

9th May 2006

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, 17TH MAY 2006 at 7pm** 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 2006/2007 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 2006/2007 to hold office until immediately after the election of the Mayor of the Borough at the Annual Meeting of the Council in 2007.

5. Brentwood Borough Council Elections 4.5.2006: 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 receipt of Notices served on him by Members under the provisions of the Local Government (Committees 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. Constitution of the Council: The Council is asked to consider the attached report.
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 2006/2007: 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, the Policy Board, Executive Panels and Committees for the ensuing year. (A 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. Notices of Motion: To consider Notices of Motion of which notice has been given to the Chief Executive & Town Clerk pursuant to Standing Order No. 6.
18. Any items which the Mayor of the Borough decides are urgent. (In respect of any items raised containing 'exempt information' or 'confidential information', the Council may decide to exclude the public by passing the appropriate Resolution.)

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

9th May 2006

BRENTWOOD BOROUGH COUNCIL

ANNUAL COUNCIL MEETING

17TH MAY 2006

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
6		Political Groups on the Council
8		Constitution
8(a)		Review of the Allocation of Seats to the Political Groups on the Council
11		Members' Allowances 2006/2007
3	3	Draft Calendar of Meetings Background Documents

BRENTWOOD BOROUGH COUNCIL

ANNUAL MEETING

2006

LIST OF NOMINATIONS

Agenda
Item:

3. ELECTION OF MAYOR

Proposed: Cr Mrs McGinley

4. APPOINTMENT OF DEPUTY MAYOR

Proposed: Cr Kenny

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

Policy Board

Membership 11 (Con 8, LD 2, Lab 1)

Conservative:

Crs Lewis, Baker, Faragher, Miss Monnickendam, Payne, Mrs Pound, Quirk, Sleep.

Substitute Members: Crs MacLellan, Mrs Sheehan

Liberal Democrat:

Crs Myers, Brown

Substitute Members: Cr Mrs Hubbard

Labour:

Cr Minns

Substitute Member: Cr Elphick

Community Panel

Membership 11 (Con 8, LD 2, Lab 1)

Conservative:

Crs Kenny, Mrs Coe, Harrison, Hossack, Mrs McGinley, Quirk, Parker, Payne

Substitute Members: Crs Baker, Mrs Pound

Liberal Democrat:

Crs Mrs Hubbard, Straw

Substitute Members: Cr Brown

Labour:

Cr Elphick

Substitute Member: Cr Minns

Environment Panel

Membership 11 (Con 8, LD 2, Lab 1)

Conservative:

Crs Sleep, Mrs Courage, Faragher, Mrs Golding, Mrs Holmes, Mrs Monnickendam, Mrs Sheehan, Tee

Substitute Members: Crs Mrs Coe, Parker

Liberal Democrat:

Crs Wheatley, Straw

Substitute Members: Cr Aspinell

Labour:

Cr Hann

Substitute Member: Cr Minns

Overview & Scrutiny Committee

Membership 11 (Con 8, LD 2, Lab 1)

Conservative:

Crs Lee, Braid, Mrs Henwood, Hossack, MacLellan, Mrs Monnickendam, Mrs Sheehan, Tee

Liberal Democrat:

Crs Aspinell, Hardy

Labour:

Cr Elphick

Planning Development Control Committee

Membership 15 (Con 11, LD 3, Lab 1)

Conservative:

Crs Miss Monnickendam, Mrs Brehaut, Mrs Coe, Mrs Golding, Good, Mrs Holmes, MacLellan, Mrs Monnickendam, Parker, Mrs Pound, Mrs Sheehan

Substitute Members: Crs Faragher, Mrs McGinley

Liberal Democrat:

Crs Mrs Hubbard, Brown, Myers

Substitute Members: Crs Hardy

Labour:

Cr Minns

Substitute Member: Cr Elphick

Licensing/Appeals Committee
Membership 15 (Con 11, LD 3, Lab 1)

Conservative:

Crs Payne, Braid, Mrs Coe, Mrs Courage, Good, Harrison, Mrs Henwood, Lee, Parker, Mrs Pounds, Mrs Roberts

Liberal Democrat:

Crs Hardy, Straw, Wheatley

Labour:

Cr Hann

NB: Any three Members sitting together shall constitute a Sub-Committee.

