



Agenda

Policy, Finance and Resources Committee

Tuesday, 20 September 2016 at 7.00 pm

Council Chamber - Town Hall

Membership (Quorum – 3)

Cllrs Mrs McKinlay (Chair), Kerlake (Vice-Chair), Barrett, Faragher, Hossack, Kendall, McCheyne, Mynott and Parker

Agenda Item	Item	Wards(s) Affected	Page No
1.	Apologies for Absence		
2.	Minutes of the Previous Meeting		5 - 12
3.	Council Restructure	All Wards	13 - 16
4.	Key Projects Update	All Wards	17 - 26
5.	South Essex Parking Partnership (SEPP) Report to follow.	All Wards	
6.	Urgent Business		

P. L. Russell

Head of Paid Service

Town Hall
Brentwood, Essex
12.09.2016

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.

modern.gov app

View upcoming public committee documents on your Apple or Android device with the free modern.gov app.

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

Policy, Finance and Resources Committee Tuesday, 21st June, 2016

Attendance

Cllr Mrs McKinlay (Chair)
Cllr Kerlake (Vice-Chair)
Cllr Barrett
Cllr Faragher

Cllr Hossack
Cllr McCheyne
Cllr Mynott
Cllr Parker

Apologies

Cllr Kendall

Substitute Present

Cllr Aspinell

Also Present

Cllr Ms Sanders
Cllr Ms Rowlands
Cllr Mrs Fulcher
Cllr Mrs Pound
Cllr Russell

Officers Present

Phil Ruck	- Chief Executive
Chris Leslie	- Finance Director
Daniel Toohey	- Head of Legal Services and Monitoring Officer
Helen Gregory	- Interim Head of Housing
Leona Murray Green	- Business Development and Communications Officer
Steve Summers	- Group Manager In-House Services
Ramesh Prashar	- Financial Services Manager
Mark Stanbury	- Environmental Health Manager
David Wellings	- Corporate Health and Safety Advisor
Adrian Tidbury	- Estates and Valuation Surveyor

57. Apologies for Absence

Apologies were received from Cllr Kendall who was substituted by Cllr Aspinell.

58. Minutes of the Previous Meeting

The minutes of the Policy, Finance and Resources Committee 22 March 2016 and the Economic Development Committee 10 March 2016 were agreed as a true record.

59. 2015/16 Provisional Outturn and Annual Treasury Management Report

The report dealt with the 2015/16 provisional outturn for:

- The General Fund – paragraph 3
- Housing Revenue Account – paragraph 4
- The Capital Programme – paragraph 5

The report also considered the reserves and working balance levels.

The Council is also required by regulations issued under the Local Government Act 2003 to produce an Annual Treasury Management review of activities and the actual prudential of both the CIPFA Code of Practice on the Treasury Management (the Code) and the CIPFA Prudential Code for Capital Finance in Local Authorities (the Prudential Code) – paragraph 6

A motion was **MOVED** by Councillor Mrs Mckinlay and **SECONDED** by Councillor Kerslake.

A vote was taken by a show of hands and it was **RESOLVED:**

1. That the provisional outturn information for 2015/16, contained within the report be approved.
2. That the capital programme carry forwards requested in Table 6 be approved
3. That the Treasury Management activity and information for 2015/16 be noted.

REASON FOR RECOMMENDATION

Good financial management underpins all priorities within the Corporate Plan.

60. Essex County Wide Traveller Unit

This report was deferred and not discussed at this meeting.

61. Environmental Health Enforcement Policy

This report sought approval by Members with respect to Brentwood Borough Council providing an Enforcement Policy to its statutory obligations, to enforce all relevant provisions of Environmental Health Legislation in a manner which was in line with 'better regulation'. The policy explained how the service carries out its functions in a manner which is transparent and provides proper regard to the sensitivities of business and the local economy.

A motion was **MOVED** by Councillor Parker and **SECONDED** by Councillor Faragher.

A vote was taken by a show of hands and it was **RESOLVED** that:

1. The Environmental Health Enforcement Policy (Appendix A- as amended) be approved.

REASON FOR RECOMMENDATION

Members are required to approve the Policy as it directly affects the welfare of businesses, the public and visitors to the Borough.

62. Food Safety and Health & Safety Enforcement Service Plans 2016/17

This report sought approval by Members on Service Plans with respect to its statutory obligations, to enforce all relevant provisions of food safety and health and safety legislation within its area.

These service plans identified how the service intended carrying out the proactive and reactive elements of inspections and investigations to ensure, the continuing safety of both business employees and the continuing safety of both business employees and the public. It also included measures taken to aid business in compliance such as the provision of training and the food hygiene rating scheme.

