



Agenda

Ordinary Council

Wednesday, 19 October 2016 at 7.00 pm
Council Chamber - Town Hall

Membership (Quorum – 10)

Cllrs Mrs Hones (Mayor), Russell (Deputy Mayor), Aspinell, Barrell, Barrett, Bridge, Clarke, Cloke, Mrs Coe, Mrs Davies, Faragher, Mrs Fulcher, Hirst, Hossack, Mrs Hubbard, Keeble, Kendall, Kerslake, McCheyne, Mrs McKinlay, Mrs Middlehurst, Morrissey, Mrs Murphy, Mynott, Newberry, Parker, Poppy, Mrs Pound, Reed, Ms Rowlands, Ms Sanders, Mrs Slade, Mrs Squirrel, 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 - 10
5.	Public Questions		11 - 12
6.	Memorials or Petitions		

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|------------|---|-----------|---------|
| 7. | Committee Chairs Reports and Members Questions | All Wards | 13 - 32 |
| 8. | Progress Update on Key Corporate Projects | | 33 - 42 |
| 9. | Town Hall Business Case
Report to follow. | All Wards | |
| 10. | Planning Services Update and Delegation
Report to follow. | All Wards | |
| 11. | Community Infrastructure Levy - Preliminary Draft Charging Schedule Consultation
Report and Appendices to follow. | All Wards | |
| 12. | Boundary Commission - Proposed Changes
Report to follow. | | |
| 13. | Notices of Motion | All Wards | 43 - 46 |
| 14. | Urgent Business
An item of business may only be considered where the Chair is of the opinion that, by reason of special circumstances, which shall be specified in the Minutes, the item should be considered as a matter of urgency. | | |



Head of Paid Service

Town Hall
Brentwood, Essex
04.10.2016

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, 29th June, 2016

Attendance

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

Apologies

Cllr Hirst	Cllr Mrs Murphy
Cllr Morrissey	Cllr Tumbridge

Officers Present

Greg Campbell	- Project Manager - Customer Transformation
Helen Gregory	- Interim Head of Housing
Chris Leslie	- Finance Director
Philip Ruck	- Head of Paid Service
Jean Sharp	- Governance and Member Support Officer
Daniel Toohey	- Monitoring Officer

82. Apologies for Absence

Apologies were received from Cllrs Hirst, Morrissey, Mrs Murphy and Tumbridge.

83. Declarations of Interest

No declarations were made at this point.

84. Mayors Announcements

Group leaders paid tribute then all present observed a minute's silence in memory of Member of Parliament Jo Cox who had been tragically killed on 16 June 2016.

The Mayor recounted some of the engagements she had undertaken since her election at Annual Council on 18 May 2016.

85. Minutes of the previous meeting

The minutes of the Ordinary Council meeting held on 2 March 2016 were approved as a true record.

86. Minutes of Annual Council

The minutes of the Annual Council meeting were approved as a correct record although it was noted that discussion had taken place and not recorded regarding the appointment of Council nominees as Headley Common Trustees.

The Chief Executive advised that an announcement would be made at the next Ordinary Council meeting regarding the solution achieved in relation to appointment of Headley Common Trustees.

87. Public Questions

No public questions had been received.

88. Memorials or Petitions

No memorials or petitions were received.

89. Committee Chairs Reports and Members Questions

In accordance with the Council's Constitution a brief written report by each committee Chair covering their area of responsibility was included in the agenda.

Any Member was entitled to 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 affected the Council's area and which fell within the area of responsibility of the Chair's committee.

No written questions had been received before the meeting and the Chairs responded to questions put to them by Members.

90. Notices of Motion

One Notice of Motion had been submitted by Cllr Chilvers in accordance with Rule 3 in Part 4.1 of the Constitution - Council Procedure Rules, as follows:

“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”.

Cllr Mrs Davies **SECONDED** the Motion and following a full discussion a recorded vote was requested by five Members in accordance with Rule 9.5 of the Council's Procedure Rules. Members voted as follows:

FOR: Cllrs Aspinell, Barrett, Chilvers, Clarke, Mrs Davies, Mrs Fulcher, Mrs Hubbard, Keeble, Kendall, Mynott, Newberry and Mrs Squirrel (12)

AGAINST: Cllrs Barrell, Bridge, Cloke, Mrs Coe, Faragher, Mrs Hones, Hossack, Kerslake, McCheyne, Mrs McKinlay, Mrs Middlehurst, Parker, Poppy, Mrs Pound, Reed, Ms Rowlands, Russell, Ms Sanders, Mrs Slade, Trump and Wiles (21)

ABSTAIN (0)

The **MOTION** was **LOST**.

91. Devolution - Verbal Update

The Leader of the Council, Cllr Mrs McKinlay, provided an update on the discussions which had taken place regarding Devolution.

She advised that the final decision on the matter would be made by Full Council.

92. Town Hall Hub/Transformation Project

The report and an officer presentation informed Members of the progress on the creation of the Town Hall Hub. Members were requested to approve expenditure in relation to critical factors such as the remodelling of the area to be occupied by the Town Hall Hub and the provision of new windows to the North side of the Town Hall.

The report continued to support the development of a hub, effective and efficient back office space for the Council and development of the second and third floor as a revenue stream.

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

RESOLVED UNANIMOUSLY

- 1. To agree to progress the formation of the Town Hall Hub (Services Delivery Hub).**
- 2. To bring to Full Council for approval the business case for the remainder of the Town Hall (including the association options analysis see para 12.9 of the report) in October 2016 before progressing to implementation.**
- 3. To agree up to £40,000 expenditure for the replacement of windows on the North side of the building and those within the area to be leased on the lower ground floor.**

Reason for recommendations

To ensure clear lines of decision making enabling agreement on direction and general guidance.