Standards Committee

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

Independent Members - Mr R Horton
Mr P Clements

Parish Council Representatives - Mr P Baggott
Mr S Bradford

Borough Council Members

Conservative - Crs Baker, Lewis

Liberal Democrat - Cr Myers

Labour - Cr Minns

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

Agenda

Item

10. APPOINTMENTS OF STANDING GROUPS AND BOARDS

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

Leader of the Council	:	Cr Lewis
Deputy Leader of the Council	:	Cr Baker
Majority Group Nominee	:	
Leader of Main Opposition Group	:	Cr Myers

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

Conservative

Crs Lewis, Baker
Reserve – Cr Mrs McGinley

Liberal Democrat

Cr Myers
Reserve: Cr Hardy

(iii) INDEPENDENT REMUNERATION PANEL

Mr M Large
Mrs J Duncombe
Fr B White
Mr E Nath

Agenda
Item

11. 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 Baker

COMMUNITY PANEL

Chairman : Cr Kenny
Vice-Chairman : Cr Quirk

ENVIRONMENT PANEL

Chairman : Cr Sleep
Vice-Chairman : Cr Mrs Holmes

OVERVIEW & SCRUTINY COMMITTEE

Proposed
Chairman : Cr Elphick
Vice-Chairman : Cr Aspinell
 : Cr Lee

PLANNING DEVELOPMENT CONTROL COMMITTEE

Chairman : Cr Miss Monnickendam
Vice-Chairman : Cr Mrs Golding

LICENSING/APPEALS COMMITTEE

Chairman : Cr Payne
Vice-Chairman : Cr Mrs Courage

(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

Enforcement
Champion : Cr Mrs Holmes

Crime & Disorder Partnership

Chairman : Cr Kenny

N.B. I have left in details of current representatives on outside organisations.

16. 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>
Essex Local Government Association	(1)	Indefinite	-	Leader of the Council
Local Government Association	(1)	Indefinite	-	Leader of the Council
East of England Regional Assembly	(1)	May 2006	1	Leader of the Council
Brentwood & District Age Concern	(2)	May 2007	1	Crs Mrs Henwood and Straw
Brentwood Sports Council	(2)	May 2007	1	Cr Mrs Holmes Cr Mrs Sheehan
E. & W. Horndon Village Hall Committee	(2)	May 2007	1	Crs MacLellan and Mrs Golding
Brentwood Arts Council	(1)	May 2007	1	Cr Mrs Brehaut
Outlook Care	(1)	May 2007	1	Cr Derek Hardy
Ingrave Comm Assn.	(1)	May 2007	1	Cr Hann
Hutton Comm Assn.	(1)	May 2007	1	Cr Payne
Eastern Essex & Herts Regional Employers Organisation for Local Authorities	(1)	June 2007	1	Cr Tee
Herongate Village Hall Man. Cttee	(1)	May 2007	1	Cr MacLellan

<u>Name of Organisation</u>	<u>No. of Reprs</u>	<u>Date of Expiry of Term</u>	<u>Period of Term (Years)</u>	<u>Names of Representatives</u>
Three Arch Bridge Community Hall	(2)	May 2007	1	Cr Elphick and Minns
Brentwood Rugby Club Pavilion Man. Committee	(3)	May 2007	1	Crs Kenny, Lewis Payne
Brentwood Football Club Man Committee	(3)	May 2007	1	Crs Faragher, Kenny and Payne
Ingatestone & Fryerning Community Club	(1)	May 2007	1	Cr Sleep
National Society for Clean Air	(2)	May 2007	1	Crs Good, Kenny
Citizens Advice Bureau	(2)	May 2007	1	Cr Mrs Henwood and Mrs Holmes
Brentwood & Landkreis Roth Twinning Association 1979	(3)	May 2007	1	Crs Mrs Brehaut, Mrs Henwood, Myers (Mayor and Deputy Mayor of the Council are President and Deputy-President of the Association respectively)
Brentwood/Montbazon Town Twinning Association	(3)	May 2007	1	Crs Elphick, Mrs Henwood and Straw (Mayor and Deputy Mayor are President and Vice-President of the Association respectively)
Brentwood Theatre Trust	(2)	May 2007	1	Crs Mrs Brehaut and Elphick
Police Community Consultative Committee	(1)	May 2007	1	Cr Kenny

