



Annual Council

Agenda

Part One

Town Hall, Brentwood

15 May 2013 at 7.00pm

To Mayor and Members of Brentwood Borough Council

Committee Co-ordinator: Mrs J Sharp – 01277 312655

Information for Members of the Public

Access to Information and Meetings

You have the right to attend all meetings of the Council and its Boards and Committees. You also have the right to see the agenda, which is usually published 5 working days before the meeting, and minutes once they are published. Dates of the meetings are available at www.brentwood.gov.uk or from Democratic Services (01277 312739).

Questions from the Public

A member of the public resident within the Borough may, through the Mayor, ask any question relating to the business of the Council at an Ordinary Council meeting provided that two clear days notice in writing of the question to be asked has been delivered to the Town Hall. For more information please contact democratic.services@brentwood.gov.uk or call 01277 312739 to speak to a Committee Services Officer.

Webcasts

All of the Council's meetings are webcast, subject to the items which are considered in private session (please see below). If you are seated in the public area of the Council Chamber, it is likely that your image will be captured by the recording cameras and result in your image becoming part of the broadcast. This may infringe your Human Rights and if you wish to avoid this, you can sit in the upper public gallery of the Council Chamber.

Private Sessions

Occasionally meetings will need to discuss issues in private. This can only happen on a limited range of issues, which are set by law. When a Board or Committee does so, you will be asked to leave the meeting.

Mobile phones, pagers, cameras, audio recorders

Please ensure that all mobile phones and pagers are turned off or switched to silent before the meeting begins and note that photography or audio recording is not permitted.

Access

There is wheelchair access to the Town Hall from the Main Entrance. There is an induction loop in the Council Chamber.

Evacuation Procedures

Evacuate the building using the nearest available exit and congregate at the assembly point in the North Front Car Park.

Members Interests

Members of the Council must declare any pecuniary or non-pecuniary interests and the nature of the interest at the beginning of an agenda item and that, on declaring a pecuniary interest they are required to leave the Chamber.

- **What are pecuniary interests?**

A person's pecuniary interests are their business interests (for example their employment trade, profession, contracts, or any company with which they are associated) and wider financial interests they might have (for example trust funds, investments, and asset including land and property).

- **Do I have any disclosable pecuniary interests?**

You have a disclosable pecuniary interest if you, or your spouse or civil partner, have a pecuniary interest listed in the national rules. Interests of your spouse or civil partner, following the approach of the rules under the 1972 and 1989 Acts, are included to ensure that the public can have confidence that councillors are putting the public interest first and not benefitting the financial affairs of themselves or their spouse or civil partner from which the councillor would stand to gain. For this purpose your spouse or civil partner includes any person with whom you are living as a husband or wife, or as if they were your civil partner.

- **What does having a disclosable pecuniary interest stop me doing?**

If you are present at a meeting of your council or authority, of its executive or any committee of the executive, or any committee, sub-committee, joint committee, or joint sub-committee of your authority, and you have a disclosable pecuniary interest relating to any business that is or will be considered at the meeting, you must not :

- participate in any discussion of the business at the meeting, of if you become aware of your disclosable pecuniary interest during the meeting participate further in any discussion of the business or,
- participate in any vote or further vote taken on the matter at the meeting.

These prohibitions apply to any form of participation, including speaking as a member of the public.

Part I

(During consideration of these items the meeting is likely to be open to the press and public)

1. Apologies for Absence

2. Contents

Agenda Item No.	Item	Ward(s) Affected	Page No.
3	Mayor's Announcements and Presentations	All Wards	No report
4	a. Election of Mayor	All Wards	7
	b. Declaration of Acceptance of Office	All Wards	7
There will be a short adjournment while the Mayoral Party leaves to allow the newly elected Mayor to robe			
	c. Incoming Mayor's Announcements	All Wards	7
	d. Appointment of Mayor's Consort	All Wards	8
	e. Vote of thanks to the outgoing Mayor and presentation of Past Mayor's Badge	All Wards	8
	f. Appointment of Deputy Mayor	All Wards	8
	g. Declaration of Acceptance of Office	All Wards	8
	h. Appointment of Deputy Mayor's Consort	All Wards	8
5	Designation of Leader of the Council	All Wards	9

6	Appointment of Committees:	All Wards	11
	a. Agreement of Terms of Reference		15
	b. Agreement of Political Balance		25
	c. Agreement of nominations and Chairs and Vice Chairs		27
	d. Agreement of calendar of meetings		33
7	Appointment of Representatives on outside organisations	All Wards	45
8	Member Working Groups	All Wards	49
9	Members' Allowances 2013/14	All Wards	53
10	Memorials or Petitions: Cllr M Le-Surf will present a petition regarding the 20's Plenty for Us speed limits campaign		No report
11	Questions: To answer questions (if any) pursuant to Standing Order 9	All Wards	No report
12	Notices of Motion One motion has been received from Cllr Quirk One motion has been received from Cllr Russell	All Wards	61
13	Review of the Council's Constitution	All Wards	63
14	Urgent Items	All Wards	No report

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4. ELECTION AND INSTALLATION OF MAYOR AND DEPUTY MAYOR FOR 2013/14

Report of *Lee Taylor, Head of Corporate and Civic Office*

Author *Lee Taylor*

Telephone Number *01277 312740*
Email *lee.taylor@brentwood.gov.uk*

Wards Affected *All Wards*

1. Executive Summary

1.1 Annual Council elects a Mayor and Deputy Mayor to serve for the Municipal Year.

2. Recommendation(s)

2.1 To elect a Mayor and Deputy Mayor for the Municipal Year 2013/14.

3. Background

3.1 The role of Mayor is an important one. By virtue of their position the Mayor is the First Citizen of the borough. As part of this role the Mayor will represent and promote the borough at events both within and outside the borough.

3.2 The Mayor is also the Chair of the Council meetings and ensures that the meeting is conducted in accordance with legal procedures and the Council's constitution.

4. Context

4.1 A nomination will be made and seconded for Council to elect Cllr Mrs Madeline Henwood.

4.2 Once the election has taken place the newly elected Mayor takes the Declaration of Acceptance of Oath.

4.3 Once this has taken place the meeting will have a short adjournment to allow the newly elected Mayor to robe.

4.4 On the return of the Mayoral party the Mayor will make some announcements including nominating her chosen charities which she will work with during her Mayoral year.

4.5 The Mayor is accompanied on events by a Consort. This person is officially recognised at Council. The Mayor's Consort for 2013/14 will be Mr Richard Henwood

4.6 After the Mayor's Consort is announced the outgoing Consort will invest the incoming Consort with the badge of office.

4.7 The Mayor will then ask the Leader to propose a vote of thanks to the outgoing Mayor. Other Members will also be asked to speak on the vote of thanks. The Past Mayor will then be presented with the Past Mayor's badge and gifts from officers.

4.8 The Past Mayor will then respond to the vote of thanks.

4.9 Nomination will then be taken for the Deputy Mayor for Cllr Mark Reed

4.10 After the election has taken place the newly elected Deputy Mayor will take the Declaration of Acceptance of Office and be presented with the Deputy Mayor's badge.

4.11 The Deputy Mayor is also accompanied by a Consort who, for 2013/14, will be Mrs Lilian Reed.

4.12 The outgoing Deputy Mayor's Consort invests the incoming Consort with her badge.

5. Financial Implications – Comment from S151 Officer

5.1 Any financial implications will be covered by the existing Civic Budget provision.

6. Implications and References to Corporate Plan

6.1 The position of Mayor is an apolitical one but is essential to promoting the goals, vision and services of the Council.

7. Background Papers

7.1 Nomination Papers

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5. DESIGNATION OF LEADER OF THE COUNCIL

Report of *Alison Crowe, Managing Director*

Author *Lee Taylor*

Telephone Number *01277 312740*

Email *lee.taylor@brentwood.gov.uk*

Wards Affected *All Wards*

1. Executive Summary

1.1 Annual Council designates a Leader of the Council. The Constitution states that “it is the custom and practice of the Council to designate the leader of the Majority Group/Largest Group on the Council to be the Leader of the Council”

2. Recommendation

2.1 The Leader of the Conservative Group as the majority group be designated the Leader of the Council.

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6. APPOINTMENT OF COMMITTEES (Appendix 1, 2, 3 and 4)

Report of *Alison Crowe, Managing Director*

Author *Lee Taylor*

Telephone Number *01277 312740*
Email *lee.taylor@brentwood.gov.uk*

Wards Affected *All Wards*

1. Executive Summary

- 1.1 Annual Council agrees the governance structure of the authority for the forthcoming year. Council agrees the committee structure, the terms of reference for each committee, the political balance of committees, the members and substitutes of the committees, the Chairmen and Vice Chairmen, any standing groups and the calendar of meetings for the municipal year.
- 1.2 Members will be aware of the work undertaken over the last year to review the governance structure. Previous reports are noted under the Background Papers under section 7.
- 1.3 The new committee structure is more streamlined and is made up of three 'executive' committees, three quasi-judicial committees and an overview and scrutiny committee.

