

# Public Document Pack



## Agenda Supplement 2

Dear Councillor

### ORDINARY COUNCIL - TUESDAY, 8TH OCTOBER, 2019

I am now able to enclose, for consideration at next Tuesday, 8th October, 2019 meeting of the Ordinary Council, the following reports that were unavailable when the agenda was printed.

Agenda No	Item
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|----|---|
| 6. | <u>Minutes of Extraordinary Council meeting - 18 September 2019</u> (Pages 3 - 6) |
| 7. | <u>Public Questions</u> (Pages 7 - 8)   |
| 9. | <u>Committee Chairs Reports and Members Questions</u> (Pages 9 - 34)              |

Yours sincerely



Interim Chief Executive

Encs





## Minutes

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### Extraordinary Council Wednesday, 18th September, 2019

#### Attendance

Cllr Parker (Mayor)	Cllr Kendall
Cllr Ms Sanders (Deputy Mayor)	Cllr Kerlake
Cllr Aspinell	Cllr McCheyne
Cllr Barrett	Cllr McLaren
Cllr Dr Barrett	Cllr Mrs McKinlay
Cllr Bridge	Cllr Morrissey
Cllr Chilvers	Cllr Mynott
Cllr J Cloke	Cllr Naylor
Cllr S Cloke	Cllr Nolan
Cllr Mrs Davies	Cllr Mrs Pearson
Cllr Fryd	Cllr Poppy
Cllr Mrs Fulcher	Cllr Mrs Pound
Cllr Haigh	Cllr Reed
Cllr Hirst	Cllr Tanner
Cllr Mrs Hones	Cllr Tierney
Cllr Hossack	Cllr Tumbridge
Cllr Keeble	

#### Apologies

Cllr Clarke	Cllr Laplain
Cllr Jakobsson	

#### Officers Present

Paula Harvey	- Interim Head of Legal Services & Monitoring Officer
Tracey Lilley	- Interim Director of Housing & Enforcement
Jacqueline Van Mellaerts	- Director of Corporate Resources
Jean Sharp	- Governance and Member Support Officer
Steve Summers	- Interim Chief Executive

#### 199. Apologies for Absence

Apologies for absence were received from Cllrs Clarke, Jakobsson, Laplain and Tumbridge.

**200. Tribute to former councillor Mrs Shirley Howe**

Members had been saddened to learn of the death of former councillor Mrs Shirley Howe. Mrs Howe had served as ward member for Brentwood West from 1996 to 2004 and as Mayor from 2003-4 and all present observed a minute's silence in tribute to her.

**201. Declaration of Interest from Members and Officers**

No declarations of interest were made.

**202. Appointment of Chief Executive and Interim Head of Legal/Monitoring Officer**

Members were reminded that at the Ordinary Council on 26 June 2019 it was agreed to proceed with the recruitment of a full time Chief Executive and Head of Paid Service and Returning Officer.

A comprehensive recruitment process took place which included the candidates undertaking technical interviews and being interviewed by a Stakeholder Panel and the Council's Staff Appointments Committee. The Staff Appointments Committee's recommendation needed to be ratified by Full Council.

Following the June Ordinary Council meeting, the Head of Legal Services and Monitoring Officer, Daniel Toohey, left the Council's employ therefore a process needed to be commenced in accordance with statutory requirements for the recruitment of a Monitoring Officer.

Pending this appointment, it was recommended that Paula Harvey acted as Interim Head of Legal Services and in the statutory position of Monitoring Officer.

Cllr Hossack **MOVED** and Cllr Aspinell **SECONDED** the recommendations in the report with the addition of the words '*Electoral Registration Officer*'.

A vote was taken on a show of hands and it was

**RESOLVED UNANIMOUSLY that**

**Upon the recommendation of the Staff Appointments Committee**

- 1 Extraordinary Council approves the appointments of Jonathan Stephenson as Full time Chief Executive and Head of Paid Service, Electoral Registration Officer and Returning Officer.**
- 2 Approves the appointment of Paula Harvey as Interim Head of Legal Services and Monitoring Officer with effect from the 1st September 2019.**

**3 That Officers undertake a recruitment process for the role of Head of Legal Services and Monitoring Officer in accordance with statutory requirements.**

The Leader of the Council, Cllr Hossack, acknowledged Steve Summers' selflessness in encouraging an external appointment for the role of Head of Paid Service and thanked him for his management of the Council during his tenure as Interim Chief Executive.

Reasons for Recommendations

1. The Council has a statutory duty under Section 4 of the Local Government and Housing Act 1989 to designate one of its officers as its Head of Paid Service to discharge functions relating to the organisation and management of staff.
2. The Council is required by Section 5 of the Local Government and Housing Act 1989 to designate one of its officers as its Monitoring Officer, to discharge statutory responsibilities relating to the Council's Constitution and arrangements for effective governance. The appointment must be approved by Full Council following a recommendation by the Staff Appointments Committee.

**203. Urgent Business**

There was no urgent business.

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The meeting ended at 19.15hrs.

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# Agenda Item 7

<b>Committee:</b> Ordinary Council	<b>Date:</b> 8.10.19
<b>Subject:</b> Public Questions	<b>Wards Affected:</b> All
<b>Report of:</b> Jean Sharp	<b>Public</b>
<b>Report Author/s:</b> Name: Jean Sharp Telephone: 01277 312655 E-mail: jean.sharp@brentwood.gov.uk	<b>For Information</b> (delete where appropriate)

In accordance with the Council's Constitution, a member of the public resident within the Borough may ask a maximum of two questions relating to the business of the Council providing notice has been received by 10.00am two working days before the relevant meeting.

