

Public Document Pack



Dear Councillor

ORDINARY COUNCIL - WEDNESDAY, 19TH JULY, 2017

I am now able to enclose, for consideration on Wednesday, 19th July, 2017 meeting of the Ordinary Council, the following reports that were unavailable when the agenda was printed.

Agenda No Item

9. **Committee Chairs Reports and Members Questions (Pages 3 - 30)**
10. **Appointment of representatives on Outside Organisations (Pages 31 - 38)**
11. **Notices of Motion (Pages 39 - 44)**

Yours sincerely



Chief Executive

Encs

15/07/17

19 July 2017

Ordinary Council

Members' Questions on Chairs' Reports

Report of: *Philip Ruck – Chief Executive*

Wards Affected: *All*

This report is: *Public*

1. Executive Summary

- 1.1 In accordance with the Council's Constitution a brief written report by each committee Chair covering their area of responsibility is provided for Members' information at each Ordinary Council meeting.
- 1.2 Any Member may ask a Chair a written or oral question on
 - (a) any matter included in a Chair's written report; or
 - (b) any matter in relation to which the Council has powers or duties or which affects the Council's area and which falls within the area of responsibility of the Chair's committee.
- 1.3 The period allowed for Chairs' reports, written and oral questions and answers will not exceed 60 minutes without leave of the Mayor.

2. Appendices to this report

Appendix A – Chairs' reports

Report Author Contact Details:

Name: Jean Sharp
Telephone: 01277 312655
E-mail: jean.sharp@brentwood.gov.uk

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Report to the Council – 19 July 2017

Committee: Audit

Chair: Councillor Roger McCheyne

The first meeting of the Audit Committee took place on 5 July 2017 and the following matters had been considered:

1. Draft Statement of Accounts (including AGS)

The report presented the Council's Statement of Accounts for 2016/17. The accounts were presented to the External Auditors (Ernst & Young) on 23 June 2017 and signed by the Finance Director.

The Committee formally approved the financial statements after the completion of the external auditors and the Committee approved the recommendations in the report.

2. Internal Audit Progress Report 2016/17

The report detailed the progress to date against the 2016/17 internal audit plan that was agreed by the Audit and Scrutiny Committee in March 2016.

The following reports had been completed since the last Committee and a summary of the findings were included in the progress report:

- Local Development Plan (moderate assurance)
- Revenues and Benefits (limited assurance)
- Housing (limited assurance)

3. Internal Audit Annual Report

The Internal Audit Annual Report 2016/17 provided a summary of the work performed for the 2016/17 Annual Audit Plan and was unanimously approved by the Committee.

4. Updated Internal Audit Charter for 2017/18

The Charter was a requirement of the Public Sector Internal Audit Standards (PSIAS) and formally defined internal audit's mission, purpose, authority and responsibility. It also established the internal auditors' position within Brentwood Borough Council and defined the scope of internal audit activities. The PSIAS were revised with effect from April 2017, and the changes had been reflected in the updated charter which was unanimously approved by the Committee.

5. Strategic and Operational Risk Review

The report updated Members of the Audit Committee on the status of the Council's 2017/18 Strategic Risk Register and the progress being made across services in delivering Operational Risk registers.

Report to the Council – 19 July 2017

Committee: Audit and Scrutiny/Corporate Projects Scrutiny

Chair: Councillor Jan Pound

Audit & Scrutiny Committee 23rd January 2017

Budget Scrutiny Panel Feedback

The Committee was presented with feedback from the Budget Scrutiny Panel which had met on the 17th January 2017. The Budget Scrutiny Group reviewed the following:

- Outturn for 2016/17
- The Medium Term Financial Strategy

Audit & Scrutiny Committee 13th March 2017

Strategic Risk Review

This report updated members of the Audit & Scrutiny Committee on new, closed or changes to risks.

Annual Certification Report

The Committee were presented with the External Auditor's annual report in respect of the Certification of Claims and Returns; specifically the Housing Benefit Subsidy Claim for the financial year 2015/16.

External Audit Plan

The Council's External Auditors presented the Audit Plan which set out how they intended to carry out their responsibilities in auditing the final accounts for the financial year 2016/17.

Internal Audit Progress Report

The report to Committee detailed the progress to date against the 2016/17 internal audit plan that was agreed by the Audit and Scrutiny Committee in March 2016.

Internal Audit Operation Plan

The Committee were presented with the Internal Audit Operation Plan for 2017/18.

Internal Audit Charter

As a requirement of the Public Sector Internal Audit Standards (PSIAS) the Charter was presented to the Committee in March 2016 and was updated for 2017/18. The Charter formally defined internal audit's purpose, authority and responsibility.

Corporate Complaints Monitoring and Freedom of Information Requests

The report presented to Committee provided information from a Members Working Group which had been formed to consider and review Formal Complaints received under the Council's Formal Complaints Policy. The information from the Working Group was in relation to the formal complaints received in the period April to September 2016.

Work Programme 2016/17

The Committee considered its work programme for the coming year and following discussions a revised programme was agreed.

Corporate Projects Scrutiny (CSP) meeting 3 July 2017

At the Policy, Projects and Resources Committee on 20 June 2017 it was agreed that the following Corporate Projects be considered by the Corporate Projects Scrutiny Committee in 2017/18:

- Town Hall Redevelopment – Customer Services/Member Portal
- Leisure Strategy
- Local Development Plan
- Town Centre Redevelopment

The Corporate Projects Scrutiny Committee would recommendations to the appropriate decision making committees and Council as necessary.

The Corporate Projects Scrutiny Committee were invited to consider its 2017/18 work programme.

