



Agenda

Ordinary Council

Wednesday, 29 June 2016 at 7.00 pm
Council Chamber - Town Hall

Membership (Quorum – 10)

Cllrs Mrs Hones (Mayor), Russell (Deputy Mayor), Aspinell, Barrell, Barrett, Bridge, Clarke, Chilvers, Cloke, Mrs Coe, Mrs Davies, Faragher, Mrs Fulcher, Hirst, Hossack, Mrs Hubbard, Keeble, Kendall, Kerlake, McCheyne, Mrs McKinlay, Mrs Middlehurst, Morrissey, Mrs Murphy, Mynott, Newberry, Parker, Poppy, Mrs Pound, Reed, Ms Rowlands, Ms Sanders, Mrs Slade, Mrs Squirrell, Trump, Tumbridge 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.	Declarations of Interest		
3.	Mayors Announcements		
4.	Minutes of the previous meeting		5 - 20
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6.	Public Questions		59 - 60

7. **Memorials or Petitions**

8. **Committee Chairs Reports and Members Questions** 61 - 62
Appendix A to follow.

9. **Notice of Motion** 63 - 64

10. **Devolution - Verbal Update**

11. **Town Hall Hub/Transformation Project**
Report to follow.

12. **Progress Update on Key Corporate Projects** All
Report to follow. Wards

13. **Urgent Business**
An item of business may only be considered where the Mayor 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.



Chief Executive

Town Hall
Brentwood, Essex
14.06.2016

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, 2nd March, 2016

Attendance

Cllr Reed (Mayor)	Cllr Morrissey
Cllr Mrs Hones (Deputy Mayor)	Cllr Mrs Murphy
Cllr Aspinell	Cllr Mynott
Cllr Barrett	Cllr Newberry
Cllr Chilvers	Cllr Parker
Cllr Clark	Cllr Poppy
Cllr Cloke	Cllr Pound
Cllr Mrs Davies	Cllr Ms Rowlands
Cllr Mrs Henwood	Cllr Russell
Cllr Hirst	Cllr Ms Sanders
Cllr Hossack	Cllr Mrs Slade
Cllr Mrs Hubbard	Cllr Sleep
Cllr Keeble	Cllr Mrs Squirrel
Cllr Kendall	Cllr Tee
Cllr Kerlake	Cllr Trump
Cllr McCheyne	Cllr Wiles
Cllr Mrs McKinlay	

Apologies

Cllr Barrell	Cllr Mrs Coe
Cllr Carter	Cllr Faragher

Officers Present

Helen Gregory	- Interim Head of Housing
Chris Leslie	- Finance Director
Ramesh Prashar	- Financial Services Manager
Philip Ruck	- Head of Paid Service
Jean Sharp	- Governance and Member Support Officer
Daniel Toohey	- Monitoring Officer

360. Apologies for Absence

Apologies were received from Cllrs Barrell, Carter, Mrs Coe and Faragher.

361. Declarations of Interest

No declarations were made at this point.

362. General Fund Budget 2016/17

Members were reminded that the Medium Term Financial Plan (MTFP) considered by Policy, Finance and Resources Committee on 15 December 2015 provided an update on the various significant changes that would impact on the Council's financial position following announcements made since the General Election in May 2015 and the Autumn Statement in November 2015. Particular issues highlighted, relevant to the General Fund, included the phasing out of the Revenue Support Grant, changes to the New Homes Bonus & the Business Rates Retention schemes and the creation of Combined Authorities.

The fundamental principles of the Council's MTFP are to:

- (i) Maintain a sustainable financial position against a background of unprecedented financial uncertainty and reduced government funding, including the delivery of efficiency targets.
- (ii) Support the vision of our Borough through appropriate identification of resources required to deliver the key priorities outlined in the 'Vision for Brentwood'.
- (iii) Maximise opportunities and mitigate risks associated with the fundamental change to the way in which local government is financed.

The report before Members considered:

- (i) The General Fund budget proposals for 2016/17 to 2018/19.
- (ii) The Capital Programme 2016/17 to 2018/19.
- (iii) The Treasury Management & Investment Strategy for 2016/17.