If the person wishing to ask the question is not present at the meeting when the item is called the question(s) will be deleted from the list of questions to be asked.

Every question asked pursuant to rule 11.1 of the Constitution shall be put and answered without discussion but the Member to whom the question has been put may decline to answer. An answer may take the form of a direct oral answer at the Council meeting or where there has been insufficient time to research an answer, a written answer will be sent to the questioner.

Mrs Patricia Smith had submitted two questions:

1. *"What Equality Act, Autism Act and Care Act training, and autism / disability / hidden disability / mental health / disability and carer issues training has the council undertaken?"*

*Who provided it please? In what form? When? Is it regularly reviewed and updated? I.e.: for Officers, councillors, contractors etc.*

*From my experience as a carer, I would guess very little if any such training has been undertaken".*

2. *"Will the council please pass a motion in support of #BackTo60 1950s born women, who have had their state pensions taken away for six years, no notice, and left to pay additional NI contributions for the full new state pension, also with no notice, leaving them and their families in dire straits, losing their homes etc. ?*

Please see <https://www.backto60.com/>

<https://davidhencke.com/2019/06/20/revealed-on-byline-timeshow-the-dwp-manipulated-the-pension-figures-to-exaggerate-the-costs-of-helping-the-50s-women/>

<https://www.independent.co.uk/voices/austerity-tory-government-theresa-may-philip-alston-unrapporteur-a8977251.html>

*Please read the 50s women's stories on the Backto60 website, read David Hencke's articles, and read UN Special Rapporteur's reports on poverty in the UK, the effects of austerity and particularly the effects on the sick and disabled and 50swomen."*

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# Agenda Item 9

<b>Committee:</b> Ordinary Council	<b>Date:</b> 8.10.19
<b>Subject:</b> Chairs' reports and Members' Questions	<b>Wards Affected:</b> All
<b>Report of:</b> Jean Sharp	<b>Public</b>
<b>Report Author/s:</b> Name: Jean Sharp Telephone: 01277 312655 E-mail: jean.sharp@brentwood.gov.uk	<b>For Information</b>

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.

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.

The period allowed for Chairs' reports, written and oral questions and answers will not exceed 60 minutes without leave of the Mayor.

## **Appendices to this report**

Chairs Reports for:

- Appendix A: Audit and Scrutiny Committee
- Appendix B: Community and Health Committee
- Appendix C: Environment, Enforcement and housing Committee
- Appendix D: Planning and Licensing Committee
- Appendix E: Policy, Resources and Economic Development Committee

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## Appendix A

<b>Committee(s):</b> Ordinary Council	<b>Date:</b> 8 October 2019
<b>Subject:</b> Chairs report for Audit and Scrutiny Committee	<b>Wards Affected:</b> All
<b>Committee Chair:</b> Cllr Charles Nolan	
<b>Report of:</b> Jacqueline Van Mellaerts – Director of Corporate Resources	<b>Public</b>
<b>Report Author:</b> Jacqueline Van Mellaerts – Director of Corporate Resources Telephone: 01277 312500 E-mail: jacqueline.vanmellaerts@brentwood.gov.uk	<b>For Note</b>

Since the start of the municipal year there have been two Audit and Scrutiny Committees at the time of this update

### Terms of Reference

At Annual Council on 15th May 2019, the terms of reference for each committee for the municipal year 2019/2020 were approved.

Cllr Hirst questioned on page 25 of the report the relevance of the Work Programme being reported to Policy, Resources and Economic Development Committee and whether this continued to be appropriate given the change in the Committee structure and that this Committee was now solely Audit and Scrutiny; and the likelihood of topics under scrutiny being the work of those other committees.

A report was taken to Full Council to amend the terms of reference of Audit and Scrutiny to remove.

### Statement of Accounts 2018/19

A verbal update was given on the 18<sup>th</sup> June 2019, to explain that the Draft Statement of Accounts 2018/19 have been signed by the Interim Chief Finance Officer on 31<sup>st</sup> May 2019 by the statutory deadline. They were published on our website and was subject to the relevant inspection period. The accounts were subject to External Audit by EY LLP, who must issue their opinion by the deadline 31<sup>st</sup> July. The annual Governance Statement had also been prepared by officers and reviewed by the Leader and Chair. This statement was also subject to External Audit Review.

At the next Committee on the 29<sup>th</sup> July 2019, a report presented the Council's Draft Statement of Accounts 2018/19 and Annual Governance Statement. No written notice of objections had been received.

The report explained on 25th June, the formerly Interim Chief Finance Officer, received a phone call from our External Auditors, EY LLP, explaining that their planned Audit which was to commence the week beginning 1st July would be delayed and would need to be rescheduled after 31st July. A meeting was arranged with the Chair of Audit and Scrutiny and the External Auditors to explain the situation and a letter was received dated 3rd July to notify the Council in writing.

External Auditors have expressed their disappointment with this position and recognise the impact this has on the Council's resources, reputation and that this position is through no fault of the Council and its finance team. A reschedule of the Audit has been proposed as soon as possible after 31st July, but no dates have yet been received or confirmed at the time the report was published.

The authority published on our website, before the 31st July, the unaudited Statement of Accounts, the Annual Governance Statement and the Narrative Statement, without a certificate or opinion from the local auditor, and accompanied the documents with a Notice explaining the reasons for the delay of the audit. This has satisfied statutory guidelines.

Mr Neil Harris from EY was present and reiterated what was said in the report stating that the reason for the delayed audit was no fault of the Council and its finance team, but due to EY's resource restraints and to safeguard audit quality. Mr Harris gave assurance that the Council were not in breach of any statutory requirements.

