

# Public Document Pack



## Agenda Supplement

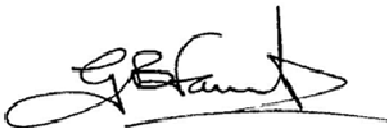
Dear Councillor

### **ANNUAL COUNCIL - WEDNESDAY, 20TH MAY, 2015**

I am now able to enclose, for consideration on Wednesday, 20th May, 2015 meeting of the Annual Council, the following reports that were unavailable when the agenda was printed.

- | <b>Agenda No</b> | <b>Item</b>   |
|------------------|---|
| 6.               | <b><u>Brentwood Borough Council Elections</u> (Pages 3 - 8)</b>   |
| 10.              | <b><u>Committees and their Terms of Reference</u> (Pages 9 - 24)</b>                                      |
| 11.              | <b><u>Political Balance, Allocation of Committee Seats and Committee Appointments</u> (Pages 25 - 32)</b> |
| 12.              | <b><u>Committee Calendar for 2015/2016</u> (Pages 33 - 34)</b>  |
| 13.              | <b><u>Appointment of Representatives on Outside Organisations</u> (Pages 35 - 38)</b>                     |
| 16.              | <b><u>Appointment of Chief Executive and Designation as Head of Paid Service</u> (Pages 39 - 42)</b>      |

Yours sincerely



Chief Executive  
Encs  
20/05/15



## Election of borough Councillors for the Wards of Brentwood Borough Council Summary of Results

Date of Election: Thursday 7 May 2015

### **Brentwood North**

Name of Candidate	Description (if any)	Number of Votes
BINSTED, Richard Arthur Edward	UK Independence Party (UKIP)	549
DANDRIDGE, Gavin Ian	Liberal Democrat	1162
EDMONDS, Ian Kenneth	Independent	128
SLADE, Mellissa Mary	Conservative Party Candidate	1193 ELECTED
WITTY, Helen	Labour Party Candidate	441

Vacant Seats: 1 Electorate: 5322 Ballot Papers Issued: 3486 Turnout: 65.5%

Rejected votes: 1 – Voting for more Candidates than voter was entitled to

12 – Being unmarked or wholly void for uncertainty

### **Brentwood South**

Name of Candidate	Description (if any)	Number of Votes
BARRETT, Tim Nicholas	Labour Party	863
SOUTHGATE, Wilfred	UK Independence Party (UKIP)	570
WILES, Andrew Terence	Conservative Party	1192 ELECTED
YOUNG, Cyril Denis	Liberal Democrat	271

Vacant Seats: 1 Electorate: 4535 Ballot Papers Issued: 2907 Turnout: 64.1%

Rejected votes: 2 - Voting for more Candidates than voter was entitled to

9 - Being unmarked or wholly void for uncertainty

## Brentwood West

Name of Candidate	Description (if any)	Number of Votes
FOSTER, Deborah Lynn	Labour Party Candidate	564
FULCHER, Alison Elizabeth	Liberal Democrat	1083
RUSSELL, William Joseph	Conservative Party	1941 ELECTED

Vacant Seats: 1 Electorate: 5448 Ballot Papers Issued: 3638 Turnout: 66.8%

Rejected votes: 1 - Voting for more Candidates than voter was entitled to

49 - Being unmarked or wholly void for uncertainty

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## Brizes & Doddinghurst

Name of Candidate	Description (if any)	Number of Votes
DEDMAN, Patricia Mary	Labour Party Candidate	298
ELLIS, Trevor Keith	Liberal Democrat	307
POPPY, Clifford Edward	Conservative Party	1922 ELECTED
SCEATS, Peter Howard	UK Independence Party (UKIP)	861

Vacant Seats: 1 Electorate: 4741 Ballot Papers Issued: 3400 Turnout: 71.7%

Rejected votes: 12 - Being unmarked or wholly void for uncertainty

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## Herongate, Ingrave & West Horndon

Name of Candidate	Description (if any)	Number of Votes
MURPHY, Sheila Patricia	Conservative Party	1251 ELECTED
NORRIS, Peter Charles	Labour Party Candidate	197
PRICE, Christopher John	Independent	311
WATT, Alan Morrison	UK Independence Party (UKIP)	457

Vacant Seats: 1 Electorate: 3003 Ballot Papers Issued: 2233 Turnout: 74.4%

Rejected votes: 2 - Voting for more Candidates than voter was entitled to

15 - Being unmarked or wholly void for uncertainty

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### Hutton East

Name of Candidate	Description (if any)	Number of Votes
HOSSACK, Christopher Roy	Conservative Party	1151 ELECTED
PRICE, Linda Dorreen	Liberal Democrat	180
SMITH, David James	Labour Party Candidate	288
WATT, David	UK Independence Party (UKIP)	371

Vacant Seats: 1 Electorate: 2961 Ballot Papers Issued: 1999 Turnout: 67.5%

Rejected votes: 9 - Being unmarked or wholly void for uncertainty

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### Hutton North

Name of Candidate	Description (if any)	Number of Votes
ELLIS, Beryl Margaret	Liberal Democrat	173
HOLLAND, Philip Paul	Labour Party Candidate	296
SOAMES, Graham David	Independent	519
TRUMP, William Rolf	Conservative Party	1242 ELECTED

Vacant Seats: 1 Electorate: 3224 Ballot Papers Issued: 2246 Turnout: 69.6%

Rejected votes: 16 - Being unmarked or wholly void for uncertainty

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### Ingatstone, Fryerning & Mountnessing

Name of Candidate	Description (if any)	Number of Votes
BROWN, Colin Stuart	Liberal Democrat	368
GULLEFORD, Janette Pauline	UK Independence Party (UKIP)	598
HONES, Noelle Christina	Conservative Party	2213 ELECTED
WINTER, Jane Elizabeth	Labour Party Candidate	501

Vacant Seats: 1 Electorate: 4965 Ballot Papers Issued: 3695 Turnout: 74.4%

Rejected votes: 2 - Voting for more Candidates than voter was entitled to

13 - Being unmarked or wholly void for uncertainty

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## Pilgrims Hatch

Name of Candidate	Description (if any)	Number of Votes
COWLEY, Gordon William Frank	Conservative Party	877
DAVIES, Victoria Frances	Liberal Democrat	1380 ELECTED
FINEGAN, Bryan Steven Miles	UK Independence Party (UKIP)	570
MARGRAVE, Richard Dobson	Labour Party Candidate	274

