

8th May 2007

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, 16TH MAY 2007 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 2007/2008 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 2007/2008 to hold office until immediately after the election of the Mayor of the Borough at the Annual Meeting of the Council in 2008.

5. Brentwood Borough Council Elections 3.5.2007: The Chief Executive & Town Clerk will report the results of the elections (see Appendix 1).
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. (To follow).
7. Leader of the Council: To designate a "Leader of the Council". It is the Council's usual practice that the Leader of the majority political group on the Council shall be designated "Leader of the Council".

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

8. Appointment of Policy Board, Executive Panels and Committees.
 - (a) To review and determine the allocation of seats in accordance with the provisions of Section 15 of the Local Government and Housing Act 1989 and The Local Government (Committees and Political Groups) Regulations 1990 and to determine how many voting Members each shall consist of. A report has been circulated separately.
 - (b) To appoint the Policy Board, Executive Panels and Committees for the ensuing year of the Council.
 - (c) To receive the wishes of each Group about who is to be appointed to the seats allocated to them (Appendix 2: To follow).
- *9. Standing Groups and Boards: To appoint for the ensuing year.
- *10. Appointment of Chairman and Vice-Chairman of the Policy Board, Executive Panels, Committees and Standing Groups Boards etc from those appointed to them.
11. Members' Allowances 2007/2008: Members are invited to consider the report which has been circulated.
12. Code of Conduct: To adopt the revised Code of Conduct for Members. A separate report 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. (To follow).

*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.

Cr Kendall has given notice that he intends to move the following:-

"When taking a recorded vote a Member will be permitted to change his/her vote if immediately on giving his/her vote(s) he states his/her wish to amend it.

For the purpose of the Standing Order 'immediately' is defined as 'before the next Member has given his/her vote'."

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 2): (To follow)

Town Hall
Brentwood, Essex

8th May 2007

BRENTWOOD BOROUGH COUNCIL

ANNUAL COUNCIL MEETING

16TH MAY 2007

LIST OF APPENDICES AND REPORTS

<u>Item No.</u>	<u>Appendix No.</u>	<u>Subject</u>
5	1	Brentwood Borough Elections
3, 4, 8, 9, 10 & 16	2	List of Nominations
6		Political Groups on the Council
8(a)		Review of the Allocation of Seats to the Political Groups on the Council
11		Members' Allowances 2007/2008
12	3	Code of Conduct
15	4	Draft Calendar of Meetings
	5	Background Documents

BRENTWOOD BOROUGH COUNCIL

BOROUGH COUNCIL ELECTION

Date : 3rd May 2007

BOROUGH WARD	Candidates	Description	Votes Cast	
Brentwood North	Cheralyn Ann Lewis	The Conservative Party Candidate	764	
Electorate 4478	Julie Morrissey	The Labour Party Candidate	151	
Seats 1	Reginald Geoffrey Straw	Liberal Democrat	866	Elected
Ballot Papers 1797				
% Poll 40.13				
Brentwood South	Shirley Rose Howe	Liberal Democrat	262	
Electorate 3917	Mike Le-Surf	The Labour Party Candidate	608	Elected
Seats 1	Tony Williams	The Conservative Party Candidate	597	
Ballot Papers 1472				
% Poll 37.58				
Brentwood West	Karen Louise Chilvers	Liberal Democrat	866	Elected
Electorate 4331	Michael David Golding	The Conservative Party Candidate	722	
Seats 1	Peter John Mayo	The Labour Party Candidate	77	
Ballot Papers 1674				
% Poll 38.65				
Brizes & Doddington	Colin Stuart Brown	Liberal Democrat	579	
Electorate 4615	Yvonne Jeanette Maguire	UK Independence Party	204	
Seats 1	Keith Michael Sparling	The Conservative Party Candidate	868	Elected
Ballot Papers 1733	Barrie Ewart Wickerson	The Labour Party Candidate	74	
% Poll 37.55				
Herongate, Ingrave & West Horndon	Ross Adam Massingham Carter	Liberal Democrat	193	
Electorate 2861	Robert George Gow	The Labour Party Candidate	69	
Seats 1	Gordon Edward MacLellan	The Conservative Party Candidate	854	Elected
Ballot Papers 1121				
% Poll 39.18				
Hutton East	Caron Davis	Liberal Democrat	257	
Electorate 2820	Richard Joseph Enever	The Labour Party Candidate	86	
Seats 1	Christopher Roy Hossack	The Conservative Party Candidate	584	Elected
Ballot Papers 929				
% Poll 32.94				
Hutton North	Charles Reginald Bisson	The Labour Party Candidate	103	
Electorate 3068	Dudley John Payne	The Conservative Party Candidate	552	Elected
Seats 1	Graham David Soames	Independent	504	
Ballot Papers 1164				
% Poll 37.94				
Ingatestone, Fryerning & Mountnessing	Christopher Reginald Dale	Liberal Democrat	717	
Electorate 4663	Janette Pauline Gulleford	UK Independence Party	188	
Seats 1	Noelle Christina Hones	The Conservative Party Candidate	1102	Elected
Ballot Papers 2091	Jane Elizabeth Winter	The Labour Party Candidate	80	
% Poll 44.84				
Pilgrims Hatch	Mathew Jon Aspinell	Liberal Democrat	1010	Elected
Electorate 4474	Paula Michele Sparling	The Conservative Party Candidate	670	
Seats 1	Michele Anne Wigram	The Labour Party Candidate	66	
Ballot Papers 1750				
% Poll 39.11				