<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 Horticultural Society Allotment Management Committee	(2)	May 2008	2	Crs Mrs Brehaut, Straw
Hutton Horticultural Society	(2)	May 2008	2	Crs Mrs McGinley and Payne
Access	(1)	May 2007	1	Cr Mrs Pound
Council for Voluntary Service	(2)	May 2007	1	Mayor and Cr Mrs Brehaut
Local Government Arts Forum	(1)	May 2007	1	Cr Mrs McGinley
Thames Chase Joint Committees	(3)	May 2007	1	Crs Harrison, Straw and Tee
Museums in Essex Committee	(1)	May 2007	1	Cr Minns
Youth Arts Partnership	(1)	May 2007	1	Cr Mrs McGinley
Brentwood Locality Strategy Group	(3)	May 2007	1	Crs Mrs McGinley, Mrs Sheehan
Town Centre Partnership Board	(1)	May 2007	1	Cr Lewis
Community Transport Partnership	(2)	May 2007	1	Cr Sleep Cr Mrs McGinley
SNAP (Board of Trustees)	(1)	May 2007	1	PROPOSED: Cr Tee Cr Mrs Hubbard

<u>Name of Organisation</u>	<u>No. of Reprs</u>	<u>Date of Expiry of Term</u>	<u>Period of Term (Years)</u>	<u>Names of Representatives</u>
Essex Waste Management Joint Committee	(1)	May 2007	1	Cr Sleep Sub: Cr Mrs Courage
Basildon & Thurrock Hospitals Trust	(1)	May 2007	1	Cr Mrs Brehaut
County Commissioning Body for Supporting People		May 2007	1	Cr Mrs McGinley

(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 2007	1	Cr Elphick, Hann and Minns Mrs P Franklin Mr A Grant Mr M Trett [Mr G P Green Chairman and nominee of Lord of the Manor]
Hartwood Golf Club	(2)	May 2007	1	Cr Mrs Brehaut and Mrs Holmes
Relate	(1)	May 2007	1	Cr Mrs McGinley
Council for the Protection of Rural England (Essex Branch Advisory Cttee)	(1)	May 2007	1	Mrs Henwood
South Weald Parish Hall	(2)	May 2007	1	Cr Mrs Coe and Mrs Holmes
Rural Community - Council of Essex	(1)	May 2006	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	(2)	May 2010	4	Cr Mrs Brehaut, Good, Mrs H[ubbard]
South Weald Charities	(4)	May 2010	4	Cr Mrs Coe, Vicar of St Peters, Mr Ellenby and TBA

SCHOOL & COLLEGE
GOVERNORS:

<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 Thomas C. of E.	St.	(2)	Aug. 2007	1	Mr A Grant Mrs M McGeary
South Weald Peter's C. of E.	St.	(1)	May 2007	1	Mr G Farrington
St. Joseph the Worker		(1)	May 2007	1	Mr J Harrison-Griffiths
St. Helen's Infants School	R.C.	(1)	May 2007	1	Mrs A Chandler
Bentley C of E		(1)	May 2010	4	Mr Ewens