93. Progress Update on Key Corporate Projects

The report before Members provided an update on the achievements and targets to date of the key corporate projects of the Council which were previously reported to Policy, Finance and Resources Committee. These were 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 including changing the IT structure.

The above was not an exclusive list but these projects were defined as being integral to the delivery of the revised Corporate Plan 2016-2019.

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

RESOLVED that

Members agree to the actions and timescales incorporated in the report.
(Cllr Bridge declared a non-pecuniary interest under the Council's Code of Conduct by virtue of a business connection with IT systems).

Reason for recommendation

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

94. Exclusion of the public and press

Due to the likelihood of the details of the confidential information included in the exempt appendix being referred to during consideration of the following item, Members resolved to move into private session.

95. Urgent Business - 1-2 Seven Arches Road

The Mayor considered this item to be urgent business due to the impending deadline for bids to be submitted to Essex County Council.

Members noted that following the relocation of the registrars to the Town Hall, their previously occupied building of 1-2 Seven Arches Road was now vacant and Essex County Council had invited Brentwood Council to submit a bid for the purchase of this property.

Given the location of the property in relation to the Town Hall and how this might interact with the aspirations of the Town Hall hub, Members were asked to approve a bid for the property.

Cllr Mrs McKinlay **MOVED** and Cllr Kerslake **SECONDED** the recommendation within the report and following a discussion a vote was taken on a show of hands. It was

RESOLVED UNANIMOUSLY

1. That delegated authority be given to the Chief Executive and Section 151 Officer in consultation with Group Leaders or their Deputy to

purchase 1-2 Seven Arches Road, Brentwood, CM14 4JG for up to the amount detailed in Appendix B (exempt).

2. That a capital budget is approved for the purchase of 1-2 Seven Arches Road, Brentwood, CM14 4JG as set out in Appendix A.

3. That a full business case for the redevelopment of the property be prepared for consideration by the Policy, Finance and Resources Committee.

(Being Essex County Councillors as well as Brentwood Borough Councillors, Cllrs Aspinell and Kendall believed they would have a conflict of interests in relation to this matter and both left the Chamber, taking no part in the discussion or vote).

Having given apologies for the meeting, Cllr Hirst arrived during the discussion on this item and, also being an Essex County Councillor as well as a Brentwood Borough Councillor, left the Chamber and took no part in the discussion or vote.

Reason for Recommendation

The purchase of the property would allow the Council to control the development of the site and provide an investment opportunity.

The meeting ended at 9.40pm

19 October 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 one question had been received from Brentwood resident Mrs Gearon-Simm as follows:

'Brentwood Borough's Conservative administration and Essex County Council's Conservative administration are considering having the Brentwood library moved from its present location, which is in the middle of the shopping centre, into the town hall, which is outside the shopping centre.

When will Brentwood council tax payers be consulted on this decision?'

Report Author Contact Details:

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19 October 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

Report Author Contact Details:

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Report to the Council 19 October 2016

Committee: Audit and Scrutiny

Chair: Councillor Jan Pound

Audit & Scrutiny Committee 27th July 2016

Audit Results Report 2015/16

The Committee was presented with the draft findings of the External Auditors in respect of the audit of the Council's Statement of Accounts for 2015/16. The report was a positive one and there were relatively few issues to address.

One significant audit risk had been identified, ie the risk of capitalisation, and this had been tested and no issues found.

Statement of Accounts 2015/16

The Committee was presented with the Council's 2015/16 Statement of Accounts which had been updated for changes to date which had arisen from the audit by the external auditors.

The accounts had been presented to the Committee two months earlier than the statutory deadline.

Audit & Scrutiny Committee 19th September 2016

Internal Audit Progress Report

Internal audit provided a report which detailed the progress to date against the 2015/16 and 2016/17 internal audit plans. Overall the Council had achieved a majority of ratings at moderate or limited, which was an average rating in terms of the auditor's scoring system.

The audits completed since the last Committee were IT security and governance, Localism, Policy Review and Licensing and a summary of the findings were also included in the report.

Strategic & Operational Risk Review

This report updated members of the Audit & Scrutiny Committee on new, closed or changes to risks and also the new revised Insurance & Risk Management Strategy.

Work Programme 2016/17

The Committee considered its work programme for the coming year and following discussions a revised programme was agreed.

Report to the Council 19 October 2016

Committee: Community, Health and Leisure Committee

Chair: Councillor Keith Parker

Community Services Update

Leisure Strategy

4 Global have been appointed to undertake the next stage of the Leisure Strategy, with a Value for Money Review and Options Appraisal. Work is currently underway and a report will come back to Community Health and Leisure Committee

Volunteering Policy and Procedures

The revised Volunteering Policy and Procedures were agreed by 5 September Community, Health and Leisure Committee. The Policy is for Brentwood Borough Council staff and for those departments looking to use volunteers within their own service areas to ensure that they are correctly supported.

Council staff undertook a voluntary litter pick on Shenfield Common and Hartswood area on 21 September as part of the Cleaner, Greener Litter Campaign.

Staff can register their volunteering opportunities through the Volunteer Essex website which was launched this year. This monitored through the Council for Voluntary Services team.

A number of National Citizenship Scheme groups have supported the Council by volunteering in areas of need.

Youth Strategy Group

The priorities for the Youth Strategy Group are Emotional Health and Wellbeing and Safer Communities – protecting young people from harm.