BRENTWOOD BOROUGH COUNCIL
BOROUGH COUNCIL ELECTION

Date : 3rd May 2007

BOROUGH WARD	Candidates	Description	Votes Cast	
Shenfield Electorate 4109 Seats 1 Ballot Papers 1619 % Poll 39.40	Phil Baker	The Conservative Party Candidate	1254	Elected
	Anne Valerie Long	Liberal Democrat	281	
	Ian Ralston Wands	The Labour Party Candidate	79	
Tipps Cross Electorate 2950 Seats 1 Ballot Papers 1167 % Poll 39.56	Alan Davies	Liberal Democrat	269	
	Madeline Joyce Wortley Henwood	The Conservative Party Candidate	828	Elected
	Paul Skingley	The Labour Party Candidate	66	
Warley Electorate 4280 Seats 1 Ballot Papers 1759 % Poll 41.10	Jill Felicity Hubbard	Liberal Democrat	771	
	William Albert Lloyd	The Conservative Party Candidate	882	Elected
	Richard Dobson Margrave	The Labour Party Candidate	91	

BRENTWOOD BOROUGH COUNCIL

ANNUAL MEETING

2007

LIST OF NOMINATIONS

Agenda

Item:

3. ELECTION OF MAYOR

Proposed: Cr Kenny

4. APPOINTMENT OF DEPUTY MAYOR

Proposed: Cr Payne

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

Policy Board

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

Conservative:

Crs Lewis, Baker, Faragher, Mrs McGinley, Miss Monnickendam, Parker, Quirk, Sleep.

Substitute Members: Crs Mrs Sheehan, Tee

Liberal Democrat:

Crs Ms Chilvers, Kendall

Substitute Members: Cr M Aspinell

Labour:

Cr Le-Surf

Substitute Member: Cr Minns

Community Panel

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

Conservative:

Crs Baker, Ms Golding, Harrison, Lee, Mrs McGinley, Parker, Mrs Pound, Sparling

Substitute Members: Crs Braid, Mrs Hones

Liberal Democrat:

Crs B Aspinell, Straw

Substitute Members: Cr Ms Chilvers

Labour:

Cr Le-Surf

Substitute Member: Cr Minns

Environment Panel

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

Conservative:

Crs Sleep, Mrs Coe, Mrs Holmes, Mrs Monnickendam, Quirk, Mrs Sheehan, Sparling, Tee

Substitute Members: Crs Mrs Brehaut, Lloyd

Liberal Democrat:

Crs M Aspinell, Kendall

Substitute Members: Cr B Aspinell

Labour:

Cr Le-Surf

Substitute Member: Cr Minns

Overview & Scrutiny Committee

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

Conservative:

Crs Hossack, Braid, Mrs Brehaut, Mrs Coe, Faragher, Mrs Henwood, Lloyd, Tee

Liberal Democrat:

Crs B Aspinell, Hardy

Labour:

Cr Minns

Planning Development Control Committee

Membership 15 (Con 12, LD 2, Lab 1)

Conservative:

Crs Miss Monnickendam, Mrs Brehaut, Faragher, Ms Golding, Mrs Holmes, Mrs Hones, Kenny, Lloyd, MacLellan, Mrs Monnickendam, Mrs Pound, Mrs Sheehan

Substitute Members: Crs Quirk, Tee

Liberal Democrat:

Crs Ms Chilvers, Hardy

Substitute Members: Cr Straw

Labour:

Cr Minns

Substitute Member: Cr Le-Surf

Licensing/Appeals Committee
Membership 15 (Con 12, LD 2, Lab 1)

Conservative:

Crs Payne, Braid, Good, Harrison, Mrs Henwood, Mrs Holmes, Mrs Hones, Lee, Mrs Monnickendam, Mrs Pound, Mrs Sheehan, Sparling

Liberal Democrat:

Crs M Aspinell, Straw

Labour:

Cr Elphick

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 Kendall

Labour - Cr Minns

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

Agenda

Item

9. APPOINTMENTS OF STANDING GROUPS AND BOARDS

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

Leader of the Council	: Cr Lewis
Deputy Leader of the Council	: Cr Mrs McGinley
Majority Group Nominee	:
Leader of Main Opposition Group	: Cr Kendall

