



Agenda

Ordinary Council

Wednesday, 16 September 2015 at 7.00 pm
Council Chamber - Town Hall

Membership (Quorum – 10)

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

Members are respectfully summoned to attend the above meeting to transact the business set out below.

Agenda Item	Item	Wards(s) Affected	Page No
1.	Apologies for Absence		
2.	Mayors Announcements		
3.	Declarations of Interest		
4.	Minutes of the previous meeting		5 - 10
5.	Public Questions Two public questions had been received at the time of publication of the agenda.	All Wards	11 - 12
6.	Annual Report of Audit, Scrutiny and Transformation Committee	All Wards	13 - 18

7. **Memorials or Petitions**
No Memorials or Petitions had been received at the time of publication of the agenda.
8. **Committee Chairs Reports and Members Questions** All Wards 19 - 38
9. **Peer Review Update** All Wards
Report to follow.
10. **Essex Devolution - Update** All Wards
Report to follow.
11. **Notices of Motion** All Wards 39 - 40
Five Notices of Motion have been received.
12. **Urgent Business**
An item of business may only be considered where the Chair is of the opinion that, by reason of special circumstances, which shall be specified in the Minutes, the item should be considered as a matter of urgency.



Head of Paid Service

Town Hall
Brentwood, Essex
01.09.2015

Information for Members

Substitutes

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.

Where substitution is permitted, substitutes for quasi judicial/regulatory committees must be drawn from Members who have received training in quasi- judicial/regulatory decision making. If a casual vacancy occurs on a quasi judicial/regulatory committee it will not be filled until the nominated member has been trained.

Rights to Attend and Speak

Any Members may attend any Committee to which these procedure rules apply.

A Member who is not a member of the Committee may speak at the meeting. The Member may speak at the Chair's discretion, it being the expectation that a Member will be allowed to speak on a ward matter.

Members requiring further information, or with specific questions, are asked to raise these with the appropriate officer at least two working days before the meeting.

Point of Order/ Personal explanation/ Point of Information

Point of Order

A member may raise a point of order at any time. The Mayor will hear them immediately. A point of order may only relate to an alleged breach of these Procedure Rules or the law. The Member must indicate the rule or law and the way in which they consider it has been broken. The ruling of the Mayor on the point of order will be final.

Personal Explanation

A member may make a personal explanation at any time. A personal explanation must relate to some material part of an earlier speech by the member which may appear to have been misunderstood in the present debate, or outside of the meeting. The ruling of the Mayor on the admissibility of a personal explanation will be final.

Point of Information or clarification

A point of information or clarification must relate to the matter being debated. If a Member wishes to raise a point of information, he/she must first seek the permission of the Mayor. The Member must specify the nature of the information he/she wishes to provide and its importance to the current debate, If the Mayor gives his/her permission, the Member will give the additional information succinctly. Points of Information or clarification should be used in exceptional circumstances and should not be used to interrupt other speakers or to make a further speech when he/she has already spoken during the debate. The ruling of the Mayor on the admissibility of a point of information or clarification will be final.

Information for Members of the Public

Access to Information and Meetings

You have the right to attend all meetings of the Council and Committees. You also have the right to see the agenda, which will be published no later than 5 working days before the meeting, and minutes once they are published. Dates of the meetings are available at www.brentwood.gov.uk.

Webcasts

All of the Council's meetings are webcast, except where it is necessary for the items of business to be considered in private session (please see below).

If you are seated in the public area of the Council Chamber, it is likely that your image will be captured by the recording cameras and this will result in your image becoming part of the broadcast. This may infringe your Human Rights and if you wish to avoid this, you can sit in the upper public gallery of the Council Chamber.

Guidelines on filming, photography, recording and use of social media at council and committee meetings

The council welcomes the filming, photography, recording and use of social media at council and committee meetings as a means of reporting on its proceedings because it helps to make the council more transparent and accountable to its local communities.

Where members of the public use a laptop, tablet device, smart phone or similar devices to make recordings, these devices must be set to 'silent' mode to avoid interrupting proceedings of the council or committee.

If you wish to record the proceedings of a meeting and have any special requirements or are intending to bring in large equipment then please contact the Communications Team before the meeting.

The use of flash photography or additional lighting may be allowed provided it has been discussed prior to the meeting and agreement reached to ensure that it will not disrupt proceedings.

The Chair of the meeting may terminate or suspend filming, photography, recording and use of social media if any of these activities, in their opinion, are disrupting proceedings at the meeting.

Private Session

Occasionally meetings will need to discuss some of its business in private. This can only happen on a limited range of issues, which are set by law. When a Committee does so, you will be asked to leave the meeting.

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Access

There is wheelchair access to the Town Hall from the Main Entrance. There is an induction loop in the Council Chamber.

Evacuation Procedures

Evacuate the building using the nearest available exit and congregate at the assembly point in the North Front Car Park.



Minutes

**Ordinary Council
Wednesday, 10th June, 2015**

Attendance

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

Apologies

Cllr Mrs Cohen	Cllr Ms Rowlands
Cllr Mrs Murphy	Cllr Ms Sanders

Officers Present

Ashley Culverwell	- Head of Borough Health Safety and Localism
Gordon Glenday	- Head of Planning & Development
Helen Gregory	- Interim Head of Housing
Chris Leslie	- Finance Director
Roy Ormsby	- Head of Street Scene
John Parling	- Strategic Asset Manager
Chris Potter	- Monitoring Officer & Head of Support Services
Ramesh Prashar	- Financial Services Manager
Philip Ruck	- Head of Paid Service
Jean Sharp	- Governance and Member Support Officer
Steve Summers	- Head of Customer Services

19. Apologies for Absence

Apologies for absence were received from Cllrs Mrs Cohen, Mrs Murphy, Ms Rowlands and Ms Sanders.

20. Declarations of Interest

No declarations of interest were made.

21. Mayors Announcements

The Mayor recounted some of the engagements he had undertaken since the 20 May 2015 Annual Council meeting.

