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Agenda Supplement 1

Dear Councillor

ANNUAL COUNCIL - WEDNESDAY, 17TH MAY, 2017

I am now able to enclose, for consideration at next Wednesday, 17th May, 2017 Annual Council meeting the following reports that were unavailable when the agenda was printed.

Agenda No	Item
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- | | |
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| 3. | <u>Designate a Mayor for the Municipal Year 2017/18</u> (Pages 3 - 6) |
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Report to follow.

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| 4. | <u>Designate a Deputy Mayor for the Municipal Year 2017/18</u> (Pages 7 - 10) |
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Report to follow.

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| 6. | <u>Designate a Leader and Deputy Leader of the Council</u> (Pages 11 - 14) |
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Report to follow.

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| 8. | <u>Committees and their Terms of Reference</u> (Pages 15 - 34) |
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Report to follow.

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| 9. | <u>Political Balance, Allocation of Committee Seats and Committee Appointments</u>
(Pages 35 - 40) |
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Report to follow.

10. **Members Allowances 2017-2018** (Pages 41 - 52)

Report to follow.

11. **Committee Calendar for 2017-2018** (Pages 53 - 58)

Report to follow.

Yours sincerely

A handwritten signature in black ink, appearing to read "P. L. R. B." with a large, sweeping underline.

Chief Executive

Encs

17 May 2017

Annual Council

Election of Mayor for Municipal Year 2017/18

Report of: *Steve Summers, Group Manager In-House Services*

Wards Affected: *All Wards*

This report is: *Public*

1. Executive Summary

- 1.1 The Council is required to elect a Mayor at its Annual Meeting from amongst its membership to serve for the Municipal Year 2017/18 and until their successor is entitled to act in that office in accordance with the procedure as set out in Appendix B of the Constitution.

2. Recommendation(s)

- 2.1 To elect a Mayor for the Municipal Year 2017/18 and until their successor is entitled to act in that office.**

3. Introduction and Background

- 3.1 The Mayor is elected by the Council to continue in office for one Municipal Year in accordance with the procedure as set out in Appendix B of the Constitution and until their successor is entitled to act in that office. The Mayor is the First Citizen of the Borough, a Member of the Council and its Civic and Ceremonial head. The Mayor will represent and promote the Borough at events both within and outside the Borough.
- 3.2 The Mayor is Chair of the meetings of the Council in accordance with Council Procedure Rules.
- 3.3 The Mayor will invite nominations for the election of Mayor for the Municipal Year 2017/18.

- 3.4 Once the election has taken place the newly elected Mayor will duly take the Declaration of Acceptance of Oath. Following the declaration, the meeting will be adjourned to allow the newly elected Mayor to robe.
- 3.5 On the return of the Mayoral Party, the Mayor will make announcements including which charities the Mayor has chosen to work with during the Mayoral year.
- 3.6 The Mayor is accompanied to events by a Mayoress or a Consort. The Mayoress or Consort is recognised by the Council as such. A Mayoress or Consort will be announced.
- 3.7 After the Mayor's Mayoress or Consort has been announced, the outgoing Consort will invest the incoming Mayoress or Consort with the badge of office.
- 3.8 A vote of thanks to the outgoing Mayor will be proposed. Other Members will be invited to speak on the vote of thanks. The Past Mayor will then be presented with the Past Mayor's badge and with gifts from officers.

4. Issue, Options and Analysis of Options

- 4.1 The law requires that the Mayor (being Chairman of the Council) shall be elected annually by the Council from amongst its Members and that the election of the Mayor shall be the first item of business transacted at the meeting of Annual Council.

5. Reasons for Recommendation

- 5.1 It is a statutory duty.

6. Consultation

- 6.1 Group Leaders would be consulted.

7. References to Corporate Plan

- 7.1 This underpins the corporate priority of *Transformation* as the role of Mayor includes upholding and promoting the Constitution and so improving governance arrangements.

8. Implications

Financial Implications

Name & Title: John Chance, Finance Director

Tel & Email: 01277 312 542 john.chance@brentwood.gov.uk

- 8.1 There are no direct financial implications arising from the election of a Mayor. For the purpose of enabling the Mayor to meet the expense of their office, the Council may pay such allowance as the Council think reasonable. Item 10 of the Agenda deals with allowances.

Legal Implications

Name & Title: Daniel Toohey, Monitoring Officer

Tel & Email: 01277 312 860 daniel.toohey@brentwood.gov.uk

- 8.2 The Council is required annually to elect a Mayor (being Chairman of the Council) in accordance with Sections 3, and 4 of the Local Government Act 1972.

Other Implications (where significant) – i.e. Health and Safety, Asset Management, Equality and Diversity, Risk Management, Section 17 – Crime & Disorder, Sustainability, ICT.

- 8.3 None

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

- 9.1 None.

10. Appendices to this report

None.

Report Author Contact Details:

Name: Steve Summers, Group Manager In-House Services

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E-mail: steve.summers@brentwood.gov.uk

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17 May 2017

Annual Council

Appointment of a Deputy Mayor for Municipal Year 2017/18

Report of: *Steve Summers, Group Manager In-House Services*

Wards Affected: *All Wards*

This report is: *Public*

1. Executive Summary

1.1 The Council is required to appoint a Deputy Mayor from amongst its membership to serve for the Municipal Year 2017/18.

