
Committee: Annual Council
Place: Council Chamber
Date: Wednesday 16th May 2012
Time: 7:00pm
Co-ordinator: Mrs J Sharp, Committee Co-ordinator, Ext 2655

Please note this meeting will be subject to a Webcast broadcast live on the Internet.

To: The Mayor and Members of Brentwood Borough Council

Members are respectfully summoned to attend the above meeting to transact the business set out below.



Managing Director

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 2012/2013 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 2012/2013 to hold office until immediately after the election of the Mayor of the Borough at the Annual Meeting of the Council in 2013.
5. Brentwood Borough Council Elections 3.5.2012: The Managing Director will report the results of the elections ([Appendix 1](#))

6. Political Groups on the Council: The Managing Director will report receipt of Notices served on her by Members under the provisions of the Local Government (Committees and Political Groups) Regulations 1990. ([Appendix 2](#))

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 and Resources 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 is attached at [Appendix 3](#)

(b) To appoint the Policy and Resources Board, Executive Panels and Committees for the ensuing year of the Council. Terms of Reference are attached as [Appendix 4](#).

(c) To receive the wishes of each Group about who is to be appointed to the seats allocated to them ([Appendix 5](#)).

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

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

11. Members' Allowances 2012/13: Members are invited to consider the report appended as [Appendix 6](#).

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

13. Questions: To answer questions (if any) pursuant to Standing Order No. 9, of which previous Notice has been given to the Managing Director.

14. Day and Hour of Meetings: To fix the day and hour of meetings of the Council, the Policy and Resources Board, Executive Panels and Committees for the ensuring year. (A draft Calendar of Meetings is contained in [Appendix 7](#) for consideration).

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

16. Notices of Motion: To consider Notices of Motion of which notice has been given to the Managing Director pursuant to Standing Order No. 6.

Cllr Miss Lewis has given notice that she intends to move the following:

"Brentwood Borough Council acknowledges the need to ensure the safety and protection of all within our parks. We call for review to be taken across all our local and country parks to ensure that appropriate signage is in place for visitors and users of the parks with a particular focus on the ponds and lakes where animals are in particular danger from waste not removed from the site".

17. 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).

PART TWO

18. Confirmation of Appointment of Section 151 Officer

(Exempt Information, Paragraph 4 of Part 1 of 12A of the Local Government Act 1972)

To the Mayor and Members of Brentwood Borough Council

(*Details of nominations, suggested allocation of seats and Group wishes, are contained in [Appendix 5](#))

Town Hall
Brentwood, Essex
8th May 2012

BRENTWOOD BOROUGH COUNCIL

ANNUAL COUNCIL MEETING

16TH MAY 2012

LIST OF APPENDICES AND REPORTS

<u>Item No.</u>	<u>Appendix No.</u>	<u>Subject</u>
5	1	Brentwood Borough Elections
6	2	Political Groups on the Council
8(a)	3	Review of the Allocation of Seats to the Political Groups on the Council
8(b)	4	Terms of Reference of Panels and Committees
3, 4, 8(c), 9, 10 & 15	5	List of Nominations
11	6	Members' Allowances 2012/13
14	7	Draft Calendar of Meetings
	8	Background Documents

APPENDIX 1

BRENTWOOD BOROUGH COUNCIL BOROUGH COUNCIL ELECTION

Date: 3rd May 2012

Borough Ward	Candidates	Description	Votes cast
Brentwood North Electorate 4835 Seats 1 Ballot Papers 1527 % Poll 31.6	CARTER, Ross Adam FARAGHER, Paul James GULLEFORD, Kenneth Arnold MILLWOOD, Richard	Liberal Democrat Conservative Party Candidate UKIP The Labour Party Candidate	810 Elected 439 104 170
Brentwood South Electorate 4374 Seats 1 Ballot Papers 1580 % Poll 36.0	BISHOP, David John MORRISSEY, Juliette SOUTHGATE, Wilfred TYRELL, Stephen George	Conservative Party Candidate The Labour Party Candidate UK Independence Party Liberal Democrat	594 689 Elected 146 149
Brentwood West Electorate 5253 Seats 1 Ballot Papers 1828 % Poll 34.8	BARRETT, Gareth Paul CHILVERS, Karen Louise HOLMES, Joan Edith	The Labour Party Candidate Liberal Democrat Conservative Party Candidate	148 1003 Elected 667
Brizes & Doddinghurst Electorate 4723 Seats 1 Ballot Papers 1518 % Poll 32.1	GREEN, Charles Richard MAGUIRE, Yvonne Jeanette MCCHAYNE, Roger John WIGRAM, Michele Anne	Liberal Democrat UK Independence Party Conservative Party Candidate The Labour Party Candidate	262 318 806 Elected 131
Herongate, Ingrave & West Horndon Electorate 2965 Seats 1 Ballot Papers 930 % Poll 31.4	BECKETT, Simon MURPHY, Sheila Patricia NORRIS, Peter	Liberal Democrat Conservative Party Candidate The Labour Party Candidate	84 696 Elected 140
Hutton Central Electorate 2917 Seats 1 Ballot Papers 930 % Poll 31.9	KERSLAKE, John Wilfred Ernest KORTLANDT, Susan PRICE, Linda Doreen	Conservative Party Candidate The Labour Party Candidate Liberal Democrat	669 Elected 145 104
Hutton North Electorate 3178 Seats 1 Ballot Papers 912 % Poll 28.7	BOWYER, Peter Charles MAYO, Peter John MCLINLAY, Louise Jane	Liberal Democrat The Labour Party Candidate The Conservative Party Candidate	112 192 600 Elected
Hutton South Electorate 3082 Seats 1 Ballot Papers 900 % Poll 29.2	FOSTER, Deborah Lynn REED, Mark Peter SEYMOUR, Christine Janie WATT, David	The Labour Party Candidate Conservative Party Candidate Liberal Democrat UK Independence Party	96 557 Elected 68 178