Report to the Council 19 July 2017

Committee: Community, Health and Housing Committee

Chair: Councillor Hossack

HOUSING SERVICES

Development of Council Garage Sites, Phases 1 & 2

Housing Services have significantly progressed Phase 1 of the construction programme which is developing disused garage sites around the Borough. New Council housing will shortly be achieved for the first time in a generation.

Fawters Close (4 single-storey senior living properties):

Walls and roof coverings have been installed, forming the main structures. Scaffolding has been struck (removed) and face brick work has commenced. Both mechanical and electrical first-fix installations have been completed and pipe work is currently under test. Ground works are continuing with the removal of existing tarmac and installation of new kerbs; formation of hard stands for future parking has commenced. Most of the windows have now been installed. The project completion date is November 2017 and we are due to complete in a timely manner. Completion will enable offers of brand new purpose-built accommodation to senior citizens currently in unsuitable larger properties which will also allow move-on for families into our larger accommodations.

Magdalen Gardens (3 three-bedroomed houses):

Since the last report the properties have had first fix mechanical and electrical services installed. Brick works and roofs are complete. First fix of carpentry is underway, including completed installation of stairways. The project completion date is the end of October 2017 and the project is running well within time. Completion will increase supply of family-sized homes and will enable move-on for current transfer residents, in turn creating more opportunities for homeless households in temporary accommodations.

The postal addresses for both sites have been confirmed: Fawters Close site will be 1-4 Knights Square (in memory of Malcolm Knights, the former Head of Housing). Magdalen Gardens site will be 1- 3 Magdalen Terrace.

Whittington Road Sites (Phase 2):

Housing Services held two stakeholder engagement events (13th and 17th June 2017). The first engagement event was held at Hutton Community Centre and was extremely well attended by residents (approximately 70-80 individuals). Residents recognized the

value in the development programme whilst voicing concerns about local impact, particularly in relation to parking. Residents were provided with an overview of the architectural plans and an insight into some of the potential options which are open to us.

A weekend event near to the proposed site was delivered by Housing Services which was also well attended by local residents. Residents valued the opportunity to engage directly with Housing Services staff and were keen to engage constructively with the development programme.

Stakeholder feedback forms were completed by residents at each event and in a full online initial consultation (now closed). Over forty complete responses were collected with feedback informing the next stages of the design process.

Co-option of Tenants Representatives

The consultation panel for Housing Services is 'Tenant Talkback'. As of the 19th June 2017 a new Chair and Vice-Chair have been appointed. 'Tenant Talkback' has been invited to send two representatives to each meeting of the Community, Health and Housing Committee forthwith.

Service Charge Policy

Service charging for tenants and leaseholders of Brentwood Borough Council has not been formally reviewed since circa 1998 and there was no existing strategic document to underpin policy.

Service charges should apply to all residents of communal blocks and sheltered schemes (community housing). Service charges are currently contained within the global rent figure rather than being specifically listed and apportioned. In simple terms HRA income is not matching expenditure.

Rent charges (general stock) are currently subject to the Government's mandatory 1% annual decrease. Having a combined rent/service charge figure means that income for service provision is also subject to an effective 1% decrease which was deemed unnecessary. The Service Charge Strategy 2017 now adopted seeks to address this income loss.

The Service Charge Strategy 2017 outlines the reasoning and direction relating to service charging. Following the formal adoption of the Strategy a Service Charge Policy, containing a full pricing mechanism, will be submitted at the next Committee.

Three Arch Bridge – Balcony Contract

All balconies are now substantively completed. Under the terms of the contract 'Armour Group' has until February 2018 to complete minor remedial works. The Council is working with them to ensure this is done in a timely manner.

Modification to the flooring on some balconies needs to be completed due to water going over the balconies. The Official Order has now been issued to the contractor for these remedial and improvement works. Completion is set for approximately 6 weeks. On completion, the situation will be monitored closely, to see the performance of the improvement.

Drake House Boiler Replacement

Replacement has been completed successfully. 1 property still requires access to fit meters; Brentwood Borough Council are pursuing potential court action to gain access. Aside from this the project is now complete.

Stock Condition Survey/Planned Maintenance

All surveys have been completed, with 500 properties being re-assessed to ensure accuracy and completeness of data following the initial analysis.

Data and photos were sent to Brentwood Borough Council week commencing 19th June 2017. Data has since been integrated into the Keystone Management software and Housing Services are now devising a new planned maintenance programme with initial works expected to start August 2017.

Fire Audit of High Rise Flats – Grenfell Tower Fire

Actions taken by the Council include the following:

- **Immediate Precautionary Inspections:** Additional visual inspections of all high-rise flatted accommodations (tower blocks) have been completed. Inspections were conducted in concert by the Head of Housing, Housing Manager, Compliance Manager (Mechanical & Electrical Engineer) and Borough Health & Safety Advisor.
- **Annual Fire Inspections:** The Council is currently compliant, with an annual rolling programme of safety inspections.
- **Essex County Fire & Rescue Audit:** To be completed next week for tower blocks and flatted accommodations (of above 4 storeys). To specifically consider matters arising from the Grenfell Tower catastrophe and to feed into collated inspection reports.

- **Electrical & emergency lighting checks: Boiler houses/communal areas:** Are conducted by the Council's electrical contractor Oakray on a rolling programme basis; additional checks have also been completed in light of the above.
- **Flatted Accommodation Checks:** All other Council-owned flatted accommodations will be inspected over the next couple of weeks.
- **Enhanced Fire Safety Monitoring regime:** To be implemented within the next fortnight.
- **Planned Programme of Works:** To be engaged in following the Essex County Fire & Rescue Audit, based on recommendations arising.