1.2 The Deputy Mayor is appointed by the Council to continue in office for one Municipal Year and hold office until immediately after the election of the Mayor at the next Annual Meeting.

2. Recommendation(s)

2.1 To appoint a Deputy Mayor for the Municipal Year 2017/18 and until immediately after the election of the Mayor at the next Annual Meeting.

3. Introduction and Background

3.1 The Deputy Mayor will support the Mayor in their role during their term of office. Subject to any standing orders made by the Council, anything authorised or required to be done by, to or before the Mayor may be done by, to or before the Deputy Mayor.

3.2 The Mayor will invite nominations for the appointment of Deputy Mayor for the Municipal Year 2017/18.

3.3 Once Annual Council has made the appointment of Deputy Mayor, the newly appointed Deputy Mayor duly takes the Declaration of Acceptance of Oath.

- 3.4 The Deputy Mayor is accompanied to events by a Deputy Mayoress or Consort. The Deputy Mayoress or Consort is recognised by the Council as such. A Deputy Mayoress or Consort will be announced.
- 3.5 After the Deputy Mayor's Deputy Mayoress or Consort has been announced, the outgoing Consort will invest the incoming Consort with the badge of office.

4. Issue, Options and Analysis of Options

- 4.1 Section 5 of the Local Government Act 1972 requires the appointment of a Deputy Mayor (being Vice-Chairman of the Council).

5. Reasons for Recommendation

- 5.1 It is a statutory duty.

6. Consultation

- 6.1 Group Leaders would be consulted.

7. References to Corporate Plan

- 7.1 This report underpins the corporate priority of *Transformation* as the role of Deputy Mayor assists to uphold and promote the Constitution and so deliver improvements in governance arrangements.

8. Implications

Financial Implications

Name & Title: John Chance, Finance Director

Tel & Email: 01277 312 542 john.chance@brentwood.gov.uk

- 8.1 There are no direct financial implications arising from the appointment of a Deputy Mayor. For the purpose of enabling the Deputy Mayor to meet the expenses of their office, the Council may pay such allowance as the Council think fit. Agenda Item 10 deals with allowances.

Legal Implications

Name & Title: Daniel Toohey, Monitoring Officer

Tel & Email: 01277 312 860 daniel.toohey@brentwood.gov.uk

- 8.2 The Council is required annually to appoint a Deputy Mayor (being the Vice-Chairman of the Council) in accordance with Section 5 of the Local Government Act 1972.

Other Implications (where significant) – i.e. Health and Safety, Asset Management, Equality and Diversity, Risk Management, Section 17 – Crime & Disorder, Sustainability, ICT.

8.3 None

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

None

10. Appendices to this report

None

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17 May 2017

Annual Council

Election of the Leader and Deputy Leader of the Council

Report of: *Steve Summers, Group Manager In-House Services*

Wards Affected: *All Wards*

This report is: *Public*

1. Executive Summary

- 1.1 The Constitution under Council Procedure Rule 2.1 (i) provides that the Annual Meeting of Council will consider the election from its Members a Leader and Deputy Leader of the Council.
- 1.2 The Mayor will invite nominations for the election of Leader and Deputy Leader for the Municipal Year 2017/18.

2. Recommendation(s)

- 2.1 That a Leader of the Council be elected**
- 2.2 That a Deputy Leader of the Council be elected**

3. Introduction and Background

- 3.1 Article 4 (2) (k) of the Constitution reserves to full Council the election from its Members of a Leader and Deputy Leader of the Council. The election of a Leader and Deputy Leader under Council Procedure Rule 2.1 (i) is considered at the Annual Meeting.

4. Issue, Options and Analysis of Options

- 4.1 Annual Council must comply with the Constitution.

5. Reasons for Recommendation

5.1 To comply with Article 4 of the Constitution.

6. Consultation

6.1 Group Leaders would be consulted.

7. References to Corporate Plan

7.1 None

8. Implications

Financial Implications

Name & Title: John Chance, Finance Director

Tel & Email: 01277 312 542 john.chance@brentwood.gov.uk

8.1 There are no direct financial implications arising from this report, save for the respective Allowances as agreed under item 10 of this agenda.

Legal Implications

Name & Title: Daniel Toohey, Monitoring Officer

Tel & Email: 01277 312 860 daniel.toohey@brentwood.gov.uk

8.2 The election of a Leader and Deputy Leader in an authority operating a Committee System form of governance such as Brentwood, **does not** confer on those Members any functions for the purposes of the Local Government Act 2000.

8.3 Under the Committee System, no single councillor has any delegated power to discharge any function of the Council (other than as regards their own ward budget under section 236 of the Local Government and Public Involvement in Health Act 2007) nor can any such delegated power be granted to a single councillor.

Other Implications (where significant) – i.e. Health and Safety, Asset Management, Equality and Diversity, Risk Management, Section 17 – Crime & Disorder, Sustainability, ICT.

8.4 None.

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

9.1 None

10. Appendices to this report

None.

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17 May 2017

Annual Council

Committees and Their Terms of Reference

Report of: *Steve Summers, Group Manager In-House Services*

Wards Affected: *All Wards*

This report is: *Public*

1. Executive Summary

- 1.1 The Council operates a committee system form of local government governance and there are a number of statutory provisions relating to committees.
- 1.2 The Constitution under Council Procedure Rule 2.1 (k) provides that the Annual Meeting of Council considers the establishment of committees, their size and terms of reference for such Committees. Certain matters are laid down by law and the Council has no discretion in its considerations.

