



Minutes

**Annual Council
Wednesday, 20th May, 2015**

Attendance

| | |
|----------------------------|-------------------|
| Cllr Mrs Davies (Chair) | Cllr Mrs McKinlay |
| Cllr Keeble (Deputy Chair) | Cllr Morrissey |
| Cllr Aspinell | Cllr Mrs Murphy |
| Cllr Barrett | Cllr Mynott |
| Cllr Carter | Cllr Newberry |
| Cllr Chilvers | Cllr Parker |
| Cllr Clark | Cllr Reed |
| Cllr Cloke | Cllr Russell |
| Cllr Mrs Coe | Cllr Ms Sanders |
| Cllr Mrs Cohen | Cllr Sleep |
| Cllr Faragher | Cllr Mrs Squirrel |
| Cllr Mrs Henwood | Cllr Tee |
| Cllr Hirst | Cllr Barrell |
| Cllr Mrs Hones | Cllr Poppy |
| Cllr Hossack | Cllr Rowlands |
| Cllr Mrs Hubbard | Cllr Slade |
| Cllr Kendall | Cllr Trump |
| Cllr Kerlake | Cllr Wiles |
| Cllr McCheyne | |

Apologies

Cllr Russell

Officers Present

| | |
|-------------------|---|
| Ashley Culverwell | - Head of Borough Health Safety and Localism |
| Graham Farrant | - Chief Executive |
| Gordon Glenday | - Head of Planning & Development |
| Helen Gregory | - Interim Head of Housing |
| Chris Leslie | - Finance Director and Section 151 Officer |
| Roy Ormsby | - Head of Street Scene |
| Chris Potter | - Monitoring Officer & Head of Support Services |
| Philip Ruck | - Contracts & Corporate Projects Manager |
| Jean Sharp | - Governance and Member Support Officer |
| Steve Summers | - Head of Customer Services |

1. Apologies for Absence

Apologies for absence were received from Cllr Russell, also Sir Trevor Brooking, Freeman of the Borough.

2. Receive any Declarations of Interest from Members and Officers

No declarations of interest were received.

3. Mayor's Announcements

The Mayor recounted highlights of her Mayoral Year and presented Civic Awards for Service to the Community to three winners: Wayne Banks, Wendy Garnett and Peter Salmon.

She also presented cheques to her chosen charities – Brentwood Talking Newspaper, Brentwood Community Print and St Francis Hospice, and also made a donation to the Visually Impaired Group.

4. Election of Mayor for Municipal Year 2015/16

Annual Council elected a Mayor to serve for the ensuing Municipal Year.

Cllr Mrs McKinlay MOVED and Cllr Mrs Henwood SECONDED that Cllr Mark Reed should be Mayor and following a vote on a show of hands it was RESOLVED UNANIMOUSLY that Cllr Reed be installed as Mayor for the Municipal Year 2015/16.

5. Appointment of a Deputy Mayor for Municipal Year 2015/16

Annual Council appointed a Deputy Mayor to serve for the ensuing Municipal Year.

Cllr Hirst MOVED and Cllr Reed SECONDED that Cllr Noelle Hones be appointed Deputy Mayor and it was RESOLVED UNANIMOUSLY that Cllr Mrs Hones be appointed as Deputy Mayor for the Municipal Year 2015/16.

6. Brentwood Borough Council Elections

Members were advised of the results of the Brentwood Borough Council Elections which took place on 7 May 2015.

7. Political Groups on the Council

The Chief Executive advised Members that notices had been received from the Conservative, Liberal Democrat and Labour Groups indicating that they wished to be treated as a political group on the Council and listing the membership of their group.

8. Leader of the Council

Annual Council designated a Leader of the Council.

The Constitution stated that that it was the function of the Council to elect from its Members a Leader and Deputy Leader of the Council.

Cllr Hirst MOVED and Cllr Kerslake SECONDED that Cllr Louise McKinlay be designated as Leader of the Council.

A vote was taken on a show of hands and it was RESOLVED UNANIMOUSLY that Cllr Mrs McKinlay be designated Leader of the Council.

Cllr Mrs McKinlay MOVED and Cllr Kerslake SECONDED that Cllr Roger Hirst be designated as Deputy Leader of the Council.

A vote was taken on a show of hands and it was RESOLVED UNANIMOUSLY that Cllr Hirst be designated Deputy Leader of the Council.

9. Leader's Statement

Cllr Mrs McKinlay made her statement followed by statements being made by Cllr Aspinell and Cllr Barrett.

During Cllr Mrs McKinlay's statement she advised that a Motion had been submitted which had been signed by 19 Members in accordance with Rule 8.3.17 (Motion to revisit a previous decision made in the past six months) of Part 4 of the Constitution and this related to a review of the budget decisions made at the 4 March 2015 Ordinary Council meeting. The Motion would be considered at the proposed 10 June 2015 Ordinary Council meeting.

10. Committees and their Terms of Reference

The Council was requested to formally establish those committees it considered necessary to fulfil its functions in the ensuing municipal year, in accordance with the requirements of both legislation and the Council's Constitution.