Ingatestone, Fryerning & Mountnessing Electorate 4846 Seats 1 Ballot Papers 1537 % Poll 31.7	BROWN, Colin Stuart GULLEFORD, Janette Pauline SLEEP, Anthony Robert WINTER, Jane	Liberal Democrat UKIP Conservative Party Candidate The Labour Party Candidate	141 304 870 Elected 213
Pilgrims Hatch Electorate 4599 Seats 1 Ballot Papers 1513 % Poll 32.9	KENDALL, David John SAUNDERS, Stephen John WATERHOUSE, Yvonne	Liberal Democrat Conservative Party Candidate The Labour Party Candidate	920 Elected 328 255
Shenfield Electorate 4256 Seats 1 Ballot Papers 1593 % Poll 37.4	BARRETT, Tim Nicholas BREHAUT, Margaret Rose CLARK, Graeme Lawrence	The Labour Party Candidate Conservative Party Candidate Liberal Democrat	116 611 853 Elected
Tipps Cross Electorate 3064 Seats 1 Ballot Papers 1260 % Poll 41.1	HOPKINS, John Antony KEEBLE, Roger Charles SPENCER, June Dorothy WHEELER, Susannah	The Labour Party Candidate Independent Liberal Democrat Conservative Party Candidate	44 701 Elected 19 493
Warley Electorate 4676 Seats 1 Ballot Papers 1464 % Poll 31.3	BURELLI, Kim Michele ELLIS, Trevor Keith MAYO, Stephen TEE, David Wesley	English Democrats – “Putting England First!” Liberal Democrat The Labour Party Candidate Conservative Party Candidate	97 344 219 797 Elected

BRENTWOOD BOROUGH COUNCIL
REPORT OF THE MANAGING DIRECTOR
TO THE ANNUAL COUNCIL MEETING

16TH MAY 2012

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		Value for Money – Developing internal systems and processes to deliver better value for residents
IMPLICATIONS		
•	Legality	The relevant legal provisions are contained in the Local Government and Housing Act 1989 and Local Government (Committees and Political Groups) Regulations 1990.
•	Finance	There are none in relation to this report.
•	Staff	There are no staffing implications.
•	Risk Management	There are no additional risk management implications.
•	Asset Management	There are no additional asset management implications.
•	Health & Safety	There are no additional health and safety management implications.
ACTION REQUIRED		To note the receipt of the notices.

The Managing Director 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

K Chilvers
G Clark
J Kerslake
J Morrissey
S Murphy

Political Group

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

The Council is asked to note the receipt of these notices.

DECIDED:

BRENTWOOD BOROUGH COUNCIL
REPORT OF THE MANAGING DIRECTOR
TO THE ANNUAL COUNCIL MEETING

16TH MAY 2012

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 and Resources 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 financial 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 thereafter.
•	Asset Management	There are no additional asset management implications.
•	Health & Safety	There are no additional health and safety implications.
ACTION REQUIRED		To review and approve the allocation of seats to the political groups on the Council and appoint the membership of the Policy and Resources 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 Planning Development Control and Licensing 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 3.5.2012. 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 and Resources 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:

$99 \div 37 \times 26$	=	70 (69.57)	Conservative
$99 \div 37 \times 8$	=	21 (21.41)	Liberal Democrat
$99 \div 37 \times 2$	=	5 (5.35)	Labour
$99 \div 37 \times 1$	=	3 (2.68)	Independent

Calculation of Seats on Committees

Committee with a membership of 15:

	<u>Conservative</u>	<u>Liberal Democrat</u>	<u>Labour</u>	<u>Independent</u>
Planning Development Control and Licensing Committee	11	3	1	

Committees with a membership of 11:

	<u>Conservative</u>	<u>Liberal Democrat</u>	<u>Labour</u>	<u>Independent</u>
Policy and Resources Board/ Asset, Infrastructure and Localism Panel/Health and Housing Panel	8	2	1	
Retail, Community and Culture Panel/Parking, Borough Projects and Highways Localism Panel	8	2		1
Environment Panel	7	3		1
Overview and Scrutiny Committee	7	3	1	

Committee with a membership of 5:

	<u>Conservative</u>	<u>Liberal Democrat</u>	<u>Labour</u>	<u>Independent</u>
Audit Committee	3	2		

Committee with a membership of 2 ECC Members and 2 BBC Members:

	<u>Conservative</u>	<u>Liberal Democrat</u>	<u>Labour</u>	<u>Independent</u>
Joint Committee for Country Parks and Countryside Estate	2			

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 and Resources Board, Executive Panels and Committees for the ensuing year.

