



TOWN HALL
BRENTWOOD
ESSEX CM15 8AY

15th June 2004

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, 23RD JUNE 2004 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 2004/2005 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 2004/2005 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 10.6.2004: 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. Review of Political Management Arrangements: The Council is asked to consider the report which has been circulated separately.

- *9. 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).

- *10. Standing Groups and Boards: To appoint for the ensuing year.

- *11. Appointment of Chairman and Vice-Chairman of the Policy Board, Executive Panels, Committees and Standing Groups Boards etc from those appointed to them.

12. Members' Allowances 2004/2005. Members are invited to consider the report which has been circulated.

13. Memorials or Petitions. Presentation of Memorials or Petitions (if any) by a Member in accordance with Standing Order No. 18.

14. 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.

15. 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).

- *16. Appointment of Representatives on Outside Organisations: The Council is asked to make the appointments to the various Outside Organisations.

17. Parliamentary Constituency Boundaries in the County of Essex: The Boundary Committee for England has completed its review and submitted its final recommendations to the Electoral Commission. A report will be circulated separately.

18. Corporate Performance Plan 2004/2005: A report has been circulated separately.

19. 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 has given notice that he intends to move the following:-

“That this Council agrees to the removal of on-street paid parking between Rockleigh Court and 35 Hutton Road, Shenfield with immediate effect and to authorise all necessary statutory procedures to replace it with the existing two hour limited waiting restrictions that apply elsewhere on Hutton Road.”

20. 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.)
21. Exclusion of the Public: The Council is invited to pass the following:-

RESOLVED that under Section 100A(2) of the Local Government Act 1972 the public be excluded from the meeting for the item listed below under Part Two of the Agenda on the grounds that it involves the likely disclosure of confidential information in breach of an obligation of confidence imposed on the Council by the Audit Commission under Section 49 Audit Commission Act 1998.

PART TWO

(Items which, in the opinion of the Chief Executive & Town Clerk, will be considered with the public excluded from the meeting.)

22. Comprehensive Performance Assessment - Inspection Report
(Confidential Information Section 100A(2) Local Government Act 1972)

Note the Council is bound by the Audit Commission under Section 49 Audit Commission 1998 not to disclose the outcome of the Inspection report. A press conference concerning the findings of the report is to take place prior to the Annual Meeting on 23.6.2004. Accordingly, the Council is obliged to keep the report confidential until that time. Following the press conference it is likely that this item will be brought forward for consideration with the public present.

To the Mayor and Members of Brentwood Borough Council

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

Town Hall
Brentwood, Essex

15th June 2004

BRENTWOOD BOROUGH COUNCIL

ANNUAL COUNCIL MEETING

23RD JUNE 2004

LIST OF APPENDICES AND REPORTS

<u>Item No.</u>	<u>Appendix No.</u>	<u>Subject</u>
3, 4, 9, 10, 11 & 16	1	List of Nominations
5	2	Brentwood Borough Elections
8		Review of Political Management Arrangements
9(a)		Review of the Allocation of Seats to the Political Groups on the Council
12		Members' Allowances 2003/2004
15	3	Draft Calendar of Meetings (to be circulated separately)
		Background Documents

BRENTWOOD BOROUGH COUNCIL

ANNUAL MEETING

2004

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 (Con 6, LD 4, Lab 1)

Conservative:

Crs Lewis, Kenny, Baker, Faragher, Good and Mrs McGinley

Substitute Members: Crs Miss Monnickendam and Sleep

Liberal Democrat:

Crs Aspinell, Mrs Cook, Davies and Myers

Substitute Members:

Labour:

TBA - Minns/Elphick/Hann

Substitute Member: Minns/Elphick/Hann - TBA

Community Panel

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

Conservative:

Crs Mrs McGinley, MacLellan, Miss Monnickendam, Payne, Sleep, Tee

Substitute Members: Crs Lee and Baker

Liberal Democrat:

Crs Mrs Cook, Mrs Hubbard, Shawcross and Taylor

Substitute Members: Crs Aspinell and Kendall

Labour:

Minns/Elphick/Hann - TBA

Substitute Member: Minns/Elphick/Hann - TBA

Environment Panel

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

Conservative:

Crs Good, Sleep, Lee, Mrs Courage, Mrs Roberts, McLellan

Substitute Members: Crs Faragher, Braid

Liberal Democrat:

Crs Aspinell, Mrs Hubbard, Kendall, Wheatley.

Substitute Members: Crs Myers, Taylor

Labour:

Minns/Elphick/Hann - TBA

Substitute Member: Minns/Elphick/Hann - TBA

Overview & Scrutiny Committee

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

Conservative:

Crs Wright, Braid, Harrison, Henwood, Holmes, Tee

Liberal Democrat:

Crs Bailey, Brown, Hardy, Straw

Labour:

Minns/Elphick/Hann - TBA

Planning Development Control Committee

Membership 15 (Con 9, LD 5, Lab 1)

Conservative:

Crs Hossack, Baker, Mrs Brehaut, Faragher, Mrs Henwood, Mrs Holmes, Miss Monnickendam, Mrs Roberts, Wright.

Substitute Members: Crs Mrs McGinley and MacLellan

Liberal Democrat:

Crs Brown, Mrs Cook, Davies, Hardy, Myers

Substitute Members: Crs Mrs Hubbard, Taylor

Labour:

Minns/Elphick/Hann - TBA

Substitute Member: Minns/Elphick/Hann - TBA

Licensing/Appeals Committee

Membership 10 (Con 6, LD 3, Lab 1)

Conservative:

Crs Payne, Braid, Mrs Courage, Harrison, Hossack, Lee

Substitute Members: Cr Mrs Henwood

Liberal Democrat:

Crs Bailey, Straw, Wheatley

Substitute Members: Crs Brown, Hardy

Labour:

Minns/Elphick/Hann - TBA

Substitute Members: Minns/Elphick/Hann - TBA

Standards Committee

Membership 8 (2 Independent Members, 2 Parish Council Representatives, Borough Councillors, 2 Con, 1 LD, 1 Lab)

Independent Members - To be appointed

Parish Council Representatives - To be appointed

Borough Council Members

Conservative - Crs Mrs Henwood and Wright

Liberal Democrat - Cr Davies

Labour - Minns/Elphick/Hann - TBA

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)

Leader of the Council :
Deputy Leader of the Council :
Chairman of Policy Board or Majority Group Nominee :
Leader of Main Opposition Group :

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

Conservative

Crs Lewis and Kenny
Reserve -

Liberal Democrat

Cr Mrs Cook
Reserve:

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 Lewis
Vice-Chairman : Cr Kenny

COMMUNITY PANEL

Chairman : Cr Mrs McGinley
Vice-Chairman : Cr McLellan

ENVIRONMENT PANEL

Chairman : Cr Good
Vice-Chairman : Cr Sleep

OVERVIEW & SCRUTINY COMMITTEE

Chairman : Cr Bailey
Vice-Chairman : Cr Wright

PLANNING DEVELOPMENT CONTROL COMMITTEE

Chairman : Cr Hossack
Vice-Chairman : Cr Baker

LICENSING/APPEALS COMMITTEE

Chairman : Cr Payne
Vice-Chairman : Cr Braid

(ii) STANDING GROUPS AND BOARDS

Staff Local Agreement Consultation Forum

Chairman: : Leader of the Council

Public Information Panel

Chairman: : Cr Lewis

E-Champion : Leader of the 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 2005	1	Crs Straw and Wright
Brentwood Sports Council	(2)	May 2005	1	Cr Faragher Cr Miss Monnickendam
E. & W. Horndon Village Hall Committee	(2)	May 2005	1	Crs MacLellan and Wright
Brentwood Arts Council	(1)	May 2005	1	Cr Mrs Brehaut
Outlook Care	(1)	May 2005	1	Cr Derek Hardy
Ingrave Comm Assn.	(1)	May 2005	1	Cr Hann
Hutton Comm Assn.	(1)	May 2005	1	Cr Payne
Eastern Essex & Herts Regional Employers Organisation for Local Authorities	(1)	June 2005	1	Cr Wright
Herongate Village Hall Man. Cttee	(1)	May 2005	1	Cr Wright
Three Arch Bridge Community Hall	(2)	May 2005	1	Cr Elphick and Minns
Brentwood Rugby Club Pavilion Man. Committee	(3)	May 2005	1	Crs Kenny, Payne and <u>1 LD TBA</u>
Brentwood Football Club Man Committee	(3)	May 2005	1	(Crs Faragher, Kenny and <u>1 LD TBA</u>)

