

6th May 2003

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, 14TH MAY 2003 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 2003/2004 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 2003/2004 to hold office until immediately after the election of the Mayor of the Borough at the Annual Meeting of the Council in 2004.
5. Brentwood Borough Council Elections 1.5.2003: The Chief Executive & Town Clerk will report the results of the elections (see Appendix 2).
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.

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 2003/2004. 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 report and draft Calendar of Meetings is contained in Appendix 3 for consideration).
- *15. Appointment of Representatives on Outside Organisations: The Council is asked to make the appointments to the various Outside Organisations.
16. Parliamentary Constituency Boundaries in the County of Essex: A report 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.
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 which will be circulated prior to the meeting)

To the Mayor and Members of Brentwood Borough Council

Town Hall
Brentwood, Essex

6th May 2002

Annual\AC3.May2003

BRENTWOOD BOROUGH COUNCIL

ANNUAL COUNCIL MEETING

14TH MAY 2003

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 (to follow)
5	2	Brentwood Borough Elections
8(a)		Review of the Allocation of Seats to the Political Groups on the Council
11		Members' Allowances 2003/2004
14	3	Draft Calendar of Meetings
16		Parliamentary Constituency Boundaries in the County of Essex
		Background Documents

BRENTWOOD BOROUGH COUNCIL

ANNUAL MEETING

2003

LIST OF NOMINATIONS

Agenda
Item:

3. ELECTION OF MAYOR

Proposed: To be advised

4. APPOINTMENT OF DEPUTY MAYOR

Proposed: To be advised

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

Policy Board

Membership 11 (LD 5, Con 5, Lab 1)

Liberal Democrat:

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

Substitute Members: Crs Kendall and Mrs Myers

Conservative:

Crs Kenny, Baker, Good, Lewis and MacLellan

Substitute Members: Crs Mrs McGinley and Payne

Labour:

Cr Minns

Substitute Member: Cr Hann

Cultural Panel

Membership 11 (LD 5, Con 5, Lab 1)

Liberal Democrat:

Crs Hardy, Mrs Hubbard, C Myers, Shawcross and Wheatley

Substitute Members: Crs Aspinell and Mrs Freeman

Conservative:

Crs Sleep, Baker Mrs Brehaut, Mrs Courage and Mrs McGinley

Substitute Members: Crs Hossack and MacLellan

Labour:

Cr Hann

Substitute Member: Cr Elphick

Housing and Health Panel

Membership 11 (LD 5, Con 5, Lab 1)

Liberal Democrat:

Crs Mrs Cook, Davies, Mrs Freeman, Mrs Myers and Taylor

Substitute Members: Crs Kendall and C Myers

Conservative:

Crs MacLellan, Mrs Brehaut, Mrs Henwood, Payne and Sleep

Substitute Members: Crs Baker and Harrison

Labour:

Cr Hann

Substitute Member: Cr Minns

Environment and Transport Panel

Membership 11 (LD 5, Con 5, Lab 1)

Liberal Democrat:

Crs Aspinell, Mrs Hubbard, Kendall, Shawcross and Wheatley

Substitute Members: Crs Mrs Freeman and Taylor

Conservative:

Crs Good, Mrs Courage, Kenny, Mrs McGinley and Payne

Substitute Members: Crs Braid and Lewis

Labour:

Cr Elphick

Substitute Member: Cr Hann

Overview & Scrutiny Committee

Membership 11 (LD 5, Con 5, Lab 1)

Liberal Democrat:

Crs Bailey, Barr, Brown, Mrs Long and Straw

Conservative:

Crs Braid, Harrison, Mrs Henwood, Hossack and Wright

Labour:

Cr Elphick

Planning Development Control Committee
Membership 15 (LD 8, Con 6, Lab 1)

Liberal Democrat:

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

Substitute Members: Crs Hardy and Kendall

Conservative:

Crs Harrison, Braid, Franklin, Mrs Henwood, Hossack and Wright

Substitute Members: Crs Mrs Brehaut and Kenny

Labour:

Cr Minns

Substitute Member: Cr Elphick

Licensing/Appeals Committee
Membership 10 (LD 6, Con 3, Lab 1)

Liberal Democrat:

Crs Bailey, Hardy, Mrs Hubbard, Mrs Myers, Straw and Wheatley

Substitute Members: Crs Mrs Howe and Shawcross

Conservative:

Crs Braid, Franklin and Payne

Substitute Members: Crs Mrs Courage and Wright

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

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.

