

5th May 2009

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, 13TH MAY 2009 at 7 pm** to consider the following business.

Yours faithfully

A handwritten signature in dark ink, appearing to be 'John Smith', written in a cursive style.

Chief Executive

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 2009/2010 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 2009/2010 to hold office until immediately after the election of the Mayor of the Borough at the Annual Meeting of the Council in 2010.

5. 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”.

- *6. 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](#)).
- *7. Standing Groups and Boards: To appoint for the ensuing year.
- *8. Appointment of Chairman and Vice-Chairman of the Policy Board, Executive Panels, Committees and Standing Groups Boards etc. from those appointed to them.
9. Members’ Allowances 2009/2010: Members are invited to consider the report attached as [Appendix 2](#).
10. Members' attendance at scheduled meetings: Members are invited to consider the attached report. ([Appendix 3](#)).
11. Memorials or Petitions: Presentation of Memorials or Petitions (if any) by a Member in accordance with Standing Order No. 18.
12. Questions: To answer questions (if any) pursuant to Standing Order No. 9, of which previous Notice has been given to the Chief Executive.
13. 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 4](#) for consideration).
14. Appointment of Representatives on Outside Organisations: The Council is asked to make the appointments to the various Outside Organisations ([Appendix 5](#)).
15. Notices of Motion: To consider Notices of Motion of which notice has been given to the Chief Executive pursuant to Standing Order No. 6.

16. 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

5th May 2009

BRENTWOOD BOROUGH COUNCIL

ANNUAL COUNCIL MEETING

13TH MAY 2009

LIST OF APPENDICES AND REPORTS

<u>Item No.</u>	<u>Appendix No.</u>	<u>Subject</u>
3, 4, 6, 7 and 8	1	List of Nominations
9	2	Members' Allowances 2009/10
10	3	Members' Attendance at scheduled Meetings
13	4	Draft Calendar of Meetings
14.	5	Appointment of Representatives on Outside Organisations.
	6	Background Documents

BRENTWOOD BOROUGH COUNCIL

ANNUAL MEETING

2009

LIST OF NOMINATIONS

ANNUAL MEETING 2009 - LIST OF NOMINATIONS

Agenda Items

3. **ELECTION OF MAYOR**

Proposed: Nomination to follow.

4. **APPOINTMENT OF DEPUTY MAYOR**

Proposed: Nomination to follow.

6. **APPOINTMENT OF POLICY BOARD, EXECUTIVE PANELS AND COMMITTEES**

POLICY BOARD

Membership 11

(Con 8, Lib Dem 2, Lab 1)

Conservative

1. Cr. Baker
2. Cr. Ms Golding
3. Cr. Mrs Holmes
4. Cr. Lee
5. Cr. Lloyd
6. Cr. Mrs McKinlay
7. Cr. Quirk
8. Cr. Mrs Sheehan

Substitute Members

Cr. Mrs Pound

Cr. Sparling

Lib Dem

1. Cr. Kendall
2. Cr. Mrs Chilvers

Substitute Member

Cr. R Carter

Labour

Cr. Le-Surf

Substitute Member

Cr. Minns

OVERVIEW AND SCRUTINY COMMITTEE

Membership 11

(Con 8, Lib Dem 2, Independent 1)

Conservative

1. Cr. Braid
2. Cr. Mrs Henwood
3. Cr. Mrs Hones
4. Cr. Hossack
5. Cr. MacLellan
6. Cr. Parker
7. Cr. Payne
8. Cr. Tee

Lib Dem

1. Cr. B Aspinell
2. Cr. Straw

Labour

Cr Minns

JOINT COMMITTEE FOR COUNTRY PARKS AND COUNTRYSIDE ESTATE

Membership 2

(Con 2)

1. Cr. Golding
2. Cr. Mrs Sheehan

Substitute Members

Cr. Lloyd

Cr. Mrs Pound

HEALTH, HOUSING AND LEISURE PANEL

Membership 11
(Con 8, Lib Dem 2, Lab 1)

Conservative

1. Cr. Braid
2. Cr. Mrs Brehaut
3. Cr. Harrison
4. Cr. Mrs Henwood
5. Cr. Mrs Pound
6. Cr. Reed
7. Cr. Mrs Sheehan
8. Cr. Sparling

Substitute Members

Cr. Lloyd
Cr. Tee

Lib Dem

1. Cr. M Aspinell
2. Cr. Ms Chilvers

Substitute Member

Cr. Kendall

Labour

Cr. Le-Surf

Substitute Member

Cr. Minns

ENVIRONMENT AND PARKING MANAGEMENT PANEL

Membership 11
(Con 8, Lib Dem 2, Independent 1)

Conservative

1. Cr. Baker
2. Cr. Mrs Brehaut
3. Cr. Mrs Coe
4. Cr. Golding
5. Cr. MacLellan
6. Cr. Mrs Pound
7. Cr. Quirk
8. Cr. Reed

Substitute Members

Cr Braid
Cr McCheyne

Lib Dem

1. Cr. Carter
2. Cr. Kendall

Substitute Member

Cr. M Aspinell

Independent

Cr. Keeble

PLANNING DEVELOPMENT CONTROL COMMITTEE

Membership 15 (Con 12, Lib Dem 2, Lab 1)

Conservative

1. Cr. Mrs Brehaut
2. Cr. Mrs Coe
3. Cr. Ms Golding
4. Cr. Hones
5. Cr. Hossack
6. Cr. Lloyd

Substitute Members

Cr. Golding
Cr. Payne

7. Cr McCheyne
8. Cr. MacLellan
9. Cr. Mrs Monnickendam
10. Cr. Mrs Pound
11. Cr. Reed
12. Cr. Sleep

Lib Dem

1. Cr. Carter
2. Cr. Ms Chilvers

Labour
Cr. Minns

Substitute Member
Cr. Le-Surf

Substitute Member
Cr. Kendall

HIGHWAYS LOCALISM PANEL

Membership 11 (Con 8, Lib Dem 2, Lab 1)

Conservative

1. Cr. Mrs Coe
2. Cr. Golding
3. Cr. Mrs Hones
4. Cr. Lee
5. Cr. Lloyd
6. Cr. Mrs McCheyne
7. Cr. Monnickendam
8. Cr. Sparling

Substitute Members
Cr. Mrs Brehaut
Cr. Reed

Lib Dem

1. Cr. Ms Chilvers
2. Cr. Kendall

Substitute Member
Cr. Carter

Labour

Cr. Le-Surf
Substitute Member: Cr Minns

LICENSING/APPEALS COMMITTEE

Membership 15 (Con 12, Lib Dem 2, Lab 1)

Conservative

1. Cr. Braid
2. Cr. Mrs Coe
3. Cr. Harrison
4. Cr. Mrs Henwood
5. Cr. Mrs Holmes
6. Cr. Lee
7. Cr. McCheyne
8. Cr. Mrs Monnickendam
9. Cr. Parker
10. Cr. Payne
11. Cr. Sleep
12. Cr. Tee

Lib Dem

1. Cr. M Aspinell
2. Cr. Straw

Independent

Keeble

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

AUDIT COMMITTEE

Membership 5 (Con 3, Lib Dem 1, Lab 1)