BRENTWOOD BOROUGH COUNCIL

BOROUGH COUNCIL ELECTION

APPENDIX 2

Date : 4th May 2006

BOROUGH WARD	Candidates	Description	Votes Cast	
Brentwood North Electorate 4331 Seats 1 Ballot Papers 1961 % Poll 45.28	Derek William Camp	UK Independence Party	112	
	Michael Le-Surf	The Labour Party Candidate	204	
	Russell Stuart Quirk	The Conservative Party Candidate	932	Elected
	Doris Elizabeth Suckling	Liberal Democrat	704	
Brentwood South Electorate 3797 Seats 1 Ballot Papers 1647 % Poll 43.38	David Minns	The Labour Party Candidate	666	Elected
	Antony Gerald Michael Williams	The Conservative Party Candidate	639	
	Deborah Louise Wood	Liberal Democrat	331	
Brentwood West Electorate 4149 Seats 1 Ballot Papers 1805 % Poll 43.50	David John Kendall	Liberal Democrat	790	
	Peter John Mayo	The Labour Party Candidate	97	
	Karen Ann Sheehan	The Conservative Party Candidate	907	Elected
Brizes & Doddinghurst Electorate 4506 Seats 1 Ballot Papers 1996 % Poll 44.30	Victoria Frances Cook	Liberal Democrat	725	
	Yvonne Jeanette Maguire	UK Independence Party	227	
	Keith Parker	The Conservative Party Candidate	958	Elected
	Barrie Ewart Wickerson	The Labour Party Candidate	69	
Herongate, Ingrave & West Horndon Electorate 2770 Seats 1 Ballot Papers 1330 % Poll 48.01	Linda Alma Golding	The Conservative Party Candidate	1167	Elected
	Cornelius Richard Maxey	The Labour Party Candidate	81	
	Garfield Alexis Maxius	Liberal Democrat	74	
Hutton Central Electorate 2827 Seats 1 Ballot Papers 1269 % Poll 44.89	Alan Ernest Braid	The Conservative Party Candidate	990	Elected
	Shirley Rose Howe	Liberal Democrat	198	
	Richard Dobson Margrave	The Labour Party Candidate	73	
Hutton East Electorate 2757 Seats 1 Ballot Papers 1154 % Poll 41.86	Charles Reginold Bisson	The Labour Party Candidate	67	
	Caron Davis	Liberal Democrat	395	
	Jennifer Monnickendam	The Conservative Party Candidate	682	Elected
Hutton South Electorate 2984 Seats 1 Ballot Papers 1311 % Poll 43.93	Rita Edwina Anderson	The Labour Party Candidate	80	
	Jacqueline Margaret Anslow	Liberal Democrat	178	
	Brandon Kenneth Lewis	The Conservative Party Candidate	1046	Elected
Ingatestone, Fryerning & Mountnessing Electorate 4561 Seats 1 Ballot Papers 2089 % Poll 45.80	Roberta Marilyn Bryan Hall	Liberal Democrat	392	
	Richard Harrison	The Conservative Party Candidate	1349	Elected
	Michael Robert John Heaslip	UK Independence Party	192	
	Jane Elizabeth Winter	The Labour Party Candidate	144	

BRENTWOOD BOROUGH COUNCIL**BOROUGH COUNCIL ELECTION**

Date : 4th May 2006

BOROUGH WARD	Candidates	Description	Votes Cast	
Pilgrims Hatch	Barry Roy Aspinell	Liberal Democrat	954	Elected
Electorate 4448	Keith Michael Sparling	The Conservative Party Candidate	860	
Seats 1	Michele Anne Wigram	The Labour Party Candidate	104	
Ballot Papers 1931				
% Poll 43.41				
Shenfield	Max David Gottesmann	Liberal Democrat	323	
Electorate 4081	Robert George Gow	The Labour Party Candidate	101	
Seats 1	Lionel Martin Lee	The Conservative Party Candidate	1419	Elected
Ballot Papers 1858				
% Poll 45.53				
South Weald	Ann Coe	The Conservative Party Candidate	493	Elected
Electorate 1396	Sheila Ruth Maxey	The Labour Party Candidate	27	
Seats 1	Julie Rita Stewart	Liberal Democrat	167	
Ballot Papers 692				
% Poll 49.57				
Warley	Peter William Anderson	The Labour Party Candidate	113	
Electorate 4221	Robert Joseph Barr	Liberal Democrat	686	
Seats 1	Janette Pauline Gulleford	UK Independence Party	111	
Ballot Papers 1918	Janet Irene Pound	The Conservative Party Candidate	999	Elected
% Poll 45.44				

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

17TH MAY 2006

ITEM 6

POLITICAL GROUPS ON THE COUNCIL

PURPOSE OF REPORT	To advise of receipt of notices under Local Government (Committees and Political Groups) Regulations 1990.
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.