A motion was **MOVED** by Councillor Parker and **SECONDED** by Councillor Faragher.

A vote was taken by a show of hands and it was **AGREED**:

1. That the Food Safety (Appendix A) and Health and Safety Enforcement Service Plans 2016/17 (Appendix B) be approve.

REASON FOR RECOMMENDATION

Members were required to approve the plans as they directly affect the welfare of businesses, the right and visitors to the Borough. The Food Safety Plan ensured that high standards are maintained in commercial food production, and the Health and Safety Plan ensures the safety of local employees, the public and visitors to businesses.

63. Corporate Health and Safety Performance Report 2015-2016

This report identified the standards now in place and the work progressing to improve Brentwood Borough Council's responsibilities under the Health and Safety at Work Act 1974 and all subordinate legislation.

The Council has a duty to ensure, that it not only protects employee health and safety, but anyone else who might be affected by its undertaking. In that respect, it must have demonstrable systems and processes in place which reflect that compliance.

A motion was **MOVED** by Councillor Parker and **SECONDED** by Councillor Faragher.

A vote was taken by a show of hands and it was **UNANIMOUSLY AGREED**:

1. That the Corporate Health and Safety Annual Report 2015/16 (Appendix A) be approved.

REASON FOR RECOMMENDATION

Members were required to approve the report as it directly affected the Council, its employees and all others who may be affected by its undertaking.

64. Business Income Generation Update

This report provided an introduction to the new business income generation activities that are currently in development and being investigated and requested that the future actions be agreed by the Committee.

A motion was **MOVED** by Councillor Mrs McKinlay and **SECONDED** by Councillor Kerslake.

A vote was taken by a show of hands and it was **RESOLVED UNANIMOUSLY**:

1. That the new business income generation activities outlined in Appendix A be approved for further investigation and development

REASON FOR RECOMMENDATION

It was agreed by the Policy, Finance and Resources Committees on 15 September 2015 and 15 December 2015 that income generation activities currently being developed would be presented to the Committee.

65. MIND Relocation to Town Hall

This report considered the surrender of the existing lease to MIND who currently occupy 14 Ongar Road and the granting of a new lease to them in the Town Hall, Ingrave Road Brentwood.

A motion was **MOVED** by Councillor Kerlake and **SECONDED** by Councillor Faragher.

A vote was taken by a show of hands and it was **RESOLVED UNANIMOUSLY**:

1. That a new lease be granted in accordance with the terms set out in Heads of Terms in Appendix A (exempt).

REASON FOR RECOMMENDATION

The Council are keen to support the work that MIND carry out in the community and following their reduction in funding, it had become clear that renewing their lease on 14 Ongar Road was not the way forward be put in place on the basis outlined in Appendix A of the report.

66. Brentwood Borough Off Street Car Parking Review

This report considered the Council's review of its off street parking facilities in terms of both the facilities available and the demand across the Borough. The study will look at the existing tariffs as well as the condition of each parking facility.

A motion was **MOVED** by Councillor Mrs Mckinlay and **SECONDED** by Councillor McCheyne.

A vote was taken by a show of hands and it was **RESOLVED UNANIMOUSLY**:

1. To agree the framework of the review outlined in sections 3 and 4 of the report.
2. That the stake holder engagement workshops would include Essex Council, Ingatestone Parish Council, Brentwood Access Group, Brentwood Chamber of Commerce, Federation of Small Businesses, Brentwood Renaissance Group, South Essex Parking Partnership and the Shenfield Traders Group and Brentwood Council Members.

REASON FOR RECOMMENDATION

To provide the Council with an up to date full review of the Council's off street parking provision and charges within the Borough.

67. Warley Pavilion Lease

This report considered the refurbishment of the existing pavilion and the letting of the Warley Pavilion and nearby toilet block in the corner of Warley Fields to Mavericks Rugby Club.

A motion was **MOVED** by Councillor Mrs Mckinlay and **SECONDED** by Councillor Parker.

A vote was taken by a show of hand and it was **RESOLVED**:

1. That a new lease be granted in accordance with the terms set out in Head of Terms attached at Appendix A (exempt).

REASON FOR RECOMMENDATION

The Council are keen to support local groups that support the community and are also keen to refurbish the Warley Pavilion which had fallen into disrepair following lack of use and vandalism.

(Cllr Mynott declared a non-pecuniary interest under the Council's Code of Conduct by virtue of him working at Brentwood County High School).