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

Conservative

Crs Lewis, Baker
Reserve – Cr Mrs McGinley

Liberal Democrat

Cr Hardy
Reserve: Cr Kendall

(iii) INDEPENDENT REMUNERATION PANEL

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

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 Mrs McGinley

COMMUNITY PANEL

Chairman : Cr Baker
Vice-Chairman : Cr Parker

ENVIRONMENT PANEL

Chairman : Cr Sleep
Vice-Chairman : Cr Quirk

OVERVIEW & SCRUTINY COMMITTEE

Chairman : Cr Minns
Vice-Chairman : Cr Hossack

PLANNING DEVELOPMENT CONTROL COMMITTEE

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

LICENSING/APPEALS COMMITTEE

Chairman : Cr Payne
Vice-Chairman : Cr Lee

(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

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	-	Deputy Leader of the Council
Local Government Association	(1)	Indefinite	-	Leader of the Council
East of England Regional Assembly	(1)	May 2008	1	Deputy Leader of the Council
Brentwood & District Age Concern	(2)	May 2008	1	Crs Mrs Henwood and Straw
Brentwood Sports Council	(2)	May 2008	1	Proposed Cr Lloyd Cr Mrs Sheehan Cr B Aspinell Cr M Aspinell
E. & W. Horndon Village Hall Committee	(2)	May 2008	1	Crs MacLellan and Ms Golding
Brentwood Arts Council	(1)	May 2008	1	Cr Mrs Brehaut

<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>
Ingrave Comm Assn.	(1)	May 2008	1	Cr Le-Surf
Hutton Youth Project (formerly Hutton Community Association)	(1)	May 2008	1	Cr Payne
Eastern Essex & Herts Regional Employers Organisation for Local Authorities	(1)	June 2008	1	Cr Tee
Herongate Village Hall Man. Cttee	(1)	May 2008	1	Cr MacLellan
Three Arch Bridge Community Hall	(2)	May 2008	1	Cr Le-Surf and Minns
Brentwood Rugby Club Pavilion Man. Committee	(3)	May 2008	1	<u>Proposed</u> Cr Kenny Cr Lewis Cr Payne Cr B Aspinell Cr M Aspinell Cr Kendall
Brentwood Football Club Man Committee	(3)	May 2008	1	<u>Proposed</u> Cr Faragher Cr Kenny Cr Payne Cr B Aspinell Cr M Aspinell Cr Kendall
Ingatestone & Fryerning Community Club	(1)	May 2008	1	Cr Sleep
Citizens Advice Bureau	(2)	May 2008	1	Cr Mrs Henwood and Mrs Holmes

<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 & Landkreis Roth Twinning Association 1979	(3)	May 2008	1	<u>Proposed</u> Cr Mrs Brehaut Cr Mrs Henwood Cr Straw (Mayor and Deputy Mayor of the Council are President and Deputy-President of the Association respectively)
Brentwood/Montbazon Town Twinning Association	(3)	May 2008	1	Crs Le-Surf, Mrs Brehaut and Straw (Mayor and Deputy Mayor are President and Vice-President of the Association respectively)
Brentwood Theatre Trust	(2)	May 2008	1	Crs Mrs Brehaut and Le-Surf
Police Community Consultative Committee	(1)	May 2008	1	Cr Kenny
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 2008	1	Cr Mrs Pound
Council for Voluntary Service	(2)	May 2008	1	Mayor and Cr Mrs Brehaut
Local Government Arts Forum	(1)	May 2008	1	Cr Mrs McGinley
Thames Chase Joint Committees	(3)	May 2008	1	Crs Harrison, Straw and Tee

<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>
Museums in Essex Committee	(1)	May 2008	1	Cr Minns
Youth Arts Partnership	(1)	May 2008	1	Cr Mrs McGinley
Brentwood Locality Strategy Group	(2)	May 2008	1	Crs Mrs McGinley, Mrs Sheehan
Town Centre Partnership Board	(1)	May 2008	1	Cr Mrs McGinley
Community Transport Partnership	(2)	May 2008	1	Cr Sleep Cr Mrs McGinley
SNAP	(1)	May 2008	1	Cr Tee
Essex Waste Management Joint Committee	(1)	May 2008	1	Cr Sleep Sub: Quirk
Basildon & Thurrock Hospitals Trust	(1)	May 2008	1	Cr Mrs Brehaut
County Commissioning Body for Supporting People		May 2008	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 2008	1	Proposed Cr Elphick Cr Le-Surf Cr Minns Cr Baker Cr Sleep Cr Lee Cr Lloyd Brentwood County High School representative Mr A Grant [Mr G P Green Chairman and nominee of Lord of the Manor]
Hartwood Golf Club	(2)	May 2008	1	Cr Mrs Brehaut and Mrs Holmes
Relate	(1)	May 2008	1	Cr Mrs McGinley
Council for the Protection of Rural England (Essex Branch Advisory Cttee)	(1)	May 2008	1	Cr Mrs Henwood
South Weald Parish Hall	(2)	May 2008	1	Crs Mrs Coe and Mrs Holmes
Rural Community - Council of Essex	(1)	May 2008	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 2010	4	Cr Mrs Brehaut, Good, Mrs Hubbard
South Weald Charities	(4)	May 2010	4	Cr Mrs Coe, Vicar of St Peters, Mr Ellenby and TBA
Hutton Charities		May 2009 May 2011	4 4	Cr. Braid Cr Payne
Shenfield Charities		Indefinite		Mr. Franklin
Headley Common Trustees		May 2009 Aug 2009	4 4	Cr Tee & Mr Wild Mr Taylor & Mr O'Donoghue
Howard Memorial Trust		May 2008	1	Cr Ms Golding

