



## Minutes

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### Annual Council Wednesday, 18th May, 2016

#### Attendance

Cllr Reed (Mayor)	Cllr Mrs Murphy
Cllr Mrs Honess (Deputy Mayor)	Cllr Mynott
Cllr Aspinell	Cllr Newberry
Cllr Barrell	Cllr Parker
Cllr Barrett	Cllr Poppy
Cllr Chilvers	Cllr Mrs Pound
Cllr Cloke	Cllr Ms Rowlands
Cllr Mrs Coe	Cllr Russell
Cllr Mrs Davies	Cllr Ms Sanders
Cllr Faragher	Cllr Mrs Slade
Cllr Mrs Fulcher	Cllr Mrs Squirrell
Cllr Hirst	Cllr Trump
Cllr Hossack	Cllr Wiles
Cllr Mrs Hubbard	Cllr Bridge
Cllr Keeble	Cllr Clarke
Cllr Kendall	Cllr Middlehurst
Cllr Kerlake	Cllr Pound
Cllr McCheyne	Cllr Tumbridge
Cllr Mrs McKinlay	
Cllr Morrissey	

#### Apologies

Cllr Mrs Squirrell

#### Substitute Present

#### Officers Present

Helen Gregory	- Interim Head of Housing
Philip Ruck	- Chief Executive
Jean Sharp	- Governance and Member Support Officer
Steve Summers	- Group Manager in house services
Philip Drane	- Planning Policy Team Leader
Leona Murray-Green	- Senior Communications Officer
Chris Leslie	- Finance Director
Claire Mayhew	- Governance and Member Support Officer
Karen O'Shea	- Governance and Member Support Officer

Ramesh Prashar - Financial Services Manager  
Dawn Taylor - Business Support Services Manager  
Daniel Toohey - Monitoring Officer

## 1. Apologies for Absence

Apologies for absence were received from Cllr Mrs Squirrell, the Rt Hon Eric Pickles MP, Freewoman Jane Bennett, Freeman John Wyndham and Nick Alston, representing the 124 Essex Transport Squadron.

## 2. Mayor's Announcements

The Mayor congratulated and welcomed the five newly elected Councillors, Cllrs Bridge, Clarke, Mrs Fulcher, Mrs Middlehurst and Tumbridge and paid tribute to the five Members who had stood down. He also congratulated those Members who had been re-elected and recounted the final events of his Mayor Year.

He presented cheques to his chosen charities – SNAP, Brentwood Philharmonic Orchestra and Brentwood Skatepark Association – and was delighted to announce that over £9,700 had been raised for these very worthwhile causes.

## 3. Election of Mayor for the Municipal Year 2016/17

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

Cllr Mrs McKinlay **MOVED** and Cllr Russell **SECONDED** that Cllr Mrs Noelle Hones should be Mayor and it was

**RESOLVED UNANIMOUSLY** that  
**Cllr Mrs Hones be installed as Mayor for the Municipal Year 2016/17.**

## 4. Appointment of a Deputy Mayor for the Municipal Year 2016/17

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

Cllr Kerslake **MOVED** and Cllr Mrs Hones **SECONDED** that Cllr Will Russell be appointed Deputy Mayor and it was

**RESOLVED UNANIMOUSLY** that  
**Cllr Russell be appointed as Deputy Mayor for the Municipal Year 2016/17.**

## 5. Declarations of Interest from Members and Officers

No declarations of interest were received.

## **6. Brentwood Borough Council Elections**

Members were advised of the results of the Brentwood Borough Council Elections which took place on 5 May 2016.

## **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. All the newly elected Members had joined a political group.

## **8. Election of the Leader and Deputy Leader of the Council**

Annual Council designated a Leader and Deputy Leader of the Council.