68. Forestry Commission

This report required the committee to consider the opportunity for entering into a contract with the Forestry Commission for maintenance of the Council Woodland areas and the development of business opportunities and generate income.

The Council currently owns a number of woodland areas within the borough that cover an area of approximately 108 hectares. These woodlands have not been maintained for a number of years and are in need of upkeep and improvements through management.

In addition, the woodlands abut urban areas and a large number of complaints that derive from residents relate to overhanging branches, debris etc. These matters are currently addressed by the Council on an individual basis.

A solution to these issues would be the development of a woodland management plan that would future proof the woodland habitat and more engage those residents who abut the woodland.

To assist with the funding of such a plan would be the opportunity to obtain grant funding from the Forestry Commission under the Countryside Stewardship Scheme.

In addition to the maintenance of the woodland areas, there are opportunities to make use of the harvested produce from the woodland to generate a local woodland economy of which none currently exists. In addition, there is the

possibility to generate income through the improved use of the Hartswood Tip by either the Council making use of the green waste facility or possibly the premises to a contractor.

A motion was **MOVED** by Councillor Mrs Mckinlay and **SECONDED** by Councillor Aspinell.

A vote was taken by show of hands and it was **RESOLVED UNANIMOUSLY**:

1. That the Committee agrees to grant delegated authority to the Head of Paid Service in consultation with Group Leaders (or their nominated deputy) to enter into a contract with the Forestry Commission to provide a Woodland Management Plan and maintenance for 10 years, providing adherence to procurement rules of the Council are followed.
2. That the Committee agree that further opportunities to generate business and income are developed by a detailed business plan.

REASON FOR RECOMMENDATION

To ensure that Council assets are properly maintained and appropriate use is made for the benefit of residents and the environment.

69. Urgent Business

There were no items of urgent business.

The meeting concluded at 8.30pm

This page is intentionally left blank

20th September 2016

Policy, Finance and Resources Committee

Approval for Restructures

Report of: Philip Ruck – Chief Executive

Wards Affected: All

This report is: Public

1. Executive Summary

- 1.1 This report requests the approval of the Policy, Finance and Resources Committee to allow the Chief Executive to conduct and implement restructures in service areas of the Council. Whilst the Council's Organisational Change Policy makes it clear that approval is not sought from Members in relation to the service areas under review, it is important that Members are aware of the potential changes to the way in which services are delivered prior to any restructuring being carried out.
- 1.2 The areas under consideration for restructure are
- a. Senior Management Team, also known as the Corporate Leadership Board (CLB)
 - b. Planning
 - c. Housing
- 1.3 If agreed, the proposed restructures will be in place by 30th November 2016.

2. Recommendation(s)

- 2.1 That the restructures in the service areas as defined in 1.2 above proceed in accordance with the Council's adopted policies and procedures .**
- 2.2 That the Chief Executive be granted delegated authority to undertake, manage, and implement the said restructures provided that consultation takes place with the Leaders of all political groups (or in their absence, their appointed deputies). Such consultation shall include meetings with the said Leaders and shall include advice as to progress.**

3. Introduction and Background

- 3.1 The Council is committed to ensure that its services are always reviewed to provide the best service it can but also at the price it can afford. This requires the organisation to continually re-assess the way in which services are delivered.
- 3.2 The service restructures proposed arise from the following influences

Service Area	Reason for Change
Senior Management	Budget pressure and realignment of services
Planning	Review of operations to meet service delivery
Housing	Review of operations to meet service delivery

The Senior Management restructure has been agreed by Council in June 2015, as a savings target in the revised budget for 2016/2017.

The other service area restructure has been initiated by the Chief Executive who wishes to make the service more reactive and in-line with the current delivery model.

- 3.3 The potential FTE reductions in each of the service areas are not known at this stage as it is important to note that the restructures are focused on service delivery and improvement in the customer journey and not driving efficiency benefits

4. Issue, Options and Analysis of Options

- 4.1 The full detail of any terms of any proposed redundancy or associated costs, is subject to confidentiality (i.e. 'exempt information') and the production of a clear and defined business case so cannot be disclosed. However, any sum will be in line with the Council's redundancy payment policy, together with other contractual entitlements.
- 4.2 Timescale – It is anticipated that all aspects of the 3 proposed restructures will be concluded by 31st December 2016.

5. Reasons for Recommendation

- 5.1 To enable the Council to align its available resources with its service delivery model.

6. Consultation

- 6.1 Consultation will take place with all relevant parties as defined in the Council's Organisational Change policy.

7. References to Corporate Plan

- 7.1 Becoming a Modern Council requires a Senior Management and service structure that builds resilience and releases capacity for strategic planning.

