

15th May 2002

Dear Sir/Madam,

You are hereby respectfully summoned to attend the Annual Meeting of the Council of the Borough of Brentwood to be held in the Council Chamber, Town Hall, Brentwood, on **WEDNESDAY, 22ND MAY 2002 at 7.15 p.m.** to consider the following business.

Yours faithfully,

Chief Executive & Town Clerk

AGENDA

1. Apologies for Absence:
2. Mayor's Announcements and Presentations (if any)
- *3. Election of Mayor: To elect a Mayor of the Borough for the year 2002/2003 to hold office until his or her successor becomes entitled to act as Mayor.
- *4. Appointment of Deputy Mayor: To appoint a Deputy Mayor of the Borough for the year 2002/2003 to hold office until immediately after the election of the Mayor of the Borough at the Annual Meeting of the Council in 2003.
5. Brentwood Borough Council Elections 2.5.2002: The Chief Executive & Town Clerk will report the results of the elections (see Appendix 2). A report for information is attached as Appendix 2a concerning the term of office of elected Members having regard to the Borough of Brentwood (Electoral Changes) Order 2001.
6. Political Groups on the Council: The Chief Executive & Town Clerk will report the receipt of Notices served on him by Members under the provisions of the Local Government (Committee and Political Groups) Regulations 1990 (see Appendix 3).
7. Leader of the Council: To designate a "Leader of the Council". It is the Council's usual practice that the Leader of the majority political group on the Council shall be designated "Leader of the Council".

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

- *8. Appointment of Policy Board, Executive Panels and Committees.
 - (a) To review and determine the allocation of seats in accordance with the provisions of Section 15 of the Local Government and Housing Act 1989 and The Local Government (Committees and Political Groups) Regulations 1990 and to determine how many voting Members each shall consist of. A report has been circulated separately.
 - (b) To appoint the Policy Board, Executive Panels and Committees for the ensuing year of the Council.
 - (c) To receive the wishes of each Group about who is to be appointed to the seats allocated to them (Appendix 1).
- *9. Standing Groups and Boards: To appoint for the ensuing year.
- *10. Appointment of Chairman and Vice-Chairman of the Policy Board, Executive Panels, Committees and Standing Groups Boards etc from those appointed to them.
- 11. Members' Allowances 2002/2003. Members are invited to consider the report which has been circulated.
- 12. Memorials or Petitions. Presentation of Memorials or Petitions (if any) by a Member in accordance with Standing Order No. 18.
- 13. Questions: To answer questions (if any) pursuant to Standing Order No. 9, of which previous Notice has been given to the Chief Executive & Town Clerk.
- 14. Day and hour of meetings: To fix the day and hour of meetings of the Council and of the Committees for the ensuing year. (A draft Calendar of Meetings is contained in Appendix 4 for consideration).
- *15. Appointment of Representatives on Outside Organisations: The Council is asked to make the appointments to the various Outside Organisations.
- 16. Brentwood Borough Council Constitution: The Council is asked to consider the report which has been circulated separately.
- 17. Notices of Motion: To consider Notices of Motion of which notice has been given to the Chief Executive & Town Clerk pursuant to Standing Order No. 6.

Cr. Lewis on behalf of the Conservative Group on the Council has given notice of the following:-

“This Council resolves to congratulate Her Majesty Queen Elizabeth on this occasion of her Golden Jubilee and to mark the occasion further resolves that:

The Union Flag will be flown daily from the flag pole outside the Town Hall for the full year.

The Council will encourage all public buildings and outside bodies to fly the Union flag for the Jubilee celebration weekend.

Car parking charges at all Council controlled car parks will be suspended from midnight on Friday 31 May 2002 until midnight on Tuesday 4 June 2002."

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

PART TWO

There were no items known at the time of the publication of the Agenda which in the opinion of the Chief Executive & Town Clerk will be considered with the public excluded from the meeting.

(*Details of nominations, suggested allocation of seats
and Group wishes, are contained in Appendix 1)

To the Mayor and Members of Brentwood Borough Council

Town Hall
Brentwood, Essex

13th May 2002

Annual\AC3.May2002

BRENTWOOD BOROUGH COUNCIL

ANNUAL COUNCIL MEETING

22ND MAY 2002

LIST OF APPENDICES AND REPORTS

<u>Item No.</u>	<u>Appendix No.</u>	<u>Subject</u>
3,4,8,9,10 & 15	1	List of Nominations
5	2 2a	Brentwood Borough Council Elections 2002
6	3	Political Groups on the Council
8		Appointment of Policy Board, Executive Panels and Committees
11		Members' Allowances 2002/2003
14	4	Calendar of Meetings
16		Brentwood Borough Council Constitution Background Documents

BRENTWOOD BOROUGH COUNCIL

ANNUAL MEETING

2002

LIST OF NOMINATIONS

Agenda

Item:

3. ELECTION OF MAYOR

Proposed: Cr. D M Hardy

4. APPOINTMENT OF DEPUTY MAYOR

Proposed: To be advised

8. APPOINTMENT OF POLICY BOARD, EXECUTIVE PANELS AND COMMITTEES:

Policy Board

Membership 11 (LD 6, Con 4, Lab 1)

Liberal Democrat:

Crs. Aspinell, Mrs. Cook, Davies, C.Myers, Shawcross and Taylor.

Substitute Members: Crs. Mrs. Howe and Kendall.

Conservative:

Crs. Kenny, Lewis, Mrs McGinley and Payne.

Substitute Members: Crs Baker and Mrs Courage

Labour: Cr. Minns

Cultural Panel

Membership 11 (LD 6, Con 4, 1 Lib)

Liberal Democrat:

Crs. Mrs. Hogan, Mrs. Hubbard, C.Myers, Shawcross, Tilley and Wheatley.

Substitute Members: Crs. Aspinell and Mrs. Freeman.

Conservative:

Crs. Mrs. McGinley, Baker, Mrs. Brehaut, and Franklin.

Substitute Members: Crs. Mrs. Courage and Sleep.

Non Group Member

Cr Boggis **

* To be confirmed

** To be appointed by Council

Housing and Health Panel

Membership 11 (LD 6, Con 4, 1 Lib)

Liberal Democrat:

Crs. Mrs. Cook, Mrs. Freeman, Mrs. Hogan, Mrs. Myers, Taylor and Wheatley.

Substitute Members: Crs. Kendall and C.Myers..

Conservative:

Crs Payne, Mrs. Courage, Harrison and Mrs Henwood.

Substitute Members: Crs. Baker and Good

Non Group Member

Cr. Boggis **

Environment and Transport Panel

Membership 11 (LD 6, Con 4, 1 Lab)

Liberal Democrat:

Crs. Aspinell, Mrs. Howe, Mrs. Hubbard, Kendall, Shawcross and Tilley.

Substitute Members: Crs. Mrs. Freeman and Taylor..

Conservative:

Crs. Braid, Mrs. Brehaut, Mrs. Courage and Mrs. Henwood

Substitute Members: Crs Mrs. McGinley and Payne

Labour Group

Cr. Elphick

Overview & Scrutiny Committee

Membership 11 (LD 6, Con 4, Lab 1)

Liberal Democrat:

Crs. Bailey, Barr, Brown, Hardy, Mrs. Long and Straw.

Conservative:

Crs. Wright, Braid, Good and Mrs Henwood

* To be confirmed

** To be appointed by Council

Labour:

Cr. Elphick

Planning Development Control Committee

Membership 15 (LD 8, Con 6, Lab 1)

Liberal Democrat:

Crs. Barr, Brown, Davies, Mrs. Freeman, Mrs. Howe, Mrs. Long, C.Myers and Taylor.

Substitute Members: Crs. Mrs Cook and Hardy

Conservative:

Crs. Harrison, Good, Kenny, Mrs McGinley Sleep and Wright.