<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 2005	1	Cr Sleep
National Society for Clean Air	(2)	May 2005	1	Crs Bailey and Kenny
Citizens Advice Bureau	(2)	May 2004	1	Cr Mrs Henwood and Mrs McGinley
Brentwood & Landkreis Roth Twinning Association 1979	(3)	May 2005	1	(Crs Bailey, Mrs Courage, Tee (Mayor and Deputy Mayor of the Council are President and Deputy-President of the Association respectively))
Brentwood/Montbazon Town Twinning Association	(3)	May 2005	1	(Crs Mrs Roberts and 1 LD + 1 LAB <u>TBA</u> (Mayor and Deputy Mayor are President and Vice-President of the Association respectively.))
Brentwood Horticultural Society	(2)	May 2006	2	Crs Mrs Brehaut and Straw
Hutton Horticultural Society	(2)	May 2006	2	Cr Mrs McGinley and Payne
Brentwood Theatre Trust	(2)	May 2005	1	Crs Mrs Brehaut and Elphick
Police Community Consultative Committee	(1)	May 2005	1	Cr Lee
Disabled and Access Groups	(1)	May 2005	1	Cr Mrs Roberts
Council for Voluntary Service	(2)	May 2005	1	Mayor and Cr Wright
Local Government Arts Forum	(1)	May 2005	1	Cr Mrs McGinley
Thames Chase Joint Committees		May 2005	1	Crs Harrison, Mrs Holmes and Tee
Museums in Essex Committee	(1)	May 2005	1	Cr Minns

<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>
Youth Arts Partnership	(1)	May 2005	1	Cr Mrs McGinley
Local Youth Management Committee	(3)	May 2005	1	Crs Baker, Miss Monnickendam and 1 LD <u>TBA</u>
Eastern Sport & Essex Sport	(1)	May 2004	1	Cr Hossack
Town Centre Partnership Board	(1)	May 2005	1	Cr Lewis
Community Transport Partnership	(2)	May 2005	1	Cr Sleep Cr Mrs McGinley
SNAP (Board of Trustees)	(1)	May 2005	1	Cr Tee
Joint Waste Board (ECC)	(1)	May 2005	1	Cr Sleep
Basildon & Thurrock Hospitals Trust	(1)	May 2005	1	Cr MacLellan

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

Conservators of Shenfield Common	(6)	May 2005	1	Cr Elphick, Franklin, Hann 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 2005	1	Cr Mrs Brehaut and Sleep
Relate	(1)	May 2005	1	Cr Mrs McGinley
Council for the Protection of Rural England (Essex Branch Advisory Cttee)	(1)	May 2005	1	Mrs Henwood
Essex Voluntary Civil Aid Assn.	(1)	May 2005	1	The Mayor of the Borough Council
South Weald Parish Hall	(2)	May 2005	1	Crs Shawcross and Mrs Holmes
Rural Community - Council of Essex	(1)	May 2005	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>
Brentwood Parochial	(3)	May 2006	4	Crs Mrs Brehaut, Good and Mrs Hubbard
Headley Common Trustees	(4)	May 2005	4	Cr Tee (Mr Wild term of office expires 2005, Cr Taylor and Mr O'Donoghue 2007)

School & College Governors:

Bentley C of E	(1)	August 2006	4	Mr Ewens
Brentwood St. Thomas C. of E.	(1)	Aug. 2005	1	Mr A Grant Mrs M McGeary
Holly Trees County Junior School	(1)	August 2008		(Mr Barr TBC)
Hogarth County Primary School	(1)	August 2008	4	Mr Henderson
Hutton Long Ridings County Primary School	(1)	August 2008	4	Cr Payne
Ingrave Johnstone C of E		August 2008	4	Cr Wright
South Weald St. Peter's C. of E.	(1)	May 2005	1	Mr G Farrington
St. Joseph the Worker	(1)	May 2005	1	Mr J Harrison-Griffiths
St. Helen's R.C. Infants School	(1)	May 2005	1	Mrs A Chandler
Mid Essex Adult Community College	(1)	May 2005	1	Cr Minns
Pilgrims Hatch Primary School	(1)	August 2008	4	Mr Hennessey
Warley County Primary School	(1)	August 2008	4	Mrs Irwin

<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>
<u>School & College Governors: (cont'd)</u>				
Willowbrook Primary School	(1)	October 2008	4	Mr Wild
West Horndon County Primary School	(1)	August 2008	4	Mr Page

BRENTWOOD BOROUGH COUNCIL

BOROUGH COUNCIL ELECTION

APPENDIX 2
Annual Council, 23.6.2004

Date : 10th June 2004

BOROUGH WARD	Candidates	Description	Votes Cast	
Brentwood North Electorate 4556 Seats 1 Ballot Papers 1959 % Poll 43.00	Richard Audubon Bingley	The Labour Party Candidate	163	
	Paul James Faragher	The Conservative Party Candidate	783	Elected
	Yvonne Jeanette Maguire	UK Independence Party	230	
	Pauline Violet Myers	Liberal Democrat	648	
	Frank Frederick Seckleman	Green Party	126	
Brentwood South Electorate 3933 Seats 1 Ballot Papers 1739 % Poll 44.22	Colin David Elphick	The Labour Party Candidate	596	Elected
	Rowan Lindsay Holland	UK Independence Party	283	
	Philip John O'Mara	The Conservative Party Candidate	458	
	Doris Elizabeth Suckling	Liberal Democrat	396	
Brentwood West Electorate 4189 Seats 1 Ballot Papers 1672 % Poll 39.91	Joan Edith Holmes	The Conservative Party Candidate	813	Elected
	Shirley Rose Howe	Liberal Democrat	705	
	Michael Le-Surf	The Labour Party Candidate	139	
Brizes & Doddinghurst Electorate 4566 Seats 1 Ballot Papers 1831 % Poll 40.10	Derek Martin Hardy	Liberal Democrat	654	Elected
	Peter John Mayo	The Labour Party Candidate	87	
	Andrew John Saterlay	Green Party	70	
	Antony Gerald Michael Williams	The Conservative Party Candidate	607	
	Leonard Edward Williams	UK Independence Party	411	
Hutton Central Electorate 2832 Seats 1 Ballot Papers 1325 % Poll 46.79	Marcia Cynthia Collins	Liberal Democrat	253	
	Cornelius Richard Maxey	The Labour Party Candidate	120	
	Jean Alma McGinley	The Conservative Party Candidate	945	Elected
Hutton North Electorate 3147 Seats 1 Ballot Papers 1444 % Poll 45.89	Charles Reginald Bisson	The Labour Party Candidate	126	
	Louise Jane Monnickendam	The Conservative Party Candidate	861	Elected
	Deborah Louise Wood	Liberal Democrat	444	
Hutton South Electorate 2980 Seats 1 Ballot Papers 1287 % Poll 43.19	Roberta Marilyn Bryan Hall	Liberal Democrat	274	
	Francis Joseph Kenny	The Conservative Party Candidate	916	Elected
	Ian Ralston Wands	The Labour Party Candidate	83	

BRENTWOOD BOROUGH COUNCIL

BOROUGH COUNCIL ELECTION

Date : 10th June 2004

BOROUGH WARD	Candidates	Description	Votes Cast	
Ingatestone, Fryerning & Mountnessing Electorate 4651 Seats 1 Ballot Papers 2290 % Poll 49.24	Christopher Reginald Dale	Liberal Democrat	845	
	Arthur William Herbert Howes	UK Independence Party	293	
	Beryl Rosemary Lankester	Green Party	70	
	Anthony Robert Sleep	The Conservative Party Candidate	986	Elected
	Jane Elizabeth Winter	The Labour Party Candidate	90	
Pilgrims Hatch Electorate 4569 Seats 1 Ballot Papers 1899 % Poll 41.56	Anne Valerie Long	Liberal Democrat	826	
	Sandra Joan Roberts	The Conservative Party Candidate	916	Elected
	Michele Anne Wigram	The Labour Party Candidate	140	
Shenfield Electorate 4122 Seats 2 Ballot Papers 1955 % Poll 47.43	Margaret Rose Brehaut	The Conservative Party Candidate	1401	Elected
	Max David Gottesmann	Liberal Democrat	405	
	Lionel Martin Lee	The Conservative Party Candidate	1318	Elected
	Mark Leonard Christopher Long	Liberal Democrat	378	
	Richard Dobson Margrave	The Labour Party Candidate	114	
	Bernadette Mary Pavitt	The Labour Party Candidate	140	
Tipps Cross Electorate 2967 Seats 1 Ballot Papers 1359 % Poll 45.80	Rita Edwina Anderson	The Labour Party Candidate	90	
	Jacqueline Margaret Anslow	Liberal Democrat	431	
	Dominic Anthony Gerard Good	The Conservative Party Candidate	829	Elected
Warley Electorate 4343 Seats 1 Ballot Papers 2014 % Poll 46.37	Peter William Anderson	The Labour Party Candidate	115	
	Robert Joseph Barr	Liberal Democrat	834	
	Janette Pauline Gulleford	UK Independence Party	172	
	David Wesley Tee	The Conservative Party Candidate	889	Elected