Vacant Seats: 1 Electorate: 4709 Ballot Papers Issued: 3112 Turnout: 66.1%

Rejected votes: 4 - Voting for more Candidates than voter was entitled to

7 - Being unmarked or wholly void for uncertainty

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## Shenfield

Name of Candidate	Description (if any)	Number of Votes
CAMP, Derek William	UK Independence Party (UKIP)	285
MILLWOOD, Richard	Labour Party Candidate	223
ROWLANDS, Louise Caroline	Conservative Party	1965 ELECTED
WARD, Sharon Rose	Liberal Democrat	934

Vacant Seats: 1 Electorate: 4325 Ballot Papers Issued: 3409 Turnout: 78.8%

Rejected votes: 2 - Being unmarked or wholly void for uncertainty

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## Tipps Cross

Name of Candidate	Description (if any)	Number of Votes
HENWOOD, Madeline Joyce Wortley	Conservative Party	1352 ELECTED
MAGUIRE, Yvonne Jeanette	UK Independence Party (UKIP)	473
PRATT, Keith David	Independent	306
WIGRAM, Michele Anne	Labour Party Candidate	216

Vacant Seats: 1 Electorate: 3172 Ballot Papers Issued: 2362 Turnout: 74.4%

Rejected votes: 1 - Voting for more Candidates than voter was entitled to

14 - Being unmarked or wholly void for uncertainty

## Warley

Name of Candidate	Description (if any)	Number of Votes
BARRELL, Paul	Conservative Party	1496 ELECTED
CLARKE, Nigel John	Liberal Democrat	950
DEACON, Mary Jane	UK Independence Party (UKIP)	464
KORTLANDT, Susan Margaret	Labour Party Candidate	417

Vacant Seats: 1 Electorate: 4794 Ballot Papers Issued: 3339 Turnout: 69.6%

Rejected votes: 2 - Voting for more Candidates than voter was entitled to

10 - Being unmarked or wholly void for uncertainty

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The following Committees are established under all Council powers:-

- (1) Audit, Scrutiny and Transformation Committee – 9 Members of the Council
- (2) Community and Health Committee – 9 Members of the Council
- (3) Dismissal Appeals Committee – 9 Members of the Council
- (4) Economic Development Committee – 9 Members of the Council
- (5) Environment and Housing Management Committee – 9 Members of the Council
- (6) Planning and Licensing Committee – 12 Members of the Council
- (7) Policy, Finance and Resources Committee – 9 Members of the Council
- (8) Staff Appointments Committee – 9 Members of the Council
- (9) Dismissals Advisory Panel – 3 Independent Persons

The Terms of Reference of the above are set out as follows:-

## CHAPTER 3 - POWERS AND DELEGATIONS

### PART 3.1 - POWERS AND DUTIES OF THE COUNCIL AND ITS COMMITTEES

#### 1. Matters Reserved to meetings of Council

##### 1.1 Council

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 committees. It also agrees the membership of the committees/sub-committees.

##### 1.2 Functions of the Council

Only the Council will exercise the following functions:-

- (a) adopting and approving changes to the Constitution;
- (b) adopting and amending Contract Standing Orders and Financial Regulations;
- (c) agreeing and/or amending the terms of reference for committees and any joint committees, deciding on their composition chairmanship and making initial appointments to them;
- (d) appointing representatives to outside bodies and consultative groups unless the appointment has been delegated by the Council;
- (e) adopting and amending a members' allowances scheme under Chapter 6;

- (f) to elect the Leader and Deputy Leader of the Council;
- (g) to designate the Chairs and Vice Chairs of the Council;
- (h) adoption of the Code of Conduct for Members;
- (i) electoral and ceremonial matters relevant to the Council
- (j) changing the name of the area, conferring the title of honorary alderman or freedom of the borough;
- (k) setting the Council's Budget and Council Tax;

- (l) approving the making of a virement or payment from the Council's reserves for values exceeding £200,000;
- (m) approving of the Council's Corporate Plan;
- (n) approving or adopting the Council policies and strategies which form the policy framework;
- (o) making, amending, revoking, re-enacting or adopting bylaws and promoting or opposing the making of local legislation or personal Bills;
- (p) confirming the appointment or dismissal of the Head of Paid Service; Monitoring Officer; and Section 151 Officer;
- (q) to consider reports on cross cutting matters not expressly delegated to another committee;
- (r) all other matters which by law must be reserved to Council;

## **2. General Powers of Committees**

This scheme of delegation sets out the functions of the Council to be discharged by its committees and sub-committees and includes the terms of reference of statutory and non statutory bodies set up by the Council.

Each committee or sub-committee will have the following general powers and duties:

- (a) To carry out the duties and powers of the Council within current legislation;
- (b) To comply with the Council's standing orders and financial regulations;
- (c) To operate within the budget allocated to the committee by the Council.
- (d) To guide the Council in setting its policy objectives and priorities including new initiatives, and where appropriate make recommendations to Council
- (e) To develop, approve and monitor the relevant policies and strategies relating to the Terms of Reference of the committee;
- (f) To secure satisfactory standards of service provision and improvement, including monitoring of contracts, Service Level Agreements and partnership arrangements;
- (g) To consider and approve relevant service plans;
- (h) To determine fees and charges relevant to the committee;

### **2.1 Policy, Finance and Resources Committee**

1. The functions within the remit of the Policy, Finance and Resources Committee include all financial matters relating to the budget, (and for the avoidance of doubt, being the superior Committee on all such matters including capital, revenue and the Housing

Revenue Account (HRA) except where the law otherwise requires), and, without prejudice to the generality of this, include the specific functions which are set out below.