DECIDED:

REVISED POLITICAL BALANCE FOR 2012/2013

Committees	Membership	Conservative	Liberal Democrat	Labour	Independent	Total
Policy and Resources Board	11	8	2	1	-	11
Asset, Infrastructure and Localism Panel	11	8	2	1	-	11
Audit Committee	5	3	2	-	-	5
Environment Panel	11	7	3	-	1	11
Parking, Borough Project Liaison and Highways Localism Panel	11	8	2	-	1	11
Housing and Health Panel	11	8	2	1		11
Overview and Scrutiny Committee	11	7	3	1		11
*Planning Development Control and Licensing Committee	15	11	3	1		15
Retail, Community and Culture Panel	11	8	2	-	1	11
Joint Committee for Country Parks and Countryside Estate	2	2	-	-	-	2
	<hr/> 99	<hr/> 70	<hr/> 21	<hr/> 5	<hr/> 3	<hr/> 99

Total Entitlement: $99 \div 37 \times 26 = 70$ (69.57) Conservative
 $99 \div 37 \times 8 = 21$ (21.36) Liberal Democrat
 $99 \div 37 \times 2 = 5$ (5.34) Labour
 $99 \div 37 \times 1 = 3$ (2.67) 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 Planning Development Control and Licensing Committee provides a pool of Members.

6. THE POLICY & RESOURCES BOARD, EXECUTIVE PANELS AND COMMITTEES OF THE COUNCIL

STATEMENT AND DESCRIPTION

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

The six 'Policy Committees' comprise the Policy & Resources Board, and five 'Executive Panels' namely the Retail, Community and Culture Panel, Environment Panel, Housing and Health Panel, Asset, Infrastructure and Localism Panel and Highways and Parking Panel.

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

The membership of the Policy & Resources 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 is one regulatory Committees dealing with Planning Development Control and Licensing Committee. The membership of the Planning Development Control & Licensing Committee is fifteen Members. Any three Members sitting together can form a Sub-Committee to determine matters falling within the responsibility of the Planning Development Control & Licensing Committee.

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

The Policy & Resources 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 & Resources Board provide the overall strategic focus for the Authority.

This ensures that only the Policy & Resources 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 & Resources 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 & Resources 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 & Resources 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 & Resources 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 & RESOURCES BOARD

The terms of reference for the Policy & Resources 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 progress actions arising from the Crime & Disorder Reduction Strategy which are within the remit of the Board.
7. 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.
7. For the avoidance of doubt decisions on all matters concerning groups such as Brentwood First, The Economic Development Business Partnership and Local Economic Partnerships (LEP's) will remain the exclusive remit of the Board.

Section E - Economic Development

1. To consider and propose matters concerning the promotion of economic development throughout the Borough and the interface with countywide or regional economic development initiatives.
2. Generally to maintain a special interest in employment promotion.
3. To promote and encourage enterprise and investment in the Borough in order to maintain and sustain the economic wellbeing and regeneration of the area.
4. To encourage the growth of existing businesses in the Borough and access to the skills and training necessary to support them.
5. To develop a climate where businesses and individuals can innovate, compete and contribute to the economic development and regeneration of the area; and excellence in local business.

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

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

Section I - Land

1. 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.

ENVIRONMENT 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.
3. Monitoring and control of actual or suspected contamination of soil.
4. 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 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.

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.
2. 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.

Section J - 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 K- 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 L - 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 M - 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 N - 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.

HOUSING AND HEALTH 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- 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 C- 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.

PARKING, BOROUGH PROJECT LIAISON AND HIGHWAYS LOCALISM PANEL (As of May 2012)

Section A – Project Liaison

To consider all implications and to oversee and provide support for all large projects within the Borough (such as Crossrail) and any other projects as may be identified by the Leader or through the Policy Performance & Resources Board.

Section B - 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 determine and 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.
6. Provision of off-street car parks.

Section C – Charges

To recommend to the Policy and Resources Board setting of car park charges on an annual basis.

Section D - 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.
8. On-street and off-street parking including parking enforcement

Section E - 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 F - Road Safety

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

Section G – Localism

To provide a new way of thinking and working together with our partners

Section H – South Essex Parking Partnership

The Chairman will be the Council's representative on the South Essex Parking Partnership.

PLANNING DEVELOPMENT CONTROL AND LICENSING COMMITTEE

Section A - 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.

Section B - Licensing and Trading

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. Except in relation to the Statement of Licensing Policy, to discharge all functions conferred upon the Council as a licensing authority under the Gambling Act 2005.
3. 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 registrations, as appropriate, including enforcement, of the following:
 - (a) Hackney carriages and private hire vehicles, including their drivers, operators and vehicle inspections
 - (b) Pet shops, riding establishments, boarding kennels and catteries, dog breeding establishments, zoos and keepers of dangerous wild animals
 - (c) Ear piercing, acupuncture, electrolysis and tattooing
 - (d) Sex establishments
 - (e) Street trading
 - (f) Pavement permits (Highways Act 1980)

- (g) Charity street collections and house-to-house collections
 - (h) Camping and caravan sites
 - (i) Motor salvage operators and scrap metal dealers
 - (j) Game dealers
4. To hear and determine appeals against the making of Tree Preservation Orders.
 5. To progress actions arising from the Crime & Disorder Strategy which may be referred to it for consideration.
 6. Any other matters relating to licensing which may be referred to it for.