8. Implications

Financial Implications

Name & Title: Ramesh Prashar, Section 151 Officer

Tel & Email: 01277 312531 / ramesh.prashar@brentwood.gov.uk

- 8.1 Any costs arising from the proposals will be met from either recruitment lag and/or the Organisational Transformation Reserve.

Legal Implications

Name & Title: Daniel Toohey, Monitoring Officer

Tel & Email: Tel 01277 312860 / daniel.toohey@brentwood.gov.uk

- 8.2 The Council has agreed policies and procedures which need to be followed in order to avoid risk of challenge.
- 8.3 The Employment Rights Act 1996 (as amended) sets out the relevant law as regards the rights and duties of an employer and employees. Also as a matter of contract law, the Council will need to comply with the relevant terms of individual contracts of employment.

Other Implications (where significant) – i.e. Health and Safety, Asset Management, Equality and Diversity, Risk Management, Section 17 – Crime & Disorder, Sustainability, ICT.

Report Author Contact Details:

Name: Philip Ruck
Telephone: 01277 312569
E-mail: Philip.ruck@brentwood.gov.uk

This page is intentionally left blank

20th September 2016

Policy Finance & Resources

Progress Update on Key Corporate Projects

Report of: *Philip Ruck – Chief Executive*

Wards Affected: *All*

This report is: *Public*

1. Executive Summary

1.1 This report provides the Policy, Finance and Resources Committee with an update on the achievements and targets to date of the key corporate projects of the Council. These are currently defined as:

- a) The Town Hall & Service Delivery Hub
- b) The Local Development Plan (LDP)
- c) The Town Centre (incorporating William Hunter Way)
- d) The Transformation Agenda of the Council

1.2 The above is not an exhaustive list and other projects may be incorporated as determined by the committee. However, such projects are defined as being integral to the delivery of the revised Corporate Plan 2016-2019.

2. Recommendation

2.1 That Members agree to the actions and timescales incorporated in the report.

3. Introduction and Background

3.1 This report provides an update on the position of the projects to date and upcoming actions.

3.2 The four projects referred to in 1.1 above are considered key for the following reasons.

Project	Validation
The Town Hall & Service Delivery Hub	Will support the transformation of service delivery, provide modern and effective customer services as well as increased utilisation of existing assets for the Council and partner organisations.
The Local Development Plan (LDP)	Will broaden the range of housing in the Borough and guide infrastructure delivery to meet the needs of our population now and in the future.
The Town Centre (incorporating William Hunter Way)	Will promote the use of Council assets to promote sustainable development in the Borough whilst supporting the future local economy.
The Transformation Agenda of the Council	Will utilise alternative methods of service delivery, develop new ways of working for the Council and modernise service delivery, whilst delivering greater value for money.

4. Project Update

4.1 Town Hall and Service Delivery Hub

4.1.1 The following actions have been completed since the previous report to PF & R Committee:

- Recommendations agreed at Full Council to move to a Detailed Business Case (DBC) supported by financial analysis of options.
- Wedding services commenced in the Town Hall committee rooms (and chamber)
- Mind have relocated to the Town Hall
- Officers have been working with Citizens Advice Brentwood (CAB) and Job Centre Plus (JCP) to develop an enhanced Pilot at the Town Hall
- We have continued to work with Essex Police to relocate to the Town Hall prior to Town Hall redevelopment
- Officers have continued to engage with those involved in the Hub to develop layout and costings

4.1.2 The following actions are to be taken in the next three months:

- Complete, submit and gain approval of DBC to Ordinary Council in October 2016

- Staff and Member workshops on Transformation including Town Hall and Customer Relationship Management developments will be held in September 2016.
- Detailed financial modelling including true costs of the entire development approximately £10m which will support DBC
- We are currently negotiating with another potential large user of the facility to agree financial implications
- Officers are assisting Members in reviewing the workings of the Assizes Trust to ensure that available resources are utilised fully. It is hoped that such a review will assist voluntary groups serving the community in Brentwood Develop, as part of the DBC, the headline project plan for the lead into and implementation stage