The Leader of the Council and Chair of Policy, Finance and Resources Committee, Cllr Mrs McKinlay, introduced the proposed budget for 2016/17 and MOVED the recommendations in the report which Cllr Kerslake SECONDED.

Cllr Aspinell, as leader of the main opposition group, responded to the Leader's statement.

Two sets of amendments had been submitted in accordance with Rule 3.15 of the Council's Procedure Rules, totalling five amendments. Details of all

amendments received were included in Supplement 3 to the agenda and are appended to these minutes for information.

Cllr Kerslake MOVED and Cllr Hirst SECONDED the AMENDMENT received from the Conservative Group which added ‘and Table 7.1’ , such Table 7.1 being included in the amendment , and Cllr Mrs McKinlay ACCEPTED the amendment.

Cllr Barrett MOVED and Cllr Morrissey SECONDED the first AMENDMENT submitted by the Labour Group which Mrs McKinlay did not accept, however she expressed her interest in further exploration.

Following a debate a vote was taken on a show of hands and the AMENDMENT was LOST.

Cllr Barrett MOVED and Cllr Morrissey SECONDED the second AMENDMENT submitted by the Labour Group which Mrs McKinlay did not accept.

Following a debate a vote was taken on a show of hands and the AMENDMENT was LOST.

Cllr Barrett MOVED and Cllr Morrissey SECONDED the third AMENDMENT submitted by the Labour Group which Mrs McKinlay did not accept.

Following a debate a vote was taken on a show of hands and the AMENDMENT was LOST.

Cllr Barrett MOVED and Cllr Morrissey SECONDED the fourth AMENDMENT submitted by the Labour Group which Mrs McKinlay did not accept.

Following a debate a vote was taken on a show of hands and the AMENDMENT was LOST.

Cllr Barrett MOVED and Cllr Morrissey SECONDED the fifth AMENDMENT submitted by the Labour Group which Mrs McKinlay did not accept.

Following a debate a vote was taken on a show of hands and the AMENDMENT was LOST.

Returning to the SUBSTANTIVE MOTION, following a debate and in accordance with Procedure Rule 9.6 of the Constitution, a recorded vote was taken. Cllr Mrs Henwood had left the Chamber during the debate and therefore did not vote.

Members voted as follows:

For: Cllrs Cloke, Hirst, Mrs Hones, Hossack, Kerslake, McCheyne, Mrs McKinlay, Mrs Murphy, Parker, Poppy, Mrs Pound, Reed, Ms Rowlands, Russell, Ms Sanders, Mrs Slade, Sleep, Tee, Trump and Wiles (20)

Against: Cllrs Aspinell, Barrett, Chilvers, Clark, Mrs Davies, Mrs Hubbard, Keeble, Kendall, Morrissey, Mynott, Newberry and Mrs Squirrell (12)

Abstain: (0)

Members RESOLVED:

- 1. To approve the General Fund - Revised MTFP for 2016/17 as shown in Table 8 at paragraph 5.8 which includes the proposed savings targets as shown in Table 7 and Table 7.1 (included in Supplement 3 to the agenda) at paragraph 5.7 of the report.**
- 2. To approve the proposed Capital Programme and Funding totalling £23.7 million for 2016/17 to 2018/19 as set out in Tables 14 and 15 of the report.**
- 3. To approve the Treasury Management and Investment Strategy as set out in Section 10 of the report.**
- 4. To note the Section 151 Officer's Assurance Statement as set out in Section 11 of the report.**

Reason for Recommendation

The Council is required to approve the Budget as part of the Budget and Policy Framework.

363. Housing Revenue Account (HRA) Budget 2016/17

The report before Members considered the Medium Term Financial Plan for the Housing Revenue Account (HRA).

The report also included results of the tenant consultation and the consideration of the Environment & Housing Management Committee concerning the proposed rent charges for 2016/17.