2. Recommendation(s)

- 2.1 That the Committees listed in Appendix A be appointed for the Municipal Year 2017/18.**
- 2.2 That the size of the Committees listed in Appendix A be agreed.**
- 2.3 That the Terms of Reference of the Committees listed in Appendix A be agreed.**
- 2.4 That the Council's Monitoring Officer be authorised to make the necessary changes to the Constitution.**

3. Introduction and Background

- 3.1 As stated above, the Council currently operates a committee system form of local authority governance under Part 1A of the Local Government Act 2000.
- 3.2 The Council has discretion as to its Committees except where the law otherwise provides. There are a number of statutory provisions relating to committees which include those set out below.
- 3.3 Under section 102 of the Local Government Act 1972 the Council has discretion to appoint one or more committees of the Council and may establish a joint committee with one or more other local authorities.
- 3.4 Under section 9JA of the Local Government Act 2000 the Council may by resolution appoint one or more committees as the authority's overview and scrutiny committee or, as the case may be, committees. Where the Council does so resolve, the Local Authorities (Committee System) (England) Regulations 2012 set out what powers are required to be given.
- 3.5 Under section 19 of the Police and Justice Act 2006 the Council is required to establish a crime and disorder committee (unless it has established an overview and scrutiny committee in which case that committee acts as the crime and disorder committee).
- 3.6 Under section 6 of the Licensing Act 2003 the Council must establish a Licensing Committee of at least ten Members and no more than fifteen Members to discharge the prescribed licensing functions under that Act and the prescribed gambling functions under the Gambling Act 2005.
- 3.7 Under the Local Authorities (Standing Orders) (England) Regulations 2001 as amended, the Council is required to appoint a Panel (being an advisory committee under section 102(4) of the Local Government Act 1972) in respect of disciplinary action concerning its three statutory officers.
- 3.8 Although the Licensing Sub-Committee is set up by the Planning and Licensing Committee, the Licensing Sub-Committee appears in this report in order to provide a more complete picture of the Council's arrangements.
- 3.9 In Part 4.4 of the Constitution, the Overview and Scrutiny Procedure Rules will be updated to reflect the new structure and Terms of Reference of the proposed committees.

4. Issue, Options and Analysis of Options

4.1 The Committee Structure has been subject to change in recent years.

2015/16	2016/17
Policy, Finance and Resources Committee	Policy, Finance and Resources Committee
Environment & Housing Committee	Environment & Housing Management Committee
Community & Health Committee	Community, Health & Leisure Committee
Economic Development Committee	
Planning and Licensing Committee (and Licensing Sub Committee)	Planning and Licensing Committee (and Licensing Sub Committee)
Audit, Scrutiny & Transformation Committee	Audit & Scrutiny Committee

4.2 Part 3.1 of the Constitution lists the powers and duties of the Committees appointed by Annual Council for 2017/18.

4.3 The proposed Committees for 2017/18 (including their suggested/required size and terms of reference) are appended to this report.

5. Reasons for Recommendation

5.1 The Council operates a committee system form of governance and is required by law to establish certain committees and has discretion to appoint other committees to facilitate the effective conduct of business under that committee system.

6. Consultation

6.1 The Chief Executive has consulted with Group Leaders.

7. References to Corporate Plan

7.1 Establishing those Committees required by law and those it considers necessary to fulfil its functions should enable the Council to discharge

those functions in a timely, open and transparent way to deliver the Corporate Plan.

8. Implications

Financial Implications

Name & Title: John Chance, Finance Director

Tel & Email: 01277 312 542 john.chance@brentwood.gov.uk

- 8.1 The cost of servicing the governance arrangements at the Council will be met from existing resources.

Legal Implications

Name & Title: Daniel Toohey, Monitoring Officer

Tel & Email: 01277 312 860 daniel.toohey@brentwood.gov.uk

- 8.2 As set out in the body of the report.

Other Implications (where significant) – i.e. Health and Safety, Asset Management, Equality and Diversity, Risk Management, Section 17 – Crime & Disorder, Sustainability, ICT.

- 8.3 None.

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

- 9.1 None.

10. Appendices to this report

Appendix A: Committees 2017/18 and Their Terms of Reference.

Report Author Contact Details:

Name: Steve Summers, Group Manager In-House Services

Telephone: 01277 312629

E-mail: steve.summers@brentwood.gov.uk

The following Committees are established under all Council powers:-

- (1) Audit Committee – 9 Members of the Council
- (2) Corporate Projects Scrutiny Committee – 9 Members of the Council
- (3) Community, Health and Housing Committee – 9 Members of the Council
- (4) Dismissal Appeals Committee – 9 Members of the Council
- (5) Environment and Enforcement Committee – 9 Members of the Council
- (6) Planning and Licensing Committee – 12 Members of the Council
- (7) Policy, Projects 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 Chief Executive; 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, Projects and Resources Committee

1. The functions within the remit of the Policy, Projects 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.

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

Economic Development

- (a) 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.
- (b) To promote and encourage enterprise and investment in the Borough in order to maintain and sustain the economic wellbeing and regeneration of the area.