The Council will be supporting the Young Essex Assembly elections by hosting the hustings declaration day in December 2016.

Brentwood Art Trail

The use of recycled materials was promoted in two artworks as part of the Brentwood Art Trail which were on display at the Town Hall and at some of the Family Fun Days.

Winter Warmth Campaign

A part of the Essex Wide Winter Warmth Campaign, Brentwood Borough Council officers have met with a number of voluntary sector organisations to look at the areas of support required to help our most vulnerable residents in Brentwood during the winter months. The countywide campaign website is launched on 1 October 2016.

Brentwood Community Fund

For 2016/17 Community Fun the total pot of funding available was £16,800 and the maximum amount that applicants could apply for was £2,000. The Council received 24 applications for the 2016 Community Fund, requesting a total of £41,896 of support. The decision on the award of funding will be decided at the 5 December Community, Health and Leisure Committee.

Community Events

This year's Strawberry Fair took place on Shenfield Common on 11 June to coincide with the Queen's 90 birthday celebrations. The weather did not dampen the spirits as local performers continued performing despite the rain under cover in the Big Top. There was also entertainment from a 'Queen' lookalike with her corgis, Punch and Judy, and Bird of Prey display, together with the usual strawberries and cream, Pimms and local beer.

This year the Council introduced a wristband for £2.50 for the Family Fun Days which included use throughout the day of the bouncy castles and the children's rides. One of the Family Fun Days (Ingatestone) had to be cancelled due to heavy rain, but each of days provided plenty of activities for all the family to enjoy.

The Lighting Up Brentwood event date has been set for Saturday 26 November from 1-5.30pm and Shenfield Christmas Fayre event is on Sunday 4 December from 1-5pm.

Hutton Community Centre

On the 1st July the management of Hutton Community Centre was handed to over to Hutton Community Centre (CIO). The Centre currently has over 40 organisations regularly using the centre and supporting the local community.

Active Brentwood

The Community Services team have a new apprentice starting in October, Michael Cox who will supporting Active Brentwood initiatives over the next year.

Brentwood Mind

Brentwood Mind have recently relocated into the Town Hall on the 2nd floor.

Staff health activities

A number of staff health initiatives have been piloted within the Town Hall which have included lunchtime walks, Pilates, meditation and Bangra sessions.

Community Safety Update

Community Safety Partnership Plan 16-17 – The plan was finalised and agreed at the CSP Strategy Group Meetings. It contains all updates and plans for this financial year.

Senior Safety Roadshow – The roadshow continues to grow from strength to strength and the team is booked up to Christmas. It's a real partnership project involving Essex Police, Essex County Fire & Rescue Service, NHW, Home Instead and Age UK.

Domestic Abuse Awareness – 16 Days of Domestic Abuse Campaign starts on the 25 November. The campaign began a soft launch in June with a till roll campaign in Argos. The till roll has messages revolving around domestic abuse, CSE and elder abuse. The till roll signposts victims to the services available. An awareness day will take place on Friday 2nd December in Brentwood High Street. The day will see agencies come together to talk to the public and advise what support services are available. DA Training provided to staff and partners in May.

Firebreak – A firebreak course for 12 students is taking place in March. The 12 students are from 4 different schools and the Pass Out Parade will be on Friday 7 October from 1pm. Partners and agencies welcome.

CSE & Trafficking Conference – The Conference is set to take place on Tuesday 25th October. The Deputy PCC Jayne Gardener will open the event. This short awareness session is developed in association with Brentwood Borough Council and Essex Police, specifically for taxi drivers, licensed premises and hotels/B&Bs. It aims to raise awareness of CSE and trafficking, illustrates the key and vital role taxi drivers and licensed premises play in identifying CSE and trafficking, and aims to promote confidence and understanding in reporting concerns.

Keep Safe – Keep Safe was expanded into Ingatestone. 7 shops in Ingatestone High Street have now signed up to the scheme. There are over 20 shops signed up in the Borough. The new Keep Safe representative is Matty Prothero, he is a hate crime ambassador based at Sawyers Hall Church.

Staff Training - Staff will receive 2 days training on Anti-Social Behaviour and will be using the new Corporate ASB Policy to ensure consistency across the Council. We shall also be welcoming Mallard Consultancy who will be delivering training on

neighbour nuisance which as hosts the Council will receive 10 free places for staff. Gang awareness training for staff is currently being developed to ensure staff can identify the signs of potential risk to vulnerable tenants.

Gang Prevention Work - Applications are currently being drafted in order to secure funding for a bespoke gang awareness sessions in local secondary schools as well as a new young person intervention post who will provide 1-2-1 support to young people and their families as well as ensuring appropriate referrals are made and any gaps in service delivery are indentified in order to allow for potential commissioning of services.

PREVENT - Home Office funding was awarded in order to raise awareness of radicalisation and counter terrorism. Staff and Member training was undertaken as well as workshops and assemblies in local schools. Four further schools will be receiving the workshops and assemblies during October.

Environmental Health Update

Health and Wellbeing Board

The Basildon and Brentwood Public Health Partnership Strategic Plan was agreed by 5 September Community & Health Committee. The three key priorities within the Partnership Plan are Ageing Well, Tackling Obesity and Improve Physical Health and Mental Health and Wellbeing. There are a number of projects that sit under each of the three priorities that will be delivered over the course of the year.

Open Space Protection Measures

Following a substantial increase in unauthorised encampments in the Borough in the last two years we are making arrangements to enter the Essex Countywide Traveller Unit partnership with other districts and Essex County, who will be dealing with encampments on Council land in future once we have joined.