2. Recommendation(s)

- 2.1 Agree the Committee Structure and terms of reference for each Committee for 2013/14 as set out in Appendix 1.
- 2.2 Agree the political balance of each committee as set out in Appendix 2
- 2.3 Agree the membership of each committee and the Chairmen and Vice chairmen as set out in Appendix 3 (to follow).
- 2.4 Agree and note the calendar of meetings as set out in Appendix 4.

3. Background

- 3.1 Recent changes in the law with the introduction of the Localism Act have brought a renewed focus on appropriate governance models and structures for local authorities.
- 3.2 The Local Government Act 1972 makes provision for the Council to appoint committees for the discharge of the functions of the Council.

4. Context

- 4.1 Members will be aware of the work undertaken over the last year to review the governance structure and the decision of Council in March 2013. Previous reports are noted under the Background Papers under section 7.
- 4.2 The new committee structure is more streamlined and is made up of three 'executive' committees and three quasi-judicial committees.
- 4.3 The Committee structure and Terms of Reference for each Committee are contained in Appendix 1.
- 4.4 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.
- 4.5 The calculation of seats is based on the total number of seats on all Committees being divided by the total membership of the Council and then multiplying that figure by the number of group members.
- 4.6 Appendix 2 contains the proposal for the allocation of seats to the political groups. The minimum number of Members to constitute a political group is two.
- 4.7 Annual Council appoints the membership of the committees. Leaders of the political groups have been asked to submit their nominations for members of each committee.
- 4.8 The proposed nominations and Chairmen and Vice-Chairmen are included at Appendix 3 (to follow).

- 4.9 Members will also note the appointment of Spokespersons for each group. The role of spokesperson will be to support the Chair in their role and to take the lead on priorities and key functions of the Council.
- 4.10 Appendix 5 is the calendar of meetings for the Municipal Year 2013/14. Members will note that meetings are scheduled beyond the municipal year in order that appropriate planning of diaries can be undertaken.
- 4.11 Further meetings may be scheduled according to the business and decision making needs of the Council.

5. Financial Implications – Comment from S151 Officer

- 5.1. There are no additional financial implications arising from this report.

6. Implications and References to Corporate Plan

- 6.1 Good governance arrangements are essential to ensure that the Council discharges all its duties and responsibilities.
- 6.2 The arrangements contained within this report also contribute to the Corporate Plan priority of being a modern council.
- 6.3 The Corporate Plan 2013-16 and its attendant action/delivery plan will be monitored by the relevant committees throughout the year.

7. Background Papers

1. [Report to Full Council March 20th 2013.](#)
2. [Report to Full Council 19th December 2012.](#)

Powers and duties of the Council and its Committees

Council

Overview: The Council is the ultimate decision making body of Brentwood Borough Council and the principal forum for major political debate. All 37 Councillors who have been elected to represent the borough attend the Council meeting.

The Council decides the overall objectives, major policies and financial strategies of the Council. It also considers recommendations from the Scrutiny and Regulatory Committees on issues of significance.

Through the Constitution, it delegates responsibility for carrying out many of the Borough Council's functions and policies to its Strategy and Policy Board and its Committees. It also agrees the membership of the Board and Committees/Sub Committees.

The Council is responsible for:

- a) Adopting and changing the Council's constitution.
- b) The adoption of the Council's Code of Conduct
- c) Approving or adopting the Council's policies and strategies; notably:
 - o Corporate Plan
 - o Local Development Framework
 - o Treasury Management Strategy
- d) Agreeing the Council's budget and policy framework.
- e) Agreeing and/or amending the terms of reference for committees and their composition including any joint committees.
- f) Appointment of the leader of the largest political group as Leader of the Council
- g) Appointment of Members and Chairs of Committees
- h) Approving a scheme of members' allowances.
- i) Changing the name of the area, conferring the freedom of the borough.
- j) Confirming the appointment of the Managing Director and other statutory officers.
- k) Making, amending, revoking, re-enacting or adopting bylaws and promoting or opposing the making of local legislation or personal Bills.
- l) Approving the making of a virement or payment from the Council's reserves for values exceeding £200,000.
- m) All other matters which by law must be reserved to the Council.
- n) Determination of other matters appropriately referred to Council

Terms of Reference of Committees

Strategy and Policy Board

Overview: Strategy and Policy Board is responsible for the formulation of the policy and budget framework for approval by Council. It makes recommendations to Council on all strategic financing matters including proposing an overall revenue budget and capital programme and recommending the amount of Council Tax to be set.

- a) To guide the Council in setting its policy objectives and priorities.
- b) To make recommendations on the allocation and use of resources to achieve the Council's priorities.
- c) To formulate and develop relevant corporate policy documents and strategies including the Corporate Plan.
- d) To monitor and evaluate progress made towards achieving those objectives.
- e) Review and monitor the operational impact of policies and to recommend proposals for new initiatives and policy developments.
- f) Devise, review, revise and determine all policies and strategies in light of new legislation or central government guidance.
- g) Formulate the annual budget in accordance with the Budget and Policy Framework, including capital and revenue spending, and the Housing Revenue Account Business Plan (including rent setting for Council homes), in accordance with the Council's priorities and make recommendations to the Council on Council Tax levels.
- h) Take decisions on spending within the annual budget to ensure delivery of the Council's priorities.
- i) Approving the making of a virement or payment from the Council's reserves with a maximum value of £200,000.
- j) Approving write-offs over the value of £5,000
- k) Property and asset management, including acquisitions and disposals not included in the approved Asset Management Plan
- l) To respond to consultations and issues raised by Central Government or other Local Authorities, Associations and other public or statutory bodies.
- m) Provide the lead on partnership working including the joint delivery of services.
- n) Take the lead on community leadership and consultation with stakeholders.
- o) Determine capital grant applications.
- p) Monitor and review the staffing and decision-making structures of the Council and recommend any changes to Council.
- q) Considering any staffing matters that are not delegated to Officers, such as proposals that are not contained within existing budgetary provision.
- r) To set up and monitor the activity of Working Groups and receive reports and recommendations from them, in line with agreed protocols
- s) Provide the lead on Economic Development

Community Services Committee

Overview: The Community Services Committee is responsible for the 'external' functions and services of the Council that are delivered directly to the residents, businesses, visitors and communities of Brentwood.

The functions within the remit of the Community Services Committee are set out at 1-27 below:

- a) To carry out the duties and powers of the Council under current legislation;
 - b) To implement and monitor the effectiveness of the Council's plans and strategies;
 - c) To secure satisfactory standards of service provision and improvement, including monitoring of contracts, Service Level Agreements and partnership arrangements;
 - d) To consider and approve relevant service plans;
 - e) To comply with the standing orders and financial regulations of the Council;
 - f) To manage any lands or property of the Council which are held for the purposes of the committee;
 - g) To operate within the budget allocated to the committee by the Council and monitor such budget on a regular basis;
 - h) To determine fees and charges relevant to the Committee;
 - i) To comply with any direction of the Strategy and Policy Board on matters of overall policy and priorities and to submit to that committee any proposed action which has major policy implications;
 - j) To make recommendations on setting of rents for Council homes to the Strategy and Policy Board;
 - k) To support the Strategy and Policy Board in the development of relevant strategy and policy.
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- 1. Waste management refuse collection and recycling
 - 2. Environmental improvement schemes
 - 3. The quality of the public realm, including cleansing
 - 4. Highway matters that are the responsibility of the Borough Council and drainage
 - 5. Public conveniences
 - 6. Health and wellbeing
 - 7. Community safety, including anti-social behaviour and CCTV
 - 8. Parking (off Street parking provision in Council owned car parks)
 - 9. Safeguarding the historic environment.
 - 10. Parks, open spaces, countryside, allotments
 - 11. Affordable housing
 - 12. Housing strategy and investment programme
 - 13. The Housing Revenue Account Business Plan
 - 14. Housing standards, homelessness, homelessness prevention and advice,
 - 15. Housing needs assessment

16. Housing benefit - welfare aspects
17. Private sector housing and administration of housing grants
18. Work within the Voluntary Sector
19. Environmental nuisance and pollution controls
20. Other miscellaneous powers enforced by Environmental Health
21. Food safety and health and safety
22. Cemeteries and closed churchyards
23. Travellers and Gypsy site management
24. Budgetary matters in respect of licensing and vehicle licensing
25. Retail and town centre
26. Community and localism (including the Community Fund)
27. Customer access to services

Performance and Resources Committee

Overview: The Performance and Resources Committee is responsible for the 'internal' functions and services of the Council that ensure an effective and efficient organisation for the benefit of the residents, businesses, visitors and communities of Brentwood.