Conservative

1. Cr. Hossack
2. Cr. Mrs McGinley
3. Cr. Parker

Lib Dem

Cr. B Aspinell

Labour

Cr Minns

STANDARDS COMMITTEE

Membership 12 (3 Independent Members, 3 Parish Council Representatives, Borough Councillors - 3 Con, 2 Lib Dem, 1 Lab)

Independent Members

Mr R Horton
Mr P Clements
Mr C Van-Holby
Mr P Baggott
Mrs S Murphy
Mr C Price

Parish Council Representatives

Borough Council Members

Conservative (3)

Cr. Baker
Cr. Mrs McGinley
Cr. Reed

Liberal Democrat (2)

Cr. B Aspinell

Labour (1)

Cr. Straw
Cr. Minns

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

7. **APPOINTMENT OF STANDING GROUPS AND BOARDS**

(i) **STAFF LOCAL AGREEMENT CONSULTATION FORUM**

Employer's Side (The Council)

Leader of the Council:

Cr. Mrs McKinlay

Deputy Leader of the Council:

Cr. Mrs McGinley

Majority Group Nominee:

As required

Leader of Main Opposition Group:

Cr. Kendall

(ii) **PUBLIC INFORMATION PANEL**

Membership 3 (Con 2, Lib Dem 1)

Conservative

Cr. Mrs McKinlay
Cr. Quirk
Reserve: Cr. Mrs Sheehan

Liberal Democrat

Cr. Ms Chilvers
Reserve: Cr. Kendall

(iii) **INDEPENDENT REMUNERATION PANEL**

Mr N Abbott

Mr M Hawkins

Mr N Otley

8. **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 Mrs McKinlay
Vice-Chairman	: Cr Baker

OVERVIEW AND SCRUTINY COMMITTEE

Chairman	Cr B Aspinell
Vice-Chairman	Cr Payne

JOINT COMMITTEE FOR COUNTRY PARKS AND COUNTRYSIDE ESTATE

Chairman	To be decided by Committee members
Vice-Chairman	To be decided by Committee members

HEALTH, HOUSING AND LEISURE PANEL

Chairman	:	: Cr Mrs Sheehan
Vice-Chairman	:	: Cr Mrs Pound

ENVIRONMENT AND PARKING MANAGEMENT PANEL

Chairman	: Cr Quirk
Vice-Chairman	: Cr Golding

PLANNING DEVELOPMENT CONTROL COMMITTEE

Chairman	: Cr Ms Golding
Vice-Chairman	: Cr McCheyne

AUDIT COMMITTEE

Chairman	: Cr Mrs McGinley
Vice-Chairman	: Cr Parker

HIGHWAYS LOCALISM PANEL

Chairman	: Cr Lee
Vice-Chairman	: Cr Sparling

LICENSING/APPEALS COMMITTEE

Chairman	:	: Cr Mrs Holmes
Vice-Chairman	:	: Cr Mrs Coe

(ii) STANDING GROUPS AND BOARDS

Staff Local Agreement Consultation

Forum

Chairman	: Leader of the Council
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Public Information Panel

Chairman	: Cr Mrs McKinlay
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Enforcement Champion : Cr Baker

Crime and Disorder Partnership

Chairman : Cr Payne

BRENTWOOD BOROUGH COUNCIL
REPORT OF THE CHIEF EXECUTIVE
TO THE ANNUAL COUNCIL MEETING
13TH MAY 2009

ITEM 6(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 no additional staffing implications.
• 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 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. 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:

$92 \div 36 \times 2$	$=$	69	Conservative
$92 \div 36 \times 6$	$=$	15	Liberal Democrat
$92 \div 36 \times 2$	$=$	6	Labour
$92 \div 36 \times 1$	$=$	2	Independent

Calculation of Seats on Committees

Committees with a membership of 15:

	<u>Conservative</u>	<u>Liberal Democrat</u>	<u>Labour</u>	<u>Independent</u>
Planning Development Control	12 (11.66)	2 (2.49)	1 (0.83)	0
Licensing/Appeals	12 (11.66)	2 (2.49)	0	1(0.42)

Committees with a membership of 11:

	<u>Conservative</u>	<u>Liberal Democrat</u>	<u>Labour</u>	<u>Independent</u>
Policy Board/ Overview and Scrutiny Committee/ Health, Housing and Leisure Panel/ Highways Localism Panel	8 (8.55)	2 (1.83)	1 (0.61)	0
Environment and Parking Management Panel	8(8.55)	2(1.83)	0	1(0.31)

Committee with a membership of 5:

	Conservative	Liberal Democrat	Labour	Independent
Audit Committee	3(3.88)	1(0.83)	1(0.28)	0

Committee with BBC membership of 2:

	Conservative	Liberal Democrat	Labour	Independent
Joint Committee for Country Parks and Countryside Estate	2	0	0	0

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. The revised Terms of Reference including the Audit Committee and the Joint Committee for Country Parks and Countryside Estate.

DECIDED:

REVISED POLITICAL BALANCE PROPOSAL 2009/2010

Committees	Membership	Conservative	Liberal Democrat	Labour	Independent
Policy Board	11	8	2	1	
Overview and Scrutiny Committee	11	8	2	1	
Joint Committee for Country Parks and Countryside Estate	2	2			
Health, Housing and Leisure Panel	11	8	2	1	
Environment and Parking Management Panel	11	8	2		1
Planning Development Control Committee	15	12	2	1	
Audit Committee	5	3	1	1	
Highways Localism Panel	11	8	2	1	
Licensing/Appeals Committee*	15	12	2	1	1
	<hr/> 92	<hr/> 69	<hr/> 15	<hr/> 6	<hr/> 2
Total Entitlement:	92 ÷ 36 x 27 = 69 (68.99)	Conservative			
	92 ÷ 36 x 6 = 15 (15.33)	Liberal Democrat			
	92 ÷ 36 x 2 = 5 (5.11)	Labour			
	92 ÷ 36 x 1 = 3 (2.55)	Independent			

- Note:**
1. Standards Committee is outside Political Balance Requirements
 2. Staff Appeals and 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.

1. THE POLICY BOARD EXECUTIVE PANELS AND COMMITTEES OF THE COUNCIL

STATEMENT AND DESCRIPTION

Currently under Section 101 of the Local Government Act 1972, the Council appoints five 'Policy Committees' and two 'Regulatory Committees' for the discharge of the functions of the Council.

The four 'Policy Committees' comprise the Policy Board and three 'Executive Panels' namely the Environment and Parking Management Panel, Health, Housing & Leisure Panel and Highways Localism Panel.

Councillors are appointed to the Policy Board, Executive Panels and Committees at the Annual Meeting of the Council.

The membership of the Policy Board and Executive Panels is limited to 11 Members or such other number as may be determined at the Annual Meeting of the Council.

There are two regulatory Committees dealing with Planning Development Control and Licensing/Appeals. The membership of the Planning Development Control Committee is fifteen Members. The membership of the Licensing/Appeals Committee membership is fifteen Members. Any three Members sitting together can form a Sub-Committee to determine matters falling within the responsibility of the Licensing/Appeals Committee.