Cllr Mrs McKinlay MOVED and Cllr Hossack SECONDED the recommendations and following a discussion a recorded vote was taken in accordance with Procedure Rule 9.6 of the Council's Constitution.

Cllr Chilvers left the meeting before the vote was taken.

Members voted as follows:

FOR: Cllrs Aspinell, Barrett, Clark, Cloke, Mrs Davies, Mrs Henwood, Hirst, Mrs Hones, Hossack, Mrs Hubbard, Keeble, Kendall, Kerlake, McCheyne, Mrs McKinlay, Morrissey, Mrs Murphy, Mynott, Newberry, Parker, Poppy, Mrs Pound, Reed, Ms Rowlands, Russell, Ms Sanders, Mrs Slade, Sleep, Mrs Squirrell, Tee Trump and Wiles (32)

AGAINST: 0

ABSTAIN: 0

Members RESOLVED UNANIMOUSLY:

1. To approve the HRA Business Plan for 2016/17 and beyond as shown in Appendix C of this report.
2. To agree a 1% decrease in rents for General Need Housing for 2016/17 and for the following 3 years.
3. To agree to freeze the rents for Supported Housing for 2016/17 and then apply a 1% decrease for the following 3 years as outlined in paragraph 4.18.
4. To agree to freeze the proposed Service Charges for 2016/17 for tenants.
5. To agree to apply the formula rent to all new tenancies from April 2016/17.
6. To agree the Fees and Charges proposed at Environment and Housing Management Committee on 9 December 2015 (attached as Appendix A).
7. To note the Section 151 Officer's Assurance Statement on the robustness of the estimates and adequacy of the reserves.

(Cllrs Barrett, Mrs Squirrell and Wiles each declared an interest in relation to this item but the Monitoring Officer advised that the pecuniary interest for each Member was insignificant and therefore they should not be excluded from the debate).

Reasons for recommendation

Effective financial management underpins all of the priorities for the Council.

The Council is required to compile a budget which collates all the income and expenditure relating to the Council's housing stock. The Council is also required to agree the rent levels and notify tenants of any changes to their rents.

364. Council Tax 2016/17

The Council was the billing authority for the Borough of Brentwood and was required to set a Council Tax that would not only cover its own requirements, but also those of Essex County Council, Police and Crime Commissioner, Fire Authority and the Parish Councils.

The Council Tax requirements for 2016/17 were outlined as follows:

Council Tax Requirements

	2015/16 £	2016/17 £
Brentwood Borough Council	5,238,503	5,504,121
Essex County Council	33,858,348	35,926,833
Police and Crime Commissioner	4,584,546	4,835,259
Fire Authority	2,069,354	2,151,547
Parishes	361,474	388,409

A schedule of the Parish Precepts was attached as Appendix B to the report.

Cllr Mrs McKinlay MOVED and Cllr Kerslake SECONDED the recommendations in the report and following a discussion a recorded vote was taken in accordance with Procedure Rule 9.6 of the Council's Constitution.

Members voted as follows:

FOR: Cllrs Cloke, Mrs Henwood, Hirst, Mrs Hones, Hossack, Kerslake, McCheyne, Mrs McKinlay, Mrs Murphy, Parker, Poppy, Mrs Pound, Reed, Ms Rowlands, Russell, Ms Sanders, Mrs Slade, Sleep, Tee, Trump and Wiles (21)

AGAINST: Cllrs Aspinell, Barrett, Clark, Mrs Davies, Mrs Hubbard, Keeble, Kendall, Morrissey, Mynott and Newberry (10)

ABSTAIN: (0)

The MOTION was CARRIED and it was RESOLVED as follows:

1. That the Council approves the formal Council Tax resolution for Brentwood Borough Council and Parishes as contained in Appendix A to the report, as follows:

Formal Council Tax (Brentwood Borough Council and Parishes) Resolution 2016-17

1. That it be noted that at its meeting on 27 January 2016 Ordinary Council approved the calculation of the following amounts as the Council's Tax Base for 2016/17 in accordance with the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012:

- a) for the whole Council area as 31,790 (item "T" in the formula in section 31B of the Local Government Finance Act 1992, as amended ("the Act")), and
- b) for dwellings in those parts of its area to which a Parish precept relates as follows

Parish	
Blackmore	1,424.5
Doddinghurst	1,163.2
Herongate and Ingrave	1,060.7
Ingatestone and Fryerning	2,294.8
Kelvedon Hatch	1,035.8
Mountnessing	472.7
Navestock	233.3
Stondon Massey	322.8
West Horndon	667.4

2. That the Council Tax requirement for the Council's own purposes for 2016/17 (excluding Parish precepts) be calculated as **£5,504,121**.

3. That the following amounts be calculated for the year 2016/17 in accordance with Sections 30 to 36 of the Act:

- a) **£46,028,070** being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils.
- b) **£40,135,540** being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
- c) **£5,892,530** being the amount by which the aggregate at 3a) above exceeds the aggregate at 3b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year (item "R" in the formula in Section 31B of the Act).
- d) **£185.36** being the amount at 3c) above divided by the amount at 1a) above, calculated by the Council in accordance with Section 31B of the Act as the

basic amount of its Council Tax for the year (including Parish precepts).

- e) **£388,409** being the aggregate of the following special items (Parish precepts) referred to in Section 34(1) of the Act:

Parish	£
Blackmore	51,282
Doddinghurst	60,886
Herongate and Ingrave	36,064
Ingatestone and Fryerning	135,348
Kelvedon Hatch	34,167
Mountnessing	18,000
Navestock	6,299
Stondon Massey	13,863
West Horndon	32,500

- f) **£173.14** being the amount at 3d) above less the result given by dividing the amount at 3e) above by the amount at 1a) above, calculated by the Council in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish precept relates.

- g) the amounts stated in column (3) below given by adding to the amount at 3f) above the amounts of the special item or items relating to dwellings in those parts of the Council's area specified in 3e) above in each case by the amount at 1a) above, calculated by the Council in accordance with Section 34(3) of the Act, as the basic amounts of its Council Tax for the year for dwellings in those parts of its area set out in 3e) above to which one or more special items relate:

	(1)	(2)	(3)
	Council	Parish	Total
	Band D Council Tax	Band D Council Tax	Band D Council Tax
	£	£	£
Blackmore	173.14	36.00	209.14
Doddinghurst	173.14	52.34	225.48

Herongate and Ingrave	173.14	34.00	207.14
Ingatestone and Fryerning	173.14	58.98	232.12
Kelvedon Hatch	173.14	32.99	206.13
Mountnessing	173.14	38.08	211.22
Navestock	173.14	27.00	200.14
Stondon Massey	173.14	42.95	216.09
West Horndon	173.14	48.70	221.84

- h) the amounts set out below given by multiplying the amounts at 3g) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council in accordance with Section 36(1) of the Act as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

	Band A £	Band B £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £
Blackmore	139.43	162.66	185.90	209.14	255.62	302.09	348.57	418.28
Doddinghurst	150.32	175.37	200.42	225.48	275.59	325.69	375.80	450.96
Herongate	138.10	161.10	184.12	207.14	253.18	299.20	345.24	414.28
Ingatestone and Fryerning	154.75	180.53	206.33	232.12	283.71	335.28	386.87	464.24
Kelvedon	137.42	160.32	183.22	206.13	251.94	297.74	343.55	412.26
Mountnessing	140.82	164.28	187.75	211.22	258.16	305.09	352.04	422.44
Navestock	133.43	155.66	177.90	200.14	244.62	289.09	333.57	400.28
Stondon Massey	144.06	168.07	192.08	216.09	264.11	312.13	360.15	432.18
West Horndon	147.90	172.54	197.19	221.84	271.14	320.43	369.74	443.68
Unparished	115.43	134.66	153.90	173.14	211.62	250.09	288.57	346.28

2. That it be noted that for the year 2016/17 Essex County Council, Essex Police and Crime Commissioner and Essex Fire Authority have issued the following precept requirements to the Council, in accordance with Section 40 of the Local Government Finance Act

1992 (“the Act”) for each of the categories of dwellings (valuation band) shown in Table 2 below.