Substitute Members: Crs. Mrs Brehaut and Lewis

Labour:

Cr. Minns

Licensing/Appeals Committee

Membership 9 (LD 5, Con 4)

Liberal Democrat:

Crs. Bailey, Mrs. Myers, Straw, Tilley and Wheatley.

Substitute Members: Crs. Mrs. Hogan and Shawcross.

Conservative:

Crs. Braid, Mrs Courage, Franklin and Payne

Substitute Members: Crs.Lewis and Mrs McGinley

Standards Committee

Membership 8 (2 Independent Members, 2 Parish Council Representatives, 4 Borough Councillors, 2 L.D., 1 Con, 1 Lab)

Independent Members

- Mr. Michael Hardy
Mr. Richard Horton

Parish Council Representatives

- Mr. Richard Allen
Mr. Peter Baggot

* To be confirmed

** To be appointed by Council

Borough Council Members

Liberal Democrat	-	Cr. Barr Cr. Mrs. Howe
Conservative	-	Cr Franklin
Labour	-	Cr. Minns

Note: 1. Staff Appeals/Appointments Committees are appointed as required.

* To be confirmed

** To be appointed by Council

Agenda
Item

9. APPOINTMENTS OF STANDING GROUPS AND BOARDS

(i) STAFF LOCAL AGREEMENT CONSULTATION FORUM
Employer's Side (The Council)

- | | | |
|----|--|------------------|
| 1. | Leader of the Council | : Cr. Vicky Cook |
| 5 | Deputy Leader of the Council | : Cr. C. Myers |
| 2. | Chairman of Policy Board | : Cr. Davies |
| 4. | Leader of Main Opposition Group | : Cr. Lewis |
| 5. | Chairman of Overview &
Scrutiny Committee | : Cr. Bailey |

(ii) PUBLIC INFORMATION PANEL
Membership 3 (LD 2, Con 1)

Liberal Democrat

Crs. Mrs. Cook, Mrs. Long
Reserve: Cr. To be advised

Conservative

Cr. Lewis
Reserve - Cr. Harrison

(iii) COMMUNITY SAFETY PANEL
Membership 3 (LD 2, Con 1)

Liberal Democrat

Crs. Aspinell, Mrs. Howe

Conservative

Cr. Kenny

(v) BOROUGH FORUM
Membership 9 (LD 5, Con 3, Lab 1)

Liberal Democrat

Crs. Barr, Mrs. Cook, Mrs. Hogan, Kendall and To be advised
Substitute Members: Crs.

Conservative

Cr. Baker, Mrs Courage and Lewis
Substitute Member: Cr. Mrs McGinley

Labour

Cr. Elphick
Substitute Member: Cr. Minns

(v) PENSIONERS FORUM
Membership 8 (LD 4, Con 2, Lab 1, Lib.1)

* To be confirmed

** To be appointed by Council

Liberal Democrat

Crs. Hardy, Mrs. Hogan, Mrs. Long and Mrs. Myers

Conservative

Crs. Mrs Henwood and Wright
Substitute Members: Crs. Mrs Courage

Labour

Cr. Minns
Substitute Member: Cr. Elphick

Liberal

Cr. Boggis

2. The work of the former Working Parties and Group will be undertaken through the Policy Board, Executive Panels and Committees.

(Note: Competitive Tendering Boards and DSO Staff Local Agreement Consultation Forum no longer required following the introduction of Best Value).

* To be confirmed

** To be appointed by Council

Agenda
Item

10. APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN OF THE POLICY BOARD, EXECUTIVE PANELS, COMMITTEES AND STANDING GROUPS, ETC.

The following proposals will be made:-

(i) POLICY BOARD

Chairman : Cr. Davies
Vice-Chairman : Cr. C. Myers

CULTURAL PANEL

Chairman : Cr. Shawcross
Vice-Chairman : Cr. Mrs. Hogan

HOUSING AND HEALTH PANEL

Chairman : Cr. Taylor
Vice-Chairman : Cr. Mrs. Myers

ENVIRONMENT AND TRANSPORT PANEL

Chairman : Cr. Aspinell
Vice-Chairman : Cr. Mrs. Howe

OVERVIEW & SCRUTINY COMMITTEE

Chairman : Cr. Bailey
Vice-Chairman : Cr. Elphick

PLANNING DEVELOPMENT CONTROL COMMITTEE

Chairman : Cr. Mrs. Long
Vice-Chairman : Cr. Barr

LICENSING/APPEALS COMMITTEE

Chairman : Cr. Straw
Vice-Chairman : Cr. Mrs. Myers

(ii) STANDING GROUPS AND BOARDS

Staff Local Agreement Consultation Forum

Chairman: : Cr. Mrs. Cook

Public Information Panel

* To be confirmed

** To be appointed by Council

Chairman: : Cr. Mrs. Long

Community Safety Panel

Chairman : Cr. Aspinell

Borough Forum

Chairman : Cr. Kendall

Pensioners Forum

Chairman : Cr. Mrs. Myers

* To be confirmed

** To be appointed by Council

15. APPOINTMENTS OF REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

(a) Representatives who **SHOULD** be Members of the Council.

<u>Name of Organisation</u>	<u>No. of Reps</u>	<u>Date of Expiry of Term</u>	<u>Period of Term (Years)</u>	<u>Names of Representatives</u>
Association of Essex Councils	(1)	Indefinite	-	Leader of the Council
Local Government Association	(1)	Indefinite	-	Leader of the Council
Brentwood & District Age Concern	(2)	May 2003	1	Crs. Straw and Wright *
Brentwood Sports Council	(2)	May 2003	1	PROPOSED: Cr. Shawcross Cr. Wheatley Cr. Kenny
E. & W. Horndon Village Hall Committee	(2)	May 2003	1	Crs. Boggis and Wright *
Brentwood Arts Council	(1)	May 2003	1	Cr Mrs Brehaut
Outlook Care	(1)	May 2003	1	Cr. Derek Hardy
Ingrave Comm Assn.	(1)	May 2003	1	Cr. Mrs. Hogan
Hutton Comm Assn.	(1)	May 2003	1	PROPOSED: Cr. Mrs. Freeman Cr. Payne
Basildon, Brentwood & Thurrock Community Health Council	(2)	August 2006	4	To be advised (other rep Cr Harrison term expires August 2004)
Eastern Essex & Herts Regional Employers Organisation for Local Authorities	(1)	June 2003	1	Cr. Wright
Herongate Village Hall Man. Cttee	(1)	May 2003	1	Cr. Wright *
Three Arch Bridge Community Hall	(2)	May 2003	1	Cr. Mrs. Hogan and Minns

* To be confirmed

** To be appointed by Council

Brentwood Rugby Club Pavilion Man. Committee	(3)	May 2003	1	Crs. Aspinell, Shawcross and Payne *
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* To be confirmed

** To be appointed by Council

Ingatestone & Fryerning Community Club	(1)	May 2003	1	Cr. Sleep
National Society for Clean Air	(2)	May 2003	1	Crs. Bailey and Kenny
Citizens Advice Bureau	(2)	May 2003	1	PROPOSED: Cr. Mrs. Howe Cr. Mrs. Long Cr. Wright
Brentwood & Landkreis Roth Twinning Association 1979	(3)	May 2003	1	(Crs. To be advised*, Mrs. Hogan, Mrs. Long) (Mayor and Deputy Mayor of the Council are President and Deputy-President of the Association respectively)
Brentwood/Montbazon Town Twinning Association	(3)	May 2003	1	(Crs. Mrs. Brehaut*, Mrs. Hogan and Bailey) (Mayor and Deputy Mayor are President and Vice-President of the Association respectively.)
Brentwood Horticultural Society	(2)	May 2004	2	Crs. Mrs. Brehaut* & Straw
Hutton Horticultural Society	(2)	May 2004	2	Crs. Payne & Mrs. Freeman
Brentwood Theatre Trust	(2)	May 2003	1	Crs. Mrs. Brehaut* and Elphick
Police Community Consultative Committee	(1)	May 2003	1	Chairman of Community Safety Panel
Disabled and Access Groups	(1)	May 2003	1	Cr. Mrs. Myers
Council for Voluntary Service	(2)	May 2003	1	Mayor and Cr. Mrs. Long
Local Government Arts Forum	(1)	May 2003	1	Cr. Shawcross
Museums in Essex Committee	(1)	May 2003	1	Cr. Mrs. Hogan
Youth Arts Partnership	(1)	May 2003	1	Cr. Shawcross