BRENTWOOD BOROUGH COUNCIL
REPORT OF THE CHIEF EXECUTIVE & TOWN CLERK
TO THE ANNUAL COUNCIL MEETING
23RD JUNE 2004

ITEM 6

POLITICAL GROUPS ON THE COUNCIL

PURPOSE OF REPORT	To advise of receipt of notices of wish to be treated as a member of a political group on the Council.
CORPORATE OBJECTIVES	<ul style="list-style-type: none"> • Open, Responsive and Accountable Government Core value - <i>“The Council is committed to enhancing local democracy, by ensuring that decision-making structures are effective, clear and transparent...”</i>
IMPLICATIONS	
• Legality	The relevant legal provisions are contained in the Local Government and Housing Act 1989 and Local Government (Committees and Political Groups) Regulations 1990.
• Finance	There are none in relation to this report.
• Staff	There are none.
• Risk Management	There are no additional risk management implications.
• Asset Management	There are no additional asset management implications.
• Health & Safety	There are no additional health and safety management implications.
ACTION REQUIRED	To note the receipt of the notices.

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

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

Name of Member

P J Faragher
Mrs J E Holmes
L M Lee
Miss L J Monnickendam
Mrs S J Roberts

Political Group

Conservative Group
Conservative Group
Conservative Group
Conservative Group
Conservative Group

D W Tee

Conservative Group

The Council is asked to note receipt of these notices.

DECIDED:

BRENTWOOD BOROUGH COUNCIL
REPORT OF THE CHIEF EXECUTIVE & TOWN CLERK TO THE
ANNUAL MEETING OF THE COUNCIL
23RD JUNE 2004

ITEM 8

REVIEW OF POLITICAL MANAGEMENT ARRANGEMENTS

PURPOSE OF REPORT	To seek Members' approval to changes to the Council's current political management arrangements
CORPORATE OBJECTIVES	<ul style="list-style-type: none"> • Open, Responsive and Accountable Government Core value – <i>“The Council is committed to enhancing local democracy, by ensuring that decision-making structures are effective, clear and transparent....”</i> • Best Value Core Value - <i>“The Council is committed to achieving Best Value in the delivery of services to local people and will seek the most appropriate and cost effective means of service delivery to meet the needs of the community.”</i>
IMPLICATIONS	
• Legal	The relevant legal provisions are contained in the Local Government Act 1972 and the Local Government Act 2000
• Finance	The costs of operating the democratic process are provided for within existing budgets.
• Staff	The staffing implications are set out in the report
• Risk Management	Any issues will be addressed as part of the corporate risk management process.
• Asset Management	There are no additional asset management implications.
• Health & Safety	There are no additional health and safety implications
ACTION REQUIRED	To note the report and to approve the revised arrangements.

1. INTRODUCTION

This report reviews the operation of the current political management arrangements within the Council, and sets out proposals to streamline the current system in order to make the decision making process more efficient and effective.

2. BACKGROUND

The Council's current political management arrangements were developed in light of the provisions of the Local Government Act 2000 which required authorities to introduce one of the following:

(i) A Mayor and Cabinet Executive

Under this model the mayor is elected by the whole electorate and he selects a cabinet of two or more from among the councillors

(ii) A Leader and Cabinet Executive

Under this model a leader is elected by the Council and the cabinet is made up of two or more councillors either appointed by the leader or elected by the Council.

(iii) A Mayor and Council Manager Executive

Under this model a mayor is elected by the whole electorate and a council manager appointed by the council for strategic policy and day to day decision making.

(iv) Alternative Arrangements

Provision was made in the Act for authorities with populations of less than 85,000, if they so wished, to draw up "alternative arrangements". These do not involve the creation and operation of executives, subject to scrutiny and overview arrangements.

The Council's current arrangements fall under this category.

3. THE CURRENT ARRANGEMENTS

The Council's current political management structure, which in effect is a modified committee system, comprises:

- Full Council
- Policy Board
- Three "Executive Panels" (for Housing & Health, Culture and Environment & Technical Services)
- Planning Development Control Committee
- Licensing/Appeals Committee
- Overview & Scrutiny Committee
- Standards Committee

The new structure was incorporated into the Council's Constitution (a formal document under the Local Government 2000) and submitted to and approved by the Secretary of State in accordance with the legislation.

The Council is under an obligation to keep its Constitution under review.

OPTIONS FOR THE FUTURE

Clearly the Council needs effective arrangements for the discharge of its functions through formal decision making structures and through officer delegations. The arrangements need to be effective, clear and transparent, not only for elected Members but also for the general public.

The general options available in this respect are;

(i) To retain the existing political management arrangements as they are under the "alternative arrangements" model

This involves no change to the current arrangements, and the relative advantages and disadvantages are as follows:

Advantages

- Clear and transparent form of decision making
- Democratic and inclusive
- Effective discharge of responsibilities
- Provides for open scrutiny and challenge of decisions

Disadvantages

- Can slow decision making
- Involves a number of decision making forums
- Tend to be function related
- Denies opportunities for improvement

(ii) To modify the existing arrangements

This option would involve either structural changes (i.e. fewer Panels); reducing the throughput of business to Panels/Committees; or a combination of the two.

The relative advantages and disadvantages of this option are as follows:

Advantages

- Clear and transparent form of decision making
- Democratic and inclusive
- Effective discharge of responsibilities
- Provides for open scrutiny and challenge of decisions
- Builds on the advantages above
- Improves efficiency
- Less time spent in formal meetings

Disadvantages

- Involves change
- Requires more delegation

(iii) Move to an Executive Model.

This would involve a substantial cultural change involving a move to one of the three forms of executive arrangement i.e. a Mayor and Cabinet Executive; a Leader and Cabinet Executive; or a Mayor and Council Manager Executive. The relative advantages and disadvantages of moving to an executive model are as follows:

Advantages

- Separates Executive and Representational roles
- Underlines clear political responsibility for decisions
- Less time spent in formal meetings
- Speedier decisions

Disadvantages

- Involves substantial change
- Councillors can feel disenfranchised
- Power concentrated “in the hands of the few”
- Costly to introduce
- Difficult to challenge decisions at time they are made

In relation to executive models, there is a formal process to be followed before such arrangements can be introduced and this is summarised below:

- The Council would need to formally consult with local electors and others before drawing up its proposals, and the consultation has to rehearse the various forms of executive that are available.
- The Council has to formally consider the consultation responses received and decide on the executive model it wishes to introduce
- The Council would have to determine what functions would be the responsibility of the Executive (of particular interest to Councillors)
- The proposals will have to include a timetable for implementation and details of any transitional arrangements that may be necessary.
- The Council has to pass a formal resolution to bring the proposals into effect, and identify a date when they will take effect
- The proposals have to be submitted to the Secretary of State

In addition to the foregoing, there are particular requirements place on Executives to issue public notices of key decisions and to prepare and publish a Forward Plan.

MODIFICATIONS TO THE EXISTING SYSTEM

Having regard to Members’ previous preferences in relation to decision making structures, and considering the relative advantages and disadvantages of each model, it is suggested that option (ii) involving modifications to the existing system is the most appropriate way to proceed.

This section of the report therefore sets out a number of proposals for modifying the current political management arrangements either structurally (i.e. fewer Panels/Committees); by reducing the throughput to Panels; and by a combination of the two.

The intention in the proposals is to give a clearer separation of the “policy” and “regulatory” functions of the Council.

It should be borne in mind that the Council has some discretion over the number of “committees” or “panels” it establishes, other than in relation to the Full Council, the Overview and Scrutiny Committee and the Standards Committee.

The Council has to ensure however that it operates no more than 5 so called “policy committees”, and the maximum membership of these committees is limited to 15.