RETAIL, COMMUNITY & CULTURE PANEL

Section A – General

1. To consider and propose matters concerning the promotion of economic development in the retail centres, throughout the Borough and the interface with countywide or regional economic development partners.
2. To maintain a special interest in retail and town centre promotion.
3. To promote and encourage tourism and heritage within the Borough.

Section B – Brentwood Town Centre/Brentwood Borough Shopping Centres

1. To consider matters relating to Council schemes/projects within the general framework of the Council's policies and to submit recommendations outside such policies.
2. To consider and determine matters relating to the promotion, maintenance and enhancement of the vitality and viability of shopping centres within the Borough.
3. To consult with the Chamber of Commerce and Federation of Small Businesses.

Section C - Crime & Disorder Strategy

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

Section D- Leisure and Cultural Services

1. To consider and co-ordinate the Council's leisure and cultural initiatives including:-
 - (a) The Brentwood 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 partnership working regarding all cultural matters in the Borough.
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. Tourism and Town Twinning arrangements.
10. Making of grants to local voluntary organisations and other bodies for the benefit of the local community.
11. To improve young people's understanding of what Brentwood Borough Council can provide for them and build a culture of youth participation.

12. To deliver an increase in community activity and deal with the issues that matter most to the community.
13. To determine Council led community events and to receive progress reports from the Community Events Delivery Group.
14. Promote, encourage and support community events.

ASSET, INFRASTRUCTURE AND LOCALISM PANEL

Section A – Asset Management

To include properties within the Councils Asset Management Portfolio including Town Hall, Halls etc.

1. To take a strategic approach to asset management, ensuring that the use of the Council's assets achieves Value for Money and supports the achievement of the Councils corporate priorities.
2. To have an overview of projects.
3. To monitor major project activities, exposure to risk and resource impacts.
4. To review the Corporate Asset Management Plan annually.

Section B – Management and Review

1. To co-ordinate the capital projects of Executive Panels and Committees and from time to time to recommend to the Council the capital programme.
2. 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 a regular review.

Section C - Proposed Major Developments

Without prejudice to subsequent consideration by the Planning Development Control and Licensing 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 D – Land

Subject to the approval of the Policy and Resources Board:

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.

Section E – Contracts, Equipment and Services

1. 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.
2. To consider the Council's requirements for equipment and services.

Section F – Leisure and Culture Services

1. To consider and co-ordinate the Council's policies in respect of leisure assets.
 - a) The Brentwood Centre
 - b) Management of 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.
2. Capital grants to arts organisations/voluntary organisations.

Section G – Localism Agenda

1. Promote the use of Council owned assets by the local community and other interested parties where appropriate
2. Making of grants by way of assets to local voluntary organisations and other bodies for the benefit of the local community. through the Council's Localism agenda.
3. Management of the Council's annual Localism Budget

4. Co-ordinate as relevant with the other Executive Panels to ensure the Localism theme is promoted through all decision making across the Council.

ANNUAL MEETING 2012 – LIST OF NOMINATIONS**ELECTION OF MAYOR**

Proposed: Cllr A Coe

APPOINTMENT OF DEPUTY MAYOR

Proposed: Cllr M Henwood

APPOINTMENT OF POLICY AND RESOURCES BOARD, EXECUTIVE PANELS AND COMMITTEES

<u>POLICY AND RESOURCES BOARD</u>	<u>ASSET, INFRASTRUCTURE AND LOCALISM PANEL</u>
<p>Membership 11 (Con 8 , Lib Dem,2 Lab 1)</p> <p>Conservative</p> <ol style="list-style-type: none"> 1.Cllr R Hirst 2.Cllr L McKinlay 3. Cllr A Naylor 4. Cllr K Parker 5.Cllr J Pound 6.Cllr R Quirk 7.Cllr M Reed 8.Cllr T Sleep <p>Substitute Members Cllr C Cornell Cllr L Golding</p> <p>Lib Dem</p> <ol style="list-style-type: none"> 1. Cllr R Carter 2. Cllr D Kendall <p>Substitute Member Cllr V Davies</p> <p>Labour Cllr M Le-Surf</p> <p>Substitute Member Cllr J Morrissey</p>	<p>Membership 11 (Con 8, Lib Dem 2, Lab 1)</p> <p>Conservative</p> <ol style="list-style-type: none"> 1. Cllr P Baker 2. Cllr C Cornell 3. Cllr L Golding 4. Cllr R Hirst 5. Cllr J Kerslake 6. Cllr S Murphy 7. Cllr A Naylor 8. Cllr R Quirk <p>Substitute Members Cllr A Braid Cllr W Russell</p> <p>Lib Dem</p> <ol style="list-style-type: none"> 1 Cllr B Aspinell 2. Cllr D Kendall <p>Substitute Member Cllr R Carter</p> <p>Labour Cllr M Le-Surf</p> <p>Substitute Member Cllr J Morrissey</p>

AUDIT COMMITTEE

Membership 5
(Con 3, Lib Dem 2)

Conservative

1. Cllr N Hones
2. Cllr C Hossack
3. Cllr J Kerslake

There are no substitutes for this Committee.