22. Minutes of the previous meeting and Annual Council

The minutes of the Ordinary Council meeting held on 24 March 2015 were approved as a true record.

The minutes of the Annual Council were approved as a true record subject to an amendment to Minute 11 which should read as follows:

'11. 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 included within the report 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.***

*Subsequent to the vote being taken, following further discussion and clarification on points raised by Members being given by the Monitoring Officer, to avoid any confusion on what had been agreed, Cllr Mrs McKinlay **MOVED** and Cllr Hirst **SECONDED** the recommendations with the addition of a further part 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).'

23. Public Questions

No public questions had been received.

24. Members Allowances 2015/16

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 made recommendations for the 2015/16 Municipal Year after reviewing the committee arrangements made at Annual Council on 20 May 2015.

The Members' Allowance Scheme was Part 6 of the Council's Constitution and the Independent Remuneration Panel had recommended no change.

Cllr Mrs McKinlay **MOVED and Cllr Hirst **SECONDED** the recommendations within the report and it was **RESOLVED** that:**

- 1. The report of the Independent Remuneration Panel be noted.**
- 2. The revised Members Allowances at Appendix A be agreed, being no more than £274,175.92.**

25. Notice of Motion

Cllr Mrs McKinlay had submitted the following motion:

"That the budget decisions made by Council on 4th March 2015 be revisited notwithstanding that these decisions were made within the past six months, and that the Council be at liberty to consider what amendments may be appropriate and to make such budget decisions as it sees fit at this meeting

held on 10th June 2015, having received a report from the Chief Finance Officer under Rule 3.7 of Part 4.1 of the Council Procedure Rules.

The reason for the motion on notice is to enable the Council to have the option to reconsider the budget decisions made by Council on 4th March 2015 and to make any budget decisions the Council decides it wishes to make. It is made under and in accordance with rule 8.3.17 of Part 4.1 of the Council Procedure Rules.”

Cllr Hirst SECONDED the Motion, a vote was taken on a show of hands and the Motion was CARRIED.

26. Budget 2015/16 Amendment Report

At the 4 March 2015 Ordinary Council meeting, Members approved the budget for 2015/16. The budget included a contribution from the General Fund reserve of £362k.

The report before Members sought approval for the budget amendments intended to set a balanced budget without the need to drawdown from the General Fund reserve .

Cllr Mrs McKinlay MOVED the recommendations in the report and made a presentation to Members. Cllr Hirst SECONDED the recommendations and it was RESOLVED that:

- 1. Members approve the revenue budget amendments in Appendix A.**
- 2. Members approve the amendments to the 2015/16 capital programme at paragraph 5.1 of the report i.e:**
 - Removal of Old House Redevelopment - £1,080k;**
 - Removal of capital receipts earmarked for Warley Training Centre and use these to reduced the borrowing requirement of the capital programme - £1,000k;**
 - Addition of Improvements and Parking Scheme at Brentwood and Shenfield - £1,600k.**

27. Committees - Appointment of Substitute for Cllr Keeble

The purpose of the report before Members was to note and to give effect to the wishes of Cllr Roger Keeble as to the appointment of his nominated substitute.

Cllr Keeble MOVED and Cllr Aspinell SECONDED the recommendation within the report and it was RESOLVED UNANIMOUSLY that:

Cllr Liz Cohen be appointed to substitute for Cllr Roger Keeble.

28. Urgent Business - Appointment of a Council Representative to Landkreis Roth Town Twinning Association

The Mayor considered as urgent business the appointment of a further Council representative to the Landkreis Roth Town Twinning Association.

Cllr Mrs Hones MOVED and Cllr Cloke SECONDED and it was RESOLVED UNANIMOUSLY that Cllr Keeble be appointed as a Council representative to the Landkreis Roth Town Twinning Association.

The meeting ended at 9.10pm.

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16 September 2015

Ordinary Council

Questions from the Public

Report of: Jean Sharp – Governance and Member Support Officer

Wards Affected: All Wards

This report is: Public

1. Executive Summary

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

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

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

1.4 At the time of publication of the agenda two questions had been received from Mrs Gearon-Simm, as follows:

1. *"At one Ordinary Council meeting, the Deputy Mayor, Councillor Mark Reed chaired the meeting. He told the meeting that the Mayor, Councillor Madeline Henwood was unwell and was therefore unable to be present.*

Would it be possible for a reason to always be given at the beginning of meetings and recorded in the minutes for the absence of councillors at committee meetings?"

2. *In the past, councillors were paid only when they attended the meetings of the committees on which they had elected to sit.*

If a nominated member of a committee was absent, was his/her substitute paid instead?

Report Author Contact Details:

Name: Jean Sharp

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16 September 2015

Ordinary Council

Annual Report of the Audit, Scrutiny and Transformation Committee

Report of: *Audit, Scrutiny and Transformation Committee*

Wards Affected: *All*

This report is: *Public*

1. Executive Summary

- 1.1 This report provides details of the 2015/16 work plan for the Audit, Scrutiny and Transformation Committee and the previous year's scrutiny work. The Constitution requires that Council receives an annual report from the Audit, Scrutiny and Transformation Committee on the scrutiny work programme.

2. Recommendation(s):

- 2.1 That the Annual Report of the Audit, Scrutiny and Transformation Committee detailing the 2014/15 scrutiny work undertaken at paragraph 4 and the 2015/16 work programme at Appendix A be noted.**

3. Introduction and Background

- 3.1 On 29 June 2015 the Audit, Scrutiny and Transformation Committee agreed its work programme for 2015/16. The approved work plan is at Appendix A
- 3.2 The Committee's work programme is kept under review throughout the year and Members can request for in-year changes to be considered by the Committee through the Chair.

4. Issue, Options and Analysis of Options

- 4.1 The work programme of the Audit, Scrutiny and Transformation Committee should not include management or staffing issues which are the responsibility of the Head of Paid Service.