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 St. Thomas C. of E.	(2)	Aug. 2008	1	Mr A Grant Mrs M McGeary
South Weald St. Peter's C. of E.	(1)	May 2008	1	Mr G Farrington
St. Joseph the Worker	(1)	May 2008	1	Mr J Harrison-Griffiths
St. Helen's R.C. Infants School	(1)	May 2008	1	Mrs A Chandler

<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>
Bentley C of E	(1)	May 2010	4	Mr Ewens
Holly Trees County Junior School		Aug 2008	4	Mr Barr
Hogarth County Primary School		Aug 2008	4	Mr Henderson
Hutton Long Ridings County Primary School		Aug 2008	4	Cr Payne
Ingrave Johnstone C of E		Aug 2008	4	Cr Ms Golding
Pilgrims Hatch Primary School		Aug 2008	4	Mr Hennessey
St Mary's, Shenfield C of E		Aug 2007	4	Mrs Groot
Warley County Primary School		Aug 2008	4	Mrs Irwin
Willowbrook Primary School		Oct 2008	4	Mr Wild
West Horndon County Primary School		Aug 2008	4	Mr Page
Adult Community Learning (formerly Mid Essex Adult Community College)		May 2010	4	Cr Minns
Sir Anthony Browne's School (Brentwood School)		Oct 2009	3	Cr Tee

BRENTWOOD BOROUGH COUNCIL

REPORT OF THE CHIEF EXECUTIVE & TOWN CLERK

TO THE ANNUAL COUNCIL MEETING

16TH MAY 2007

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 will ensure that its decision-making structures are effective, clear and transparent...”</i>
IMPLICATIONS	
<ul style="list-style-type: none">• Legality	The relevant legal provisions are contained in the Local Government and Housing Act 1989 and Local Government (Committees and Political Groups) Regulations 1990.
<ul style="list-style-type: none">• Finance	There are none in relation to this report.
<ul style="list-style-type: none">• Staff	There are none.
<ul style="list-style-type: none">• Risk Management	There are no additional risk management implications.
<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 management implications.
<ul style="list-style-type: none">• Diversity	There are no additional diversity 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

M J Aspinell
Ms K L Chilvers
Mrs N C Hones
M Le-Surf
W A Lloyd
K M Sparling

Political Group

Liberal Democrat
Liberal Democrat Group
Conservative Group
Labour Group
Conservative Group
Conservative Group

Notice of Change of Leader and Deputy Leader of Political Group

Deputy Leader of the Conservative Group	Cr Mrs McGinley
Leader of Liberal Democrat Group	Cr Kendall
Deputy Leader of Liberal Democrat Group	Cr B Aspinell

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

16TH MAY 2007

ITEM 8(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 will ensure that its 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.
• Diversity	There are no additional diversity 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 3.5.2007. 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:

$74 \div 37 \times 28$	$=$	56	Conservative
$74 \div 37 \times 6$	$=$	12	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>Conservative</u>	<u>Liberal Democrat</u>	<u>Labour</u>
12 (11.35)	2 (2.43)	1 (1.21)

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

<u>Conservative</u>	<u>Liberal Democrat</u>	<u>Labour</u>
8 (8.32)	2 (1.78)	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 2007/2008

Committees	Membership	Conservative	Liberal Democrat	Labour
Policy Board	11	8 (8.32)	2 (1.78)	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	12 (11.35)	2 (2.43)	1 (1.21)
Licensing/Appeals *	15	12 (11.35)	2	1
	<hr/>	<hr/>	<hr/>	<hr/>
	74	56	12	6

Total Entitlement

74 ÷ 37 x 28	=	56	Conservative
74 ÷ 37 x 6	=	12	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 in 2006, the Licensing Appeals Committee provides a pool of Members.

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

16TH MAY 2007

ITEM 11

MEMBERS' ALLOWANCES 2007/2008

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 - "The Council will ensure that its decision-making structures are effective, clear and transparent...."
IMPLICATIONS	
• Legal	The report has been prepared in accordance with legislation.
• Finance	Members' Allowances are included in the estimates for 2007/2008 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.
• Diversity	There are no diversity 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:-

Basic Allowance £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 have been made for the Independent Remuneration Panel to meet on 14.5.07. 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:

BRENTWOOD BOROUGH COUNCIL

REPORT OF THE CHIEF EXECUTIVE & TOWN CLERK

TO THE ANNUAL COUNCIL MEETING

16TH MAY 2007

ITEM 12

CODE OF CONDUCT FOR MEMBERS

PURPOSE OF REPORT	To consider the Code of Conduct for Members.
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 has powers under the Local Government Act 2000.
• Finance	There are no finance implications.
• Staff	There are no staff implications.
• Risk Management	Failure to adopt a new code will mean the code will be imposed on the authority.
• Asset Management	There are no asset management implications.
• Health & Safety	There are no health and safety implications.
• Diversity	There are no diversity implications.
ACTION REQUIRED	To agree and adopt the Code of Conduct for Members.