## Policy

To undertake and discharge any functions in relation to strategic policies including periodic reviews of the policy framework adopted by full Council from time to time except where required by law to be undertaken elsewhere

## Finance

- 1) Financial Services
  - 2) Contracts, commissioning, procurement
  - 3) Legal services
  - 4) Health and safety at work (in so far as it relates to the Council as an employer)
  - 5) Corporate communications and media protocols
  - 6) Corporate and Democratic services
  - 7) Member Development
  - 8) Data quality
  - 9) Human resources
  - 10) Information Communication Technology
  - 11) Revenues and Benefits
  - 12) Customer Services
  - 13) Assets (strategically)
2. Overall responsibility for monitoring Council performance.
  3. To formulate and develop relevant corporate policy documents and strategies including the Corporate Plan.
  4. To formulate the budget proposals 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 Council for approval.
  5. To formulate the Council's Borrowing and Investment Strategy and make recommendations to Council for approval.

6. To take decisions on spending within the annual budget to ensure delivery of the Council's priorities.
7. To approve the making of a virement or payment from the Council's reserves with a maximum value of £200,000.
8. To approve the write-off of any outstanding debt owed to the council above the delegated limit of £5,000.
9. To determine capital grant applications.
10. To make recommendations on the allocation and use of resources to achieve the Council's priorities.
11. To manage and monitor the Council approved budgets;
12. To provide the lead on partnership working including the joint delivery of services.
13. To consider any staffing matters that are not delegated to Officers, such as proposals that are not contained within existing budgetary provision.
14. To strategically manage any lands or property of the Council and provide strategic property advice relating to the Council's Housing Stock and without prejudice to the generality of this, to specifically undertake the following:-

#### The Council's Asset Management Plan

- (a) The acquisition and disposal of land and property and taking of leases, licenses, dedications and easements.
- (b) The granting variation renewal review management and termination of leases licenses dedications and easements
- (c) Promoting the use of Council owned assets by the local community and other interested parties.
- (d) To manage any lands or property of the Council;
- (e) To include properties within the Council's Asset Management Portfolio including Halls etc.
- (f) To take a strategic approach to asset management, ensuring that the use of all of the Council's Property assets achieves Value for Money and supports the achievement of the Council's corporate priorities.
- (g) To review the Corporate Asset Management Plan annually.
- (h) The acquisition of land in advance of requirements for the benefit, improvement or development of the Borough.

- (i) Disposal of land (including by lease) surplus to the requirements of any Panel or Committee.
- (j) Appropriation of land surplus to the requirements of a committee.
- (k) Promote the use of Council owned assets by the local community and other interested parties where appropriate
- (l) Property and asset management, including acquisitions and disposals not included in the approved Asset Management Plan.
- (m) To take a strategic approach to commercial activity, both existing and new, ensuring the Council realises revenue generation opportunities and supports the achievement of the Council's corporate priorities.
- (n) Promoting a culture of entrepreneurialism and building the required skills and capacity.
- (o) To consider, and approve, business cases and commercial business plans for commercial activity.

## **2.2 Economic Development Committee**

The functions within the remit of the Economic Development Committee are set out below:

1. To lead, consider and propose matters concerning the promotion of economic development throughout the Borough and the interface with countywide or regional economic development initiatives.
2. To promote and encourage enterprise and investment in the Borough in order to maintain and sustain the economic wellbeing and regeneration of the area.
3. 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.
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 and deliver a Borough wide initiative on apprenticeships
6. To consider and determine matters relating to the promotion, maintenance and enhancement of the vitality and viability of shopping centres within the Borough.
7. To consult with the Chamber of Commerce, Federation of Small Businesses, residents and other interested third parties.
8. To maintain a special interest in promoting employment in the borough.
9. To promote and encourage tourism and heritage

10. Parking (off Street parking provision in Council owned/leased off-street parking places)

11. Crossrail

### **2.3 Environment and Housing Management Committee**

1. The functions within the remit of the Environment and Housing Management Committee (including the operational management of assets which for the sake of clarity also comprises maintenance) are set out below:

- 1) Waste management, refuse collection and recycling
- 2) Environmental improvement schemes
- 3) The quality of the public realm, including street services and grounds maintenance
- 4) Highway matters that are the responsibility of the Borough Council (including highway closures under the Town Police Clauses Act 1847) and drainage
- 5) Public conveniences
- 6) Cemeteries and closed churchyards
- 7) Unlawful incursions
- 8) Affordable housing
- 9) Housing strategy and investment programme where the Policy, Finance and Resources Committee does not decide to exercise such functions as the superior Committee
- 10) The Housing Revenue Account Business Plan where the Policy, Finance and Resources Committee does not decide to exercise such functions as the superior Committee
- 11) Housing standards, homelessness, homelessness prevention and advice
- 12) Housing needs assessment
- 13) Housing benefit - welfare aspects
- 14) Private sector housing and administration of housing grants
- 15) Tenancy Management and landlord functions
- 16) To make recommendations to Finance and Resources on the setting of rents for Council homes.
- 17) Operational facilities management (including maintenance) of the Town Hall and the Depot

## **2.4 Community and Health Committee**

1. The functions within the remit of the Community and Health Committee are set out below
    - 1) Community and Localism Initiatives including Assets of Community Value
    - 2) The Voluntary Sector and community partnerships
    - 3) Parish Council liaison
    - 4) Health and Wellbeing
    - 5) Grants to organisations/voluntary organisations.
    - 6) Parks, open spaces, countryside, allotments
  - 7) Environmental Health
  - 8) Environmental nuisance and pollution controls
  - 9) Other miscellaneous powers enforced by Environmental Health
  - 10) Food safety and health and safety
  - 11) Community Safety and CCTV
2. To take the lead on community leadership and consultation with stakeholders.

## **2.5 Audit, Scrutiny and Transformation Committee**

The Audit, Scrutiny and Transformation Committee provides advice to the Council and the committees on the effectiveness of the arrangements for the proper administration of the Council's financial affairs, including all relevant strategies and plans, acts as the Council's Overview and Scrutiny Committee with all the powers under Part 3 of the Local Authorities (Committee System) (England) Regulations 2012, and discharges the functions under section 19 of the Police and Justice Act 2006 (local authority scrutiny of crime and disorder matters). Without prejudice to the generality of the above, the terms of reference include those matters set out below.