The numbers of Members of these Committees may be varied at the Annual Meeting of the Council.

The Policy Board, Executive Panels and Committees are politically balanced, i.e. the membership is in proportion to the seats on the Council held by each political group.

The Full Council and the Policy Board provide the overall strategic focus for the Authority.

This ensures that only the Policy Board (and where necessary the Full Council) is involved in the determination of policy across all functions and services. This provides an effective separation of policy and implementation roles and enables a clearer and sustained central focus on the central policy function.

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

The Policy Board and Executive Panels have full authority to act within their terms of reference and to incur expenditure within approved budgets, except for those matters which are reserved to the Full Council.

The Policy Board and Executive Panels have the ability to make 'in-year' adjustments to any Plan or Strategy which has been adopted by the Council.

Meetings of the Policy Board and Executive Panels are conducted in accordance with the procedures contained in the Council's Standing Orders for the Regulation of the Proceedings and Business of the Council or such other procedures as may be adopted by the Council.

POLICY BOARD

The terms of reference for the Policy Board and Executive Panels are as follows:

Section A - Management and Review

1. To guide the Council in the formulation of its corporate plan of objectives and priorities and for that purpose to recommend to the Council such forward programmes and other steps as may be necessary to achieve those objectives, either in whole or in part. For that purpose to consider the broad social, environmental and economic needs of the community and matters of comprehensive significance to the area including the contents of Structure Plans and Local Plans.
2. Without prejudice to the duties and responsibilities of the Executive Panels and Committees to review the effectiveness of all of the Council's work and standards and the levels of service provided. To identify the need for new services and to keep under review the necessity for existing services.
3. To report to the Council upon new policies or changes in policies.
4. To determine issues surrounding the interpretation of corporate policies leading to their overall implementation.
5. To ensure that the organisation and management processes of the Council are designed to make the most effective contribution to the achievement of the Council's objectives. To keep them under review in the light of changing circumstances, making recommendations as necessary for change in either the political management or departmental structure, or the distribution of functions and responsibilities.
6. To co-ordinate the capital projects of Executive Panels and Committees and from time to time to recommend to the Council the capital programme.
7. Regularly to review progress in the planning and execution of capital projects and to recommend any necessary variation of the capital programme as the result of such regular review.
8. To progress actions arising from the Crime & Disorder Reduction Strategy which are within the remit of the Board.

9. To consider issues, give guidance and co-ordinate the Council's approach to the Comprehensive Area Assessment and other performance/inspection regimes.

Section B - Finance and Income

1. To be responsible for the overall financial control of the Council's affairs within approved estimates.
2. To recommend to the Council estimates of annual income and expenditure (and where necessary supplementary estimates) for approval.
3. Local Government Finance Act 1988, Local Government and Housing Act 1989, Local Government Finance Act 1992 and other Council Tax regulations, rating and valuation legislation and including recommendations on the Council Tax base, Council Tax levels, the extent to which if any S.35 of the 1992 Act shall apply, and amounts to be calculated in accordance with the 1992 Act, rents for Council dwellings, garages, car spaces and car ports, and borrowing limits.
4. Local Government and Housing Act 1989 - Determinations under Part IV of the Act.
5. Capital Finance issues under the Local Authorities (Capital Finance and Accounts) (England) Regulations 2003.

Section C - Council and General Administration

1. To advise on and recommend to the Council any amendments to the Council's Standing Orders, Standing Orders (Contracts) and Financial Regulations.
2. To advise and recommend to the Council the promotion of or opposition to proposed legislation.
3. To advise and recommend to the Council proposals relating to status of the Borough and/or variation of boundaries of electoral divisions, wards and polling districts and all other electoral matters.
4. Byelaws, in respect of any matters not within the terms of reference of any other Panel or Committee.

Section D - General Purposes

1. Supervision of collection of all income, granting of remissions and writing off of debts as irrecoverable.
2. Insurance and negotiations of claims by or against the Council.

3. Appointment of representatives on outside organisations during the Council year.
4. All legal matters including the institution of or defence of legal proceedings not falling within the terms of reference of any Executive Panel or Committee.
5. The promotion of positive public relations and publicity.
6. Matters not within the control of any other Executive Panel or Committee unless or until such matters are referred to an Executive Panel or Committee by the Council.

Section E - Economic Development

To consider and propose matters concerning the promotion of economic development throughout the Borough and the interface with countywide or regional economic development initiatives.

Generally to maintain a special interest in employment promotion.

Section F - Planning Policies and Forward Planning

1. To review, consider and propose planning policies, and related advice, including the preparation of, the Local Development Scheme and the content of Structure Plans and neighbouring authorities Local Development Schemes..
2. To consider and recommend the Council's response to consultation by Essex County Council, Government Departments and outside organisations/bodies on planning policy matters.

Section G - Brentwood Town Centre / Brentwood Borough Shopping Centres

6. To consider matters relating to Council schemes/projects within the general framework of the Council's policies and to submit recommendations outside such policies.
7. To consider and determine matters relating to the promotion, maintenance and enhancement of the vitality and viability of shopping centres within the Borough.

Section H - Proposed Major Developments

Without prejudice to subsequent consideration by the Planning Development Control Committee, to consider and make comments on proposed major developments, and where appropriate to consider and make recommendations on developments with policy implications within the Borough.

Section I - Land

1. The acquisition of land in advance of requirements for the benefit, improvement or development of the Borough.
2. Disposal of land (including by lease) surplus to the requirements of any Executive Panel or Committee.
3. Appropriation of land surplus to the requirements of an Executive Panel or Committee.
4. Management of land and buildings not within the control of any Executive Panel or Committee.
5. Temporary Markets under Sec. 37 of the Local Government (Miscellaneous Provisions) Act 1982

Section J - Personnel

1. Staff establishment and general policy relating to appointment, rates of pay, conditions of employment, training, welfare and health and safety of all Council staff and employees. (Appeals against dismissal are considered and decided by the Staff Appeals Committee.)
2. Provision and overall control of general office accommodation.
3. Car allowances and car purchase loans.
4. Negotiations with Trade Unions and Staff Forums.

Section K - Contracts, Equipment and Services

To consider the specification and supervision requirements of contracts relating to works to the Town Hall and other public buildings under the control of the Council not being within the purview of an Executive Panel or Committee.

To consider the Council's requirements for equipment and services.

Section L - Health and Safety

To promote, maintain and monitor health safety and welfare of all Council staff.

Section M - Audit and Performance Review

To review the effectiveness of the Council's operations and service provision.

Section N – Community Safety

To encourage and support the development of community safety and crime and disorder reduction initiatives including the maintenance and development of the Council's CCTV system.

Section O – Gypsies and Travellers

1. To consider proposals in relation to the provision of a site(s) for gypsy travellers and to make recommendations thereon.
2. To authorise appropriate action to deal with unauthorised encampments.