- 4.2 At the Audit & Scrutiny Committee on 1 July 2014 the scrutiny work programme 2014/15 included the following:
- William Hunter Way Lessons Learned
 - Crossrail
 - Member/Officer Communications/ Members Casework
 - Local Council Tax Support Scheme
 - IT Resilience and Business Continuity
 - Budget Scrutiny
 - Community Safety Partnership Annual Review
- 4.3 Post the Audit & Scrutiny Committee 1 July 2014, the work programme was updated under Overview and Scrutiny procedure rule 5.4 to include a Hutton Community Centre Scrutiny Review
- 4.4 At its meeting on 30 September 2014, the Committee prioritised *IT Resilience and Business Continuity* as its next review. Due to the technical nature of the subject matter, the Committee would consider this as an officer report, rather than a task and finish group.
- 4.5 Minute 154 of the Audit and Scrutiny Committee 30 September 2014, *Internal Audit Progress Report* required that an officer report on the Customer Contact Centre be added to the Committee work programme for its meeting of 26 November 2014.
- 4.6 Minute 220 of the Audit and Scrutiny Committee 28 October 2014 amended the work programme of the committee to include a new task and finish group on *William Hunter Way Procurement*.
- 4.7 The Licensing Committee of 13 January 2015 recommended to the Audit and Scrutiny Committee that a cross party Task and Finish Group be established in order to review the process for setting of tariffs in respect of Hackney Carriage fares and advise on a future programme for tariff setting.
- 4.8 On 9 March 2015 the Committee agreed to request officer reports on the appointment of the interim Chief Executive and the Revenues and Benefits Shared Services Partnership. The creation of a task and finish group to consider member engagement with the press with regard to the Member Code of Conduct and the reputation of the Council was also approved. A call-in of decision 458 of the Asset and Enterprise Committee

18th February 2015 regarding the lease on Hutton Community Centre was also heard.

4.9 As at 9 March 2015, the Committee had received reports on, or have completed the following reviews of:

- Section 106 Agreements (from 2013/14) work programme
- Local Council Tax Support Scheme
- William Hunter Way Lessons Learned
- Hutton Community Centre Review
- Customer Contact Centre Review
- IT and Business Continuity Review (Follow up site visit)
- William Hunter Way Procurement Review
- Community Safety Partnership Annual Review
- Budget Scrutiny Review

4.10 Further details of the reports and reviews are available in the Committee minutes.

5. Reasons for Recommendation

5.1 To enact the provisions of Article 6 paragraph 6.3.3 of the Constitution that the Council receives an annual report on the scrutiny work programme.

6. References to Corporate Plan

6.1 The priority area *A Modern Council* includes an action to improve the Council's governance arrangements, leading to faster, more effective decision-making. An effective scrutiny function is an essential element of that priority.

7. Implications

Financial Implications

Name & Title: Chris Leslie, Finance Director

Tel & Email: 01277 312542 / christopher.leslie@brentwood.gov.uk

7.1 There are no direct financial implications arising from this report.

Legal Implications

Name & Title: Chris Potter, Monitoring Officer and Head of Support Services

Tel & Email: 01277 312860 / christopher.potter@brentwood.gov.uk

7.2 The Committee exercises the functions of an overview and scrutiny committee under the Local Authorities (Committee System) (England) Regulations 2012 and exercises the functions under section 19 of the Police and Justice Act 2006 (local authority scrutiny of health matters). It acts proactively and reactively and looks inwards and outwards. Any work programme therefore must take these matters into account as well as the fact that resources are finite.

8. Background Papers

8.1 None

9. Appendices to this report

Appendix A – Work Programme 2015/16

Report Author Contact Details:

Name: Chris Leslie, Finance Director
Telephone: 01277 312542
E-mail: christopher.leslie@brentwood.gov.uk

Topic	Committee Date	Lead Members	Commentary
Annual Work Programme	29 June 2015	Councillors Kerslake & Murphy	The Chair and Vice-Chair consult the Committee on the scrutiny work programme 2015/16.
Hackney Carriage Fare Setting Process	29 June 2015	TBC	The Licensing Committee of 13 January 2015 recommended to the Audit and Scrutiny Committee that a cross party Task and Finish Group be established in order to review the process for setting of tariffs in respect of Hackney Carriage fares and advise on a future programme for tariff setting.
Transformation and New Ways of Working	29 Sep 2015	Officer Report	This is a vital piece of work and will support and make evident the change that is happening within the Council. The review will focus on : <ul style="list-style-type: none"> ➤ Contact Centre performance and the progression of the Customer Access Strategy/ the integration of further service areas into the Contact Centre. ➤ The progress and implementation of the New Ways of Working programme, highlighting major milestones achieved and to follow. ➤ A review of the ICT work programme that supports both of the above. ➤ Liaison with other Chairs (to ensure co-ordination particularly re any work to be undertaken pre-scrutiny).
Member/Officer Communications/ Members Casework Task and Finish Group	29 Sep 2015	TBC	That Member/Officer communications and casework management be reviewed.
Budget Scrutiny	29 Sep 2015	TBC	Creation of a task and finish group to carry out budget Scrutiny work and start with a service review of existing budgets.
Training for Members in relation to IT transformation and data security	29 Sep 2015	Officer Report	Agreed to be placed on the agenda at the meeting on 29 June 2015.
Review of the Members Code of Conduct with specific reference to, but not limited to member engagement with the media.	January 2016	TBC	Added to the work programme agenda at the meeting on 29 June 2015.
Revenues and Benefits shared service	7 March 2016	Officer Report	Officer report on the Revenues and Benefits shared service.
Annual Report of the Audit, Scrutiny and Transformation Committee	June 2016	Councillors Kerslake & Murphy	The constitution requires an annual report on the work programme of overview and scrutiny function be prepared for Council.
William Hunter Way lessons learned Task and Finish Group	Oct 2016	TBC	A follow up report to that presented on 28/10/14 should be taken to the Committee in October 2016.