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 :
- 5 Deputy Leader of the Council :
- 2. Chairman of Policy Board :
- 4. Leader of Main Opposition Group :

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

Liberal Democrat

Crs Mrs Cook and Mrs Long
Reserve: Cr C Myers

Conservative

Cr Lewis
Reserve - Cr Kenny

(iii) COMMUNITY SAFETY PANEL - It is proposed to increase the membership to four and to allocate one seat to the Labour Group.

Membership 4 (LD 2, Con 1, Lab 1)

Liberal Democrat

Crs Aspinell and 1 TBA

Conservative

Cr Mrs McGinley

Labour

Cr Elphick

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

Liberal Democrat

Crs Aspinell, Barr, Brown and Kendall
Substitute Members: Crs Mrs Long

Conservative

Cr Baker, Kenny, Mrs McGinley
Substitute Member: Cr Harrison and Payne

Labour

Cr Elphick
Substitute Member: Cr Hann

(v) PENSIONERS FORUM
Membership 8 (LD 4, Con 3, Lab 1)

Liberal Democrat

Crs Hardy, Mrs Long, Mrs Myers and Taylor
Substitute Members: TBA

Conservative

Crs Mrs Courage, Mrs Henwood and Wright
Substitute Members: Cr Braid

Labour

Cr Minns
Substitute Member: Cr Hann

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 Hubbard

HOUSING AND HEALTH PANEL

Chairman : Cr Mrs Myers
Vice-Chairman : Cr Taylor

ENVIRONMENT AND TRANSPORT PANEL

Chairman : Cr Aspinell
Vice-Chairman : Cr Kendall

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: : Leader of the Council

Public Information Panel

Chairman: : Cr Mrs Long

Community Safety Panel

Chairman : Cr Aspinell

Borough Forum

Chairman : Cr Kendall

Pensioners Forum

Chairman : Cr Hardy

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 2004	1	Crs (Straw and Wright)
Brentwood Sports Council	(2)	May 2004	1	Cr (Shawcross and Wheatley) Cr Wheatley
E. & W. Horndon Village Hall Committee	(2)	May 2004	1	(Crs Boggis and Wright)
Brentwood Arts Council	(1)	May 2004	1	(Cr Mrs Brehaut)
Outlook Care	(1)	May 2004	1	(Cr Derek Hardy)
Ingrave Comm Assn.	(1)	May 2004	1	Cr. Mrs. Hogan
Hutton Comm Assn.	(1)	May 2004	1	(Cr Mrs. Freeman)
National Playing Fields Association	(1)	May 2005	(2)	(Cr Shawcross)
Eastern Essex & Herts Regional Employers Organisation for Local Authorities	(1)	June 2004	1	(Cr Wright)
Herongate Village Hall Man. Cttee	(1)	May 2004	1	(Cr Wright)
Three Arch Bridge Community Hall	(2)	May 2004	1	(Cr Mrs. Hogan and Minns)
Brentwood Rugby Club Pavilion Man. Committee	(3)	May 2004	1	(Crs Aspinell, Shawcross and Payne)