Members raised concerns regarding value for money in relation to their partnership working with other authorities. Mr Harris saw no reason why Brentwood were not giving value of money and saw no significant risks in this area.

Officers are aware that there is a National issue with 40% of audit opinions that have missed the target date of 31<sup>st</sup> July. A further update of the Audit and proposed timetable will be reported at the next Committee.

### **Internal Audit Progress Report**

Two reports have been presented by BDO our Internal Auditors since April 2019 and they were intended to inform the Audit and Scrutiny Committee of the progress made against the approved internal audit plan for 2018/19 and 2019/20, which was approved by the Committee in March 2018 and March 2019 respectively.

The following reports for 2018/19 had been finalised and a summary of the findings were included in the progress report:

- Business Continuity and Disaster Recovery (Moderate/Moderate)
- General Data Protection Regulations (Moderate/Substantial)
- Homelessness (Moderate/Moderate)
- Main Financial Systems (Moderate/Moderate)

The following report for 2018/19 was issued and a draft and was awaiting management comment. This has since been finalised and will be reported at the next meeting.

- Housing Department Audit  
The following audit for 2018/19 remained in fieldwork and auditors were reviewing information before submitting their draft report. This has since been finalised and will be reported at the next meeting.

- Workforce Strategy and Organisational Structure.  
Regarding 2019/20 Audit Plan, work was underway on two audits and planning was underway on three audits. The report also updated members on minor timing changes of the 2019/20 Plan.

A summary of outstanding recommendations from previous audits that were due by 29 May 2019 were presented to the Committee. Of the total 91 recommendations, 80 were due to be implemented and 57 (71%) had been completed.

Of the 67 recommendations raised in 2017/18. 44 had been implemented. There were 20 recommendations that are in progress and 3 recommendations that are categorised as overdue.

Management are working with Internal Audit to review all recommendations and an update will be provided at the next Committee on the progress.

### **Internal Audit Annual Report 2018/19**

Mr Rubins was present at the meeting and summarised the Annual report. He reported that good progress had been made by the Council given the financial pressures it is currently facing. However, work is needed to improve implementation of recommendations on a timely basis and the auditors will be working with the Council on this to ensure improvement in this area.

Overall, BDO were able to provide moderate assurance that there is a sound system of internal control, designed to meet the Council's objectives and that controls are being applied consistently. In forming their view BDO have taken into account that:

- The Council has performed broadly in line with budget regarding financial performance. The Council has continued to demonstrate sound financial management with moderate assurance opinions provided on the design and operational effectiveness in the audits on corporate projects and key financial systems.
- In respect of the design of the controls, an opinion of moderate assurance was provided for seven out of the ten assurance audits where reports have been issued, substantial assurance was provided in three areas. These opinions are an improvement compared with 2017/18.
- In respect of operational effectiveness of the controls, opinion of moderate assurance was provided for five of the ten assurance audits where reports have been issued, substantial assurance was provided in four areas, and in limited assurance in one area. These opinions are an improvement compared with 2017/18.

- The Council has specifically requested audits into known areas of risk and new areas of concern i.e. the Housing Department and PCI/DSS compliance.
- Management has responded positively to reports issued and action plans have been developed to address the recommendations raised.
- BDO confirmed that 71% of recommendations due for implementation by the date of reporting had been completed. Management has provided assurance that a further 19 (24%) have been implemented, and they are awaiting evidence to verify this.

### **Risk Management Update**

Members were updated on the status of the Council's Strategic Risk Register and High Operational Risks. Following on from a request at the Regulatory and Governance Committee on 6 March 2019, the Operational Risk Register for the Housing Department was also published.

Risk Management is a standard item on the Audit and Scrutiny Agenda and will be reviewed again at the next Committee.

### **Member Enquiry System**

The report set out the continuing review work with regards to the new Members Enquiry system.

At the previous committee Members were advised that 6 members cross party were invited to give feedback on the new Member Enquiry System in order for officers to note the comments and explore any modifications that could be made.

At the Audit & Scrutiny Committee on the 13<sup>th</sup> March 2019, Min 375 refers, members considered a report detailing the progress made to date on matters raised by members. It was resolved that Officers would report back to the next meeting of this committee identifying any further feedback and updates from comments received, including actions to be taken. To date there were no further updates.

The Chair of the Policy, Resources and Economic Development Committee requested a report on the Members Enquiry System be made to the 10<sup>th</sup> July 2019 committee, with a resolution that a questionnaire be drafted and a report brought back to the Policy, Resources and Economic Development Committee.

## **Scrutiny Work Programme 2019/20**

The Constitution requires that the Audit & Scrutiny Committee agrees its Scrutiny work programme at each meeting of the Committee. This report identified the current status of existing scrutiny working groups and sets out the process for gaining members' views on future scrutiny matters to be considered by the committee.

Set out below were the Working Groups that previously existed as part of the 2018/19 Scrutiny programme and their current status.

It was suggested that the following items continued to be reported to the committee as part of its Scrutiny Work Programme.

- Local Development Plan
- Performance Indicators and Formal Complaints
- Community Safety Partnership

At the start of the municipal year a request form is circulated to members if they wish to add anything to the work programme. Following discussions regarding the terms of reference of the Committee it was resolved that the request form be made available to all members immediately following this meeting with completed responses to be returned to the Chair of Audit and Scrutiny Committee, and officers, for consideration.

No requests have been received and nothing further has been added to the work programme.

### **Performance Indicators and Formal Complaints**

A working group took place on the 19<sup>th</sup> September to discuss Quarter 1's data. A report will be presented at the next Audit and Scrutiny Committee on 9<sup>th</sup> October 2019.