Cllr Mrs McKinlay MOVED and Cllr Hirst SECONDED the recommendations in the report with an amendment to the ToR for the Audit, Scrutiny and Transformation Committee, ie that under the

heading 'Transformation', the text be amended to 'To approve review and facilitate the transformation of delivery of services.'

Following a discussion a vote was taken on a show of hands and it was **RESOLVED** that:

1. The Committees listed in Appendix A be appointed for the Municipal Year 2015/16 and
 2. The size of the Committees listed in Appendix A be agreed, as follows:
 - (1) Audit, Scrutiny and Transformation Committee – 9 Members of the Council
 - (2) Community and Health Committee – 9 Members of the Council
 - (3) Dismissal Appeals Committee – 9 Members of the Council
 - (4) Economic Development Committee – 9 Members of the Council
 - (5) Environment and Housing Management Committee – 9 Members of the Council
 - (6) Planning and Licensing Committee – 12 Members of the Council
 - (7) Policy, Finance and Resources Committee – 9 Members of the Council
 - (8) Staff Appointments Committee – 9 Members of the Council
 - (9) Dismissals Advisory Panel – 3 Independent Persons
 3. The Terms of Reference of the Committees listed in Appendix A be agreed with the amendment for the Audit, Scrutiny and Transformation Committee ToR under 'Transformation', that the text be amended to 'To approve review and facilitate the transformation of delivery of services.'
(For clarity the approved Terms of Reference are appended to these minutes).
 4. The Council's Monitoring Officer be authorised to make the necessary changes to the Constitution
11. **Political Balance, Allocation of Committee Seats and Committee Appointments**

The Council was required to make appointments to those Committees that were established by agenda Item 10 for the effective discharge of its functions. Members were asked to:

- a) Approve the allocation of seats on Committees
- b) Receive the nominations from political groups to Committees
- c) By convention, appoint Chairs and Vice-Chairs of Committees

The Monitoring Officer updated the Council on committee nominations made by the Liberal Democrat Group.

There was a discussion regarding the appointment of nominated substitutes for committees and the Monitoring Officer advised that it was appropriate for this matter to be decided by the Council.

Cllr Mrs McKinlay MOVED and Cllr Hirst SECONDED the recommendations with the addition of 2.4 and it was RESOLVED as follows:

- 1. That the allocation of seats of seats set out in Appendix A to the report be approved.**
- 2. That the nominations from the political groups to Committees as set out in Appendix B to the report and as advised at the meeting be approved.**
- 3. That the Chairs and Vice-chairs of Committees as set out in Appendix C to the report be appointed.**
- 4. That the Council's Monitoring Officer be authorised to make the necessary changes to the Constitution.**

(For clarity, Appendices A, B and C are appended to these minutes).

12. Committee Calendar for 2015/2016

The Constitution under Council Procedure Rule 2.1(r) provides that the Annual Meeting of the Council will consider an item of business to agree the date, time and place of ordinary meetings of the Council and its Committees for the coming Municipal Year.

Cllr Mrs McKinlay MOVED, Cllr Hirst SECONDED and it was RESOLVED UNANIMOUSLY that the Calendar of Meetings shown as Appendix A to the report be approved.

(For clarity the approved Calendar of Meetings is attached to these minutes).

13. Appointment of Representatives on Outside Organisations

Councillors were appointed to a number of outside organisations by Annual Council. Many of the outside organisations supported and advanced the broad objectives of the Authority. Representations came 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 was appointed.

The list of nominations for representatives on outside organisations was presented at the Annual Council meeting each year for Members' approval.

Cllr Mrs McKinlay MOVED and Cllr Hirst SECONDED that the list of proposed Council representatives on outside organizations appended to the report as Appendix A be approved.

Following a discussion and vote regarding the appointment of a Headley Common Trustee and invitation extended to the Opposition Spokesperson to attend Tenants' Talkback meetings, Members RESOLVED:

- 1. That the list of outside bodies for 2015/16 attached as Appendix A be approved**
- 2. That the list of nominated representatives attached as Appendix A be approved**

(For clarity the approved list of representatives is attached to these minutes).

14. Members Allowances 2015/2016

The Council operated a Members Allowances Scheme which was reviewed annually by the Independent Remuneration Panel (IRP). The IRP had reviewed the current scheme and had made recommendations for the 2015/16 Municipal Year.

In view of the approval earlier in the meeting of a revised Committee structure, Cllr Mrs McKinlay MOVED, Cllr Hirst SECONDED and it was RESOLVED to defer consideration of Members' Allowances for 2015/16 to the Ordinary Council meeting to take place on 10 June 2015.

15. Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015 - Dismissal Advisory Panel

The purpose of the report before Members was to revise Part 3.1 and Part 4.7 of the Constitution so as to establish an advisory committee reflecting the new mandatory standing orders. These amended the procedure to be followed for dismissing a statutory officer of the Council i.e. the Head of Paid Service, the Chief Finance Officer (Section 151 Officer) and the Monitoring Officer (the relevant officers).