The functions within the remit of the Performance and Resources Committee are set out at 1-27 below:

- a) To carry out the duties and powers of the Council under current legislation;
- b) To implement and monitor the effectiveness of the Council's plans and strategies;
- c) To secure satisfactory standards of service provision and improvement, including monitoring of contracts, Service Level Agreements and partnership arrangements;
- d) To consider and approve service plan;
- e) To comply with the standing orders and financial regulations of the Council;
- f) To manage any lands or property of the Council which are held for the purposes of the committee;
- g) To operate within the budget allocated to the committee by the Council and monitor such budget on a regular basis;
- h) To determine fees and charges relevant to the Committee;
- i) To comply with any direction of the Strategy and Policy Board on matters of overall policy and priorities and to submit to that committee any proposed action which has major policy implications;
- j) To support the Strategy and Policy Board in the development of relevant strategy and policy.

1. Financial management
2. Contracts, commissioning, procurement
3. Implementation and monitoring of Treasury Management policies
4. Corporate Governance Framework
5. Data quality
6. Emergency planning and business continuity

7. Human resources
8. Property and asset management, including acquisitions and disposals in line with the approved Asset Management Plan (otherwise this refers back to Strategy and Policy Board for decision)
9. Information Communication Technology
10. Equalities
11. Revenues and benefits administration
12. Electoral and ceremonial matters relevant to the Council;
13. Legal services;
14. Complaints procedures
15. Performance management
16. Health and safety at work (in so far as it relates to the Council as an employer)
17. Local Land Charges
18. Corporate communications and media protocols
19. Democratic services
20. Member Development

Overview and Scrutiny Committee

- a) To prepare the annual overview and scrutiny work programme taking into account items put forward by members and the Corporate Leadership Board ensuring that such items relate to the Council's functions and corporate priorities.
- b) To propose 'place based' or local scrutiny for issues where a local investigative approach with a range of people or organisations is an appropriate way forward.
- c) To manage scrutiny resources efficiently and effectively so that the outcomes of scrutiny are likely to lead to real improvements for the people of Brentwood.
- d) To establish working groups (in line with agreed protocols) to undertake the work programme, including setting their terms of reference, the reporting arrangements, and to co-ordinate and review the work of the working groups.
- e) To receive reports and other evidence from organisations, individuals and partnerships which the Committee or working groups considers relevant to their work.
- f) To deal with those decisions that are subject to the Council's Call In Procedure for decisions made by Committees.
- g) To deal with those issues raised through the 'Councillor Call for Action' scheme in line with agreed protocols and procedures.
- h) To review matters of local community concern including partnerships and services

provided by 'other' organisations such as the National Health Service and Essex County Council.

- i) To make reports or recommendations to Council or the policy committees on matters which affect Brentwood or the inhabitants of Brentwood;
- j) To be responsible for scrutiny of the Council's strategic and budgetary framework and its implementation
- k) To co-ordinate and monitor the annual work programme.
- l) To report annually to Full Council on the progress of the work programme and to make relevant recommendations.

Planning and Development Committee

- (a) Town and Country Planning Act 1990 and any related legislation including:-
 - (i) determination of planning applications
 - (ii) enforcement of planning control
 - (iii) 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.
- (d) To determine fees and charges relevant to the Committee

Licensing Committee

- a) 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.
- b) 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.

- c) To determine fees and charges relevant to the Committee
- d) 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:
 - Hackney carriages and private hire vehicles, including their drivers, operators and vehicle inspections
 - Pet shops, riding establishments, boarding kennels and catteries, dog breeding establishments, zoos and keepers of dangerous wild animals
 - Skin piercing, acupuncture, electrolysis and tattooing
 - Sex establishments
 - Street trading
 - Pavement permits (Highways Act 1980)
 - Charity street collections and house-to-house collections
 - Camping and caravan sites
 - Motor salvage operators and scrap metal dealers
 - Game dealers
- e) To hear and determine appeals against the making of Tree Preservation Orders.
- f) To progress actions arising from the Crime and Disorder Strategy which may be referred to it for consideration.
- g) Any other matters relating to licensing which may be referred to it for consideration

Audit Committee

The Audit Committee provides advice to the Council and the Policy committees on the effectiveness of the arrangements for the proper administration of the Council's financial affairs, including all relevant strategies and plans.

With the exception of the Audit Plan, the Committee is not responsible for approving strategies and plans.

Audit Activity

- a) To approve the Annual Internal Audit risk based Plan of work.
- b) To consider the Head of Internal Audit's annual report and opinion, and a summary of Internal Audit activity and the level of assurance it can give over the Council's corporate governance, risk management and internal control arrangements.
- c) To consider regular progress reports from Internal Audit on agreed recommendations not implemented within a reasonable timescale.
- d) To consider the External Auditor's annual letter, relevant reports, and the report to those charged with governance.
- e) To comment on the scope and depth of external audit work and to ensure it gives value for money.
- f) To consider the arrangements for the appointment of the Council's Internal and External Auditors.

Regulatory Framework

- a) To maintain an overview of the Council's Constitution in respect of contract procedure rules, financial regulations and codes of conduct and behaviour.
- b) To review any issue referred to it by the Managing Director or any Council body.
- c) To monitor the effective development and operation of risk management and corporate governance in the Council.
- d) To monitor Council policies on Whistleblowing, Money Laundering and the Anti-Fraud and Corruption.
- e) To monitor the corporate complaints process.
- f) To review and challenge the production of the Council's Annual Governance Statement.
- g) To consider the Council's arrangements for corporate governance and agreeing necessary actions to ensure compliance with best practice.
- h) To consider the council's compliance with its own and other published standards and controls.

Accounts

- a) To review the 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.
- b) To consider the External Auditor's report to those charged with governance on issues arising from the audit of the accounts.

Staff Appointments Committee (to meet on demand) has the following functions:

- a) To appoint the following designated officers:

Managing Director
Director of Corporate Strategy and S151 Finance Officer
Head of Legal and Democratic Services (Monitoring Officer)

and such other posts as may be determined from time to time by Group Leaders in consultation with the Managing Director

- b) To comply with the requirements set out in Part 8 of the Constitution (Officer Employment Rules)
- c) To agree reviews and amendments to salary and grading structures for chief officer posts in line with the agreed remuneration policy

Dismissal Appeals Committee (to meet on demand) has the following functions:

- a) To consider and determine any appeal by a Statutory Officer against dismissal
- b) To consider and determine any allegation or issue of misconduct, incapability or breakdown in trust against the Managing Director, Section 151 Finance Officer, Monitoring Officer or a Deputy Monitoring Officer
- c) To decide appeals against dismissal by the Managing Director, Section 151 Finance Officer, Monitoring Officer or a Deputy Monitoring Officer

Committees	Membership	Conservative	Liberal Democrat	Brentwood First	Labour	Independent	Total
Strategy and Policy Board	13	8	3	1	1	-	13
Community Services Committee	13	8	3	1	1	-	13
Performance and Resources Committee	13	7	3	2	-	1	13
Overview and Scrutiny Committee	12	7	3	1	1	-	12
Planning and Development Control Committee	15	8	4	2	1	-	15
*Licensing Committee	15	8	3	2	1	1	15
Audit Committee	7	4	2	1	-	-	7
	88	50	21	10	5	2	88

Total Entitlement: 88 ÷ 37 x 21 = 50 (49.98) Conservative
88 ÷ 37 x 9 = 21 (21.42) Liberal Democrat
88 ÷ 37 x 4 = 10 (9.52) Brentwood First
88 ÷ 37 x 2 = 5 (4.76) Labour
88 ÷ 37 x 1 = 2 (2.38) Independent

Notes: 1. Staff appointments Committee and Dismissal Appeals Committee are to appointed as and

when required.

- * 2. In order to meet the requirements of the liquor licensing legislation the Licensing Committee provides a pool of Members.