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## Appendix B

<b>Committee(s):</b> Ordinary Council	<b>Date:</b> 8 October 2019
<b>Subject:</b> Chairs from for Community and Health Committee	<b>Wards Affected:</b> All
<b>Committee Chair:</b> Cllr Cliff Poppy	
<b>Report of:</b> Kim Anderson, Partnership, Leisure and Funding Manager	<b>Public</b>
<b>Report Author:</b> Name: Kim Anderson, Partnership, Leisure and Funding Manager Telephone: 01277 312500 E-mail: kim.anderson@brentwood.gov.uk	<b>For Note</b>

### **Larkins Playing Fields**

A new Partnership agreement has been agreed between Brentwood Borough Council and Brentwood Youth Athletic Football Club regarding the Larkins Playing Fields Site. Improvements to the car parking at the site were also approved and officers are currently getting costings for the installation of the car park. Once these have been established then a planning application will be submitted

### **Warley Playing Fields**

A report went to 2 July 2019 Community and Health Committee which recommended the installation of a car park at Warley Playing Fields to service the new outdoor gym and play area. Officers are currently getting costs for the installation of the car park and once these have been established then a planning application will be submitted.

### **Play Area Strategy**

The newly refurbished Toddler play area at Courage's Playing Fields has opened and is proving very popular. The procurement for the 5year investment programme is currently live and deadline for submissions is 31 October. An evaluation panel will access the submitted tenders and the concept plans for King George's Playing Fields and River Road in November before the contract is awarded.

### **Football Hub Development**

The Feasibility works for the Football Hub Development was agreed by members at Extraordinary Council in July and the procurement exercise is on progress. A report will come back to Community and Health Committee for Members consideration .

### **King George's Playing Fields**

The improvement plans for KGPF are progressing well. The business plan was approved at Extraordinary Council and concept designs are being finalised ahead of the Council submitting a planning application at the end of September for consideration for December 2019 Planning Committee

### **Health and Wellbeing Board**

A new trailer jointly funded by the Health and Wellbeing Board and the Community Safety Partnership has been delivered to support delivery of projects in the more rural area of the Borough. It is proposed that the trailer can be used by a number of agencies as part of ongoing partnership working to support local communities especially around social isolation.

### **Courage's Playing Fields**

The refurbishment of the Toddler play area at Courage's Playing Fields has been completed and has proved to be very popular. An outdoor gym is also due to be installed adjacent to the play area in January 2020.

### **Family Fun Days**

The Community Services team have delivered another successful year of Family Fun Days. This year there were three at King George's Playing Fields, and also at Warley Playing Fields to coincide with the official opening of the outdoor gym, Hutton Recreation and Bishops Hall Park.

### **Dance and Dine Project**

This new partnership project is targeted at the Council's sheltered accommodation to provide some free dancing and an optional Fish and Chip lunch. The first session on 3 September proved to be very popular at Victoria Court and there are other sessions planned at the Gables (1 October) and Juniper Court (5 November).

### **Ping Pong Parlour**

Funded by Active Brentwood and supported by the Baytree Centre and Table Tennis England, a new free Ping Pong Parlour has opened at the Baytree Centre from 9 September offering free table tennis for all ages. This table tennis facility utilises an empty unit at the Baytree Centre.

### **Dunton Hills Schools' Engagement Workshop**

In partnership with the University of Birmingham's Human Geographies department, local primary schools, A level students and pupils from the Endeavour School, participated in place making workshops and exploring aspects of design for the Dunton Hills Garden Village. The young people heard from architects and planners before considering design elements of play and green spaces, plus flexible community and village centres. Participants also considered the needs of

varying stakeholders and explored how to design these into the development of an inclusive Garden Village. Outputs from the workshops will be used to influence and inform the village's detailed design guide.

**Dates for your diary**

- Brentwood Sports and Health Awards - The awards ceremony is taking place on the evening of Wednesday 6<sup>th</sup> November at Hutton Poplars Hall and the event is sponsored by Sport Stiks.
- Lighting Up Brentwood Saturday 30 November 2019
- Shenfield Christmas Fayre Sunday 8 December 2019

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## Appendix C

<b>Committee(s):</b> Ordinary Council	<b>Date:</b> 8 October 2019
<b>Subject:</b> Chairs report for Environment, Enforcement and Housing Committee	<b>Wards Affected:</b> All
<b>Committee Chair:</b> Cllr Chris Hossack	
<b>Report of:</b> Tracey Lilley, Director of Enforcement and Housing	<b>Public</b>
<b>Report Author:</b> Name: Tracey Lilley, Director of Enforcement and Housing Telephone: 01277 312500 E-mail: tracey.lilley@brentwood.gov.uk	<b>For Note</b>

### **New Director of Enforcement & Housing**

Tracey Lilley was appointed as the Council's new Director of Enforcement & Housing to lead on High Priority deliverables over the next six months.

### **Foundations for the Future**

Following the appointment of the new Director of Enforcement & Housing, the Housing, Foundations for the future review will be launched. This operational review will focus on two key areas of the service which primarily are Sheltered Housing and Estate Management. This review will also include improving communication and ensuring internal audit recommendations are implemented.

### **Re-development/Housing Company**

Members previously agreed that Officers should identify the potential redevelopment of Housing Revenue Account (HRA) land (including under-used garage sites) that provide an immediate opportunity for new affordable housing. The Housing Development Programme ('SHDP') is being created to forward the implementation of this task, both in the short and long-term.

The Strategic Housing Team have been considering various options to ensure the sustainable long-term delivery of affordable housing primarily the option of creating a Housing Company. Housing companies have a proven track record in assisting achieving its housing objectives.

Potentially this could benefit the financial sustainability of the affordable housing portfolio allowing a solid business model to expand housing numbers.