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10 December 2014

Ordinary Council

Members' Questions on Chairs' Reports

Report of: Philip Ruck – Head of Paid Service

Wards Affected: All

This report is: Public

1. Executive Summary

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

2. Appendices to this report

Appendix A – Chairs' reports

Report Author Contact Details:

Name: Jean Sharp

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

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Report to the Council 16 September 2015

Committee: Audit, Scrutiny and Transformation

Chair: Councillor John Kerslake

At its first meeting the Committee received the Statement of Accounts 2014/15 for their review ahead of formal approval in September. The accounts showed that the General Fund balance at the end of the year remained unchanged at £4.5m.

Internal Audit presented their annual report to the Committee. The report gave a summary of the work performed in accordance with the 2014/15 Annual Audit Plan. In addition to the annual report it was also agreed that Member training in relation to IT transformation and data security would be revisited at the next Committee meeting.

Internal Audit also presented a report on their progress against the 2015/16 Annual Audit Plan and the implantation of recommendations raised in previous years.

The Strategic Risk Register and Operational Risk Registers were submitted to the Committee and approved. It was noted that Zurich would be able to provide risk training to Members again this year.

The Corporate Complaints Monitoring and Freedom of Information Requests report presented to the Committee showed:

- 23 Stage one formal complaints were received in 2014/15;
- 6 of those complaints progressed to Stage Two;
- 3 complaints had progressed to the Local Government Ombudsman;
- 622 Freedom of Information Requests were received in 2014/15.

Details of the work undertaken by the Fraud Investigation Team were reported to the Committee. There were 174 referrals of potential fraud between January and May 2015 mainly relating to Housing Benefit and Local Council Tax Support. Sanctions were applied to 25 cases during this time. As the team is transferring to the DWP any future reporting will need to be provided by the DWP.

External audit fees for 2015/16 of £68,006 for audit work and £18,070 for certification work were approved by the Committee. This is a reduction in fees compared to previous years.

The Committee also agreed its work programme to guide its work for 2015/16 and the Committee's annual report to be presented to Council.

Report to the Council 16 September 2015

Committee: Community and Health Committee

Chair: Councillor Will Russell

Mental Health Challenge

The Borough Council has been working hard to meet the local authority Mental Health Challenge. 25 staff and Councillors Sanders and Hubbard attended an informative half day LITE training session on Mental Health First Aid which was funded through EU Skills. This provided basic awareness of mental health illnesses and how to support someone suffering from mental distress.

The Council has been continuing to support local organisations providing mental health services, such as working with the Fitness in Mind project to deliver a new walking programme to improve the health and mental wellbeing of local residents. The walks take place from the Brentwood Centre and is led by volunteers.

The Council also supported the Open Arts group by exhibiting work by artists with mental health illnesses as part of the Brentwood Art and Heritage Trail, and has started to explore how we can support people with mental health illnesses to begin or get back to work through apprenticeship opportunities. Internally, officers are reviewing the Council's HR Policies and considering ways in which we can increase support for staff's mental health.

Brentwood Art and Heritage Trail

As part of the Essex Summer of Art, which sees 20 art trails and 15 studio events across the county, this year's Brentwood Art Trail from 29 June to 12 July, was a resounding success, with an estimated 1000 visitors enjoying the artwork on display across 40 venues. Participating businesses included independent shops, national retailers, galleries, Brentwood Theatre, Thorndon Countryside Visitors' Centre, Ingatestone Hall, Marillac Care Home, Barnard's Farm and of course the Town Hall. A large number of artists exhibited, including 29 individuals, a group exhibition by 12 artists at Brentwood Theatre, existing exhibitors at the local galleries and 50 pupils from Brentwood County High, Hollytrees and Shenfield St Mary's schools. Visitors were able to enjoy 6 fantastic events as part of the trail, including meeting the sculptor of the popular local Gruffalo trail and discussing the Banksy effect and viewing some never-seen-before Banksy work with John Brandler. Our very own mayor, Cllr Mark Reed, led a fascinating Heritage tour of Brentwood High St and local historian, John Fryer gave a very interesting talk on the history of Brentwood Station as it celebrated its 175th anniversary. Historical photographs were displayed on the walls in the waiting rooms on Platforms 3 and 4.

In 8 short weeks the Trail had over 3000 website hits and an amazing 93,900 tweet impressions. The Trail had some fantastic comments from visitors and participating businesses, with people being introduced to shops, galleries and cafes that they did not

know existed and some shops seeing an increase in footfall by 10% over the course of the trail and a 5% increase in sales.

William Diamond Junior Fife and Drum Corps

As part of the Brentwood Heritage and Cultural Festival an American fife and drum corps band delivered a performance for Brentwood shoppers on 15 August .

The Corps was formed in 2002 in Lexington, Massachusetts, with the aim of promoting the study of traditional fife and drum music, fellowship and history to young Americans aged 8 to 18. The six holed wooden fife and a rope tension drum is the signature sound of colonial New England and the young musicians wear traditional clothing worn by people with yeoman status living in Lexington in 1775.

The William Diamond Juniors met members of the Brentwood Imperial Youth Band, visited the Essex Regimental Chapel, and played at the Tower of London at the National Sea Cadet Band Competition finals as part of their visit to the UK.

Brentwood Community Fund

Members agreed to allocate funding to a number of organisations from the £40,300 Brentwood Community Fund. Applicants could apply for up to £3,500 for projects that benefit Brentwood communities and supports the Council's priorities.

Brentwood Ward budgets

Members will be aware that the ward budget allocation is now available for Members to submit their proposals through the on line application form. A number of Councillors recently supported the Brentwood Tattoo with their ward budgets. Over 1,000 people attended the event at Brentwood County High School in July.

