

ANNUAL COUNCIL
23RD JUNE 2004

PRESENT: Crs Mrs Howe (Mayor), Mrs Brehaut (Deputy Mayor), Aspinell, Bailey, Baker, Braid, Brown, Mrs Cook, Mrs Courage, Davies, Elphick, Faragher, Good, Hann, Hardy, Harrison, Mrs Henwood, Mrs Holmes, Hossack, Mrs Hubbard, Kendall, Kenny, Lee, Lewis, MacLellan, Mrs McGinley, Minns, Miss Monnickendam, Myers, Payne, Mrs Roberts, Shawcross, Sleep, Straw, Taylor, Tee, Wheatley and Wright.

1. **CR HARRISON:** On behalf of all present, the Mayor welcomed back to the Chamber Cr Harrison following his recent illness. Cr Harrison thanked the meeting and acknowledged the care he had received from the Essex Ambulance Service and Oldchurch Hospital particularly the treatment and care he had received from the neuro surgical unit.

2. **MAYOR'S ANNOUNCEMENT AND PRESENTATIONS:** The Mayor:
 1. Welcomed Councillors Faragher, Mrs Holmes, Miss Monnickendam, Lee, Mrs Roberts and Tee who had recently been elected to the Council and congratulated those standing Members who were re-elected.
 2. Hoped that Cr Mrs Brehaut, the incoming Mayor would enjoy her first civic duty following this meeting which was to welcome the delegation from the Borough's twin town of Landkreis Roth on 24.6.2004.
 3. Reported that a total of £12,745 had been raised towards the Mayor's Chosen Charities SNAP and Victim Support (Brentwood). The Mayor thanked everyone who had supported the fundraising during her year of office.
 4. Presented with pleasure, cheques to representatives from each of the Mayor's Chosen Charities, Mrs Hitchcock on behalf of SNAP and Mrs Apps on behalf of Victim Support (Brentwood) who both thanked the Mayor for her support throughout the year and for these donations.

3. **ELECTION OF MAYOR:** Proposed by Cr Lewis, seconded by Cr Kenny that Cr Mrs Brehaut be elected Mayor of the Borough for the year 2004/2005.

RESOLVED that Cr Mrs Brehaut be elected Mayor of the Borough for the year 2004/2005 until her successor becomes entitled to act as Mayor.

Cr Mrs Brehaut made the Statutory Declaration of Acceptance of Office. (The meeting was adjourned whilst Crs Mrs Brehaut and Mrs Howe left the Chamber to enable the new Mayor to be robed.)

Cr Mrs Brehaut thanked the Council for her appointment.

Proposed by Cr Kendall and seconded by Cr Wheatley that the Council thank Mrs Howe, the retiring Mayor, for her work during her term of office.

RESOLVED to thank Mrs Howe, the retiring Mayor, for her work during her term of office.

The Mayor presented Mrs Howe with a badge to commemorate her year of office.

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At the request of the Mayor on behalf of the officers of the Council, the CE&TC presented gifts to the retiring Mayor, Mrs Howe and Mrs Wood, the retiring Mayoress.

Mrs Howe thanked the Council.

4. **APPOINTMENT OF DEPUTY MAYOR:** Proposed by Cr Lewis and seconded by Cr MacLellan that Cr Wright be appointed Deputy Mayor of the Borough for the year 2004/2005.

RESOLVED that Cr Wright be appointed Deputy Mayor of the Borough for the year 2004/2005 until his successor is entitled to act as Deputy Mayor.

Cr Wright made the Statutory Declaration of Acceptance of Office and thanked the Council for his appointment.

5. **BRENTWOOD BOROUGH COUNCIL ELECTIONS 10.6.2004:** The Council noted the report of the CE&TC on the summary of election results appended to these Minutes.

[CE&TC-McLintock]

6. **POLITICAL GROUPS ON THE COUNCIL:** The CE&TC reported receipt of the following Notices under the Local Government (Committees and Political Groups) Regulations 1990:-

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

<u>Name of Member</u>	<u>Political Group</u>
P J Faragher	Conservative Group
Mrs J E Holmes	Conservative Group
L M Lee	Conservative Group
Miss L J Monnickendam	Conservative Group
Mrs S J Roberts	Conservative Group
D W Tee	Conservative Group

[CE&TC-McLintock]

7. **LEADER OF THE COUNCIL:** RESOLVED that the Leader of the largest political group on the Council, Cr Lewis, be designated 'Leader of the Council'.