Table 2 - Precept Schedule

Valuation Band	Essex County Council £	Essex Police and Crime Commissioner £	Essex Fire Authority £
A	753.42	101.40	45.12
B	878.99	118.30	52.64
C	1,004.56	135.20	60.16
D	1,130.13	152.10	67.68
E	1,381.27	185.90	82.72
F	1,632.41	219.70	97.76
G	1,883.55	253.50	112.80
H	2,260.26	304.20	135.36

3. That having calculated the aggregate in each case of the amounts calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands and the amounts in 2.2 above, the Council, in accordance with Section 40 of the Act, hereby sets the amounts in Table 3 as the amounts of Council Tax for the year 2016/17 for each of the categories of dwellings shown:

Table 3 - 2016/17 Council Tax for Each Categories of Dwellings

	Band A £	Band B £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £
Blackmore	1,039.37	1,212.59	1,385.82	1,559.05	1,905.51	2,251.96	2,598.42	3,118.10
Doddinghurst	1,050.26	1,225.30	1,400.34	1,575.39	1,925.48	2,275.56	2,625.65	3,150.78
Herongate	1,038.04	1,211.03	1,384.04	1,557.05	1,903.07	2,249.07	2,595.09	3,114.10
Ingatestone and Fryerning	1,054.69	1,230.46	1,406.25	1,582.03	1,933.60	2,285.15	2,636.72	3,164.06
Kelvedon	1,037.36	1,210.25	1,383.14	1,556.04	1,901.83	2,247.61	2,593.40	3,112.08

Mountnessing	1,040.76	1,214.21	1,387.67	1,561.13	1,908.05	2,254.96	2,601.89	3,122.26
Navestock	1,033.37	1,205.59	1,377.82	1,550.05	1,894.51	2,238.96	2,583.42	3,100.10
Stondon Massey	1,044.00	1,218.00	1,392.00	1,566.00	1,914.00	2,262.00	2,610.00	3,132.00
West Horndon	1,047.84	1,222.47	1,397.11	1,571.75	1,921.03	2,270.30	2,619.59	3,143.50
Unparished	1,015.37	1,184.59	1,353.82	1,523.05	1,861.51	2,199.96	2,538.42	3,046.10

Reason for Recommendation

The Council has a legal requirement to set the Council Tax for its area by 11 March 2016.

365. Urgent Business

There were no items of urgent business.

PROPOSED AMENDMENTS TO GENERAL FUND BUDGET 2016/17

Proposed by the Conservative Group:

2. Recommendations

- 2.1 To approve the General Fund - Revised MTFP for 2016/17 as shown in Table 8 at paragraph 5.8 which includes the proposed savings targets and associated detail as shown in Table 7 and Table 7.1 at paragraph 5.7 of this report.
- 2.2 To approve the proposed Capital Programme and Funding totalling £23.7 million for 2016/17 to 2018/19 as set out in Tables 14 and 15 of this report.
- 2.3 To approve the Treasury Management and Investment Strategy as set out in Section 10 of this report.
- 2.4 To note the Section 151 Officer's Assurance Statement as set out in Section 11 of this report.

Table 7.1 - Proposed Savings – Detail

Proposed Savings	2016/17 £'000	2017/18 £'000	2018/19 £'000
Additional Income			
Council Tax Increase	159	159	159
Income from the Public Sector Hub	82	272	272
Rent Reviews / New Leases	40	70	80
Crossrail Compensation	35	0	0
Income from Shops transferred from the HRA	30	30	30
Planning - Residential Pre-application Fees	25	50	50
Increased Demand for Brown Bins	20	20	20
Sale of Services	20	20	20
Community Alarm Charges	17	17	17
Planning - Review charges around Pre-application Fees for Commercial Properties	10	25	25
Total - Additional Income	438	663	673
Efficiencies			
No Inflationary Pay Increase	95	95	95