HEALTH, HOUSING & LEISURE PANEL

Section A - Housing

1. Those statutory duties and functions of the Council as set out in statute law and any other such matters that are considered necessary and appropriate from time to time to deal with the Council's strategic responsibilities towards the public, voluntary and private housing sectors, including the following:-
 - (a) Statutory action including duties derived from Housing Acts, Rent Acts, and Landlord and Tenant Acts.
 - (b) Assessment of future requirements to meet housing needs in the Borough and submission of proposals to secure adequate reservation of sites to meet demand.
 - (c) Advice and assistance to homeless persons.
 - (d) Pursuing the Council's Housing Strategy and house building programme, including:-
 - (i) Promoting partnership schemes with housing associations, building societies and groups, together with building firms.
 - (ii) Optimising co-operation with other housing agencies and consortia.
 - (iii) Design and types of new Council dwellings and other related buildings and the layout of housing sites.
 - (iv) Proposals for the provision of housing by housing associations and housing societies.
 - (v) The monitoring of other local authority estates in the Borough.
 - (vi) The monitoring of private rented accommodation in the Borough including:-
 - leasehold and sheltered dwellings
 - houses in multiple occupation
 - hostels
 - caravan sites
 - (e) Promoting the regulation, control and environmental improvement of all Council housing land.
 - (f) Promoting the regulation and control of all Council garages, hardstandings (including hardstandings in front gardens), shops and commercial premises, (including property required for development and used temporarily for housing purposes).

- (g) Monitoring and overseeing rent collection and arrears recovery including the power, in cases which it deems appropriate, to authorise the writing off as irrecoverable arrears of former tenants where recovery is not possible or inappropriate.
- (h) Promotion of housing advice and consultation with tenants (including Brentwood Housing Handbook).
- (i) Repair, maintenance and improvement of Council owned dwellings, garages, hardstandings, shops and commercial premises.
- (j) Adaptations/aid for disabled Council tenants.
- (k) Monitoring housing waiting lists and the allocation of tenancies.
- (l) Monitoring the Council's register of lodgings.
- (m) Administering the Council's under-occupation allowances scheme.
- (n) Monitoring support lending arrangements with building societies.
- (o) Promoting the Council's shared ownership scheme.
- (p) Pursuing the sale of Council houses.
- (q) Monitoring the administration of housing benefits.
- (r) Facilitating the renovation and adaptation of houses by grant (including grants for the provision of separate water supplies) and, in appropriate cases, by improvement loans, and the provision of advice and guidance through a "staying put" agency.
- (s) Abatement of overcrowding.
- (t) Enforcing the provision of basic amenities (inside water closet etc.) in houses.
- (u) Enforcing the provision of amenities, adequate space and means of escape in case of fire, in houses in multiple occupation.
- (v) Enforcement of the repair of unfit or defective houses.
- (w) Facilitating the demolition or closure of unfit houses.
- (x) Promoting and pursuing Brentwood emergency communication scheme.

Section B - Food

1. The Control of conditions for the production, storage, distribution, preparation and sale of food and the issue of such licences and registrations as are appropriate.
2. Action relating to unsound food and investigation of complaints relating to unsatisfactory conditions of food including food sampling and testing.
3. The promotion and operation of food hygiene training courses.

Section C - Communicable Disease

1. The investigation and control of cases of infectious and communicable disease and food poisoning.
2. The disinfection and disinfestation of premises, clothing and furniture.

Section D - Health and Safety

1. The enforcement of provisions relating to safe and healthy conditions in places of work, together with the investigation of accidents and the prevention of hazards to the public in or from such places that are the enforcement responsibility of the local authority.
2. The supervision and enforcement on matters relating to asbestos and other hazardous substances where enforcement is the Council's responsibility.
3. The promotion and operation of training courses in health and safety matters.

Section E - Home and General and Consumer Protection

The promotion of home and garden safety and such other matters relating to the safety, health and welfare of the general public not covered by other legislation and to exercise an overview on consumer protection issues and to co-operate with other bodies to further strengthen awareness and good practices within the Borough.

Section F - Community Liaison, Promotional Events and Activities

To promote seminars, events, activities, schemes, campaigns and exhibitions in order to advise, assist, educate or inform the general public or specific groups on matters relating to environmental care and protection, public health and general health safety and welfare and to otherwise liaise and support activity with voluntary services and other outside agencies for the benefit of the community.

Section G - Health Authority Liaison and Co-ordination

To pursue continued involvement with the Health Authority, the consultative procedures on all issues relating to the Borough and its residents and to consider representations which should, from time to time, be submitted to protect the interests of the Health Service for the area generally.

Section H - Care in the Community

To consider how the Council can develop an enabling role which recognises the need for caring in the community including liaison with and support and co-ordination of voluntary organisations and other agencies with the objective of matching resources to needs.

Section I - Leisure and Cultural Services

1. To consider and co-ordinate the Council's leisure and cultural initiatives including:-
 - (a) The Brentwood Centre and Shenfield Sports Centre.
 - (b) Management of indoor sports facilities.
 - (c) Golf course supervision and regulation.
 - (d) Capital grants to sports organisations.
 - (e) Leases of sports grounds or playing fields to local sports clubs.
 - (f) Provision and management of allotments.
2. Promotion and encouragement of Arts development and other Heritage initiatives within the Borough including liaison with but not exclusively.
 - (a) Brentwood Theatre Trust
 - (b) Arts Council
 - (c) Town Twinning Associations
 - (d) Essex Youth Orchestra
 - (e) Local schools and colleges
 - (f) Brentwood Cathedral
3. To progress the Essex Partnership Approach with Essex County Council to undertake the management of local libraries to integrate with local community requirements and leisure programmes.
4. To encourage and support the development of museums in the Borough.
5. To promote and encourage support community arts events.
6. Capital grants to arts organisations.
7. To receive and consider reports relating to youth matters.
8. Play leadership and play areas.
9. Management of Old House, Hutton Parish Hall, Hutton Poplars Pavilion, Poplars Hall, Keys Hall, Bishops Hall Park Community Buildings, Tipps Cross Remembrance Hall.
10. Tourism and Town Twinning arrangements.
11. Making of grants to local voluntary organisations and other bodies for the benefit of the local community.
12. To progress capital projects e.g. Merrymeade House building refurbishment within the overall strategic policy of the Council as interpreted by the Policy Board upon the financial limits set by the Council through the capital programme.

ENVIRONMENT AND PARKING MANAGEMENT PANEL

Section A - Environmental Responsibilities

To approve, authorise and implement those works or actions, promotional campaigns and the like from time to time agreed for the general improvement of the physical environment such as the following matters:-

1. To enhance the environment through a programme of planting and other landscaping schemes.
2. To promote schemes for the improvement of derelict areas of land.
3. Repair and maintenance of listed buildings.
4. To promote the enhancement and improvement of designated conservation areas.

Section B - Water

Take all such steps as are considered appropriate for monitoring the wholesomeness and sufficiency of water as supplied or available to the consumer, including the purity of water used in the preparation of food, private well water supplies and in swimming pools used by the public.

Section C - Pollution

1. The creation and supervision of smoke control areas. The control of chimney heights, of emission of smoke from chimneys and of smoke from bonfires (domestic, commercial, agricultural or industrial).
2. Monitoring the emission of sulphur dioxide and other gases in the air and such other chemical emission or deposit as may pose a risk to health or the environment, including radioactive materials.
4. Monitoring and control of actual or suspected contamination of soil.
5. Environmental Protection Act 1990 -

Part 1 (Integrated Pollution Control)
Part 3 (Statutory Nuisances and Clean Air)
Part 5 (Radio-Active Material)

Section 143 - Public Register of possible contaminated land
Sections 149 to 151 (incl.) (Control of Dogs)
Section 152 (Burning of Straw and Stubble etc.)