We have reviewed the expenditure on protection measures identified for Council land and have proposed further security works to sites including Seymour Field Ingatestone, Alexander Lane Shenfield, Hutton Poplars and Larkins Playing Fields.

CCTV Code of Practice

The Code of Practice for our CCTV operation in the Borough has been updated to incorporate the latest guidance from the Surveillance Camera Commissioner which requires us to review the privacy impact and operation of cameras to ensure that they meet the guiding principles set out by the Commissioner.

Report to the Council – 19 October 2016

Committee: Environment and Housing Management

Chair: Councillor Hossack

HOUSING MANAGEMENT

Development of Council Garage Sites

The Committee will be aware of the Council's aspirations to build affordable homes on under used Council garage sites. Planning permission was obtained on the 1 December 2015 to build:

- 4 x 1 bedroom single storey units for older persons at Fawters Close, Brentwood
- 3 x 3 bedroom Houses for families at Magdalen Gardens, Brentwood

Design drawings and specification are being produced by architects in preparation to start the procurement of a building contractor to construct the properties on behalf of the Council. We aim to start building works on site mid September 2016.

Consultation meetings have taken place with the residents at Fawters Close and Cedar Road in relation to asbestos roofing removal from garages, dismantling of garages and new boundary wall.

The project for the development of new affordable housing has progressed some what over the last few months.

The asbestos removal in Fawters Close has been successfully completed, and we are now in a position to begin deconstructing the garages and completing the boundary works to erect new concrete fencing as agreed with the residents, on Monday 3rd October.

As part of the Fawters Close development, our application for additional community parking was also unanimously agreed at planning committee on Tuesday 13th September.

Magdalen Gardens residents have also been kept up to date with a progress letter.

The procurement tender process for both sites ends on 30th September, and the results will then be evaluated with contractor interviews being conducted. We hope to start on site at the beginning of November.

Stock Condition Survey

The Council has awarded a contract to Pennington's surveyors to complete a stock condition survey on all its housing stock. The survey of 2,479 properties and communal areas commenced in August 2016 and surveys should be complete by mid November. Access from residents is going well and Pennington's have now completed 378 surveys

as of 12th September 2016. The results of the survey will inform the Council HRA business plan over the next 10, 15 & 20 years. Robust data management is critical for effective decision-making on assets; information gathered from the surveys will be entered into the Keystone asset management database and used to inform our future investment decisions on the Council housing stock.

Parking at Gibraltar House, Mayflower House & The Keys

Members and residents raised concerns over the lack of parking at the above schemes end of 2015 caused by parking spaces being used by workers of local businesses during the day.

Following a meeting held with residents and business owners on 5th July 2016 to consult them on proposed options, it was agreed by the Head of Housing and Chair of Housing Cllr Hossack that the below will be implemented once formal consultation has taken place.

	Type of Car park Measure to be implemented	Number of permits per resident	Cost per permit for residents	Number of Permits per business	Cost per permit for businesses
Gibraltar House	Resident only permit parking between 8am and 8pm	2 per household	Free for the first 12 months then £34 per permit per year *Lost/stolen/change of details that require a new permit will incur a £10 administration fee	N/A	N/A
Mayflower House	Resident only permit parking between 8am and 8pm	2 per household	Free for the first 12 months then £34 per permit per year *Lost/stolen/change of details that require a new permit will incur a £10 administration fee	N/A	N/A
The Keys	Limited stay 2 hours no return within 4 hours Permit holders all day	2 per household	Free for the first 12 months then £34 per permit per year *Lost/stolen/change of details that require a new permit will incur a £10 administration fee	Unlimited	Free for the first 12 months then £34 per permit per year *Lost/stolen/change of details that require a new permit will incur a £10 administration fee

The signed paperwork is now with Alan McBean in Parking Enforcement who will facilitate the formal consultation. We anticipate that enforcement will begin in January 2017 providing no objections are received.

Drake House

Following a formal procurement exercise the contract was awarded to BSW Heating Limited.

The renewal of the heating, cold and hot water systems is underway. Vertical infrastructure pipework has been installed to all levels and work has commenced installing the horizontal pipework to common areas. Access has been arranged with 91% of the residents in readiness to complete individual flat installations. Local temporary heating will be supplied to each flat whilst they are under installation.

Once the system pipework is complete the temporary boiler and boosted water plant will be delivered and commissioned. This will allow the redundant systems to be switched off and systematically removed in preparation for new to be installed.

The work is on schedule and expected to be complete by 23/12/16.

The new system will offer residents superior control of their heating and hot water. This will enable them to monitor usage and make changes where they feel it necessary.

The new energy management system will allow the council to accurately bill each end user for their gas consumption. A significant change to the current system whereby each household is billed a percentage of the overall expenditure; subject to factorisation for dwelling size.

Three Arch Bridge Estate

Armour Group Limited were awarded this contract after a procurement and selection process.

Their first task was to complete the 8 blocks left unfinished by the previous contractor. This is due to be achieved by 07/10/16.

Work to the first of the remaining 7 blocks is due to commence 26/09/16. This will involve the demolition of the existing balcony perimeter and stairwell brick wall. Once removed, the new steel handrail system will be installed followed by the renewal of the asphalt floor covering, render finish and other associated work. The other 6 blocks will follow in swift sequence.

The work is expected to be completed by 09/12/16.