The proposed changes to the current arrangements are set out below.

(i) Reduce the Number of Panels

There is the opportunity to reduce the number of Executive Panels (“policy committees” under the terms of the Local Government Act 2000) in order to rationalise and streamline the current structures.

At present the Panels are “function” related, and it may be more appropriate for Panels to be combined under certain broad “themes”.

In addition to this, Members will be aware of the reduced need for a specific Cultural Panel in light of the establishment of the NPDO for the Council’s Leisure and Cultural facilities. Members will be aware that the NPDO is due to become operational in September/October 2005.

Excluding the “regulatory” Committees that the Council must have in place, it is proposed that below the Policy Board there should be only two other main Panels as follows:

- A Community Panel – dealing with appropriate matters within the current remit of the Cultural Panel and the Housing and Health Panel
- An Environment Panel - dealing with appropriate matters within the current remit of the Environment & Technical Services Panel and the Cultural Panel

The basic structure of the Council’s political management arrangements would therefore be:

- Full Council
- Policy Board
- Community Panel
- Environment Panel
- Overview and Scrutiny Committee
- Planning Development Control Committee
- Licensing/Appeals Committee
- Standards Committee

A structural chart illustrating these arrangements is included at Appendix 1 to this report, and the necessary adjustments to Terms of Reference are included at Appendix 2 (to be circulated separately).

(ii) Redefine the Role of the Policy Board and the Policy Function

This involves the reinforcement of the full Council and the Policy Board as the strategic focus of the Authority.

At present the Council’s arrangements for the determination of policy and strategy are somewhat mixed. On the one hand there is a Policy Board, which determines issues of Policy, as does the full Council when necessary and appropriate.

However, the current arrangements also enable Executive Panels to determine policy within their own spheres of operation, thus diluting the effective central control and co-ordination of policy at elected Member level.

It is therefore proposed that the new arrangements redefine responsibility for the policy role, so that only the Policy Board (and where necessary the Full Council) are involved in the determination of policy across all functions and services.

This will provide the effective separation of policy and implementation roles, and enable a clearer and sustained central focus on the central policy function.

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

A clear example of this in practice at present is in relation to Planning Policy. This is a matter for the Policy Board/Council to determine, whereas the Planning Development Control Committee decides planning applications and enforcement issues etc in accordance with those policies.

The object is to ensure that this principle is applied across the whole of the Council's operations.

A clearer focus on strategy and policy is also consistent with the requirements of the CPA regime, and particularly as the Council moves forward under this agenda with the corporate improvement programme.

(iii) Reduce the Amount of Business Referred to Panels/Committees

There are opportunities to lessen the time having to be spent at formal meetings by reducing the amount of business that needs to be referred to Panels and Committees, a significant amount of which is often of a routine nature.

It is therefore proposed to change the traditional approach and henceforth only refer to Panels and Committees those items of business that require a formal decision by Members.

In order to achieve this it will be necessary to develop the existing delegation process to cover a range of issues that have traditionally been referred formally to Panels and Committees for consideration.

It is proposed that the following items could in future be dealt with through delegated arrangements:

- Traffic regulation orders and other traffic management items (via a "delegated list" system similar to the yellow weekly list procedure which exists in relation to planning applications)
- Applications for discretionary rate relief/village shop rate relief
- Subscriptions to outside organisations
- Consultation Papers
- Grants to voluntary organisations
- Miscellaneous Grant Applications
- Authority for Housing Evictions
- Sundry Debtor Write Offs

- Council Tax Write Offs
- NNDR Write Offs
- Housing Rent Arrears
- Renewal of leases/licences and shop uses
- Disposal of surplus land for amenity purposes
- Repeat or similar consents consistent with previous approvals granted by the Council
- ECC Country Parks Fees and Charges

The procedure and delegation for the new “delegated list” in relation to traffic regulation orders and other traffic management items is attached at Appendix 3 (to be circulated separately).

The additional delegated authorities to give effect to these new arrangements are set out at Appendix 4 to this report (to be circulated separately).

Necessary amendments to Financial Regulations in relation to Sundry Debtor Write Offs, Council Tax Write Offs and NNDR Write Offs and Housing Rent Arrears are set out below:

Financial Regulation 18.5

No debt shall be written off as irrecoverable except upon the approval of:-

- a) The Borough Treasurer following consultation with the Chairman and Vice-Chairman of the Community Panel ~~Housing and Health Panel~~ in respect of amounts exceeding £120* for rents of dwellings and other premises within the Housing Revenue Account.
- b) The Borough Treasurer or the Head of Housing may write off rents under £120.
- c) The Borough Treasurer following consultation with the Chairman and Vice-Chairman of the Policy Board in respect of National Non-Domestic Rates where the write off is on the grounds of poverty under Section 49 of the Local Government Finance Act 1988, as amended.
- d) The Borough Treasurer in respect of all cases of bankruptcy and liquidation.
- e) The Borough Treasurer (or Officer nominated by her) in respect of all other debts where the amount to be written of does not exceed £750*.
- f) The Policy Board in respect of all other cases.

*(Limitations in these Regulations marked * shall be increased by the Borough Treasurer in line with the retail price index effective on 1st April in each year commencing in 2004).*

(iv) Length/Time of Meetings

Currently Standing Orders prescribe that formal meetings of the Council, the Policy Board, Panels and Committees shall commence at 7.15pm and shall terminate after three hours, unless Members positively vote to continue.

It is proposed to amend these provisions so that meetings commence at 7.00pm and end at 9.00pm. The provisions of Standing Orders will need to

be amended so that the current three-hour “guillotine” applies at 9.00pm, rather than 10.15pm.

If 8.45pm arrives and not all business has been transacted, the procedure will be that all remaining business is dealt with by way of simple voting and resolution.

Standing Orders will preserve the ability of Members to resolve to continue a sitting if circumstances dictate, to adjourn to another meeting date, or to refer items direct to the full Council.

It will be necessary to amend the provisions of Standing Orders 1.9 to give effect to these provisions, and the suggested changes are set out below (the amendments being highlighted):

Standing Order 1.8

All meetings of the Council as determined by the Annual Council Meeting or otherwise, shall commence at ~~49.15~~ 19.00 hours in the Council Chamber at the Town Hall (or at such other time and place as may be agreed by the Council).

Standing Order 1.9

~~After the Council has sat continuously for a period of two hours, all remaining business before the Council shall stand adjourned, unless the Council determines to continue the sitting.~~

All meetings of the Council shall cease after two hours of continuous sitting, i.e. for a meeting commencing at 19.00 hours the meeting will cease at 21.00 hours. In this respect, if at 20.45 hours not all business before the meeting has been transacted, and unless the Council determines to continue the sitting, all remaining business will be dealt with by way of simple voting and resolution.

Arising from the foregoing, it is suggested that the Council should also experiment with the concept of holding daytime meetings where this is possible and appropriate.

It is suggested that it might be appropriate to trial this with some meetings of the Policy Board, the Community Panel and the Environment Panel. At the end of the six month trial a report would be made to Members to review the arrangements and consider whether they should be confirmed on a permanent basis or otherwise.

It is proposed to confirm the basis of the trial following further discussions between the Leader and Deputy Leader of the Council, and the respective Chairmen of the Panels concerned.

(v) Member Information

Members will be aware that there are a large number of items that are reported to Panels and Committees for information purposes only, and which do not require any form of formal decision. There is therefore the opportunity to remove a number of these items from formal agendas thus saving meeting time.

It is recognised however that whilst formal decisions may not be required, the items will often relate to issues which will be of some interest to Members. A mechanism therefore needs to be in place to ensure that there is a flow of this more general information to Members.

It is therefore proposed to issue a regular Members' Bulletin/Newsletter to keep Members informed of important issues of general interest and information.

It is proposed that the bulletin will be issued on a monthly basis and provide a summary of the matters concerned and inform Members where further detailed information can be obtained.

It will also provide an effective mechanism to report to Members on actions taken under relevant delegated authorities where that is necessary.

A sample Members' Bulletin/Newsletter is attached at Appendix 5 (to be circulated separately), and is based upon the "information" items reported during the last full cycle of meetings.

(vi) Forums/Panels/Working Groups

Members will be aware that in addition to the "formal" meetings of the Council, there are a number of other meeting forums dealing with a variety of issues. These include:

- Community Safety Panel
- Pensioners Forum
- Borough Forum
- Bus Working Group

In relation to the Community Safety Panel it is proposed that this be ceased as its functions can be adequately subsumed within the Crime and Disorder Reduction Partnership.