Arising therefrom it was FURTHER RESOLVED that Cr Kenny be designated as 'Deputy Leader of the Council'.

8. **REVIEW OF POLITICAL MANAGEMENT ARRANGEMENTS:** The Council considered a report which reviewed the operation of the current political management arrangements within the Council, and set out proposals to streamline the current system in order to make the decision making process more efficient and effective.

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The proposals involved modifying the current arrangements through a combination of reducing the number of Panels/Committees and reducing the throughput to the Panels.

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

(i) Reduce the Number of Panels

The Council agreed that, excluding the “regulatory” Committees, there should be only two other main Panels below the Council and the Policy Board:-

- 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 was before the Council together with the necessary adjustments to Terms of Reference.

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

The Council also agreed to redefine the role of the Policy Board and the policy function to reinforce the full Council and the Policy Board as the strategic focus of the Authority.

This would ensure that only the Policy Board (and where necessary the Full Council) were involved in the determination of policy across all functions and services. This would provide the effective separation of policy and implementation roles, and enable a clearer and sustained central focus on the central policy function.

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

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

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

The Council also considered proposals to reduce the amount of routine business referred to Panels and Committees by developing the existing delegation process. The following items would in future be dealt with through delegated arrangements thus saving valuable Member and Committee/Panel time:

- Traffic regulation orders and other traffic management items (via a “delegated list” system similar to the yellow weekly list procedure which existed 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 had been circulated and was before the Council together with the additional delegated authorities to give effect to these new arrangements.

A procedure for Member referrals was circulated at the meeting in relation to applications for discretionary rate relief and grants to voluntary organisations and miscellaneous grant applications, which enabled any Member to refer any such application for consideration by the Policy Board or Community Panel.

Necessary amendments to Financial Regulations in relation to Sundry Debtor Write Offs, Council Tax Write Offs and NNDR Write Offs and Housing Rent Arrears were set out in the report.

(iv) Length/Time of Meetings

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

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The Council considered proposals to amend Standing Orders so that meetings commenced at 7.00pm and ended at 9.00pm. Under this arrangement there was a procedure proposed that if 8.45pm arrived and not all business had been transacted, all remaining business would be dealt with by way of simple voting and resolution.

It was noted that Standing Orders would preserve the ability of Members to resolve to continue a sitting if circumstances dictated, to adjourn to another meeting date, or to refer items direct to the full Council.

The necessary amendments to the provisions of Standing Orders 1.9 to give effect to these provisions were before the Council.

It was emphasised that the two-hour 'guillotine' procedure would not normally be expected to be applied to the meetings of Planning Development Control Committee and Licensing/Appeals Committee, who would normally resolve to continue their sittings at 9.00pm in order to transact remaining business

Arising from the foregoing, the Council considered a suggestion that the concept of holding daytime meetings where this was possible and appropriate should be carried out on a trial basis 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.

The basis of the trial would be agreed following further discussions between the CE&TC, the Leader and Deputy Leader of the Council, and the respective Chairmen of the Panels concerned.

(v) Member Information

The Council considered a proposal to circulate items for Members' information through a regular Members' Newsletter to keep them informed of important issues of general interest and information. The Newsletter would also be used as the mechanism to report to Members on actions taken under relevant delegated authorities where that was necessary.

A sample Members' Newsletter had been circulated and was before the Council based upon the "information" items reported during the last full cycle of meetings.

(vi) Forums/Panels/Working Groups

The Council considered a number of proposals concerning the Community Safety Panel, Pensioners' Forum and Borough Forum and the Bus Working Group.

In relation to the Community Safety Panel, the Council agreed that this be ceased as its functions could be adequately subsumed within the Crime and Disorder Reduction Partnership.

In relation to the Borough Forum and the Pensioners Forum it was proposed that these be discontinued. In order to replace the benefits of these forums for community consultation and participation however, it was proposed that both the

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Community Panel and the Environmental Panel would 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 and format of these open meetings would be determined in consultation with the Chairman of the respective Panels.