* To be confirmed

** To be appointed by Council

Local Youth Management Committee	(3)	May 2003	1	Crs. Barr, Kendall and Mrs. McGinley*
Thurrock & Brentwood Victim Support	(1)	May 2003	1	Cr. Taylor
Eastern Sport & Essex Sport	(1)	May 2003	1	Cr. Aspinell
Town Centre Partnership Board	(1)	May 2003	1	Cr. Myers
Community Transport Partnership	(2)	May 2003	1	Cr. Straw Cr. Mrs McGinley*

(b) Representatives who need **NOT** be Members of the Council:-

Conservators of Shenfield Common	(6)	May 2003	1	Crs. Mrs. Hogan, Elphick, Franklin* and Minns Mr. A. Grant Mr. M. Trett [Mr. G.P. Green Chairman and nominee of Lord of the Manor]
Hartwood Golf Club	(2)	May 2003	1	Cr. Mrs. Brehaut* and Wheatley
Relate	(1)	May 2003	1	Cr. Mrs McGinley
Council for the Protection of Rural England (Essex Branch Advisory Cttee)	(1)	May 2003	1	Mr. D.A.P. Gottesmann
Essex Voluntary Civil Aid Assn.	(1)	May 2003	1	The Mayor of the Borough Council
South Weald Parish Hall	(2)	May 2003	1	Cr. Shawcross and Mrs. Howe
Rural Community - Council of Essex	(1)	May 2003	1	Cr. Braid

* To be confirmed

** To be appointed by Council

CHARITIES

Brentwood Parochial	(3)	May 2006	4	Crs. Mrs. Brehaut, Mrs. Freeman and Mrs Hubbard)
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School Governors:

Brentwood St. Thomas C. of E.	(1)	Aug. 2003	1	Mr. A. Grant Mrs. M. McGeary
South Weald St. Peter's C. of E.	(1)	May 2003	1	Mr. A. Denby
St. Joseph the Worker	(1)	May 2003	1	Mr. J. Harrison-Griffiths
St. Helen's R.C. Infants School	(1)	May 2003	1	Mr D. Wadsworth
Hutton Long Ridings County Primary School	(1)	August 2004	4	To be advised
Hugh Chappington	(3)	May 2006	4	Cr. Shawcross, N. Ellenby, Mrs. A. Ashton, Vicar of St.Peters Church South Weald

* To be confirmed

** To be appointed by Council

BOROUGH COUNCIL ELECTION

Date : 2nd May 2002

BOROUGH WARD		Candidates	Description	Votes Cast	
Brentwood North		Gillian Elizabeth Marjorie Alford	The Conservative Party Candidate	432	
Electorate	4595	Barry Roy Aspinell	Liberal Democrats	808	Elected
Seats	3	Mamtaz Beekoo	Labour Party Candidate	163	
Ballot Papers	1541	Roy William Goddard	Labour Party Candidate	195	
% Poll	33.54	Margaret Elizabeth Hamilton	The Conservative Party Candidate	457	
		Adrian Hawthorn Hanwell	The Conservative Party Candidate	446	
		Pauline Violet Myers	Liberal Democrats	782	Elected
		Frank Frederick Seckleman	Green Party	148	
		Herbert Gerald Seymour	Labour Party Candidate	149	
		Reginald Geoffrey Straw	Liberal Democrats	750	Elected
Brentwood South		Peter Thomas Henry Adams	The Conservative Party Candidate	434	
Electorate	3982	Colin David Elphick	The Labour Party Candidate	569	Elected
Seats	3	Paul Leonard Goodey	Liberal Democrats	404	
Ballot Papers	1498	David Russell Hann	The Labour Party Candidate	489	
% Poll	37.62	Margaret Ellen Hogan	Liberal Democrats	541	Elected
		Matthew James Howes	Independent	142	
		David Minns	The Labour Party Candidate	619	Elected
		Denis Charles Neal	Liberal Democrats	379	
		Anthony John Stokes	Green Party	93	
		David Ming Liang Tan	The Conservative Party Candidate	300	
		Mark Waller	The Conservative Party Candidate	324	
Brentwood West		Peter John Cullum	The Conservative Party Candidate	401	
Electorate	3916	Kathryn Jane Dean	The Conservative Party Candidate	390	
Seats	3	Joan Edith Holmes	The Conservative Party Candidate	396	
Ballot Papers	1326	Shirley Rose Howe	Liberal Democrats	741	Elected
% Poll	33.86	David John Kendall	Liberal Democrats	777	Elected
		Sheila Ruth Maxey	The Labour Party Candidate	126	
		Neil John McAree	The Labour Party Candidate	91	
		Graham Thompson	The Labour Party Candidate	97	
		Allan Wheatley	Liberal Democrats	698	Elected

BRENTWOOD BOROUGH COUNCIL

BOROUGH COUNCIL ELECTION

Date : 2nd May 2002

BOROUGH WARD	Candidates	Description	Votes Cast	
Brizes & Doddinghurst Electorate 4605 Seats 3 Ballot Papers 1491 % Poll 32.38	Colin Stuart Brown	Liberal Democrat	849	Elected
	Victoria Frances Cook	Liberal Democrat	920	Elected
	Martin Anthony Coule	The Labour Party Candidate	161	
	Derek Martin Hardy	Liberal Democrat	878	Elected
	Robin Edgar Maillard	The Conservative Party Candidate	377	
	Peter John Mayo	The Labour Party Candidate	160	
	Janet Fiona Savill	The Conservative Party Candidate	368	
	Michele Anne Wigram	The Labour Party Candidate	159	
	David Williams	The Conservative Party Candidate	370	
Herongate, Ingrave & West Horndon Electorate 2878 Seats 2 Ballot Papers 1235 % Poll 42.91	Sonya Frances Barnes	Liberal Party Candidate	436	
	Maudsley Samuel Boggis	Liberal Party Candidate	518	Elected
	Anna Justine Cadzow	The Labour Party Candidate	65	
	Linda Alma Golding	Liberal Democrats	163	
	Peter Raymond Ives	The Conservative Party Candidate	369	
	Louise Ann Siveter	Liberal Democrats	140	
	Brian George Taylor	The Labour Party Candidate	58	
	Kenneth Raymond Wright	The Conservative Party Candidate	526	Elected
Hutton Central Electorate 2821 Seats 2 Ballot Papers 1124 % Poll 39.84	Denise Joy Abel	The Labour Party Candidate	98	
	Alan Ernest Braid	The Conservative Party Candidate	735	Elected
	Richard Burns	The Labour Party Candidate	94	
	Marcia Cynthia Collins	Liberal Democrats	253	
	Jean Alma McGinley	The Conservative Party Candidate	702	Elected
	Donald Wallace	Liberal Democrats	234	
Hutton East Electorate 2804 Seats 2 Ballot Papers 990 % Poll 35.31	Charles Reginald Bisson	The Labour Party Candidate	111	
	Richard Alan Michael Davies	Liberal Democrats	443	Elected
	William Raymond Harman	The Labour Party Candidate	95	
	Christopher Roy Hossack	The Conservative Party Candidate	391	
	Sallyanne Latham	The Conservative Party Candidate	405	
	Stephen Rayleigh Tilley	Liberal Democrats	424	Elected