<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>
Ingatestone & Fryerning Community Club	(1)	May 2004	1	(Cr Sleep)
National Society for Clean Air	(2)	May 2004	1	(Crs Bailey and Kenny)
Citizens Advice Bureau	(2)	May 2004	1	(Cr Mrs Howe and Cr Mrs Long)
Brentwood & Landkreis Roth Twinning Association 1979	(3)	May 2004	1	(Crs Kenny, 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 Theatre Trust	(2)	May 2004	1	(Crs Mrs Brehaut and Elphick)
Police Community Consultative Committee	(1)	May 2004	1	Chairman of Community Safety Panel
Disabled and Access Groups	(1)	May 2004	1	(Cr Mrs Myers)
Council for Voluntary Service	(2)	May 2004	1	(Mayor and Cr. Mrs. Long)
Local Government Arts Forum	(1)	May 2004	1	(Cr Shawcross)
Museums in Essex Committee	(1)	May 2004	1	(Cr Mrs Hogan)
Youth Arts Partnership	(1)	May 2004	1	(Cr Shawcross)
Local Youth Management Committee	(3)	May 2004	1	(Crs Barr, Kendall and Mrs McGinley)

<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>
Thurrock & Brentwood Victim Support	(1)	May 2004	1	(Cr Taylor)
Eastern Sport & Essex Sport	(1)	May 2004	1	(Cr Aspinell)
Town Centre Partnership Board	(1)	May 2004	1	(Cr Myers)
Community Transport Partnership	(2)	May 2003	1	(Cr Straw Cr Mrs McGinley)
SNAP (Board of Trustees)	(1)	May 2004	1	()

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

Conservators of Shenfield Common	(6)	May 2004	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 2004	1	Cr. Mrs. Brehaut and Wheatley
Relate	(1)	May 2004	1	Cr. Mrs McGinley
Council for the Protection of Rural England (Essex Branch Advisory Cttee)	(1)	May 2004	1	Mr. D.A.P. Gottesmann
Essex Voluntary Civil Aid Assn.	(1)	May 2004	1	The Mayor of the Borough Council
South Weald Parish Hall	(2)	May 2004	1	Cr. Shawcross and Mrs. Howe
Rural Community - Council of Essex	(1)	May 2004	1	Cr. Braid

CHARITIES

<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>
Hutton Charities	(2)	May 2007	4	(Cr. Davies other rep Cr Braid term expires 2005)
Headley Common Trustees	(4)	August 2007		(Cr Taylor and Mrs O'Donoghue other reps term expires 2007 (Mr Wild & Mr Earl)
<u>School & College Governors:</u>				
Bentley C of E	(1)	August 2004	4	(To replace Mr M Long)
Brentwood St. Thomas C. of E.	(1)	Aug. 2004	1	(Mr A Grant Mrs M McGeary)
South Weald St. Peter's C. of E.	(1)	May 2004	4	Mr G Farrington
St. Joseph the Worker	(1)	May 2004	1	(Mr J Harrison-Griffiths)
St. Helen's R.C. Infants School	(1)	May 2004	1	
Mid Essex Adult Community College	(1)	May 2004	1	(TBA)
Sir Anthony Browne's School	(1)	October 2006	3	(Mr G Bender)
Sir Mary's Shenfield C of E	(1)	August 2007	(4)	(Mrs B Groot)

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

14TH MAY 2003

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 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 1.5.2003. 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:

$79 \div 37 \times 18 = 39$	(38.43)	Liberal Democrat
$79 \div 37 \times 16 = 34$	(34.16)	Conservative
$79 \div 37 \times 3 = 6$	(6.40)	Labour

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 (7.29)	6 (6.48)	1 (1.21)

Committees with a membership of 11 (Policy Board, Overview & Scrutiny Committee, Cultural Panel, Housing and Health Panel and Environment & Technical Services Panel):

<u>Liberal</u>		<u>Conservative</u>	<u>Labour</u>
<u>Democrat</u>		<u>5 (4.75)</u>	<u>1 (0.89)</u>
5 (5.35)			

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

<u>Liberal</u>		<u>Conservative</u>	<u>Labour</u>
<u>Democrat</u>		<u>3 (3.81)</u>	<u>0 (0.72)</u>
6 (4.37)			

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.

Summary

Members are invited to 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.