There are a variety of alternative funding sources a Company can access that would be beneficial to ensuring sustainable delivery of Affordable Housing. The retained right to buy receipts can be utilised to aid the supply of affordable housing to the company. This would finance a significant injection of affordable homes.

The aims and objectives of which are to deliver wider neighbourhood renewal including Council built Affordable Housing, Public Realm, access and wayfinding improvements, safer sustainable

At the Environment, Enforcement & Health Committee held on 24<sup>th</sup> September, delegated authority was given to the Director of Enforcement and Housing in consultation with the Chair of Housing to explore options for a Housing Company and make recommendations to the next appropriate Policy, Resources & Economic Development Committee (PRED).

### **Axis**

The co-location of the Axis team and the Council's repairs team went live on the 16<sup>th</sup> September 2019, which we anticipate will improve the delivery of the repairs service to our residents. Axis presented to the Environment, Enforcement & Housing Committee with an update of the Services Partnership at the next meeting on the 24<sup>th</sup> September 2019. There had been some recruitment and training requalifying which had hampered mobilisation and day one effectiveness which Axis and the Repairs team are working on together to resolve. To-date Axis have completed over 1,474 repairs and have introduced two hour appointment slots which will be a service improvement for our residents.

### **Temporary accommodation**

We have seen a rise in the numbers requiring temporary accommodation, which is currently 60p. In previous months we had reduced the numbers in temporary accommodation to 51 due to the hard work of the Homeless Team. The majority of applicants applying as homeless is due to parental evictions.

### **Arrears**

We are still seeing increases in the total arrears despite scrutiny of all rent accounts on a fortnightly basis. We have identified where the majority of the problems are occurring. Firstly, at the court hearing stage we are seeing an increase in the amount of adjournments and suspended possession orders. In general there seems to be a reluctance to grant any possession orders and this has sometimes proved to be the prompt that is needed to encourage certain tenants to pay. We are trying to understand why this is occurring as it seems like our pre-court process is the most robust it has ever been.

In addition to these problems there is the increasing impact of Universal Credit. We reviewed our existing processes to advise all new applicants of ways to reduce their debt in the initial assessment period and we are making sure to focus on these accounts to ensure quick reactions to accruing arrears.

We separately report on universal credit in order to highlight where arrears are increasing when compared to the general needs rent accounts. At the beginning of the financial year there were £142,426 arrears due to Universal Credit claims and this debt is currently responsible for £228,929 of the entire arrears.

While this increase has contributed to a 7.81% increase in arrears this financial year. However, when removing the Universal Credit element from the arrears the general needs arrears have reduced by of 3.4%.

To try to combat this we have been offering increased support to include information on support services and advice about assistance with the assessment stage of universal credit. We are also being more proactive at identifying vulnerable tenants or people in financial difficulty.

## **Community Safety & Corporate Enforcement Update**

**ASB issues** – ASB has decreased over the summer with only a few issues occurring mainly in parks across the borough. The usual issues we experienced last year such as the misuse of pedal cycles and motorcycles were not reported. There has been some excellent work by the CSP and Essex Police to deter anti-social behaviour in our green areas and dedicated operations to deal with this. ASB remains a priority for the team despite some positive results during the reporting period. For Brentwood there were 340 fewer incidents compared to the previous year resulting in a reduction of 19.6%.

In total the Brentwood Borough Council have received 241 reports. Of those reported 195 have been referred or closed.

**Engagement Days** – Throughout the year the Community Safety Partnership alongside Neighbourhood Watch and Corporate Enforcement engage with the public. 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. All agencies provide a variety of safety advice to the public as well as answer questions in the last 12 months a total of 76 engagement days have taken place.

**School Projects** – Several school projects will be available again this year covering topics such as knife crime, gangs, sexual exploitation, drugs and more. Some of the school's projects will be joint funded with Essex County Councils Youth Service. Below are some of the projects going into schools from September. More will become available throughout the financial year.

- **The Two Johns** – The Two Johns are well known for delivering bespoke training sessions within schools and other organisations that cover all areas of Child Sexual Exploitation. The Two Johns will be visiting year 7s in schools.
- **Power of Love** – The Power of Love is a production based on real-life stories in raising awareness around healthy relationships, domestic abuse, safe sex and more. We are aiming to get the performance into 4 Brentwood schools in March.

- **Drugs Talks** – Drugs talks for students, teachers and professionals will start taking place as well. The individual delivering is an ex user and dealer with a great insight to the harms of drugs through health, gangs, and other means.
- **NooYu** – NooYu is a 10 week-long course that focuses on tackling youth violence and criminal exploitation by using boxing and classroom based activities. Each session is based around a different topic and involves group discussion followed by physical activity such as boxing drills, technical moves and pad work. At the end of the 10 weeks all of the individuals will receive a GB Preliminary Level Boxing Award - Asdan Accreditation.

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**Speedwatch** – Community Speedwatch has continued to grow and we will be putting on another CSW Week and promoting Project EDWARD (European Day Without a Road Death).