In relation to the Bus Working Group, its role and responsibilities would be subsumed within the auspices of the Brentwood Local Strategic Partnership (LSP) to enable the issues to be dealt with at a co-ordinated multi agency level.

(vii) The Overview and Scrutiny Committee

Changes had been made recently in respect of the role and operation of the Overview and Scrutiny Committee in order to improve its role and impact. Therefore, in addition to the performance monitoring items already under the auspices of the Committee, it was 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) Political Group Rooms

Given the results of the recent Borough Council elections, the room allocations to the Conservative and Liberal Democrat Groups had been swapped.

The Council also agreed that henceforth no political group meetings would be held in the Council Chamber. The Conservative Group would hold its formal Group meetings in the Committee Rooms, and the Liberal Democrats would hold theirs in their Group Room.

Debate took place concerning the report and recommendations before the Council. At the conclusion of discussions a Member requisitioned pursuant to Standing Order 15.1 that voting on the recommendations be recorded. The Members present voted as follows:-

FOR: Crs Baker, Braid, Mrs Brehaut, Mrs Courage, Faragher, Good, Harrison, Mrs Henwood, Mrs Holmes, Hossack, Kenny, Lee, Lewis, MacLellan, Mrs McGinley, Miss Monnickendam, Payne, Mrs Roberts, Sleep, Tee and Wheatley. (21)

AGAINST: Crs Aspinell, Bailey, Brown, Mrs Cook, Davies, Elphick, Hann, Hardy, Mrs Hubbard, Kendall, Minns, Myers, Shawcross, Straw, Taylor and Wheatley. (16)

ABSTAINED: None.

RESOLVED:

1. That the report be noted and that the revised political management arrangements set out in the report be approved with immediate effect.
2. To approve the revised Terms of Reference for Panels and Committees as set out at Appendix 2 to the report.

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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 to the report.
4. To approve the additional delegations required at Appendix 4 to the 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 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’ Newsletter as set out at Appendix 5 to the report.
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.

[CE&TC-McLintock, BS-Stroulger, ATC-Horgan]

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

The Council was invited to review and determine the allocation of seats in accordance with the duty placed on the Council by Section 15 of the Local Government and Housing Act 1989, to determine the number of voting Members on each Committee, to appoint the Committees and allocate seats on the Committees in accordance with the wishes of the political groups on the Council. The references to “Committees” applied to the Policy Board and Executive Panels under the Council’s political management arrangements.

A revised proposal for the political balance of the Council, which took account of the revised structure dealt with under Minute 8 above, was before Members, together with details of the nominations from the political groups to the seats allocated to the political groups on the Policy Board, Executive Panels and Committees.

The report set out the calculation of the total entitlement of seats for each political group on the Policy Board, Executive Panels and Committees.

(Members noted that the Staff Appointments and Staff Appeals Committees would be appointed as required and the Standards Committee was not subject to political balance requirements.)

RESOLVED:

1. To adopt the political balance proposals before the Council (appended).

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2. To appoint the Policy Board, Executive Panel and Committees and that the number of voting Members having taken into account the political balance of the Council together with the wishes of the political groups as to who was to be appointed to the seats in accordance with Section 15 of the Local Government and Housing Act 1989 and regulations made thereunder shall be as follows:-

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 Member: Cr Elphick

Labour:

Cr Minns
Substitute Member: Cr Elphick

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:

Cr Elphick
Substitute Member: Cr Hann

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:

Cr Hann
Substitute Member: Cr Elphick

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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:

Cr Hann

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:

Cr Minns

Substitute Member: Cr Elphick

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:

Cr Elphick

Substitute Members: Cr Hann

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

- Mr Baggott and 1 To be appointed

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Borough Council Members

Conservative	-	Crs Mrs Henwood and Wright
Liberal Democrat	-	Cr Davies
Labour	-	Cr Minns

10. STANDING GROUPS AND BOARDS: RESOLVED to adopt the proposals set out below in relation to the appointment of the Standing Groups and Boards etc.