Lib Dem

1. Cllr G Clark
2. Cllr D Kendall

ENVIRONMENT PANEL

Membership 11
(Con 7, Lib Dem 3, Independent 1)

Conservative

1. Cllr N Clarke
2. Cllr M Henwood
3. Cllr N Hones
4. Cllr C Hossack

5. Cllr W Lloyd
6. Cllr R McCheyne
7. Cllr T Sleep

Substitute Members

Cllr L Golding
Cllr R Hirst

Lib Dem

1. Cllr G Clark
2. Cllr P Mynott
3. Cllr J Sapwell

Substitute Member
Cllr V Davies

Independent

Cllr R Keeble

HOUSING AND HEALTH PANEL

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

Conservative

1. Cllr L Golding
2. Cllr M Henwood
3. Cllr R Hirst
4. Cllr L Lee
5. Cllr C Lewis
6. Cllr A Naylor
7. Cllr J Pound
8. Cllr D Tee

Substitute Members

Cllr P Baker
Cllr A Braid

Lib Dem

1. Cllr K Chilvers
2. Cllr V Davies

Substitute Member

Cllr J Sapwell

Labour

Cllr J Morrissey

Substitute Member
Cllr M Le-Surf

PARKING, BOROUGH PROJECT LIAISON AND HIGHWAYS LOCALISM PANEL

PART A (Membership 4 ECC/4 BBC)

County Cllr B Aspinell	Cllr A Braid
County Cllr D Kendall	Cllr N Clarke
County Cllr A Naylor	Cllr K Parker
County Cllr J Roberts	Cllr K Sparling

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

Conservative

1. Cllr A Braid
2. Cllr N Clarke
3. Cllr C Cornell
4. Cllr J Kerslake
5. Cllr C Lewis
6. Cllr W Lloyd
7. Cllr K Parker
8. Cllr K Sparling

Substitute Members

Cllr L Lee
Cllr D Tee

Lib Dem

1. Cllr G Clark
2. Cllr J Sapwell

Substitute Member

Cllr K Chilvers

Independent

Cllr R Keeble

OVERVIEW AND SCRUTINY COMMITTEE

Membership 11
(Con 7, Lib Dem 3 Lab 1)

Conservative

1. Cllr P Baker
2. Cllr A Coe
3. Cllr L Lee
4. Cllr R McCheyne
5. Cllr W Russell
6. Cllr K Sparling
7. Cllr D Tee

Lib Dem

1. Cllr B Aspinell
2. Cllr K Chilvers
3. Cllr P Mynott

Labour

Cllr J Morrissey

There are no substitutes for this Committee.

**PLANNING DEVELOPMENT CONTROL
AND LICENCING COMMITTEE**

Membership 15
(Con 11, Lib Dem 3, Lab 1)

Conservative

1. Cllr P Baker
2. Cllr A Braid
3. Cllr A Coe
4. Cllr L Golding
5. Cllr M Henwood
6. Cllr N Hones
7. Cllr R McCheyne
8. Cllr S Murphy
9. Cllr W Russell
10. Cllr K Sparling
11. Cllr D Tee

Substitute Members

Cllr N Clarke
Cllr C Cornell

Lib Dem

1. Cllr R Carter
2. Cllr K Chilvers
3. Cllr V Davies

Substitute Member

Cllr P Mynott

Labour

Cllr J Morrissey
Substitute Member
Cllr M Le-Surf

**RETAIL, COMMUNITY AND CULTURE
PANEL**

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

Conservative

1. Cllr A Braid
2. Cllr N Clarke
3. Cllr C Cornell
4. Cllr L Lee
5. Cllr W Lloyd
6. Cllr S Murphy
7. Cllr M Reed
8. Cllr W Russell

Substitute Members

Cllr M Henwood
Cllr K Sparling

Lib Dem

1. Cllr P Mynott
2. Cllr J Sapwell

Substitute Member

Cllr D Kendall

Independent

Cllr R Keeble

JOINT COMMITTEE FOR COUNTRY PARKS AND COUNTRYSIDE ESTATE

Membership 4 - 2 ECC and 2 BBC (Conservative)

1. TBC
2. TBC

STANDARDS COMMITTEE

Membership 12

(3 Independent members, 3 Parish Council Representatives,
Borough Councillors – 3 Con, 2 Lib Dem, 1 Lab)

Independent Members

1. TBC
2. TBC
3. TBC

Parish Council Representatives

1. TBC
2. TBC
3. TBC

Borough Council Members**Conservative (3)**

1. TBC
2. TBC
3. TBC

Liberal Democrat (2)

1. Cllr B Aspinell
2. Cllr P Mynott

Labour (1) Cllr J Morrissey

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

Item 9 APPOINTMENT OF STANDING GROUPS AND BOARDS**(i) STAFF LOCAL AGREEMENT CONSULTATION FORUM****Employer's side (the Council)**

Leader of the Council: Cllr Mrs L Mckinlay

Deputy Leader of the Council: Cllr R Hirst

Chairman of Policy and Resources Board or majority group nominee:
TBC

Leader of the main opposition group: Cllr D Kendall

(ii) PUBLIC INFORMATION PANEL

Membership 3 (Con 2 Lib Dem 1)

Conservative:

- 1.
- 2.