ANNUAL MEETING 2013 – LIST OF NOMINATIONS

ELECTION OF MAYOR

Proposed: Cllr Mrs Madeline Henwood

APPOINTMENT OF DEPUTY MAYOR

Proposed: Cllr Mark Reed

APPOINTMENT OF STRATEGY AND POLICY BOARD AND COMMITTEES

<u>STRATEGY AND POLICY BOARD</u>	<u>COMMUNITY SERVICES COMMITTEE</u>
<p>Membership 13 (Con 8 , Lib Dem 3, Brentwood First 1 Labour 1)</p>	<p>Membership 13 (Con 8, Lib Dem 3, Brentwood First 1, Labour 1)</p>
<p>Conservative 1. Cllr Mrs McKinlay (Chairman) 2. Cllr Hirst (Vice-chairman) 3. Cllr Ms Golding 4. Cllr Hossack 5. Cllr Kerlake 6. Cllr Mrs Murphy 7. Cllr Parker 8. Cllr Mrs Pound</p>	<p>Conservative 1. Cllr Mrs Pound (Chairman) 2. Cllr Hossack (Vice-chairman) 3. Cllr Ms Golding 4. Cllr Mrs Murphy 5. Cllr Dr Naylor 6. Cllr Parker 7. Cllr Russell 8. Cllr Sparling</p>
<p>Substitute Members Cllr McCheyne Cllr Russell</p>	<p>Substitute Members Cllr Reed Cllr Sleep</p>
<p>Lib Dem 1. Cllr Clark 2. Cllr Kendall 3. Cllr Sapwell</p>	<p>Lib Dem 1. Cllr Carter 2. Cllr Mrs Davies 3. Cllr Kendall</p>
<p>Substitute Member Cllr Aspinell</p>	<p>Substitute Member Cllr Sapwell</p>
<p>Brentwood First 1. Cllr Quirk</p>	<p>Brentwood First 1. Cllr Clarke</p>
<p>Substitute Member Cllr Lloyd</p>	<p>Substitute Member Cllr Lloyd</p>
<p>Labour 1. Cllr Le-Surf</p>	<p>Labour 1. Cllr Le-Surf</p>
<p>Substitute Member Cllr Morrissey</p>	<p>Substitute Member Cllr Morrissey</p>

**PERFORMANCE AND RESOURCES
COMMITTEE**

Membership 13
(Con 7, Lib Dem 3, Brentwood First 2,
Independent 1)

Conservative

1. Cllr Kerlake (Chairman)
2. Cllr Mrs Murphy (Vice-chairman)
3. Cllr Hirst
4. Cllr McCheyne
5. Cllr Parker
6. Cllr Russell
7. Cllr Sleep

Substitute Members

Cllr Hossack
Cllr Dr Naylor

Lib Dem

1. Cllr Aspinell
2. Cllr Clark
3. Cllr Sapwell

Substitute Member
Cllr Carter

Brentwood First

1. Cllr Lloyd
2. Cllr Quirk

Substitute Member
Cllr Clarke

Independent

Cllr R Keeble

OVERVIEW AND SCRUTINY COMMITTEE

(Membership 12)
(Con 7, Lib Dem 3, Brentwood First 1,
Labour 1)

Conservative

1. Cllr Tee (Vice-chairman)
2. Cllr Braid
3. Cllr Mrs Coe
4. Cllr Mrs Cornell
5. Cllr Mrs Henwood
6. Cllr Mrs Hones
7. Cllr Reed

Lib Dem

1. Cllr Chilvers (Chairman)
2. Cllr Mrs Cohen
3. Cllr Mynott

Brentwood First

1. Cllr Baker

Labour

1. Cllr Morrissey

There are no substitutes for this Committee

PLANNING DEVELOPMENT CONTROL COMMITTEE

Membership 15
(Con 8, Lib Dem 4, Brentwood First 2, Labour 1)

Conservative

1. Cllr Mrs Coe (Chairman)
2. Cllr Ms Golding (Vice-chairman)
3. Cllr Mrs Beeston
4. Cllr Braid
5. Cllr Mrs Cornell
6. Cllr Mrs Hones
7. Cllr Reed
8. Cllr Tee

Substitute Members

Cllr Mrs Henwood
Cllr Sleep

Lib Dem

1. Cllr Carter
2. Cllr Mrs Davies
3. Cllr Mynott
4. Cllr Sapwell

Substitute Member
TBC

Brentwood First

1. Cllr Baker
2. Cllr Lloyd

Substitute Member
Cllr Clarke

Labour

1. Cllr Morrissey

Substitute Member
Cllr Le-Surf

***LICENSING COMMITTEE**

Membership 15
(Con 8, Lib Dem 3, Brentwood First 2, Labour 1, Independent 1)

Conservative

1. Cllr McCheyne (Chairman)
2. Cllr Russell (Vice-chairman)
3. Cllr Mrs Beeston
4. Cllr Braid
5. Cllr Mrs Henwood
6. Cllr Dr Naylor
7. Cllr Sleep
8. Cllr Tee

Substitute Members

Cllr Mrs Cornell
Cllr Mrs Coe

Lib Dem

1. Cllr Mrs Cohen
2. Cllr Chilvers
3. Cllr Mynott

Substitute Members
TBC

Brentwood First

1. Cllr Clarke
2. Cllr Quirk

Substitute Member
Cllr Lloyd

Labour

1. Cllr Morrissey

Substitute Member
Cllr Le-Surf

Independent

Cllr R Keeble

*In order to meet the requirements of the liquor licensing legislation which came into effect in 2006, the Licensing Committee provides a pool of Members.

AUDIT COMMITTEE

Membership 7

(Con 4, Lib Dem 2, Brentwood First 1)

Conservative

1. Cllr Mrs Hones (Chairman)
2. Cllr Sparling (Vice-chairman)
3. Cllr Mrs Coe
4. Cllr McCheyne

Lib Dem

1. Cllr Aspinell
2. Cllr Clark

Brentwood First

1. Cllr Baker

There are no substitutes for this Committee.

SPOKESPERSONS FOR 2013/14

<p>Strategy and Policy Board</p> <p>Spokesperson for transformation (New Ways of Working)</p> <p>Spokesperson for National Policy and Legislation.</p>	<p>Chairman - Cllr Mrs McKinlay</p> <p>Vice-chairman: Cllr Hirst</p>
<p>Community Services Committee</p> <p>Spokesperson for Housing and Health</p> <p>Spokesperson for Localism and Borough Safety</p> <p>Spokesperson for Environment and Parking</p>	<p>Chairman: Cllr Mrs Pound</p> <p>Vice-chairman: Cllr Hossack</p> <p>Cllr Parker</p>
<p>Performance and Resources Committee</p> <p>Spokesperson for Finance and Procurement</p> <p>Spokesperson for Assets and Resources</p>	<p>Chairman: Cllr Kerlake</p> <p>Vice-chairman: Cllr Mrs Murphy</p>
<p>Overview and Scrutiny Committee</p> <p>Spokesperson for Overview and Scrutiny</p>	<p>Chairman: Cllr Chilvers</p>
<p>Planning and Development Committee</p> <p>Spokesperson for Planning</p> <p>Spokesperson for the Local Development Plan</p>	<p>Chairman: Cllr Mrs Coe</p> <p>Vice-chairman: Cllr Ms Golding</p>
<p>Licensing Committee</p> <p>Spokesperson for Licensing</p>	<p>Chairman: Cllr McCheyne</p>
<p>Audit Committee</p> <p>Spokesperson for Audit and Value for Money</p>	<p>Chairman: Cllr Mrs Hones</p>

Brentwood Borough Council – Calendar Of Meetings 2013/14

	2013		
	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	Planning and Development Committee
	22	Wed	Strategy and Policy Board
	23	Thursday	
	24	Fri	
	25	Sat	
	26	Sun	
(27	Mon	Bank Holiday
(28	Tue	
Half Term (29	Wed	
(30	Thurs	
(31	Fri	
	June		
	01	Sat	
	02	Sun	
	03	Mon	
	04	Tues	Licensing Committee
	05	Wed	Community Services Committee
	06	Thurs	
	07	Fri	
	08	Sat	
	09	Sun	
	10	Mon	

Brentwood Borough Council – Calendar Of Meetings 2013/14

	11	Tue	
	12	Wed	Performance and Resources Committee
	13	Thurs	
	14	Fri	
	15	Sat	
	16	Sun	
	17	Mon	
	18	Tues	Overview and Scrutiny Committee
	19	Wed	
	20	Thurs	
	21	Fri	
	22	Sat	
	23	Sun	
	24	Mon	
	25	Tue	Planning and Development Committee
	26	Wed	Strategy and Policy Board
	27	Thurs	
	28	Fri	
	29	Sat	
	30	Sun	
	JULY		
	01	Mon	
LGA	(02	Tues	Audit Committee
Conference	(03	Wed	
	(04	Thurs	
	05	Fri	
	06	Sat	
	07	Sun	
	08	Mon	
	09	Tues	Planning and Development Committee
	10	Wed	Ordinary Council
	11	Thurs	
	12	Fri	
	13	Sat	
	14	Sun	
	15	Mon	
	16	Tues	Performance and Resources Committee (provisional)
	17	Wed	Community Services Committee
	18	Thurs	
	19	Fri	
	20	Sat	
	21	Sun	
	22	Mon	
	23	Tues	
Summer Break	24	Wed	

