

# Public Document Pack



## SUPPLEMENTARY AGENDA 1

Dear Councillor

### **ANNUAL COUNCIL - WEDNESDAY, 15TH MAY, 2019**

I am now able to enclose, for consideration on Wednesday, 15th May, 2019 meeting of the Annual Council, the following reports that were unavailable when the agenda was printed.

| <b>Agenda No</b> | <b>Item</b> |
|------------------|-------------|
|------------------|-------------|

- |    |  |
|----|--|
| 3. | <b><u>Designate a Mayor for the ensuing municipal year</u> (Pages 3 - 6)</b>         |
| 4. | <b><u>Designate a Deputy Mayor for the ensuing municipal year</u> (Pages 7 - 10)</b> |
| 6. | <b><u>Brentwood Borough Council Elections</u> (Pages 11 - 12)</b>                    |
| 7. | <b><u>Political Groups on the Council</u> (Pages 13 - 16)</b>                        |
| 8. | <b><u>Designate a Leader and Deputy Leader of the Council</u> (Pages 17 - 20)</b>    |

Yours sincerely



Chief Executive

Encs

10/05/19

**15 May 2019**

**Annual Council**

**Election of Mayor for Municipal Year 2019/2020**

**Report of:** *Claire Mayhew, Corporate and Democratic Service Manager*

**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 2019/2020 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 2019/2020 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 2019/2020.

- 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:** Jacqueline Van Mellaerts, Finance Director

**Tel & Email:** 01277 312829/jacqueline.vanmellaerts@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 thinks reasonable. Item 13 of the Agenda deals with allowances.

### Legal Implications

**Name & Title:** Paula Harvey, Deputy Monitoring Officer

**Tel & Email:** 01277 312705/paula.harvey@brentwood.gov.uk

- 8.2 The Council has a statutory duty to elect a Mayor annually from among its members. The election of the Mayor must be the first business transacted at the Annual Meeting.

The process for electing the Mayor is set out in the Council's Constitution.

**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:** Claire Mayhew, Corporate and Democratic Service Manager

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**15 May 2019**

**Annual Council**

**Appointment of a Deputy Mayor for Municipal Year 2019/2020**

**Report of:** *Claire Mayhew, Corporate and Democratic Service Manager*

**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 2019/2020.
- 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 2019/2020 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 2019/2020.
- 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: Jacqueline Van Mellaerts, Interim Chief Finance Officer**

**Tel & Email: 01277 312829 /jacqueline.vanmellaerts@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 thinks fit. Agenda Item 13 deals with allowances.

##### **Legal Implications**

**Name & Title: Paula Harvey, Deputy Monitoring Officer**

**Tel & Email: 01277 312705/paula.harvey@brentwood.gov.uk**

- 8.2 The Council has a statutory duty to elect a Deputy Mayor annually from among its members. The election of the Mayor and Deputy Mayor must be the first business transacted at the Annual Meeting.



The process for electing the Deputy Mayor is set out in the Council's Constitution.

**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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Election Results

2 May 2019

| <u>Ward</u>                              | <u>Elected Member</u> | <u>Percentage of votes</u> |
|--|-----------------------|----------------------------|
| Brentwood North                          | Cllr Mark Lewis       | 57%                        |
| Brentwood South                          | Cllr Tim Barrett      | 41%                        |
| Brentwood West                           | Cllr Sarah Cloke      | 48%                        |
| Brizes & Doddinghurst                    | Cllr Cliff Poppy      | 56%                        |
| Herongate, Ingrave & West<br>Horndon     | Cllr Maria Pearson    | 71%                        |
| Hutton East                              | Cllr Chris Hossack    | 55%                        |
| Hutton North                             | Cllr Sandy Tanner     | 62%                        |
| Ingatestone, Fryerning &<br>Mountnessing | Cllr Noelle Hones     | 45%                        |
| Pilgrims Hatch                           | Cllr Vicky Davies     | 71%                        |
| Shenfield                                | Cllr Andy Fryd        | 54%                        |
| Tipps Cross                              | Cllr Peter Jakobsson  | 52%                        |
| Warley                                   | Cllr Jay Laplain      | 50%                        |

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**15 May 2019**

**Annual Council**

**Political Groups on the Council**

*Report of:* Claire Mayhew, Corporate and Democratic Services Manager

*Wards Affected:* All Wards

*This report is:* Public

## **1. Executive Summary**

- 1.1 The Constitution under Council Procedure Rule 2.1 (h) provides that the Chief Executive will report receipt of Notices served on him by Members under the provisions of the Local Government (Committees and Political Groups) Regulations 1990 to the Annual Meeting of the Council.