The requirement imposed on the Council to appoint a "designated independent person" before it could dismiss or discipline its Head of Paid Service, Chief Finance Officer (Section 151 Officer), or Monitoring Officer, had been replaced with a new requirement to appoint an independent Panel as and when required for the purposes of advising the Council on matters relating to the dismissal of one or more of the relevant officers. The Panel must have at least two members, being independent persons who had been appointed for the purposes of the members' conduct regime under section 28(7) of the Localism Act 2011.

Cllr Mrs McKinlay MOVED and Cllr Hirst SECONDED the recommendation in the report and it was RESOLVED UNANIMOUSLY that:

- 1. The Council's Constitution be revised as set out in Appendix A to the report with immediate effect.**
- 2. The current allowance paid to an independent person shall incorporate the duties under the Dismissal Advisory Panel.**

16. Appointment of Chief Executive and Designation as Head of Paid Service

A revised report had been provided for Members' information.

The Chief Executive had advised the Leader of the Council that he planned to resign from his post effective of 31 May 2015 following his appointment as Chief Executive of the Land Registry.

A recruitment process for an interim Chief Executive and Head of Paid Service was instigated in accordance with the Council's Constitution and following initial discussion with Group Leaders.

A cross party panel was assembled and met on 20th May 2015 at 2.00pm to discuss with a prospective internal candidate the possibility of being designated as Head of the Paid Service for which a salary supplement would be paid.

Cllr Mrs McKinlay MOVED, Cllr Hirst SECONDED and it was RESOLVED UNANIMOUSLY:

- 1. To approve the designation of Mr. Philip Ruck as the Head of the Paid Service with effect on and from 1 June 2015, which arrangements will be reviewed on a regular basis.**
- 2. That Mr Philip Ruck de delegated the powers of the post of Chief Executive set out in the Constitution.**

Mr Farrant was thanked for the work he had undertaken during his term of office as Chief Executive of Brentwood Borough Council.

17. Appointment of Electoral Registration Officer and Returning Officer

The Council must appoint a named individual to the roles of Electoral Registration Officer and Returning Officer.

Cllr Mrs McKinlay MOVED and Cllr Hirst SECONDED and it was RESOLVED UNANIMOUSLY:

- 1. That Philip Ruck be appointed as the Registration Officer under section 8 of the Representation of the People Act 1983.**

- 2. That Philip Ruck be appointed as the Returning Officer under section 35 of the Representation of the People Act 1983.**

18. Urgent Business

There were no items of urgent business.

The meeting ended at 21.20 hrs.

Minute 10 – Committees and Their Terms of Reference

The following Committees are established under all Council powers:-

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

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

CHAPTER 3 - POWERS AND DELEGATIONS

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

1. Matters Reserved to meetings of Council

1.1 Council

The Council is the ultimate decision making body of Brentwood Borough Council and the principal forum for major political debate. All 37 Councillors who have been elected to represent the borough attend the Council meeting.

The Council decides the overall objectives, major policies and financial strategies of the Council. It also considers recommendations from the Scrutiny and Regulatory Committees on issues of significance.

Through the Constitution, it delegates responsibility for carrying out many of the Borough Council's functions and policies to its committees. It also agrees the membership of the committees/sub-committees.

1.2 Functions of the Council

Only the Council will exercise the following functions:-

- (a) adopting and approving changes to the Constitution;
- (b) adopting and amending Contract Standing Orders and Financial Regulations;

- (c) agreeing and/or amending the terms of reference for committees and any joint committees, deciding on their composition chairmanship and making initial appointments to them;
- (d) appointing representatives to outside bodies and consultative groups unless the appointment has been delegated by the Council;
- (e) adopting and amending a members' allowances scheme under Chapter 6;
- (f) to elect the Leader and Deputy Leader of the Council;
- (g) to designate the Chairs and Vice Chairs of the Council;
- (h) adoption of the Code of Conduct for Members;
- (i) electoral and ceremonial matters relevant to the Council
- (j) changing the name of the area, conferring the title of honorary alderman or freedom of the borough;
- (k) setting the Council's Budget and Council Tax;
- (l) approving the making of a virement or payment from the Council's reserves for values exceeding £200,000;
- (m) approving of the Council's Corporate Plan;
- (n) approving or adopting the Council policies and strategies which form the policy framework;
- (o) making, amending, revoking, re-enacting or adopting bylaws and promoting or opposing the making of local legislation or personal Bills;
- (p) confirming the appointment or dismissal of the Head of Paid Service; Monitoring Officer; and Section 151 Officer;
- (q) to consider reports on cross cutting matters not expressly delegated to another committee;
- (r) all other matters which by law must be reserved to Council;

2. General Powers of Committees

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

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

- (a) To carry out the duties and powers of the Council within current legislation;
- (b) To comply with the Council's standing orders and financial regulations;

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

2.1 Policy, Finance and Resources Committee

1. The functions within the remit of the Policy, Finance and Resources Committee include all financial matters relating to the budget, (and for the avoidance of doubt, being the superior Committee on all such matters including capital, revenue and the Housing Revenue Account (HRA) except where the law otherwise requires), and, without prejudice to the generality of this, include the specific functions which are set out below.