Brentwood Borough Council – Calendar Of Meetings 2013/14

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

Brentwood Borough Council – Calendar Of Meetings 2013/14

	05	Thurs	
	06	Fri	
	07	Sat	
	08	Sun	
	09	Mon	
	10	Tues	Licensing Committee
	11	Wed	Overview & Scrutiny Committee
	12	Thurs	
	13	Fri	
Liberal	(14	Sat	
Democrat	(15	Sun	
Party	(16	Mon	
Conference	(17	Tues	
	(18	Wed	
	19	Thurs	
	20	Fri	
	21	Sat	
Labour	(22	Sun	
Party	(23	Mon	
Conference	(24	Tues	Audit Committee
	(25	Wed	
	26	Thurs	
	27	Fri	
	28	Sat	
Conservative	(29	Sun	
Party	(30	Mon	
Conference			
	OCTOBER		
	(01	Tues	
	02	Wed	Community Services Committee
	03	Thurs	
	04	Fri	
	05	Sat	
	06	Sun	
	07	Mon	
	08	Tues	
	09	Wed	Performance and Resources Committee
	10	Thurs	
	11	Fri	
	12	Sat	
	13	Sun	
	14	Mon	
	15	Tues	Planning and Development Committee
	16	Wed	
	17	Thurs	
	18	Fri	
	19	Sat	

Brentwood Borough Council – Calendar Of Meetings 2013/14

	20	Sun	
	21	Mon	
	22	Tues	
	23	Wed	Ordinary Council
	24	Thurs	
	25	Fri	
	26	Sat	
	27	Sun	
(28	Mon	
(29	Tues	
Half Term (30	Wed	
(31	Thurs	
(
	NOVEMBER		
(01	Fri	
	02	Sat	
	03	Sun	
	04	Mon	
	05	Tues	Planning and Development Committee
	06	Wed	Performance and Resources Committee
	07	Thurs	
	08	Fri	
	09	Sat	
	10	Sun	
	11	Mon	
	12	Tues	Licensing Committee
	13	Wed	Community Services Committee
	14	Thurs	
	15	Fri	
	16	Sat	
	17	Sun	
	18	Mon	
	19	Tues	Audit Committee
	20	Wed	Strategy and Policy Board
	21	Thurs	
	22	Fri	
	23	Sat	
	24	Sun	
	25	Mon	
	26	Tues	Overview & Scrutiny Committee (Budget)
	27	Wed	
	28	Thurs	
	29	Fri	
	30	Sat	
	DECEMBER		

Brentwood Borough Council – Calendar Of Meetings 2013/14

	01	Sun	
	02	Mon	
	03	Tues	Planning and Development Committee
	04	Wed	
	05	Thurs	
	06	Fri	
	07	Sat	
	08	Sun	
	09	Mon	
	10	Tues	
	11	Wed	Ordinary Council
	12	Thurs	
	13	Fri	
	14	Sat	
	15	Sun	
	16	Mon	
	17	Tues	
	18	Wed	Strategy and Policy Board
	19	Thurs	
	20	Fri	
	21	Sat	
	22	Sun	
	23	Mon	
	24	Tues	
	25	Wed	Christmas Day
	26	Thurs	Boxing Day
	27	Fri	
	28	Sat	
	29	Sun	
	30	Mon	
	31	Tues	
	2014		
	JANUARY		
	01	Wed	New Years Day
	02	Thurs	
	03	Fri	
	04	Sat	
	05	Sun	
	06	Mon	
	07	Tues	Planning and Development Committee
	08	Wed	Community Services Committee
	09	Thurs	
	10	Fri	
	11	Sat	
	12	Sun	

Brentwood Borough Council – Calendar Of Meetings 2013/14

	13	Mon	
	14	Tues	Licensing Committee
	15	Wed	Performance and Resources Committee
	16	Thurs	
	17	Fri	
	18	Sat	
	19	Sun	
	20	Mon	
	21	Tues	Audit Committee
	22	Wed	Overview and Scrutiny Committee (Budget)
	23	Thurs	
	24	Fri	
	25	Sat	
	26	Sun	
	27	Mon	
	28	Tues	
	29	Wed	
	30	Thurs	
	31	Fri	
	FEBRUARY		
	01	Sat	
	02	Sun	
	03	Mon	
	04	Tues	Planning and Development Committee
	05	Wed	
	06	Thurs	
	07	Fri	
	08	Sat	
	09	Sun	
	10	Mon	
	11	Tues	
	12	Wed	Strategy and Policy Board (Budget)
	13	Thurs	
	14	Fri	
	15	Sat	
	16	Sun	
(17	Mon	
(18	Tues	
Half Term (19	Wed	
(20	Thurs	
(21	Fri	
	22	Sat	
	23	Sun	
	24	Mon	
	25	Tues	
	26	Wed	Community Services Committee

Brentwood Borough Council – Calendar Of Meetings 2013/14

	27	Thurs	
	28	Fri	
	MARCH		
	01	Sat	
	02	Sun	
	03	Mon	
	04	Tues	Planning and Development Committee
	05	Wed	Ordinary Council (Budget)
	06	Thurs	
	07	Fri	
	08	Sat	
	09	Sun	
	10	Mon	
	11	Tues	
	12	Wed	Performance and Resources Committee
	13	Thurs	
	14	Fri	
	15	Sat	
	16	Sun	
	17	Mon	
	18	Tues	
	19	Wed	Strategy and Policy Board
	20	Thurs	
	21	Fri	
	22	Sat	
	23	Sun	
	24	Mon	
	25	Tues	
	26	Wed	
	27	Thurs	
	28	Fri	
	29	Sat	
	30	Sun	
	31	Mon	
	APRIL		
	01	Tues	Planning and Development Committee
	02	Wed	
	03	Thurs	
	04	Fri	
	05	Sat	
	06	Sun	
(07	Mon	
(08	Tues	

Brentwood Borough Council – Calendar Of Meetings 2013/14

Easter Break (09	Wed	
(10	Thurs	
(11	Fri	
	12	Sat	
	13	Sun	
(14	Mon	
(15	Tues	
Easter Break (16	Wed	
(17	Thurs	
(18	Fri	Good Friday
	19	Sat	
	20	Sun	
	21	Mon	Easter Monday
	22	Tues	
	23	Wed	
	24	Thurs	
	25	Fri	
	26	Sat	
	27	Sun	
	28	Mon	
	29	Tues	
	30	Wed	
	MAY		
	01	Thurs	Elections (Provisional)
	02	Fri	
	03	Sat	
	04	Sun	
	05	Mon	Bank Holiday
	06	Tues	
	07	Wed	
	08	Thurs	
	09	Fri	
	10	Sat	
	11	Sun	
	12	Mon	
	13	Tues	
	14	Wed	Annual Council
	15	Thurs	
	16	Fri	
	17	Sat	
	18	Sun	
	19	Mon	
	20	Tues	
	21	Wed	
	22	Thurs	Elections (Provisional)
	23	Fri	

Brentwood Borough Council – Calendar Of Meetings 2013/14

	24	Sat	
	25	Sun	
	26	Mon	
	27	Tues	Planning and Development Committee
	28	Wed	Strategy and Policy Board
	29	Thurs	
	30	Fri	
	31	Sat	
	June		
	01	Sun	
	02	Mon	
	03	Tues	Licensing Committee
	04	Wed	Community Services Committee
	05	Thurs	
	06	Fri	
	07	Sat	
	08	Sun	
	09	Mon	
	10	Tue	
	11	Wed	Performance and Resources Committee
	12	Thurs	
	13	Fri	
	14	Sat	
	15	Sun	
	16	Mon	
	17	Tues	Overview and Scrutiny Committee
	18	Wed	
	19	Thurs	
	20	Fri	
	21	Sat	
	22	Sun	
	23	Mon	
	24	Tue	Planning and Development Committee
	25	Wed	Strategy and Policy Board
	26	Thurs	
	27	Fri	
	28	Sat	
	29	Sun	
	30	Mon	
	JULY		
	01	Tues	Audit Committee
	02	Wed	Community Services Committee
	03	Thurs	
	04	Fri	

Brentwood Borough Council – Calendar Of Meetings 2013/14

	05	Sat	
	06	Sun	
	07	Mon	
LGA	(08	Tues	Planning and Development Committee
Conference	(09	Wed	
	(10	Thurs	
	11	Fri	
	12	Sat	
	13	Sun	
	14	Mon	
	15	Tues	Performance and Resources Committee (provisional)
	16	Wed	Ordinary Council
	17	Thurs	
	18	Fri	
	19	Sat	
	20	Sun	
	21	Mon	
	22	Tues	
Summer Break	23	Wed	
	(24	Thurs	
	(25	Fri	
	(26	Sat	
	(27	Sun	
	(28	Mon	
	(29	Tues	
	(30	Wed	
	(31	Thurs	
	AUGUST		
	(01	Fri	
	(02	Sat	
	(03	Sun	
	(04	Mon	
	(05	Tues	
	(06	Wed	
	(07	Thurs	
	(08	Fri	
	(09	Sat	
	(10	Sun	
	(11	Mon	
	(12	Tues	
	(13	Wed	
	(14	Thurs	
	(15	Fri	
	(16	Sat	
	(17	Sun	

Brentwood Borough Council – Calendar Of Meetings 2013/14

(18	Mon	
(19	Tues	
(20	Wed	
(21	Thurs	
(22	Fri	
(23	Sat	
(24	Sun	
(25	Mon	Bank Holiday
(26	Tues	
(27	Wed	
(28	Thurs	
(29	Fri	
(30	Sat	
(31	Sun	

DRAFT

Annual Council 15.5.2013

7. APPOINTMENT OF GROUPS ON OUTSIDE ORGANISATIONS (Appendix 5)(To follow)

Report of *Alison Crowe, Managing Director*

Author *Jean Sharp*

Telephone Number 01277 312655
Email *jean.sharp@brentwood.gov.uk*

Wards Affected *All Wards*

1. Executive Summary

- 1.1 Councillors are appointed to a number of outside organisations at the annual meeting of the Council. Many of the outside organisations support and advance the broad objectives of the authority. Representation can be effected through the authority initiating the appointment, an organisation requesting a representative being nominated or a Charity Commission rule that a Council representative is appointed.