- (c) 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.
- (d) To encourage the growth of existing businesses in the Borough and access to the skills and training necessary to support them.
- (e) To develop and deliver a Borough wide initiative on apprenticeships
- (f) To consider and determine matters relating to the promotion, maintenance and enhancement of the vitality and viability of shopping centres within the Borough.
- (g) To consult with the Chamber of Commerce, Federation of Small Businesses, residents and other interested third parties.
- (h) To maintain a special interest in promoting employment in the borough.
- (i) To promote and encourage tourism and heritage
- (j) Parking (off Street parking provision in Council owned/leased off-street parking places)
- (k) Crossrail

16. To review and facilitate the transformation of delivery of services.

Transformation

- (a) To approve and facilitate the transformation of delivery of services.

17. Projects

- (a) To identify, monitor and oversee the implementation of major Corporate projects.
- (b) To advise the Corporate Projects Scrutiny Committee of the major Corporate projects that require scrutiny in 2017/18.

2.2 Environment and Enforcement Committee

1. The functions within the remit of the Environment and Enforcement 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) Operational facilities management (including maintenance) of the Town Hall and the Depot
- 9) Environmental nuisance and pollution controls
- 10) Other miscellaneous powers enforced by Environmental Health
- 11) Food safety and health and safety
- 12) Oversee and monitor the enforcement activities of the Council.

2.3 Community, Health and Housing Committee

1. The functions within the remit of the Community, Health and Housing Committee are set out below
 - 1) Community and Localism Initiatives including Assets of Community Value
 - 2) The Voluntary Sector and community partnerships
 - 3) Leisure and cultural initiatives.
 - 4) Parish Council liaison
 - 5) Health and Wellbeing
 - 6) Grants to organisations/voluntary organisations.
 - 7) Parks, open spaces, countryside, allotments
 - 8) Community Safety and CCTV
 - 9) Affordable housing
 - 10) Housing strategy and investment programme where the Policy, Projects and Resources Committee does not decide to exercise such functions as the superior Committee
 - 11) The Housing Revenue Account Business Plan where the Policy, Projects and Resources Committee does not decide to exercise such functions as the superior Committee

- 12) Housing standards, homelessness, homelessness prevention and advice
- 13) Housing needs assessment
- 14) Housing benefit - welfare aspects
- 15) Private sector housing and administration of housing grants
- 16) Tenancy Management and landlord functions
- 17) To make recommendations to Policy, Projects and Resources on the setting of rents for Council homes.

2. To take the lead on community leadership and consultation with stakeholders.

2.4 Audit Committee

The Audit 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. 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.
- 8) To be responsible for the Council's strategic and budgetary framework and its implementation.

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.

2.5 Corporate Projects Scrutiny Committee

The Corporate Projects Scrutiny Committee 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:

- 1) Responsible to scrutinise major Corporate projects as identified and agreed by the Policy, Projects and Resources Committee.
- 2) To report to the Policy, Projects and Resources Committee on the progress of the major Corporate projects and to make relevant recommendations.
- 3) To establish working groups (in line with agreed protocols) to undertake the major Corporate projects work programme, including setting their terms of reference, the reporting arrangements, and to co-ordinate and review the work of the working groups.

- 4) Responsibility for the monitoring of Council service performance, including Performance Indicators, Formal Complaints and Freedom of Information requests, making reports if required to any committee, or sub-committee, 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.
- 5) To review and/or scrutinise decisions made, or other action taken, in connection with the discharge of any functions of the Local Authority.
- 6) To deal with those issues raised through the 'Councillor Call for Action' scheme in line with agreed protocols and procedures.
- 7) 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.
- 8) To make reports or recommendations to the Local Authority with respect to the discharge by the responsible authorities of their crime and disorder functions.

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:

Chief Executive
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 Chief Executive.

- (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 Chief Executive, 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 Chief Executive, 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 Chief Executive, the Chief Finance Officer and the Monitoring Officer

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

Extract from Part 4.1 – Council Procedure Rules

18. Size

Committee	Membership	Quorum
Policy, Projects and Resources	9	3
Environment and Enforcement	9	3
Community, Health and Housing	9	3
Planning and Licensing	12	4
Audit	9	3
Corporate Projects Scrutiny	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 Executives 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.
- 20.4 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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17 May 2017

Annual Council

Political Balance, Allocation of Committee Seats and Committee Appointments

Report of: *Steve Summers, Group Manager In House Services*

Wards Affected: *All Wards*

This report is: *Public*

1. Executive Summary

1.1 The Council is required to:

- a) approve the allocation of seats on Committees
- b) receive the nominations from political groups to Committees
- c) by convention, appoint Chairs and Vice-Chairs of Committees

2. Recommendation(s)

2.1 That the allocation of seats as set out in Appendix A (to follow) be approved;

2.2 That the nominations from the political groups to Committees as set out in Appendix B (to follow) be approved;

2.3 That the Chairs and Vice-Chairs of Committees as set out in Appendix C (to follow) be appointed.

3. Introduction and Background

3.1 Political Groups on the Council are formed in accordance with the Local Government (Committees and Political Groups) Regulations 1990 as amended when two or more Councillors duly notify the Chief Executive as Proper Officer of their wish to be treated as a political group .

3.2 Section 15 of the Local Government and Housing Act 1989 places a duty on the Council to review the allocation of seats on Committees of the Council between the political groups.