The Department of Communities and Local Government (DCLG) on 22nd January 2007 published a consultation paper seeking views on a proposed new Model Code for Local Authority Members. The Council duly responded with its comments on the revised draft Code as did more than 900 other consultees and following their consideration the DCLG has amended the proposed Draft Model Code.

The final version of this Model Code was laid before Parliament on 4th April 2007 and came into force on 3rd May 2007.

Section 51 of the Local Government Act 2000 states that authorities have six months to adopt the Code from the date it was made. This means that if authorities have not adopted the Code by 2nd October 2007 it will be imposed on them by default.

The Standards Board for England has strongly recommended that in order to facilitate the Code's implementation councils adopt the Model Code at

their first opportunity and without amendment. This will in their view give certainty to Members and the public as to what standards are expected and ensure consistency throughout England. The Standards Board has also recommended that authorities adopt the ten General Principles as a non-enforceable preamble to the Code to remind Members and the public of the principles underlying the Code.

Under Section 54(2)(a) of the 2000 Act the Standards Committee is given a specific statutory function to advise the Council on the adoption or revision of a Code of Conduct. Therefore, this Council's Standards Committee met on 30th April and unanimously recommended to this Annual Meeting that it formally adopts the new Code of Conduct for Members to come into force immediately. The recommended Code of Conduct is attached as Appendix 3.

RECOMMENDED that the Council formally adopts the new Code of Conduct for Members in the form set out at Appendix 3 to this report and that the new Code of Conduct comes into force on 17th May 2007.

DECIDED:

BRENTWOOD BOROUGH COUNCIL

CODE OF CONDUCT FOR MEMBERS

Introduction

This Code of Conduct was adopted by Brentwood Borough Council in accordance with Section 51(2) of the Local Government Act 2000 at its meeting on 16th May 2007 and came into effect on 17th May 2007.

Preamble

The General Principles

(N.B. These do not form part of the Code but are included for completeness as the principles which govern the conduct of Members)

Selflessness

1. Members should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.

Honesty and Integrity

2. Members should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour.

Objectivity

3. Members should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.

Accountability

4. Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should co-operate fully and honestly with any scrutiny appropriate to their particular office.

Openness

5. Members should be as open as possible about their actions and those of their authority, and should be prepared to give reasons for those actions.

Personal Judgement

6. Members may take account of the views of others, including their political groups, but should reach their own conclusions on the issues before them and act in accordance with those conclusions.

Respect for Others

7. Members should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability. They should respect the impartiality and integrity of the authority's statutory officers, and its other employees.

Duty to Uphold the Law

8. Members should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in them.

Stewardship

9. Members should do whatever they are able to do to ensure that their authorities use their resources prudently and in accordance with the law.

Leadership

10. Members should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.

Part 1

General provisions

Introduction and Interpretation

1. (1) This Code applies to **you** as a member of an authority.
(2) You should read this Code together with the general principles prescribed by the Secretary of State.
(3) It is your responsibility to comply with the provisions of this Code.
(4) In this Code—
“meeting” means any meeting of—
(a) the authority;
(b) any of the authority's committees or sub-committees, joint committees or joint sub-committees;
“member” includes a co-opted member and an appointed member.
(5) In relation to a parish council, references to an authority's monitoring officer and an authority's standards committee shall be read, respectively, as

references to the monitoring officer and the standards committee of the district council or unitary county council which has functions in relation to the parish council for which it is responsible under section 55(12) of the Local Government Act 2000.

Scope

2. (1) Subject to sub-paragraphs (2) to (5), you must comply with this Code whenever you—
 - (a) conduct the business of your authority (which, in this Code, includes the business of the office to which you are elected or appointed); or
 - (b) act, claim to act or give the impression you are acting as a representative of your authority,and references to your official capacity are construed accordingly.
- (2) Subject to sub-paragraphs (3) and (4), this Code does not have effect in relation to your conduct other than where it is in your official capacity.
- (3) In addition to having effect in relation to conduct in your official capacity, paragraphs 3(2)(c), 5 and 6(a) also have effect, at any other time, where that conduct constitutes a criminal offence for which you have been convicted.
- (4) Conduct to which this Code applies (whether that is conduct in your official capacity or conduct mentioned in sub-paragraph (3)) includes a criminal offence for which you are convicted (including an offence you committed before the date you took office, but for which you are convicted after that date).
- (5) Where you act as a representative of your authority
 - (a) on another relevant authority, you must, when acting for that other authority, comply with that other authority's code of conduct; or
 - (b) on any other body, you must, when acting for that other body, comply with your authority's code of conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

General Obligations

3. (1) You must treat others with respect.
- (2) You must not—
 - (a) do anything which may cause your authority to breach any of the equality enactments (as defined in section 33 of the Equality Act 2006);
 - (b) bully any person;
 - (c) intimidate or attempt to intimidate any person who is or is likely to be
 - (i) a complainant,
 - (ii) a witness, or
 - (iii) involved in the administration of any investigation or proceedings,