The list of nominations for representatives on outside organisations is presented at the Annual Council meeting each year for Members' approval.

2. Recommendation

- 2.1 Members are requested to approve the list of nominated representatives attached as Appendix 5.

3. Background

- 3.1 The list of nominations for representatives on outside organisations is presented at the Annual Council meeting each year for Members' approval. Prior to Annual Council a review is undertaken and considered each year by the Overview and Scrutiny Committee to assess the value of continued representation by way of a questionnaire being sent to relevant organisations and Members.

4. Context

- 4.1 Councillors are appointed to a number of outside organisations at the annual meeting of the Council. Many of the outside organisations support and advance the broad objectives of the authority. Representation can be effected through the authority initiating the appointment, an organisation requesting a representative

being nominated or a Charity Commission rule that a Council representative is appointed.

Brentwood Borough Council's Partnership Policy encourages effective partnership working wherever appropriate to help deliver the Council's goals and overcome constraints. The Policy aims to ensure that the Council's time is spent productively and effectively. When a councillor is appointed to an outside organization, they act on behalf of that organisation, and may participate fully in the activities.

The list of nominations for representatives on outside organisations is presented at the Annual Council meeting each year for Members' approval. Prior to Annual Council a review is undertaken and considered each year by the Overview and Scrutiny Committee to assess the value of continued representation by way of a questionnaire being sent to relevant organisations and Members.

During March/April 2013 an Overview and Scrutiny Task and Finish Group undertook a review of the implications of Members' representation on outside organisations and this would be reported back to the first O and S Committee meeting of the 2013/14 municipal year.

Attached as Appendix 5 is the proposed list of Member representatives for 2013/14 which includes several additional organisations.

5. Financial Implications – Comment from S151 Officer

5.1 There are no financial implications arising from this report.

6. Implications and References to Corporate Plan

6.1 Member representation on outside organisations relates directly to **Priority 2 - Localism** in the Council's Corporate Plan:

'We believe that through bringing communities together and working effectively in collaboration with a range of groups and organisations we can better ensure the future wellbeing of our borough. We will work with local businesses, community groups and the voluntary sector to develop projects that will enhance and support the local community'.

7. Background Papers

7.1 Outside Organisations review 2013: Responses from relevant Members and organisations.

APPOINTMENT TO OUTSIDE ORGANISATIONS

(To Follow)

Annual Council 15.5.2013

8. MEMBER WORKING GROUPS

Report of Alison Crowe, Managing Director Author: Di Neale

Telephone Number 01277 312631

Email diane.neale@brentwood.gov.uk

1. Executive Summary

- 1.1 In order to achieve greater levels of efficiency and effectiveness in the use of the Council's resources, and to maximize the benefit of Councillor working outside Committees; this report sets out a format for future Member Working Groups (MWG's) and a process for reviewing existing groups.
- 1.2 All MWG's should have a clear brief, terms of reference, membership, reporting and timescales. Each should be allocated to a Committee, who will oversee the work of the group. All existing MWG's should be reviewed by the relevant committee.

2. Recommendation

- 2.1 It is recommended that the guidelines for MWG's, set out below, are adopted.
- 2.2 It is recommended that each Committee completes a review of its relevant MWG's as part of its work programme by no later than 29 November 2013

3. Background

- 3.1 A recent piece of work has collated information relating Member Working Groups (MWG's) or other groups in which members are involved outside committees / decision-making arrangements. This demonstrated a wide range of approaches to their set-up, management and arrangements.
- 3.2 As the Council adopts new governance arrangements, we need to regularise our approach to member working groups. The purpose of this report is to set out a way forward for Member Working Groups.

4. Member Working Groups

- 4.1 It is proposed that in future, all Member Working Groups will conform to the following guidelines:

- 4.2 Member working groups can be set-up by, and at the discretion of:
- Chairs of Committees to support the effective management of the Council's and Committee's issues and workload
 - The Leader of the Council
- 4.3 The Leader of the Council can set up a working group to support the work and role of the administration. An example would be when the administration wishes to explore a Policy initiative or develop a business case for consideration by a future Council or Committee Meeting. However any recommendation flowing from the working group would need to be considered by Council or a future Committee unless the decision was covered within the Council's Scheme of delegations to staff.
- 4.4 Opposition member requests for a member working group to be set up should be channelled through the group leader and discussed informally with the Leader of the Council, who will decide on the request

How will MWG's work?

- 4.5 MWG's should not have remits that involve them in the day to day 'hands-on' working of the organisation. Their purpose is to either:
- Support the development of Policy for a Committee;
 - Support the role of effective Scrutiny for the O&S Committee;
 - Support the administration
- 4.6 Where the MWG is set up to make recommendations or act as a consultation forum there is no requirement for the make up of the group to be formally politically balanced. Consideration should be given to the overall size of the group – a smaller number of members often being more conducive to swifter progress. A MWG of five members has been found to be a useful number in practice, made up of three members of the majority group and 2 members of opposition groups. The majority group will always have a majority of seats. It is good practice that where the Council is considering major changes to legislation or a matter that has significant implications for the borough (such as the LDP) all opposition members should be involved.
- 4.7 Group leaders will agree the nominated members from their own group to the MWG. Group leaders may remove a nominated member of their Group from a MWG and nominate a replacement member of their Group. If a member ceases to be a member of the political group which nominated him/her then his/her membership of the MWG will cease

- 4.8 Every MWG will be assigned to, and report to, a relevant parent committee
- 4.9 Member working groups, in future, should have terms of reference that set out a clearly defined purpose and remit setting out what the brief is; and, as a result of this:
- the make-up of the group
 - the reporting lines of the group, which is the ‘parent’ committee and nominating a lead or link officer
 - the end point / date; or at least a review date for reconsideration.

5. Review of existing groups

- 5.1 The table below is the output of the recent collation of MWG’s and sets out the group and assigns a ‘notional’ parent committee.
- 5.2 Overview and Scrutiny Task and Finish Groups have not been listed in full. It is recognized that Task and Finish form a fundamental part of how Overview and Scrutiny operates and manages its prioritized work programme. This is anticipated to be even more important as part of the ongoing development of Overview and Scrutiny.
- 5.3 It is proposed that each Committee undertakes to review each of the MWG’s assigned to it and, where it is considered that there is an important ongoing role for the group, make changes to arrangements where necessary to bring it in line with the agreed arrangements. In making its decisions, the Committee Chairs are requested to have regard to the nature and extent of officer support required and discuss this with the relevant lead officer.
- 5.4

	Group	Parent Committee
1	LDP working group	Full Council
2	Crossrail Working Group	Strategy and Policy Board
3	Town Hall Delivery Group	Full Council
4	WHW Cross Party Working Group	Full Council
5	Public Information Panel	Performance and Resources Committee
6	Senior Officer Remuneration panel	Performance and Resources Committee
7	Taxi trade consultative group	Licensing Committee
8	Traders Group	Community Services Committee
9	Renaissance Group	Community Services Committee
10	Tenant Talkback	Community Services Committee
11	Repairs and Maintenance	Community Services Committee

	working group	
12	Procurement Review Group	Performance and Resources Committee
13	KGPF Working Group	Community Services Committee
14	Health and Safety Committee	Performance and Resources Committee
15	O&S Task and finish groups	Overview and Scrutiny Committee

6. Financial Implications

- 6.1 There are no direct financial implications resulting from this report. However, the efficient and effective use of staff resources and Council time will be achieved through improved operation of Member Working Groups.