BRENTWOOD BOROUGH COUNCIL

BOROUGH COUNCIL ELECTION

Date : 2nd May 2002

BOROUGH WARD	Candidates	Description	Votes Cast	
Hutton North Electorate 3197 Seats 2 Ballot Papers 1234 % Poll 38.60	Christopher Kieth Boyland	The Conservative Party Candidate	511	
	Paul Dan Emanuel	Liberal Democrat	498	
	Peggy Joyce Freeman	Liberal Democrat	553	Elected
	Jannetta Dawn McAllister	The Labour Party Candidate	118	
	Dudley John Payne	The Conservative Party Candidate	540	Elected
	Yvonne Waterhouse	The Labour Party Candidate	100	
Hutton South Electorate 2979 Seats 2 Ballot Papers 928 % Poll 31.15	Malcolm Charles Burgess	The Labour Party Candidate	60	
	Roberta Marilyn Bryan Hall	Liberal Democrats	207	
	Francis Joseph Kenny	The Conservative Party Candidate	603	Elected
	Brandon Kenneth Lewis	Conservative Party Candidate	623	Elected
	Mark Leonard Christopher Long	Liberal Democrats	203	
Ingatestone, Fryerning & Mounnessing Electorate 4608 Seats 3 Ballot Papers 2140 % Poll 46.44	Richard Abel	The Labour Party Candidate	120	
	Jacqueline Mararet Anslow	Liberal Democrats	788	
	Sarah Francesca Courage	The Conservative Party Candidate	1095	Elected
	David Alan Peter Gottesmann	Liberal Democrats	780	
	Vicki Zara Hann	The Labour Party Candidate	106	
	Richard Harrison	The Conservative Party Candidate	1190	Elected
	Beryl Rosemary Lankester	Green Party	102	
	Cornelius Richard Maxey	The Labour Party Candidate	114	
	Stewart Alexander Porter	Liberal Democrats	665	
	Anthony Robert Sleep	The Conservative Party Candidate	1143	Elected
Pilgrims Hatch Electorate 4560 Seats 3 Ballot Papers 1642 % Poll 36.01	Henry Alfred Joseph Bailey	Liberal Democrats	968	Elected
	Richard Audubon Bingley	Labour Party Candidate	152	
	Jennifer Mary Callaghan	Labour Party Candidate	167	
	Anne Valerie Long	Liberal Democrats	957	Elected
	Susan Mary Miers	The Conservative Party Candidate	446	
	Charles William Myers	Liberal Democrats	911	Elected
	Gwynneth Ann Parrish	The Conservative Party Candidate	449	
	John Anthony Michael Parrish	The Conservative Party Candidate	427	
	Lynn Dawn Turner	Labour Party Candidate	129	

BRENTWOOD BOROUGH COUNCIL

BOROUGH COUNCIL ELECTION

Date : 2nd May 2002

BOROUGH WARD		Candidates	Description	Votes Cast	
Shenfield		Doreen Mary Acton	The Labour Party Candidate	118	
Electorate	4134	Philip John Baker	The Conservative Party Candidate	767	Elected
Seats	3	Margaret Rose Brehaut	Conservative Party Candidate	876	Elected
Ballot Papers	1615	Peter Nigel Franklin	The Conservative Party Candidate	964	Elected
% Poll	39.07	Anthony Robert Galbraith	Independent Conservative	605	
		Max David Gottesmann	Liberal Democrats	337	
		Bernadette Mary Pavitt	The Labour Party Candidate	124	
		Doris Elizabeth Suckling	Liberal Democrats	313	
		Tracey Belinda Taylor	Liberal Democrats	292	
		Ian Ralston Wands	The Labour Party Candidate	81	
South Weald		James Shawcross	Liberal Democrats	626	Elected
Electorate	1445	John Charles Shelton	Official Conservative	207	
Seats	1	Jane Elizabeth Winter	The Labour Party Candidate	11	
Ballot Papers	844				
% Poll	58.41				
Tipps Cross		Rita Edwina Anderson	The Labour Party Candidate	75	
Electorate	3008	Dominic Anthony Gerard Good	The Conservative Party Candidate	630	Elected
Seats	2	Robert George Gow	The Labour Party Candidate	73	
Ballot Papers	1274	Leonard Arthur Harley	Liberal Democrat	480	
% Poll	42.35	Madeline Joyce Wortley Henwood	The Conservative Party Candidate	606	Elected
		Alastair John Wakeley	Liberal Democrat	546	
Warley		Thomas Alan Acton	The Labour Party Candidate	144	
Electorate	4350	Peter William Anderson	The Labour Party Candidate	125	
Seats	3	Robert Joseph Barr	Liberal Democrats	764	Elected
Ballot Papers	1637	Jill Felicity Hubbard	Liberal Democrats	719	Elected
% Poll	37.63	Susan Margaret Kortlandt	The Labour Party Candidate	118	
		Lionel Martin Lee	The Conservative Party Candidate	629	
		Steven Alan Richmond	The Conservative Party Candidate	602	
		David John Sparks	The Conservative Party Candidate	666	
		Michael Jonathan Taylor	Liberal Democrats	790	Elected

REPORT OF CHIEF EXECUTIVE & TOWN CLERK

TO THE ANNUAL COUNCIL MEETING – 22ND MAY 2002

ITEM 5

BOROUGH COUNCIL ELECTIONS, 2ND MAY 2002 – TERM OF OFFICE

As a result of the Borough Council Elections, held on 2.5.2002, the Term of Office for the Members of the Council is as follows: -

<u>Ward</u>	<u>Person Elected</u>	<u>Term of Office (years)</u>
Brentwood North	Cllr B R Aspinell	4
	Cllr Mrs P V Myers	2
	Cllrs R G Straw	1
Brentwood South	Cllr C D Elphick	2
	Cllrs Mrs M E Hogan	1
	Cllr D Minns	4
Brentwood West	Cllr Mrs S R Howe	2
	Cllr D J Kendall	4
	Cllr A Wheatley	1
Brizes & Doddinghurst	Cllr C S Brown	1
	Cllr Mrs V F Cook	4
	Cllr D M Hardy	2
Herongate, Ingrave & West Horndon	Cllr M S Boggis	1
	Cllr K R Wright	4
Hutton Central	Cllr A E Braid	4
	Cllrs Mrs J A McGinley	2
Hutton East	Cllr R A M Davies	4
	Cllr S R Tilley	1
Hutton North	Cllr Mrs P J Freeman	2
	Cllr D J Payne	1
Hutton South	Cllr F J Kenny	2
	Cllr B K Lewis	4
Ingatestone, Fryerning & Mountnessing	Cllr Mrs S F Courage	1
	Cllr R Harrison	4
	Cllr A R Sleep	2
Pilgrims Hatch	Cllr H A J Bailey	4
	Cllr Mrs A V Long	2
	Cllr C W Myers	1
Shenfield	Cllr P J Baker	1
	Cllr Mrs M R Brehaut	2
	Cllr P N Franklin	4
South Weald	Cllr J Shawcross	4
Tipps Cross	Cllr D A G Good	2
	Cllr Mrs M J W Henwood	1
Warley	Cllr R J Barr	2
	Cllr Mrs J F Hubbard	1

* To be confirmed

** To be appointed by Council

- * To be confirmed
- ** To be appointed by Council

ORDER OF RETIREMENT OF COUNCILLORS

Schedule 2 of The Borough of Brentwood (Electoral Changes) Order 2001

<i>Name of Ward</i>	<i>Number of councillors to retire in 2003</i>	<i>Number of councillors to retire in 2004</i>	<i>Number of councillors to retire in 2006</i>
Brentwood North	1	1	1
Brentwood South	1	1	1
Brentwood West	1	1	1
Brizes & Doddinghurst	1	1	1
Herongate, Ingrave & West Horndon	1		1
Hutton Central		1	1
Hutton East	1		1
Hutton North	1	1	
Hutton South		1	1
Ingatestone, Fryerning & Mountnessing	1	1	1
Pilgrims Hatch	1	1	1
Shenfield	1	1	1
South Weald			1
Tipps Cross	1	1	
Warley	1	1	1