### 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

- 1) To maintain an overview of the Council's Constitution in respect of contract procedure rules, financial regulations and codes of conduct and behaviour.
- 2) To review any issue referred to it by a Statutory Officer of the Council or any Council body.
- 3) To monitor the effective development and operation of risk management and corporate governance in the Council.
- 4) To monitor Council policies and strategies on
  - Whistleblowing
  - Money Laundering
  - Anti-Fraud and Corruption
  - Insurance and Risk Management
  - Emergency Planning
  - Business Continuity
- 5) To monitor the corporate complaints process.
- 6) To consider the Council's arrangements for corporate governance and agreeing necessary actions to ensure compliance with best practice.
- 7) To consider the Council's compliance with its own and other published standards and controls.

#### Accounts

- 1) 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.
- 2) To review the Council's Annual Governance Statement.
- 3) To consider the External Auditor's report to those charged with governance on issues arising from the audit of the accounts.

#### Scrutiny

- 1) 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.
- 2) 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.
- 3) 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.
- 4) 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.
- 5) To receive reports and other evidence from organisations, individuals and partnerships which the committee or working groups considers relevant to their work.
- 6) To review and/or scrutinise decisions made, or other action taken, in connection with the discharge of any functions of the Local Authority.
- 7) To deal with those issues raised through the 'Councillor Call for Action' scheme in line with agreed protocols and procedures.
- 8) To make reports or recommendations to the Local Authority, any committee or sub-committee of the Local Authority, any officer of the Local Authority, or any joint committee on which the Local Authority is represented or any sub-committee of such a committee, with respect to the discharge of any functions of the Local Authority
- 9) 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.
- 10) To make reports or recommendations to the Local Authority, any committee or sub-committee of the Local Authority, any officer of the Local Authority, or any joint committee on which the Local Authority is represented or any sub-committee of such a committee, on matters which affect the Borough of Brentwood or the inhabitants of the Borough of Brentwood.
- 11) To review and/or scrutinise decisions made, or other action taken, in connection with the discharge by the responsible authorities of their crime and disorder functions
- 12) To make reports or recommendations to the Local Authority with respect to the discharge by the responsible authorities of their crime and disorder functions
- 13) To be responsible for scrutiny of the Council's strategic and budgetary framework and its implementation.
- 14) To report annually to Council on the progress of the work programme and to make relevant recommendations.

Transformation

To approve and facilitate the transformation of delivery of services.

## **2.6 Planning and Licensing Committee**

### Planning

- (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.
  - (a) To guide the Council in setting its policy objectives and priorities.
  - (b) To carry out the duties and powers of the Council under current legislation;
  - (c) To develop, implement and monitor the relevant strategies and policies relating to the Terms of Reference of the committee.
  - (d) To secure satisfactory standards of service provision and improvement, including monitoring of contracts, Service Level Agreements and partnership arrangements;
  - (e) To consider and approve relevant service plans;
  - (f) To comply with the standing orders and financial regulations of the Council;
  - (g) To operate within the budget allocated to the committee by the Council.
  - (h) To determine fees and charges relevant to the committee;

To review and monitor the operational impact of policies and to recommend proposals for new initiatives and policy developments including new legislation or central government guidance

- (d) Powers and duties of the local planning authority in relation to the planning of sustainable development; local development schemes; local development plan and monitoring reports and neighbourhood planning

### Licensing

- (a) Except in relation to the statement of Licensing Policy, to discharge all functions conferred upon the council as licensing authority under the Licensing Act 2003.

- (b) Except in relation to the statement of Licensing Policy, to discharge all functions conferred upon the council as licensing authority under the Gambling Act 2005.
- (c) To determine all fees and charges relevant to matters disposed by the Planning and Licensing Committee.
- (d) To exercise all other functions relating to licensing and registration including
  - i. Trading Requirements
  - ii. All functions relating to hackney carriage drivers and vehicles and private hire drivers vehicles and operators
  - iii. Animal Welfare and Security
  - iv. Skin Piercing, Acupuncture, Electrolysis and Tattooing
  - v. Sex establishments (including Sex Entertainment Venues (SEV))
  - vi. Pavement Permits
  - vii. Charitable Collections
  - viii. Camping, Caravan Sites and Mobile Homes
  - ix. Scrap Metal
  - x. Game Dealers
- (e) Any other matters relating to licensing as may be referred to the committee for consideration.
- (f) To hear and determine licensing applications and appeals where objections and /or representations have been received in relation to any of the above functions.
- (g) To manage and monitor the budgets in respect of licensing and vehicle licensing

## **2.7 Licensing Sub-Committees**

To hear and determine applications that do not sit within the scope of delegation to officers, usually where representations have been received either by a third party against grant of a license, or from the applicant against intended refusal or revocation of a license/registration.

The Planning and Licensing Committee has delegated all functions other than relevant policies and fees setting to officers, with the exception of those other matters as indicated below, which are heard by licensing sub-committee unless otherwise indicated:

### **Licensing Act 2003 and Gambling Act 2005**

- (a) Determination of any application type where a representation has been received in accordance with the legislation

- (b) Determination of applications for review or expedited review

**Hackney Carriage vehicles and drivers (including enforcement of ranks) and Private Hire vehicles, drivers and operators, with the exception of:**

- (a) Suspension or revocation of drivers' licenses (save for initial suspension under provision of Local Government (Miscellaneous Provisions) Act 1976 S61 (2B) if it appears that the interests of public safety require the suspension to have immediate effect)
- (b) Where representation has been submitted by the applicant/license holder against refusal of any application
- (c) Where representation has been received from an applicant to vary a licensing or pre-licensing condition.

**Scrap Metal Dealing**

- (a) Determination of applications where representations have been received against refusal in accordance with legislative requirements; and
- (b) Consideration of revocation of a license where representations have been received in accordance with legislative requirements

**Street Collections and House to House Collections**

- (a) Appeals against refusal to grant or renew a license

**Licensing of sex establishments**

- (a) Determination of all applications, revocations and appeals.

**Street Trading**

- (a) Determination of applications where representation(s) has been received
- (b) Determination of applications that fall outside of current policy
- (c) Determination of matters relating to revocation of a license

**Acupuncture, Tattooing, Skin and Ear Piercing and Electrolysis**

- (a) Appeals against refusal to grant or renew a registration.
- (b) Revocation of a registration

**Animal Welfare and Security, except for the following:**

- (a) Appeals against refusal to grant or renew a license
- (b) Revocation of a license

**Exercise of Powers under Caravan Sites and Control of Development Act 1960, except for:**

- (a) Refusal and revocation of licenses, (other than urgent refusals which are delegated to officers)

## **Mobile Homes**

- (a) Appeals against revocation of a license and/or conditions attached to the grant of a license.