Strawberry Fair

This year's Strawberry Fair took place on Shenfield Common on 13 June with more than 2,000 people coming along to enjoy the live music, classic cars and family fun activities. The weather did not dampen the spirits as local performers, dance groups and bands from the Hermit performed in the Big Top hosted by Phoenix FM. There was also entertainment from Rocky's Fun House and Punch and Judy shows throughout the day, together with plenty of strawberries and cream, Pimms and local beer. Community Safety also provided information and advice during the event.

Family Fun Days

The Community Services Team have successfully delivered 7 family Fun Days throughout the Borough including Hutton, Mountnessing and Pilgrims Hatch together with those held at King George's Playing Fields. The days are attracting increased number of residents and supports families with free activities throughout the school holidays. The team estimated that the events attract approximately 10,000 people throughout the holidays. The Family Fun Days also support the utilization and promotion of the Borough's green open spaces around the Borough. The first Family Fun Day for the Summer holidays had to be moved at the last minute due to poor weather conditions from King George's Playing Field's to Hutton Community Centre which proved to be a

good alternative venue where some inside space is required. The Community Safety team also provided information and advice during the event.

Health and Wellbeing Board

A new Essex wide campaign has been launched called 'Tuck In' which aims to encourage local independent takeaway food outlets to make pledges to reduce the amount of salt, sugar, calories and use less saturated fats in their food. The BLT Café at Brentwood Leisure Centre was the first business in Brentwood to make the pledges. Food businesses that make the pledges will be given a toolkit specific to their type of food, free advisory visits and free nutrition training. They will also be featured on our webpage www.brentwood.gov.uk/healthierbrentwood

The launch of the campaign featured in local press and radio. We are also sending out tweets using #TuckIN to link in with the other Councils in Essex.

Lighting Up Brentwood & Shenfield Christmas Fayre

This year's Lighting Up Brentwood will take place on Saturday 28 November and the Shenfield Christmas Fayre on Sunday 29 November, the initial working group meeting took place on 2nd September.

Hutton Community Centre

Hutton Community Centre has increased their regular bookings with 40 organizations regularly using the centre, offering a wide range of activities for all ages. Regular weekly bingo sessions are running with good engagement from the local community.

Council for Voluntary Services networking event

Brentwood CVS held their annual networking event with presentations from SNAP and Tom Abell from the Brentwood and Basildon Clinical Group about Fit for the Future.

Officers are continuing to work with Brentwood CVS to establish a volunteer centre for Brentwood

New apprentice

A new apprentice has started in Community Services which has been funded via Active Essex which will support the Community events, Active Brentwood and help deliver some of the priorities of the Brentwood Health and Wellbeing Board.

Town Hall Defibrillator

A defibrillator has been installed at for the Town Hall, to aid staff and members of the public should an emergency such as a heart attack occur. First Aiders at the Town Hall have received training in how to use this device and, it is located in the Reception area of the Town Hall. This is being publicised in the Members Newsletter, The Town Hall Tabloid and in the local press.

Community Safety update

Carers Event – Attended a dedicated event to promote the work of the team and provide information and advice on safety issues for the most vulnerable.

Prison Me No Way – delivered another popular Crime & Safety Awareness event at Shenfield High School to over 400 students.

Keep Safe Shenfield & Brentwood – Launched Keep Safe in Shenfield with 9 retailers agreeing to take part in the scheme and celebrated almost a year running the Keep Safe in Brentwood High Street.

Speedwatch – Held a training event for all new speed watch volunteers.

Presentation to American Law Students – Gave a presentation to a group of law students from Chicago on Community Safety and our partnership work.

Loan Shark Charter – The Mayor joined other partners in signing the Loan Shark Charter during Loan Shark Awareness Week. Training was also provided on raising awareness of loan sharks and the team were also in the High Street and local primary schools promoting loan shark awareness and safety.

Safety Visits – Visits are now undertaken with the Essex Police Crime Prevention & Tactical Adviser to all high risk victims of domestic abuse and burglary.

Safety Advisory Group –New terms of reference and pro forma for future events has been created to stream line the process and assist in ensuring that public events throughout the Borough are controlled safely.

CCTV Update - All CCTV operational staff have now been trained to achieve BTEC Level 2 Awards for CCTV Operations (Public Space Surveillance). We are replacing one of the cameras in Shenfield to provide a high definition surveillance camera for this area. Work is also progressing to ensure that our CCTV system operates under a Code of Practice that meets the operational guidelines published by the Surveillance Camera Commissioner and the Information Commissioner's Office; the revised Brentwood Code of Practice is being consulted on prior to determination at Committee.

Report to the Council 16 September 2015

Committee: Economic Development

Chair: Councillor Keith Parker

The first Economic Development Committee was held on the 1st July 2015 during which it was agreed that:

- The proposed Economic Development projects and Initiatives for 2015/16 are undertaken and implemented within the delegated authority of the Head of Planning and Development after liaising with the Chair of the Committee to utilise the 2015/16 Economic Development budget.
- The Economic Development Manager investigates the appetite of the Borough's secondary schools and large employers to take part in "Opportunity Brentwood" on 7 October 2015/16 and should such sufficient appetite exists then the Head of Planning and Development be granted delegated authority to facilitate this event working in partnership with Thurrock Council and "Opportunity Brentwood". This action has been undertaken and demand from schools to take part in this initiative for 2015 has proved limited, however we will now look to liaise with schools again in the new academic year to develop this project for October 2016.
- Work begins on the "Brentwood Apprenticeship Scheme 2015/16" to include both opportunities within the Council, partnership working with the private sector and discussions with Brentwood Community Print and other mental health groups within the Borough to identify joint working and opportunities under the apprenticeship scheme. A detailed project proposal was submitted to the 2 September Economic Development Committee for approval.
- The Brentwood Borough Renaissance Group 2015/16 Work Plan was agreed.
- The Head of Paid Service be granted delegated authority to negotiate and enter into an agreement with Essex Fire and Rescue Authority to use the land at the former headquarters, Rayleigh Road, Brentwood to provide temporary additional off-street parking facilities which would address the displacement of permit holders by Crossrail.
- The Head of Paid Service be granted delegated authority to undertake all statutory steps to amend the Off-street Parking Order by including such reasonable provisions as he sees fit, in consultation with the Chair of the Economic Development Committee, including a provision for setting the operating time from 7am-7pm Monday to Friday.