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

Cllr Kerslake **MOVED** and Cllr Trump **SECONDED** that Cllr Mrs McKinlay be designated as Leader of the Council and it was

**RESOLVED UNANIMOUSLY** that  
**Cllr Mrs McKinlay be designated Leader of the Council.**

Cllr Mrs McKinlay **MOVED** and Cllr Faragher **SECONDED** that Cllr John Kerslake be designated as Deputy Leader of the Council and it was

**RESOLVED UNANIMOUSLY** that  
**Cllr Kerslake be designated Deputy Leader of the Council.**

## **9. Leader's Statement**

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

## **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 Kerslake **SECONDED** the recommendations in the report and following a discussion a vote was taken on a show of hands and it was

## **RESOLVED**

- 1. That the Committees listed in Appendix A be appointed for the Municipal Year 2016/17.**
- 2. That the size of the Committees listed in Appendix A be agreed.**
- 3. That the Terms of Reference of the Committees listed in Appendix A be agreed.**
- 4. That the Council's Monitoring Officer be authorised to make the necessary changes to the Constitution.**

*For clarity Appendix A is appended to these minutes.*

### **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) appoint Chairs and Vice-chairs of Committees

Cllr Mrs McKinlay **MOVED** and Cllr Kerslake **SECONDED** the recommendations in the report and it was

## **RESOLVED**

- 1. That the allocation of seats as set out in Appendix A be approved;**
- 2. That the nominations from the political groups to Committees as set out in Appendix B be approved;**
- 3. That the Chairs and Vice-Chairs of Committees as set out in Appendix C be appointed.**

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

### **12. Appointment of Independent Persons for Purpose of the Localism Act 2011**

Members were reminded that the Localism Act 2011 required all principal authorities to have arrangements in place to consider allegations of breaches of the Councillors Code of Conduct for that authority and the Code of Conduct

for its associated parish councils and to make decisions on those allegations. In doing so, an authority must take account of the views of an Independent Person appointed by the authority under the Localism Act. The report before Members related to a proposal that Brentwood Borough Council confirmed the appointment of three Independent Persons to comply with the statutory requirements of the Localism Act 2011.

Cllr Mrs McKinlay **MOVED** and Cllr Aspinell **SECONDED** the recommendations in the report and following a discussion a vote was taken on a show of hands and it was

### **RESOLVED UNANIMOUSLY**

- 1. To confirm the appointment of Mr John Boylin, Mr Mike Hawkins and Mr Steve Marsh as the three Independent Persons to comply with the statutory requirements of Section 28(7) of the Localism Act 2011 for a period terminating post the first Council after municipal elections 2018.**
- 2. That a Brentwood Borough Council Independent Person be paid an annual allowance of £500 calculated on a pro-rata 12 monthly basis.**

### **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.

Appendix A had been published in the Supplementary Agenda which showed the proposed nominations for each organization and an updated version of Appendix A was tabled for Members' information. This revised list included three organizations where more nominations had been made than there were positions available and a vote was taken to determine the representatives.

Cllr Mrs McKinlay **MOVED** and Cllr Kerslake **SECONDED** that the list of proposed representatives be approved en bloc except for those where a vote was to be taken.

The relevant organizations were:

Brentwood Community Print (2 representatives): Proposed representatives were Cllr Mrs Pound, Cllr Barrell and Cllr Mrs Hubbard and following a vote on

a show of hands, Cllrs Mrs Pound and Barrell were to be the proposed representatives.

Citizens Advice Bureau (2 representatives): Proposed representatives were Cllr Tumbridge, Cllr Barrell, Cllr Chilvers and Cllr Mrs Fulcher and following a vote on a show of hands, Cllrs Tumbridge and Barrell were to be the proposed representatives.

SNAP (1 representative): Proposed representatives were Cllr Reed and Cllr Mrs Hubbard and following a vote on a show of hands, Cllr Reed would be the proposed representative.

Further to a discussion, Cllr Mrs McKinlay proposed that there should be an additional Liberal Democrat representative for the Brentwood Nighttime Action Group, the name of the representative to be decided after Annual Council.

A vote was taken on a show of hands and this course of action was approved unanimously.

Cllr Mrs McKinlay **MOVED** and Cllr Kerslake **SECONDED** the recommendation in the report. During the discussion Members acknowledged that a review of the Council's representation on outside organizations would be beneficial. Following a vote taken on a show of hands it was

#### **RESOLVED**

**That the list of outside bodies and nominated representatives for 2016/17 published as Appendix A and updated at the meeting be approved.**

*For clarity the definitive list is appended to these minutes.*

#### **14. Members Allowances 2016-2017**

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 2016/17 municipal year. Their report was before Members.