Reserve:

Liberal Democrat:

Cllr P Mynott
Reserve: Cllr David Kendall

(iii) INDEPENDENT REMUNERATION PANEL

Mr N Abbott

Mr M Hawkins

Mrs N Otley

APPOINTMENT OF CHAIRMAN AND VICE CHAIRMAN OF THE POLICY AND RESOURCES BOARD, EXECUTIVE PANELS, COMMITTEES AND STANDING GROUPS, ETC.

The following proposals will be made:

(i) POLICY AND RESOURCES BOARD

Chairman: Cllr L Mckinlay
Vice-Chairman: Cllr R Hirst

ASSET, INFRASTRUCTURE AND LOCALISM PANEL

Chairman: Cllr R Quirk
Vice Chairman: Cllr P Baker

AUDIT COMMITTEE

Chairman: Cllr C Hossack
Vice Chairman: Cllr J Kerslake

ENVIRONMENT PANEL

Chairman: Cllr T Sleep
Vice-Chairman; Cllr W Lloyd

**PARKING, BOROUGH PROJECT LIAISON AND HIGHWAYS LOCALISM PANEL
(PART B of meetings)**

Chairman: Cllr K Parker
Vice-Chairman: Cllr K Sparling

HOUSING AND HEALTH PANEL

Chairman: Cllr J Pound
Vice-Chairman: Cllr L Golding

OVERVIEW AND SCRUTINY COMMITTEE

Chairman: Cllr B Aspinell
Vice-Chairman: Cllr D Tee

PLANNING DEVELOPMENT CONTROL AND LICENSING COMMITTEE

Chairman: Cllr R McCheyne
Vice-Chairman: Cllr N Hones

RETAIL, COMMUNITY AND CULTURE PANEL

Chairman: Cllr M Reed
Vice-Chairman: Cllr W Russell

(ii) STANDING GROUPS AND BOARDS

Staff Local Agreement Consultation Forum

Chairman: Leader of the Council

Public Information Panel

Chairman: TBC

Community Safety Partnership Representative: TBC

ITEM 15 – APPOINTMENTS TO OUTSIDE ORGANISATIONS 2012/13

Organisation	Proposed Council Representative for 2012/13
Active Brentwood	Cllr Reed
Basildon & Thurrock Hospitals Trust	TBC (Conservative)
Brentwood Access Group	Cllr Mrs Pound
Brentwood and District Age Concern	Cllr Mrs Henwood Cllr Mrs Davies
Brentwood Arts Council	Cllr Mynott
Brentwood Football Club Management Committee	Cllr Aspinell Cllr Parker Cllr Russell
Brentwood/Landkreis Roth Town Twinning Association	Cllr Mrs Henwood Cllr Mrs Hones Cllr Keeble
Brentwood/Montbazon Town Twinning Association	Cllr Ms Golding Cllr Le-Surf Cllr Tee
Brentwood MIND	Cllr Carter
Brentwood Rugby Club Pavilion Management Committee	Cllr Hirst Cllr Sapwell Cllr Sleep
Brentwood Theatre Trust	Cllr Le-Surf Cllr Baker
Citizens Advice Bureau	Cllr Mrs Henwood Cllr Mrs Hones
Community Transport Partnership	Cllr Mrs Henwood
Council for Voluntary Service	Cllr Tee Cllr Mrs Pound
East and West Horndon Village Hall Committee	Cllr Ms Golding Cllr Mrs Murphy
Essex Police and Crime Panel	Cllr Lee
IAA Member Working Group (Formerly Essex Waste Management Joint Committee)	Cllr Sleep
Ingatestone and Fryerning Community Club	Cllr Mrs Hones

Museums in Essex Committee	Cllr Reed
Parking, Borough Project Liaison And Highways Localism Panel	Cllrs Parker, Sparling, Braid and Clarke
Police Community Consultative Committee	Cllr Ms Golding
SNAP	Cllr Tee
Three Arch Bridge Community Hall	Cllr Morrissey Cllr Miss Lewis
Conservators of Shenfield Common	Cllr Lee Cllr Lloyd Cllr Sleep
Council for the Protection of Rural Essex	Cllr Ms Golding Cllr Mrs Henwood
Hartwood Golf Club	Cllr Russell Cllr Lloyd
Headley Common Trustees	Cllr Lloyd Cllr Tee
Howard Memorial Trust	Cllr Ms Golding
Hutton Charities	Cllr Braid Cllr Mrs Cornell
South Weald Parish Hall	Cllr Mrs Coe Cllr Clarke

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

16TH MAY 2012

ITEM 11: MEMBERS' ALLOWANCES 2012/13

PURPOSE OF REPORT		To consider the level of allowances to be paid to Members of the Council.
CORPORATE OBJECTIVES		Value for Money – Developing internal systems and processes to deliver better value for residents
IMPLICATIONS		
•	Legal	The report has been prepared in accordance with legislation.
•	Finance	Members' Allowances are included in the estimates for 2012/13 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.
•	Equality and Diversity	There are no equality and diversity implications.
ACTION REQUIRED		To consider the level of allowances to be paid to Members.