Policy

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

Finance

- 1) Financial Services
- 2) Contracts, commissioning, procurement
- 3) Legal services
- 4) Health and safety at work (in so far as it relates to the Council as an employer)
- 5) Corporate communications and media protocols
- 6) Corporate and Democratic services
- 7) Member Development

- 8) Data quality
 - 9) Human resources
 - 10) Information Communication Technology
 - 11) Revenues and Benefits
 - 12) Customer Services
 - 13) Assets (strategically)
2. Overall responsibility for monitoring Council performance.
 3. To formulate and develop relevant corporate policy documents and strategies including the Corporate Plan.
 4. To formulate the budget proposals in accordance with the Budget and Policy Framework, including capital and revenue spending, and the Housing Revenue Account Business Plan (including rent setting for Council homes), in accordance with the Council's priorities and make recommendations to Council for approval.
 5. To formulate the Council's Borrowing and Investment Strategy and make recommendations to Council for approval.
 6. To take decisions on spending within the annual budget to ensure delivery of the Council's priorities.
 7. To approve the making of a virement or payment from the Council's reserves with a maximum value of £200,000.
 8. To approve the write-off of any outstanding debt owed to the council above the delegated limit of £5,000.
 9. To determine capital grant applications.
 10. To make recommendations on the allocation and use of resources to achieve the Council's priorities.
 11. To manage and monitor the Council approved budgets;
 12. To provide the lead on partnership working including the joint delivery of services.
 13. To consider any staffing matters that are not delegated to Officers, such as proposals that are not contained within existing budgetary provision.

14. To strategically manage any lands or property of the Council and provide strategic property advice relating to the Council's Housing Stock and without prejudice to the generality of this, to specifically undertake the following:-

The Council's Asset Management Plan

- (a) The acquisition and disposal of land and property and taking of leases, licenses, dedications and easements.
- (b) The granting variation renewal review management and termination of leases licenses dedications and easements
- (c) Promoting the use of Council owned assets by the local community and other interested parties.
- (d) To manage any lands or property of the Council;
- (e) To include properties within the Council's Asset Management Portfolio including Halls etc.
- (f) To take a strategic approach to asset management, ensuring that the use of all of the Council's Property assets achieves Value for Money and supports the achievement of the Council's corporate priorities.
- (g) To review the Corporate Asset Management Plan annually.
- (h) The acquisition of land in advance of requirements for the benefit, improvement or development of the Borough.
- (i) Disposal of land (including by lease) surplus to the requirements of any Panel or Committee.
- (j) Appropriation of land surplus to the requirements of a committee.
- (k) Promote the use of Council owned assets by the local community and other interested parties where appropriate
- (l) Property and asset management, including acquisitions and disposals not included in the approved Asset Management Plan.
- (m) To take a strategic approach to commercial activity, both existing and new, ensuring the Council realises revenue generation opportunities and supports the achievement of the Council's corporate priorities.
- (n) Promoting a culture of entrepreneurialism and building the required skills and capacity.
- (o) To consider, and approve, business cases and commercial business plans for commercial activity.

2.2 Economic Development Committee

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

1. To lead, consider and propose matters concerning the promotion of economic development throughout the Borough and the interface with countywide or regional economic development initiatives.
2. To promote and encourage enterprise and investment in the Borough in order to maintain and sustain the economic wellbeing and regeneration of the area.
3. To develop a climate where businesses and individuals can innovate, compete and contribute to the economic development and regeneration of the area; and excellence in local business.
4. To encourage the growth of existing businesses in the Borough and access to the skills and training necessary to support them.
5. To develop and deliver a Borough wide initiative on apprenticeships
6. To consider and determine matters relating to the promotion, maintenance and enhancement of the vitality and viability of shopping centres within the Borough.
7. To consult with the Chamber of Commerce, Federation of Small Businesses, residents and other interested third parties.
8. To maintain a special interest in promoting employment in the borough.
9. To promote and encourage tourism and heritage
10. Parking (off Street parking provision in Council owned/leased off-street parking places)
11. Crossrail

2.3 Environment and Housing Management Committee

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

- 1) Waste management, refuse collection and recycling
- 2) Environmental improvement schemes
- 3) The quality of the public realm, including street services and grounds maintenance
- 4) Highway matters that are the responsibility of the Borough Council (including highway closures under the Town Police Clauses Act 1847) and drainage
- 5) Public conveniences

- 6) Cemeteries and closed churchyards
- 7) Unlawful incursions
- 8) Affordable housing
- 9) Housing strategy and investment programme where the Policy, Finance and Resources Committee does not decide to exercise such functions as the superior Committee
- 10) The Housing Revenue Account Business Plan where the Policy, Finance and Resources Committee does not decide to exercise such functions as the superior Committee
- 11) Housing standards, homelessness, homelessness prevention and advice
- 12) Housing needs assessment
- 13) Housing benefit - welfare aspects
- 14) Private sector housing and administration of housing grants
- 15) Tenancy Management and landlord functions
- 16) To make recommendations to Finance and Resources on the setting of rents for Council homes.
- 17) Operational facilities management (including maintenance) of the Town Hall and the Depot