Section D - Noise

1. Domestic, commercial, industrial, construction and other noise complaints, and the prevention and abatement of any nuisance arising therefrom.
2. The consideration of the creation of noise abatement zones.

Section E - Cemeteries and Burial Grounds

Disposal of the dead including provision and maintenance of cemeteries and supervision of exhumations

Section F - Nuisances

1. To have regard to dust, fume and smell emissions from industrial, agricultural, commercial and domestic premises and take appropriate action to abate.
2. Private drainage, cesspools, sewage treatment plants, polluted ponds, pools and watercourses and determine what action to take.
3. The keeping of animals, birds and other creatures.
4. The operation of the dog warden scheme and such other matters relating to the seizure, detention and destruction of stray dogs.

Section G - Pests

1. Advice concerning the treatment of pests on domestic and commercial premises.
2. The treatment of domestic premises against rats, mice and insects of public health significance.
3. The disinfection and disinfestations of verminous premises, clothing and persons

Section H - Community Liaison, Promotional Events and Activities

To promote seminars, events, activities, schemes, campaigns and exhibitions in order to advise, assist, educate or inform the general public or specific groups on matters relating to environmental care and protection and to otherwise liaise and support activity with voluntary services and other outside agencies for the benefit of the community.

Section I - Borough Council Technical Services Functions

1. Collection of refuse.
2. Control of Council's depots, vehicles and plant.
3. Road Traffic Act 1988, section 45 - testing stations.
4. Road Traffic Regulation Act 1984, sections 99 to 103 - removal of vehicles from highways.
5. Refuse Disposal (Amenity) Act 1978.
6. Environmental Protection Act 1990 - Part 2 (Waste Disposal Regulation) and Part 4 (Litter etc. - including control of Shopping Trolleys and litter in off street car parks).
7. National Parks and Access to the Countryside Act 1949 section 57(3) (Prosecution of offences of displaying on footpath notices deterring public use).
8. Cesspool emptying.
9. Public conveniences.
10. Residual sewerage services.
11. Land drainage.
12. Sewerage.
13. Parking Enforcement (On and Off-Street)
14. Provision of off-street car parks

Section J – Agency Functions

On-street Parking including parking enforcement

Section K - Building Control

Those statutory duties and functions of the Council as set out in statute law and any other such matters that are considered necessary and appropriate from time to time for:-

1. Securing the health, safety, welfare and convenience of persons in or about buildings and of others who may be affected by buildings or matters connected with buildings;

2. The safety of the public in relation to vacant property and conditions relating to the safety, health and welfare arising from the demolition of buildings and structures. The condition of land and open sites as are not the responsibility of the Planning Committee.
3. Furthering the conservation of fuel and power, and
4. Preventing waste, undue consumption, misuse or contamination of water; and to consider the design and construction of buildings and the provision of services, fittings and equipment in or in connection with buildings as this relates to (1), (2) and (3) above and to further include the following:-

relaxations, short lived materials, means of escape, means of access, testing and sampling of materials, the demolition of buildings, dangerous structures and excavations and other associated matters.

5. Building Regulations, and any other statutory provisions requiring the Council to deal with the approval or otherwise of plans, certificates and notices submitted for the development of land and buildings including the following:-

Essex County Council Act 1984
Public Health Acts
Clean Air Acts
Building Act 1984.

Section L – Charges

Setting of Car Park charges subject to the concurrence of the Policy Board.

Section M - Crime & Disorder Strategy

To progress actions arising from the Crime & Disorder Strategy which may be referred to the Panel for consideration.

HIGHWAYS LOCALISM PANEL

Section A - Highways

1. To determine local highways projects and initiatives to be progressed under the ECC Highways Localism Initiative and to oversee and identify priorities for planned maintenance for local roads and footpaths in Brentwood.
2. Pursuant to (1) above, to make decisions on local highway related work, including traffic orders, grass cutting, crossings, traffic lights, signs and lines, Speed Indication Devices (SIDs) and local improvement projects such as junction improvements, road widening and other minor capital works.

3. To co-ordinate public consultation and engagement mechanisms to inform priorities and decision making under the Highways Localism Initiative.
4. To monitor performance of contractors commissioned by ECC to implement local highways projects under the Highways Localism Initiative.
5. To co-ordinate the activities of the local Highway Rangers and dovetail their operations with the Borough Council's Streetcare teams.
6. To contribute towards the development of ECC's annual Highways Capital Budget.

Section B - Borough Council Technical Services Functions

1. Maintenance of Highways under Section 42 Highways Act 1980.
2. Highways Act 1980, Section 134(5a) (Prosecution of offences relating to ploughing up).
3. Footway lighting.
4. Public Utilities Street Works Act 1950, Section 30 and Highways Act 1980, Section 147a, 179 and 312 (Works in streets, construction under streets and control of roadside sales).
5. Environmental Improvement Schemes affecting highway land.

Section C - Agency Functions

1. Highways.
2. Road Maintenance.
3. Street Lighting.
4. Private Street Works.
5. Highways Act 1980, Section 230 (urgent repairs to private streets).
6. Estate road development.
7. Traffic management.

Section D - Passenger Transport Services

1. To review from time to time public passenger transport services and make representations thereon.
2. To consider proposed alterations in services or charges by public passenger transport undertakings and decide on behalf of the Council whether representations shall be made thereon.

Section E - Road Safety

To provide road user training and publicity in accordance with the agency agreement with ECC.

PLANNING DEVELOPMENT CONTROL COMMITTEE

Planning Applications and Development Control

- (a) Town and Country Planning Act 1990 and any related legislation including:-
 - (i) determination of planning applications
 - (ii) enforcement of planning control
 - (i) waste land notices, purchase notices, etc.
- (b) Listed Buildings and Conservation Areas Act 1990
 - (i) determination of applications for Listed Buildings and Conservation Area consent.
 - (ii) enforcement of Listed Building and Conservation Area legislation.
- (c) To consider and determine the Council's comments where appropriate on major development outside the Borough when consulted by other Local Planning Authorities.

LICENSING/APPEALS COMMITTEE

Section A - Licensing and Trading

1. The enforcement of trading requirements relating to the sale of goods and opening hours of shops and other premises and the issue of licences, consents and/or the registration, as appropriate, of the following:-
 - (i) Street trading.
 - (ii) Cinemas and places of public and private entertainment.

- (iii) Sex establishments.
 - (iv) Pet shops, riding establishments, boarding kennels, catteries, zoos, dangerous wild animals.
 - (v) Hawkers and street traders.
 - (vi) Ear piercers, tattooists, hairdressers and places of special treatment.
 - (vii) Hackney carriages and private hire vehicles, driver and vehicle test inspections.
 - (viii) Game dealers, upholsterers, pawnbrokers and theatrical employers.
 - (ix) Lotteries, street and house to house collections, betting and gaming (including supervision of)
 - (x) Camping and caravan sites and the supervision of and enforcement of conditions thereat.
2. To progress actions arising from the Crime & Disorder Strategy which may be referred to it for consideration.
 3. Any other matters relating to licensing which may be referred to it for consideration.
 4. To hear and decide appeals against the making of Tree Preservation Orders.