(i) STAFF FORUM
Employer's Side (The Council)

Leader of the Council	:	Cr Lewis
Deputy Leader of the Council	:	Cr Kenny
Chairman of Policy Board or Majority Group Nominee	:	Cr Wright
Leader of Main Opposition Group	:	Cr Mrs Cook

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

Conservative

Crs Lewis and Kenny
Reserve - To be advised

Liberal Democrat

Cr Mrs Cook
Reserve: - To be advised

11. APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN OF POLICY BOARD, EXECUTIVE PANELS COMMITTEES AND STANDING GROUPS BOARDS ETC: RESOLVED to adopt the following proposals in relation to the appointment of the Chairmen and Vice-Chairmen of Policy Board, Executive Panels, Committees and Standing Group etc.

(i) POLICY BOARD

Chairman	:	Cr Lewis
Vice-Chairman	:	Cr Kenny

COMMUNITY PANEL

Chairman	:	Cr Mrs McGinley
Vice-Chairman	:	Cr MacLellan

ENVIRONMENT PANEL

Chairman	:	Cr Good
Vice-Chairman	:	Cr Sleep

OVERVIEW & SCRUTINY COMMITTEE

Chairman	:	Cr Bailey
Vice-Chairman	:	Cr Wright

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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

Crime & Disorder Reduction Partnership

Chairman : Cr Lee

12. **MEMBERS' ALLOWANCES:** The Members' Allowances Scheme was reviewed annually. The current Members' Allowances Scheme came into effect on 1.10.2003 following a review by the Independent Panel and provided as follows:-

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

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 £6,240
) receive

Leader of the Largest Opposition Group £9,360

Leader of the Minority Opposition Group £2,080

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

The Independent Remuneration Panel had met on 22.6.2004. Details of the proposals for reviewing the Political Management Arrangements of the Council had been presented to the Panel.

The Panel had acknowledged that the situation had changed since the allowances were last reviewed in that the Conservative Group now had a clear majority on the Council.

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The Leader and Deputy Leader of the Council were to be Chairman and Vice-Chairman respectively of the Policy Board. There was to be a reduction of the Service Panels from three to two.

The Panel recognised that necessary delegations to give effect to new political management arrangements gave an increased role for the Vice-Chairman of the Executive Panels and Committees.

The role of the Opposition Leaders had reduced in consequence. However, the Independent Panel felt that the Minority Leader's Allowance should be maintained at a threshold of £2,080.

The Panel was also of the view that the Leader of the Main Opposition's allowance should not be more than that of a Chairman of an Executive Panel, Policy Board or Committee.

Accordingly the Independent Remuneration Panel put forward the following recommendations to the Council for consideration:-

1. Basic Allowance £6,240
(Paid to all Members and includes travel and subsidence)

2. Special Responsibility Allowance (SRA)

Leader of the Council £12,480
(Leader of largest Political Group)
Chairman of Policy Board

Deputy Leader of the Council £9,360
Vice-Chairman of Policy Board

Chairmen of Executive Panels) each to
and Committees) receive £7,500

Vice-Chairmen of Executive Panels) each to
and Committees) receive £1,000

Leader of the Largest Opposition Group £7,500

Leader of the Minority Opposition Group £2,080

3. That the Scheme of Allowances be reviewed during the financial year.

The Leader of the Council thanked the Independent Panel for its recommendations and put forward the following revised proposals for consideration.

Basic Allowance £6,240

Special Responsibility Allowance

Chairmen £5,500
Vice-Chairmen £1,000

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Leader of the Council	£11,740
Deputy Leader of the Council	£8,620
Leader of Main Opposition Group	£5,500
Leader of Minority Opposition Group	£2,080

It was noted that the total saving on the cost of the Members' Allowances Scheme under Leader's revised recommendations was estimated at £17,500. The total cost of the scheme in 2004/05 was estimated at £310,000.

The Panel's recommendations, subject to the amendments set out above, were MOVED and SECONDED. Debate took place at the conclusion of which a Member requisitioned pursuant to Standing Order 15.1 that voting on the Motion be recorded. The Members present voted as follows:-

FOR: Crs Aspinell, Bailey, Baker, Braid, Mrs Brehaut, Brown, Mrs Cook, Mrs Courage, Davies, Elphick, Faragher, Good, Hann, Hardy, Harrison, Mrs Henwood, Mrs Holmes, Hossack, Mrs Hubbard, Kenny, Lee, Lewis, MacLellan, Mrs McGinley, Minns, Miss Monnickendam, Myers, Payne, Mrs Roberts, Shawcross, Sleep, Straw, Tee, Wheatley and Wright. (35)

AGAINST: Crs Kendall and Taylor. (2)

ABSTAINED: None.