In relation to the Borough Forum and the Pensioners Forum it is proposed that these be discontinued.

In order to replace the benefits of these forums for community consultation and participation however, it is proposed that both the Community Panel and the Environmental Panel will open themselves up on perhaps two occasions per year for members of the public and community organisations to engage with Members about the Council its activities and priorities.

The timing of these open meetings will be determined by the Chairman of the respective Panels.

In relation to the Bus Working Group its role and responsibilities will be subsumed within the auspices of the Brentwood Local Strategic Partnership (LSP). This will enable the issues to be dealt with at a co-ordinated multi agency level. It would be for the LSP to determine how best to co-ordinate these matters and whether it would wish to continue with specific forum or otherwise.

(vii) The Overview and Scrutiny Committee

Members will be aware of the changes recently made in respect of the role and operation of the Overview and Scrutiny Committee in order to improve its role and impact.

This particularly relates to the CPA regime, and the need to ensure that the Council maintains a sharp focus on performance management and the achievement of improvement planning priorities.

Therefore, in addition to the performance monitoring items already under the auspices of the Committee, it is proposed that the following items would also be referred to it as a matter of course:

- Monitoring of progress against the CPA Corporate Improvement Plan
- Monitoring of progress against agreed annual priorities, as set out in the Corporate Performance Plan.

(viii) Calendar of Meetings

The proposals outlined above enable the Council's calendar of meetings to be rationalised by scheduling fewer meetings of Panels over the course of the year.

The proposed calendar for the 2004/05 municipal year has been produced accordingly, and is dealt with separately at item 15 on the Annual Council agenda.

(ix) Political Group Rooms

Given the results of the recent Borough Council elections, it is necessary to swap the room allocations to the Conservative and Liberal Democrat Groups.

In addition, it is proposed that henceforth no political group meetings will be held in the Council Chamber. The Conservative Group will hold its formal Group meetings in the Committee Rooms, and the Liberal Democrats will hold theirs in their Group Room.

RECOMMENDED

1. That the report be noted and to approve the revised political management arrangements set out in the report with immediate effect.
2. To approve the revised Terms of Reference for Panels and Committees as set out at Appendix 2.
3. To approve the procedure for the new "delegated list" in relation to traffic regulation orders and other traffic management items as set out at Appendix 3.
4. To approve the additional delegations required at Appendix 4 to this report.
5. To approve the amendments to Financial Regulation 18.5 as set out in the report
6. To approve the amendments to Standing Orders 1.8 and 1.9 as set out in the report
7. That the Council agrees in principle to operate a six-month pilot scheme for the holding of some daytime meetings in respect of the Policy Board, the Community Panel and the Environment Panel and that the CE&TC be

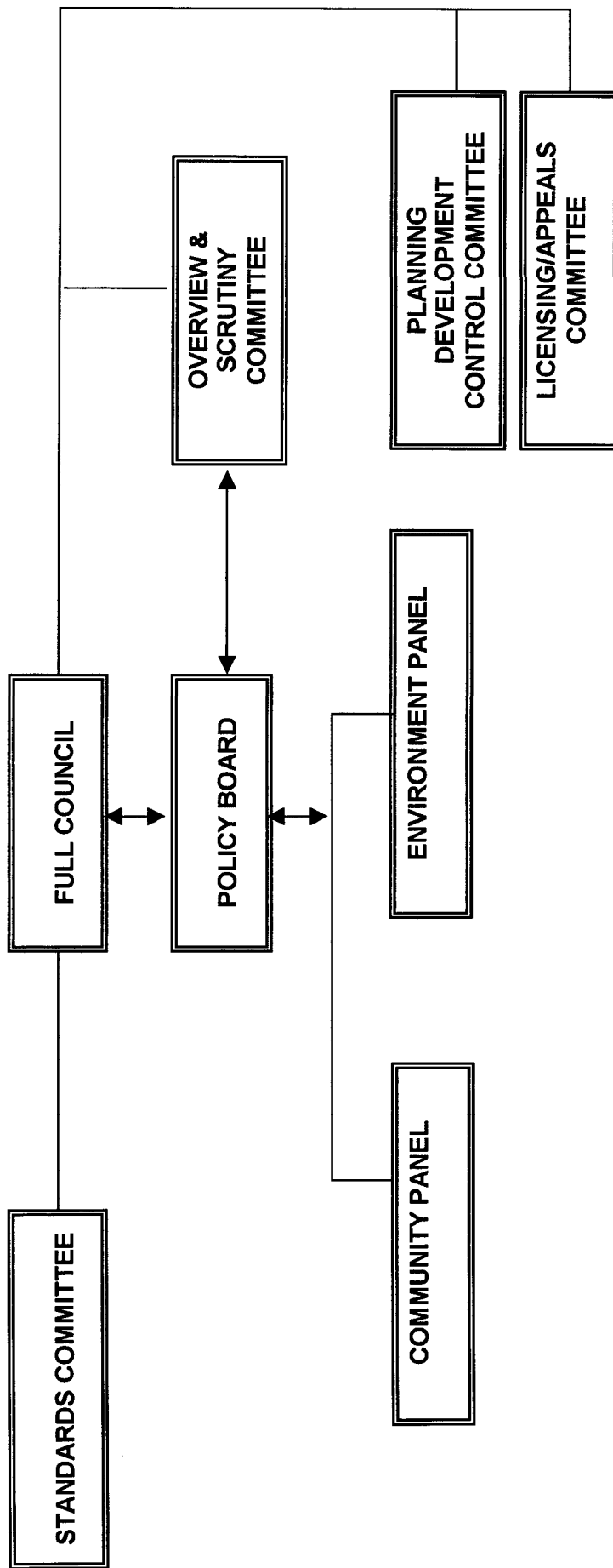
authorised to confirm final arrangements in this respect following further discussions between the Leader and Deputy Leader of the Council, and the respective Chairmen of the Board/Panels concerned.

8. To approve the format of the Members' Bulletin/Newsletter as set out at Appendix 5
9. To approve the proposals in relation to the Community Safety Panel, Pensioners Forum, Borough Forum and Bus Working Group as set out in the report.
10. To approve the additional issues to be dealt with by the Overview and Scrutiny Committee as set out in the report
11. To approve the revised room allocations to the Conservative and Liberal Democrat Groups and the arrangements in relation to Political Group meetings.
12. That all necessary consequential adjustments be made to Standing Orders, Standing Orders Contracts, Financial Regulations and the register of Delegated Powers.

DECIDED

APPENDIX 1

BRENTWOOD BOROUGH COUNCIL – POLITICAL MANAGEMENT STRUCTURE



BRENTWOOD BOROUGH COUNCIL
REPORT OF THE CHIEF EXECUTIVE & TOWN CLERK
TO THE ANNUAL COUNCIL MEETING
23RD JUNE 2004

ITEM 9(a)

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

PURPOSE OF REPORT	To review and adopt the allocation of seats to the political groups on the Council and appoint the Policy Board, Executive Panels and Committees for the ensuing year.
CORPORATE OBJECTIVES	<ul style="list-style-type: none"> • Open, Responsive and Accountable Government Core value - <i>“The Council is committed to enhancing local democracy, by ensuring that decision-making structures are effective, clear and transparent....”</i>
IMPLICATIONS	
• Legal	The relevant legal provisions are contained in the Local Government and Housing Act 1989.
• Finance	There are no additional financial implications.
• Staff	There are none.
• Risk Management	The Council is obliged to review the allocation of seats to the political groups at the meeting of Annual Council or as soon as possible hereafter.
• Asset Management	There are no additional asset management implications.
• Health & Safety	There are no additional health and safety implications.
ACTION REQUIRED	To review and approve the allocation of seats to the political groups on the Council and appoint the membership of the Policy Board, Executive Panels and Committees for the ensuing year.

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

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

Attached to this report is a political balance proposal for the allocation of seats to the political groups. The proposal takes account of the revised structure described under item 8 before. Members will note that it is proposed to leave the Staff Appointments Committee and the Staff Appeals Committee to be appointed as and when required. With regard to the Standards Committee, this falls outside the Political Balance requirements. Members are also advised that adjustments will be necessary to the Licensing/Appeals Committee as the requirements of the liquor licensing legislation emerges.