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

- (a) To appoint the following designated officers:

Head of Paid Service  
Section 151 Finance Officer  
Monitoring Officer

and such other posts as may be determined from time to time by Group Leaders in consultation with the Head of Paid Service.

- (b) To comply with the requirements set out in Chapter 4 of the Constitution (Staff Employment Procedure Rules).
- (c) To agree, review and amend to salary and grading structures for chief officer posts in line with the agreed remuneration policy.

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

- (a) To consider and determine any appeal by the Head of Paid Service, Section 151 Officer or Monitoring Officer against dismissal.
- (b) To consider and determine any allegation or issue of misconduct, incapability or breakdown in trust against the Head of Paid Service, Section 151 Finance Officer, Monitoring Officer or a Deputy Monitoring Officer.

### **2.10 Dismissal Advisory Panel (to meet on demand) has the following functions:**

- (a) To advise full Council on matters relating to the dismissal of the Head of Paid Service, the Chief Finance Officer and the Monitoring Officer

NB. This Panel comprises three independent persons who are not Members of the Council.

18. **Size**

<b>Committee</b>	<b>Membership</b>	<b>Quorum</b>
Policy, Finance and Resources	9	3
Environment and Housing Management	9	3
Economic Development	9	3
Community and Health	9	3
Planning and Licensing	12	4
Audit, Scrutiny and Transformation	9	3
Staff Appointments*	9	3
Dismissal Appeals *	9	3

\* These committees meet on demand.

20. **Appointments and Substitutes**

- 20.1 Following Annual Council, the Chief Executive on the nomination of Group Leaders, or in their absence, Deputy Group Leaders, appoints and removes members of committees and sub-committees.
- 20.2 A substitute Member may attend a particular meeting of the committee, and will have full powers of the committee Member, provided that the Member is a specified nominated substitute for that Member of the particular political group and in a list agreed by full Council. In the event that the absent committee Member is a non-aligned Member, the specified substitute for that Member can be any Member of the Council.
- 20.3 The names of substitutes shall be announced at the start of the meeting by the Chair. The substitution shall be for the whole meeting and cease at the end of the meeting.
- 20.3 The names of substitutes shall be announced at the start of the meeting by the Chair and the substitution shall cease at the end of the meeting.
- 20.4 Substitutes for regulatory committees must be drawn from Members who have received training in regulatory decision making. If a casual vacancy occurs on a regulatory committee it will not be filled until the nominated member has been trained.
- 20.5 All Members are entitled to attend the training provided for members of regulatory committees.

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## Brentwood Borough Council POLITICAL BALANCE – 20 May 2015

The Political Balance of the Council is:

POLITICAL GROUP	NO. OF MEMBERS	%
CONSERVATIVE	23 =	62.162
LIBERAL DEMOCRATS	11 =	29.729
LABOUR	2 =	5.405
NON- ALIGNED	1 =	2.702
<b>TOTALS</b>	<b>37</b>	<b>100</b>

POLITICAL GROUP	NO. OF MEMBERS	NO. OF SEATS ON ORDINARY COMMITTEES
CONSERVATIVE	23	<b>47 (46.621)</b>
LIBERAL DEMOCRATS	11	<b>22 (22.297)</b>
LABOUR	2	<b>4 (4.054)</b>
NON- ALIGNED	1	<b>2 (2.702)</b>
		<b>75</b>

PROPOSAL:

	A,S&TC *	C & HC**	DAC***	EDC****	E&HMC +	P & LC++	P,F&R#	SAC~	TOTAL
	(9)	(9)	(9)	(9)	(9)	(12)	(9)	(9)	75
CON	5	6	5	6	6	7	6	6	47
LIB DEM	3	3	3	3	3	3	2	2	22
LAB	1	0	0	0	0	1	1	1	4
NON- AL.	0	0	1	0	0	1	0	0	2
	9	9	9	9	9	12	9	9	75

\*AS&TC denotes Audit, Scrutiny and Transformation Committee

\*\*C & HC denotes Community & Health Committee

\*\*\* DAC denotes Dismissal Appeals Committee (Only meets on demand)

\*\*\*\*EDC denotes Economic Development Committee

+ E & HMC denotes Environment & Housing Management Committee

++ P & LC denotes Planning and Licensing Committee

# P, F&R denotes Policy, Finance & Resources Committee

~ SAC denotes Staff Appointments Committee (Only meets on demand)

## **Section 15 (5) principles**

Section 15 (5) of the Local Government and Housing Act 1989 states:-

'The principles mentioned in subsection (4) above, in relation to the seats on any body which fall to be filled by appointments made by any relevant authority or committee of a relevant authority, are –

- (a) that not all the seats on the body are allocated to the same political group;
- (b) that the majority of the seats on the body is allocated to a particular political group if the number of persons belonging to that group is a majority of the authority's membership;
- (c) subject to paragraphs (a) and (b) above, that the number of seats on the ordinary committees of a relevant authority which are allocated to each political group bears the same proportion to the total of all seats on the ordinary committees of that authority as is borne by the number of members of that group to the membership of the authority; and
- (d) subject to paragraphs (a) to (c) above, that the number of the seats on the body which are allocated to each political group bears the same proportion to the number of all the seats on that body as is borne by the number of members of that group to the membership of the authority.'

Ordinary Committees do not include sub-committees or advisory committees or advisory sub-committees.

**NOMINATIONS TO SEAT ALLOCATIONS & APPOINTMENTS**

(Council must give effect to the wishes of the political groups as regards the nominations for the seats allocated to those political groups).