<u>Name of Member</u>	<u>Political Group</u>
R S Quirk	Conservative Group
Mrs K A Sheehan	Conservative Group
K Parker	Conservative Group
Mrs L Golding	Conservative Group
Mrs J Monnickendam	Conservative Group
Mrs A Coe	Conservative Group
Mrs J I Pound	Conservative Group

Notice of Change of Leader and Deputy Leader of Political Group

Deputy Leader of the Conservative Group	Cr Baker
Leader of Liberal Democrat Group	Cr Myers
Deputy Leader of Liberal Democrat Group	Cr Mrs Hubbard

The Council is asked to note receipt of these notices.

DECIDED:

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

17TH MAY 2006

ITEM 8

CONSTITUTION OF THE COUNCIL

PURPOSE OF REPORT	Prior to consideration of the Council's Constitution by the Policy Board Members are asked to approve the amendments detailed in the report.
CORPORATE OBJECTIVES	Open, Responsive and Accountable Government Core Value - <i>"The Council will ensure that its decision-making structures are effective, clear and transparent....."</i>
IMPLICATIONS	
• Legal	The Council is required to prepare and keep up to date a Constitution under Section 37 of the Local Government Act 2000
• Finance	There are no additional finance implications.
• Staff	There are no additional staffing implications.
• Risk Management	Failure to keep the Constitution up to date will compromise the effectiveness of the Council's operations.
• Asset Management	There are no additional asset management implications.
• Health & Safety	There are no additional health and safety implications.
ACTION REQUIRED	To approve the amendments as listed.

Each Member of the Council receives a copy of the Constitution on their appointment to the Council.

A copy of the current Constitution has been placed on deposit in the Members Room.

OVERVIEW & SCRUTINY COMMITTEE

Members have previously discussed the Chairmanship of Overview and Scrutiny and over time alternative proposals have been proposed and agreed.

The Overview & Scrutiny Procedure Rules contained in the Constitution currently state that the appointment of the Chairman of the Overview & Scrutiny Committee should be made at Annual Council and for the avoidance of doubt it should be noted that the Chairman should be a Member of an Opposition Group.

RECOMMENDED that the clarification be agreed and the Constitution amended as follows:

‘The Overview and Scrutiny Committee shall be chaired by a member of one of the Opposition Groups on the Council and the appointment shall be made at Annual Council in accordance with the Overview and Scrutiny Procedure Rules.’

STANDING ORDER 29.3 : POWERS AND DUTIES OF COMMITTEES, EXECUTIVE PANELS AND THE POLICY BOARD

‘Notwithstanding the aforementioned it is declared that, in respect of any application for planning permission within the terms of reference of the Planning Development Control Committee, the Committee shall not have delegated power to deal with that application if any Ward Member of the Ward in which the application site is situated, before a decision is made, either at the meeting, or prior to the meeting in writing to the Chief Executive & Town Clerk, requests that the Committee makes a recommendation to the Council on that application.

RECOMMENDED that Standing Order 29.3. be amended as shown.

DECIDED:

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

17TH MAY 2006

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	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. 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 will recall that the Licensing/Appeals Committee was adjusted to meet the requirements of the Licensing Act 2003 to provide a pool of Members any three of which sitting together can form a Sub-Committee.