Vacancy Factor	65	65	65
Legal Services Efficiency Savings	50	50	50
Capitalisation of Project Staff	50	50	50
Shared Services	50	100	100
Senior Managers' Target Savings	40	40	40
Restructure of Housing Service	39	39	39
Review of the Community Halls Management Fees	32	32	32
Review of Support Services	25	44	44
Procurement Review	25	25	25
Introduce Joint Working Between Car Parks & CCTV	20	40	40
Review of Financial Services	15	30	30
Freeze Member Allowances & Reduce the Number of Committees by One	8	8	8
Total - Efficiencies	514	618	618
Proposed Savings	2016/17 £'000	2017/18 £'000	2018/19 £'000
Re-prioritisation of Services			
Review of Economic Development	50	100	100
Reduction in Parish Grants	34	34	34
Discontinue the Community Safety Commissioning Plan	30	30	30
Collection Only of Green Waste Bags - No Delivery and One Token Provided	25	30	30
Removal of Ward Budgets	25	25	25
Growth			
Renaissance Group Grant	(10)	0	0
Total - Re-prioritisation of Services	154	219	219
Decrease in Re-charge to the HRA	(100)	(140)	(140)
Grand Total	1,006	1,360	1,370

Ordinary Council meeting 2 March 2016 – Proposed amendments from the Labour Group

Amendment 1 - Business Rates

The Brentwood Business Challenge

To establish the Brentwood Local Business Challenge, a locally determined Business Rates scheme, at a cost of £20,000 that will create a reduction of £50,000 in Business Rates for the successful geographic area to increase business confidence and encourage development. The scheme will focus on small, retail businesses.

Total reductions in Business Rates: £50,000
Brentwood Borough Council costs: £20,000

Further detail

Brentwood Borough Council launches the Brentwood Local Business Challenge that will set aside a fund of up to £50,000 for local small and medium businesses within set criteria as below, within the successful geographic area. This will be a competitive tender/pitch process for closely geographically located businesses in numbers no greater than 50 businesses, similar to the 'Clusters' within the Renaissance Group, to compete for their area to receive a Business Rates discount from the Council. If successful the area will not be permitted to tender for any future Local Business Challenge for two years.

This is permitted by the use of the locally determined Business Rate scheme, under powers found in the Localism Act 2011. Brentwood is only liable for £20,000 of this fund, with the remainder covered by other tiers of Government.

This fund will be proportionally distributed to applicable businesses and within maximum reliefs as outlined below.

To qualify for this relief, the premises must be a property (retail unit, office or warehouse) which is:

1. Within the designated area, and
2. has a rateable value between £6,000 and £50,000, and
3. is not among the type of retailer which the council believes should not qualify for the relief, and
4. relief will be offered for a maximum of 12 months for applications received between 1 July 2016 to 31 March 2017.
5. The scheme will be available to small and medium sized enterprises (definition of SME - employ up to 250 people and have a turnover of up to £40m) only.
6. The maximum amount of relief will be 50% of the net liability after all mandatory or discretionary reliefs have been applied to account.
7. Occupiers must take out/have a minimum 12 month lease and if the business moves out the council reserves the right to request repayment of any local business rate relief granted.

Types of occupied property which can qualify for relief

1. Properties being used for the sale of goods to visiting members of the public, eg:
 - a. Shops (such as florists, bakers, butchers, grocers, greengrocers, chemists, supermarkets, newsagents)
 - b. Charity shops
 - c. Opticians

- d. Post offices
- e. Furnishing shops/display rooms (such as carpet shops)
- f. Car showrooms
- g. Second hand car lots
- h. Markets
- i. Petrol stations
- j. Garden centres
- k. Craft Shops
- l. Art galleries

2. Properties being used for the provision of certain services to visiting members of the public, eg:

- m. Hair & beauty services (such as hair dressers, nail bars, tanning shops etc)
- n. Shoe repairs/key cutting
- o. Travel agents
- p. Estate / letting agencies
- q. Dry cleaners
- r. Launderettes
- s. PC/TV/domestic appliance repair
- t. Funeral directors
- u. Photo processing
- v. DVD/video rentals
- w. Tool hire
- x. Car hire

3. Medical services

- y. Vets
- z. Dentists
- aa. Doctors
- bb. Osteopaths
- cc. Chiropractors

This list is not definitive, and other businesses who are of a similar type to those listed above may also qualify for the local business rate relief.