<b>Audit, Scrutiny &amp; Transformation Committee (9)</b>	Conservative (5)	Liberal Democrat (3)	Labour (1)	Non-Aligned (0)
Chair*:	Cllr John Kerslake*	TBA	Cllr Gareth Barrett	
Vice-Chair**:	Cllr Sheila Murphy**	TBA		
	Cllr Noelle Hones	TBA		
	Cllr Mellissa Slade			
	Cllr Will Trump			
Approved Substitute:	Cllr Roger McCheyne	TBA	Cllr Julie Morrissey	
Approved Substitute:	Cllr Mark Reed	TBA		
Approved Substitute:	Cllr Tony Sleep			
Approved Substitute:	Cllr Andy Wiles			
<b>Community &amp; Health Committee (9)</b>	Conservative (6)	Liberal Democrat (3)	Labour (0)	Non-Aligned (0)
Chair*:	Cllr William Russell*	TBA		
Vice-Chair**:	Cllr Olivia Sanders**	TBA		
	Cllr Ann Coe	TBA		
	Cllr Paul Faragher			
	Cllr Cliff Poppy			
	Cllr Andy Wiles			

Approved Substitute:	Cllr Chris Hossack	TBA		
Approved Substitute:	Cllr John Kerslake	TBA		
Approved Substitute:	Cllr Sheila Murphy			
Approved Substitute:	Cllr Louise Rowlands			

<b>Dismissal Appeals Committee (9)</b>	Conservative (5)	Liberal Democrat (3)	Labour (0)	Non-Aligned (1)
Chair:	Cllr Louise McKinlay	TBA		Cllr Roger Keeble
Vice-Chair:	Cllr Roger Hirst	TBA		
	Cllr John Kerslake	TBA		
	Cllr Roger McCheyne			
	Cllr Keith Parker			
Approved Substitute:	Cllr Paul Faragher	TBA		TBA
Approved Substitute:	Cllr Chris Hossack	TBA		
Approved Substitute:	Cllr Will Russell			
Approved Substitute:	Cllr Tony Sleep			

<b>Economic Development Committee (9)</b>	Conservative (6)	Liberal Democrat (3)	Labour (0)	Non-Aligned (0)
Chair*:	Cllr Keith Parker*	TBA		
Vice-Chair**:	Cllr Louise Rowlands**	TBA		
	Cllr Jon Cloke	TBA		
	Cllr Olivia Sanders			
	Cllr Mellissa Slade			
	Cllr David Tee			
Approved Substitute:	Cllr Paul Barrell	TBA		
Approved Substitute:	Cllr Paul Faragher	TBA		
Approved Substitute:	Cllr Sheila Murphy			
Approved Substitute:	Cllr Andy Wiles			

Page 29

<b>Environment &amp; Housing Management Committee (9)</b>	Conservative (6)	Liberal Democrat (3)	Labour (0)	Non-Aligned (0)
Chair*:	Cllr Chris Hossack*	TBA		
Vice-Chair**:	Cllr Clifford Poppy**	TBA		
	Cllr Ann Coe	TBA		
	Cllr Madeline Henwood			
	Cllr Louise Rowlands			
	Cllr Tony Sleep			

Approved Substitute:	Cllr Paul Barrell	TBA		
Approved Substitute:	Cllr Jon Cloke	TBA		
Approved Substitute:	Cllr Olivia Sanders			
Approved Substitute:	Cllr Mellissa Slade			

<b>Planning &amp; Licensing Committee</b> (12)	Conservative (7)	Liberal Democrat (3)	Labour (1)	Non-Aligned (1)
Chair*:	Cllr Roger McCheyne*	TBA	Cllr Julie Morrissey	Cllr Roger Keeble
Vice-Chair**:	Cllr William Trump**	TBA		
	Cllr Paul Barrell	TBA		
	Cllr Jon Cloke			
	Cllr Sheila Murphy			
	Cllr Mark Reed			
	Cllr David Tee			
Approved Substitute:	Cllr Ann Coe	TBA	Cllr Gareth Barrett	TBA
Approved Substitute:	Cllr Cliff Poppy	TBA		
Approved Substitute:	Cllr Louise Rowlands			
Approved Substitute:	Cllr Andy Wiles			

<b>Policy, Finance &amp; Resources Committee (9)</b>	Conservative (6)	Liberal Democrat (2)	Labour (1)	Non-Aligned (0)
Chair*:	Cllr Louise McKinlay*	TBA	Cllr Gareth Barrett	
Vice-Chair**:	Cllr Roger Hirst**	TBA		
	Cllr Paul Faragher			
	Cllr Chris Hossack			
	Cllr Keith Parker			
	Cllr Will Russell			
Approved Substitute:	Cllr Roger McCheyne	TBA	Cllr Julie Morrissey	
Approved Substitute:	Cllr Cliff Poppy	TBA		
Approved Substitute:	Cllr Tony Sleep			
Approved Substitute:	Cllr Will Trump			
<b>Staff Appointments Committee (9)</b>	Conservative (6)	Liberal Democrat (2)	Labour (1)	Non-Aligned (0)
Chair*:	Cllr Louise McKinlay*	TBA	Cllr Julie Morrissey	
Vice-Chair**:	Cllr Roger Hirst	TBA		
	Cllr John Kerslake			
	Cllr Roger McCheyne			
	Cllr Keith Parker			
	Cllr Paul Faragher			
Approved Substitute:	Cllr Chris Hossack	TBA	Cllr Gareth Barrett	
Approved Substitute:	Cllr Louise Rowlands	TBA		

Approved Substitute:	Cllr Will Russell	[REDACTED]	[REDACTED]	[REDACTED]
Approved Substitute:	Cllr Tony Sleep	[REDACTED]	[REDACTED]	[REDACTED]



# Notice of Meetings 2015/16

## LOCAL GOVERNMENT ACT 1972 (AS AMENDED)

NOTICE IS HEREBY GIVEN that the following meetings, open to the Public and Press, will be held at the Town Hall, Brentwood, Essex.

