



Minutes

**Annual Council
15.05.2013**

Membership/Attendance

- | | |
|--------------------|---------------------|
| * Cllr Aspinell | * Cllr Kerslake |
| * Cllr Baker | * Cllr Le-Surf |
| Cllr Mrs Beeston | * Cllr Lloyd |
| * Cllr Braid | * Cllr McCheyne |
| * Cllr Carter | * Cllr Mrs McKinlay |
| * Cllr Chilvers | * Cllr Morrissey |
| * Cllr G Clark | * Cllr Mrs Murphy |
| * Cllr N Clarke | * Cllr Mynott |
| * Cllr Mrs Coe | * Cllr Dr Naylor |
| * Cllr Mrs Cohen | * Cllr Parker |
| Cllr Mrs Cornell | * Cllr Mrs Pound |
| * Cllr Mrs Davies | * Cllr Quirk |
| * Cllr Ms Golding | * Cllr Reed |
| * Cllr Mrs Henwood | * Cllr Russell |
| * Cllr Hirst | * Cllr Sapwell |
| * Cllr Mrs Hones | * Cllr Sleep |
| * Cllr Hossack | * Cllr Sparling |
| * Cllr Keeble | * Cllr Tee |
| * Cllr Kendall | |

*present

Officers Present

Jennifer Candler
Alison Crowe
Ashley Culverwell
Jo-Anne Ireland
Malcolm Knights
Leanna McPherson
Roy Ormsby

Brian Partridge
Diane Reay
Jean Sharp
Steve Summers
Lee Taylor
Eric Whitfield

1. Apologies for Absence

Apologies for absence were received from Cllr Cheralyn Beeston and Cllr Claire Cornell, also Freeman of the Borough, Sir Trevor Brooking and the Rt. Hon. Eric Pickles MP.

2. Mayors Announcements

The Mayor recounted highlights of her Mayoral Year and presented cheques to her chosen charities – the Alzheimer's Society, Crossroads Care and Frontline Partnership.

3. Election and Installation of Mayor and Deputy Mayor

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

RESOLVED UNANIMOUSLY that Cllr Madeline Henwood be installed as Mayor and that Cllr Mark Reed be installed as Deputy Mayor for the Municipal Year 2013/14.

4. Designation of Leader of the Council

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"

RESOLVED UNANIMOUSLY that Cllr Mrs McKinlay, the Leader of the Conservative Group as the majority group, be designated the Leader of the Council.

5. Appointment of Committees

Annual Council agreed the governance structure of the authority for the forthcoming year. Council agreed 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.

Members were aware of the work undertaken over the last year to review the governance structure. Previous reports were noted under the Background Papers under section 7 of the report.

The new committee structure was more streamlined and was made up of three 'executive' committees, three quasi-judicial committees and an overview and scrutiny committee.

RESOLVED to:

1. Agree the Committee Structure and terms of reference for each Committee for 2013/14 as set out in Appendix 1 to the agenda.
2. Agree the political balance of each committee as set out in Appendix 2
3. Agree the membership of each committee and the Chairs and Vice chairs as set out in Appendix 3.
4. Agree and note the calendar of meetings as set out in Appendix 4 of the agenda subject to the following amendments:
 - a) Community Service Committee proposed for 17th July 2013 to be moved to 23rd July 2013.
 - b) Performance and Resources Committee proposed for 16th July to be moved to 5th August 2013.

6. Appointment of Groups on Outside Organisations

Councillors are appointed to a number of outside organisations at the annual meeting of the Council. Many of the outside organisations supported and advanced the broad objectives of the authority. Representation could be effected through the authority initiating the appointment, an organisation requesting a representative being nominated or a Charity Commission rule that a Council representative was appointed.

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

RESOLVED UNANIMOUSLY that the list of nominated representatives before Members set out in Appendix 5 be approved subject to group leaders having delegated authority to subsequently amend the list as appropriate.

7. Member Working Groups

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 Committee, the report before Members set out a format for future Member Working Groups (MWG's) and a process for reviewing existing groups.