### **Dedicate Patrols**

Alongside the regular patrols by the Enforcement Team a total of 166 dedicated patrols have been undertaken in the last 12 months. The team have supported SEPP during evening patrols tackling parking in the Town Centre and daytime patrols in other key locations including Railway Square, Doddinghurst and Pilgrims Hatch. This has resulted in over 300 Penalty Charge Notices (PCNs) being issued. Another key part of our role is to be visible in order to reduce potential incidents but also reassure communities. Patrols undertaken for the reporting period include those on foot and in our dedicated enforcement vehicle

### **Training**

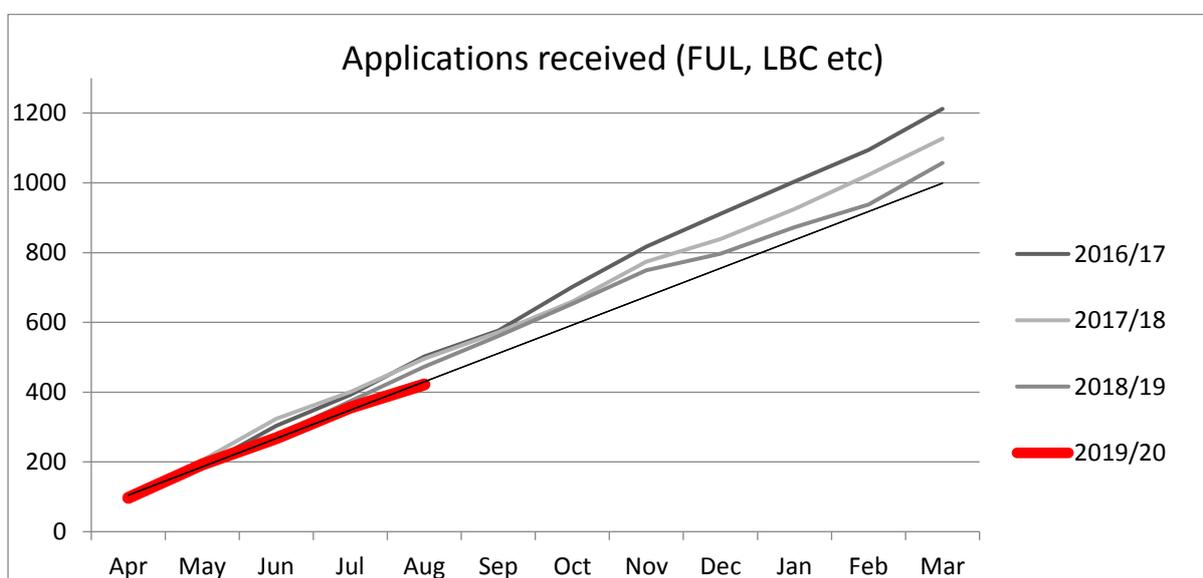
In the last 18 months officers have undergone a fast pace training regime in order to ensure they have the required enforcement powers to deliver an effective service. This includes Community Safety Accreditation (CSAS) through Essex Police, Civil Enforcement Officer (CEO) for parking enforcement and more recently speed camera training for Essex Police. Staff will also be undertaking First Aid training in the near future.

## Appendix D

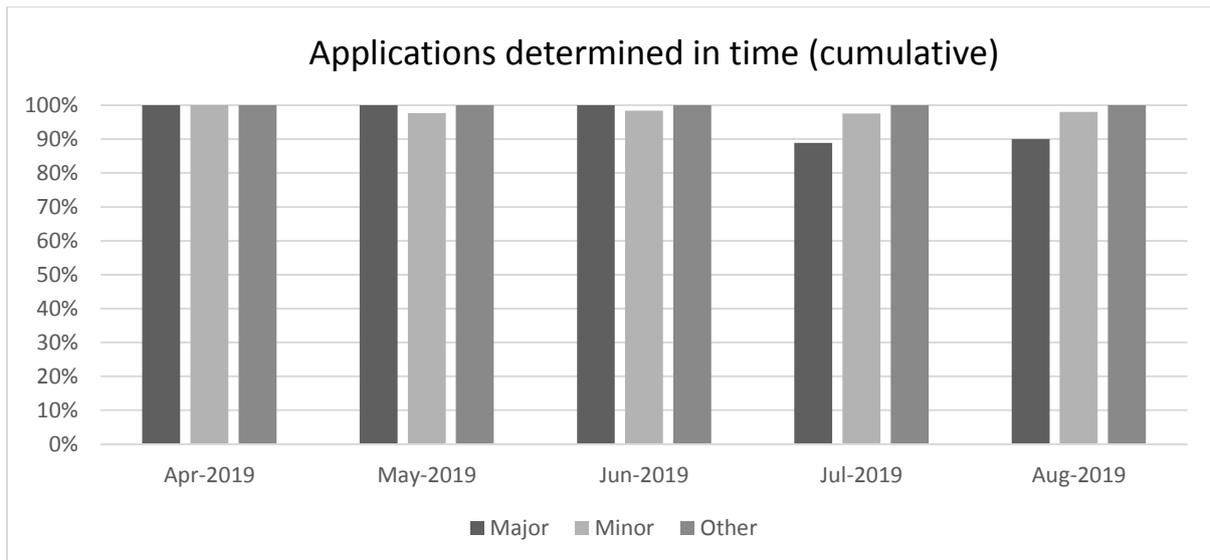
<b>Committee(s):</b> Ordinary Council	<b>Date:</b> 8 October 2019
<b>Subject:</b> Chairs report for Planning and Licensing Committee	<b>Wards Affected:</b> All
<b>Committee Chair:</b> Cllr Olivia Sanders	
<b>Report of:</b> Caroline McCaffrey – Development Management Team Leader (Planning) Paul Adams – Principal Licensing Officer	<b>Public</b>
<b>Report Author:</b> Name: Caroline McCaffrey - Development Management Team Leader (Planning) Telephone: 01277 312500 E-mail: caroline.mccaffrey@brentwood.gov.uk  Name: Paul Adams - Principal Licensing Officer Telephone: 01277 312500 E-mail: paul.adams@brentwood.gov.uk	<b>For Note</b>

### Development Management

The total number of all applications (including conditions discharge etc) received between April and August was 15% lower than the same time last year and the narrower measure of applications (FUL, LBC etc) was 11% down on last year (see chart below).