COMMUNITY SERVICES

Leisure Strategy

The consultant's report has been circulated to all members. A 3 phased approach to the development of the strategy was agreed at the Policy, Projects and Resources Committee meeting and a cross party working group will be established by the Corporate Projects Scrutiny Committee. The Council are also consulting with residents and users of parks future possible options for King George's Playing Fields. This commenced at Strawberry Fair in June and will continue during the summer as part of the Council's Family Fun Days

Safeguarding Policy and Procedures

The Council has reviewed and updated its Safeguarding Policy and Procedures which were agreed at the Community, Health and Housing Committee on the 19 June 2017.

Community Events

This year's Strawberry Fair was very successful with over 5,000 people attending the event on the 17 June on Shenfield Common. The Council also launched a consultation on possible future options relating to the paddling Pools at King George's Playing Fields.

The dates for the Family Fun Days have been set as follows, all of the events are 11am - 3pm:

- Friday 28 July, King George's Playing Fields, Brentwood
- Friday 4 August, West Horndon Park, West Horndon
- Friday 11 August, Seymour Field, Ingatestone
- Friday 18 August, King George's Playing Fields, Brentwood
- Friday 25 August, Hutton Recreation Ground, Hutton
- Friday 1 September, King George's Playing Fields

The date for Lighting Up Brentwood is Saturday 25 November and Shenfield Christmas Fayre is Sunday 3 December 2017.

Brentwood Community Fund

This year's fund was launched in April and it will close on 29 September. Applicants can apply for a maximum of £2,000 for projects which support local causes and initiatives together with the Council's aims and objectives.

Active Brentwood

Active Essex has just launched its new Strategy 2017-21 - 'Changing 1 Million Lives To Get Essex Active'.

This year's Brentwood Sports Awards will be taking place on 8 November 2017 at the South Essex Golf Club.

ENVIRONMENTAL HEALTH

Empty Homes

Members recommended to identify and prioritise the current long-term empty properties in the Borough.

Initial contact has been made to the owners of 75 properties in the Borough that have been identified as empty for over two years, for which 150% Council Tax has been charged.

A draft Empty Homes Strategy is being produced for consideration at the next meeting and the report will include details of the responses received from this survey.

Landlord's Forum

The annual Landlord's Forum meeting is to be reintroduced with a meeting proposed for September to invite Brentwood landlords to attend. The Forum is designed to enable liaison with local agents and landlords and to provide information and an opportunity to meet informally with each other and Council officers.

Draft revised Essex HMO Amenity Standards

The Essex local authorities are working on an updated version of their document providing guidance on permitted standards for amenities in houses in multiple occupation. A draft version of the document is to be produced for consultation across the partner authorities prior to a recommendation for adoption.

COMMUNITY SAFETY

Community Safety Update

CSP Away Day – Community Safety Partners met to review the CSP Partnership Plan and agree the priorities for the partnership for 17/18. The meeting was attended by the Council, Essex Police, FSB, NHW and Crimestoppers. The partnership is committed to delivering local solutions to local problems that have been identified by local people.

The priorities agreed for 17/18 are:

- Anti-Social Behaviour & Environmental Crime
- Community Engagement
- Burglary
- Protecting People from Harm

Engagement Days – Throughout the year the Community Safety Partnership alongside Neighbourhood Watch engage with the public at least 2 times a month. The engagement days revolve around a particular topic such as fire safety, fraud, senior safety, Essex Community Message system and more. The CSP and NHW have a stall in the libraries, Baytree Centre, High Streets (Brentwood, Shenfield and Ingatestone) and are sometimes accompanied by other agencies, such as Essex Police, Essex Fire and Rescue and various others. All agencies provide a variety of safety advice to the public as well as answer questions.

Keep Safe website – The brand new Keep Safe Essex website went live on 21st June 2017. The Brentwood Community Safety team took the remains for the project and developed the website from scratch for the county of Essex. To mark the occasion, Keep Safe partners and guests attended a celebration event at The Ideas Hub, Chelmsford during Keep Safe Essex Week 2017, 19th – 25th June 2017. The website will provide lots of Keep Safe information at the click of a button, including a list of the Keep Safe venues across Essex. Keep Safe members will also be able to join the free scheme online, as well as plan a safer journey close to home or further afield. Keep Safe is a community partnership scheme, open to people who have disability, mental health issues, learning disability and vulnerable older people, who may find themselves anxious or in trouble when they are out in a town centre or high street. By accessing an identified Keep Safe shop or business showing the Keep Safe sign, they can get safe access to a telephone to call a nominated trusted contact for help.

Senior Safety Roadshow – The roadshow continues to grow from strength to strength. It's a real partnership project involving Essex Police, Essex County Fire & Rescue Service, NHW, Home Instead and Age UK. The partnership is still delivering roadshows to nursery's, care homes, schools and groups with disabilities. The partnership will also be visiting victims of burglary and supplying information and advice.

Firebreak – A funding bid has been submitted to Essex County Fire and Rescue Service so that another firebreak course can be delivered this year. The course is for 12 students and will be available for schools.

Gang Prevention Work – Bespoke gang awareness sessions and 1-2-1 support for young people and their families has started in local secondary schools. Every school in Brentwood has been offered the bespoke sessions and 1-2-1 support. Approximately 6 secondary schools have taken up the offer of one or both of the services available.