	Day	Time	May	June	July	August	September	October	November	December	January	February	March	April	May
Annual Council	Wednesday	19:00	20 <sup>th</sup>												18 <sup>th</sup>
Ordinary Council	Wednesday	19:00		10 <sup>th</sup>			16 <sup>th</sup>		18 <sup>th</sup>		27 <sup>th</sup>		2 <sup>nd</sup> (Budget)		
Audit, Scrutiny and Transformation Committee	Monday	19:00		29 <sup>th</sup>			29 <sup>th</sup>			7 <sup>th</sup>	25 <sup>th</sup> (Budget Scrutiny)		7 <sup>th</sup>		
Community and Health Committee	Monday	19:00		22 <sup>nd</sup>			14 <sup>th</sup>			14 <sup>th</sup>			14 <sup>th</sup>		
Economic Development Committee	Wednesday	19:00			2 <sup>nd</sup>		2 <sup>nd</sup>			2 <sup>nd</sup>		3 <sup>rd</sup>			
Environment and Housing Management Committee	Wednesday	19:00		17 <sup>th</sup>			9 <sup>th</sup>			9 <sup>th</sup>			9 <sup>th</sup>		
Planning and Licensing Committee	Tuesday	19:00		23 <sup>rd</sup>	21 <sup>st</sup>		1 <sup>st</sup>	13 <sup>th</sup>	3 <sup>rd</sup>	1 <sup>st</sup>	5 <sup>th</sup>	2 <sup>nd</sup>	1 <sup>st</sup>	12 <sup>th</sup>	
Policy, Finance and Resources Committee	Tuesday	19:00		30 <sup>th</sup>			15 <sup>th</sup>			15 <sup>th</sup>		16 <sup>th</sup> (Budget)	22 <sup>nd</sup>		

Dated this 20 day of May 2015

G. Farrant  
CHIEF EXECUTIVE

(Proper Officer for the purposes of Part VA of the Act)

# Holiday Calendar 2015/16



	2015								2016				
	May	June	July	August	September	October	November	December	January	February	March	April	May
1				School Holidays					Bank Holiday			School Holidays	
2				School Holidays								School Holidays	Bank Holiday
3				School Holidays								School Holidays	
4	Bank Holiday			School Holidays		Conservative Party Conference						School Holidays	
5				School Holidays		Conservative Party Conference						School Holidays	
6				School Holidays		Conservative Party Conference						School Holidays	
7				School Holidays		Conservative Party Conference						School Holidays	
8				School Holidays								School Holidays	
9				School Holidays									
10				School Holidays									
11				School Holidays									
12				School Holidays									
13				School Holidays									
14				School Holidays									
15				School Holidays							School Holidays		
16				School Holidays							School Holidays		
17				School Holidays							School Holidays		
18				School Holidays							School Holidays		
19				School Holidays	Liberal Democrats Party Conference						School Holidays		
20				School Holidays	Liberal Democrats Party Conference								
21				School Holidays	Liberal Democrats Party Conference			School Holidays					
22				School Holidays	Liberal Democrats Party Conference			School Holidays					
23			School Holidays	School Holidays	Liberal Democrats Party Conference			School Holidays					
24			School Holidays	School Holidays				School Holidays					
25	Bank Holiday		School Holidays	School Holidays				Bank Holiday			Bank Holiday		
26	School Holidays		School Holidays	School Holidays		School Holidays		School Holidays					
27	School Holidays		School Holidays	School Holidays	Labour Party Conference	School Holidays		School Holidays					
28	School Holidays		School Holidays	School Holidays	Labour Party Conference	School Holidays		Bank Holiday			Bank Holiday		
29	School Holidays		School Holidays	School Holidays	Labour Party Conference	School Holidays		School Holidays			School Holidays		
30			School Holidays	School Holidays	Labour Party Conference	School Holidays		School Holidays			School Holidays		Bank Holiday
31			School Holidays	Bank Holiday				School Holidays			School Holidays		School Holidays

### Appointments to Outside Organisations

Organisation	Council Representatives for 2014/15	Council Representatives for 2015/16
Active Brentwood	Cllr Clark	Cllr Trump
Brentwood Access Group	Cllr Davies	Cllr Cloke
Brentwood and District Age Concern	Cllr Davies Cllr Henwood	Cllr Henwood Cllr Newberry (LD)
Brentwood Arts Council	Cllr Mynott	Cllr. Mynott ( LD)
Brentwood Community Print	Cllr Hubbard Cllr Tee	Cllr Tee Cllr Barrell
Brentwood Community Safety Partnership	Cllr Newberry	Cllr Russell
Brentwood Community Transport	Cllr Kendall	Cllr Parker
Brentwood Council for Voluntary Service	Cllr Keeble Cllr Tee	Cllr Tee Cllr Poppy
Brentwood Cricket Club	Cllr Russell	Cllr Faragher
Brentwood Football Club Management Committee	Cllr Aspinell Cllr Lloyd Cllr Sapwell	Cllr Russell Cllr Wiles Cllr Aspinell ( LD)
Brentwood For Growth	Cllr Chilvers Cllr Kendall	Cllr Parker Cllr Rowlands Cllr Kendall ( LD)
Brentwood Leisure Trust	Cllr Baker Cllr Quirk	Cllr Rowlands Cllr Sanders
Brentwood MIND	Cllr Chilvers	Cllr Newberry ( LD)
Brentwood Nighttime Action Group	Cllr Barrett	Cllr Russell

	Cllr Baker Cllr Newberry Cllr Russell	Cllr Slade Cllr Wiles Cllr Barrett ( Lab)
Brentwood Renaissance Group	Cllr Baker Cllr Hossack Cllr Keeble Cllr Kendall Cllr Morrissey	Cllr Parker Cllr Rowlands Cllr Barrell Cllr Kendall ( LD) Cllr Barrett (Lab)
Brentwood Rugby Club Pavilion Management Committee	Cllr Aspinell Cllr Morrissey Cllr Sapwell	Cllr Barrell Cllr Parker Cllr Wiles
Brentwood Theatre Trust	Cllr Baker Cllr Le-Surf	Cllr Faragher Cllr Slade
Brentwood/Landkreis Roth Town Twinning Association	Cllr Barrett Cllr Davies (Mayor - President) Cllr Hones Cllr Keeble (Deputy Mayor – Vice President) Cllr Sapwell	Cllr Barrett Cllr Reed (Mayor - President) Cllr Coe Cllr Hones (Deputy Mayor – Vice President) <b>TBA</b> (LD)
Brentwood/Montbazon Town Twinning Association	Cllr Coe Cllr Davies (Mayor – President) Cllr Keeble (Deputy Mayor – Vice President) Cllr Le-Surf Cllr Squirrel Cllr Tee	Cllr Coe Cllr Reed (Mayor – President) Cllr Hones (Deputy Mayor – Vice President) Cllr Trump Cllr Murphy Cllr Davies ( LD)
Campaign to Protect Rural Essex – Advisory Council	Cllr Cohen Cllr Hubbard	Cllr Murphy Cllr Poppy
Citizens Advice Bureau	Cllr Clark Cllr Henwood	Cllr Henwood Graeme Clark (LD)
Conservators of Shenfield Common	Cllr Barrett Cllr Baker	Cllr Wiles Cllr Barrell