Proposals have also been submitted to hold a Business Showcase Event in March 2016 and to develop and market a Brentwood Visitor and Location Website and were *considered/approved* at the 2 September 2015 ED Committee.

Report to the Council 16 September 2015

Committee: Environment & Housing Committee

Chair: Councillor Chris Hossack

Street Inspector

At the June Committee Members approved the establishment of the role of Street Inspector for the Borough. The post was advertised as part of the Street Scene management restructure, and Anthony Willson was appointed to the post, which will commence from 1st September 2015.

The Street Inspector will work with Members, and have a clear remit to use the resources of the Neighbourhood Action Team, and when appropriate the Highway rangers. This will provide the resources to identify issues and ensure that they are addressed.

The Inspector will play a community engagement role for the Council, and work with residents and businesses to identify ways of improving the public realm. This will mean liaising with key partners, and working with them to identify ways of enhancing the environment.

Garage development sites

The plans for the Fawtens Close and Magdalen Gardens site have been revised to meet the Council's Planning Policy. A consultation event is due to be held on the 12th and 13th September for residents to view the plans and to provide local residents with the opportunity to discuss the development with Officers. Invitation letters for this event are due to be issued to local residents.

Property Acquisitions

The property purchases are progressing well with a completion date before the 15th September to ensure we spend the capital receipts before the deadline. These properties will meet a housing need on the transfer register which will be let at affordable rents.

Performance

Overall performance is good with the exception of numbers in temporary accommodation which we have very limited control over which is reflected by the national trend.

Rent collection KPI has maintained top quartile performance. Performance in this area will become more difficult with the onset of universal credit when tenants will be paid housing benefit direct rather than to the landlord.

Numbers in temporary accommodation continue to increase and is a challenge to reduce with the numbers of people becoming homeless increasing. This is reflective of the national trend. The two main causes of homelessness are due to rent arrears, primarily the high rents, the local housing allowance and housing benefit not being able to meet the shortfall of rent. The second highest cause of homelessness due to parental eviction. We are currently working with Basildon Woman's Aid to provide a family mediation service to assist in the prevention of parental evictions. We should be able to 'soft launch' this project in October 2015.

Gas servicing KPI we achieved 99.84% which is disappointing, the decrease in performance was due to being unable to access one property due to the tenant being in hospital.

Repairs performance - We are currently reviewing how we collect our customer satisfaction data. We are working with tenant talkback to introduce a new customer satisfaction survey and collection method. Officers have separately been conducting a telephone survey of customers who had repairs completed in May, June, July 2015. Q1 figures confirmed that both contractors achieved target of 99%. Appointments kept – Wates achieved 100% target, Oakray achieved 99% target.

'Getting your house in order' Modernisation programme

Progress continues in the 'Getting our House in order' modernization programme. KPI workshops are continuing which feeds into the programme. Housing Needs recently underwent the Diagnostic peer review with other Local Authorities and achieved a 66% score for the Housing Advice and Homeless Service currently provided. This score reflected well against our peers which included, Epping, Chelmsford, Harlow, and Uttlesford.

Report to the Council - 16 September 2015

Committee: Planning and Licensing

Chairperson: Councillor Roger McCheyne

Planning

Planning and Licensing Committees Merged

Following the May local elections, it was decided to change the Council's committee structures and so the former Planning and Development Committee and the Licensing Committee have now been merged. Since then, the Committee has met in June, July and September and has determined around 25 planning and licensing applications and reports.

Modern Planning

Our Modern Planning processes introduced earlier this year are beginning to take shape now. Our new fees and charges for building control and pre-planning application meetings are already starting to bring more income into the planning service. Having introduced the new rates from 1 June, we have already increased our fee income by around £10k for the first 3 months. This increased revenue will be used to help enhance the planning services we provide for our clients over the coming months and years.

We knew that there were always going to be "teething problems" when we introduced the new planning email alert system to inform members of planning applications and decisions. We are bottoming these out now and I am confident that we will continue to improve the effectiveness and efficiency of our overall planning service. Hopefully all members will have been trained on how to use the electronic system now – if not, I strongly urge you to do so as you will see that it is an excellent way of keeping updated with the planning applications we are dealing with.

Local Plan

Our Local Plan continues to progress towards the next stage in the statutory process. We are finalising the new Draft Plan based on the comments we have had following the Strategic Growth Options consultation earlier this year. The new Plan, which will go to Planning and Licensing Committee and Full Council at the end of this year, will need to address a lot of challenging decisions for us. For example, how are we going to meet our overall housing need while at the same time protecting our precious green belt?

Once the new Plan is approved by members, there will be another public consultation to see what local people, the development industry and the statutory bodies think of the proposed policies and development sites. Following this, a public inquiry is likely to be held at the end of 2016 (see timetable below)

Local Plan Timetable	
Pre-production and Document Preparation Issues and Options <i>Completed</i>	Published November 2009
Preparation of Document <i>Completed</i>	April 2013
Preferred Options Consultation <i>Completed</i>	July – October 2013
Analysis of Representations and Review of Strategic Issues <i>Completed</i>	November 2013 – May 2014
Strategic Growth Options Consultation <i>Completed</i>	January – February 2015
Consider representations	February – August 2015
Draft Plan Consultation	Q4 2015
Consider Representations	Q1 – Q2 2016
Publication of Document	Q2 2016
Pre-submission Consultation	Q3 2016
Submission to Secretary of State	Q4 2016
Independent Examination	Q4 2016 – Q1 2017
Receive and publish Inspectors recommendations	Q2 2017
Adopt Plan	Q2 2017
Post Production	
Monitoring and Review mechanisms	Authorities Monitoring Report

Crossrail

Officers have been working closely with Crossrail's team to make sure that Brentwood's resident and businesses benefit as much as possible from the introduction of this major new rail service. Inevitably, however, there were always going to be some inconveniences for the Borough during the construction phase. One of the key issues for local residents was the number of lorry movements in and around both Brentwood and Shenfield stations during the construction phase. In order to minimise the impact of lorry movements over the next 2 years, Crossrail is planning to use the Officer's Meadow site in Shenfield to load and unload building material. This, it is argued, would avoid them having to drive large lorries in and out of Shenfield or Brentwood town centres. A planning application is required to undertake this work and so the Planning and Licensing Committee is likely to be considering this in November/December.