RESOLVED to adopt the Independent Panel's recommendations as amended by the revisions set out in the Minute and to pay the allowances accordingly.

[CE&TC-McLintock, BT-Keeble]

13. **MEMORIALS OR PETITIONS:** There were none.
14. **QUESTIONS:** There were none.
15. **DAY AND HOUR OF MEETING:** RESOLVED to approve and adopt the Calendar of Meetings which had been circulated prior to the meeting.
[ATC-Horgan]
16. **APPOINTMENT OF REPRESENTATIVES ON OUTSIDE ORGANISATIONS:** RESOLVED to appoint the following persons as the Council's representatives on the Organisations set out below for the period indicated.

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

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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 Shawcross
Brentwood Football Club Man Committee	(3)	May 2005	1	(Crs Faragher, Kenny and Aspinell)
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))

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Brentwood/Montbazon Town Twinning Association	(3)	May 2005	1	(Crs Mrs Roberts, Hann and Straw) (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, Straw and Tee
Museums in Essex Committee	(1)	May 2005	1	Cr Minns
Youth Arts Partnership	(1)	May 2005	1	Cr Mrs McGinley
Brentwood Locality Strategy Group	(3)	May 2005	1	Crs Mrs McGinley and Miss Monnickendam
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

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Joint Waste Board (ECC)	(1)	May 2005	1	Cr Sleep
Basildon & Thurrock Hospitals Trust	(1)	May 2005	1	Cr MacLellan
County Commissioning Body for Supporting People	(1)	May 2005	1	Chairman of Community Panel

(b) Representatives who need **NOT** 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>
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

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Mrs Hubbard

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Headley Trustees	Common	(4)	May 2005	4	Cr Tee (Mr Wild term of office expires 2005, Cr Taylor and Mr O'Donoghue 2007)
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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 Junior School	County	(1)	August 2008		Mr Barr
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 2007	3	Cr Minns
Pilgrims Hatch Primary School		(1)	August 2008	4	Mr Hennessey
Warley County Primary School		(1)	August 2008	4	Mrs Irwin

School & College
Governors: (cont'd)

Willowbrook School	Primary	(1)	October 2008	4	Mr Wild
West Horndon Primary School	County	(1)	August 2008	4	Mr Page

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17. **PARLIAMENTARY CONSTITUENCY BOUNDARIES IN THE COUNTY OF ESSEX:** The Boundary Commission for England had published its Final Recommendations for the proposed parliamentary constituencies for Essex, Southend-on-Sea and Thurrock on 3.6.2004.

The Boundary Commission had recommended no change to its original proposals for the Brentwood & Ongar Constituency. In effect, the existing constituency boundary was to be changed with the loss of Matching to the Harlow Constituency and gained North Weald Bassett from the Epping Forest Constituency. As a result, the Brentwood & Ongar Constituency (68,099 electorate) would comprise of the following wards:

All the wards of Brentwood Borough and seven wards of Epping Forest District Council:- Chipping Ongar, Greenstead and Marden Ash: High Ongar, Willingale and The Rodings; Lambourne; Moreton and Fyfield; North Weald Bassett; Passingford; Shelley.

The proposals were in accord with the Council's own recommendations. Any further representations were to be made to the Commission by 10.7.2004.

RESOLVED to note the report and the Boundary Commission's proposals.

[CE&TC-McLintock, ATC-Stevens]

18. **CORPORATE PERFORMANCE PLAN 2004/2005:** Under the Local Government Act 1999 the Council was 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 had to be produced by 30th June each year, and was subject to an independent audit by the external auditors, PKF.

In previous years the Performance Plan had 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 were much reduced. Under new Government guidance issued in March 2004, the Council's 2004/2005 Performance Plan was no longer required to contain information that was readily available from other sources. The Council's Performance Plan would be accepted as meeting statutory requirements if it contained 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 was complying with the Code of Practice on Workforce Matters in Local authority Service Contracts.

Consequently, the Council's 2004/2005 Corporate Performance Plan would 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.