Cllr Mrs McKinlay **MOVED** Cllr Kerslake **SECONDED** the recommendations in the report and following a discussion and a vote taken on a show of hands it was

#### **RESOLVED**

- 1. That the report of the independent Remuneration Panel at Appendix A be noted.**
- 2. That the Members' Allowances at Appendix B be agreed.**

**15. Committee Calendar for 2016-2017**

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** and Cllr Kerslake **SECONDED** the recommendation in the report and it was

**RESOLVED UNANIMOUSLY**

**That the Calendar of meetings for 2016/17 in Appendix A be approved.**

*For clarity the Calendar of Meetings is appended to these minutes.*

**16. Pay Policy**

Council was requested to agree the Pay Policy 2016/17 as attached at Appendix A in accordance with Section 38(1) of the Localism Act 2011.

Cllr Mrs McKinlay **MOVED** and Cllr Kerslake **SECONDED** the recommendation in the report and following a vote taken on a show of hands it was

**RESOLVED UNANIMOUSLY**

**That the 2016/17 Pay Policy Statement as set out in Appendix A is agreed.**

**17. Urgent Business**

There were no items of urgent business.

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The meeting ended at 9.20pm

**18. Appendices - Committees and their Terms of Reference; Political Balance, Allocation of Committee Seats and Committee Appointments; Appointments of Representatives on Outside Organisations; Committee Calendar for 2016/17**





The following Committees are established under all Council powers:-

- (1) Audit and Scrutiny Committee – 9 Members of the Council
- (2) Community, Health and Leisure Committee – 9 Members of the Council
- (3) Dismissal Appeals Committee – 9 Members of the Council
- (4) Environment and Housing Management Committee – 9 Members of the Council
- (5) Planning and Licensing Committee – 12 Members of the Council
- (6) Policy, Finance and Resources Committee – 9 Members of the Council
- (7) Staff Appointments Committee – 9 Members of the Council
- (8) 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.

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

#### Economic Development

- (a) To lead, consider and propose matters concerning the promotion of economic development throughout the Borough and the interface with countywide or regional economic development initiatives.
- (b) To promote and encourage enterprise and investment in the Borough in order to maintain and sustain the economic wellbeing and regeneration of the area.

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

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

#### Transformation

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

## **2.2 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

### **2.3 Community, Health and Leisure Committee**

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

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

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

## **2.4 Audit, and Scrutiny Committee**

The Audit and Scrutiny 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.

## **2.5 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 polices 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.

## **2.6 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.

**2.7 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.

**2.8 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.

**2.9 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

<b>Committee</b>	<b>Membership</b>	<b>Quorum</b>
Policy, Finance and Resources	9	3
Environment and Housing Management	9	3
Community, Health and Leisure	9	3
Planning and Licensing	12	4
Audit and Scrutiny	9	3
Staff Appointments*	9	3
Dismissal Appeals *	9	3

\* These committees meet on demand.

### 20. Appointments and Substitutes

- 20.1 Following Annual Council, the Head of Paid Services 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.

## Brentwood Borough Council POLITICAL BALANCE – 18 May 2016

The Political Balance of the Council is:

POLITICAL GROUP	NO. OF MEMBERS	%
CONSERVATIVE	24 =	64.864
LIBERAL DEMOCRATS	10 =	27.027
LABOUR	2 =	5.405
NON- ALIGNED	1 =	2.702
<b>TOTALS</b>	<b>37</b>	<b>100</b>

POLITICAL GROUP	NO. OF MEMBERS	NO. OF SEATS ON ORDINARY COMMITTEES
CONSERVATIVE	24	43 (42.810)
LIBERAL DEMOCRATS	10	18 (17.837)
LABOUR	2	3 (3.567)
NON- ALIGNED	1	2 (1.783)
		<b>66</b>

PROPOSAL:

	A & SC*	C, H & LC**	DAC***	E&HMC +	P & LC++	P,F&R#	SAC~	TOTAL
	(9)	(9)	(9)	(9)	(12)	(9)	(9)	66
CON	6	6	6	6	7	6	6	43
LIB DEM	2	3	3	3	3	2	2	18
LAB	-	-	-	-	1	1	1	3
NON- AL.	1	-	-	-	1	-	-	2
	9	9	9	9	12	9	9	66

\*A & SC denotes Audit and Scrutiny Committee

\*\*C, H & LC denotes Community, Health and Leisure Committee

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

+ 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.