Transformation Project

The Housing & Health Committee on the 7 January 2015, approved the implementation of a transformation programme for the Housing Department called "Getting Our House In Order". The programme was expected to be completed within 12/18 months.

At the recent Environment and Housing Management Committee a recommendation was put forward for members to endorse the continuation of the transformation project.

The new revised date to deliver the key improvements in the transformation programme was the end of December 2016. The report outlined the key improvements achieved so far, and the key improvements to be delivered before the end of December 2016.

The transformation programme was a cultural change in the Housing Department which had a focus on performance, customer service and new methods of working. On completion of the transformation programme, there would need to be a period of stabilisation within the Housing Department to allow new methods of working to embed for the first half of 2017 and return to a steady state.

The improvements delivered and improvements made in performance, coupled with the results of the Stock Condition Survey would enable the Housing Department to be in a good position to make informed decisions on how to meet challenges of the future.

This recommendation was approved at committee on 14th September 2016, and the transformation programme will therefore continue in the coming months.

ENVIRONMENT

Assessment of Bring Sites (Report)

The Committee agreed to the closure of three bring sites – Brentwood Centre, Rayleigh Road and the Town Hall.

It was recognized that bring sites in the past played an important part but now regarded as an anachronism due to the comprehensive kerbside collection the Council offer. The non-recyclable waste material deposited at bring sites has had an adverse impact on street scene and can be hazardous. The sites are continually contaminated and regularly have trade waste fly tips left at the sites.

The Committee recognized that a number of residents may wish to continue to dispose recyclables at a bring site so it was further agreed that the site at Warley adjacent to the Works Depot would remain and would receive additional investment to enhance and as next to the Depot staff will be able to monitor etc.

Time wise the team will firstly implement changes and update the Warley Bring site prior to closing the other three sites. We envisage this to be completed mid November when we will then be able to close the other sites.

Cemetery Management plans – Woodman Road & London Road Cemetery (Report)

Members approved the works programmes for Woodman Road Cemetery and London Road Cemetery subject to successful capital funding bids or availability of funding from S106/CIL contributions.

The provision of management plans with structured programmes for improvements within the two cemeteries would help Officers to focus and direct resources where they were needed. This would help manage resident expectations with regards to future provisions and improvements as well as ensuring that value for money is obtained with the works undertaken.

Pilot Scheme for Refuse/Recycling Bins in West Horndon (Report)

A waste and recycling pilot scheme had taken place in West Horndon (since 1 April 2016) entailing the use of wheeled bins for the containment of general waste and dry recyclables.

The committee agreed that there was no longer sufficient business justification to continue with the pilot scheme and agreed to terminate the pilot scheme and re-introduce the collection of sacks for refuse and dry recycling. The Committee further agreed to permit individual households to retain their residual bin for personal use however they would be advised that they need to place their recycling in sacks within the bin. The 240 litre wheeled bin for recycling will be collected by Operational Services and re-used.

West Horndon PC and all the residents were thanked by the Chair of Environment and Housing Management Committee and it should be noted that all residents would receive a letter explaining outcome of pilot scheme and time lines for collection of bins and delivery of roll of orange sacks.

Changes to the use of ECC's Recycling Centres for Household waste (RCHWs)- (Verbal update)

Summary of changes

- ECC have identified that RCHWs are targeted by small businesses, with as many as a third of users arriving in commercial type vehicles. The Environmental permits for the RCHWs do not allow trade waste; therefore raising a legal compliance issue. RCHWs are only for use by residents bringing in household waste from their own property; legislation does not count DIY and construction waste as household waste.
- The rule of thumb of how the law works: household waste covers things which a householder would normally take with them when they move house. If the waste is

something you would leave behind, like doors, a fitted kitchen or bathroom, or soil and hardcore from a garden, it is construction waste. And business waste of any kind is strictly excluded.

EFFECTIVE FROM 31 OCTOBER 2016:

- **MOUNTNESSING RCHW will not accept DIY and construction waste:**
- **BRENTWOOD RCHW** in Coxtie Green Road will continue to accept all waste materials, but with reasonable limits applied, to allow small DIY disposals but not trade waste:

Full details of changes are on ECC website and we have put a link to this on our own website.

Update on Cleaner Greener Campaign (Verbal Update)

The Campaign with other Local Authorities in Essex and partners such as MacDonald's, Dominos etc commenced on 15th August 2016, and ran till the end of September. Locally we held some Litter Awareness Road shows and community litter picks including one with staff from Brentwood Centre and one with staff at Town Hall. Environmental Health Officers also supported by holding a 'Stop and Search' alongside the police.

Update on Waste Strategy Group Meeting (Verbal Update)

Members of the Waste Strategy group continue to meet (4th July and 4th Oct) to discuss and exchange ways to improve and enhance the waste and recycling services and to contribute towards future committee meetings.

Report to the Council 19 October 2016

Committee: Planning and Licensing Committee

Chair: Councillor Roger McCheyne

Since my last report in June the planning team have continued to identify potential service improvements including working with the team from Thurrock. The improvements would affect the whole development management process from initial pre-application discussions through the application stage and on to implementation on the ground, including compliance with conditions and S106 agreements. The team remains enthusiastic as it moves into the implementation phase, which is to be managed by the team from Thurrock. The changes are quite wide ranging and include modifying ways of managing work streams, using technology better and improved working with members and agents. The Development Management structure is also being reviewed. Members will be encouraged to become involved in these changes where appropriate and officers will report back on the progress of implementation as we move forward.