INFORMATION

Chief Executive & Town Clerk

* To be confirmed

** To be appointed by Council

BRENTWOOD BOROUGH COUNCIL**REPORT OF THE CHIEF EXECUTIVE & TOWN CLERK
TO THE ANNUAL COUNCIL MEETING – 22ND MAY 2002****ITEM 6****POLITICAL GROUPS ON THE COUNCIL:**

At the time of publication of the Agenda for the meeting the following Notices had been received under the provisions of the Local Government (Committee and Political Groups) Regulations:-

1. Notice of Wish to Join a Political Group and a request for a review of arrangements for the allocation of seats to Political Groups under Section 15 Local Government and Housing Act 1989

<u>Name of Member</u>	<u>Political Group</u>
Cr. Mrs J F Hubbard	Liberal Democrat
Cr. D A G Good	Conservative
Cr. Mrs M J W Henwood	Conservative
Cr. Mrs. S F Courage	Conservative

2. **NOTICE OF CHANGE OF NAME OF LEADER**

<u>Name of Member</u>	<u>Political Group</u>
Cr. Vicky Cook	Liberal Democrat
Cr. Brandon Lewis	Conservative
Cr. David Minns	Labour

3. **NOTICE OF CHANGE OF NAME OF DEPUTY LEADER**

<u>Name of Member</u>	<u>Political Group</u>
Cr. Charles Myers	Liberal Democrat
Cr. Francis Kenny	Conservative
Cr. Colin Elphick	Labour

INFORMATION

Chief Executive & Town Clerk

15th May 2002
Town Hall
Brentwood, Essex

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

22ND MAY 2002

ITEM 8(a)

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

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

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

Attached to this report is a political balance proposal which has been suggested by the Majority Group for the allocation of seats to the political groups. Set out below is the allocation of seats to the political groups on the Council which has been revised to take into account the results of the Borough Council Elections held on 2.5.2002. The minimum number of Members to constitute a political group is two.

Calculation of the Overall Entitlement

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

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

$79 \div 37 \times 20 = 43$	(42.70)	Liberal Democrat
$79 \div 37 \times 14 = 30$	(29.89)	Conservative
$79 \div 37 \times 2 = 4$	(4.27)	Labour
$79 \div 37 \times 1 = 2$	(2.13)	Liberal

Calculation of Seats on Committees

Committees with a membership of 15 (Planning Development Control Committee):

<u>Liberal</u>		
<u>Democrat</u>	<u>Conservative</u>	<u>Labour</u>
8 (8.10)	6 (5.67)	1 (0.81)

Committees with a membership of 11 (Policy Board, Overview & Scrutiny Committee, Cultural Panel,

Housing and Health Panel and
Environment & Transport Panel):

<u>Liberal</u> <u>Democrat</u>	<u>Conservative</u>	<u>Labour</u>	<u>Non Group Councillor</u>
6 (5.94)	4 (4.16)	0 or 1 (0.59)	0 or 1 (0.29)

Committees with a membership of 9 (Licensing/Appeals):

<u>Liberal</u> <u>Democrat</u>	<u>Conservative</u>	<u>Labour</u>	<u>Non Group Councillor</u>
5 (4.86)	4 (3.40)	0 or 1 (0.48)	0 or 1 (0.24)

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

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

The political balance proposal for the allocation of seats to the various political groups has been prepared having regard to the Council structure approved on 6.12.2000. Members will note that it is proposed to leave the Staff Appointments Committee and the Staff Appeals Committee to be appointed as and when required. With regard to the Standards Committee, this falls outside the Political Balance requirements.

As the minimum number of Members to constitute a political group is two, Cr. Boggis, a Liberal Member, cannot be regarded as a member of a political group. It is for the Council to allocate seats on Committees to Cr. Boggis.

Under this item, in dealing with the appointment of the Policy Board, Executive Panels and Committees, the Council is asked to approve an amendment to the Terms of Reference to the Policy Board. The Council is asked to agree that matters relating to Community Safety which at present are within the Terms of Reference of the Environment and Transport Panel, be placed under the Terms of Reference of the Policy Board.

Community Safety is a matter which concerns all services and departments of the Council; it would be appropriate that this particular matter comes within the remit of the Policy Board. A copy of the relevant extract of the Terms of Reference of the Environment and Transport Panel is attached. It is suggested that this be incorporated within Section A of the Terms of Reference of the Policy Board, a copy of which, together with the proposed amendment, is attached.

Summary

Members are invited to:-

1. Review and adopt the allocation of seats to political groups on the Council and appoint the Policy Board, Executive Panels and Committees for the ensuing year.
2. Allocate seats to Cr. Boggis.

3. To approve the amendment of the Terms of Reference of the Policy Board.

DECIDED:

POLITICAL BALANCE PROPOSAL 2002/2003

<u>Committees</u>	<u>Membership</u>	<u>Liberal Democrat</u>	<u>Conservative</u>	<u>Opposition</u>
Policy Board	11	6 (5.94)	4	1 Lab
Overview & Scrutiny	11	6	4	1 Lab
Cultural Panel	11	6	4	1* 1 Lib
Housing & Health Panel	11	6	4	1* Lib
Environment & Transport Panel	11	6	4	1 Lab
Planning Development Control	15	8	6 (5.67)	1 Lab
Licensing/Appeals	9	5	4	
	<hr/>	<hr/>	<hr/>	<hr/>
	79	43	30	6

Total Entitlement

79 ÷ 37 x 20	=	42.70 = 43	Liberal Democrat
79 ÷ 37 x 14	=	29.89 = 30	Conservative
79 ÷ 37 x 2	=	4.27 = 4	Labour
79 ÷ 37 x 1	=	2.13 = 2	Liberal

- Note: 1. Standards Committee is outside Political Balance Requirements.
 2. Staff Appeals & Staff Appointments Committee are to be appointed as and when required.

* To be determined by the Council.

POLICY BOARD

The Policy Board will discharge the following functions:

Section A - Management and Review

- (i) To guide the Council in the formulation of its corporate plan of objectives and priorities and for that purpose to recommend to the Council such forward programmes and other steps as may be necessary to achieve those objectives, either in whole or in part. For that purpose to consider the broad social and economic needs of the community and matters of comprehensive significance to the area including the contents of Structure Plans and Local Plans.
- (ii) Without prejudice to the duties and responsibilities of the Executive Panels and Committees to review the effectiveness of all of the Council's work and standards and the levels of service provided. To identify the need for new services and to keep under review the necessity for existing services.
- (iii) To report to the Council concurrently with reports of the Executive Panels and Committees or otherwise upon significant new policies or major changes in policies.
- (iv) To determine issues surrounding the interpretation of strategic policies leading to their overall implementation.
- (v) To ensure that the organisation and management processes of the Council are designed to make the most effective contribution to the achievement of the Council's objectives. To keep them under review in the light of changing circumstances, making recommendations as necessary for change in either the political management or departmental structure, or the distribution of functions and responsibilities.
- (vi) Regularly to review progress in the planning and execution of capital projects and to recommend any necessary variation of the capital programme as the result of such regular review.
- (vii) *To progress actions arising from the Crime & Disorder Strategy ~~which are within the remit of the Board~~ **and encourage and support the development of community safety and crime prevention initiatives.***
- (viii) To consider issues, give guidance and co-ordinate the Council's approach to the implementation of the new duty of Best Value.

ENVIRONMENT & TRANSPORT PANEL

Section I - Road Safety and Community Safety

- (i) To provide road user training and publicity in accordance with the agency agreement with ECC.
- (ii) To encourage and support the development of community safety and crime prevention initiatives including the maintenance and development of the Council's CCTV system.

BRENTWOOD BOROUGH COUNCIL
REPORT OF THE CHIEF EXECUTIVE & TOWN CLERK TO
THE ANNUAL COUNCIL MEETING
22ND MAY 2002

ITEM 11

MEMBERS' ALLOWANCES 2002/2003

At the meeting of the Ordinary Council on 6.12.2000, the Council adopted from 1.1.2001 a new scheme for Members' Allowances under Section 18 of the Local Government and Housing Act 1989. The allowances for 2002/3 will be paid in accordance with that scheme. The total amount payable in 2002/3 including National Insurance will be £332,000.