2.4 Community and Health Committee

1. The functions within the remit of the Community and Health Committee are set out below
 - 1) Community and Localism Initiatives including Assets of Community Value
 - 2) The Voluntary Sector and community partnerships
 - 3) Parish Council liaison
 - 4) Health and Wellbeing
 - 5) Grants to organisations/voluntary organisations.
 - 6) Parks, open spaces, countryside, allotments
 - 7) Environmental Health
 - 8) Environmental nuisance and pollution controls

- 9) Other miscellaneous powers enforced by Environmental Health
- 10) Food safety and health and safety
- 11) Community Safety and CCTV

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

2.5 Audit, Scrutiny and Transformation Committee

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

Audit Activity

- (a) To approve the Annual Internal Audit risk based plan of work.
- (b) To consider the Head of Internal Audit's annual report and opinion, and a summary of Internal Audit activity and the level of assurance it can give over the Council's corporate governance, risk management and internal control arrangements.
- (c) To consider regular progress reports from Internal Audit on agreed recommendations not implemented within a reasonable timescale.
- (d) To consider the External Auditor's annual letter, relevant reports, and the report to those charged with governance.
- (e) To comment on the scope and depth of external audit work and to ensure it gives value for money.
- (f) To consider the arrangements for the appointment of the Council's Internal and External Auditors.

Regulatory Framework

- 1) To maintain an overview of the Council's Constitution in respect of contract procedure rules, financial regulations and codes of conduct and behaviour.
- 2) To review any issue referred to it by a Statutory Officer of the Council or any Council body.
- 3) To monitor the effective development and operation of risk management and corporate governance in the Council.

- 4) To monitor Council policies and strategies on
Whistleblowing
Money Laundering
Anti-Fraud and Corruption
Insurance and Risk Management
Emergency Planning
Business Continuity
- 5) To monitor the corporate complaints process.
- 6) To consider the Council's arrangements for corporate governance and agreeing necessary actions to ensure compliance with best practice.
- 7) To consider the Council's compliance with its own and other published standards and controls.

Accounts

- 1) To review the annual statement of accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council.
- 2) To review the Council's Annual Governance Statement.
- 3) To consider the External Auditor's report to those charged with governance on issues arising from the audit of the accounts.

Scrutiny

- 1) To prepare the annual overview and scrutiny work programme taking into account items put forward by members and the Corporate Leadership Board ensuring that such items relate to the Council's functions and corporate priorities.
- 2) To propose 'place based' or local scrutiny for issues where a local investigative approach with a range of people or organisations is an appropriate way forward.
- 3) To manage scrutiny resources efficiently and effectively so that the outcomes of scrutiny are likely to lead to real improvements for the people of Brentwood.
- 4) To establish working groups (in line with agreed protocols) to undertake the work programme, including setting their terms of reference, the reporting arrangements, and to co-ordinate and review the work of the working groups.
- 5) To receive reports and other evidence from organisations, individuals and partnerships which the committee or working groups considers relevant to their work.
- 6) To review and/or scrutinise decisions made, or other action taken, in connection with the discharge of any functions of the Local Authority.
- 7) To deal with those issues raised through the 'Councillor Call for Action' scheme in line with agreed protocols and procedures.

- 8) To make reports or recommendations to the Local Authority, any committee or sub-committee of the Local Authority, any officer of the Local Authority, or any joint committee on which the Local Authority is represented or any sub-committee of such a committee, with respect to the discharge of any functions of the Local Authority
- 9) To review matters of local community concern including partnerships and services provided by 'other' organisations such as the National Health Service and Essex County Council.
- 10) To make reports or recommendations to the Local Authority, any committee or sub-committee of the Local Authority, any officer of the Local Authority, or any joint committee on which the Local Authority is represented or any sub-committee of such a committee, on matters which affect the Borough of Brentwood or the inhabitants of the Borough of Brentwood.
- 11) To review and/or scrutinise decisions made, or other action taken, in connection with the discharge by the responsible authorities of their crime and disorder functions
- 12) To make reports or recommendations to the Local Authority with respect to the discharge by the responsible authorities of their crime and disorder functions
- 13) To be responsible for scrutiny of the Council's strategic and budgetary framework and its implementation.
- 14) To report annually to Council on the progress of the work programme and to make relevant recommendations.

Transformation

To review and facilitate the transformation of delivery of services.

2.6 Planning and Licensing Committee

Planning

- (a) Town and Country Planning Act 1990 and any related legislation including:-
 - (i) determination of planning applications;
 - (ii) enforcement of planning control;
 - (iii) waste land notices, purchase notices, etc.
- (b) Listed Buildings and Conservation Areas Act 1990
 - (i) determination of applications for Listed Buildings and Conservation Area consent;
 - (ii) enforcement of Listed Building and Conservation Area legislation.