Licensing

The Council's Statement of Licensing Policy under the Licensing Act 2003, which regulates the sale of alcohol, regulated entertainment and Late Night refreshments, is currently out to consultation. This will continue until 27 November 2015. All those having

an interest in licensable activities are encouraged to take part in this consultation which is accessible on the council's website.

The Policy illustrates how the Council in its role as the Licensing Authority will perform its functions and outlines what is expected from applicants and what applicants and members of the public may expect from us.

The consultation is deliberately wide to ensure that it not only conforms to the requirements of legislation, but that it is targeted to reach any person or business that may have an interest in the licensed trade or its effects.

There is also consultation in progress on the Statement of Gambling Policy, which serves a similar function to that of the Licensing Act 2003 Policy. The Council regulates Commercial Gambling Premises under the Gambling Act 2005 and this policy is in place to support that function. The Gambling policy consultation ends on 26 October 2015.

Members of the Council have all been consulted in respect of both policies and in that regard all comments are welcome and shall be considered prior to the policies being recommended to Ordinary Council for publication.

The licensing team have taken part in a number of recent high profile premises visits, some with the Police and other responsible authorities and some unilaterally. This is to ensure that licence holders continue to promote the licensing objectives and ensure that Brentwood remains a safe and secure borough for residents and visitors alike.

In one case an observation of unlawful trading has been observed and has resulted in action to secure the interests and safety of the public, which is ongoing and will be reported to Members at the appropriate time.

Members of the Licensing Committee that sat between April 2014 and April of this year will be aware of concerns raised over the complex nature of calculating fares in respect of the maximum tariff that may be charged by Taxi's. I can report that the first meeting of the cross party task and finish group requested by that Committee has taken place and that work is ongoing to look at methods and timescales for future setting of Taxi fares as well as the terms of reference and membership criteria of the Taxi Trade Consultative Group.

Report to the Council 16 September 2015

Committee: Policy, Finance and Resources

Chair: Councillor Louise McKinlay

Old House Refurbishment

The Committee agreed that the Head of Paid Service be granted delegated authority to dispose of Old House at best value (on the basis that planning approval being obtained and listed building consent had been granted). The property will be marketed by Savills and offered at auction on 2nd November with the benefit of a planning brief, requirement that development is completed within a set time period and subject to a reserve price of £700,000.

Approval for Restructures in Three Service Areas

The areas that were under consideration for restructure were:

- Senior Management Team, also known as Corporate Leadership Board (CLB).
- Street Scene Management
- Car Parking

Committee agreed that the Head of Paid Service be granted Delegated Authority to undertake, manage and implement the restructures provided that consultation took place with the Leaders of all Political groups (or in their absence, their appointed deputies). Such consultation would include meetings with the Leaders and would include advice as to progress.

Annual Treasury Management 2014/15

Under the Local Government Act 2003 the Council is required to produce an annual treasury management review of activities and the actual prudential and treasury indicators for 2014/15. The report showed that borrow had reduced during 2014/15.

Provisional Outturn 2014/15

As part of the year end process, the Council must report the outturn position for 2014/15 and produce a Statement of Accounts.

The report dealt with the 2014/15 financial outturn for the following:

- General Fund – breakeven position for the year.
- Housing Revenue Account – under spent of £94k for the year.
- Capital Programme – under spend of £3.4m for the year.

Draft Corporate Plan

The purpose of the report was to commence the process of updating the Council's Corporate Plan for 2016-19 and for approval for a six week period of consultation. It is important for the Council to have in place a Corporate Plan so it is clear in the strategic direction and planned approach to deliver progress against its vision for the Council.

The aim of the consultation is to ensure resident target groups, statutory partners, voluntary partners and interested parties had an opportunity to put forward their priorities for the Council so as the revised Corporate Plan would reflect the needs of the Borough.

Warley Training Centre – Sale and Acquisition

Delegated authority was given to the Head of Paid Service to approve and enter into conditional contracts with the party that submitted the highest compliant bid for the sale of Warley Training Centre.

The requirement for the developer to provide a community facility was omitted and the Head of Paid Service was given delegated authority to negotiate and agree, after consultation with the Chair of the Committee, a capital sum in lieu. The sum is to be set aside for community facilities within the Borough, with preference to the Warley Ward.

The requirement that the Council entered into an option agreement to purchase up to 5 residential units was withdrawn.

[The Council and the purchaser intend to exchange contracts week commencing 24th August 2015]

Hutton Community Centre

An external valuation of Hutton Community Centre was agreed to be carried out to determine the current open market rental that could be expected.

The process for seeking bids for a lease of Hutton Community Centre will be carried out in accordance with the process set out in the report. The bids will be considered at a future meeting of the Committee.

Counsel has been instructed to provide advice to the Council to ensure that a robust marketing process can be undertaken to secure a sustainable future for Hutton Community Centre.

Bell Mead, Ingatestone – Sale

Following the submission of the planning application and consultation the purchasers have been advised by Planning to reduce the massing of the rear block which previously was to be 4 town houses. The scheme now provides 16 units all of which are to be apartments, of which 5 are to be affordable plus 10 additional car parking spaces. All other terms to remain as previously agreed.

Hutton Football Club

The Committee agreed a payment from the club of £2,000 for back rent and an annual rental of £900 going forward. The remaining £13,000 of back rent was written off.