**NOMINATIONS TO 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 and Scrutiny Committee (9)	Conservative (6)	Liberal Democrat (2)	Labour (0)	Non-Aligned (1)
Chair*:	Cllr Jan Pound	Cllr Karen Chilvers		Cllr Roger Keeble
Vice-Chair**:	Cllr Mark Reed	Cllr Alison Fulcher		
	Cllr Roger Hirst			
	Cllr Noelle Hones			
	Cllr Thomas Bridge			
	Cllr Sheila Murphy			
Approved Substitute:	Cllr Jon Cloke	Cllr Joanne Squirrell		Cllr Mrs Davies
Approved Substitute:	Cllr Aimi Middlehurst			
Approved Substitute:	Cllr Cliff Poppy			
Approved Substitute:	Cllr James Tumbridge			

<b>Community, Health &amp; Leisure Committee (9)</b>	Conservative (6)	Liberal Democrat (3)	Labour (0)	Non-Aligned (0)
Chair*:	Cllr Keith Parker	Cllr Vicky Davies		
Vice-Chair**	Cllr Olivia Sanders	Cllr Jill Hubbard		
	Cllr Mark Reed	Cllr Nigel Clarke		
	Cllr Mellissa Slade			
	Cllr Will Trump			
	Cllr Andy Wiles			
Approved Substitute:	Cllr Paul Barrell	Cllr Alison Fulcher		
Approved Substitute:	Cllr Aimi Middlehurst	Cllr Joanne Squirrell		
Approved Substitute:	Cllr Cliff Poppy			
Approved Substitute:	Cllr Will Russell			

<b>Dismissal Appeals Committee (9)</b>	Conservative (6)	Liberal Democrat (3)	Labour (0)	Non-Aligned (0)
Chair:	Cllr Louise McKinlay	Cllr Barry Aspinell		
Vice-Chair:	Cllr John Kerslake	Cllr Karen Chilvers		
	Cllr Paul Faragher	Cllr David Kendall		
	Cllr Chris Hossack			
	Cllr Keith Parker			
	Cllr Jan Pound			
Approved Substitute:	Cllr Cliff Poppy	Cllr Philip Mynott		
Approved Substitute:	Cllr Mark Reed	Cllr John Newberry		
Approved Substitute:	Cllr Louise Rowlands			
Approved Substitute:	Cllr Olivia Sanders			

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<b>Environment &amp; Housing Management Committee (9)</b>	Conservative (6)	Liberal Democrat (3)	Labour (0)	Non-Aligned (0)
Chair*:	Cllr Chris Hossack	Cllr Vicky Davies		
Vice-Chair**:	Cllr Cliff Poppy	Cllr Joanne Squirrell		
	Cllr Jon Cloke	Cllr Alison Fulcher		
	Cllr Ann Coe			
	Cllr Will Russell			
	Cllr James Tumbridge			
Approved Substitute:	Cllr Paul Barrell	Cllr David Kendall		
Approved Substitute:	Cllr Paul Faragher	Cllr Jill Hubbard		
Approved Substitute:	Cllr Sheila Murphy			
Approved Substitute:	Cllr Olivia Sanders			

<b>Planning &amp; Licensing Committee</b> (12)	Conservative (7)	Liberal Democrat (3)	Labour (1)	Non-Aligned (1)
Chair*:	Cllr Roger McCheyne	Cllr Philip Mynott	Cllr Julie Morrissey	Cllr Keeble
Vice-Chair**:	Cllr Louise Rowlands	Cllr John Newberry		
	Cllr Paul Barrell	Cllr Jill Hubbard		
	Cllr Thomas Bridge			
	Cllr Paul Faragher			
	Cllr Aimi Middlehurst			
	Cllr Sheila Murphy			
Approved Substitute:	Cllr Ann Coe	Cllr Vicky Davies	Cllr Gareth Barrett	Cllr Kendall
Approved Substitute:	Cllr Will Russell	Cllr Nigel Clarke		
Approved Substitute:	Cllr James Tumbridge			
Approved Substitute:	Cllr Andy Wiles			