- 3.3 The following statutory principles apply to the allocation of seats:
- a) That not all the seats on the body to which appointments are being made are allocated to the same political group;
 - b) That the majority of seats on each committee are allocated to a particular political group if the number of persons belonging to that group is a majority of the authority's membership;
 - c) That subject to (a) and (b), when allocating seats to a political group, the total number of their seats across all the ordinary committees of the Council, must reflect their proportion of the authority's membership; and
 - d) Subject to (a) to (c), that the number of seats on each committee is as far as possible in proportion to the group's membership of the authority.
- 3.4 The Local Government and Housing Act 1989 requires that, once the Council has determined the allocation of committee places between the political groups, the Council must then appoint the nominees of the political groups to the committees.
- 3.5 Any non-aligned members are to be appointed to available seats on committees by the Council.

Political proportionality

- 3.6 The political balance of the Council is calculated using the formula below (to two decimal places):

$$\frac{\text{Number of Group Members} \times 100}{\text{Total Number of Seats}}$$

37

- 3.7 The political balance of the Council is set out in Appendix A (to follow).
- 3.8 To calculate political proportionality, the Council must have agreed the number of seats on each Committee and the total number of seats available on all Committees.
- 3.9 Councillors that are not members of political groups have no entitlement to an allocation of seats on Committees. Political groups are entitled to their proportion of seats and once their entitlement has been reached, the remaining seats may be filled by Councillors not belonging to a political group. Such Councillors are called 'non-aligned'.

3.10 The Local Government Association Independent Group state that non-aligned Councillors are entitled to fair representation. Political groups are not entitled to exceed their share and non-aligned Councillors (or single party Councillors) cannot be excluded. For example, in an authority of 37 Councillors with one non-aligned Councillor, the Council must make 1/37 of the places available as required in accordance with the Council's statutory duty under section 16(2A) of the Local Government and Housing Act 1989.

4. Issue, Options and Analysis of Options

4.1 The number of seats on Committees that will be allocated amongst the political groups represented on the Council is shown in Appendix A (to follow).

4.2 Each of the political groups are entitled to the specified number of seats in Appendix A. This is based on their percentage representation on the Council as a whole.

4.3 The calculation to determine the entitlement of political groups to seats on Committees is as follows:

$$\frac{\text{\% from table 1 (Appendix A)}}{100} \times \text{Number of Committee seats available}$$

4.4 The strict entitlement to seats is shown in Appendix A.

4.5 Each of the political groups are only entitled to their proportion of seats and once this entitlement has been reached, any remaining seats may then be filled by those Councillors not belonging to a political group. Councillors who are not members of a political group have no legal entitlement to an allocation of seats on a committee. However, in the spirit of the Act they should be given their fair representation.

4.6 Appendix A shows a rounded allocation of seats to each political group. This is then manually adjusted to ensure that the number of seats allocated to a particular political group matches and does not exceed their entitlement.

4.7 Officers have sought nominations from Group Leaders to the places on committees to which their respective groups are entitled. Agreement from Group Leaders on the allocation of any additional seats will be sought.

4.8 The nominations of political groups to seats on committees and nominations for Chair and Vice Chair positions are set out in Appendices B and C (to follow).

5. Reasons for Recommendation

5.1 The Council is required to make appointments to those Committees that have been established by Agenda Item 8 for the effective discharge of its functions.

6. Consultation

6.1 Group Leaders will be consulted.

7. References to Corporate Plan

7.1 The delivery of the Corporate Plan will be enabled by the appointment of the Committees of the Council to discharge its functions.

8. Implications

Financial Implications

Name & Title: John Chance, Finance Director

Tel & Email: 01277 312 542 john.chance@brentwood.gov.uk

8.1 The cost of servicing committees will be met through existing budgets.

Legal Implications

Name & Title: Daniel Toohey, Monitoring Officer

Tel & Email: 01277 312 860 daniel.toohey@brentwood.gov.uk

8.2 As set out in the report.

Other Implications (where significant) – i.e. Health and Safety, Asset Management, Equality and Diversity, Risk Management, Section 17 – Crime & Disorder, Sustainability, ICT.

8.3 None.

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

9.1 None.

10. Appendices to this report

Appendix A (to follow) - Allocation of seats

Appendix B (to follow) - Nominations from the political groups to
Committees

Appendix C (to follow) - Nominations for Chairs and Vice-Chairs of
Committees

Report Author Contact Details:

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E-mail: jean.sharp@brentwood.gov.uk

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17 May 2017

Annual Council

Members Allowances 2017/18

Report of: *Steve Summers*

Wards Affected: *All Wards*

This report is: *Public*

1. Executive Summary

- 1.1 The Council operates a Members' Allowances Scheme which is reviewed annually by the Independent Remuneration Panel (IRP). The IRP have reviewed the current scheme and have made recommendations for the 2017/18 Municipal Year.
- 1.2 The Members' Allowance Scheme is Part 6 of the Council's Constitution and the IRP's report is attached as Appendix A. The IRP report has recommended no change to members allowances for 2017/18.
- 1.3 Following their review and consideration of Members Allowances for 2017/18, as set out in Appendix B, the Independent Remuneration Panel were advised and noted that the Audit & Scrutiny Committee would be split into a separate Audit Committee and Corporate Projects Scrutiny Committee due to the need for the scrutiny of the Council's major projects. The Panel also noted that the committees were non – executive and that the Chairs and Vice Chairs would be receiving 50% of the agreed allowance so there be would no overall increase of the cost of members allowances for 2017/18.