DECIDED:

BRENTWOOD BOROUGH COUNCIL

BOROUGH COUNCIL ELECTION

Date : 1st May 2003

BOROUGH WARD	Candidates	Description	Votes Cast	
Brentwood North Electorate 4563 Seats 1 Ballot Papers 1306 % Poll 28.62	Roy William Goddard	The Labour Party Candidate	150	
	Margaret Elizabeth Hamilton	The Conservative Party Candidate	461	
	Frank Frederick Seckleman	Green Party	96	
	Reginald Geoffrey Straw	Liberal Democrats	597	Elected
Brentwood South Electorate 3946 Seats 1 Ballot Papers 1389 % Poll 35.20	David Russell Hann	The Labour Party Candidate	564	Elected
	Margaret Ellen Hogan	Liberal Democrats	481	
	Louise Jane Monnickendam	The Conservative Party Candidate	337	
Brentwood West Electorate 4078 Seats 1 Ballot Papers 1030 % Poll 25.26	Peter John Cullum	The Conservative Party Candidate	378	
	Cornelius Richard Maxey	The Labour Party Candidate	91	
	Allan Wheatley	Liberal Democrats	560	Elected
Brizes & Doddinghurst Electorate 4585 Seats 1 Ballot Papers 1287 % Poll 28.07	Colin Stuart Brown	Liberal Democrats	850	Elected
	Robin Edgar Maillard	The Conservative Party Candidate	356	
	Michele Anne Wigram	The Labour Party Candidate	77	
Herongate, Ingrave & West Horndon Electorate 2889 Seats 1 Ballot Papers 1214 % Poll 42.02	Maudsley Samuel Boggis	The Liberal Party	456	
	Richard Burns	The Labour Party Candidate	92	
	Gordon Edward MacLellan	The Conservative Party Candidate	662	Elected
Hutton East Electorate 2792 Seats 1 Ballot Papers 965 % Poll 34.56	William Raymond Harman	The Labour Party Candidate	77	
	Christopher Roy Hossack	The Conservative Party Candidate	556	Elected
	Stephen Rayleigh Tilley	Liberal Democrats	326	
Hutton North Electorate 3140 Seats 1 Ballot Papers 1069 % Poll 34.04	Charles Reginald Bisson	The Labour Party Candidate	101	
	Dudley John Payne	The Official Conservative Party Candidate	649	Elected
	Doris Elizabeth Suckling	Liberal Democrats	315	
Ingatestone, Fryerning & Mountnessing Electorate 4635 Seats 1 Ballot Papers 1916 % Poll 41.34	Jacqueline Margaret Anslow	Liberal Democrats	497	
	Sarah Francesca Courage	The Conservative Party Candidate	1057	Elected
	Arthur William Herbert Howes	New Britain	219	
	Beryl Rosemary Lankester	Green Party	55	
	Richard Dobson Margrave	The Labour Party Candidate	79	

BRENTWOOD BOROUGH COUNCIL
BOROUGH COUNCIL ELECTION

Date : 1st May 2003

BOROUGH WARD		Candidates	Description	Votes Cast	
Pilgrims Hatch		Richard Audubon Bingley	The Labour Party Candidate	149	
Electorate	4559	Kathryn Jane Dean	The Conservative Party Candidate	499	
Seats	1	Charles William Myers	Liberal Democrats	718	Elected
Ballot Papers	1372				
% Poll	30.09				
Shenfield		Philip John Baker	The Conservative Party Candidate	1141	Elected
Electorate	4139	Max David Gottesmann	Liberal Democrats	239	
Seats	1	Bernadette Mary Pavitt	The Labour Party Candidate	123	
Ballot Papers	1510				
% Poll	36.48				
Tipps Cross		Robert George Gow	The Labour Party Candidate	54	
Electorate	2986	Madeline Joyce Wortley	The Conservative Party Candidate	665	Elected
Seats	1	Henwood			
Ballot Papers	1176	Alastair John Wakeley	Liberal Democrats	456	
% Poll	39.38				
Warley		Peter William Anderson	The Labour Party Candidate	131	
Electorate	4364	Joan Edith Holmes	The Conservative Party Candidate	653	
Seats	1	Jill Felicity Hubbard	Liberal Democrats	659	Elected
Ballot Papers	1448				
% Poll	33.18				