Approved Substitute:

<b>Policy, Finance &amp; Resources Committee (9)</b>	Conservative (6)	Liberal Democrat (2)	Labour (1)	Non-Aligned (0)
Chair*:	Cllr Louise McKinlay	Cllr David Kendall	Cllr Gareth Barrett	
Vice-Chair**:	Cllr John Kerslake	Cllr Philip Mynott		
	Cllr Paul Faragher			
	Cllr Chris Hossack			
	Cllr Roger McCheyne			
	Cllr Keith Parker			
Approved Substitute:	Cllr Louise Rowlands	Cllr Barry Aspinell	Cllr Julie Morrissey	
Approved Substitute:	Cllr Olivia Sanders			
Approved Substitute:	Cllr Will Trump			
Approved Substitute:	Cllr Andy Wiles			

<b>Staff Appointments Committee (9)</b>	Conservative (6)	Liberal Democrat (2)	Labour (1)	Non-Aligned ( )
Chair*:	Cllr Louise McKinlay	Cllr Barry Aspinell	Cllr Gareth Barrett	
Vice-Chair**:	Cllr John Kerslake	Cllr Philip Mynott		
	Cllr Paul Faragher			
	Cllr Chris Hossack			
	Cllr Keith Parker			
	Cllr Jan Pound			
Approved Substitute:	Cllr Cliff Poppy	Cllr Karen Chilvers	Cllr Julie Morrissey	
Approved Substitute:	Cllr Mark Reed			
Approved Substitute:	Cllr Louise Rowlands			
Approved Substitute:	Cllr Olivia Sanders			



**Appointments to Outside Organisations - Appendix A revised**

<b>Organisation</b>	<b>Council Representatives for 2015/16</b>	<b>Council representatives for 2016/17</b>
Active Brentwood	Cllr Trump	Cllr Trump
Armed Forces Covenant Champion		Cllr Wiles
Brentwood Access Group	Cllr Cloke	Cllr Cloke
Brentwood and District Age Concern	<del>Cllr Henwood</del> Cllr Newberry (LD)	Cllr Ms Sanders Cllr Newberry (LD)
Brentwood Arts Council	Cllr. Mynott ( LD)	Cllr Mynott (LD)
Brentwood Community Print	<del>Cllr Tee</del> Cllr Barrell	Cllr Mrs Pound Cllr Barrell
Brentwood Community Safety Partnership	<del>Cllr Russell</del>	Cllr Parker
Brentwood Community Transport	Cllr Parker	Cllr Parker
Brentwood Council for Voluntary Service	<del>Cllr Tee</del> Cllr Poppy	Cllr Reed Cllr Poppy
Brentwood Cricket Club	<del>Cllr Faragher</del>	Cllr Russell
Brentwood Football Club Management Committee	Cllr Russell Cllr Wiles <del>Cllr Aspinell ( LD)</del>	Cllr Russell Cllr Wiles Cllr Bridge
Brentwood For Growth	<del>Cllr Parker</del> Cllr Rowlands Cllr Kendall ( LD)	Cllr Mrs McKinlay Cllr Kerlake Cllr Kendall (LD)
Brentwood Leisure Trust	Cllr Rowlands <del>Cllr Sanders</del>	Cllr Rowlands Cllr Parker
Brentwood MIND	Cllr Newberry ( LD)	Cllr Newberry (LD)
Brentwood Nighttime Action Group	Cllr Russell Cllr Slade Cllr Wiles Cllr Barrett ( Lab)	Cllr Russell Cllr Mrs Slade Cllr Wiles Cllr Barrett (Lab) TBC (LD)