- in relation to an allegation that a member (including yourself) has failed to comply with his or her authority's code of conduct; or
- (d) do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, your authority.
- (3) In relation to police authorities and the Metropolitan Police Authority, for the purposes of sub-paragraph (2)(d) those who work for, or on behalf of, an authority are deemed to include a police officer.
4. You must not—
- (a) disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where—
- (i) you have the consent of a person authorised to give it;
- (ii) you are required by law to do so;
- (iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or
- (iv) the disclosure is—
- (aa) reasonable and in the public interest; and
- (bb) made in good faith and in compliance with the reasonable requirements of the authority; or
- (b) prevent another person from gaining access to information to which that person is entitled by law.
5. You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute.
6. You—
- (a) must not use or attempt to use your position as a member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage; and
- (b) must, when using or authorising the use by others of the resources of your authority—
- (i) act in accordance with your authority's reasonable requirements; and
- (ii) ensure that such resources are not used improperly for political purposes (including party political purposes).
- (c) must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

Part 2

Interests

Personal Interests

7. (1) You have a personal interest in any business of your authority where either—

- (a) it relates to or is likely to affect—
- (i) any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by your authority;
 - (ii) any body—
 - (aa) exercising functions of a public nature;
 - (bb) directed to charitable purposes; or
 - (cc) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union),
 of which you are a member or in a position of general control or management;
 - (iii) any employment or business carried on by you;
 - (iv) any person or body who employs or has appointed you;
 - (v) any person or body, other than a relevant authority, who has made a payment to you in respect of your election or any expenses incurred by you in carrying out your duties;
 - (vi) any person or body who has a place of business or land in your authority's area, and in whom you have a beneficial interest in a class of securities of that person or body that exceeds the nominal value of £25,000 or one hundredth of the total issued share capital (whichever is the lower);
 - (vii) any contract for goods, services or works made between your authority and you or a firm in which you are a partner, a company of which you are a remunerated director, or a person or body of the description specified in paragraph (vi);
 - (viii) the interests of any person from whom you have received a gift or hospitality with an estimated value of at least £25;
 - (ix) any land in your authority's area in which you have a beneficial interest;
 - (x) any land where the landlord is your authority and you are, or a firm in which you are a partner, a company of which you are a remunerated director, or a person or body of the description specified in paragraph (vi) is, the tenant;
 - (xi) any land in the authority's area for which you have a licence (alone or jointly with others) to occupy for 28 days or longer; or
- (b) a decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a relevant person to a greater extent than the majority of—
- (i) (in the case of authorities with electoral divisions or wards) other council tax payers, ratepayers or inhabitants of the electoral division or ward, as the case may be, affected by the decision; or

- (ii) (In the case of the Greater London Authority) other Council tax payers, ratepayers or inhabitants of the Assembly constituency affected by the decision; or
 - (iii) (in all other cases) other council tax payers, ratepayers or inhabitants of your authority's area.
- (2) In sub-paragraph (1)(b), a relevant person is—
- (a) a member of your family or any person with whom you have a close association; or
 - (b) any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;
 - (c) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
 - (d) any body of a type described in sub-paragraph (1)(a)(i) or (ii).

Disclosure of Personal Interests

8. (1) Subject to sub-paragraphs (2) to (5), where you have a personal interest in any business of your authority and you attend a meeting of your authority at which the business is considered, you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.
- (2) Where you have a personal interest in any business of your authority which relates to or is likely to affect a person described in paragraph 7(1)(a)(i) or 7(1)(a)(ii)(aa), you need only disclose to the meeting the existence and nature of that interest when you address the meeting on that business.
- (3) Where you have a personal interest in any business of the authority of the type mentioned in paragraph 7(1)(a)(viii), you need not disclose the nature or existence of that interest to the meeting if the interest was registered more than three years before the date of the meeting.
- (4) Sub-paragraph (1) only applies where you are aware or ought reasonably to be aware of the existence of the personal interest.
- (5) Where you have a personal interest but, by virtue of paragraph 12, sensitive information relating to it is not registered in your authority's register of members' interests, you must indicate to the meeting that you have a personal interest, but need not disclose the sensitive information to the meeting.

Prejudicial Interest Generally

9. (1) Subject to sub-paragraph (2), where you have a personal interest in any business of your authority you also have a prejudicial interest in that business where the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest.
- (2) You do not have a prejudicial interest in any business of the authority where that business—

- (a) does not affect your financial position or the financial position of a person or body described in paragraph 7;
- (b) does not relate to the determining of any approval, consent, licence, permission or registration in relation to you or any person or body described in paragraph 7; or
- (c) relates to the functions of your authority in respect of—
 - (i) statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to the receipt of, such pay;
 - (ii) an allowance, payment or indemnity given to members;
 - (iii) any ceremonial honour given to members; and
 - (iv) setting council tax or a precept under the Local Government Finance Act 1992.