Life Choices – Life Choices is starts this month. Reach Every Generation have been funded to lead on the project seeing students from Brentwood schools taking part. The course tackles issues in relation to gangs, sexual health, ASB, drug and alcohol and more.

ASB issues – There has been some excellent work by the CSP and Essex Police to deter anti social behaviour and driving in William Hunter Way car park. Various warning letters and notices have been sent out and will continue to be sent out if anyone else causes issues in these areas.

J9 Domestic Abuse Training – The J9 is an initiative to raise awareness and to help victims of domestic abuse. The J9 Domestic Abuse initiative is named in memory of Janine Mundy who was killed by her estranged husband in June 2003 while he was on police bail. Janine was the mother of two young boys. The initiative was started by her family and the local police in Cambourne, Cornwall, where she lived. J9 training took place and trained officers of the Council and external partners.

Speedwatch – Community Speedwatch has been rejuvenated and more volunteers have been trained. Along with this, the Community Safety Partnership is organising a CSW session once a month in various locations in Brentwood.

Hate Crime Training – Essex Police visited the Council and trained staff and external partners. Information was provided on how to report hate crime and where to report hate crime. Brentwood Borough Council are proud to help Essex Police.

Report to the Council 19 July 2017

Committee: Environment and Enforcement Committee (28th June 2017)

Chair: Councillor Parker.

Environmental Health

Performance Updates – fly tipping

Members received a verbal update on the work of the Environmental Health Pollution and Private Sector Housing Team, in particular enforcement activities dealing with waste and environmental crime including fly tipping incidents in the Borough.

Between January and June there have been three successful prosecutions at Magistrates' Courts on fly tipping, which has resulted in penalties amounting to £5184, including three fines of £1000.

Leaflets advising residents on their Duty of Care on waste have been produced using funds from successful fixed penalty notices issued for fly tipping, which have been distributed with the Council Tax notices to all properties in the Borough.

The Council's Street Inspector Mr Willson advised on fly-tip numbers broken down by year and months from 2012-2017, fly-tip size for 2016/17, classification of waste and classification of land fly-tips occurred.

Essex Countrywide Traveller Unit and Open Space Protection Measures (David Carter)

The report provided an update on measures to protect Council owned land from unauthorised incursions and on the Council's membership of the Essex Countywide Traveller Unit (ECTU).

Cllr Parker gave an update that the charges to ECTU for Brentwood would be increased by 8%.

Members approved the potential additional expenditure to maintain ECTU membership in 2017/18 due to increased enforcement costs of incursions.

Enforcement in the Council

The Council were engaged in a variety of Enforcement actions across its services.

The purpose of the report was to propose that a Corporate Enforcement Team (CET) be established in order that the Council is in an improved position to respond when enforcement activity was required.

1. The committee approved the appointment of a General Manager Corporate Enforcement, in line with Council HR policies and procedures. Such process and appointment to be managed by the Chief Executive.
2. The Chief Executive and the appointed General Manager Corporate Enforcement bring back to the September Committee meeting, a work plan for Enforcement Activity.

Update on Neighbourhood Action Team

The Neighbourhood Action Team had been working on Members ward requests since 3rd April 2017, following investment in Front Line Services to resource a team to assist with Fly-tips and hence allowing the NATS team to return to working in the wards and they have nearly completed the first 15 week rota. The new rota commenced Monday 17th July 2017 in Brentwood North.

Members agreed the arrangements for the Neighbourhood Action Team, and agreed to actively participate in submitting on the request template to nats@brentwood.gov.uk two weeks prior to the team being in their ward. It was noted that the template needed exact locations and details of tasks and where possible (especially when two Parishes within the ward) to prioritise the work. Ward Members will be notified after the work has been completed for their information.

Recycling Road Shows and 'Crime not to care' Campaign Update

Members noted the dates of the forthcoming Recycling events planned for the summer period. .

This September the Council will be supporting the Love Essex 2017 'Crime not to Care campaign' (made up of representatives from 14 local Essex Authorities, Essex County Council, and Keep Britain Tidy. Previously the Cleaner Greener Group had undertaken successful Litter Awareness Campaigns working alongside their partners such as McDonald's, Dominoes, Keep Britain Tidy and Essex County Council.

This autumn, the focus will be on fly tipping and primarily raising awareness about the Duty of Care for householders when disposing of their household waste. Full details of the campaign to be circulated once finalised.

Traffic Regulation Orders – Byways

Members were reminded that fly-tipping was an issue along the rural byways of Brentwood and despite the complications of meeting the legal requirements of regulating byways, Brentwood Borough Council should continue to liaise with Essex County Council and other groups to seek resolutions to the abuse of the byways. The committee viewed pictures of the current fly tip at Byway 55 – Navestock which demonstrated the scale of these frequent fly tips.

The Committee agreed to continue to liaise with Essex County Council in order to seek closure of the regulation of byway 55 initially then look to doing similar closures with other byways.

Report to Ordinary Council 19 July 2017

Committee: Planning and Licensing Committee

Chair: Councillor Olivia Sanders

Development Management

Restructuring of the Development Management Team is now well underway with a number of posts having been filled by existing employees and one new full-time officer appointed from 1st July. The Thurrock team continues to provide strategic management of the department with a second phase of actions placing emphasis on key stakeholder engagement, customer service improvements and member training. Measures of performance in all areas of the service continue to improve, including speed of validation and the overall number of decisions made within time, despite a continuing year on year increase in the number of applications that the department receives. The first quarter of this year has shown a significant improvement on the number of decisions made within time compared to the same period from last year. Improvement of the pre-application service performance remains a priority with a review of the fee schedule due to be undertaken over the summer. The appeal success rate remains consistently good; ahead of both regional and national averages.