The number of applications received remains higher than the same period last year and the pre-application service continues to be extremely popular particularly with developers proposing to submit applications for larger housing schemes. Both application and pre-application fee income remains ahead of last year and our forecast. The publication of the draft local development plan has ignited developer interest in some of the larger sites identified within the borough and officers are collaborating with those parties to identify deliverable sites which will support the work of the policy team when the plan comes to examination. We expect that as we move through the local plan inquiry to adoption that developer contact will increase markedly and we have ideas about how to best meet this challenge with regard to workload and quality of development. For this reason we need to implement move swiftly through the implementation of these improvements to put us in the best position to meet these future challenges.

Report to the Council 19 October 2016

Committee: Policy, Finance and Resources

Chair: Councillor Louise McKinlay

Council Restructure

The report covered the request to allow the Chief Executive delegated authority to conduct, manage and implement restructures in service areas of the Council. The report also stated that whilst the Council's Organisational Change Policy made it clear that approval was not sought from Members in relation to the service areas under review, it was important that Members were aware of the potential changes to the way in which services were delivered prior to any restructuring being carried out.

The areas that were under consideration to be restructured are:

- a. Senior Management Team, also known as the Corporate Leadership Board (CLB). Because of budget pressures and realignment of services
- b. Planning – to make the service more reactive and in-line with the current service delivery model.
- c. Housing – operations to be reviewed to meet service delivery

The aim of the restructures is to focus on service delivery and improvement in the customer journey and not driving efficiency benefits.

It is envisaged that the restructures would be in place by the end of this calendar year.

Key Project Updates

The report provided an update on the achievements and targets to date of the key corporate projects of the Council.

An update of the actions which have been completed since the previous report and the actions to be taken in the next three months were discussed on the projects listed below:

- a. The Town Hall and Service Delivery Hub – Business case coming to Ordinary Council in October. Open days/evening recently held for staff and members.
- b. The Local Development Plan (LDP) – 3,900 individual comments from the draft Local Development Plan consultation earlier this year have now been published live on our website. All comments are now being considered and a feedback Consultation Statement summarising these will be presented at committee later this year. The Consultation Statement will provide a summary of the main issues arising from the comments received to the Draft Local Plan and its associated

Sustainability Appraisal. The comments received will be used to assist the Council in the preparation of the next version of the Local Plan. There will be a further round of consultation for this next version of the Plan.

- c. The Town Centre (incorporating William Hunter Way) – We recently attended a site visit of the new Bond Street development in Chelmsford ahead of its opening. That project was more than 12 years in the planning and the development there now is much bigger than the original concept. The aim of the visit was to learn from their experience as we develop our Town Centre Action Plan and William Hunter Way Projects.
- d. The Transformation Agenda of the Council – Members and staff were recently appraised of the technology developments within the Council at the recent Town Hall open days/evening.

The projects listed above are not an exhaustive list and other projects might 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.

South Essex Parking Partnership (SEPP)

From 1 April 2011 two new parking partnerships (South East - SEPP and North East - NEPP) were established to operate the on-street parking enforcement on behalf of Essex County Council. Chelmsford is the Lead authority in the South and Colchester in the North. The Parking Partnerships are governed by a Joint Committee Agreement.

A report from the Parking Partnership Manager to extend the current Joint Committee Agreement by Four years to 31 March 2022 was included.

The report detailed the requirements that were set out within the Joint Committee Agreement that related to the possible extension, explained the Partnership Reviews that had taken place and set out the financial case demonstrating that SEPP could become self-sufficient throughout the four year extension period and set out the Risk of a partner Authority withdrawing from the partnership.

The report required that each Partner Authority provide their written consent to continue the delegated function by 11th November 2016.

Illegal and Unlawful Encampments Roundtable meeting

This was well attended by local authorities, Essex Police, and relevant stakeholders and was very productive. We all raised our concerns and shared our experiences. As I did in my open letter to Essex PCC, Roger Hirst in August, I shared our experience that in the last year, we have invested £150,000 in extensive works to protect our open spaces against unauthorised incursions and more than £10,500 on the legal process to regain possession of public land and that cost is rising as we have had more unauthorised

incursions so far this year, than the whole of last year. Just like the other Essex Councils at the meeting, this is money that we would rather is spent delivering Council services.

The meeting wasn't just about sharing our experiences, it was to secure support from other authorities regarding unauthorised incursions and we achieved this. We also secured the commitment of Essex Police to work with us and local communities. And we also agreed to collectively pursue pressure for a strengthening of laws regarding unauthorised incursions with government.

Car Parking Review

The Council is carrying out the review to update our strategy for managing Council-owned off-street car parking in Brentwood, Shenfield and Ingatestone. We need to plan now for changes in future parking demand that will come from new development across the borough. The public consultation started on **Wednesday 28th September and runs until Monday 31st October 2016**. As well as the public consultation, the Council is seeking the views of key stakeholders like Essex County 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 (this isn't an exhaustive list and meetings are currently being organised).

Devolution

Work is continuing to explore closer working opportunities and the potential opportunities that devolution could offer with our partners across the county. Exploration of the opportunities is key; however, nothing will be signed unless it is in the best interests of our residents and businesses.

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19 October 2016

Ordinary Council

Progress Update on Key Corporate Projects

Report of: *Philip Ruck – Chief Executive*

Wards Affected: *All*

This report is: *Public*

1. Executive Summary

- 1.1 A report and presentations were made at the 20 September 2016 meeting of the Policy, Finance and Resources (P, F and R) Committee providing an update on the achievements and targets to date of the key corporate projects of the Council. These were 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 was not an exhaustive list and other projects might be incorporated as determined by the P, F and R Committee. However, such projects were defined as being integral to the delivery of the revised Corporate Plan 2016-2019.
- 1.3 The report and presentations made were considered by the P, F and R Committee and it was resolved that Members agreed to the actions and timescales incorporated within the report.