## **2. Recommendation(s)**

- 2.1 That Annual Council note the Notices of Political Groups served on the Chief Executive.**

## **3. Introduction and Background**

- 3.1 A 'political group' is one which has been constituted in accordance with Regulation 8 of the Local Government (Committees and Political Groups) Regulations 1990 and consists of at least two Members. It is therefore separate from the concept of a political party (though it may well consist of members of the same political persuasion).
- 3.2 If the membership of a political group drops below two, the particular political group ceases to exist (Regulation 8(2)). A Member may cease to be a member of a particular political group if they are no longer a councillor (Reg.10). Members may apply to join an existing political group (Reg.9).
- 3.3 The reason why political groups are almost invariably formed is that where political balance is required as regards the seat allocation on council bodies then regard is to be had to political groups (not political parties).

- 3.4 The calculation of the proportionate allocation of seats subject to the political balance rules is based upon political groups and this is clearly significant as regards the control of power on those council bodies.
- 3.5 Notices relating to political groups (including changes as to the name of the group, its membership, the name of the Group Leader and the name of a Deputy Group Leader) are required to be in the prescribed written form and delivered to the proper officer of the Council.
- 3.6 Changes in political groups can therefore affect the calculation of the political balance on particular Council bodies.

#### **4. Issue, Options and Analysis of Options**

- 4.1 The Council must comply with The Local Government (Committees and Political Groups) Regulations 1990 as amended.

#### **5. Reasons for Recommendation**

- 5.1 To comply with The Local Government (Committees and Political Groups) Regulations 1990 as amended.

#### **6. Consultation**

- 6.1 Officers will consult with Members post the Borough Elections on 2<sup>nd</sup> May 2019.

#### **7. References to Corporate Plan**

- 7.1 None.

#### **8. Implications**

##### **Financial Implications**

**Name & Title: Jacqueline Van Mellaerts, Interim Chief Finance Officer**

**Tel & Email: 01277 312829 /jacqueline.vanmellaerts@brentwood.gov.uk**

- 8.1 There are no direct financial implications.

**Legal Implications**

**Name & Title: Paula Harvey, Deputy Monitoring Officer**

**Tel & Email: 01277 312705/paula.harvey@brentwood.gov.uk**

- 8.2 The Council's Proper Officer has a statutory obligation to report the receipt of Notices served on him by members under the provisions of the Local Government (Committees and Political Groups Regulations 1990 ('the Regulations')). The members of an authority are to be treated as divided into different political groups when there is at least one political group in existence which has been constituted in accordance with prescribed requirements.

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

- 8.2 None.

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

- 9.1 Notices received, and duly minuted, at past Annual Council meetings are available on the Council's website.

**10. Appendices to this report**

None

**Report Author Contact Details:**

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**15 May 2019**

**Annual Council**

**Election of the Leader and Deputy Leader of the Council**

**Report of:** Claire Mayhew, Corporate and Democratic Services Manager

**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 2019/2020.

## **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 None.

**7. References to Corporate Plan**

7.1 None

**8. Implications**

**Financial Implications**

**Name & Title: Jacqueline Van Mellaerts, Interim Chief Finance Officer**

**Tel & Email: 01277 312829/jacqueline.vanmellaerts@brentwood.gov.uk**

8.1 There are no direct financial implications arising from this report, the respective allowances are reported under item 13 of this agenda.

**Legal Implications**

**Name & Title: Paula Harvey, Deputy Monitoring Officer**

**Tel & Email: 01277 312705/paula.harvey@brentwood.gov.uk**

8.2 The Council's Constitution provides that the Annual Meeting will elect from its members a Leader and Deputy Leader of the Council in any year in which their term of office expires.

**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.

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