The enforcement team continues to successfully investigate and resolve breaches of planning control without the need for formal enforcement. Where formal action has been necessary, we receive support at appeal and applications for award of costs against appellants continue to be successful. A prosecution in the magistrate's court against the willful destruction of a preserved tree has also been achieved. The team is now looking for ways to improve communication of current actions on live cases to a wider audience, including where appropriate interactive dialogue from the public.

Strategic Planning

Work continues to prepare a new Local Development Plan for the Borough. Progress has been made compiling key parts of the evidence base to inform future decisions and prepare an Infrastructure Delivery Plan to sit alongside the LDP.

Work to provide a cohesive strategy for Brentwood Town Centre is soon to hit a project milestone once the Town Centre Design Plan is published online. The Design Plan provides a vision and starting point for bringing redevelopment forward on key sites. Next stages include preparation of a Design Guide to provide specific planning policy guidance for applications in the Town Centre and development briefs for certain Town Centre sites – working in parallel with the Council's Asset Review work.

The Economic Development Team has been preparing for our latest Brentwood Business Showcase, to take place later this year on 1st November. The Team has been working to secure sponsorship and quality speakers on a range of themes, including a focus on inward investment and digital futures. More information will soon be available online.

Licensing

It has been a quiet time for the Licensing Committee for the first half of 2017, with work being undertaken in preparation to present reports, which will include the revision of Licence fees and many of the taxi policies; in the second half of this year.

The implications of the Immigration Act 2017 have been implemented in licensing, with application forms and processes being changed to ensure that applicants have the appropriate rights to work for the licence that they apply for.

A small project is underway to identify premises that may need to hold licences that currently do not, this has begun with animal premises licences, such as Dog Boarding Establishments, which has identified a small number of home boarders that have now licensed, and is continuing with other areas such as Pavement Permits (Tables and Chairs), and Scrap Metal Dealers.

Several outdoor events planned for this year, across all parts of Brentwood Borough, have been reviewed through the Safety Advisory Group who have worked with event organisers to ensure that those events can be enjoyed safely by all.

Report to the Council – 19 July 2017

Committee: Policy, Projects and Resources

Chair: Councillor Louise McKinlay

Policy, Finance and Resources Committee 15th February 2017

General Fund and Housing Revenue Account (HRA) Budget 2017/18

This report appraised members of the direction of travel with regards to the setting of the general fund and HRA budgets for the 2017/18 financial year.

Revenues & Benefits Shared Service Agreement

The report sought the Committees approval to enter into a new sharing agreement for the provision of the Revenues and Benefits Service with Basildon Borough Council including the formal co-location of Brentwood Borough Council Revenues and benefits staff within one merged site located within Basildon Council offices.

The approval formalizes the partnership between Brentwood Borough Council and Basildon Borough Council – supporting the Councils partnership aspirations to deliver quality front and back office services in partnership.

Policy, Finance and Resources Committee 14th March 2017

Town Hall Remodelling – Temporary Location

The report requested delegated authority to enable the process to relocate to another premise on a temporary basis so the overall project was not delayed and could continue to meet the timelines necessary to secure temporary accommodation in order that the Town Hall was vacant and ready for the remodeling work to start later in the year.

Brentwood Economic Strategy 2017-18

The report asked Members to approve the Brentwood Economic Strategy for 2017-2020 and agree the 2017/18 Economic Work Plan is implemented to support the delivery of the strategy. This was based on the recent findings of the Enterprising Essex opportunities and Challenges report undertaken by the Essex Economic Commission.

Herongate Village Hall

The report requested the approval of the Committee to enable officers to explore the various options for the future of Herongate Village Hall. This was a long standing matter involving Charity Law. The hall was in a bad state of repair and Members were advised that the Council was the Custodian Trustee and there were no other living trustees in place.

Discussions had been going on with interested parties regarding possible funding to assist with any possible future options for the hall.

Grass Verge Bylaws

The report before Members sought the approval of the Committee to enable officers to proceed with the introduction of prohibitions against parking on grass verges at locations within the Borough.

Section 6 (2) (a) and (5) (b) of the Essex Act 1987 allowed Brentwood Borough Council, working in conjunction with Essex County Council, to prohibit either entirely or at specified times, the driving or leaving of vehicles on grass verges beside Borough roadways, in conformity with the requirements of the Road Traffic Regulations Act 1984.

Forestry Management Plan

Members were advised that further to the paper presented and agreed by the Policy, Finance and Resources Committee on 21st June 2016, officers had held discussions with the Forestry Commission to provide a Woodland Management Plan and associated maintenance for 10 years.

The Forestry Commission were close to agreeing a slightly modified plan and this would be brought back before Members in due course.

The report before Members sought approval for an investigation into establishing a commercial arboricultural business to be run by the Council.

Finance Restructure

The report before members requested the approval of the Committee to allow the Chief Executive to conduct and implement restructures in service areas of the Council. This was to ensure that Members were aware of any potential changes to the way that services were delivered prior to any restructuring being carried out.

In this particular instance the area under consideration for restructure was the Finance Department.

Policy, Projects and Resources Committee 20th June 2017

Environmental Health and Private Sector Housing Plan

The report before Members sought approval for the proposed 2017/18 Service Plan for the Environmental Health Pollution and Private Sector Housing team.

Key priorities within the service area were enforcement, particularly relating to fly tipping and environmental crime, together with effective investigation and enforcement of private sector housing issues. The service plan also proposed better measure of performance within the team which could be used to demonstrate officer's activity in these areas.