Section B - Liquor Licensing

1. Except in relation to the Statement of Licensing Policy to discharge all functions conferred upon the Council as a licensing authority under the Licensing Act 2003, including responsibility for licensing the sale and supply of alcohol, the provision of regulated entertainment and late night refreshment.
2. Any other licensing issues referred to the Council by legislation.

2. THE OVERVIEW AND SCRUTINY COMMITTEE

The Council has established an Overview and Scrutiny Committee consisting of 11 members of the Council to undertake the performance of all overview and scrutiny functions on behalf of the Council.

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.

The Council's local protocol for the Overview and Scrutiny Committee is that neither the Leader and Deputy Leader of the Council nor Chairmen of the Policy Board, Executive Panels or Committees will be members of the Overview and Scrutiny Committee.

Up to three non-voting co-optees can be appointed to assist the work of the Overview and Scrutiny Committee.

Terms of Reference

The Terms of Reference of the Overview and Scrutiny Committee are:-

Section A – General

1. The performance of all overview and scrutiny functions on behalf of the Council.
2. To receive requests from the Council, the Policy Board, an Executive Panel or Committee for reports from the Overview and Scrutiny Committee.
3. To approve an annual overview and scrutiny work programme, so as to ensure that the Committee's time is effectively and efficiently utilised.
4. To determine project briefs for particular areas of work where these have not been set by the Council or the Policy Board.

Section B - Overview and Scrutiny

The Overview and Scrutiny Committee will scrutinise, with rigour, matters of concern that reflect on the quality of the decision making of the Council and the delivery of its services.

Further, the Committee will review the actions of outside bodies where the quality of life for Brentwood residents is directly affected.

In order to achieve the foregoing the Committee will be responsible for:

1. Monitoring and assessing quality of service across the Council and to receive the “overview performance reports” under the Council’s performance Management Framework, prior to their referral to the Policy Board, Executive Panels and Committees.
2. Reviewing complaints and information from satisfaction surveys.
3. Reviewing best practice in relation to service delivery.
4. Reviewing information published by the Council on service performance.
5. Considering the content of the draft Corporate Performance Plan each year, including the annual performance indicator statistics, prior to the formal adoption of the Plan by the Council or the Policy Board.
6. Recommendations to the Council, Policy Board, Executive Panels (as appropriate) on matters to be included in the annual Corporate Performance Plan, and/or for Best Value Reviews to be conducted.
7. Reviewing and reporting to the Policy Board and Council on the local authority’s performance against its Strategic and Operational Objectives for inclusion in the annual Corporate Performance Plan.
8. Reviewing the achievement of the Objectives in the Council’s Corporate Strategic Plan.
9. Monitoring of progress against Corporate Improvement Plans.
10. Monitoring of progress against agreed annual priorities, as set out in the Corporate Performance Plan.
11. Reviewing any of the Council’s functions where considered necessary as a result of performance statistics, or where commissioned to do so by the Council, the Policy Board, an Executive Panel or Committee.
12. Upon the request of the Council or the Policy Board to review and scrutinise the Council’s performance in relation to budgetary management and the compliance with/development of the Medium Term Financial Plan.
13. Reviewing the partnership working arrangements with health agencies and other public, private and voluntary services in the area.

THE AUDIT COMMITTEE

1. Purpose

The Audit Committee provides independent assurance on the adequacy of the risk management framework and the associated control environment, review of the Council's arrangements for corporate governance, independent scrutiny of the Council's financial and non-financial performance to the extent that it affects the Council's exposure to risk and weakens the control environment, and to oversee the financial reporting process.

2. Membership

5 Members of the Council selected on a politically proportionate basis.

3. Tasks

The Audit Committee has the following specific responsibilities:

- a. To consider the effectiveness of the Council's risk management arrangements, the control environment and associated anti-fraud and anti-corruption arrangements.
- b. To review and approve the Council's Annual Statement of Accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council.
- c. To consider the Council's arrangements for corporate governance and, subject to the role and responsibilities of the Standards Committee, to advise on any action necessary to ensure compliance with best practice.
- d. To consider the Council's Annual Governance Statement (AGS) and recommend its adoption by the Council, having ensured that it reflects the risk environment and any actions needed to improve it.
- e. To receive the Final Accounts Memorandum and the External Auditor's Report to those charged with governance on issues arising from the audit of the accounts.
- f. To consider the Annual Audit and Inspection Letter from the Audit Commission and to provide advice and comments on the Letter to the Policy Board.

- g. To receive and comment upon the External Audit plans, including the extent to which they provide value for money.
- h. To approve, but not direct, Internal Audit's strategy and plan, and to monitor performance against them.
- i. To receive summary reports from the Council's Internal Audit section on the outcome of audit reviews and investigations and to seek assurance that the recommendations have been implemented.
- j. To receive the annual report of the Head of Internal Audit and Risk Management.
- k. To receive any reports from the External Auditor about the effectiveness of the Council's financial arrangements.
- l. To liaise with the Audit Commission over the appointment of the Council's External Auditor.
- m. To monitor the effectiveness of the Council's Financial Regulations, contract procedure rules and strategies for anti-fraud and corruption and whistleblowing.
- n. To commission work from Internal Audit and the External Auditor.

3. STANDARDS COMMITTEE & INDEPENDENT REMUNERATION PANEL

STANDARDS COMMITTEE

The following new Terms of Reference were approved at Annual Council on 14.5.08 and replaced the previous Terms of Reference.

All local authorities are required by Section 53 of the Local Government Act 2000 to establish a Standards Committee for the purpose of promoting and maintaining high standards of conduct and assisting Members to observe the Council's Code of Conduct. In addition the Borough Council has responsibility for the promotion and maintenance of Standards of Conduct for the Parish Councils in the Borough.

The Council has established a Standards Committee which consists of a maximum of 12 members. Of these members, as required by the Local Government Act 2000, three are Independent Representatives ie) independent of the Council. This is to help increase public confidence and provide a clear signal that the Committee is fair. In addition three members are Parish Council representatives. The Independent Representatives are appointed for a term of two years which is subject to review. The Council has also agreed that the Chairman of the Standards Committee shall be one

of the three Independent Representatives and it is for the Standards Committee to appoint the Chairman.