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 4.5.2006. 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 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:

$74 \div 37 \times 27$	$= 54$	Conservative
$74 \div 37 \times 7$	$= 14$	Liberal Democrat
$74 \div 37 \times 3$	$= 6$	Labour

Calculation of Seats on Committees

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

	<u>Liberal</u>	
<u>Conservative</u>	<u>Democrat</u>	<u>Labour</u>
11 (10.94)	3 (2.83)	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>
8 (8.02)	2 (2.08)	1 (0.89)

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:

REVISED POLITICAL BALANCE PROPOSAL 2006/2007

Committees	Membership	Conservative	Liberal Democrat	Labour
Policy Board	11	8 (8.02)	2 (2.08)	1 (0.89)
Overview & Scrutiny	11	8	2	1
Community Services Panel	11	8	2	1
Environment Panel	11	8	2	1
Planning Development Control	15	11 (10.94)	3 (2.83)	1 (1.21)
Licensing/Appeals *	15	11 (10.94)	3	1
	<hr/>	<hr/>	<hr/>	<hr/>
	74	54	14	6

Total Entitlement

74 ÷ 37 x 27	=	54	Conservative
74 ÷ 37 x 7	=	14	Liberal Democrat
74 ÷ 37 x 3	=	6	Labour

- Note: 1. Standards Committee is outside Political Balance Requirements.
 2. Staff Appeals & Staff Appointments Committee are to be appointed as and when required.
 *3. In order to meet the requirements of the liquor licensing legislation which came into effect earlier this year, the Licensing Appeals Committee provides a pool of Members.

BRENTWOOD BOROUGH COUNCIL
REPORT OF THE CHIEF EXECUTIVE & TOWN CLERK
TO THE ANNUAL COUNCIL MEETING
17TH MAY 2006

ITEM 12

MEMBERS' ALLOWANCES 2006/2007

PURPOSE OF REPORT	To consider the level of allowances to be paid to Members of the Council.
CORPORATE OBJECTIVES	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 2006/2007 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 reviewed annually. The current Members' Allowances Scheme came into effect on 1.10.2003 and was reviewed in the light of the new political management arrangements implemented in June 2004.

Provision has been allowed in the budget for inflation. Members' Allowances have held at 2004/2005 levels. The current allowances are as follows:-

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

Special Responsibility Allowance (SRA)

Chairmen	£5,500
Vice-Chairmen	£1,000
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

Arrangements are being made to meet with the Independent Remuneration Panel prior to the meeting. Any recommendations of the Remuneration Panel will be reported to the meeting.

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

DECIDED:

**CALENDAR OF MEETINGS
2006/2007**

2006

MAY

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

JUNE

01	Thurs	
02	Fri	
03	Sat	
04	Sun	
05	Mon	
06	Tues	
07	Wed	Community Panel
08	Thurs	

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

JULY

01	Sat	
02	Sun	
03	Mon	Environment Panel (Public)
04	Tues	
05	Wed	Standards Committee
06	Thurs	
07	Fri	
08	Sat	
09	Sun	
10	Mon	Community Panel (Public)
11	Tues	
12	Wed	
13	Thurs	
14	Fri	
15	Sat	
16	Sun	
17	Mon	
18	Tues	
19	Wed	
20	Thurs	
21	Fri	
22	Sat	
23	Sun	
24	Mon	

25	Tues	
26	Wed	Planning Development Control Committee
27	Thurs	
28	Fri	
29	Sat	
30	Sun	
31	Mon	

AUGUST

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

SEPTEMBER

01	Fri	
02	Sat	
03	Sun	
04	Mon	Licensing Committee
05	Tues	Overview & Scrutiny Committee

06	Wed	Planning Development Control Committee
07	Thurs	
08	Fri	
09	Sat	
10	Sun	
11	Mon	
12	Tues	
13	Wed	Environment Panel
14	Thurs	
15	Fri	
16	Sat	
17	Sun	
18	Mon	
19	Tues	
20	Wed	Community Panel
21	Thurs	
22	Fri	
23	Sat	
24	Sun	
25	Mon	
26	Tues	
27	Wed	Member Training
28	Thurs	
29	Fri	
30	Sat	