POLITICAL BALANCE PROPOSAL 2003/2004

<u>Committees</u>	<u>Membership</u>	<u>Liberal Democrat</u>	<u>Conservative</u>	<u>Labour</u>
Policy Board	11	5 (5.35)	5 (4.75)	1 (0.89)
Overview & Scrutiny	11	5	5	1
Cultural Panel	11	5	5	1
Housing & Health Panel	11	5	5	1
Environment & Technical Services Panel	11	5	5	1
Planning Development Control	15	8 (7.29)	6 (6.48)	1 (1.21)
Licensing/Appeals	9	6 (4.37)	3 (3.81)	0
	<hr/>	<hr/>	<hr/>	<hr/>
	79	39	34	6

Total Entitlement

79 ÷ 37 x 18	=	38.43 = 39	Liberal Democrat
79 ÷ 37 x 16	=	34.16 = 34	Conservative
79 ÷ 37 x 3	=	6.40 = 6	Labour

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

Members will be aware that the current allowances scheme provides for the level of allowances to be increased each year in accordance with the annual pay award for local government employees.

A further increase of 3.5% is therefore due to be applied to the allowances rates with effect from 1.4.2003.

Members are asked to determine whether this increase should be applied at this stage or left until the new Member Remuneration Panel has reviewed the scheme.

RECOMMENDED:

1. Pending the outcome of the review of Mayor and Members Services to pay the Basic Allowance to all Members of the Council as per the scheme approved on 6.12.2000.
2. Pending the outcome of the review of Mayor and Members Services to pay the Special Responsibility Allowances with effect from 15.5.2003 approved as per the scheme approved on 6.12.2000.
3. To authorise the BT to vary the Special Responsibility Allowances should any change in chairmanships make it necessary to do so.
4. To appoint the following to the Independent Remuneration Panel, Mr M Large and Father Bob White for a period of two years together with Mrs Jenny Duncombe, Mr E Nath and Mr P Pryke for a period of three years.
5. That Members determine the approach to be adopted with regard to the 3.5% increase in allowances due to be applied with effect from 1.4.03.

DECIDED:

BRENTWOOD BOROUGH COUNCIL

**REPORT OF THE CHIEF EXECUTIVE & TOWN CLERK
TO THE ANNUAL COUNCIL MEETING – 14TH MAY 2003**

ITEM 11

**MEMBERS' ALLOWANCES 2003/2004 AND APPOINTMENT OF INDEPENDENT
RENUMERATION PANEL**

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.

At the meeting of the Policy Board on 18.12.2002, Members considered a report on the budget consultation exercise which had been carried out. The top service which the public wished to see reduced was Mayor and Members' services. The Policy Board decided that an independent review should take place of Members' and Mayor's services. Pending the outcome of the review, the allowances for 2003/2004 will be paid in accordance with the scheme approved in December 2000.

APPOINTMENT OF INDEPENDENT RENUMERATION PANEL

Following the decision of the Policy Board on 18.12.2002, at the Special Council meeting on 26.2.2003, Members considered a report on how the review of Mayor and Members' services should be undertaken.

Under the Local Authorities (Members' Allowances England) Regulations 2001, any decision to amend, revoke or replace a scheme of allowances after 4.5.2001 must involve an Independent Panel set up in accordance with those regulations.

The Council decided amongst other matters to appoint an Independent Remuneration Review Panel, inviting the original independent Members to serve on the Independent Remuneration Review Panel and to advertise for other individuals to serve on the Independent Remuneration Review Panel, the selection of the other independent members to take place following advertisement and interview as detailed in the report.

Of the three original members of the Independent Panel, two indicated they would be happy to serve on the Review Panel. The third member of the Panel had moved away and did not feel it would be appropriate to serve on the Panel. No applications were received following advertisement for independent members of the Panel.