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

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

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

Licensing

- (a) Except in relation to the statement of Licensing Policy, to discharge all functions conferred upon the council as licensing authority under the Licensing Act 2003.
- (b) Except in relation to the statement of Licensing Policy, to discharge all functions conferred upon the council as licensing authority under the Gambling Act 2005.
- (c) To determine all fees and charges relevant to matters disposed by the Planning and Licensing Committee.
- (d) To exercise all other functions relating to licensing and registration including
 - i. Trading Requirements
 - ii. All functions relating to hackney carriage drivers and vehicles and private hire drivers vehicles and operators
 - iii. Animal Welfare and Security
 - iv. Skin Piercing, Acupuncture, Electrolysis and Tattooing

- v. Sex establishments (including Sex Entertainment Venues (SEV))
 - vi. Pavement Permits
 - vii. Charitable Collections
 - viii. Camping, Caravan Sites and Mobile Homes
 - ix. Scrap Metal
 - x. Game Dealers
- (e) Any other matters relating to licensing as may be referred to the committee for consideration.
- (f) To hear and determine licensing applications and appeals where objections and /or representations have been received in relation to any of the above functions.
- (g) To manage and monitor the budgets in respect of licensing and vehicle licensing

2.7 Licensing Sub-Committees

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

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

Licensing Act 2003 and Gambling Act 2005

- (a) Determination of any application type where a representation has been received in accordance with the legislation
- (b) Determination of applications for review or expedited review

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

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

Scrap Metal Dealing

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

Street Collections and House to House Collections

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

Licensing of sex establishments

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

Street Trading

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

Acupuncture, Tattooing, Skin and Ear Piercing and Electrolysis

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

Animal Welfare and Security, except for the following:

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

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

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

Mobile Homes

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

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

- (a) To appoint the following designated officers:

Head of Paid Service
Section 151 Finance Officer
Monitoring Officer

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

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

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

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

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

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

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

Extract from Part 4.1 – Council Procedure Rules

18. **Size**

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

* These committees meet on demand.

20. **Appointments and Substitutes**

- 20.1 Following Annual Council, the Chief Executive on the nomination of Group Leaders, or in their absence, Deputy Group Leaders, appoints and removes members of committees and sub-committees.

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

Minute 11 – Political Balance, Allocation of Committee Seats and Committee Appointments

**Brentwood Borough Council
POLITICAL BALANCE – 20 May 2015**

APPENDIX A

The Political Balance of the Council is:

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

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

PROPOSAL:

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

| | | | | | | | | | |
|----------|---|---|---|---|---|----|---|---|-----------|
| NON- AL. | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 2 |
| | 9 | 9 | 9 | 9 | 9 | 12 | 9 | 9 | 75 |

*AS&TC denotes Audit, Scrutiny and Transformation Committee

**C & HC denotes Community & Health Committee

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

****EDC denotes Economic Development Committee

+ E & HMC denotes Environment & Housing Management Committee

++ P & LC denotes Planning and Licensing Committee

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

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

Section 15 (5) principles

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

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

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

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

APPENDIX B COMBINED WITH APPENDIX C

APPROVED SEAT ALLOCATIONS & APPOINTMENTS

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

| Audit, Scrutiny & Transformation Committee (9) | Conservative (5) | Liberal Democrat (3) | Labour (1) | Non-Aligned (0) |
|--|----------------------|-----------------------|----------------------|-----------------|
| Chair*: | Cllr John Kerslake* | Cllr Graeme Clark | Cllr Gareth Barrett | |
| Vice-Chair**: | Cllr Sheila Murphy** | Cllr David Kendall | | |
| | Cllr Noelle Hones | Cllr Philip Mynott | | |
| | Cllr Mellissa Slade | | | |
| | Cllr Will Trump | | | |
| | | | | |
| Approved Substitute: | Cllr Roger McCheyne | Cllr Karen Chilvers | Cllr Julie Morrissey | |
| Approved Substitute: | Cllr Mark Reed | Cllr Joanne Squirrell | | |
| Approved Substitute: | Cllr Tony Sleep | | | |
| Approved Substitute: | Cllr Andy Wiles | | | |

| Community & Health Committee (9) | Conservative (6) | Liberal Democrat (3) | Labour (0) | Non-Aligned (0) |
|----------------------------------|-----------------------|----------------------|------------|-----------------|
| Chair*: | Cllr William Russell* | Cllr Karen Chilvers | | |
| Vice-Chair** | Cllr Olivia Sanders** | Cllr Vicky Davies | | |
| | Cllr Ann Coe | Cllr Jill Hubbard | | |
| | Cllr Paul Faragher | | | |
| | Cllr Cliff Poppy | | | |
| | Cllr Andy Wiles | | | |
| | | | | |
| Approved Substitute: | Cllr Chris Hossack | Cllr Ross Carter | | |
| Approved Substitute: | Cllr John Kerslake | Cllr John Newberry | | |
| Approved Substitute: | Cllr Sheila Murphy | | | |
| Approved Substitute: | Cllr Louise Rowlands | | | |