Properties which do not qualify for relief:

- a. Accountants
- b. Solicitors
- c. Insurance brokers
- d. Employment agencies
- e. Tutors
- f. Restaurants
- g. Sandwich shops
- h. Coffee shops
- i. Pubs
- j. Wine bars
- k. Takeaways
- l. Banks
- m. Building societies
- n. Cash points
- o. Bureau de change
- p. Payday lenders
- q. Betting shops
- r. Pawnbrokers
- s. Properties that may bring the scheme / area into disrepute

Any large businesses will be excluded as they are not classified as an SME.

Relief cannot be awarded if it will breach the State Aid. Whilst the DCLG suggests that councils should get a signed declaration from the ratepayer that any award would not breach State Aid, it is for the council to ensure that the rules are not broken and the signed declaration would not exclude the council from the consequences of breaching the rules. The DCLG will not reimburse the council for any award of relief that breaches State Aid de minimus figure of €200,000 over a three year period.

Amendment 2 - Support for Brentwood Business Groups and local business led development

Re-home current economic development functions with the local business community, including the removal of the Economic Development Committee with functions moved to other committees. Investment in the development of a new Economic Strategy for Brentwood and tendering of up to a £30,000 grant to local Business Groups to provide an Economic Development service with Town Centre Management functions assigned to members of the Licensing Team. Freezing investment into the Business Directory and gifting the current list to Renaissance Group, Brentwood Chamber of Commerce and other business groups as appropriate.

Total reductions: £129,760
Cost of Grant: £30,000
Cost of Economic Strategy: £10,000
Total Savings: £89,760

Amendment 3 - Efficient use of Special Responsibility Allowances

To require as part of job role the Leader and Deputy Leader to Chair a Council Committee
Total Saving: £2,500

Amendment 4 - Town Hall Hospitality Services

Given increasing staffing levels coming into the Town Hall, to tender to local businesses bringing in a coffee van style operation or similar for a set period in the day.
Total Income: £3,000



Minutes

**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 Squirrel
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 Squirrel

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.

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

Committee	Membership	Quorum
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
TOTALS	37	100

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)
		66

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			

2016

Community, Health & Leisure Committee (9)	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			

Dismissal Appeals Committee (9)	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			

7
6
5
4
3
2
1

Environment & Housing Management Committee (9)	Conservative (6)	Liberal Democrat (3)	Labour (0)	Non-Aligned (0)
Chair*:	Cllr Chris Hossack	Cllr Vicky Davies		
Vice-Chair**:	Cllr 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			

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Planning & Licensing Committee (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:

Policy, Finance & Resources Committee (9)	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			

Staff Appointments Committee (9)	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