The following individuals are put forward as members of the Independent Remuneration Review Panel:-

Mr M Large (original Panel Member)

Father Bob White (original Panel Member)

Mrs J Duncombe (Secretary Access, non-Executive Director Billericay, Brentwood and Wickford Primary Care Trust)

Mr E Nath (non-Executive Director Billericay, Brentwood and Wickford Primary Care Trust, former Chief Executive Executive, Thurrock Borough Council)

Mr P Pryke (Headteacher, Endeavour School)

CALENDAR OF MEETINGS 2003/2004

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

2003

MAY

01	Thurs	Borough Council Elections
02	Fri	
03	Sat	
04	Sun	
05	Mon	Bank Holiday
06	Tues	Group
07	Wed) New Members'
08	Thurs) Induction
09	Fri	
10	Sat	
11	Sun	
12	Mon	Group
) New Members'
13	Tues) Induction
14	Wed	Annual Meeting
15	Thurs	
16	Fri	
17	Sat	
18	Sun	
19	Mon	Environment & Technical Services Panel
20	Tues	
21	Wed	Planning Development Control Committee
22	Thurs	
23	Fri	
24	Sat	
25	Sun	
26	Mon	Bank Holiday
27	Tues	Borough Forum
28	Wed	Licensing/Appeals Committee
29	Thurs	
30	Fri	
31	Sat	

JUNE

01	Sun	
02	Mon	Pensioners' Forum (2.30pm)
03	Tues	Housing & Health Panel
04	Wed	
05	Thurs	
06	Fri	
07	Sat	
08	Sun	
09	Mon	

10	Tues	
11	Wed	Cultural Panel
12	Thurs	
13	Fri	
14	Sat	
15	Sun	
16	Mon	
17	Tues	
18	Wed	Overview & Scrunity Committee
19	Thurs	
20	Fri	
21	Sat	
22	Sun	
23	Mon	Group
24	Tues	Policy Board
25	Wed	Planning Development Control Committee
26	Thurs	
27	Fri	
28	Sat	
29	Sun	
30	Mon	Licensing/Appeals Committee (if required)

JULY

01	Tues	
02	Wed	Environment & Technical Services Panel (if req'd)
03	Thurs	
04	Fri	
05	Sat	
06	Sun	
07	Mon	Members' Training
08	Tues	
09	Wed	Housing & Health Panel (if required)
10	Thurs	
11	Fri	
12	Sat	
13	Sun	
14	Mon	Group
15	Tues	
16	Wed	Ordinary Council
17	Thurs	
18	Fri	
19	Sat	
20	Sun	
21	Mon	
22	Tues	
23	Wed	
24	Thurs	
25	Fri	
26	Sat	
27	Sun	

28	Mon	
29	Tues	
30	Wed	Planning Development Control Committee
31	Thurs	

AUGUST

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

SEPTEMBER

01	Mon	Environment & Technical Services Panel
02	Tues	Licensing/Appeals Committee
03	Wed	Planning Development Control Committee
04	Thurs	
05	Fri	
06	Sat	
07	Sun	
08	Mon	Borough Forum

09	Tues	Cultural Panel
10	Wed	Overview & Scrutiny Committee
11	Thurs	
12	Fri	
13	Sat	
14	Sun	
15	Mon	Group
16	Tues	Housing & Health Panel
17	Wed	Policy Board
18	Thurs	
19	Fri	
20	Sat	
21	Sun	
22	Mon	
23	Tues	
24	Wed	
25	Thurs	
26	Fri	
27	Sat	
28	Sun	
29	Mon	Group
30	Tues	Ordinary Council

OCTOBER

01	Wed	Planning Development Control Committee
02	Thurs	
03	Fri	
04	Sat	
05	Sun	
06	Mon	
07	Tues	
08	Wed	Members' Training
09	Thurs	
10	Fri	
11	Sat	
12	Sun	
13	Mon	Licensing/Appeals Committee
14	Tues	
15	Wed	
16	Thurs	
17	Fri	
18	Sat	
19	Sun	
20	Mon	
21	Tues	Pensioners' Forum (2.30pm)
22	Wed	Environment & Technical Services Panel
23	Thurs	
24	Fri	