RECOMMENDED:

1. To pay the Basic Allowance to all Members of the Council.
2. To pay the Special Responsibility Allowances with effect from 23.5.2002.
3. To authorise the BT to vary the rate of Special Responsibility Allowances, should any change in chairmanships make it necessary to do so.

DECIDED:

Chief Executive & Town Clerk

CALENDAR OF MEETINGS 2002/2003

(All Meetings take place at 7.15pm unless otherwise stated.)

2002

MAY

01	Wed	
02	Thurs	Borough Council Elections
03	Fri	
04	Sat	
05	Sun	
06	Mon	Bank Holiday
07	Tues	Group
08	Wed	
09	Thurs	
10	Fri	
11	Sat	
12	Sun	
13	Mon	Group
14	Tues	
15	Wed	
16	Thurs	
17	Fri	
18	Sat	
19	Sun	
20	Mon	Group
21	Tues	
22	Wed	ANNUAL COUNCIL
23	Thurs	
24	Fri	
25	Sat	
26	Sun	
27	Mon	Cultural Panel Pensioners Forum (2.30pm)
28	Tues	Housing & Health Panel
29	Wed	Planning Development Control Committee
30	Thurs	Town Forum
31	Fri	

JUNE

01	Sat	
02	Sun	
03	Mon	Bank Holiday Golden Jubilee
04	Tues	Bank Holiday Golden Jubilee
05	Wed	Licensing/Appeals Committee
06	Thurs	
07	Fri	

08	Sat	
09	Sun	
10	Mon	
11	Tues	Licensing/Appeals Committee (2)
12	Wed	Overview & Scrutiny Committee
13	Thurs	
14	Fri	
15	Sat	
16	Sun	
17	Mon	Group
18	Tues	Environment & Transport Panel
19	Wed	Policy Board
20	Thurs	
21	Fri	
22	Sat	
23	Sun	
24	Mon	Borough Forum
25	Tues	Members' Seminar
26	Wed	Planning Development Control Committee
27	Thurs	
28	Fri	
29	Sat	
30	Sun	

JULY

01	Mon	Cultural Panel (Pensioners' Forum 2.30 p.m)
02	Tues	Housing & Health Panel
03	Wed	Licensing/Appeals Committee
04	Thurs	
05	Fri	
06	Sat	
07	Sun	
08	Mon	
09	Tues	
10	Wed	Overview & Scrutiny Committee
11	Thurs	
12	Fri	
13	Sat	
14	Sun	
15	Mon	Group
16	Tues	Environment & Transport Panel
17	Wed	Policy
18	Thurs	
19	Fri	
20	Sat	
21	Sun	
22	Mon	Group
23	Tues	
24	Wed	Ordinary Council

25	Thurs
26	Fri
27	Sat
28	Sun
29	Mon
30	Tues
31	Wed

Planning Development Control Committee

AUGUST

01	Thurs
02	Fri
03	Sat
04	Sun
05	Mon
06	Tues
07	Wed
08	Thurs
09	Fri
10	Sat
11	Sun
12	Mon
13	Tues
14	Wed
15	Thurs
16	Fri
17	Sat
18	Sun
19	Mon
20	Tues
21	Wed
22	Thurs
23	Fri
24	Sat
25	Sun
26	Mon
27	Tues
28	Wed
29	Thurs
30	Fri
31	Sat

Bank Holiday
 Licensing/Appeals Committee
 Planning Development Control Committee

SEPTEMBER

01	Sun
02	Mon
03	Tues
04	Wed
05	Thurs

Cultural Panel
 Housing & Health Panel
 Borough Forum

06	Fri	
07	Sat	
08	Sun	
09	Mon	Environment & Transport Panel
10	Tues	
11	Wed	Overview & Scrutiny Committee
12	Thurs	
13	Fri	
14	Sat	
15	Sun	
16	Mon	Group (Pensioners' Forum if required 2.30 p.m)
17	Tues	
18	Wed	Ordinary Council
19	Thurs	
20	Fri	
21	Sat	
22	Sun	
23	Mon	
24	Tues	
25	Wed	Planning Development Control Committee
26	Thurs	
27	Fri	
28	Sat	
29	Sun	
30	Mon	Cultural Panel

OCTOBER

01	Tues	Housing & Health Panel	
02	Wed	Overview & Scrutiny Committee	
03	Thurs		
04	Fri		
05	Sat		
06	Sun		
07	Mon	Environment & Transport Panel	
08	Tues	Licensing/Appeals Committee	
09	Wed		
10	Thurs		
11	Fri		
12	Sat		
13	Sun		
14	Mon	Group	
15	Tues		
16	Wed	Policy Board	
17	Thurs		
18	Fri		
19	Sat		
20	Sun		
Half Term (21	Mon	
(22	Tues	

Half Term	(23	Wed	
	(24	Thurs	
	(25	Fri	
		26	Sat	
		27	Sun	
		28	Mon	Group
		29	Tues	Planning Development Control Committee
		30	Wed	Ordinary Council
		31	Thurs	

NOVEMBER

01	Fri	
02	Sat	
03	Sun	
04	Mon	Cultural Panel (Pensioners' Forum 2.30 p.m)
05	Tues	Housing & Health Panel
06	Wed	Licensing/Appeals Committee
07	Thurs	
08	Fri	
09	Sat	
10	Sun	
11	Mon	Environment & Transport Panel
12	Tues	
13	Wed	Overview & Scrutiny Committee
14	Thurs	
15	Fri	
16	Sat	
17	Sun	
18	Mon	Group
19	Tues	
20	Wed	Policy Board
21	Thurs	
22	Fri	
23	Sat	
24	Sun	
25	Mon	
26	Tues	Member Training
27	Wed	Planning Development Control Committee
28	Thurs	
29	Fri	
30	Sat	

DECEMBER

01	Sun	
02	Mon	Cultural Panel
03	Tues	Housing & Health Panel
		Licensing/Appeals Committee

04	Wed	
05	Thurs	
06	Fri	
07	Sat	
08	Sun	
09	Mon	Environment & Transport Panel
10	Tues	
11	Wed	Overview & Scrutiny Committee
12	Thurs	
13	Fri	
14	Sat	
15	Sun	
16	Mon	Group
17	Tues	Planning Development Control Committee
18	Wed	Policy Board (Budget Guidance)
19	Thurs	
20	Fri	
21	Sat	
22	Sun	
23	Mon	
24	Tues	
25	Wed	Christmas Day
26	Thurs	Boxing Day
27	Fri	
28	Sat	
29	Sun	
30	Mon	
31	Tues	

2003

JANUARY

01	Wed	Bank Holiday
02	Thurs	
03	Fri	
04	Sat	
05	Sun	
06	Mon	Group
07	Tues	
08	Wed	Ordinary Council
09	Thurs	
10	Fri	
11	Sat	
12	Sun	
13	Mon	
14	Tues	Licensing/Appeals Committee
15	Wed	Planning Development Control Committee
16	Thurs	
17	Fri	

18	Sat	
19	Sun	
20	Mon	Environment & Transport Panel
21	Tues	
22	Wed	Overview & Scrutiny Committee
23	Thurs	
24	Fri	
25	Sat	
26	Sun	
27	Mon	Borough Forum
28	Tues	Housing & Health Panel
29	Wed	
30	Thurs	
31	Fri	

FEBRUARY

	01	Sat		
	02	Sun		
	03	Mon	Cultural Panel	
	04	Tues		
	05	Wed		
	06	Thurs		
	07	Fri		
	08	Sat		
	09	Sun		
	10	Mon	Group	
	11	Tues	Planning Development Control Committee	
	12	Wed	Special Policy Board/Ordinary Council (Budget & Rent Setting)	
	13	Thurs		
	14	Fri		
	15	Sat		
	16	Sun		
Half Term	(17	Mon	
	(18	Tues	Licensing/Appeals Committee
	(19	Wed	
	(20	Thurs	
	(21	Fri	
		22	Sat	
		23	Sun	
		24	Mon	
		25	Tues	
		26	Wed	Overview & Scrutiny Committee
		27	Thurs	
		28	Fri	