| Dismissal Appeals Committee (9) | Conservative (5) | Liberal Democrat (3) | Labour (0) | Non-Aligned (1) |
|---------------------------------|----------------------|-----------------------|------------|-------------------|
| Chair: | Cllr Louise McKinlay | Cllr Karen Chilvers | | Cllr Roger Keeble |
| Vice-Chair: | Cllr Roger Hirst | Cllr Liz Cohen | | |
| | Cllr John Kerslake | Cllr Joanne Squirrell | | |
| | Cllr Roger McCheyne | | | |
| | Cllr Keith Parker | | | |
| | | | | |
| Approved Substitute: | Cllr Paul Faragher | Cllr Barry Aspinell | | TBA |
| Approved Substitute: | Cllr Chris Hossack | Cllr Graeme Clark | | |
| Approved Substitute: | Cllr Will Russell | | | |
| Approved Substitute: | Cllr Tony Sleep | | | |

| Economic Development Committee (9) | Conservative (6) | Liberal Democrat (3) | Labour (0) | Non-Aligned (0) |
|------------------------------------|------------------------|-----------------------|------------|-----------------|
| Chair*: | Cllr Keith Parker* | Cllr David Kendall | | |
| Vice-Chair**: | Cllr Louise Rowlands** | Cllr Philip Mynott | | |
| | Cllr Jon Cloke | Cllr John Newberry | | |
| | Cllr Olivia Sanders | | | |
| | Cllr Mellissa Slade | | | |
| | Cllr David Tee | | | |
| | | | | |
| Approved Substitute: | Cllr Paul Barrell | Cllr Graeme Clark | | |
| Approved Substitute: | Cllr Paul Faragher | Cllr Joanne Squirrell | | |
| Approved Substitute: | Cllr Sheila Murphy | | | |
| Approved Substitute: | Cllr Andy Wiles | | | |

| Environment & Housing Management Committee (9) | Conservative (6) | Liberal Democrat (3) | Labour (0) | Non-Aligned (0) |
|--|-----------------------|-----------------------|------------|-----------------|
| Chair*: | Cllr Chris Hossack* | Cllr Vicky Davies | | |
| Vice-Chair**: | Cllr Clifford Poppy** | Cllr Jill Hubbard | | |
| | Cllr Ann Coe | Cllr Joanne Squirrell | | |
| | Cllr Madeline Henwood | | | |
| | Cllr Louise Rowlands | | | |
| | Cllr Tony Sleep | | | |
| | | | | |
| Approved Substitute: | Cllr Paul Barrell | Cllr Ross Carter | | |
| Approved Substitute: | Cllr Jon Cloke | Cllr John Newberry | | |
| Approved Substitute: | Cllr Olivia Sanders | | | |
| Approved Substitute: | Cllr Mellissa Slade | | | |

| Planning & Licensing Committee (12) | Conservative (7) | Liberal Democrat (3) | Labour (1) | Non-Aligned (1) |
|-------------------------------------|----------------------|----------------------|----------------------|-------------------|
| Chair*: | Cllr Roger McCheyne* | Cllr Ross Carter | Cllr Julie Morrissey | Cllr Roger Keeble |
| Vice-Chair**: | Cllr William Trump** | Cllr Philip Mynott | | |
| | Cllr Paul Barrell | Cllr John Newberry | | |
| | Cllr Jon Cloke | | | |
| | Cllr Sheila Murphy | | | |
| | Cllr Mark Reed | | | |
| | Cllr David Tee | | | |
| | | | | |
| Approved Substitute: | Cllr Ann Coe | Cllr Karen Chilvers | Cllr Gareth Barrett | TBA |
| Approved Substitute: | Cllr Cliff Poppy | Cllr Jill Hubbard | | |
| Approved Substitute: | Cllr Louise Rowlands | | | |
| Approved Substitute: | Cllr Andy Wiles | | | |

| Policy, Finance & Resources Committee (9) | Conservative (6) | Liberal Democrat (2) | Labour (1) | Non-Aligned (0) |
|---|-----------------------|----------------------|----------------------|-----------------|
| Chair*: | Cllr Louise McKinlay* | Cllr Barry Aspinell | Cllr Gareth Barrett | |
| Vice-Chair**: | Cllr Roger Hirst** | Cllr Graeme Clark | | |
| | Cllr Paul Faragher | | | |
| | Cllr Chris Hossack | | | |
| | Cllr Keith Parker | | | |
| | Cllr Will Russell | | | |
| | | | | |
| Approved Substitute: | Cllr Roger McCheyne | Cllr David Kendall | Cllr Julie Morrissey | |
| Approved Substitute: | Cllr Cliff Poppy | Cllr Philip Mynott | | |
| Approved Substitute: | Cllr Tony Sleep | | | |
| Approved Substitute: | Cllr Will Trump | | | |