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

The Plan was currently being finalised and the CE&TC advised that a draft copy would be circulated to all Members by the end of the week, who were requested to pass any comments to the BS by Monday 28.6.04.

RESOLVED UNANIMOUSLY 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.

[CE&TC-McLintock, BS-Stroulger]

19. **NOTICES OF MOTION:** Cr Lewis had given notice of the following Motion pursuant to Standing Order No 6.

'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 procedures to replace it with the existing two hour limited waiting restrictions that apply elsewhere on Hutton Road.'

Debate took place during which it was emphasised that the Motion was being put forward as a first phase initiative, pending a review of parking across the whole Borough by the Environment Panel.

During the debate on the Motion an Amendment was MOVED and SECONDED that this Council agrees to the removal of on-street paid parking charges thought the Borough at the current time pending the further review by the Environment Panel. Debate took place on the amendment. A Member requisitioned pursuant to SO 15.1 that voting on the amendment be recorded. The Members present voted as follows.

FOR: Crs Aspinell, Bailey, Brown, Mrs Cook, Davies, Elphick, Hann, Hardy, Mrs Hubbard, Kendall, Minns, Myers, Shawcross, Straw, Taylor and Wheatley. (16)

AGAINST: Crs Baker, Braid, Mrs Brehaut, Mrs Courage, Faragher, Good, Harrison, Mrs Henwood, Mrs Holmes, Hossack, Kenny, Lee, Lewis, MacLellan, Mrs McGinley, Miss Monnickendam, Payne, Mrs Roberts, Sleep, Tee and Wright. (21)

ABSTAINED: None.

The AMENDMENT was LOST

A Member requisitioned that voting on the original Motion be recorded. The Members present voted as follows:

FOR: Crs Baker, Braid, Mrs Brehaut, Mrs Courage, Faragher, Good, Harrison, Mrs Henwood, Mrs Holmes, Hossack, Kenny, Lee, Lewis, MacLellan, Mrs McGinley, Miss Monnickendam, Payne, Mrs Roberts, Sleep, Tee and Wright. (21)

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AGAINST: Crs Aspinell, Bailey, Brown, Mrs Cook, Davies, Elphick, Hann, Hardy, Mrs Hubbard, Kendall, Minns, Myers, Shawcross, Straw, Taylor and Wheatley. (16)

ABSTAINED: None.

The MOTION was CARRIED and it was therefore RESOLVED to remove 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.

[DCE/DoES-Marchant, DTC/BT-Keane]

20. **COMPREHENSIVE PERFORMANCE ASSESSMENT (CPA) - INSPECTION REPORT:** The Council had been due to consider this item with the public excluded from the meeting. In view of the press conference which had taken place earlier in the day on the content of the CPA Inspection report, the item was brought forward so that Members could receive this item with the public present.

The CE&TC was pleased to report that following the first Comprehensive Performance Assessment (CPA) Inspection by the Audit Commission, the Council was judged to be a 'Good' authority. This was at the top end of the Commission's scoring scale and only one grade below "Excellent".

A copy of the full inspection report would be circulated to all Members and a detailed report would be made to the next meeting of the Policy Board.

The Leader of the Council and the Leaders of the Opposition Groups of the Council were pleased and delighted with the outcome of the report and all acknowledged and paid tribute to the commitment, dedication and hard work of the Council's Officers at all levels of the organisation.

RESOLVED UNANIMOUSLY to note the Council's CPA score, and that a detailed report be made to the next meeting of the Policy Board.

[CE&TC-McLintock, BS-Stroulger]

21. **BRENTWOOD SECURE TRAINING CENTRE PROJECT:** The Mayor had agreed to consider this item as urgent business pursuant to Section 100B(4)(b) of the Local Government Act 1972 in order that Members could be informed of information received earlier in the day concerning the project).

The CE&TC reported receipt of a letter from the Youth Justice Board advising that the above project had been cancelled and that the former St Charles Centre site would revert back to the Home Office who would decide the future of the site. The CE&TC suggested that contact be made with the Home Office to establish the intentions with regard to the future of the site.

RESOLVED UNANIMOUSLY to note and welcome the cancellation of the STC Project, and that urgent representations be made to the Home Office to seek information on their intentions for the future use of the St Charles site.

[CE&TC-McLintock]