1. To carry out an assessment and determination of any allegation made against Borough or Parish Council Councillors in accordance with the Standards Committee (England) Regulations 2008, any such subsequent regulations made by the Secretary of State and any guidance on such assessments and determinations received from the Standards Board for England.
2. To establish and maintain 3 Sub-Committees, each with their own terms of reference, namely:
 - A Referrals Sub-Committee
 - A Review Sub-Committee
 - A Hearing Sub-Committee
 1. To promote and maintain the high ethical standards of conduct by the Members and co-opted Members of the Council.
 2. To assist Members and co-opted Members of the Council to observe the Council's Code of Conduct.
 3. To advise the Council on adoption or revision of a Code of Conduct.
 4. To monitor the operation of the Council's Code of Conduct.
 5. To advise, train or arrange training for Members and co-opted Members on matters relating to the Council's Code of Conduct.
 6. To undertake the same functions detailed under 3 to 7 above in relation to Parish Councils within the Borough.
 7. To give consideration to issues of conduct in public life as they relate to Members and co-opted Members of the Council in the light of relevant regulations made by the Secretary of State and such advice and guidance as may be issued by the Standards Board of England.
 8. To advise the Council on protocols covering the conduct of the Council's business and activities.
 9. To consider and advise on matters relating to conduct as may be requested by the Council.

INDEPENDENT REMUNERATION PANEL

The Borough Council is required to establish and maintain an Independent Remuneration Panel. The purpose of the panel is to make recommendations to the Council about the allowances to be paid to elected Members of the Council.

The Council has appointed an Independent Remuneration Panel comprising of three individuals who are independent of the Council.

The terms of reference of the Independent Remuneration Panel are:-

To review the Council's existing scheme of allowances and to make recommendations to the Council thereon. In accordance with the regulations this incorporates the following functions whether or not covered by the existing scheme:

- to make recommendations to the authority as to the amount of basic allowance that should be payable to its elected members
- to make recommendations to the authority about the categories of members who should receive a special responsibility allowance and as to the amount of such an allowance
- to make recommendations to the authority about the duties for which a travelling and subsistence allowance can be paid and as to the amount of this allowance
- to make recommendations as to the amount of co-optees allowance
- to make recommendations as to whether the authority's allowances scheme should include an allowance in respect of the expenses of arranging for the care of children and dependants and if it does make such a recommendation, the amount of this allowance and the means by which it is determined
- to make recommendations on whether any allowance should be backdated to the beginning of a financial year
- to make recommendations as to whether annual adjustments of allowance levels may be made by reference to an index, and, if so, for how long such a measure should run.

BRENTWOOD BOROUGH COUNCIL
REPORT OF THE CHIEF EXECUTIVE
TO THE ANNUAL COUNCIL MEETING

13TH MAY 2009

ITEM 9

MEMBERS' ALLOWANCES 2009/10

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	A reduced level of Members' Allowances is included in the estimates for 2009/10.
• 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 usually 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.

Members' Allowances have held at 2004/2005 levels with increases for inflation.

The current Members' Allowances Scheme was the subject of a review by a then newly constituted Independent Remuneration Panel in 2008 and it was resolved at the 14th May 2008 Annual Council meeting that allowances should remain at their current level, as follows:

<u>Basic Allowance</u>	£6,612
(Paid to all Members and includes travel and subsidence)	

Special Responsibility Allowance (SRA)

Chairmen	£5,835
Vice-Chairmen	£1,061
Leader of the Council	£12,455
Deputy Leader of the Council	£9,145
Leader of Main Opposition Group	£5,835
Leader of Minority Opposition Group	£2,917

With regard to Members' Allowances for 2009/2010, in order to produce a substantial budget saving, at the Special Policy Board meeting on 25.2.09 it was recommended and resolved by the Full Council later the same evening that for the municipal year commencing 14.5.09 Members' basic allowances be reduced by £1,500 to £5,112 and all special responsibility allowances be half of their present rates. These reductions to be restored for the following municipal year (2010/2011), subject to consultation with the members' remuneration panel.

INFORMATION

BRENTWOOD BOROUGH COUNCIL
REPORT OF THE CHIEF EXECUTIVE
TO THE ANNUAL COUNCIL MEETING
13TH MAY 2009

ITEM 10

RECORD OF MEMBERS' ATTENDANCE

PURPOSE OF REPORT	To consider the Record of Members' attendance.	
CORPORATE OBJECTIVES	Open, Responsive and Accountable Government Core Value - <i>"The Council will ensure that its decision-making structures are effective, clear and transparent. And that there is effective and regular consultation with residents, business and other interest groups."</i>	
IMPLICATIONS		
•	Legal	This is a discretionary matter under the provisions of the Local Government Act 2000.
•	Finance	There are no financial implications.
•	Staff	There are no staff implications.
•	Risk Management	There are no risk management implications.
•	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 consider the recommendation as set out in the report.	

At the meeting of the Policy Board held on 11.3.09 (Min. 608) Members resolved unanimously that the following Motion be approved:

"Brentwood Borough Council will establish a public record of all members' attendance of all scheduled meetings as approved at Annual Council. The record will include panels and committees that Members have been appointed to serve on and for those that they are

in attendance. The record will be updated throughout the years, displayed on the Council website and reported on at Annual Council.”

Members are advised that a programme is currently being developed for the Council’s website and this will be available to view from 13.5.09.

It is RECOMMENDED that Members note the report.

DECIDED:

APPENDIX 4

DRAFT CALENDAR OF MEETINGS 2009/2010

2009

MAY

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

JUNE

01	Mon	
02	Tues	
03	Wed	
04	Thurs	County/European Elections
05	Fri	
06	Sat	
07	Sun	

08	Mon	Overview & Scrutiny Committee
09	Tues	Highways Localism Panel
10	Wed	Health, Housing and Leisure Panel
11	Thurs	
12	Fri	
13	Sat	
14	Sun	
15	Mon	Group
16	Tues	Environment and Parking Management Panel
17	Wed	Policy Board
18	Thurs	
19	Fri	
20	Sat	
21	Sun	
22	Mon	Group
23	Tues	Planning Development Control Committee
24	Wed	Ordinary Council
25	Thurs	Joint Committee Country Parks and Countryside Estate
26	Fri	
27	Sat	
28	Sun	
29	Mon	
30	Tues	Audit Committee
JULY		
01	Wed	Standards Committee
02	Thurs	
03	Fri	
04	Sat	
05	Sun	
06	Mon	
07	Tues	Citizens Panel
08	Wed	
09	Thurs	
10	Fri	
11	Sat	
12	Sun	
13	Mon	
14	Tues	Licensing Committee
15	Wed	Planning Development Control Committee
16	Thurs	
17	<i>Fri</i>	
18	Sat	
19	Sun	
20	Mon	
21	Tues	Highways Localism Panel

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

AUGUST

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

SEPTEMBER

01	Tues	Health, Housing and Leisure Panel
02	Wed	Planning Development Control Committee

03	Thurs	
04	Fri	
05	Sat	
06	Sun	
07	Mon	
08	Tues	
09	Wed	Environment and Parking Management Panel
10	Thurs	
11	Fri	
12	Sat	
13	Sun	
14	Mon	
15	Tues	Audit Committee
16	Wed	Highways Localism Panel
17	Thurs	
18	Fri	
19	Sat	
20	Sun	
21	Mon	Group
22	Tues	Planning Development Control Committee
23	Wed	Policy Board
24	Thurs	
25	Fri	
26	Sat	
27	Sun	
28	Mon	Member Training
29	Tue	Overview & Scrutiny Committee
30	Wed	