The percentage of planning applications decided within time remains at around the highest levels recorded for the department (see chart below). This performance is close to the highest figures achieved across the country.



As well as monitoring the speed of determinations, the Secretary of State also operates a 'quality' assessment of decisions – effectively an appeal decision failure rate. The rate of 'lost' appeals remains very low and comfortably below national limits – for both Major and non Major developments. Officers continue to focus on ensuring this is the case as those planning authorities that exceed the maximum rates risk losing control over determining future applications and possible intervention by the Secretary of State to raise performance. There is no danger of that occurring in Brentwood although this requires ongoing vigilance.

There are an increasing number of larger developments coming forward as pre application discussions and applications, with more to come in relation to the emerging local development plan. This is partly the reason that planning income is above target, though pre app fees and charges are being reviewed with regard to the appropriate level of resources required for the mix of proposals coming forward. The team is using 'Design Review' panels, successfully used elsewhere and advocated in the NPPF, during the pre app process to raise the quality of these larger developments.

The Development Management team is currently recruiting replacement and additional staff. Two officers are entering the final year of a two years Masters course in Planning, another officer is starting the second year of the day release planning degree course and a fourth is beginning the second year of a planning apprenticeship BTEC course. Planning agent's at a recent forum provided positive feedback with regard to how the team operates.

### **Licensing**

The licensing Committee members have received comprehensive training in all aspects of licensing from a leading licensing Barrister. The Licensing Sub-Committee has been busy with hearings for applications under the Licensing Act 2003 and Taxi related matters, with the appeal against the decision to revoke the licence for The

Raj, for immigration employment offences, will be heard mid October by the Magistrates Court.

The full committee has considered the situation with the significant presence of Uber in the Borough, and have written to Uber asking them to apply with Brentwood or withdraw. They have also considered the response from Uber and are writing again to them to clarify the committees position. Officers are continuing to work with TFL compliance teams on enforcement around the borough for both Brentwood and TFL taxi's.

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## Appendix E

<b>Committee(s):</b> Ordinary Council	<b>Date:</b> 8 October 2019
<b>Subject:</b> Chairs report for Policy, Resources and Economic Development Committee	<b>Wards Affected:</b> All
<b>Committee Chair:</b> Cllr James Tumbridge	
<b>Report of:</b> Steve Summers – Interim Chief Executive	<b>Public</b>
<b>Report Author:</b> Name: Steve Summers – Interim Chief Executive Telephone: 01277 312500 E-mail: steve.summers@brentwood.gov.uk	<b>For Note</b>

### **Economic Development**

Planning for the 2019 Brentwood Business Showcase is underway, with all sponsorship and exhibitor packages now fully booked. This year's Showcase will be held at the Brentwood School on Thursday 31 October. We are pleased that new out of Borough businesses like Enterprise will also be attending, and we are working to make the most of this to ensure we are seen as a place to invest. Speakers will include a range of business experts and inspirational entrepreneurs. Delegate registration is now open via Eventbrite and the event website [www.brentwoodbusinessshowcase.co.uk](http://www.brentwoodbusinessshowcase.co.uk). Members are encouraged to support the event by attending the Showcase to network with businesses based in Brentwood and outside the borough.

The Economic Development team commissioned a Podcasting & Video for Business workshop, which was delivered in July. Ten businesses attended the training session. In September, the Council supported the inaugural Brentwood Business Briefing, an educational and engagement event co-hosted by the Brentwood Business Partnership and Brentwood Chamber of Commerce. This networking evening attracted 80 companies from Brentwood and across Essex. A report will be commissioned on the economy of the Borough to be brought back to a future meeting of Policy, Resources and Economic Development Committee. This report will also inform the revised Economic Strategy that is being developed for 2020-2023. Temporary accommodation.

### **Local Development Plan**

Public consultation concluded on the Pre-Submission Local Plan (Regulation 19) in March 2019. In total there were 767 respondents (people/organisations) who made 4,283 representations (comments) in response to the consultation. Of the representations, 510 were made online via the Council's website, 1,741 were received by email, and 2,028 were received in writing. The number of representations received in writing meant that it took longer to manually process than hoped. However, all representations have now been processed and are available to view on the Council's website via the Local Plan consultation portal.

There were four residential site allocations that received the majority of representations, situated in Blackmore (R25 land north of Woollard Way, and R26 land north of Orchard Piece), and Shenfield (R18 land off Crescent Drive, and R19 land off Priests Lane). Concerns relating to the impact of development in these areas resulted in the approval of amendments to the Plan, reducing the sites in Blackmore by 20 homes and the sites in Shenfield by 50 homes, and redistributing these losses to Dunton Hills Garden Village.

On 11 September 2019 the Policy, Resources and Economic Development Committee approved these amendments subject to a focused public consultation prior to submission of the Plan. The committee also approved a revised Local Development Scheme (timetable) in light of this. The Plan is to be submitted by the end of 2019.

### **Brentwood Town Centre Design Guide**

The Design Guide underwent public consultation earlier this year with a view that the document be adopted as a Supplementary Planning Document. Representations received have been considered and amendments made to the Design Guide, which has been presented to the Local Development Plan Members Working Group. The final document is due to be brought to Policy, Resources and Economic Development Committee in November.

### **Seven Arches Investments Limited (SAIL)**

A revised governance structure has been approved by the Committee for providing funding to Seven Arches Investments Limited (SAIL). Opportunities continue to be identified by the company and the new process is intended to ensure these can be responded to and that transparency is provided. SAIL's accounts for 2018/19 were presented to the Committee and showed the company reported a profit of £322k due to upward revaluations of its investment properties.

