committee					1	3,545.83	3,545.83	3,545.83	
Chair of Environment Committee					1	3,545.83	3,545.83	0.00	Deputy Leader of the Council
Chair of Business and Town Centres Committee					1	3,545.83	3,545.83	3,545.83	
Chair of Audit and Scrutiny Committee					1	3,545.83	3,545.83	3,545.83	
Chair of Finance and Resources Committee					1	3,545.83	3,545.83	0.00	Leader of the Council
Chair of Planning and Development Committee					1	3,545.83	3,545.83	3,545.83	
Chair of Licensing Committee					1	3,545.83	3,545.83	3,545.83	
Vice-Chair of Community Committee					1	967.15	967.15	967.15	
Vice-Chair of Housing Committee					1	967.15	967.15	967.15	
Vice-Chair of Asset Committee					1	967.15	967.15	967.15	
Vice-Chair of Environment Committee					1	967.15	967.15	967.15	
Vice-Chair of Business and Town Centres Committee					1	967.15	967.15	967.15	
Vice-Chair of Audit and Scrutiny Committee					1	967.15	967.15	967.15	
Vice-Chair of Finance and Resources Committee					1	967.15	967.15	0.00	Deputy Leader of the Council
Vice-Chair of Planning and Development Committee					1	967.15	967.15	0.00	Lead Member for Working Groups
Vice-Chair of Licensing Committee					1	967.15	967.15	967.15	
Lead Member for Working Groups					1	2,256.49	2,256.49	2,256.49	
Sub total			290,071.14	282,493.73			290,171.32	281,145.36	
Mayor	1	3,300.00	3,300.00	3,300.00	1	3,333.00	3,333.00	3,333.00	
Deputy Mayor	1	750.00	750.00	750.00	1	757.50	757.50	757.50	
Total			294,121.14	286,543.73			294,261.82	285,235.86	