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Brentwood Renaissance Group	<del>Cllr Parker</del> Cllr Rowlands <del>Cllr Barrell</del> Cllr Kendall ( LD) Cllr Barrett (Lab)	Cllr Kerlake Cllr McCheyne Cllr Reed Cllr Kendall (LD) Cllr Barrett (Lab)
Brentwood Rugby Club Pavilion Management Committee	Cllr Barrell Cllr Parker Cllr Wiles	Cllr Barrell Cllr Parker Cllr Wiles
Brentwood Theatre Trust	Cllr Faragher Cllr Slade	Cllr Faragher Cllr Mrs Slade
Brentwood/Landkreis Roth Town Twinning Association	Cllr Barrett (Lab) <del>Cllr Reed</del> (Mayor - President) Cllr Coe <del>Cllr Hones</del> (Deputy Mayor – Vice President) Cllr Keeble (Ind)	TBC Cllr Mrs Hones (Mayor – President) Cllr Mrs Coe Cllr Russell (Deputy Mayor – Vice-president)  Cllr Keeble (Ind)
Brentwood/Montbazon Town Twinning Association	Cllr Coe <del>Cllr Reed</del> (Mayor – President) <del>Cllr Hones</del> (Deputy Mayor – Vice President) Cllr Murphy <del>Cllr Davies</del> ( LD)	Cllr Coe Cllr Mrs Hones (Mayor – president) Cllr Russell (Deputy Mayor – Vice-president)  Cllr Murphy Cllr Newberry
Campaign to Protect Rural Essex – Advisory Council	<del>Cllr Murphy</del> Cllr Poppy	Cllr Mrs Middlehurst Cllr Poppy
Citizens Advice Bureau	<del>Cllr Henwood</del> <del>Graeme Clark</del> (LD)	Cllr Tumbridge Cllr Barrell
Conservators of Shenfield Common	Cllr Wiles Cllr Barrell Cllr Morrissey (Lab)	Cllr Wiles Cllr Barrell Cllr Morrissey (Lab)
Crossroads Care	Cllr Poppy	Cllr Poppy
East and West Horndon Village Hall	Cllr Murphy	Cllr Mrs Murphy
ECC Local Highways Panel	<del>Cllr Tee</del> Cllr Cloke Cllr Parker Cllr Squirrel (LD) Cllr Chilvers ( LD)	Cllr Trump Cllr Cloke Cllr Parker Cllr Newberry (LD) Cllr Mrs Squirrel (LD)

Essex Community Foundation	Cllr Hirst	Cllr Hirst
Essex Police and Crime Panel	<del>Cllr Russell</del>	Cllr Barrell
Hartwood Golf Club	Cllr Faragher <del>Cllr Sleep</del>	Cllr Faragher Cllr Clarke (LD)
Headley Common Trustees	<del>Cllr Tee</del> Cllr Barrell	Cllr Mrs Hubbard Cllr Barrell
Health and Safety Committee	Cllr Kerlake	Cllr Kerlake
Health and Wellbeing Board	Cllr Davies ( LD) Cllr Sanders	Cllr Mrs Davies (LD) Cllr Ms Sanders
Herongate Village Hall Management Committee	Cllr Murphy	Cllr Mrs Murphy
Howard Memorial Trust	Cllr Murphy	Cllr Mrs Murphy
Hutton Charities	Cllr Hirst Cllr Kerlake	Cllr Hirst Cllr Kerlake
IAA Member Working Group	Cllr Poppy	Cllr Poppy
Local Government Association	Cllr McKinlay ( Council Leader )	Cllr Mrs McKinlay
Mental Health Champion	Cllr Sanders	Cllr Ms Sanders
SNAP	<del>Cllr Tee</del>	Cllr Reed
<sup>D</sup> South Essex Parking Partnership Representative	Cllr Cloke	Cllr Cloke
<sup>3</sup> South Weald Parish Hall Management Committee	Cllr Coe Cllr Russell	Cllr Mrs Coe Cllr Russell
<sup>3</sup> South Essex Children's Commissioning and Delivery Board	Cllr Hubbard (LD)	Cllr Mrs Hubbard
Taxi Trade Consultative Group	Cllr McCheyne <del>Cllr Trump</del> Cllr Newberry(LD)	Cllr McCheyne Cllr Mrs Rowlands Cllr Newberry (LD)
Tenants' Talkback	Cllr Hossack ( Chair of relevant committee – E and HM cttee) Cllr Poppy ( Vice Chair of relevant committee – E and HM cttee) Cllr Mrs Davies (LD)	Cllr Hossack  Cllr Poppy  Cllr Mrs Davies (LD)
Three Arch Bridge Community Hall	Cllr Wiles Cllr Morrissey ( Lab)	Cllr Wiles Cllr Morrissey (Lab)
Youth Strategy Group	Cllr Sanders	Cllr Ms Sanders

# Notice of Meetings 2016/17

## LOCAL GOVERNMENT ACT 1972 (AS AMENDED)

NOTICE IS HEREBY GIVEN that the following meetings, open to the Public and Press, will be held at the Town Hall, Brentwood, Essex.