### **Green Initiatives**

Following agreement at the recent PRED cttee a procurement process will be undertaken to determine the most effective provider of Electrical Vehicle Chargers at the New Town Hall which will also include the provision of a borough wide feasibility document.

Further the Council will:-

- Work with a partner to develop the lighting survey for general fund properties which will identify carbon improvements and efficiencies.
- Assist local green businesses and those who want to go green by signposting to grants or other useful information
- Reduce the use of single use plastics through implementing procurement methods and other actions which promote and encourage alternatives to single

## **2018/19 Outturn, 2019/20 Budget Monitoring and Treasury Management Update.**

On 10th July 2019 meeting, The Committee received the 2018/19 Provisional Outturn as well as the year end Reserve position. The overall deficit reported on the General fund was £188,000 and the Deficit reported on the HRA was £138,000 which were made up of many variances across all services.

The General Fund reported Members noted concerns on overspends on certain line items with the 2018/19 Outturn report and asked for these budgets overspends to be explained and informed of cost control measures adopted to reduce future overspends. These specific line items were addressed on 11<sup>th</sup> September 2019 where the Committee received the latest update to the 2019/20 General Fund Revenue Budget, Housing Revenue Account and Capital Program that was agreed at Council on 27th February 2019. It was based upon actual expenditure and income from April to July and predicted a forecast for the end of the 2019/2020 financial year.

The report also gives an update regarding Treasury management & investment activity for 2019/20 and in accordance with the Treasury Management Strategy.

The General Fund is currently forecasting a £267,000 deficit.

The Housing Revenue Account is forecasting a net operating deficit of £267,000.

The Capital Programme is forecasting to underspend by £9.539m; the updated position includes slippage brought forward from 2018/19.

### **Whole Council Elections**

On 10<sup>th</sup> July the Committee were advised of the Council's power to change its electoral scheme to whole Council Elections. Brentwood Borough Council operates an election scheme by thirds, holding a Borough election three years out of four. Members were asked to consider the report and that a detailed paper with financial consequences of a four year election cycle and the steps required to move from 1/3 to all out elections. Members were then presented with a further report with as much information officers had been able to collate.

Currently high-level costings assume whole council elections would cost in the region of £94,000 per cycle. Potentially this option would generate a saving in the region of £116,000 and £145,000 over a four-year cycle (£29,000-£36,250 pa).

In the year Brentwood Council implement Whole Council Elections there would be an additional £20,000 pressure. This is due to the Council would have budgeted for a 'Third election' at a cost of £75,000 as opposed to a 'Whole Election' which costs £95,000. Therefore, no saving would be realised until 2024. The risk of holding additional standalone By Elections, due to the longer gap in Local elections, would be greater. This would be an additional cost to the council, that would reduce any saving. However, further investigation and analysis would need to be conducted by officers to ensure assurance on these financial proposals. A detailed business case would need to be worked through. Although this item was for information, it was discussed that group leaders consult with their groups to gauge opinion as to how they wish to

proceed and to report back to the Chair, as to whether a further item is required for decision.

### **South Essex Parking Partnership**

The Committee gave delegated authority to the Section 151 Officer in consultation with the chair of PRED to enter into a Service Level Agreement (SLA) with Chelmsford City Council, the Lead Authority for the South Essex Parking Partnership (SEPP) for the Council's enforcement officers to provide additional parking enforcement patrols. The intention is to provide additional resources that will allow the Council's enforcement officers to be able to provide patrols outside of normal office hours covering a range of duties whilst fulfilling our obligations as outlined in the SLA.

The SLA will be for a period of one year with an option for both parties to agree to extend up to 31st March 2022 when the current SEPP Joint Committee Agreement expires.

Under the terms of the SLA the Council will receive an annual sum of £33,000 for providing a minimum of 76 enforcement patrols.

### **Town Hall lease for Residential units**

It was agreed in principle to let the 19 residential units at the Town Hall on floors 2 and 3 to the Council's wholly owned company, Seven Arches Investment Limited. (SAIL). The precise terms to be consulted with the Chair and the Leader. SAIL will then continue to work Beresford's, appointed by competitive tender process, to manage and market the units.

Current negotiations are ongoing between the Council and SAIL and so final terms have yet to be finalised. No units have been currently let and will not let be out until the appropriate leases are in place.

### **Brentwood Centre**

A feasibility will be undertaken on the Brentwood Centre which will inform the overall master planning for the Brentwood Centre site. At Extraordinary Council on 30 July 2019 members agreed the business case for the King George's Playing Fields improvements which included a recommendation for officers to appoint a contractor to undertake a feasibility study for the development of a football hub on the Brentwood Centre site. The works will identify preference of a refurbishment or a rebuild and to identify the indicative costs for each of these options. The feasibility works at this stage will provide high level options for the Council to consider which will need to be agreed by Members before more detailed works are commissioned, dependent on the preferred options coming out of this first stage. A Cross Party Working Group will be established to look at whether the material function of the Brentwood Centre remains the same, that the core components are still relevant and to also look at other options to ensure that a viable facility mix is developed as part of the overall master planning which will be key to the future success.

### **Citizens Advice South Essex Limited**

Brentwood Council Solicitors have prepared a draft lease to Citizens Advice South Essex (CASE) for ground floor office space in the Town Hall and this has been sent to the solicitor acting on behalf of Citizens Advice for approval.

A separate report is being presented to the Assizes House Trust on 8 October to consider the surrender of the Citizen's Advice Bureau's lease on 8-12 Crown Street and to consider options for possible redevelopment.

### **King George's Playing Fields**

A planning application has been submitted in respect of the new development on King George's Playing Fields. This is due to be considered at the December Planning Committee.

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