MARCH

01	Sat	
02	Sun	
03	Mon	Cultural Panel (Pensioners' Forum 2.30pm)
04	Tues	Housing & Health Panel
05	Wed	
06	Thurs	
07	Fri	Civic Dinner
08	Sat	
09	Sun	
10	Mon	Environment & Transport Panel
11	Tues	Group
12	Wed	Policy Board
13	Thurs	
14	Fri	
15	Sat	
16	Sun	
17	Mon	
18	Tues	Overview Scrutiny Committee (if required)
19	Wed	Planning Development Control Committee
20	Thurs	
21	Fri	
22	Sat	
23	Sun	
24	Mon	Group
25	Tues	
26	Wed	Ordinary Council
27	Thurs	
28	Fri	
29	Sat	
30	Sun	
31	Mon	

APRIL

01	Tues	
02	Wed	Licensing/Appeals Committee (if required)
03	Thurs	
04	Fri	
05	Sat	
06	Sun	
07	Mon	
08	Tues	
09	Wed	
10	Thurs	
11	Fri	
12	Sat	
13	Sun	
14	Mon	

15	Tues	
16	Wed	Planning Development Control Committee
17	Thurs	
18	Fri	Good Friday
19	Sat	
20	Sun	
21	Mon	Easter Monday
22	Tues	
23	Wed	
24	Thurs	
25	Fri	
26	Sat	
27	Sun	
28	Mon	
29	Tues	
30	Wed	

MAY

01	Thurs	Borough Council Elections
02	Fri	
03	Sat	
04	Sun	
05	Mon	Bank Holiday
06	Tues	Group
07	Wed	
08	Thurs	
09	Fri	
10	Sat	
11	Sun	
12	Mon	Group
13	Tues	
14	Wed	Annual Council
15	Thurs	
16	Fri	
17	Sat	
18	Sun	
19	Mon	Cultural Panel (Provisional)
20	Tues	Housing & Health Panel (Provisional)
21	Wed	Planning Development Control Committee (Provisional)
22	Thurs	
23	Fri	
24	Sat	
25	Sun	
26	Mon	Bank Holiday
27	Tues	Borough Forum (Provisional)
28	Wed	
29	Thurs	
30	Fri	
31	Sat	

Chief Executive & Town Clerk

BRENTWOOD BOROUGH COUNCIL

REPORT OF THE CHIEF EXECUTIVE & TOWN CLERK

TO ANNUAL COUNCIL

22ND MAY 2002

ITEM 16

BRENTWOOD BOROUGH COUNCIL CONSTITUTION

Under Section 37 of the Local Government Act 2000, all Councils are required to prepare and keep up to date a Constitution.

At the meeting of the Special Council on 27.6.2001, the Council authorised the Policy Board on 25.7.2001 to consider and approve the Council's Constitution.

Since that meeting various changes have taken place which need to be reflected in the Council's Constitution. These include:-

1. Periodic Electoral Review and recent Borough Council Elections.
2. Appointment of the Standards Committee.
3. Adoption of Brentwood Borough Council Code of Conduct.

A copy of the Constitution is on deposit in the Members' Room. Attached to the report are the sections of the Constitution which are required to be amended. The amendments have been highlighted.

In addition, Members are reminded that the Register of Powers Delegated and Designated Proper Officers is due to be reviewed at the first meeting of the Policy Board in the new municipal year and this appendix will be amended at that time.

(Assuming that the amendments are approved, copies of the amended Constitution will be circulated to Members following the meeting of the Policy Board and amendment of the Register of Delegated Powers etc. The Appendices containing the Register of Members and the Code of Conduct will also be revised at that time together with the amendments to the Terms of Reference of the Policy Board and Environment and Transport Panel assuming the amendments are approved under item 8(a) before.)

RECOMMENDED to approve the amendments to the Constitution.

DECIDED:

PART ONE

SUMMARY AND EXPLANATION OF THE CONSTITUTION

How the Council Operates

Councillors and the Council Structure

The Council is currently composed of ~~39~~ **37** Councillors who hold office for a period of four years. All Councillors meet together as the Full Council.

~~(In May 2002, an election of the whole Council is to take place following which the Council will comprise of 37 Councillors.)~~

The Council Structure includes:- the Full Council, a Standards Committee, an Overview and Scrutiny Committee, the Policy Board, three Executive Panels, namely the Cultural Panel, the Housing and Health Panel and the Environment and Transport Panel, together with two regulatory Committees - the Planning Development Control Committee and the Licensing/Appeals Committee.

~~A Standards Committee is to be established once further regulations are made by the Government.~~ The Standards Committee ~~is to deal~~ **deals** with issues concerning the Members' Code of Conduct - advising the Council on its Code of Conduct, providing guidance, advice and training to Members relating to the Code of Conduct and reviewing the Code in the light of guidance from the Standards Board of England.

An Overview and Scrutiny Committee has been established to undertake the performance of all overview and scrutiny functions on behalf of the Council.

The Councillors are appointed to serve on the Policy Board, Executive Panels and Committees at the Annual Meeting of the Council which takes place in May.

Officers of the Council

The Officers of the Council are directly employed by the Council in a variety of administrative, professional, technical and operational roles. Depending on these roles, they advise the Council on all aspects of its functions, put into effect decisions that are taken by Members, and provide day to day management of the Council's services.

Certain functions of the Council are delegated to designated Officers.

How Decisions are Made

Decisions are made by the Full Council or by the Policy Board, Executive Panels and Committees or by an officer authorised by the Council.

The Council decides overall policies and sets the budget each year.

The Policy Board, Executive Panels and Committees are authorised to decide matters which fall within their terms of reference and within their approved budgets except for those matters which are reserved to the Full Council.

Meetings of the Council, the Policy Board, Executive Panels and Committees are open to the public except where 'exempt' or 'confidential' matters are being discussed. These items are clearly marked on the Agenda for these meetings.

Residents' Rights

Residents have the following rights in their dealings with the Council:-

- To vote at local elections if they are registered;
- To contact their local Councillor
- Obtain a copy of the Council's Constitution
- Attend meetings of the Council. the Policy Board, Executive Panels and Committees except where matters of a personal or confidential matters are being discussed
- Obtain agendas, minutes and background documents of those meetings
- Petition the Council to request a referendum on a political structure involving a directly elected Mayor and vote on such a referendum
- Participate in the Council's question time and participate in the Council's Planning Development Control Committee in accordance with the procedure for public participation at the Planning Development Control Committee
- Complain to the Council under its complaints procedure
- Complain to the Local Government Ombudsman (However this should only be done after using the Council's own complaints process
- Complain to the Standards Board for England (~~once established~~) about a breach of Councillor's **Brentwood Borough Council's** Code of Conduct
- Inspect the Council's accounts and make their views known to the external auditor

PART TWO

COUNCILLORS

2. COUNCILLORS

Councillors

Currently, the Council is composed of ~~39~~ **37** Members, called Councillors, representing ~~47~~ **15** Wards within the Borough. One or more Councillors will be elected by the voters of each ward in accordance with a scheme drawn up by the Local Government Commission and approved by the Secretary of State.

~~(In May 2002, elections for the whole Council will take place following which the Council will comprise of 37 Councillors.)~~

Only Registered Voters of the Borough or those occupying land as an owner or holding a tenancy of land or premises in the Borough or living or working in the Borough are eligible to hold office.

(An individual must own or occupy land or premises or be living or working in the Borough for a period of 12 months prior to nomination and election.)

Elections and Terms of Office of Councillors

Elections take place by thirds, i.e. with one third of the Council's membership being elected each year. There is no regular election for the Borough Council in the fourth year, being the County Council election year. Elections are normally held on the first Thursday in May.