Kind George's Playing Fields Café – Lease Renewal

Delegated Authority was given to the Head of Paid Service to grant a new lease to Emine Mani t/a Mani Caterers incorporating the terms as set out in the report.

Performance Indicators Fourth Quarter and Year End 2014/15

The report detailed the Operational Performance indicators agreed for 2014/15 and gave performance detail for the fourth quarter and year end 2014/15.

Write Offs

All write offs over £5,000 must be approved by the Committee.

Revenues and Benefits Restructure

This was an exempt report and the recommendations contained in the report were agreed.

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16 September 2015

Ordinary Council

Notices of Motion

Report of: Jean Sharp

Wards Affected: All

This report is: Public

1. Executive Summary

1.1 Five notices of Motion have been submitted in accordance with the Council's procedure rules.

1.2 Cllr Barrett submitted the following motion:

"The Council believes that the children of this Borough have the right to be educated in a Brentwood school of their preference, within appropriate catchment areas and admission rules. It further believes that transport costs should be supported to give parental choice to select a school that is appropriate for their child's abilities, aspirations and development within the Borough.

"That the Council (1) recognises the new Education Transport Policy from Essex County Council which will reduce parental choice by putting an extra financial cost on attending schools in the Borough (2) expresses its disappointment that parental choice could be limited by financial concerns with some residents forced to educate their children outside of the Borough.

That the Council will seek reassurance from Essex County Council that the children of Brentwood will not be forced to choose a school outside of the Borough due to transport costs and encourage Essex County Council to make open all of the town's secondary schools, within appropriate catchment and admission rules, options for our children".

1.3 Cllr Mrs Hones submitted the following motion:

"That, Members of Brentwood Borough Council being very concerned to hear that the last remaining bank in Ingatestone is set to close on Friday 16th October 2015 and because Brentwood Borough Council believes High Street banks have a social responsibility to not close the last remaining branch in town, a letter be written to the local MP, Sir Eric Pickles, and Mr Andy Fletcher, Barclays Bank Community Leader for Essex, to urge Barclays Bank to reconsider their decision".

- 1.4 Cllr Tee submitted the following motion and background information:

"That following Cllr Olivia Sanders' appointment as the Lead Mental Health Champion the Council reaffirms its ongoing commitment to mental health by appointing every newly elected Member in 2015 as a Mental Health Champion for 2015-2016 and that accordingly such councillors be duly appointed".

Mental Health Challenge

The Mental Health Challenge was set up by various Mental Health charities and is funded by the Department of Health. By adopting the Challenge in 2014, and agreeing to fulfil seven of the ten challenges outlined in the 'No Health without Mental Health; Implementation Framework', the Council has committed to promote local mental health services, consider ways in which it can make its services more accessible for vulnerable residents and raise awareness of mental health illnesses locally. At June's Community and Health Committee, Members agreed this year's action plan for continuing to fulfil the requirements of the Challenge.

Mental Health Champion

When the Challenge was first adopted in 2014, Members voted unanimously to become Mental Health Champions. Brentwood Borough Council was the first local authority in the UK to have every elected Member as a Champion, demonstrating a strong commitment to the Challenge.

- 1.5 Cllr Parker submitted the following motion:

"That Brentwood Borough Council seeks a review of the powers available to Local Authorities to deal with the increasing number of illegal incursions onto parks, community areas and open spaces. The Council will seek to ensure it is making best use of the powers and resources available in legal and mechanical terms, such as through the introduction of height barriers and ditches etc. and will explore whether anything else can be done by either the Council or partners and following the review, resolves to write to the Secretary of State for Communities and Local Government as deemed necessary."

- 1.6 Cllr Poppy submitted the following motion:

"That Brentwood Borough Council is committed to tackling flytipping across the borough and as such, resolves to review the powers and resources available to take the necessary action against those who blight our community by dumping waste."

Report Author Contact Details:

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Members Interests

Members of the Council must declare any pecuniary or non-pecuniary interests and the nature of the interest at the beginning of an agenda item and that, on declaring a pecuniary interest, they are required to leave the Chamber.

- **What are pecuniary interests?**

A person's pecuniary interests are their business interests (for example their employment trade, profession, contracts, or any company with which they are associated) and wider financial interests they might have (for example trust funds, investments, and asset including land and property).

- **Do I have any disclosable pecuniary interests?**

You have a disclosable pecuniary interest if you, your spouse or civil partner, or a person you are living with as a spouse or civil partner have a disclosable pecuniary interest set out in the Council's Members' Code of Conduct.

- **What does having a disclosable pecuniary interest stop me doing?**

If you are present at a meeting of your council or authority, of its executive or any committee of the executive, or any committee, sub-committee, joint committee, or joint sub-committee of your authority, and you have a disclosable pecuniary interest relating to any business that is or will be considered at the meeting, you must not :

- participate in any discussion of the business at the meeting, of if you become aware of your disclosable pecuniary interest during the meeting participate further in any discussion of the business or,
- participate in any vote or further vote taken on the matter at the meeting.

These prohibitions apply to any form of participation, including speaking as a member of the public.

- **Other Pecuniary Interests**

Other Pecuniary Interests are also set out in the Members' Code of Conduct and apply only to you as a Member.

If you have an Other Pecuniary Interest in an item of business on the agenda then you must disclose that interest and withdraw from the room while that business is being considered

- **Non-Pecuniary Interests**

Non –pecuniary interests are set out in the Council's Code of Conduct and apply to you as a Member and also to relevant persons where the decision might reasonably be regarded as affecting their wellbeing.

A 'relevant person' is your spouse or civil partner, or a person you are living with as a spouse or civil partner

If you have a non-pecuniary interest in any business of the Authority and you are present at a meeting of the Authority at which the business is considered, you must disclose to that meeting the existence and nature of that interest whether or not such interest is registered on your Register of Interests or for which you have made a pending notification.

Ordinary Council Terms of Reference

General Powers of 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.

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;