25	Sat	
26	Sun	
27	Mon	
28	Tues	
29	Wed	Housing & Health Panel
30	Thurs	
31	Fri	

NOVEMBER

01	Sat	
02	Sun	
03	Mon	
04	Tues	
05	Wed	Planning Development Control Committee
06	Thurs	
07	Fri	
08	Sat	
09	Sun	
10	Mon	Members' Training
11	Tues	
12	Wed	Cultural Panel
13	Thurs	
14	Fri	
15	Sat	
16	Sun	
17	Mon	
18	Tues	
19	Wed	Overview & Scrutiny Committee
20	Thurs	
21	Fri	
22	Sat	
23	Sun	
24	Mon	Group
25	Tues	
26	Wed	Policy Board
27	Thurs	
28	Fri	
29	Sat	
30	Sun	

DECEMBER

01	Mon	Licensing/Appeals Committee (if required)
02	Tues	
03	Wed	
04	Thurs	
05	Fri	
06	Sat	

07	Sun	
08	Mon	
09	Tues	
10	Wed	Planning Development Control Committee
11	Thurs	
12	Fri	
13	Sat	
14	Sun	
15	Mon	Group
16	Tues	
17	Wed	Ordinary Council (Council Tax Base)
18	Thurs	
19	Fri	
20	Sat	
21	Sun	
22	Mon	
23	Tues	
24	Wed	
25	Thurs	
26	Fri	
27	Sat	
28	Sun	
29	Mon	
30	Tues	
31	Wed	

2004

JANUARY

01	Thurs	New Years Day
02	Fri	
03	Sat	
04	Sun	
05	Mon	
06	Tues	
07	Wed	Overview & Scrutiny Committee
08	Thurs	
09	Fri	
10	Sat	
11	Sun	
12	Mon	
13	Tues	Licensing/Appeals Committee
14	Wed	Planning Development Control Committee
15	Thurs	
16	Fri	
17	Sat	
18	Sun	
19	Mon	

20	Tues	
21	Wed	Environment & Technical Services Panel
22	Thurs	
23	Fri	
24	Sat	
25	Sun	
26	Mon	Borough Forum
27	Tues	
28	Wed	Housing & Health Panel
29	Thurs	
30	Fri	
31	Sat	

FEBRUARY

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

MARCH

01	Mon	
02	Tues	Pensioners' Forum

03	Wed	Environment & Technical Services Panel
04	Thurs	
05	Fri	Civic Dinner
06	Sat	
07	Sun	
08	Mon	
09	Tues	Cultural Panel
10	Wed	Housing & Health Panel
11	Thurs	
12	Fri	
13	Sat	
14	Sun	
15	Mon	Group
16	Tues	Policy Board
17	Wed	Planning Development Control Committee
18	Thurs	
19	Fri	
20	Sat	
21	Sun	
22	Mon	
23	Tues	
24	Wed	
25	Thurs	
26	Fri	
27	Sat	
28	Sun	
29	Mon	Group
30	Tues	
31	Wed	Ordinary Council

APRIL

01	Thurs	
02	Fri	
03	Sat	
04	Sun	
05	Mon	
06	Tues	
07	Wed	Licensing/Appeals Committee (if required)
08	Thurs	
09	Fri	Good Friday
10	Sat	
11	Sun	
12	Mon	Easter Monday
13	Tues	
14	Wed	
15	Thurs	
16	Fri	
17	Sat	
18	Sun	

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

MAY

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

BRENTWOOD BOROUGH COUNCIL
REPORT OF THE CHIEF EXECUTIVE & TOWN CLERK TO
THE ANNUAL COUNCIL MEETING
14TH MAY 2003

ITEM 14

DAY AND HOUR OF MEETINGS

At the meeting of the Special Policy Board/Ordinary Council on 12.2.2003, Members considered a report on the responses to the budget consultation on matters falling within the remit of the Policy Board so that the issues raised could be taken into account in spending plans for 2003/2004.