7. Implications and References to the Corporate Plan

- 7.1 Improved governance arrangements are one of the Short Term Actions for 2013/14 in the “Modern Council” section of the Corporate Plan. Improved working of MWG’s is a component part of the wider work on Governance.

Annual Council 15.5.2013

9. MEMBERS' ALLOWANCES 2013/14
(Appendix 6)

Report of Managing Director

Author Independent Remuneration Panel

Wards Affected All Wards

1. Executive Summary

1.1 The Council operates a Members' Allowance scheme which is reviewed annually by the Independent Remuneration Panel (IRP).

1.2 The IRP have reviewed the current scheme and made recommendations for the 2013/14 Municipal Year

2. Recommendation(s)

2.1 That the basic allowance for all Members of **£5950.80** remains unchanged.

2.2 The Leader's allowance remains unchanged - **£13,086.25**;

2.3 The Deputy Leader's allowance remains unchanged - **£6,317.50**;

2.4 The leader of the majority Political party remains unchanged - **£5,226.09**;

2.5 The leaders of the minority Political Groups remains unchanged – **£2,632.59**. However, this should be extended to recognise both the minority groups;

2.6 The Chairs of the Executive Panel allowance remains unchanged **£5,266.09**;

2.7 The Chairs of the Regulatory Panels (excluding O&S and Planning) remains unchanged - **£2,707.50**;

2.8 The Vice Chair of Regulatory Panels remains unchanged - **£957.57**

2.9 The Chair of Overview and Scrutiny should receive **£3,510.72** which is 2/3 of the allowance for Chairs of the Executive Committees.

- 2.10 The Chair of Planning should receive **£3,510.72** which is 2/3 of the allowance for Chairs of the Executive Committees.
- 2.11 Vice Chairs of the Executive Panel should receive £957.57 to reflect their spokesperson's responsibility and £1,353.75 (50% of the Chair's allowance for the Regulatory Committees (£2707.50)) In total the Vice Chairs receive **£2,311.32**.
- 2.12 The Spokesperson for Localism and Borough Safety (not a Vice chair) should receive **£957.57**.

The Panel have requested that the Council also adopt the following recommendations:

- 2.13 In view of the amount of basic allowances payable totalling approximately £220,000, the Panel would support the Boundary Commission reviewing the number of members within Brentwood Borough Council.
- 2.14 Extending the current provision within the Constitution to recognise only one Minority group to two groups. Should a further group emerge, then the matter should be referred back to the Panel for further consideration.
- 2.15 Two Members constitutes a group.
- 2.16 The allowances for the Mayor and Deputy Mayor should be reviewed as part of the annual independent review of allowances for Members.
- 2.17 Any changes to allowances should commence from the start of the Municipal Year – from the date of Annual Council.
- 2.18 Consideration should be given to reviewing Members' allowances in line with the Budget Cycle. However the Panel Members emphasised that their role and recommendations should not be used for "Political Purposes";
- 2.19 Co-opted members and Independent should be reimbursed for reasonable expenses.

- 2.20 In terms of Members attending conferences/external training sessions they should be reimbursed for 'reasonable expenses' to allow for accommodation (where necessary) and travelling etc. But that all expenses should be agreed with the Managing Director in advance.

3. Background

- 3.1 The legal framework for Members' allowances is contained in the Local Government and Housing Act 1989, the Local Government Act 2000 and the Local Authorities' (Members' Allowances) (England) Regulations 2003.
- 3.2 The current system of Member Allowances is made up of a basic allowance and a series of Special Responsibility Allowances (SRA). The SRA's reflect key roles held by certain members in relation to the main political groups and also for the chair / vice chair roles on panels and committees.
- 3.3 No additional subsistence or travel allowances are paid.
- 3.4 The previous system was established following a review undertaken in 2008 and was subsequently looked at again in 2010 by the IRP.

4. Context

- 4.1 The Independent Remuneration Panel met on three occasions between March and April 2013. The Panel comprised of:
- Mr Nick Abbott – Chair
Mr Michael Hawkins – Panel Member
Mr Noel Otley – Panel Member
- 4.2 The Panel's Terms of Reference were to review the Council's existing scheme of allowances and to make recommendation to the Council. Specifically the Panel were asked to consider the following:

4.1 Reducing the overall cost of Member Allowances

In light of the current and future budgetary pressures of the Council, there was a political commitment to reduce the cost of Member Allowances. The Panel were therefore asked to consider whether there was scope to reduce the overall cost

of allowances paid. It was recognized that this needed to be balanced against recognition of the time, commitment and effort that members bring to this vital role.

4.2 Reflecting the different levels / degrees of responsibility and workload across the roles in the new system

The three new 'executive/policy' committees have a broad span of responsibilities, high levels of complexity of issue and significant budgetary responsibilities.

Meeting frequencies / workload also vary across the committees.

We therefore asked the panel to explore continuing the principle of differentiation of Special Responsibility Allowances for chairs of committees based on their levels of responsibility.

In addition to the chair / vice-chair roles, there are new Member roles in relation to new ways of working themes and service spokesperson roles. Again the Panel were asked to consider this as part of their review.

4.3 Changes in the Political Group Make Up.

A fourth political group has been formed and recognized, meaning that Brentwood Council now has three opposition groups. Current arrangements recognize a SRA for the majority and minority opposition group leaders. It was recommended that the panel consider the reasonableness of payment of multiple Group Leader's allowances to political groups represented on the Council.

The leader of new party (Brentwood First) is not currently in receipt of a group leader SRA. If the panel recommends changes in the awarding of SRA's to opposition leaders affecting this situation, consideration needs to be given to backdating the allowance for Brentwood First.

4.3 New Governance Arrangements

The Panel members were fully briefed on the Council's new Governance arrangements and particularly the changes introduced to the Committee system.

The four leaders of the political parties were interviewed as part of the process

4.4 Recommendations by the Panel.

The Panel has sought to be objective in its approach to the review. In particular, the Panel members were mindful of the key function which Councillors perform in protecting and enhancing local democracy by providing representation on issues

of local concern and ensuring that the Council remains, at all times, accountable to the local community which it serves.

The key principles the Panel have mentioned are:

- The need for Councillors to come from as wide a range of backgrounds as possible.
- The necessity of ensuring some recompense for their time and effort spent in serving the community whilst recognising that the work of Councillors should include a substantial element of voluntary contribution;
- The need for any allowance to recognise the time to be taken on development and training, as well as other activities.
- While recognising that individual members can elect not to take their allowance in whole or part, the Panel were keen to ensure that any scheme should encourage and support local democracy by ensuring that personal financial constraints are not a bar to office.

4.5 Basic Allowance

The law requires that there shall be a Basic Allowance and that it shall be paid to all Councillors at the same rate.

The purpose of an allowance scheme is not to encourage Members to attend meetings but rather to recompense Councillors for the whole role they perform, of which attendance at meetings of the authority is merely an element.

Past research suggests that Councillors are in their basic roles undertaking essentially the same job and the time they rate most highly is their representational role. This will include:

- Representing constituents' views at meetings of the Council and, as appropriate, on other organisations;
- Ensuring that individual problems which have not been dealt with by the normal procedures are dealt with satisfactorily;
- Dealing with correspondence and obtaining information;
- Meeting with senior officers to make them aware of local concerns;
- Acting as the representative on another body, requiring briefings and reporting back to Council.

4.6 Conclusions and acknowledgements

We are unanimous in putting forward these recommendations to the Council.

We would like to thank and acknowledge those Members and staff who have assisted our preparation of this report.

5. Financial Implications – Comment from S151 Officer

5.1 The recommendations of the panel can be contained within budget provision for Members' Allowances and achieves a reduction of £8,306.65.

6. Implications and References to Corporate Plan

6.1 The Corporate Plan has a short term action of improving our governance arrangements leading to faster, more effective decision-making.