Effect of Prejudicial Interests on Participation

- 10.** (1) Subject to sub-paragraph (2), where you have a prejudicial interest in any business of your authority—
- (a) you must withdraw from the room or chamber where a meeting considering the business is being held—
 - (i) in a case where sub-paragraph (2) applies, immediately after making representations, answering questions or giving evidence;
 - (ii) in any other case, whenever it becomes apparent that the business is being considered at that meeting;
 unless you have obtained a dispensation from your authority's standards committee; and
 - (b) you must not seek improperly to influence a decision about that business.
- (2) Where you have a prejudicial interest in any business of your authority, you may attend a meeting but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.

Part 3

Registration of Members' Interests

Registration of Members' Interests

- 11.** (1) Subject to paragraph 12, you must, within 28 days of—
- (a) this Code being adopted by or applied to your authority; or
 - (b) your election or appointment to office (where that is later),
- register in your authority's register of members' interests (maintained under section 81(1) of the Local Government Act 2000) details of your personal

interests where they fall within a category mentioned in paragraph 8(1)(a), by providing written notification to your authority's monitoring officer.

- (2) Subject to paragraph 12, you must, within 28 days of becoming aware of any new personal interest or change to any personal interest registered under paragraph (1), register details of that new personal interest or change by providing written notification to your authority's monitoring officer.

Sensitive Information

12. (1) Where you consider that the information relating to any of your personal interests is sensitive information, and your authority's monitoring officer agrees, you need not include that information when registering that interest, or, as the case may be, a change to that interest under paragraph 11.
- (2) You must, within 28 days of becoming aware of any change of circumstances which means that information excluded under paragraph (1) is no longer sensitive information, notify your authority's monitoring officer asking that the information be included in your authority's register of members' interests.
- (3) In this Code, "sensitive information" means information whose availability for inspection by the public creates, or is likely to create, a serious risk that you or a person who lives with you may be subjected to violence or intimidation.

15. **CALENDAR OF MEETINGS 2007/08**

PURPOSE OF REPORT	To advise of the calendar of meetings for 2007/08.
CORPORATE OBJECTIVES	Open, Responsive and Accountable Government Core value - "The Council will ensure that its decision-making structures are effective, clear and transparent..."
IMPLICATIONS	
• Legal	The report has been prepared in accordance with legislation.
• 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 & safety implications.
• Diversity	There are no diversity implications.
ACTION REQUIRED	To adopt the proposed Calendar of Meetings for 2007/08.

The proposed calendar of Meetings for 2007/08 is attached for the Council's adoption.

Members will note that the Calendar of Meetings includes dates for 'Citizen Panel' meetings in place of the former Community and Environment Panel 'open meetings'.

Members are reminded that the Audit Commission has advised that the Council will be subject to an 'Access to Services' inspection later in the year, and the initial indications are that this will take place in September 2007.

The establishment of the Citizen Panel meetings will assist the Council in that inspection process, and provide a useful mechanism to engage with residents and service users etc on services provided by the Council, including service standards etc.

The Access to Services inspection will be a full cross cutting corporate inspection, touching on all functions and services, and covering four broad themes:

- Ease of access to services
- Using e-government to support access to services
- Reaching all parts of the community
- Partnership working

As with other inspection processes, the Access to Services inspection is guided by prescribed Key Lines of Enquiry and will firstly judge how good access to services is in Brentwood, and secondly will assess the Council's prospects for improving access to services.

DECIDED:

CALENDAR OF MEETINGS
2007/2008

2007

MAY

01	Tues	
02	Wed	
03	Thurs	Borough 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
24	Thurs	
25	Fri	
26	Sat	
27	Sun	
28	Mon	Bank Holiday
29	Tues	
30	Wed	
31	Thurs	

JUNE

01	Fri	
02	Sat	
03	Sun	
04	Mon	Members' Training
05	Tues	Licensing/Appeals Committee
06	Wed	Community Panel
07	Thurs	

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

JULY

01	Sun	
02	Mon	
03	Tues	
04	Wed	Standards Committee
05	Thurs	
06	Fri	
07	Sat	
08	Sun	
09	Mon	
10	Tues	
11	Wed	
12	Thurs	
13	Fri	
14	Sat	
15	Sun	
16	Mon	Citizens Panel
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
31	Tues

AUGUST

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

Bank Holiday

SEPTEMBER

01	Sat
02	Sun

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

OCTOBER

01	Mon	
02	Tues	Overview & Scrutiny Committee
03	Wed	Member Training
04	Thurs	
05	Fri	
06	Sat	
07	Sun	
08	Mon	Group
09	Tues	Standards Committee
10	Wed	Ordinary Council
11	Thurs	
12	Fri	
13	Sat	
14	Sun	
15	Mon	
16	Tues	
17	Wed	

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

NOVEMBER

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

DECEMBER

01	Sat	
02	Sun	
03	Mon	Licensing/Appeals Committee
04	Tues	
05	Wed	Planning Development Control Committee
06	Thurs	
07	Fri	
08	Sat	
09	Sun	
10	Mon	Group
11	Tues	
12	Wed	Ordinary Council
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	Christmas Day
26	Wed	Boxing Day
27	Thurs	
28	Fri	
29	Sat	
30	Sun	
31	Mon	