4.2 Local Development Plan

4.2.1 The following actions have been completed since the previous report to PF & R Committee:

- Processing of representations made in response to the Draft Local Plan consultation
- All representations and summaries published on Council's website (Local Plan consultation portal), email and letter notifications issued
- Published issue 10 of the Local Development Plan Newsletter to provide progress update
- Progress made considering representations so that a response can be made for each to be published in a Consultation Statement document and inform the next version of the Plan
- Continued work on evidence base, including publishing Part 2 Strategic Housing Market Assessment (affordable housing needs); commissioned additional work on Green Belt assessment; and progressed discussion with Essex County Council (highways authority) and Highways England to agree baseline highways impact assessment and identify next stages of work
- Discussion with adjoining authorities regarding identified strategic cross boundary issues (Duty to Cooperate)
- Applied resource to restart work on infrastructure planning, specifically to produce an Infrastructure Delivery Plan
- Completion of baseline viability evidence to inform revised Community Infrastructure Levy (CIL) preliminary draft charging schedule for consultation

4.2.2 The following actions are to be taken in the next three months:

- Complete consideration of representations and produce Consultation Statement for agreement at committee
- Prepare revised Local Development Scheme to update LDP and CIL timetables, to be agreed at committee and published on website in line with national requirements
- Produce CIL preliminary draft charging schedule document for public consultation, to be agreed at committee before consultation launch
- Prepare next version of LDP (pre-submission version) for public consultation
- Reconvene LDP members working group to discuss drafting of LDP and evidence at appropriate stages
- To bring to Full Council the LDP for a decision in Jan-Mar 2017

Continued work on evidence base alongside LDP timetable

4.3 Town Centre Design Plan (incorporating William Hunter Way)

4.3.1 The following actions have been completed since the previous report to PF & R Committee:

- Project renamed to “Brentwood Town Centre Design Plan” to reflect design-led principles of the project
- Project brief completed and published for tender
- Brief advertised for tender on 5 August with deadline for bids set for 8 September 2016
- Frequently Asked Questions published online following large interest in project from specialist consultant teams
- Timeframes for consideration of bids, short listing and interview confirmed with assistance from Design Council Cabe at appropriate stages

4.3.2 The following actions are to be taken in the next three months:

- Consider bids, shortlist and interview specialist consultant teams
- Appoint successful consultant team
- Organise and hold inception meeting, including input from officer and member steering groups
- Undertake work in partnership with successful consultant team, including regular project team meetings, review of draft work, and bringing forward a development brief for William Hunter Way car park in line with emerging Town Centre Design Plan
- Hold stakeholder consultation once findings are published

4.4 The Transformation Agenda of the Council

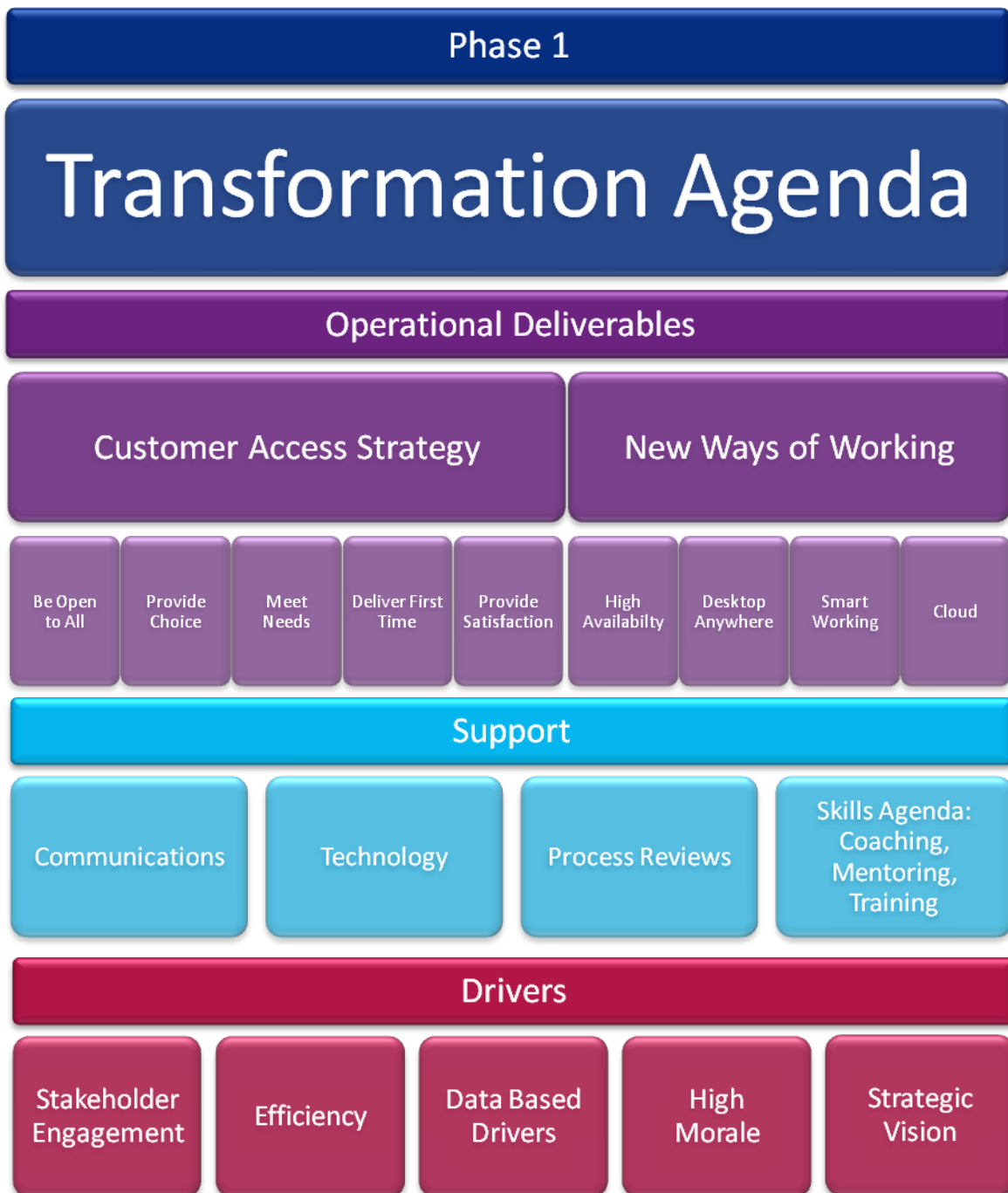
4.4.1 The following actions have been completed since the previous report to PF & R Committee:

- Review of services' online offer
- New complaints policy published
- Customer service training undertaken by key staff
- Revenues and Benefits shared service with Basildon
- Planning review commenced
- Payment kiosk installed in reception to enable self-service payments
- Customer service benchmarking using SOCiTM software
- Customer portal, Customer Relationship Management (CRM) and bookings system options analysis and decision
- E-forms migrated to Azure cloud to increase security and provide high availability of service
- Office 365 + Planner Project group released to enable collaborative working
- Cloud desktop created as proof of concept
- Datacentre at The Brentwood Centre decommissioned
- Sway is being trialled as a way of creating and sharing interactive reports and presentations and of replacing internal microsites

4.4.2 The following actions are to be taken in the next three months:

- SharePoint launched to create websites, with a place to store, organise, share and access from any device
- Yammer will be trialled as a way for teams to communicate and collaborate
- Skype for Business audio conferencing will enable teams and external partners to communicate remotely, enabling them to call, message and share with powerful collaboration tools
- Housing review commences
- The customer portal, CRM and booking project will be prepared and begin implementation
- The core network will be replaced to improve speed and resilience as well as lower maintenance costs

4.4.3 A schematic of Phase 1 of the Transformation Agenda is provided below:



5. Reasons for Recommendation

- 5.1 To ensure that the Corporate Plan 2016-2019 is supported by projects that deliver the necessary change.

6. Consultation

6.1 Not appropriate at this stage

7. References to Corporate Plan

7.1 A Modern Council transforming its services to improve efficiencies and economies through new ways of working.

8. Implications

Financial Implications

Name & Title: Ramesh Prashar Section 151 Officer

Tel & Email: 01277 312531/ ramesh.prashar@brentwood.gov.uk

8.1 These will be fully evaluated as part of the business case process

Legal Implications

Name & Title: Daniel Toohey, Monitoring Officer

Tel & Email: Tel 01277 312860 / daniel.toohey@brentwood.gov.uk

8.2 The legal implications in respect of service level agreements etc. will need to be considered in detail should this option be progressed.

Other Implications (where significant) – i.e. Health and Safety, Asset Management, Equality and Diversity, Risk Management, Section 17 – Crime & Disorder, Sustainability, ICT.