Food Safety and Health and Safety Enforcement Services Plans 2017/18

Members were advised that the Council must provide Service Plans for approval by the Committee with respect to its statutory obligations to enforce all relevant provisions of food safety and health and safety legislation within its area.

The Service Plans identified how the service intended to carry out the proactive and reactive elements of inspections and investigations to ensure the continuing safety of both business employees and the public.

Corporate Health and Safety Performance Report 2016/17

Members were advised that the Council had responsibilities under the Health and Safety at Work etc. Act 1974 and all subordinate legislation had a duty to ensure that it not only protected employee health and safety but anyone else that might be affected by its undertaking. In that respect, it must have demonstrable systems and processes in place which reflected that compliance.

The report before Members identified the standards now in place and the work progressing to improve matters still further.

Brentwood Economic Strategy Workplan 2017/18

The report before Members presented the Brentwood Economic Strategy Work Plan for 2017/18. The Work Plan outlined a range of Economic Development initiatives and projects to drive forward the refreshed Brentwood Economic Strategy to enable economic growth for the Borough and to bring economic benefits to businesses and residents, ultimately supporting an improved quality of life for those who live, work and do business in Brentwood.

14 Ongar Road – Letting of Shop and Premises

The report before Members considered the letting of 14 Ongar Road, Brentwood following an offer received by the Council. The premises had been vacant since the previous tenant Brentwood Mind (a mental health charity) who had now moved into Brentwood Town Hall.

Various interest had been received in the property including from an adjacent dental practice which would provide a good quality covenant and had the funds to meet the proposed leasehold commitment, the long term vision to put and keep the property in good repair and to provide a much needed service for the community.

The development of two semi-detached properties – King Edward Road

The Committee were asked to consider the construction of two semi-detached properties on vacant land in the Council's ownership situated in King Edward Road, Brentwood.

The Council had investigated the feasibility of developing a residential property and initial discussions with Planning and the architect had indicated that a satisfactory development of a pair of two bedroom semi-detached properties with parking provision could be accommodated on the site.

Leisure Strategy

Members were reminded that in December 2016 the Community, Health and Leisure Committee resolved that the Council should commission a report to review the Value for Money options and appraisal of the Council leisure facilities.

It was proposed to adopt a three-phased approach to deliver the Leisure Strategy and that the Community, Health and Housing Committee will be tasked with the delivery of the strategy. It was also proposed that the Corporate Projects Scrutiny would look at each of the phases at the appropriate time and that this would be added to the Committee's work programme for 2017/18.

Corporate Projects

Members were reminded of the key Corporate Projects that had been reported regularly to the appropriate committee of the council. The report before Members included the approach for the review of the Leisure Strategy and other Corporate Projects (Town Hall redevelopment, Local Development Plan and the Town Centre) by the Corporate Projects Scrutiny Committee.

2016/17 Outturn and Annual Treasury Management Report

The out-turn report for the financial year 2016/17 was presented with some good news about the financial position. The revenue budget delivered a break-even analysis which is very positive since the original budget for the year was predicated on a draw down from reserves, which, in the event, was not needed. Favorable variances were achieved mainly around staffing levels. The report also covered capital carry forward allocations and an update on the treasury management position, for information

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In addition to the committee activities, The Chairman can also report that following the General Election, discussions and meetings have taken place with Alex Burghart, the new MP for Brentwood and Ongar, where he was briefed on the work of the Council and in particular the key corporate projects.

The Leader of the Council has also met with the Essex Police Chief Inspector to discuss travellers, anti- social behaviour concerns and parking matters within the borough.

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19 July 2017

Ordinary Council

Appointment of Representatives on Outside Organisations

Report of: *Philip Ruck, Chief Executive*

Wards Affected: *All Wards*

This report is: *Public*

1. Executive Summary

- 1.1 Following a change to the Council's Constitution in January 2017 Councillors are now appointed to a number of outside organisations by Ordinary Council. Many of the outside organisations support and advance the broad objectives of the Authority. Representations come about either through the Authority initiating the appointment, or an organisation requesting a representative being nominated or a Charity Commission rule that a Council representative is appointed.
- 1.2 Following consideration of the list of nominations and to ensure effective use of Councillors resource and support for outside organisations it is considered appropriate to categorise the list in the following:
- Statutory Representatives
 - Trustee required
 - Council has interest whether financially or otherwise
 - Others – point of contact
- 1.3 Where a Councillor is required to be a point of contact it is considered appropriate for the outside organisation and the Councillor to make contact and discuss the best approach.
- 1.4 The list of nominations for representatives/point of contact on outside organisations is presented at the Ordinary Council meeting each year for Members' approval.

2. Recommendation

- 2.1 That the list of outside bodies and nominated representatives/point of contact for 2017/18 attached as Appendix A be approved.**

3. Introduction and Background

- 3.1 The Council will need to be satisfied, and remain satisfied throughout the year, that the list of outside bodies only contains bodies upon which the Council could properly or would wish to nominate representatives and to be represented. Or where a Councillor could be an appropriate point of contact.
- 3.2 The list of nominations for representatives on the relevant outside organisations are now presented at the Ordinary Council meeting each year for Members' approval.
- 3.3 The choice of nominations put forward by the relevant Group Leaders are made in the light of the need to avoid conflicts of interest (including how any such nomination if successful would impact on the particular Member's other duties such as being a member of any committee of the Council upon which they have been nominated to serve and are serving). No nomination for a role should be put forward where a conflict of interest is likely to arise to a significant degree.
- 3.4 The capacity upon which a successful nominee is to serve needs to be borne in mind and the implications fully understood, from their personal viewpoint, that of the Council and that of the particular organisation.
- 3.5 Members who serve on outside bodies must exercise independent judgment in the interests of the organisation in which they are involved.
- 3.6 Where a Member is serving on the outside body in a representative capacity (i.e. representing the Council), this should be made plain to that body and the Member, whilst being aware that they have a commitment to representing the Council on the outside organisation, must also be aware that it is their responsibility to decide what view to take on any question before the outside organisation.