2. Recommendation(s)

- 2.1 That the report of the Independent Remuneration Panel at Appendix A be noted.**
- 2.2 That the Members Allowances at Appendix B be agreed.**

3. Introduction and Background

- 3.1 The Local Authorities (Members Allowances) (England) Regulations 2003 require councils to establish an *Independent Remuneration Panel*. The Council cannot alter or update its existing Scheme of Members Allowances without first considering a report from the Independent Remuneration Panel.
- 3.2 Local authority elected Members are entitled to receive allowances to compensate them for the role that they do and the responsibilities they assume on behalf of the communities they serve. A 'Basic Allowance' is paid to all Members of the authority to reflect the roles that they undertake. A 'Special Responsibility Allowance', is paid to those Members that have particular responsibilities within the Council's constitutional arrangements.
- 3.3 No additional subsistence or travel allowances are paid. However, Annual Council 2013 resolved that 'reasonable expenses' for external training and conferences are reimbursed, as required, and only with advance agreement of the Head of Paid Services.

4. Issue, Options and Analysis of Options

- 4.1 The analysis of options by the IRP is set out in detail in Sections 8 to 11 of their report as attached at Appendix A.

5. Reasons for Recommendation

- 5.1 The Local Authorities (members Allowances) (England) Regulations 2003 require that before Council can determine its Members Allowances for the forthcoming Municipal Year, it must consider a report from the Independent Remuneration Panel.

6. Consultation

- 6.1 The Independent Remuneration Panel held informal discussions with Officers at the beginning of April 2016 and considered a series of contextual information which is set out within their report.

7. References to Corporate Plan

- 7.1 The priority area of *A Modern Council* provided for the Council to improve its governance arrangements leading to a faster, more effective decision

making. The IRP examined the changes to governance arrangements in preparation of its recommendations.

8. Implications

Financial Implications

Name & Title: John Chance, Financial Director & S151 Officer
Tel & Email: 01277 312 542, john.chance@brentwood.gov.uk

- 8.1 A provision for Members Allowance as outlined in recommendation 2.2 of this report is included within the 2017/18 budget.

Legal Implications

Name & Title: Daniel Toohey, Monitoring Officer
Tel & Email: 01277 312 860 daniel.toohey@brentwood.gov.uk

- 8.2 The statutory requirements on the Council are set out in the body of the report and the recommendations sets out the necessary steps to ensure compliance.

Other Implications (where significant) – i.e. Health and Safety, Asset Management, Equality and Diversity, Risk Management, Section 17 – Crime & Disorder, Sustainability, ICT.

- 8.3 None.

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

- 9.1 Annual reports of the Independent Remuneration Panel to Brentwood Borough Council are publicly available at www.brentwood.gov.uk

10. Appendices to this report

- Appendix A – Report of the Independent Remuneration Panel 2017/18.
- Appendix B – Schedule of proposed Members Allowances for 2017/18.

Report Author Contact Details:

Name: Steve Summers, Group Manager In-House Services
Telephone: 01277 3122629
E-mail: steve.summers@brentwood.gov.uk

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Brentwood Borough Council

Members Allowances 2017/18

Report of the Independent Remuneration Panel

May 2017

Introduction

1. This report presents the findings of the Independent Remuneration Panel (IRP) and our recommendations for the scheme for 2017/18.

Background

2. The Local Authorities (Members Allowances) (England) Regulations 2003 require councils to establish an *Independent Remuneration Panel*. The Council cannot alter or update its existing Scheme of Members Allowances without first considering a report from the Independent Remuneration Panel.
3. Local authority elected Members are entitled to receive allowances to compensate them for the role that they do and the responsibilities they assume on behalf of the communities they serve. A 'Basic Allowance' is paid to all Members of the authority to reflect the roles that they undertake. A 'Special Responsibility Allowance', is paid to those Members that have particular responsibilities within the Council's constitutional arrangements.
4. No additional subsistence or travel allowances are paid. However, Annual Council 2013 resolved that 'reasonable expenses' for external training and conferences are reimbursed, as required, and only with advance agreement of the Head of Paid Services.

The Independent Remuneration Panel

5. The Independent Remuneration Panel 2017/18 comprised of
 - Mr Michael Hawkins
 - Mr Noel Otley
 - Mr John Boylin

Existing Scheme

6. At the meeting of Annual Council on the 18th May 2016 it was resolved that revised Members Allowances be approved, being no more than £269,662.94.