One of the top service areas which residents wished to see decreased was Council Committee meetings. Members decided that consideration should be given to ease the burden of the Calendar of Meetings (2002/2003) with a view to having less frequent Executive Panel and Committee meetings in 2003/2004.

Attached to the report is a draft Calendar of Meetings which has been prepared having regard to this instruction.

Ordinary Council will meet five times in the year:

July 16th 2003
September 30th 2003 (Receipt of Accounts)
December 17th 2003
February 18th 2004 (Budget Council Tax Setting)
(NB. ECC is due to set its budget on 10th February 2004)
March 31st 2004

Additional meetings of either the Council, Policy Board, Executive Panels or Committees can be called if necessary during the year.

RECOMMENDED to approve the Calendar of Meetings.

DECIDED:

BRENTWOOD BOROUGH COUNCIL
REPORT OF THE CHIEF EXECUTIVE & TOWN CLERK TO
THE ANNUAL COUNCIL MEETING
14TH MAY 2003

ITEM 16

PARLIAMENTARY CONSTITUENCY BOUNDARIES IN THE COUNTY OF ESSEX

The Boundary Commission for England is required by the Parliamentary Constituencies Act 1986, to conduct a general review of all the constituencies in England every eight to twelve years. The Commission completed its previous review on 12.4.95 and a new review is now being undertaken.

The Commission has published its provisional recommendations, based on electorate figures for the year 2000 and in consideration of the average electoral quota for Essex, Southend-on-Sea and Thurrock.

With regard to the Brentwood & Ongar Parliamentary Constituency, the Commission proposes to add the Epping Forest ward of North Weald Bassett to the existing constituency boundary, thereby increasing the electorate by a further 3,315 electors.

The Council has until 16.6.2003 to make any representations in respect of the provisional recommendations.

RECOMMENDED that the Chief Executive & Town Clerk be authorised to respond to the Commission, including raising formal objection if necessary, following consultation with the three political Group Leaders on the Council.

DECIDED:

LIST OF BACKGROUND PAPERS

LOCAL GOVERNMENT ACT 1972 (AS AMENDED)

COMMITTEE: ANNUAL COUNCIL

DATE: 14TH MAY 2003

AGENDA ITEM & BACKGROUND DOCUMENTS

FILE REF./DIR

1. **APOLOGIES FOR ABSENCE**
2. **MAYOR'S ANNOUNCEMENTS AND PRESENTATIONS**
3. **ELECTION OF MAYOR**
4. **APPOINTMENT OF DEPUTY MAYOR**
5. **BRENTWOOD BOROUGH COUNCIL ELECTIONS 2.5.2002**
6. **POLITICAL GROUPS ON THE COUNCIL**
7. **LEADER OF THE COUNCIL**
8. **APPOINTMENT OF POLICY BOARD, EXECUTIVE PANELS
AND COMMITTEES**
9. **STANDING GROUPS AND BOARDS**
10. **APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN OF
THE POLICY BOARD, EXECUTIVE PANELS, COMMITTEES
AND STANDING GROUPS BOARDS ETC.**
11. **MEMBERS' ALLOWANCES 2003/2004**
Min 493 Ordinary Council 6.12.2003
Min 668 Policy Board 18.12.2002
Min 824 Special Council Meeting 26.2.2003.
12. **MEMORIALS OR PETITIONS**
13. **QUESTIONS**
14. **DAY AND HOUR OF MEETINGS**
Min 667 Policy Board 18.12.2002
Min 803 Special Policy Board/Ordinary Council 12.2.2003

AGENDA ITEM & BACKGROUND DOCUMENTS

FILE REF./DIR

15. **APPOINTMENT OF REPRESENTATIVES ON OUTSIDE ORGANISATIONS**

16. **PARLIAMENTARY CONSTITUENCY BOUNDARIES IN THE COUNTY OF ESSEX**

Boundary Commission for England Proposals for Parliamentary Constituency Boundaries in the Counties of Essex, Southend-on-Sea and Thurrock – News Release 30 April 2003.

17. **NOTICES OF MOTION**

18. **URGENT BUSINESS**