6.2 The IRP and Members' Allowance scheme are part of the objectives of A Modern Council.

<u>Current (based on arrangements prior to December 2012 interim changes)</u>	<u>Allowance</u>	<u>Number</u>	<u>Cost</u>			
Basic Allowance	5,950.80	37	220,179.60			
Leader	13,086.25	1	13,086.25			
Deputy Leader	6,317.50	1	6,317.50			
Leader of Main Opp	5,226.09	1	5,226.09			
Leader of Minority Oppn	2,632.59	1	2,632.59			
Chairs of Boards, Panels	5,266.09	7	36,862.63	Includes Asset, Infrastructure and Localism, Environment, Housing/Health, Retail, Community and Localism, Parking and Borough Projects and Planning as combined with Licensing		
Chairs of Audit Committee and O&S	2,707.50	2	5,415.00			
Vice Chairs	957.57	9	8,618.13			
TOTAL			298,337.79			

<u>Proposed SRAs</u>	<u>Allowance</u>		<u>Number</u>	<u>RECOMMENDATIONS</u>		
Basic Allowance	5,950.80	as previous	37	220,179.60		
Leader	13,086.25	as previous	1	13,086.25		
Deputy Leader	6,317.50	as previous	1	6,317.50		
Leader of Main Opp	5,226.09	as previous	1	5,226.09		
Leader of Minority Opps	2,632.59	as previous	2	5,265.18	2 groups	
Chair of Strategy and Policy Board (Spokesperson for Transformation)	5,266.09	as previous for exec panels	1	5,266.09		
Chair of Community Services Panel (Spokesperson for Environment and Parking)	5,266.09	as previous for exec panels	1	5,266.09		
Chair of Performance and Resources (Spokesperson for Assets and Resources)	5,266.09	as previous for exec panels	1	5,266.09		
Chair of Overview and Scrutiny	2,707.50	as previous	1	3,510.72	2/3 of exec Chairs allowance	
Chair of Planning and Development (Spokesperson for Planning)	2,707.50	50% of previous SRA	1	3,510.72		
Chair of Licensing Committee (Spokesperson for Licensing)	2,707.50	50% of previous SRA	1	2,707.50		
Chair of Audit Committee (Audit and Value for Money)	2,707.50	as previous	1	2,707.50		
Vice Chair of Strategy and Policy Board (Spokesperson for National Policy and New legisla	957.57	as previous	1	2,311.32	£957.57 = spokespersons and £1353.75 = 50% Chairs allowance for Regulatory Committees	
Vice Chair of Community Services Panel (Spokesperson Housing and Health)	957.57	as previous	1	2,311.32		
Vice Chair of Performance and Resources (Spokesperson for Finance)	957.57	as previous	1	2,311.32		
Vice Chair of Overview and Scrutiny	957.57	as previous	1	957.57		
Vice Chair of Planning and Development	957.57	as previous	1	957.57		
Vice Chair of Licensing Committee	957.57	as previous	1	957.57		
Vice Chair of Audit Committee	957.57	as previous	1	957.57		
Spokesperson for Localism and Borough Safety	957.57		1	957.57		
TOTAL				290,031.14		
		Saving		8,306.65		

Annual Council 15.5.13

12. MOTIONS

Report of *Steve Boyle, Head of Legal and Governance*

Author *Lee Taylor, Head of Corporate and Civic Office*

Telephone Number 01277 312740

Email lee.taylor@brentwood.gov.uk

Wards Affected *All Wards*

1. Executive Summary

2 motions have been received from Members.

2. Context

2.1 Cllr Russell has submitted the following motion:

"2014 marks the centenary of the start of the Great War. Brentwood Council remembers those that served in conflict around the world and as a mark of respect and remembrance to those who gave up their today for our tomorrow, Brentwood Council will seek to rename some of the borough's designated children's play areas as 'Freedom Parks' and erect a plaque in each to commemorate those that fought for us in WW1."

On being seconded the motion will stand referred to the Community Services committee.

2.2 Cllr Quirk has submitted the following motion:

"This council agrees that to prohibit residents from accessing town hall services and information by telephone after 5pm Monday to Thursdays (4.30pm on Fridays!) and with no such access at weekends, is entirely archaic. Many consumer industries have long since realised this and thus more flexible hours are now very much the norm amongst them."

In a modern world where the public understandably would benefit from greater opportunity to interact with their local authority over issues and concerns, better tax payer value would result by replacing such 1970's style opening hours with longer periods to the benefit of Brentwood people.

This council therefore agrees, in the name of progress, to a robust review to ascertain how much more accessible it could be to the public by telephone on weekdays and on Saturdays outside of the current, restrictive hours."

On being seconded the motion will stand referred to the Strategy and Policy Board.

Annual Council 15.5.13

13. REVIEW OF THE COUNCIL'S CONSTITUTION

(Appendix 7)

Report of *Steve Boyle*
Head of Legal & Governance

Author: *Eric Whitfield*
Deputy Monitoring Officer
Tel: 07771 935 319
E-mail: eric.whitfield@brentwood.gov.uk

Wards Affected: All

1. Executive Summary

- 1.1 The Council is required by Section 37 of the Local Government Act 2000 to keep up to date its Constitution.
- 1.2 This report sets out a number of proposals with regard to the format for the Constitution and revisions to its Articles (Part 2); to its Council Procedure Rules (Part 4.1); and Overview and Scrutiny Procedure Rules (Part 4.4).
- 1.3 The cross-party Constitution Working Group was consulted on the proposed changes and the attached draft Consultation reflects the significant and detailed contribution of the Working Group's members.

2. Recommendation

- 2.1 That Council approves the changes to its Constitution as detailed in the revised document attached as Appendix 7 to this report.

3. Background

- 3.1. The review of the Constitution by the Constitution Working Group was based on the following general propositions:

That the Constitution should:

- (a) Set out how the Council works, how decisions are made and the procedures to be followed to ensure that decisions are efficient, transparent and accountable through members to local residents and local communities;

- (b) Be clear about the rules, functions and responsibilities of both members and the council's staff;
- (c) Be clear about the rights which residents have in their dealings with the Council; and
- (d) Be accessible to everyone.

3.2. The members of the Working Group met on three occasions and considered in detail Parts 1, 2 and Part 4.1 of the Constitution: Councillor Ann Coe (Mayor); Councillor John Kerlake; Councillor William Lloyd; Councillor Julie Morrissey; Councillor Sheila Murphy; and Councillor Philip Mynott attended two or more meetings. Councillor Barry Aspinell and Councillor William Russell were unable to attend the meetings.

4. Context

- 4.1. Section 37 of the Local Government Act 2000 requires that the Council has in place a document, known as its Constitution, which contains the Council's standing orders, Code of Conduct, and such other information as the Council considers appropriate.
- 4.2. The Constitution Working Group took as its starting point for the review of its existing Constitution the Model form of Constitution issued alongside the 2000 Act. It also had regard to the general propositions set out in paragraph 3.1 of this report.
- 4.3. The Working Group focused its efforts on ensuring that the Constitution followed the Model document in its format; reviewed and revised its Articles (Part 2); and reviewed and revised the Council Procedure Rules (Part 4.1).
- 4.4. With regard to the Council Procedure Rules (Part 4.1) the Constitution Working Group have put forward a number of proposals relating to Motions, Amendments, Chair Reports and Questions and the content and length of speeches in a debate.
- 4.5. The opportunity was also taken to provide a clear process for when the Council is considering and debating its strategic and budgetary framework.

4.6. The deadlines for submission of motions, amendments etc and the length of speeches in debates are set out in both bold and italics in the document for ease of consideration.

4.7 The following parts of the Constitution have been imported from the current Constitution with minor amendments to ensure that they are up to date:

- Access to Information Rules
- Budget and Policy Framework Procedure Rules
- Financial Regulations
- Standing orders relating to contracts
- Staff Employment Procedure Rules
- Members' Code of Conduct
- Staff Code of Conduct
- Members Planning Code of Good Practice
- Protocol on Member/Staff Relations

4.8. The Overview and Scrutiny Procedure Rules (Part 4.4) have been the subject of a separate consultation exercise. The powers and duties of the Council and its Committees are not included in the revised Constitution document as they are subject to separate approval by Council at this meeting.

4.9. Following the decision of Council on the revised Constitution the sections on glossary of terms (Part 8) and the users' guide (Part 9) will be completed.

4.10. The operation of the Constitution will be kept under review by the Monitoring Officer in accordance with Article 12. Any proposed changes put forward by members or staff or arising from legislation will be considered by the Constitution Working Group before being submitted to Council for approval.

5. Financial Implications – Comment from S151 Officer

5.1 There are no direct financial implications arising from this report.

6. Implications and References to Corporate Plan

6.1 Improved governance arrangements are one of the short term actions for 2013/14 in the "Modern Council" section of the Corporate Plan.

6.2 The review of the Constitution supports this aim.

7. Background Papers

None

**APPENDIX 7: THE CONSTITUTION
IS SEPARATE FROM THIS AGENDA PACK DUE TO ITS LENGTH**

14. Urgent Business

An item of business may only be considered where the Mayor is of the opinion that, by reason of special circumstances, which shall be specified in the Minutes, the item should be considered as a matter of urgency.

Part II Exempt Items

(During consideration of these items the meeting is not likely to be open to the press and public)

To consider whether the press and public should be excluded from the meeting during consideration of an agenda item on the grounds that it involves the likely disclosure of exempt information as specified in Part I of Schedule 12A of the Local Government Act 1972 or it being confidential for the purposes of Section 100A(2) of that Act. In each case, Members are asked to decide whether, in all the circumstances, the public interest in maintaining the exemption (and discussing the matter in private) outweighs the public interest in disclosing the information.



Managing Director

Town Hall
Brentwood, Essex
7th May 2013