The term of office for Councillors is for four years.

Attached as an appendix to this document is the current Register of Members of the Council under Section 100G Local Government Act 1972.

Roles and Functions of all Councillors

- (a) Each Councillor represents an area or ward of the Borough. As a locally elected representative, the main duty of a Councillor is as a community leader, speaking, representing and acting for all local people, assisting them as individuals and seeing they and their constituents area get fair and proper treatment.

As a Member of the Council, a Councillor represents the interests of Brentwood as a whole taking decisions on Council policies and services provided by the Council and representing the Council on outside organisations.

(b) Rights and Duties

- (i) Councillors will have such rights of access to such documents, information, land and buildings of the Council as are necessary for the proper discharge of their functions and in accordance with the law.
- (ii) Councillors will not make public information which is confidential or exempt without the consent of the Council or divulge information given in confidence to anyone other than a Councillor or Officer entitled to know it.

Conduct

Councillors will at all times observe the ~~National Code of Local Government Conduct~~ **Brentwood Borough Council Code of Conduct** or such other local Codes of Conduct which might be adopted by the Council. A copy of the ~~National Code of Local Government Conduct~~ **Brentwood Borough Council Code of Conduct** is attached as an Appendix to this document.

Register of Members' Interests

All Councillors are required to complete within one month of signing their Declaration of Acceptance of Office, a notice giving details of their registerable **Financial and Other** interests (if any) under Section ~~49 Local Government and Housing Act 1989~~ **81(1) Local Government Act 2000 and the Brentwood Borough Council Code of Conduct**. (~~Registerable Interest~~ **Financial and Other Interests** includes amongst other matters details of employment, details of persons or bodies making payments by way of sponsorship (as a Councillor), details of land owned or rented within the area of the authority, significant shareholding within a company operating within the Borough), **membership of, or position of general control or management in:**

- **organisations where the Councillor represents the Council;**
- **other public authorities or organisations which deliver public services e.g. Parish Councils;**
- **companies, industrial and provident societies charities or charitable organisations;**
- **organisations with a main purpose which includes influencing public opinion or policy and**
- **trade unions or professional associations.**

Members are also required to give notice of any changes in their interest within one month of such a change.

The Register containing details of the Councillors ~~Registerable~~ **Financial and Other** Interests is available for inspection at the Town Hall during office hours.

Register of Gifts or Hospitality Received by Members

Under the Brentwood Borough Council Code of Conduct all Councillors need to register details of gifts or hospitality with over £25 received in connection with his or her official duties as a Councillor within 28 days of receiving such a gift or hospitality. The Register of Gifts or Hospitality received by Members is available for inspection at the Town Hall during office hours.

Allowances

Councillors will be entitled to receive allowances in accordance with the Members' Allowances Scheme attached is an appendix to this document.

PART EIGHT

THE STANDARDS COMMITTEE

8. STANDARDS COMMITTEE

~~The Council is to establish a Standards Committee once further regulations are made and Government Guidance is issued in this respect. Provision for the establishment of the Standards Committee has been made within the proposed structure and the Council intends to formally establish the Committee within three months of the Regulations and Guidance being received.~~

8. STANDARDS COMMITTEE

All local authorities are required by Section 53 of the Local Government Act 2000 to establish a Standards Committee for the purpose of promoting and maintaining high standards of conduct and assisting Members to observe the Council's Code of Conduct. In addition the Borough Council has responsibility for the promotion and maintenance of Standards of Conduct for the Parish Councils in the Borough.

The Council has established a Standards Committee which consists of a maximum of 8 members. Of these members, as required by the Local Government Act 2000, two are Independent Representatives ie) independent of the Council. This is to help increase public confidence and provide a clear signal that the Committee is fair. The Independent Representatives are appointed for a term of two years which is subject to review. The Council has also agreed that the Chairman of the Standards Committee shall be one of the two Independent Representatives and it is for the Standards Committee to appoint the Chairman.

Terms of Reference

The Terms of Reference of the Standards Committee are:-

In order to maintain the high ethical standards and probity and to ensure openness and transparency in the way the Council conducts its business:

1. To promote and maintain high standards of conduct by the Members and co-opted Members of the Council.
2. To assist Members and co-opted Members of the Council to observe the Council's Code of Conduct.
3. To advise the Council on adoption or revision of a Code of Conduct.
4. To monitor the operation of the Council's Code of Conduct.
5. To advise, train or arrange training for Members and co-opted Members on matters relating to the Council's Code of Conduct.

- 6. To undertake the same functions detailed under 1 to 5 above in relation to Parish Councils within the Borough.**

- 7. To give consideration to issues of conduct in public life as they relate to Members and co-opted Members of the Council in the light of relevant regulations made by the Secretary of State and such advice and guidance as may be issued by the Standards Board of England.**
- 8. To carry out such functions and actions as may be required by regulations made by the Secretary of State.**
- 9. To advise the Council on protocols covering the conduct of the Council's business and activities.**
- 10. To consider and advise on matters relating to conduct as may be requested by the Council.**

LIST OF BACKGROUND PAPERS

LOCAL GOVERNMENT ACT 1972 (AS AMENDED)

COMMITTEE: **ANNUAL COUNCIL**

DATE: **22ND MAY 2002**

AGENDA ITEM & BACKGROUND DOCUMENTS

FILE **REF./DIR**

1. APOLOGIES FOR ABSENCE

None

2. MAYOR'S ANNOUNCEMENTS AND PRESENTATIONS

None

3. ELECTION OF MAYOR

None

4. APPOINTMENT OF DEPUTY MAYOR

None

5. BRENTWOOD BOROUGH COUNCIL ELECTIONS 2.5.2002

Appendix 2

The Borough of Brentwood (Electoral Changes) Order 2001

6. POLITICAL GROUPS ON THE COUNCIL

Various notices received by CE&TC

CE&TC File 301/1

17.4.2002 Notice of Change of Leader of Conservative Group

CE&TC File 301/1/1

19.4.2002 Notice of Change of Deputy Leader Conservative Group

7.5.2002 Notice of Change of Leader Liberal Democrat Group

7.5.2002 Notice of Change of Deputy Leader Liberal Democrat Group

14.5.2002 Notice of Change of Leader Labour Group

14.5.2002 Notice of Change of Deputy Leader Labour Group

- 7.5.2002 Notice of Wish to Join Liberal Democrats Group
– J F Hubbard
- 9.5.2002 Notice of Wish to Join Conservative Group –
D A G Good
- 9.5.2002 Notice of Wish to Join Conservative Group – CE&TC File 301/1/1
Mrs M Henwood
- 10.5.2002 Notice of Wish to Join Conservative Group –
Mrs S F Courage
7. **LEADER OF THE COUNCIL**
Notice of Change of Leader of Liberal Democrat Group CE&TC File 301/1
7.5.2002
8. **APPOINTMENT OF POLICY BOARD, EXECUTIVE PANELS
AND COMMITTEES**
None
9. **STANDING GROUPS AND BOARDS**
None
10. **APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN OF
THE POLICY BOARD, EXECUTIVE PANELS, COMMITTEES
AND STANDING GROUPS BOARDS ETC.**
None
11. **MEMBERS' ALLOWANCES 2002/2003**
Min. 493 Ordinary Council 6.12.2000
12. **MEMORIALS OR PETITIONS**
None
13. **QUESTIONS**
None
14. **DAY AND HOUR OF MEETINGS**
None
15. **APPOINTMENT OF REPRESENTATIVES ON OUTSIDE
ORGANISATIONS**
None
16. **BRENTWOOD BOROUGH COUNCIL CONSTITUTION**
Brentwood Borough Council Constitution
Min. 860 Special Council, 13.2.2002
Min. 1023 Ordinary Council, 27.3.2002
17. **NOTICES OF MOTION**
Notice of Motion received from Cr. Lewis 10.5.2002
18. **URGENT BUSINESS**
None