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 10.6.2004. 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:

$$\begin{aligned}
 69 \div 37 \times 21 &= 39 \quad (39.1) \text{ Conservative} \\
 69 \div 37 \times 13 &= 24 \quad (24.24) \text{ Liberal Democrat} \\
 69 \div 37 \times 3 &= 6 \quad (5.59) \text{ Labour}
 \end{aligned}$$

Calculation of Seats on Committees

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

	<u>Liberal</u>	
<u>Conservative</u>	<u>Democrat</u>	<u>Labour</u>
9 (8.51)	5 (5.27)	1 (1.21)

Committees with a membership of 11 (Policy Board, Overview & Scrutiny Committee, Community Panel and Environment Panel):

	<u>Liberal</u>	
<u>Conservative</u>	<u>Democrat</u>	<u>Labour</u>
6 (6.24)	4 (3.86)	1 (0.89)

Committees with a membership of 10 (Licensing/Appeals):

	<u>Liberal</u>	
<u>Conservative</u>	<u>Democrat</u>	<u>Labour</u>
6 (5.67)	3 (3.61)	1 (0.81)

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

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

Summary

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

DECIDED:

POLITICAL BALANCE PROPOSAL 2004/2005 (Based on Revised Structure)

<u>Committees</u>	<u>Membership</u>	<u>Conservative</u>	<u>Liberal Democrat</u>	<u>Labour</u>
Policy Board	11	6 (6.24)	4 (3.86)	1 (0.89)
Overview & Scrutiny	11	6	4	1
Community Services Panel	11	6	4	1
Environment Panel	11	6	4	1
Planning Development Control	15	9 (8.51)	5 (5.27)	1 (1.21)
Licensing/Appeals	10	6 (5.67)	3 (3.61)	1 (0.81)
	<u>69</u>	<u>39</u>	<u>24</u>	<u>6</u>

Total Entitlement

69 ÷ 37 x 21	=	39.1 = 39	Conservative
69 ÷ 37 x 13	=	24.24 = 24	Liberal Democrat
69 ÷ 37 x 3	=	5.59 = 6	Labour

- Note:
- Standards Committee is outside Political Balance Requirements.
 - Staff Appeals & Staff Appointments Committee are to be appointed as and when required.
 - The membership of the Licensing/Appeals Committee will also need to be adjusted during the year once the requirements of the liquor licensing legislation emerge.

BRENTWOOD BOROUGH COUNCIL
REPORT OF THE CHIEF EXECUTIVE & TOWN CLERK
TO THE ANNUAL COUNCIL MEETING
23RD JUNE 2004

ITEM 12

MEMBERS' ALLOWANCES 2004/2005

PURPOSE OF REPORT	To consider the level of allowances to be paid to Members of the Council.
CORPORATE OBJECTIVES	<ul style="list-style-type: none"> • Open, Responsive and Accountable Government Core value - <i>"The Council is committed to enhancing local democracy, by ensuring that decision-making structures are effective, clear and transparent...."</i>
IMPLICATIONS	
• Legal	The report has been prepared in accordance with legislation.
• Finance	Members' Allowances are included in the estimates for 04/05 to the level of the existing scheme.
• Staff	There are no staffing implications.
• Risk Management	The Council should establish a system which does not deter individuals from seeking to become a Councillor.
• Asset Management	There are no asset management implications.
• Health & Safety	There are no health and safety implications.
ACTION REQUIRED	To decide on the level of allowances to be paid to Members.

The Members' Allowances Scheme is due to be reviewed annually prior to the Annual Meeting. The current Members' Allowances Scheme came into effect on 1.10.2003 following a review and provides as follows:-

Basic Allowance £6,240
(Paid to all Members and includes travel and subsistence)

Special Responsibility Allowance (SRA)

Leader of the Council £12,480
(Leader of Largest Political Group)

Deputy Leader of the Council		£9,360
Chairmen of the Policy Board, Executive Panels and Committees) each to) receive	£6,240
Leader of the Largest Opposition Group		£9,360
Leader of the Minority Opposition Group		£2,080

Note: A Member is entitled to receive only one SRA.

Increase of Allowances

The Council's Independent Remuneration Panel is to meet on 22.6.2004 prior to the meeting. Any recommendation emerging from the Remuneration Panel will be reported to the meeting.

The Council will be asked to consider the level of allowances to be paid.

DECIDED:

BRENTWOOD BOROUGH COUNCIL
REPORT OF THE CHIEF EXECUTIVE & TOWN CLERK TO
THE ANNUAL COUNCIL MEETING
23RD JUNE 2004

ITEM 18

CORPORATE PERFORMANCE PLAN 2004/2005

PURPOSE OF REPORT	To seek delegated authority from the Council in relation to the approval and publication of the annual Corporate Performance Plan.
CORPORATE OBJECTIVES	<ul style="list-style-type: none"> Best Value Core Value - <i>“The Council is committed to achieving Best Value in the delivery of services to local people and will seek the most appropriate and cost effective means of service delivery to meet the needs of the community.”</i>
IMPLICATIONS	
<ul style="list-style-type: none"> Legal 	The Council is required to produce an annual Performance Plan under the provisions of the Local Government Act 1999
<ul style="list-style-type: none"> Finance 	The production of the annual Performance Plan is provided for within existing approved budgets.
<ul style="list-style-type: none"> Staff 	There are no additional staffing implications.
<ul style="list-style-type: none"> Risk Management 	Failure to adopt an annual Performance Plan will mean the Council is not meeting its legal duties under the 1999 Act.
<ul style="list-style-type: none"> Asset Management 	There are no additional asset management implications.
<ul style="list-style-type: none"> Health & Safety 	There are no additional health and safety implications.
ACTION REQUIRED	To approve the delegated authority requested.

Members will be aware that under the terms of the Local Government Act 1999 the Council is required to produce an annual Performance Plan to provide local people a clear expression of the Council’s priorities and performance in delivering local services, together with its proposals for service improvements.

The Plan has to be produced by 30th June each year, and is subject to an independent audit by the external auditors, PKF.

The Corporate Performance Plan sits at the heart of the Council's approach to CPA, in terms of setting out strategic objectives, and monitoring performance against a range of national and local performance measures. It is the Performance Plan that gives residents an annual assessment of progress the Council has made in achieving its longer-term strategic objectives.

Members will recall that in previous years the Performance Plan has been a lengthy document setting out a large amount of information in order to comply with the legislation.

This year however, in light of the outcome of the CPA process, the requirements as to the content of the Plan are much reduced. Under new Government guidance issued in March 2004, the Council's 2004/2005 Performance Plan is no longer required to contain information that is readily available from other sources. Hence the following information does not have to be included in the Plan:

- CPA scores
- Summary financial information
- Progress in implementing improvement measures over the past three years
- Outcomes or impacts arising from those measures
- Progress against Local Public Service Agreements

The Government has said that the Council's Performance Plan will be accepted as meeting statutory requirements if it contains the following information:

- Outturn data for Best Value Performance Indicators
- Targets for Best Value Performance Indicators in the current year and the subsequent two years
- Confirmation that for all contracts involving staff transfers, the Council is complying with the Code of Practice on Workforce Matters in Local authority Service Contracts.

In view of the foregoing the Council's 2004/2005 Corporate Performance Plan will be a much slimmer and focussed document, generally setting out the required performance indicator outcomes and relevant targets, together with priorities for action over the year.

Members will appreciate that the timetable for the production of the Plan has been somewhat constrained this year because of the Borough Council elections, and Brentwood's particular political circumstances.

The Plan is currently being finalised and needs to be published formally by 30th June.

In all the circumstances it is RECOMMENDED that the CE&TC, following consultation with the Leader of the Council, be authorised to finalise the Corporate Performance Plan and publish the document in accordance with the relevant legislation.

DECIDED.