Organisation	Council Representatives for 2015/16	Council representatives for 2016/17
Active Brentwood	Cllr Trump	Cllr Trump
Armed Forces Covenant Champion		Cllr Wiles
Brentwood Access Group	Cllr Cloke	Cllr Cloke
Brentwood and District Age Concern	Cllr Henwood Cllr Newberry (LD)	Cllr Ms Sanders Cllr Newberry (LD)
Brentwood Arts Council	Cllr. Mynott (LD)	Cllr Mynott (LD)
Brentwood Community Print	Cllr Tee Cllr Barrell	Cllr Mrs Pound Cllr Barrell
Brentwood Community Safety Partnership	Cllr Russell	Cllr Parker
Brentwood Community Transport	Cllr Parker	Cllr Parker
Brentwood Council for Voluntary Service	Cllr Tee Cllr Poppy	Cllr Reed Cllr Poppy
Brentwood Cricket Club	Cllr Faragher	Cllr Russell
Brentwood Football Club Management Committee	Cllr Russell Cllr Wiles Cllr Aspinell (LD)	Cllr Russell Cllr Wiles Cllr Bridge
Brentwood For Growth	Cllr Parker Cllr Rowlands Cllr Kendall (LD)	Cllr Mrs McKinlay Cllr Kerlake Cllr Kendall (LD)
Brentwood Leisure Trust	Cllr Rowlands Cllr Sanders	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	Cllr Parker Cllr Rowlands Cllr Barrell 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) Cllr Reed (Mayor - President) Cllr Coe Cllr Hones (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 Cllr Reed (Mayor – President) Cllr Hones (Deputy Mayor – Vice President) Cllr Murphy Cllr Davies (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	Cllr Murphy Cllr Poppy	Cllr Mrs Middlehurst Cllr Poppy
Citizens Advice Bureau	Cllr Henwood Graeme Clark (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	Cllr Tee 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	Cllr Russell	Cllr Barrell
Hartwood Golf Club	Cllr Faragher Cllr Sleep	Cllr Faragher Cllr Clarke (LD)
Headley Common Trustees	Cllr Tee 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	Cllr Tee	Cllr Reed
South Essex Parking Partnership Representative	Cllr Cloke	Cllr Cloke
South Weald Parish Hall Management Committee	Cllr Coe Cllr Russell	Cllr Mrs Coe Cllr Russell
South Essex Children's Commissioning and Delivery Board	Cllr Hubbard (LD)	Cllr Mrs Hubbard
Taxi Trade Consultative Group	Cllr McCheyne Cllr Trump 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 th												17 th
Ordinary Council	Wednesday	19:00		29 th				19 th			25 th		1 st (Budget)	24 th (If required) (Monday)	
Audit and Scrutiny Committee	Monday	19:00		13 th	27 th (If required) (Wednesday)		19 th			12 th	23 rd (Budget Scrutiny)		13 th		
Community, Health and Leisure Committee	Monday	19:00		6 th			5 th			5 th			6 th		
Environment and Housing Management Committee	Wednesday	19:00		15 th			14 th			7 th			8 th		
Planning and Licensing Committee	Tuesday	19:00	31 st	28 th	19 th		13 th	11 th	15 th	13 th	24 th	21 ^s	21 ^s	25 th	
Policy, Finance and Resources Committee	Tuesday	19:00		21 st			20 th		29 th		31 st (If required)		1 st (Budget)		14 th

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	
6				School Holidays								School Holidays	
7				School Holidays								School Holidays	
8				School Holidays								School Holidays	
9				School Holidays								School Holidays	
10				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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29 June 2016

Ordinary Council

Public Questions

Report of: *Philip Ruck – Head of Paid Service*

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 no questions had been received.

Report Author Contact Details:

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29 June 2016

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 provided for Members' information at each Ordinary Council meeting.
- 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 (to follow)

Report Author Contact Details:

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29 June 2016

Ordinary Council

Notices of Motion

Report of: Philip Ruck – Head of Paid Service

Wards Affected: All

This report is: Public

1. Executive Summary

1.1 One Notice of Motion has been submitted in accordance with Rule 3 in Part 4.1 of the Constitution - Council Procedure Rules.

1.2 Cllr Chilvers submitted the following motion:

“Politics can seem remote, irrelevant and inaccessible and we are not helping this view by holding election counts in the middle of the night with announcements about who will be representing you for the next four years made in the early hours of the morning.

In 2015, the count was done on the following Friday afternoon and nothing untoward happened as a result. The impact on the health and wellbeing of staff was also minimised as they were able to complete this work as part of a normal day and minimised risk in travelling home and to work the next day.

Therefore, this council resolves that it make a recommendation to the Returning Officer that its preference, subject to the required pre-election consultation with/by the Returning Officer, is for the timing of election counts for future local elections be moved to the Friday afternoon from 2018 and, in doing so, leads the way in encouraging people to take part in the count by inviting supervised school groups to watch part of the count as an education in how politics works and by seeing democracy in action”.

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;

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