Cllr Lloyd MOVED an AMENDMENT, SECONDED by Cllr Quirk that Renaissance Group and Tenants Talkback be removed from the list of Member Working Groups and the Constitution Working Group be included.

RESOLVED UNANIMOUSLY that

1. The guidelines for MWG's, set out in the report, were adopted.
2. Each Committee completes a review of its relevant MWG's as part of its work programme by no later than 29 November 2013.
3. Renaissance Group and Tenants Talkback be removed from the list of existing working groups and remain on the list of outside organisations and the Constitution Working Group be included in the list of MWG's.

8. Members' Allowances 2013/14

The Council operated a Members' Allowance scheme which was reviewed annually by the Independent Remuneration Panel (IRP).

The IRP had reviewed the current scheme and made recommendations for the 2013/14 Municipal Year.

RESOLVED UNANIMOUSLY that:

1. That the basic allowance for all Members of **£5950.80** remains unchanged.
2. The Leader's allowance remains unchanged - **£13,086.25**;
3. The Deputy Leader's allowance remains unchanged - **£6,317.50**;
4. The leader of the majority opposition Political party remains unchanged - **£5,266.09**;
5. The leaders of the minority Political Groups remains unchanged – **£2,632.59**.
However, this should be extended to recognise both the minority groups;
6. The Chairs of the Executive Panel allowance remains unchanged **£5,266.09**;
7. The Chairs of the Regulatory Panels (excluding O&S and Planning) remains unchanged - **£2,707.50**;
8. The Vice Chair of Regulatory Panels remains unchanged - **£957.57**
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.
10. The Chair of Planning should receive **£3,510.72** which is 2/3 of the allowance for Chairs of the Executive Committees.
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**.

12. The Spokesperson for Environment and Parking (not a Vice chair) should receive **£957.57**.

At the Panel's request the Council considered and agreed to adopt the following recommendations:

13. In view of the amount of basic allowances payable totalling approximately £220,000, the Panel supported the Boundary Commission reviewing the number of members within Brentwood Borough Council. It was proposed and agreed that a benchmarking exercise be undertaken by the O and S Committee regarding the number of elected members in Brentwood Council and other local authorities.
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.
15. Two Members constitutes a group.
16. The allowances for the Mayor and Deputy Mayor should be reviewed as part of the annual independent review of allowances for Members.
17. Any changes to allowances should commence from the start of the Municipal Year – from the date of Annual Council.
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";
19. Co-opted members and independent persons should be reimbursed for reasonable expenses.
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.

9. Memorials or Petitions

Cllr Le-Surf presented a petition in support of the '20's Plenty for Us' campaign which would be referred to Essex County Council as the highway authority.

10. Motions

Two motions had been received from Members.

Cllr Russell 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."

The MOTION was SECONDED by Cllr Coe and was referred to the Community Services Committee.

Cllr Quirk 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.

The MOTION was SECONDED by Cllr Clarke and was referred to the Strategy and Policy Board.

11. Review of the Council's Constitution

The Council was required by Section 37 of the Local Government Act 2000 to keep up to date its Constitution.

The report before Members set 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).

The cross-party Constitution Working Group was consulted on the proposed changes and the draft Consultation before Members reflected the significant and detailed contribution of the Working Group's members.

Cllr Kerslake MOVED and Cllr Aspinell SECONDED that the recommendation in the report be agreed, subject to an amendment to Rule 7 (Chair Reports and Questions) which was tabled at the meeting.

Cllr Aspinell MOVED and Cllr Clark SECONDED an AMENDMENT which was LOST on a show of hands.

Returning to the substantive motion, it was RESOLVED:

1. That Council approves the changes to its Constitution as detailed in the revised document attached as Appendix 7 to the report together with the amendments to Rule 7 of the Council Procedure Rules.

12. Standing Order 1.9

During consideration of the preceding item the Council, having sat for the requisite period, RESOLVED to suspend Standing Order 1.9 to enable transaction of the remaining business on the agenda.