LOCAL GOVERNMENT ACT 1972 (AS AMENDED)

COMMITTEE: **ANNUAL COUNCIL**

DATE: **23RD JUNE 2004**

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 10.6.2004**
See item.
6. **POLITICAL GROUPS ON THE COUNCIL**
Crs Faragher, Mrs Holmes, Lee, Monnickendum,
Roberts and Tee dated 14.7.2006.
7. **LEADER OF THE COUNCIL**
None
8. **REVIEW OF POLITICAL MANAGEMENT ARRANGEMENTS**
9. **APPOINTMENT OF POLICY BOARD, EXECUTIVE PANELS
AND COMMITTEES**
Appendix 1.
10. **STANDING GROUPS AND BOARDS**
Appendix 1.
11. **APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN OF
THE POLICY BOARD, EXECUTIVE PANELS, COMMITTEES
AND STANDING GROUPS BOARDS ETC.**
12. **MEMBERS' ALLOWANCES 2004/2005**
Min 439, Ordinary Council 30.9.2003
13. **MEMORIALS OR PETITIONS**
None

14. **QUESTIONS**
None
15. **DAY AND HOUR OF MEETINGS**
Appendix 3.
16. **APPOINTMENT OF REPRESENTATIVES ON OUTSIDE ORGANISATIONS**
Appendix 1.
17. **PARLIAMENTARY CONSTITUENCY BOUNDARIES IN THE COUNTY OF ESSEX**
None
18. **CORPORATE PERFORMANCE PLAN 2004/2005**
1. BBC Corporate Performance Plan 2003/2004
2. Local Government Act 1999, Part 1
3. ODPM Circular 02/2004 "Guidance on Best Value Performance Plans" dated 01.03.04.
19. **NOTICES OF MOTION**
Notice of Motion received from Lr Lewis 11.6.2004
CE&TC
20. **URGENT BUSINESS**
None
21. **EXCLUSION OF THE PUBLIC**
N/A
22. **COMPREHENSIVE PERFORMANCE ASSESSMENT - INSPECTION REPORT**
(Confidential Information Section 100A(2) Local Government Act 1972)
N/A



BRENTWOOD
BOROUGH COUNCIL

Chief Executive & Town Clerk

Bob McIntock

MSc DMS DipEd

TOWN HALL
INGRAVE ROAD
BRENTWOOD
ESSEX CM15 8AY

Telephone: Brentwood (01277) 261111

Minicom: Brentwood (01277) 263956

Telefax: Brentwood (01277) 260836

E-mail: cetc@brentwood-council.gov.uk

DX No. 5001

YOUR REF:

OUR REF: ACH(C)/VEC

When telephoning or calling please ask for:

NAME: Miss A Horgan

EXT: 375

15th June 2004

Dear Sir/Madam,

The following meetings will be held at the Council Offices in the week commencing Monday, 21st June 2004:

** **WEDNESDAY, 23RD JUNE 2004 - ANNUAL COUNCIL MEETING**
Council Chamber - 7.15pm

Agenda distribution: ** Normal circulation

INFORMATION:

MEMBERS OF THE COUNCIL - ADDRESSES AND TELEPHONE NUMBERS

Enclosed for Members is a list of the names, addresses and telephone numbers of all Members of the Council for the ensuing year. Members are asked to notify my Assistant Miss Horgan immediately of any corrections, additions or alterations they wish to make as the particulars will be included in the new Council handbook which will be printed shortly.

I also enclose on lilac paper (except for newly elected Councillors) a form for completion containing your personal details in case of emergency. Please complete the form and return it to Ann Horgan who will lodge it with the Council's Personnel Section.

COUNCIL MEETINGS - STANDING ORDERS
QUESTIONS AND NOTICES OF MOTION

Members' attention is drawn to Standing Orders 6 and 9 relating to Notices of Motion and formal Questions they wish to be placed before the Council at Council Meetings. As these matters usually require some processing through Officers, it would be appreciated if as much notice as possible could be given. Additionally, of course, it will assist the printing arrangements for Agenda papers.

EVENING MEETINGS - INFORMATION

Members are reminded of the following arrangements for evening meetings:-

- (i) The northern front door (Queen's Road end of the building) will be opened 30 minutes before the commencement of a meeting and remain open whilst the meeting is open to the public. Members wishing to enter the building before the door is open should use the blue card (as used to gain entry into the car parks).
- (ii) There are four telephone extensions available for use in the Members' Room for outgoing calls. To obtain an external line, all numbers must be prefixed with "9". The telephone extension numbers are:-

Members' Room	Ext. 317
Cloak Room	Ext. 540

After 5.45pm all calls received on Brentwood 261111 are switched to night lines and are not therefore available to Members to receive incoming calls. However, if Members spouses wish to contact them after 5.45pm on evenings where there are meetings, they should telephone Brentwood 216970 which will be answered by the Duty Caretaker.

- (iv) All Members are supplied with Agenda papers for all the Council's Standing Committees (which includes Policy Board and Executive Panels, etc.) and Sub-Committees (if any). Copies are sent to the Press, the Parish Councils and to Branch Libraries. In addition, a copy is available to the public in the main entrance hall. Press and public have a statutory entitlement to attend all meetings of Committees and Sub-Committees.

The Council or any Committee and Sub-Committee (if any) may exclude the press and public by Resolution in certain circumstances. Reports printed on pink paper are to be treated as confidential to the Council unless the Council, Board, Panel or Committee decide otherwise and should not therefore be discussed with anyone other than other Members or Senior Officers.

- (v) In the Cloakroom adjacent to the Members' Room, there is a flexiform system containing a pigeon hole for each Member of the Council. Mail is normally delivered by hand to Members with their weekly Agenda papers on Tuesdays or Fridays. The Weekly Plans List is normally sent to Members on a Friday, together with any other mail received at the Council Offices since the last by hand delivery. Any Member, at any time they are in the building, may collect mail from their own pigeon hole.

- (vi) All Members are reminded that the Council does not permit refreshments of any sort being consumed in the Council Chamber and smoking is prohibited at all official meetings.

MEMBERS' INFORMATION SERVICES

Copies of various magazines, periodicals and other publications, including both the Local Government Chronicle and Municipal Journal, are deposited in the Members' Room for reference.

MONITORING OF PERFORMANCE

A separate "Members' Information Sheet" (which does not form part of the Agenda of any meeting) for each Executive Panel and Policy Board is circulated to all Members in advance of the particular meeting.

Any Member can request that an item included in a Monitoring of Performance list be included on the Agenda of that Committee taking place in the following cycle of meetings. Alternatively, if the Chairman of the Panel or Board decides that the item is urgent, he/she could agree to the matter being considered at the earlier meeting.

PLANNING APPLICATIONS - WEEKLY LIST

On Friday of each week, a list of planning applications received is circulated to all Members. To avoid delays in the issue of planning permissions, the Chief Planning Officer has been empowered by the Council to authorise the issue of certain Decision Notices, subject to the right of any Member of the Council to request (preferably in writing) that a particular application be referred to the Planning Committee for determination. As the matter is of considerable importance, I enclose a copy of the relevant extract from the "Register of Powers Delegated".

BRENTWOOD BOROUGH COUNCIL CODE OF CONDUCT - GIFTS AND HOSPITALITY

You will recall in making the declaration of acceptance of office you give an undertaking to observe the Brentwood Borough Council Code of Conduct. I refer to paragraph 17 of the Code of Conduct concerning gifts and hospitality over £25.00 and remind you that there is a Register of Gifts or Hospitality held within the Town Hall in which Members should record any such gifts or hospitality.

Hospitality includes entertainment by firms at conferences etc., free seminars where meals and drinks are provided, and hospitality received from other local authorities. Gifts include calendars and desk diaries, etc.

If you have any queries concerning this matter, please do not hesitate to contact me or Mr. Marchant, the Monitoring Officer, or in the event that we are unavailable, either Miss Horgan (extension 375), Mr. Keane (extension 320) or Mr. Stroulger (extension 453).

SECTION 81(1) LOCAL GOVERNMENT ACT 2000 REGISTER OF MEMBERS' FINANCIAL AND OTHER INTERESTS

May I also remind you that you are required to notify in writing the Monitoring Officer, Mr. Marchant, of any changes to the information contained in this register e.g. change of address or employment etc. within one month of any change taking place. Please contact Miss Horgan for the appropriate form to notify of any change of interest.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Rob Marchant', with a horizontal line underneath the name.

Chief Executive & Town Clerk

To: The Mayor and Members of the Brentwood Borough Council

DELEGATED POWERS

Planning & Building Control (cont)

PB3/7 Delegation of certain applications

Delegation, after prior notification to all Members of the Council and to every Parish Council, to Issue Decision Notices in respect of all applications (not covered by other delegations) for planning permission, listed building consent, advertisement consent and consent to carry out works to preserved trees, with the exception of the following types of application:

- (a) All applications submitted by the Council or involving Council owned land;
- (b) Those applications where, in the view of CPO, a full report directly to Planning (DC) Committee for decision is required. CPO will take into account, inter alia, the following considerations in determining whether to report directly to Planning (DC) Committee:
 - whether there are complex and finely balanced policy issues;
 - whether the development is of a particularly significant scale;
 - whether a significant amount of background needs to be set out for which a Weekly Report format would be unsuitable (e.g. where appendices to a report may be required).