	Day	Time	May	June	July	August	September	October	November	December	January	February	March	April	May
Annual Council	Wednesday	19:00	18 <sup>th</sup>												17 <sup>th</sup>
Ordinary Council	Wednesday	19:00		29 <sup>th</sup>				19 <sup>th</sup>			25 <sup>th</sup>		1 <sup>st</sup> (Budget)	24 <sup>th</sup> (If required) (Monday)	
Audit and Scrutiny Committee	Monday	19:00		13 <sup>th</sup>	27 <sup>th</sup> (If required) (Wednesday)		19 <sup>th</sup>			12 <sup>th</sup>	23 <sup>rd</sup> (Budget Scrutiny)		13 <sup>th</sup>		
Community, Health and Leisure Committee	Monday	19:00		6 <sup>th</sup>			5 <sup>th</sup>			5 <sup>th</sup>			6 <sup>th</sup>		
Environment and Housing Management Committee	Wednesday	19:00		15 <sup>th</sup>			14 <sup>th</sup>			7 <sup>th</sup>			8 <sup>th</sup>		
Planning and Licensing Committee	Tuesday	19:00	31 <sup>st</sup>	28 <sup>th</sup>	19 <sup>th</sup>		13 <sup>th</sup>	11 <sup>th</sup>	15 <sup>th</sup>	13 <sup>th</sup>	24 <sup>th</sup>	21 <sup>s</sup>	21 <sup>s</sup>	25 <sup>th</sup>	
Policy, Finance and Resources Committee	Tuesday	19:00		21 <sup>st</sup>			20 <sup>th</sup>		29 <sup>th</sup>		31 <sup>st</sup> (If required)		1 <sup>st</sup> (Budget)		14 <sup>th</sup>

Dated this 18 day of May 2016

P. Ruck  
HEAD OF PAID SERVICES

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

# Holiday Calendar 2016/17



	2016		2017										
	May	June	July	August	September	October	November	December	January	February	March	April	May
1			School Holidays	School Holidays					New Years Day				Bank Holiday
2	Bank Holiday		School Holidays	School Holidays		Conservative Party Conference			Bank Holiday				
3			School Holidays	School Holidays		Conservative Party Conference			School Holidays			School Holidays	
4				School Holidays		Conservative Party Conference			School Holidays			School Holidays	
5				School Holidays		Conservative Party Conference						School Holidays	
Page 9 of 11				School Holidays								School Holidays	
				School Holidays								School Holidays	
				School Holidays								School Holidays	
				School Holidays								School Holidays	
				School Holidays								School Holidays	
	11			School Holidays								School Holidays	
	12			School Holidays								School Holidays	
	13			School Holidays						School Holidays		School Holidays	
	14			School Holidays						School Holidays		Bank Holiday	
	15			School Holidays						School Holidays		School Holidays	
16			School Holidays						School Holidays		School Holidays		
17				School Holidays	Liberal Democrats Party Conference					School Holidays		Bank Holiday	
18				School Holidays	Liberal Democrats Party Conference								
19				School Holidays	Liberal Democrats Party Conference								
20				School Holidays	Liberal Democrats Party Conference								
21				School Holidays	Liberal Democrats Party Conference								
22				School Holidays				School Holidays					
23				School Holidays				School Holidays					
24				School Holidays		School Holidays		School Holidays					
25			School Holidays	School Holidays	Labour Party Conference	School Holidays		Christmas Day					
26			School Holidays	School Holidays	Labour Party Conference	School Holidays		Bank Holiday					
27			School Holidays	School Holidays	Labour Party Conference	School Holidays		Bank Holiday					
28			School Holidays	School Holidays	Labour Party Conference	School Holidays		School Holidays					
29			School Holidays	Bank Holiday				School Holidays					Bank Holiday
30	Bank Holiday		School Holidays	School Holidays				School Holidays					School Holidays
31	School Holidays		School Holidays	School Holidays				School Holidays					School Holidays

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