| Staff Committee (9) | Appointments | Conservative (6) | Liberal Democrat (2) | Labour (1) | Non-Aligned (0) |
|----------------------|---------------|-----------------------|----------------------|----------------------|-----------------|
| | Chair*: | Cllr Louise McKinlay* | Cllr Barry Aspinell | Cllr Julie Morrissey | |
| | Vice-Chair**: | Cllr Roger Hirst | Cllr Philip Mynott | | |
| | | Cllr John Kerslake | | | |
| | | Cllr Roger McCheyne | | | |
| | | Cllr Keith Parker | | | |
| | | Cllr Paul Faragher | | | |
| | | | | | |
| Approved Substitute: | | Cllr Chris Hossack | Cllr Graeme Clark | Cllr Gareth Barrett | |
| Approved Substitute: | | Cllr Louise Rowlands | Cllr David Kendall | | |
| Approved Substitute: | | Cllr Will Russell | | | |
| Approved Substitute: | | Cllr Tony Sleep | | | |

Minute 12 – Calendar of Meetings

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

Minute 13 - Outside Organisations

| Organisation | Council Representatives for 2015/16 |
|--|--|
| Active Brentwood | Cllr Trump |
| Brentwood Access Group | Cllr Cloke |
| Brentwood and District Age Concern | Cllr Henwood Cllr Newberry (LD) |
| Brentwood Arts Council | Cllr. Mynott (LD) |
| Brentwood Community Print | Cllr Tee Cllr Barrell |
| Brentwood Community Safety Partnership | Cllr Russell |
| Brentwood Community Transport | Cllr Parker |
| Brentwood Council for Voluntary Service | Cllr Tee Cllr Poppy |
| Brentwood Cricket Club | Cllr Faragher |
| Brentwood Football Club Management Committee | Cllr Russell Cllr Wiles Cllr Aspinell (LD) |
| Brentwood For Growth | Cllr Parker Cllr Rowlands Cllr Kendall (LD) |
| Brentwood Leisure Trust | Cllr Rowlands Cllr Sanders |
| Brentwood MIND | Cllr Newberry (LD) |
| Brentwood Nighttime Action Group | Cllr Russell Cllr Slade Cllr Wiles Cllr Barrett (Lab) |
| Brentwood Renaissance Group | Cllr Parker Cllr Rowlands Cllr Barrell Cllr Kendall (LD) Cllr Barrett (Lab) |
| Brentwood Rugby Club Pavilion Management Committee | Cllr Barrell Cllr Parker Cllr Wiles |
| Brentwood Theatre Trust | Cllr Faragher Cllr Slade |
| Brentwood/Landkreis Roth Town Twinning Association | Cllr Barrett Cllr Reed (Mayor - President) Cllr Coe Cllr Hones (Deputy Mayor – Vice President) TBA (LD) |

| | |
|--|---|
| Brentwood/Montbazon Town Twinning Association | Cllr Coe Cllr Reed (Mayor – President) Cllr Hones (Deputy Mayor – Vice President) Cllr Trump Cllr Murphy Cllr Davies (LD) |
| Campaign to Protect Rural Essex – Advisory Council | Cllr Murphy Cllr Poppy |
| Citizens Advice Bureau | Cllr Henwood Graeme Clark (LD) |
| Conservators of Shenfield Common | Cllr Wiles Cllr Barrell Cllr Morrissey (Lab) |
| Crossroads Care | Cllr Poppy |
| East and West Horndon Village Hall | Cllr Murphy |
| ECC Local Highways Panel | Cllr Tee Cllr Cloke Cllr Parker Cllr Squirrel (LD) Cllr Chilvers (LD) |
| Essex Community Foundation | Cllr Hirst |
| Essex Police and Crime Panel | Cllr Russell |
| Hartwood Golf Club | Cllr Faragher Cllr Sleep |
| Headley Common Trustees | Cllr Tee Cllr Barrell |
| Health and Safety Committee | Cllr Kerlake |
| Health and Wellbeing Board | Cllr Davies (LD) Cllr Sanders |
| Herongate Village Hall Management Committee | Cllr Murphy |
| Howard Memorial Trust | Cllr Murphy |
| Hutton Charities | Cllr Hirst Cllr Kerlake |
| IAA Member Working Group | Cllr Poppy |
| Local Government Association | Cllr McKinlay (Leader of the Council) |
| Mental Health Champion | Cllr Sanders |
| SNAP | Cllr Tee |
| South Essex Parking Partnership Representative | Cllr Cloke |
| South Weald Parish Hall Management Committee | Cllr Coe Cllr Russell |
| South West Essex Children's | Cllr Hubbard (LD) |

| | |
|----------------------------------|--|
| Commissioning and Delivery Board | |
| Taxi Trade Consultative Group | Cllr McCheyne Cllr Trump Cllr Newberry |
| Tenant's Talkback | Cllr Hossack (Chair of relevant committee) Cllr Poppy (Vice Chair of relevant committee) Cllr Mrs Davies (Opposition Spokesperson) |
| Three Arch Bridge Community Hall | Cllr Wiles Cllr Morrissey (Lab) |
| Youth Strategy Group | Cllr Sanders |