8.3 These will all be addressed should the option be progressed.

9. Background Papers

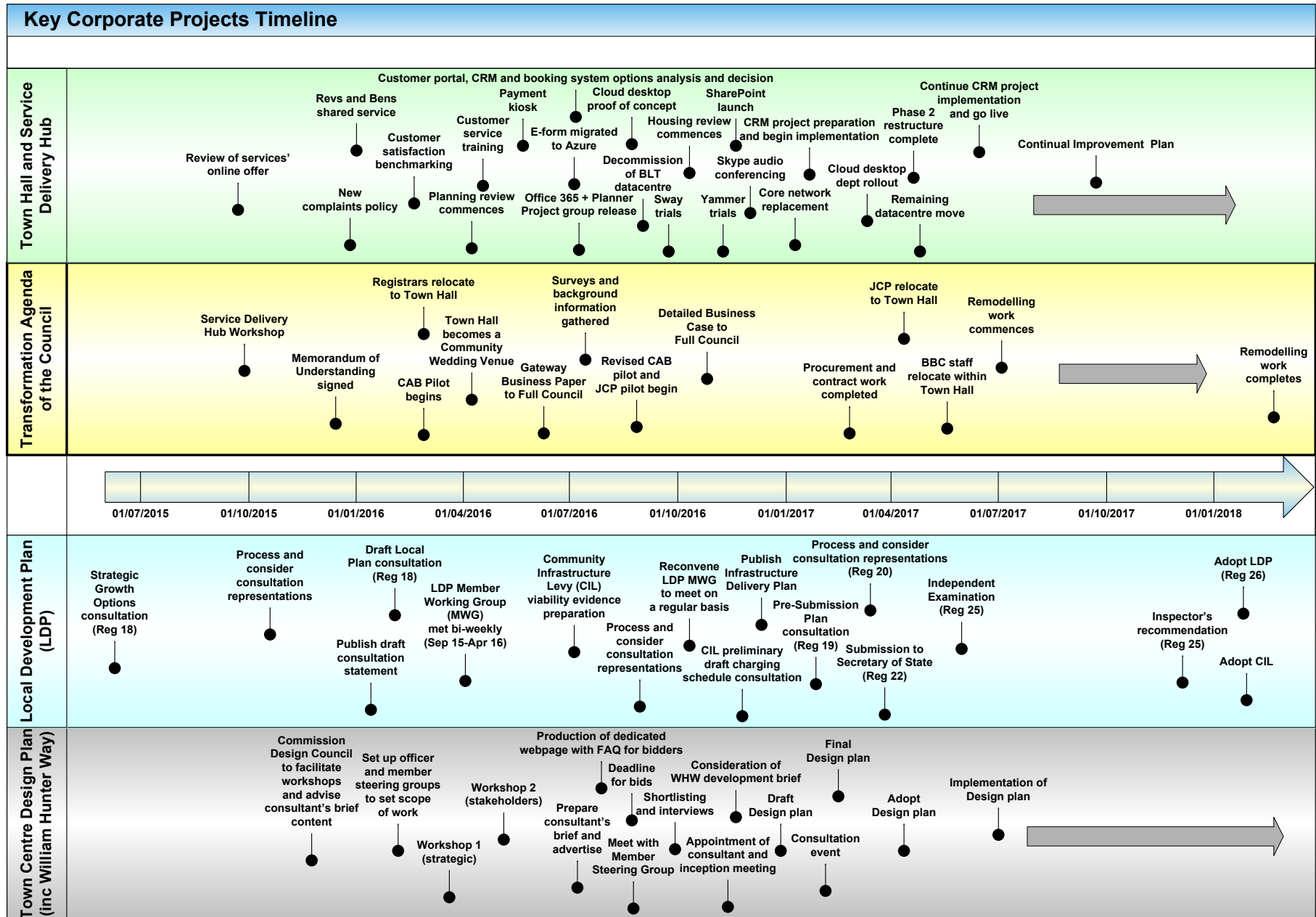
9.1 None at this stage

10. Appendices to this report

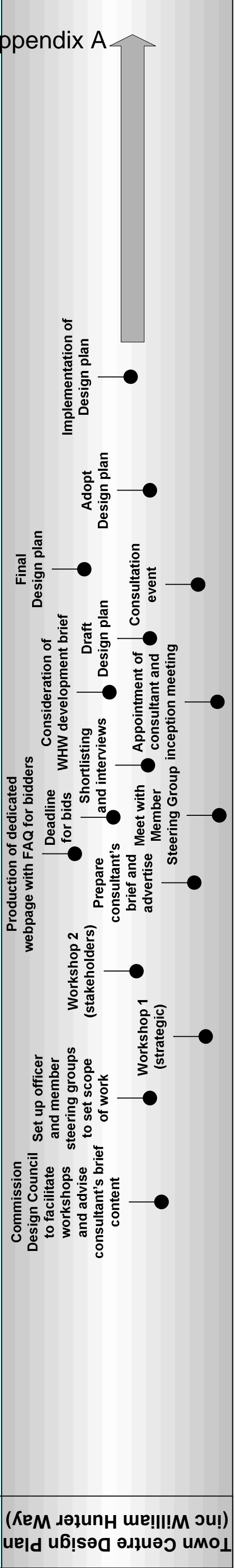
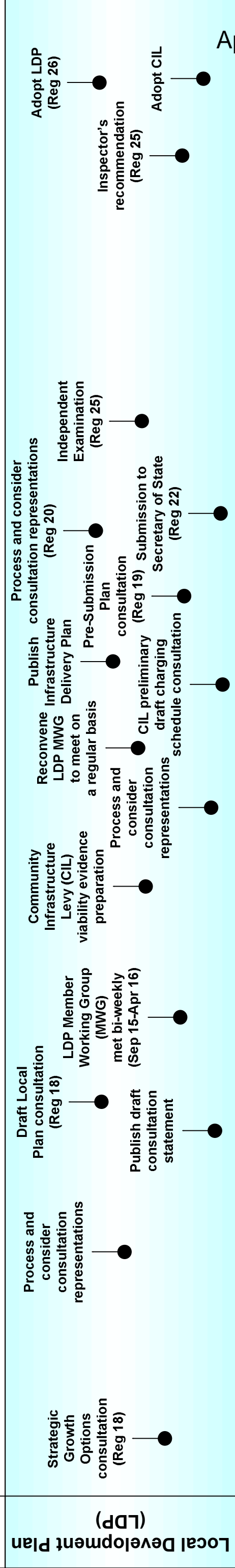
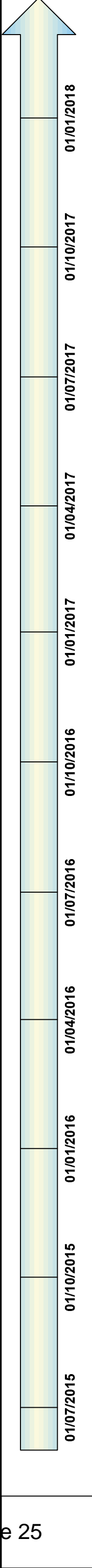
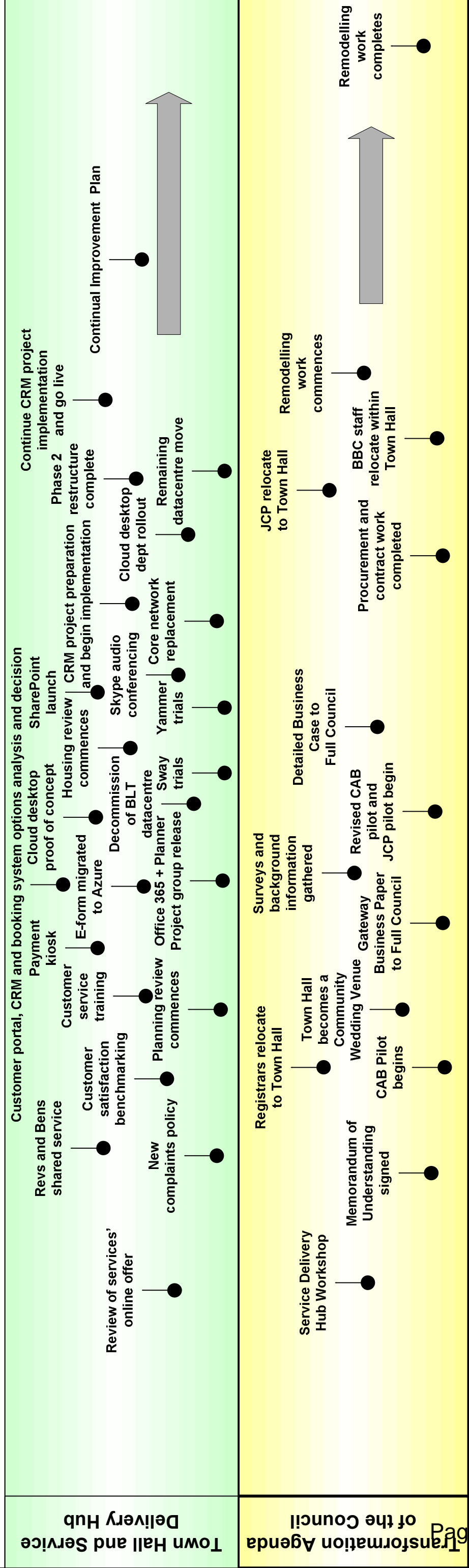
10.1 Appendix 1 Key Corporate Projects Timeline

Report Author Contact Details:

Name: Phil Ruck
Telephone: 01277 312569
E-mail: philip.ruck@brentwood.gov.uk



Key Corporate Projects Timeline



Appendix A

This page is intentionally left blank

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.

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.

This page is intentionally left blank