Regarding Members Allowances for 2012/13, in view of the necessity for savings to be made by the Council, as agreed at the 21.2.12 Special Policy, Performance and Resources Board meeting, Members' Allowances for 2012/13 would be frozen at the 2011/12 rates and paid as follows:

Basic Allowance £5,950.80 (Paid to all Members and including travel and subsistence)

Special Responsibility Allowance (SRA):

Chairmen of Policy and Resources Board, the three Executive Panels

and Planning Development Control and Licensing Committee: £5,266.09

Chairman of Overview and Scrutiny Committee and Audit Committee: £2,707.50

Vice-chairmen of all Panels/Committees: £957.57

Leader of the Council: £13,086.25

Deputy Leader of the Council: £6,317.50

Leader of the majority opposition group: £5,266.09
Leader of the minority opposition group: £2,632.59
Mayor's Allowance: £3,300.00
Deputy Mayor's Allowance: £750.00

The Independent Remuneration Panel has been advised of and had approved the proposal to maintain Members' Allowances for 2012/13 at the 2011/12 level. Members are reminded that by notice in writing given to the Head of Corporate Finance they can elect to forego any part of the entitlement to an allowance under the Scheme.

RECOMMENDED that the Council notes the revised Members Allowances for 2012/13.

DECIDED:

Brentwood Borough Council –Draft Calendar Of Meetings 2012/13

2012**May**

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

June

01	Fri	
02	Sat	
03	Sun	
04	Mon	Bank Holiday
05	Tues	Bank Holiday
06	Wed	
07	Thurs	
08	Fri	
09	Sat	
10	Sun	

Brentwood Borough Council –Draft Calendar Of Meetings 2012/13

11	Mon	
12	Tue	
13	Wed	Environment Panel
14	Thurs	
15	Fri	
16	Sat	
17	Sun	
18	Mon	
19	Tues	Highways and Parking
20	Wed	Audit Committee
21	Thurs	
22	Fri	
23	Sat	
24	Sun	
25	Mon	
(26	Tue	Housing and Health Panel
LGA 27	Wed	Planning Development Control and Licensing
Conference (Committee
(28	Thurs	
29	Fri	
30	Sat	

JULY

01	Sun	
02	Mon	Overview and Scrutiny Committee
03	Tues	
04	Wed	Asset, Infrastructure and Localism Panel
05	Thurs	Standards Committee
06	Fri	
07	Sat	
08	Sun	
09	Mon	Group
10	Tues	Civic Service
11	Wed	Policy and Resources Board
12	Thurs	
13	Fri	
14	Sat	
15	Sun	
16	Mon	Group
17	Tues	
18	Wed	Ordinary Council
19	Thurs	
20	Fri	
21	Sat	
22	Sun	
23	Mon	
24	Tues	
25	Wed	Planning Development Control and Licensing

Brentwood Borough Council –Draft Calendar Of Meetings 2012/13

Committee

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
04	Tues
05	Wed

Planning Development Control and Licensing

Brentwood Borough Council –Draft Calendar Of Meetings 2012/13

			Committee
	06	Thurs	
	07	Fri	
	08	Sat	
	09	Sun	
	10	Mon	
	11	Tues	Housing and Health Board
	12	Wed	Retail, Community and Culture Panel
	13	Thurs	
	14	Fri	
	15	Sat	
	16	Sun	
	17	Mon	
	18	Tues	Environment Panel
	19	Wed	Highways and Parking Panel
	20	Thurs	
	21	Fri	Audit Committee
Lib Dem	22	Sat	
Party	23	Sun	
Conference	24	Mon	
	25	Tues	
	26	Wed	
	27	Thurs	Asset, Infrastructure and Localism Panel
	28	Fri	
	29	Sat	
)	30	Sun	
Labour)			
)	OCTOBER		
Party)			
)	01	Mon	
Conference)	02	Tues	
)	03	Wed	
)	04	Thurs	
	05	Fri	
	06	Sat	
Conservative	07	Sun	
Party	08	Mon	
Conference	09	Tues	
	10	Wed	Planning Development Control and Licensing Committee
	11	Thurs	Standards Committee
	12	Fri	
	13	Sat	
	14	Sun	
	15	Mon	Overview and Scrutiny Committee – may change
	16	Tues	
	17	Wed	Policy and Resources Board
	18	Thurs	

Brentwood Borough Council –Draft Calendar Of Meetings 2012/13

19	Fri	
20	Sat	
21	Sun	
22	Mon	Group
23	Tues	
24	Wed	Ordinary Council
25	Thurs	
26	Fri	
27	Sat	
28	Sun	
(29	Mon	
Half Term (30	Tues	
(31	Wed	

NOVEMBER

(01	Thurs	
(02	Fri	
03	Sat	
04	Sun	
05	Mon	
06	Tues	Highways and Parking Panel
07	Wed	Planning Development Control and Licensing Committee
08	Thurs	
09	Fri	
10	Sat	
11	Sun	Remembrance Sunday
12	Mon	
13	Tues	Retail Community and Culture
14	Wed	Environment Panel
15	Thurs	
16	Fri	
17	Sat	
18	Sun	
19	Mon	
20	Tues	Housing and Health Panel
21	Wed	Asset, Infrastructure and Localism Panel
22	Thurs	
23	Fri	
24	Sat	
25	Sun	
26	Mon	
27	Tues	Audit Committee
28	Wed	Overview and Scrutiny
29	Thurs	
30	Fri	