Political Structure

7. The Council consists of 37 members.
8. The current committee structure of the council consists of the following:
 - Full Council
 - Audit & Scrutiny Committee
 - Community, Health & Leisure Committee
 - Environment & Housing Management Committee
 - Planning & Licensing Committee
 - Policy, Finance & Resources Committee

Our Approach and considerations

8. The deliberations of the IRP were informed by:
 - The Council's changes in Committee structure 2013, 2014, 2015, 2016 and those proposed for 2017.
 - Benchmarking information from Shire Districts in Essex.
 - Desktop research and contextual information regarding the Council's Medium Term Financial Plan.
 - The Council's decision to provide no salary increase for employees.
 - Previous reports and recommendations from the IRP.
9. The IRP were mindful of the function which Councillors perform in protecting and enhancing local democracy by providing representation on issues of local concern and ensuring that the Council remains accountable to the community which it serves. Accordingly, the IRP followed the same principles as in the previous four years:
 - the need for Councillors to come from a wide range of backgrounds
 - the necessity to ensure some recompense for the time and effort spent in serving the community whilst recognising that the work of Councillors should include a substantial voluntary contribution
 - recognition of the time and resource demands of training and development, as well as other activities: and
 - whilst recognising that individual Members could choose not to take their allowance in whole or part, the IRP were keen to ensure that the scheme should encourage and support local democracy by ensuring that personal financial constraints would not be a bar to office.

10. Additional factors considered by the IRP in preparing its report to Annual Council 2017 included the budget pressures on the Council.

11. The options considered by the IRP included:

Option	Analysis
That members allowances for 2017/18 remain unchanged	<ul style="list-style-type: none"> • Members Allowances had increased by 1% in 2014/15, the first increase since 2011/12. There had been an overall reduction in 2015/16 of £4,618.71. • Members Allowances had overall remained the same in 2016/17. • New Committee arrangements had been adopted in 2013, 2014, 2015, 2016 and were proposed for 2017/18.
That members allowances for 2017/18 be reduced	<ul style="list-style-type: none"> • There had been an overall reduction in 2015/16 of £4,618.71. • Members Allowances had overall remained the same in 2016/17.
That members allowances for 2017/18 be increased	<ul style="list-style-type: none"> • There was no proposed annual increase in salary for employees.

Other Matters

12. The IRP also considered the timing and process for their annual review and agreed that it would be more productive and useful if they undertook their review alongside the council's budget setting process. This would enable Members to scrutinize and consider the IRP's recommendations as part of their budget deliberations and decisions.

Recommendations

13. After careful consideration of all the information provided the Independent Remuneration Panel recommend the following:

- (i) That members allowances for 2017/18 remain unchanged as follows

<u>Members Allowances 2016-17</u>	Recommendation 2017-18
Basic Allowance	5,950.80
Leader	13,086.25
Deputy Leader	6,317.50
Leader of Main Opposition	5,318.75
Leader of Minority Opposition	2,658.92
Committee Chair(s)	3,545.83
Committee Vice(s)	967.15
Mayor	3,300.00
Deputy Mayor	750.00

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Members Allowances 2016-17	Number	Approved Recommendation 2016-17	Only One SRA Permitted	Agreed Total Recommendation 2016-17
Basic Allowance	37	5,950.80		220,179.60
Leader	1	13,086.25		13,086.25
Deputy Leader	1	6,317.50		6,317.50
Leader of Main Opposition	1	5,318.75		5,318.75
Leader of Minority Opposition	1	2,658.92		2,658.92
Chair of Audit and Scrutiny Committee	1	3,545.83		3,545.83
Chair of Community, Health and Leisure Committee	1	3,545.83		3,545.83
Chair of Environment and Housing Management Committee	1	3,545.83		3,545.83
Chair of Planning and Licensing Committee	1	3,545.83		3,545.83
Chair of Policy, Finance and Resources Committee	1	3,545.83	Leader of the Council	0.00
Vice Chair of Audit and Scrutiny Committee	1	967.15		967.15
Vice Chair of Community, Health and Leisure Committee	1	967.15		967.15
Vice Chair of Environment and Housing Management Committee	1	967.15		967.15
Vice Chair of Planning and Licensing Committee	1	967.15		967.15
Vice Chair of Policy, Finance and Resources Committee	1	967.15	Deputy Leader of the Council	0.00
Sub total				265,612.94
Mayor	1	3,300.00		3,300.00
Deputy Mayor	1	750.00		750.00
Grand Total				269,662.94

Members Allowances 2017-18	Number	Recommendation 2017-18	Only One SRA Permitted	Total Recommendation 2017-18
Basic Allowance	37	5,950.80		220,179.60
Leader	1	13,086.25		13,086.25
Deputy Leader	1	6,317.50		6,317.50
Leader of Main Opposition	1	5,318.75		5,318.75
Leader of Minority Opposition	1	2,658.92		2,658.92
Chair of Audit Committee	1	1,772.92		1,772.92
Chair of Corporate Projects Scrutiny Committee	1	1,772.92		1,772.92
Chair of Community, Health and Housing Committee	1	3,545.83		3,545.83
Chair of Environment and Enforcement Committee	1	3,545.83		3,545.83
Chair of Planning and Licensing Committee	1	3,545.83		3,545.83
Chair of Policy, Projects and Resources Committee	1	3,545.83	Leader of the Council	0.00
Vice Chair of Audit Committee	1	483.57		483.57
Vice Chair of Corporate Projects Scrutiny Committee	1	483.57		483.57
Vice Chair of Community, Health and Housing Committee	1	967.15		967.15
Vice Chair of Environment and Enforcement Committee	1	967.15		967.15
Vice Chair of Planning and Licensing Committee	1	967.15		967.15
Vice Chair of Policy, Projects and Resources Committee	1	967.15	Deputy Leader of the Council	0.00
Sub total				265,612.94
Mayor	1	3,300.00		3,300.00
Deputy Mayor	1	750.00		750.00
Grand Total				269,662.94

17 May 2017

Annual Council

Committee Calendar for 2017/2018

Report of: *Steve Summers, Group Manager In-House Services*

Wards Affected: *All Wards*

This report is: *Public*

1. Executive Summary

- 1.1 The Constitution under Council Procedure Rule 2.1 (r) provides that the Annual Meeting of Council will consider an item of business to agree the date, time and place of ordinary meetings of Council (and its Committees) for the coming Municipal Year.
- 1.2 A Calendar of Meetings subject to Agenda Item 8 has been prepared.