OCTOBER

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

19	Mon	Group
20	Tues	Standards Committee
21	Wed	Ordinary Council
22	Thurs	
23	Fri	
24	Sat	
25	Sun	
26	Mon	
27	Tues	Highways Localism Panel
28	Wed	Licensing Committee
29	Thurs	
30	Fri	
31	Sat	

NOVEMBER

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

DECEMBER

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

2010

JANUARY

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

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

FEBRUARY

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

27	Sat
28	Sun

MARCH

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

APRIL

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

11	Sun	
12	Mon	
13	Tues	
14	Wed	
15	Thurs	Citizens Panel
16	Fri	
17	Sat	
18	Sun	
19	Mon	
20	Tues	
21	Wed	Planning Development Control Committee
22	Thurs	
23	Fri	
24	Sat	
25	Sun	
26	Mon	
27	Tues	
28	Wed	
29	Thurs	
30	Fri	

MAY

01	Sat	
02	Sun	
03	Mon	Bank Holiday
04	Tues	
05	Wed	
06	Thurs	Elections
07	Fri	
08	Sat	
09	Sun	
10	Mon	
11	Tues	
12	Wed	
13	Thurs	
14	Fri	
15	Sat	
16	Sun	
17		Group
	<i>Mon</i>	
18	Tues	
19	Wed	Annual Council
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	Bank Holiday

JUNE

1	Tue	
2	Wed	
3	Thurs	
4	Fri	
5	Sat	
6	Sun	
7	Mon	
8	Tues	
9	Wed	
10	Thurs	
11	Fri	
12	Sat	
13	Sun	
14	Mon	Group
15	Tue	
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	Tue	Planning Development Control Committee
30	Wed	

APPOINTMENT OF REPRESENTATIVES ON OUTSIDE ORGANISATIONS**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>
Local Government Association	1	Indefinite	N/A	Leader of the Council
East of England Regional Assembly	1	May-09	1	Leader of the Council
Brentwood & District Age Concern	2	May-09	1	Crs Mrs Pound and Straw
Community Sports Network	1	May-09	1	Cr Lloyd
E. & W. Horndon Village Hall Committee	2	May-09	1	Cr Ms Golding and Cr MacLellan
Brentwood Arts Council	1	May-09	1	Cr Mrs Brehaut
Hutton Youth Project (formerly Hutton Community Association)	1	May-09		Cr D Payne
Three Arch Bridge Community Hall	2	May-09	1	Crs Golding and Le-Surf
Brentwood Rugby Club Pavilion Management Committee	3	May-09	1	Cr MacLellan, Cr Mrs Sheehan and Cr Payne
Brentwood Football Club Management Committee	3	May-09	1	Cr B Aspinell, Cr Parker and Cr Payne
Ingatestone & Fryerning Community Club	1	May-09	1	Cr Mrs Hones
Citizens Advice Bureau	2	May-09	1	Crs Mrs Henwood and Mrs Hones
Brentwood & Landkreis Roth Twinning Association 1979	3	May-09	1	Cr Mrs Henwood, Mrs Hones and Straw (Mayor and Deputy Mayor of the Council are President and Deputy-President of the Association respectively)

Brentwood/Montbazon Town Twinning Association	3	May-09	1	Cr Mrs Brehaut, Le-Surf and Straw (Mayor and Deputy Mayor of the Council are President and Deputy-President of the Association respectively)
Brentwood Theatre Trust	2	May-09	1	Crs Baker and Mrs Brehaut
Police Community Consultative Committee	1	May-09	1	Cr Ms L Golding
Brentwood Access Group	1	May-09	1	Cr Mrs Pound
Council for Voluntary Service	2	May-09	1	Mayor and Cr Mrs Brehaut
Thames Chase Joint Committees	3	May-09		Cr Golding Cr Straw Cr Tee
Museums in Essex Committee	1	May-09	1	Cr Minns
Youth Arts Partnership	1	May-09	1	Cr Mrs McGinley
Community Transport Partnership	2	May-09	1	Crs Lee and Quirk
SNAP	1	May-09	1	Cr Tee
Essex Waste Management Joint Committee	2	May-09	1	Cr Quirk Sub: Cr Golding
Basildon & Thurrock Hospitals Trust	1	May-09	1	Cr Mrs Brehaut
County Commissioning Body for Supporting People	1	May-09	1	Cr Mrs McGinley

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

Conservators of Shenfield Common	6	May-09	1	Mr A Grant (Chairman and nominee of Lord of the Manor) Mr W Baker Mr J Fair Cr Lee Cr Lloyd Cr Golding Cr Minns
Council for the Protection of Rural England (Essex Branch Advisory Committee)	2	May-09	1	Crs Mrs Holmes and MacLellan
Hartwood Golf Club	2	May-09	1	Crs Mrs Holmes and MacLellan
South Weald Parish Hall	2	May-09	1	Crs Mrs Coe and Mrs Holmes

CHARITIES

Headley Common Trustees	4	May-09	4	Mr Wild Cr Lloyd
		Aug-09	4	Cr Tee Mr G Murray
Howard Memorial Trust	1	May-09	1	Cr Ms Golding
Hutton Charities	1	May-09	4	Cllr Braid

Additional representatives for 2009

Brentwood Leisure Trust				Crs Baker and Quirk
Brentwood Mind				Cr Minns
Friends of Country Parks				Crs Golding and Mrs Sheehan Subs: Crs Lloyd and Mrs Pound

LIST OF BACKGROUND PAPERS

LOCAL GOVERNMENT ACT 1972 (AS AMENDED)

COMMITTEE: **ANNUAL COUNCIL**

DATE: **13TH MAY 2009**

AGENDA ITEM & BACKGROUND DOCUMENTS

1. **APOLOGIES FOR ABSENCE**
None
2. **MAYOR'S ANNOUNCEMENTS AND PRESENTATIONS**
None
3. **ELECTION OF MAYOR**
None
4. **APPOINTMENT OF DEPUTY MAYOR**
None
5. **LEADER OF THE COUNCIL**
None
6. **APPOINTMENT OF POLICY BOARD, EXECUTIVE PANELS AND COMMITTEES**
Section 15 Local Government Act 1989
Appendix 1- Annual Council agenda 13.5.09
7. **STANDING GROUPS AND BOARDS**
Appendix 1- Annual Council agenda 13.5.09
8. **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 – Annual Council agenda 13.5.09
9. **MEMBERS' ALLOWANCES 2009/10**
Min 439, Ordinary Council 30.9.2003
Min 12, Annual Council 23.6.2004
Min 576, Special Policy Board 25.2.09
Min 586, Ordinary Council meeting 25.2.09
Appendix 2 – Annual Council agenda 13.5.09
10. **RECORD OF MEMBERS' ATTENDANCE**
Min 467, Ordinary Council 10.12.08
Min 608, Policy Board 11.3.09
Appendix 3 – Annual Council agenda 13.5.09

AGENDA ITEM & BACKGROUND DOCUMENTS

11. **MEMORIALS OR PETITIONS**

None

12. **QUESTIONS**

None

13. **DAY AND HOUR OF MEETINGS**

Appendix 4 – Annual Council agenda 13.5.09

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

Appendix 5 – Annual Council Agenda 13.5.09

15. **NOTICES OF MOTION**

None

16. **URGENT BUSINESS**

None