DECEMBER

Brentwood Borough Council –Draft Calendar Of Meetings 2012/13

01	Sat	
02	Sun	
03	Mon	
04	Tues	
05	Wed	Planning Development Control and Licensing Committee
06	Thurs	
07	Fri	
08	Sat	
09	Sun	
10	Mon	Group
11	Tues	
12	Wed	Policy and Resources Board
13	Thurs	
14	Fri	
15	Sat	
16	Sun	
17	Mon	Group
18	Tues	
19	Wed	Ordinary Council
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	

2013**JANUARY**

01	Tues	New Years Day
02	Wed	
03	Thurs	
04	Fri	
05	Sat	
06	Sun	
07	Mon	
08	Tues	
09	Wed	Planning Development Control and Licensing Committee
10	Thurs	

Brentwood Borough Council –Draft Calendar Of Meetings 2012/13

11	Fri	
12	Sat	
13	Sun	
14	Mon	
15	Tues	Highways and Parking Panel
16	Wed	Audit Committee
17	Thurs	
18	Fri	
19	Sat	
20	Sun	
21	Mon	
22	Tues	Housing and Health Panel
23	Wed	Asset, Infrastructure and Localism Panel
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	Retail, Community and Culture Panel
06	Wed	Planning Development Control and Licensing Committee
07	Thurs	
08	Fri	
09	Sat	
10	Sun	
11	Mon	Group
12	Tues	Special Policy/Ordinary Council
13	Wed	
14	Thurs	
15	Fri	
16	Sat	
17	Sun	
(18	Mon	
(19	Tues	
(20	Wed	
(21	Thurs	
(22	Fri	
23	Sat	
24	Sun	

Half Term

Brentwood Borough Council –Draft Calendar Of Meetings 2012/13

25	Mon	Overview and Scrutiny Committee
26	Tues	
27	Wed	
28	Thurs	

MARCH

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

APRIL

01	Mon	Easter Monday
02	Tues	
03	Wed	
04	Thurs	
05	Fri	
06	Sat	

Brentwood Borough Council –Draft Calendar Of Meetings 2012/13

07	Sun	
08	Mon	
09	Tues	
10	Wed	
11	Thurs	
12	Fri	
13	Sat	
14	Sun	
15	Mon	
16	Tues	
17	Wed	Planning Development Control and Licensing Committee
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	

MAY

01	Wed	
02	Thurs	Elections (County)
03	Fri	
04	Sat	
05	Sun	
06	Mon	Bank Holiday
07	Tues	
08	Wed	
09	Thurs	
10	Fri	
11	Sat	
12	Sun	
13	Mon	
14	Tues	
15	Wed	Annual Council
16	Thurs	
17	Fri	
18	Sat	
19	Sun	
20	Mon	
21	Tues	

Brentwood Borough Council –Draft Calendar Of Meetings 2012/13

22	Wed	
23	Thurs	
24	Fri	
25	Sat	
26	Sun	
27	Mon	Bank Holiday
28	Tues	
29	Wed	Planning Development Control and Licensing Committee
30	Thurs	
31	Fri	

JUNE

1	Sat	
2	Sun	
3	Mon	
4	Tues	
5	Wed	
6	Thurs	
7	Fri	
8	Sat	
9	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	Planning Development Control and Licensing Committee
27	Thurs	
28	Fri	
29	Sat	
30	Sun	

LIST OF BACKGROUND PAPERS

LOCAL GOVERNMENT ACT 1972 (AS AMENDED)

COMMITTEE: **ANNUAL COUNCIL**

DATE: 16TH MAY 2012

PART ONE

AGENDA ITEM & BACKGROUND DOCUMENTS
REF./DIR

FILE

1. **APOLOGIES FOR ABSENCE**
None
2. **MAYOR'S ANNOUNCEMENTS AND PRESENTATIONS**
None
3. **ELECTION OF MAYOR**
None
4. **APPOINTMENT OF DEPUTY MAYOR**
None
5. **BRENTWOOD BOROUGH ELECTIONS 3.5.12:** Appendix 1.
6. **POLITICAL GROUPS ON THE COUNCIL**
Notices received.
7. **LEADER OF THE COUNCIL**
None
8. **APPOINTMENT OF POLICY BOARD, EXECUTIVE PANELS AND COMMITTEES**
Section 15 Local Government Act 1989
9. **STANDING GROUPS AND BOARDS**
Appendix 5
10. **APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN OF THE POLICY AND
RESOURCES BOARD, EXECUTIVE PANELS, COMMITTEES AND STANDING
GROUPS BOARDS ETC FROM THOSE APPOINTED TO THEM**
Appendix 5

11. **MEMBERS' ALLOWANCES 2012/13**
Minutes of Special Policy and Resources Board 21.2.12
12. **MEMORIALS OR PETITIONS**
None
13. **QUESTIONS**
None
14. **DAY AND HOUR OF MEETINGS**
Appendix 7
15. **APPOINTMENT OF REPRESENTATIVES ON OUTSIDE ORGANISATIONS**
Appendix 5
16. **NOTICES OF MOTION**
Notice of Motion from Cllr Cheralyn Lewis
17. **URGENT BUSINESS**
None

PART TWO

18. **CONFIRMATION OF APPOINTMENT OF SECTION 151 OFFICER**
(Exempt Information, Paragraph 4 of Part 1 of 12A of the Local Government Act 1972)