The above delegation is subject to:

- (i) the CPO recommended decisions being circulated (via the Weekly Report) to all Members of the Council and each Parish Council.
- (ii) the delegation in respect of any particular application being automatically withdrawn if any Member or Parish Council requests that it be referred for consideration by the Planning (DC) Committee. Such notification must be received by the Planning Office prior to 12 noon on the date set out in the Weekly Report. Any referral received less than 3 full working days preceding a Planning (DC) Committee will be considered at the next subsequent meeting of the Committee;
- (iii) in those cases where no referral to the Planning (DC) Committee has been notified, the concurrence of the Chairman and Vice Chairman of the Committee (or their nominated substitutes) to each recommendation.

Where representations are received after publication of the Weekly Report an attempt will be made to inform the appropriate Ward Member(s)*. Where it has not been possible to do so, the Chairman and Vice Chairman will be informed at the time their concurrence to the recommendation is sought.

[*The 'appropriate Ward Member' is the Ward Member(s) who sit(s) on the Planning DC Committee (or, in their absence, the other Member(s) for the ward) or, where the ward is not represented on the Planning DC Committee, the Member(s) for that ward.]

CPO

APPENDIX

REGISTER OF MEMBERS OF THE COUNCIL



BRENTWOOD
BOROUGH COUNCIL

TOWN HALL
INGRAVE ROAD
BRENTWOOD
ESSEX CM15 8AY

REGISTER OF MEMBERS OF COUNCIL 2004/2005

(Section 100G Local Government Act 1972)

WARD	NAME	ADDRESS	TELEPHONE NUMBER	RETIREMENT DATE
<u>BRENTWOOD NORTH</u>	ASPINELL, B.R.	c/o Town Hall Ingrave Road Brentwood CM15 8AY cllr.barry.aspinell@essexcc.gov.uk	07958 623233	2006
	FARAGHER, P.J.	17 Normanhurst Hutton Brentwood Essex CM13 1BG paulfaragher@hotmail.com	01277 225820	2008
	STRAW, R.G.	14 Park Road Brentwood CM14 4TX	01277 215616	2007
<u>BRENTWOOD SOUTH</u>	ELPHICK, C.D.	2 Vine Way Brentwood Essex CM14 4UU colin@elphickc.demon.co.uk	01277 230677	2008
	HANN, D R	6 Burntwood Brentwood CM14 4FJ vickianddavid.hann@btinternet.com	01277 234492	2007
	MINNS, D.	'Saffrons' Cornsland Brentwood CM14 4JL saffrons@hotmail.com	01277 212379	2006

WARD	NAME	ADDRESS	TELEPHONE NUMBER	RETIREMENT DATE
<u>BRENTWOOD WEST</u>	HOLMES, MRS J.E.	33 Tower Hill Brentwood Essex CM14 4TA joaneholmes@aol.com	01277 224953	2008
	KENDALL, D.J.	Charlotte Cottage 1 Gordon Road Shenfield Brentwood Essex CM15 8LR davidkendall40@aol.com	01277 233280	2006
	WHEATLEY, A.	10 Railway Square Brentwood CM14 4LN allenwheatley@tiscali.co.uk	01277 232615	2007
<u>BRIZES AND DODDINGHURST</u>	BROWN, C.S.	38 Kelvedon Green Kelvedon Hatch Brentwood Essex CM15 0XE	01277 372107	2007
	COOK, MRS.V.F.	4 The Coppice Kelvedon Hatch Brentwood Essex CM15 0DB vicky.greytowers@btinternet.com	01277 372775	2006
	HARDY, D.M.	Meadowside School Road Kelvedon Hatch Brentwood Essex CM15 0DL derek.hardy@ondigital.com	01277 373172	2008
<u>HERONGATE & INGRAVE & WEST HORNDON</u>	MACLELLAN, G.E.	Salmonds Farm House Salmonds Grove Ingrave CM13 3RS gembones25@hotmail.com	01277 810945	2007
	WRIGHT, K. R.	6 Peartrees Ingrave Brentwood Essex CM13 3RP krwwright@hotmail.com	01277 810455	2006

WARD	NAME	ADDRESS	TELEPHONE NUMBER	RETIREMENT DATE
<u>HUTTON CENTRAL</u>	BRAID, A.E.	22 Tennyson Road Hutton Brentwood Essex CM13 2SJ	01277 214914	2006
	McGINLEY, MRS. J.A.	2 Great Oaks Hutton Brentwood CM13 1AZ clirmcg@hotmail.com	01277 224714	2008
<u>HUTTON EAST</u>	DAVIES, R.A.M.	4 The Coppice Kelvedon Hatch Brentwood Essex CM15 0DB alandavies02@btinternet.com	01277 372775	2006
	HOSSACK, C. R.	63 Hatch Road Pilgrims Hatch Brentwood Essex CM15 9PU chris.hossack@lineone.net	Tel/Fax: 01277 375735 Mobile: 07968 386555	2007
<u>HUTTON NORTH</u>	MONNICKENDAM, MISS L.J.	Red Roofs, Challacombe Close Hutton Mount Brentwood Essex CM13 2LU ljmonnickendam@hotmail.com	01277 202498	2008
	PAYNE, D.J.	21 Paglesfield Hutton Brentwood CM13 1BQ dudleypayne@hotmail.com	01277 227764	2007
<u>HUTTON SOUTH</u>	KENNY, F.J.	13 Upper Ryle Brentwood CM14 4YG francis.kenny@lineone.net	01277 216101	2008
	LEWIS, B.K.	Windermere 3 Roundwood Lake Hutton Mount Brentwood CM13 2NJ bk@brandonlewis.org	07071 228999 Office: 01277 351610	2006

WARD	NAME	ADDRESS	TELEPHONE NUMBER	RETIREMENT DATE
<u>INGATESTONE & FRYERNING & MOUNTNESSING</u>	COURAGE, MRS. S.F.	Fitzwalters Roman Road Mountnessing Brentwood CM15 8SG sfc51@tiscali.co.uk	01277 217202	2007
	SLEEP, A.R.	Clouds New Road Ingatestone Essex CM4 0HH tony.sleep@lineone.net	01277 353737	2008
	HARRISON, R.	High Point Beggar Hill Fryerning Ingatestone Essex CM4 0PN	01277 352500	2006
<u>PILGRIMS HATCH</u>	BAILEY, H.A.J.	3 Poppy Close Pilgrims Hatch Brentwood CM15 9QJ poppybaileys@btinternet.com	01277 221156	2006
	ROBERTS, MRS S.J.	39 Hall Lane Shenfield Essex CM15 9AW		2008
	MYERS, C.W.	23 Western Avenue Brentwood Essex CM14 4XR charles@cwpmymyers.f9.co.uk	01277 226209	2007
<u>SHENFIELD</u>	BAKER, P.J.	120 Hanging Hill Lane Hutton Brentwood CM13 2HW cllr.phil.baker@essexcc.gov.uk	01277 210078	2007
	BREHAUT, MRS. M.R	Brookfield Shenfield Green Shenfield CM15 8NG	01277 213584	2008
	LEE, L.M.	2 Oakland Gardens Hutton Essex CM13 1EN cllr.lionel.lee@essexcc.gov.uk	01277 234215	2006

WARD	NAME	ADDRESS	TELEPHONE NUMBER	RETIREMENT DATE
<u>SOUTH WEALD</u>	SHAWCROSS, J.	The Coppice Brook Lane Doddinghurst CM15 0RT	01277 822562	2006
<u>TIPPS CROSS</u>	GOOD, D.A.G.	Chivers Chivers Road Stondon Massey Brentwood CM15 0LL dominic.good@btopenworld.com	01277 823197	2008
	HENWOOD, MRS. M.J.W.	Meadow Farm Exchange Road Stondon Massey Essex CM15 0EA madelinehenwood@btopenworld.com	01277 823073	2007
<u>WARLEY</u>	TEE, D.W.	The Old Rectory, Rectory Chase Little Warley, Brentwood Essex CM13 3EZ		2008
	HUBBARD, MRS. J.F.	92 Woodman Road Warley Brentwood Essex CM14 5AZ jill_f_hubbard@lineone.net	01277 233218	2007
	TAYLOR, M.	c/o Town Hall Brentwood Essex CM15 8AY	01277 232006	2006