2008

JANUARY

01	Tues	New Year's Day
02	Wed	
03	Thurs	
04	Fri	
05	Sat	
06	Sun	
07	Mon	
08	Tues	
09	Wed	Citizens Panel
10	Thurs	

11	Fri	
12	Sat	
13	Sun	
14	Mon	
15	Tues	Licensing/Appeals Committee
16	Wed	Planning Development Control Committee
17	Thurs	
18	Fri	
19	Sat	
20	Sun	
21	Mon	
22	Tues	Overview & Scrutiny Committee
23	Wed	Standards Committee
24	Thurs	
25	Fri	
26	Sat	
27	Sun	
28	Mon	
29	Tues	
30	Wed	Environment Panel
31	Thurs	

FEBRUARY

01	Fri	
02	Sat	
03	Sun	
04	Mon	
05	Tues	
06	Wed	Community Panel
07	Thurs	
08	Fri	
09	Sat	
10	Sun	
11	Mon	
12	Tues	
13	Wed	
14	Thurs	
15	Fri	
16	Sat	
17	Sun	
18	Mon	Overview and Scrutiny Committee
19	Tues	
20	Wed	Planning Development Control Committee
21	Thurs	
22	Fri	
23	Sat	

24	Sun	
25	Mon	Group
26	Tues	Special Policy/Ordinary Council
27	Wed	
28	Thurs	
29	Fri	

MARCH

01	Sat	
02	Sun	
03	Mon	Member Training
04	Tues	Environment Panel
05	Wed	Community Panel
06	Thurs	
07	Fri	Civic Dinner
08	Sat	
09	Sun	
10	Mon	Group
11	Tues	
12	Wed	Policy Board
13	Thurs	
14	Fri	
15	Sat	
16	Sun	
17	Mon	Group
18	Tues	Planning Development Control Committee
19	Wed	Ordinary Council
20	Thurs	
21	Fri	Good Friday
22	Sat	
23	Sun	
24	Mon	Easter Monday
25	Tues	
26	Wed	Standards Committee
27	Thurs	Licensing/Appeals Committee (if required)
28	Fri	
29	Sat	
30	Sun	
31	Mon	

APRIL

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
29	Tues
30	Wed

Planning Development Control Committee

MAY

01	Thurs
02	Fri
03	Sat
04	Sun
05	Mon
06	Tues
07	Wed
08	Thurs
09	Fri
10	Sat
11	Sun
12	Mon
13	Tues
14	Wed
15	Thurs
16	Fri
17	Sat
18	Sun
19	Mon

Borough Council Elections

Bank Holiday
Group

Annual Meeting

20	Tues				
21	Wed	Planning	Development	Control	Committee
		(Provisional)			
22	Thurs				
23	Fri				
24	Sat				
25	Sun				

LIST OF BACKGROUND PAPERS**LOCAL GOVERNMENT ACT 1972 (AS AMENDED)****COMMITTEE:** ANNUAL COUNCIL**DATE:** 16TH MAY 2007**AGENDA ITEM & BACKGROUND DOCUMENTS****REF**

1.	<u>APOLOGIES FOR ABSENCE</u> None	
2.	<u>MAYOR'S ANNOUNCEMENTS AND PRESENTATIONS</u> None	
3.	<u>ELECTION OF MAYOR</u> None	
4.	<u>APPOINTMENT OF DEPUTY MAYOR</u> None	
5.	<u>BRENTWOOD BOROUGH ELECTIONS 3.5.2007:</u> Appendix 1.	
6.	<u>POLITICAL GROUPS ON THE COUNCIL</u> Notice received on 8.5.2007	
7.	<u>LEADER OF THE COUNCIL</u> None	
8.	<u>APPOINTMENT OF POLICY BOARD, EXECUTIVE PANELS AND COMMITTEES</u> Appendix 2 Section 15 Local Government Act 1989	
9.	<u>STANDING GROUPS AND BOARDS</u> Appendix 2	
10.	<u>APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN OF THE POLICY BOARD, EXECUTIVE PANELS, COMMITTEES AND STANDING GROUPS BOARDS ETC FROM THOSE APPOINTED TO THEM</u> Appendix 2	

AGENDA ITEM & BACKGROUND DOCUMENTS**REF**

11.	<u>MEMBERS' ALLOWANCES 2007/2008</u> Min 439, Ordinary Council 30.9.2003 Min 12, Annual Council 23.6.2004	
12.	<u>CODE OF CONDUCT</u> Min 587, Special Standards Committee 30.4.07	
13.	<u>MEMORIALS OR PETITIONS</u> None	
14.	<u>QUESTIONS</u> None	
15.	<u>DAY AND HOUR OF MEETINGS</u> Appendix 4	
16.	<u>APPOINTMENT OF REPRESENTATIVES ON OUTSIDE ORGANISATIONS</u> Appendix 2	
17.	<u>NOTICES OF MOTION</u> Councillor Kendall dated 4.5.07	
18.	<u>URGENT BUSINESS</u> None	