2. Recommendation(s)

- 2.1 That the Calendar of Meetings attached as Appendix A for 2017/18 be approved.**

3. Introduction and Background

- 3.1 Members agree the date, time and place of ordinary meetings of the Council and its committees for the 2017/18 Municipal Year at the Annual Meeting of Council.

4. Issue, Options and Analysis of Options

- 4.1 As required by Schedule 12 of the Local Government Act 1972, a notice is published on the notice board at the Town Hall informing the public of the meetings of the Council and its Committees.
- 4.2 If changes are made to the public notice by the Proper Officer, the notice will be updated and information fully publicised on the Council's website.

- 4.3 Appendix A provides a schedule of meetings to deliver the Committee arrangements consequential to Agenda Item 8.

5. Reasons for Recommendation

- 5.1 The Calendar of Meetings enables effective and efficient decision making throughout the Municipal Year.

6. Consultation

- 6.1 Officers will seek the views of Group Leaders.

7. References to Corporate Plan

- 7.1 The governance arrangements at the Council should be such as to enable the delivery of the Corporate Plan 2016-19.

8. Implications

Financial Implications

Name & Title: John Chance, Finance Director

Tel & Email: 01277 312 542 john.chance@brentwood.gov.uk

- 8.1 The cost of the governance arrangements at the Council can be met from existing budgets. However, any increase in the number of meetings will have an impact on the officer support structure.

Legal Implications

Name & Title: Daniel Toohey, Monitoring Officer

Tel & Email: 01277 312 860 daniel.toohey@brentwood.gov.uk

- 8.2 There are no specific legal implications arising from this report.

Other Implications (where significant) – i.e. Health and Safety, Asset Management, Equality and Diversity, Risk Management, Section 17 – Crime & Disorder, Sustainability, ICT.

- 8.3 None.

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

- 9.1 None.

10. Appendices to this report

Appendix A – Calendar of Meetings 2017/18

Report Author Contact Details:

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E-mail: steve.summers@brentwood.gov.uk

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Notice of Meetings 2017/18

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 or unless otherwise advised.

	Day	Time	May	June	July	August	September	October	November	December	January	February	March	April	May
Annual Council	Wednesday	19:00	17 th												16 th
Ordinary Council	Wednesday	19:00		21 st (Special)	19 th			18 th			24 th	28 th			
Audit Committee	Wednesday	19:00			5 th		27 th			13 th	17 th		14 th		
Corporate Projects Scrutiny Committee	Monday	19:00			3 rd		25 th			11 th			19 th		
Community, Health and Housing Committee	Monday	19:00		19 th			18 th			4 th			5 th		
Environment and Enforcement Committee	Wednesday	19:00		28 th			13 th			6 th			7 th		
Planning and Licensing Committee	Tuesday	19:00		13 th	25 th		12 th	10 th	14 th	12 th	23 rd	20 th	20 th	24 th	
Policy, Projects and Resources Committee	Tuesday	19:00		20 th	18 th (If required)		19 th		28 th		16 th	6 th	13 th		

Dated this 17th May 2017

P. Ruck
HEAD OF PAID SERVICES

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



	2017					2018							
	May	June	July	August	September	October	November	December	January	February	March	April	May
1	Bank Holiday	School holidays		School holidays	School holidays				Bank Holiday			School holidays	
2		School holidays		School holidays		Conservative Party Conference						Bank Holiday	
3				School holidays		Conservative Party Conference						School holidays	
4				School holidays		Conservative Party Conference						School holidays	
5				School holidays		Conservative Party Conference						School holidays	
6				School holidays								School holidays	
7				School holidays								School holidays	Bank Holiday
8				School holidays								School holidays	
9				School holidays								School holidays	
10				School holidays								School holidays	
11				School holidays								School holidays	
12				School holidays						School holidays		School holidays	
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14				School holidays						School holidays			
15				School holidays						School holidays			
16				School holidays	Liberal Democrats Party Conference					School holidays			
17				School holidays	Liberal Democrats Party Conference								
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21				School holidays				School holidays					
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23				School holidays		School holidays		School holidays					
24			School holidays	School holidays	Labour Party Conference	School holidays		School holidays					
25			School holidays	School holidays	Labour Party Conference	School holidays		Bank Holiday					
26			School holidays	School holidays	Labour Party Conference	School holidays		Bank Holiday					
27			School holidays	School holidays	Labour Party Conference	School holidays		School holidays					
28			School holidays	Bank Holiday				School holidays					Bank Holiday
29	Bank Holiday		School holidays	School holidays				School holidays					School holidays
30	School holidays		School holidays	School holidays				School holidays			Bank Holiday		School holidays
31	School Holidays		School holidays	School holidays				School holidays					School holidays