OCTOBER

01	Sun	
02	Mon	
03	Tues	
04	Wed	
05	Thurs	
06	Fri	
07	Sat	
08	Sun	
09	Mon	Group
10	Tues	Planning Development Control Committee
11	Wed	Policy Board
12	Thurs	
13	Fri	
14	Sat	
15	Sun	
16	Mon	Group
17	Tues	Standards Committee
18	Wed	Ordinary Council (if required)
19	Thurs	
20	Fri	
21	Sat	

22	Sun	
23	Mon	
24	Tues	
25	Wed	Licensing/Appeals Committee
26	Thurs	
27	Fri	
28	Sat	
29	Sun	
30	Mon	
31	Tues	

NOVEMBER

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

DECEMBER

01	Fri	
02	Sat	
03	Sun	

04	Mon	Licensing/Appeals Committee
05	Tues	
06	Wed	Planning Development Control Committee
07	Thurs	
08	Fri	
09	Sat	
10	Sun	
11	Mon	Group
12	Tues	
13	Wed	Ordinary Council
14	Thurs	
15	Fri	
16	Sat	
17	Sun	
18	Mon	
19	Tues	
20	Wed	
21	Thurs	
22	Fri	
23	Sat	
24	Sun	
25	Mon	Christmas Day
26	Tues	Boxing Day
27	Wed	
28	Thurs	
29	Fri	
30	Sat	
31	Sun	

2007

JANUARY

01	Mon	New Year's Day
02	Tues	
03	Wed	
04	Thurs	
05	Fri	
06	Sat	
07	Sun	
08	Mon	Community Panel (Public)
09	Tues	
10	Wed	Environment Panel (Public)
11	Thurs	
12	Fri	
13	Sat	
14	Sun	
15	Mon	Overview & Scrutiny Committee
16	Tues	

17	Wed	Planning Development Control Committee
18	Thurs	
19	Fri	
20	Sat	
21	Sun	
22	Mon	
23	Tues	Standards Committee
24	Wed	Licensing/Appeals Committee
25	Thurs	
26	Fri	
27	Sat	
28	Sun	
29	Mon	
30	Tues	
31	Wed	Environment Panel

FEBRUARY

01	Thurs	
02	Fri	
03	Sat	
04	Sun	
05	Mon	
06	Tues	
07	Wed	Community Panel
08	Thurs	
09	Fri	
10	Sat	
11	Sun	
12	Mon	Overview & Scrutiny Committee
13	Tues	
14	Wed	Planning Development Control Committee
15	Thurs	
16	Fri	
17	Sat	
18	Sun	
19	Mon	Group
20	Tues	
21	Wed	Special Policy/Ordinary Council
22	Thurs	
23	Fri	
24	Sat	
25	Sun	
26	Mon	Member Training
27	Tues	
28	Wed	Environment Panel

MARCH

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

APRIL

01	Sun	
02	Mon	
03	Tues	
04	Wed	
05	Thurs	
06	Fri	Good Friday
07	Sat	
08	Sun	
09	Mon	Easter Monday
10	Tues	
11	Wed	
12	Thurs	
13	Fri	
14	Sat	
15	Sun	

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

MAY

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

LIST OF BACKGROUND PAPERS

LOCAL GOVERNMENT ACT 1972 (AS AMENDED)

COMMITTEE: **ANNUAL COUNCIL**

DATE: **17TH MAY 2006**

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 ELECTIONS 4.5.2006:** Appendix 2.
6. **POLITICAL GROUPS ON THE COUNCIL**
Notice received on 9.5.2006
7. **LEADER OF THE COUNCIL**
None
8. **CONSTITUTION OF THE COUNCIL**
Constitution of Council Reviewed 2005
9. **APPOINTMENT OF POLICY BOARD, EXECUTIVE PANELS AND COMMITTEES**
Appendix 1
Section 15 Local Government Act 1989
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 FROM THOSE APPOINTED TO THEM**
Appendix 1

12. **MEMBERS' ALLOWANCES 2006/2007**
Min 439, Ordinary Council 30.9.2003
Min 12, Annual Council 23.6.2004
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. **NOTICES OF MOTION**
None
18. **URGENT BUSINESS**
None