	Cllr Morrissey	Cllr Morrissey (Lab)
Crossroads Care	Cllr Henwood	Cllr Poppy
East and West Horndon Village Hall	Cllr Squirrell	Cllr Murphy
ECC Local Highways Panel	Cllr Baker Cllr Cloke Cllr Cohen Cllr Morrissey Cllr Parker	Cllr Tee Cllr Cloke Cllr Parker Cllr Squirrel (LD) Cllr Chilvers ( LD)
Essex Community Foundation	New to 2015/16	Cllr Hirst
Essex Police and Crime Panel	Cllr Newberry	Cllr Russell
Hartswood Golf Club	Cllr Baker Cllr Le-Surf	Cllr Faragher Cllr Sleep
Headley Common Trustees	Cllr Hubbard Cllr Tee	Cllr Tee Cllr Barrell <b>or</b> Cllr Hubbard - <b>to be decided (LD)</b>
Health and Safety Committee	Cllr Lloyd	Cllr Kerlake
Health and Wellbeing Board	Cllr Davies Cllr Sanders	Cllr Davies ( LD) Cllr Sanders
Herongate Village Hall Management Committee	Cllr Squirrell	Cllr Murphy
Howard Memorial Trust	Cllr Squirrell	Cllr Murphy
Hutton Charities	Cllr Hirst Cllr Sanders	Cllr Hirst Cllr Kerlake
IAA Member Working Group	Cllr Sapwell	Cllr Poppy
Local Government Association	Cllr Aspinell (Leader of the Council)	Cllr McKinlay ( Leader of the Council)

Mental Health Champion	Cllr Barrett	Cllr Sanders
SNAP	Cllr Tee	Cllr Tee
South Essex Parking Partnership Representative	Cllr Newberry	Cllr Cloke
South Weald Parish Hall Management Committee	Cllr Chilvers Cllr Coe	Cllr Coe Cllr Russell
South West Essex Children's Commissioning and Delivery Board	Cllr Davies	Cllr Hubbard (LD)
Taxi Trade Consultative Group	Cllr Barrett Cllr Cohen Cllr Reed	Cllr McCheyne Cllr Trump <b>TBA (LD)</b>
Tenant's Talkback	Cllr Carter (Chair of Housing Committee) Cllr Davies (Vice Chair of Housing Committee)	Cllr Hossack ( Chair of relevant committee) Cllr Poppy ( Vice Chair of relevant committee)
Three Arch Bridge Community Hall	Cllr Barrett Cllr Morrissey	Cllr Wiles Cllr Morrissey ( Lab)
Youth Strategy Group	Cllr Sapwell	Cllr Sanders

**20 May 2015**

**Annual Council**

**Designation of Head of Paid Service - Revised Report**

**Report of:** *Graham Farrant, Chief Executive*

**Wards Affected:** *None*

**This report is:** *Public*

**1. Executive Summary**

- 1.1 To approve the designation of an Officer of the Council as the Council's Head of Paid Service.

**2. Recommendation(s)**

- 2.1 To approve the designation of Mr. Phil Ruck as the Head of the Paid Service with effect on and from 1 June 2015, which arrangements will be reviewed on a regular basis.**

**3. Introduction and Background**

- 3.1 The Chief Executive advised the Leader of the Council that he planned to resign from his post effective of 31 May 2015 following his appointment as Chief Executive of the Land Registry.
- 3.2 A recruitment process for an interim Chief Executive and Head of Paid Service was instigated in accordance with the Council's Constitution and following initial discussion with Group Leaders.
- 3.3 A cross party panel was assembled and met on 20<sup>th</sup> May 2015 at 2.00pm to discuss with a prospective internal candidate the possibility of being designated as Head of the Paid Service.
- 3.4 A salary supplement will be paid.

#### **4. Reasons for Recommendation**

- 4.1 Members should review and comment where appropriate on the proposal for filling the role of Head of Paid Service.

#### **5. Consultation**

- 5.1 The Staff Appointments Committee is a cross party panel to ensure that all political groups from Brentwood Borough Council were represented.

#### **6. References to Corporate Plan**

- 6.1 This report considers key strategic roles for the organisation which will play a key part in the delivery of Brentwood Borough Council's Corporate Plan.

#### **7. Implications**

##### **Financial Implications**

**Name & Title: Chris Leslie**

**Tel & Email: [christopher.leslie@brentwood.gov.uk](mailto:christopher.leslie@brentwood.gov.uk)**

- 7.1 The 2015/16 budget was set with a savings target of £100k for a Senior Management Restructure. The sharing of a Chief Executive or Head of Paid Service Role is a possible element in achieving this saving.

##### **Legal Implications**

**Name & Title: Christopher Potter**

**Tel & Email: [Christopher.potter@brentwood.gov.uk](mailto:Christopher.potter@brentwood.gov.uk)**

- 7.2 There are two clear and distinct concepts, namely the contractual appointment to the post of Interim Chief Executive, and the designation of an officer of the Council as Head of Paid Service. It is usual for one individual to discharge both roles.

- 7.3 The Local Authorities (Standing Orders) Regulations 1993 as amended and the Local Authorities (Standing Orders) (England) Regulations 2001 as amended and Part 4.7 ('Staff Employment Procedure Rules') of the Council's Constitution make clear that it is for Full Council to determine any designation of an Officer of the Council as the Council's Head of Paid Service under section 4 of the Local Government and Housing Act 1989.

- 7.4 Members will need to consider the period for which such appointment and designation shall be operative.



**8. Background Papers** (include their location and identify whether any are exempt or protected by copyright)

8.1 Agenda Item 9 – Full Council 2 July 2014 (available to view at [www.brentwood.gov.uk](http://www.brentwood.gov.uk))

8.2 Agenda Item 8 – Ordinary Council 4 February 2015 (available to view at (<http://brentwood.moderngov.co.uk/ieListDocuments.aspx?CId=128&MId=286&Ver=4> )

**Report Author Contact Details:**

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