- 3.7 Where a Member is acting as a Trustee, Director or member of a Management Committee of an outside body, the Member must act in accordance with that body's interests, and not those of the Council or even the council tax payers at large.
- 3.8 Whilst there could, in exceptional circumstances, be a situation in which a representative on an outside body may find themselves unable to adequately carry out their responsibilities properly, both as a member of the Council and as a member of the outside body, there are advantages to having Members carefully appointed to relevant outside organisations..

4. Issue, Options and Analysis of Options

- 4.1 Councillors are now appointed to a number of outside organisations by the Ordinary Council. Many of the outside organisations support and advance the broad objectives of the Authority. Representations come about either through the Authority initiating the appointment, an organisation requesting a representative being nominated or a Charity Commission rule that a Council representative is appointed.
- 4.2 The Council's Partnership Policy encourages effective partnership working wherever appropriate to help deliver the Council's goals and overcome constraints. The Policy aims to ensure that the Council's time is spent productively and effectively. When a Councillor is appointed to an outside organisation, they act on behalf of that organisation, and may participate fully in the activities. Where it is felt appropriate the nominated Councillor can act as a point of contact and make agreement with the outside organisation how the Councillor can best serve them.

5. Consultation

- 5.1 A full consultation took place in 2014 with outside organisations and Council representatives. Details of outside organisations and their nominated Councillor representatives are published on the Council's website.

6. References to Corporate Plan – Vision for Brentwood

- 6.1 Member representation on outside organisations relates directly to the Council's Community and Health priority in Vision for Brentwood:
- *To work with community and voluntary organisations to develop the priorities for community development.*
 - *To support community engagement with residents and businesses*

7. Implications

Financial Implications

Name & Title: John Chance, Finance Director

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

- 7.1 There are no financial implications.

Legal Implications

Name & Title: Daniel Toohey, Monitoring Officer

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

- 7.2 Those appointed to serve on outside bodies will need to remain alert and exercise careful judgment to avoid conflicts of interest (actual and perceived). The concept of bias or perceived bias is wider than the Members' Code of Conduct.
- 7.3 The Members' Code of Conduct applies whenever a Member (a) conducts the business of the Authority, or (b) acts as a representative of the Authority.
- 7.4 When a Member acts as a representative of the Authority (a) on another relevant authority, the Member must, when acting for that other authority comply with that other authority's code of conduct; or (b) on any other body, the Member must, when acting for that other body, comply with the Authority's Code of Conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

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

- 7.5 None except that Members acting as outside representatives would wish to ensure that such outside bodies adequately protect them from risk, including personal liability, through for example proper insurance arrangements.

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

- 8.1 None

9. Appendices to this report

- Appendix A – List of outside bodies and nominated representatives
(To follow)

Report Author Contact Details:

Name: Jean Sharp, Governance and Member Support Officer
Telephone: 01277 312655
E-mail: jean.sharp@brentwood.gov.uk

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APPENDIX A – OUTSIDE ORGANISATION

To follow

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19 July 2017

Ordinary Council

Notices of Motion

Report of: Philip Ruck – Chief Executive

Wards Affected: All

This report is: Public

1. Executive Summary

- 1.1 Seven Notices of Motion have been submitted in accordance with Rule 3 in Part 4.1 of the Constitution - Council Procedure Rules.
- 1.2 Cllr Barrett has submitted four Notices of Motion and in accordance with Rule 3.6, other Members' first submitted Notices of Motion are to be included in the agenda before Cllr Barrett's second and subsequent Notices of Motion.
- 1.3 Cllr Barrett's first Notice of Motion is as follows:

The War Memorials Listing Project

This Council notes:

1. In 2014, to mark the centenary of the outbreak of the First World War, Historic England embarked upon a five-year project to add 2,500 war memorials to the List (officially known as the National Heritage List for England).
2. The Government is funding this project through the Department for Culture, Media and Sport.
3. That no War Memorial is currently listed in the Borough of Brentwood.

This Council believes:

1. War memorials provide us with an enduring link to those hundreds of thousands who gave their lives in the First World War.
2. Further they remain a lasting tribute to all those who have been lost in service of their country and community.

Therefore this Council:

1. Will seek urgent listing of the War Memorial on Shenfield Road, Brentwood.

2. That further investigate all other War Memorials in the Borough for listing, to assist in achieving Historic England's ambition of listing 2,500 War Memorials.

1.4 Cllr Mrs Hubbard submitted the following Notice of Motion:

For Brentwood Borough Council to adopt the International Holocaust Remembrance Alliance definition of antisemitism

This council expresses alarm at the rise in antisemitism in recent years across the UK. This includes incidents when criticism of Israel has been expressed using antisemitic tropes. Criticism of Israel can be legitimate, but not if it employs the tropes and imagery of antisemitism.

We therefore welcome the UK Government's announcement on December 11th 2016 that it will sign up to the internationally recognised International Holocaust Remembrance Alliance (IHRA) guidelines on antisemitism which define antisemitism thus:

“Antisemitism is a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities.”

The guidelines highlight manifestations of antisemitism as including:

- Calling for, aiding, or justifying the killing or harming of Jews in the name of a radical ideology or an extremist view of religion.
- Making mendacious, dehumanizing, demonizing, or stereotypical allegations about Jews as such or the power of Jews as collective — such as, especially but not exclusively, the myth about a world Jewish conspiracy or of Jews controlling the media, economy, government or other societal institutions.
- Accusing Jews as a people of being responsible for real or imagined wrongdoing committed by a single Jewish person or group, or even for acts committed by non-Jews.
- Denying the fact, scope, mechanisms (e.g. gas chambers) or intentionality of the genocide of the Jewish people at the hands of National Socialist Germany and its supporters and accomplices during World War II (the Holocaust).
- Accusing the Jews as a people, or Israel as a state, of inventing or exaggerating the Holocaust.
- Accusing Jewish citizens of being more loyal to Israel, or to the alleged priorities of Jews worldwide, than to the interests of their own nations.
- Denying the Jewish people their right to self-determination, e.g., by claiming that the existence of a State of Israel is a racist endeavour.
- Applying double standards by requiring of it behaviour not expected or demanded of any other democratic nation.
- Using the symbols and images associated with classic antisemitism (e.g., claims of Jews killing Jesus or blood libel) to characterize Israel or Israelis.

- Drawing comparisons of contemporary Israeli policy to that of the Nazis.
- Holding Jews collectively responsible for actions of the state of Israel.”

This Council welcomes the cross-party support within the Council for combating antisemitism in all its manifestations. This Council hereby adopts the above definition of antisemitism as set out by the International Holocaust Remembrance Alliance and pledges to combat this pernicious form of racism.

1.5 Cllr Aspinell submitted a Notice of Motion as follows:

"Brentwood Borough Council resolves to establish a LATCO that specifically deals with delivering affordable rented housing opportunities across the Borough for all Brentwood residents, particularly our young people, key workers and the elderly, which will provide a valuable source of income for our Council funds".

1.6 Cllr Chilvers submitted a Notice of Motion as follows:

On 31st May 2017, after over 15 years of making Brentwood Council open and transparent to its residents, webcasting ceased.

Although it is understood that the contract has ended and the intention is to start it up in the future, there are many important decisions to be made over the coming months and it is important to ensure that our democracy can be viewed on demand by everyone who wishes to see it.

These days, we do not have to rely on a webcasting company to host our meetings. Indeed, facilities such as Facebook Live can be used now to promote proceedings. Therefore, this council will work towards having an interim solution in place to broadcast its meetings by the first meeting in September.

1.7 Cllr Barrett's second Motion: Empty Homes Discount

This Council notes:

1. From 1 April 2013, billing authorities in England took on an additional power over certain council tax discounts. "Unoccupied and substantially unfurnished" properties may receive a discount of between 0% and 100% of their council tax.

2. That this Council currently offers a 100% discount for a property that is habitable, unoccupied and unfurnished for a maximum of 3 months

3. That this measure imposed a financial burden of more than £70,000 in the 2016/17 financial year.

This Council believes:

1. The Council should offer discounts and exemptions as appropriate to the genuine need of residents, set in a manner that is both fair and seeks to discourage properties being left empty,
2. That it is appropriate to consider this discount, and all discounts offered, in a regular process of review.

Therefore this Council:

1. Will commission officers to investigate, and offer proposals for this discount and other discretionary discounts, to the Policy, Finance & Resources committee as part of the process in developing the Budget for 2018/19.

1.8 Cllr Barrett's third Motion: Second Homes Discount

This Council notes:

1. From 1 April 2013, billing authorities in England took on an additional power over certain council tax discounts.
2. That this Council currently offers a 10% discount where the property is furnished and classed as a second home.

This Council believes:

1. The Council should offer discounts and exemptions as appropriate to the genuine need of residents, set in a manner that is both fair and seeks to discourage properties being left empty,
2. That it is appropriate to consider this discount, and all discounts offered, in a regular process of review.
3. That this specific discount is not necessary or appropriate in the current financial climate and as such should be removed for the 2018/19 financial year.

Therefore this Council:

1. Removes the Second Home Discount for the 2018/19 financial year, giving fair warning of the change to all current beneficiaries, and the Budget for 2018/19 is composed with this as an element.

1.9 Cllr Barrett's fourth Motion: Procurement Procedures and Tax Evasion

This council notes that:

- corporate tax evasion and avoidance are having a damaging impact on the world's poorest countries, to such a level that it is costing them far more than they receive in aid
- this is costing the UK as much as £30bn a year
- this practice also has a negative effect on small and medium-sized companies who pay more tax proportionately.

This council further notes that:

- the UK Government has taken steps to tackle the issue of tax avoidance and evasion by issuing Procurement Policy Note 03/14 (PPN 03/14). This applies to all central government contracts worth more than £5m.
- the existence of voluntary schemes promoting tax compliance such as the Fair Tax Mark, which can serve as an independent means of verification.
- the 2015 Public Contract Regulations which state (in section 4) that local government can choose to adopt Procurement Policy Note 03/14.

This council believes:

- that bidders for council contracts should be asked to account for their past tax record, using the higher standards in PPN 03/14.

Therefore the council will

- Amend procurement procedures to require all companies bidding for service contracts worth more than £15,000 and for works contracts worth more than £250,000 to self-certify that they are fully tax-compliant in line with central government practice using the standards in PPN 03/14, applying to contracts of the size specified above.
- publicise this policy and to report on its implementation annually to Policy, Finance & Resources Committee

Report Author Contact Details:

Name: Jean Sharp

Telephone: 01277 312655

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

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