2. Recommendation

- 2.1 **That Members note the actions and timescales agreed at the 20 September 2016 Policy, Finance and Resources Committee meeting.**

3. Introduction and Background

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

3.2 The four projects referred to in 1.1 above were 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 had been completed since the previous report to P, F & 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 had been completed since the previous report to P, F & 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 had been completed since the previous report to PF & R Committee:

- Project renamed as “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

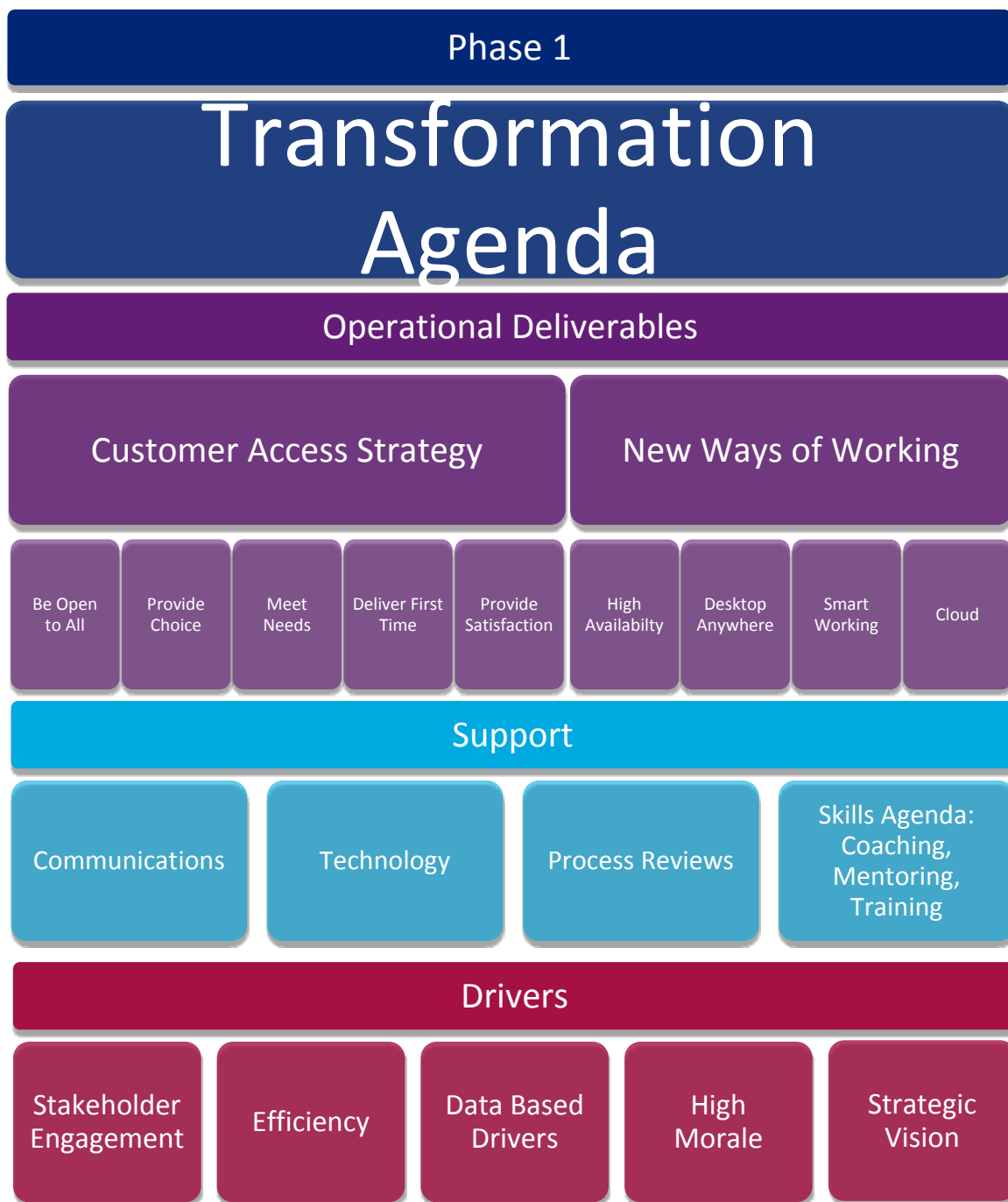
4.4.1 The following actions had been completed since the previous report to PF & R Committee:

- Review of services' online offer
- New formal 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, Interim 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 A Key Corporate Projects Timeline

Report Author Contact Details:

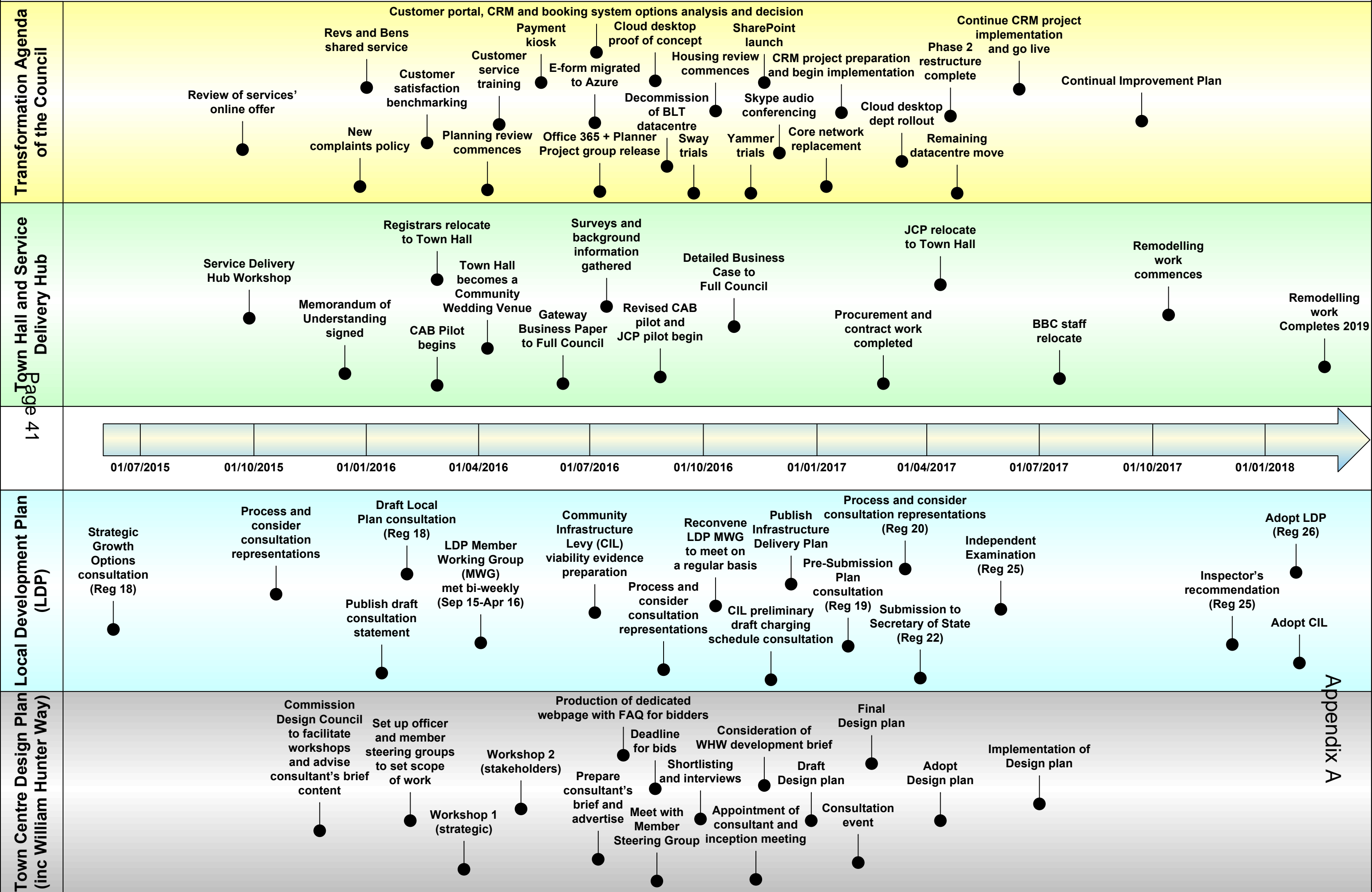
Name: Phil Ruck

Telephone: 01277 312569

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Key Corporate Projects Timeline



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19 October 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 Five Notices of Motion have been submitted in accordance with Rule 3 in Part 4.1 of the Constitution - Council Procedure Rules.

1.2 Cllr Kendall submitted the following motion:

Boundary Commission Proposals for the Brentwood & Ongar Constituency

'The members of Brentwood Borough Council call upon the Boundary Commission to reconsider their proposals for the Brentwood & Ongar constituency. We are opposed to the Brentwood Borough wards of Warley and Herongate, Ingrave & West Horndon being moved into the South Basildon and East Thurrock constituency.

These two wards have been an integral part of our local community over many years and have a strong identity and attachment with Brentwood. There is a strong desire from many of the residents living in these areas to remain a part of the Brentwood & Ongar constituency and we ask that these views are seriously considered before any final decision is made'.

1.3 Cllr Ms Sanders submitted the following motion:

'Following Cllr Olivia Sanders' re-appointment as the Lead Mental Health Champion the Council reaffirms its ongoing commitment to mental health by appointing every newly elected Member in 2016 as a Mental Health Champion for 2016-2017 and that accordingly such councillors be duly appointed'.

Background Information

***Mental Health Challenge**

The Mental Health Challenge was set up by various Mental Health charities and is funded by the Department of Health. By adopting the Challenge in 2014, and agreeing to fulfill seven of the ten challenges outlined in the 'No Health without Mental Health; Implementation Framework', the Council has committed to promote local mental health

services, consider ways in which it can make its services more accessible for vulnerable residents and raise awareness of mental health illnesses locally. The Council has a living action plan which outlines how it will continue to contribute to the Challenge. The Council is also compiling a Mental Health prevention plan for Brentwood which will contribute to the Joint Basildon and Brentwood Mental Health Prevention Strategy.

***Mental Health Champion**

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

1.4 Cllr Kendall submitted the following motion:

'The members of Brentwood Borough Council call upon the Cabinet Member for Highways at Essex County Council to allow members of the public to attend Brentwood Local Highways Panel meetings'.

Background Information

* Local Highways Panel meetings are organised by the County Council but have members of the Borough Council sitting on the Panel. The Borough Council also provides the venue and the secretariat for the meetings.

* In the past Brentwood Local Highways Panel meetings have been open to the public to attend but this policy changed at the last Panel meeting on Monday 26th September.

1.5 Cllr Mrs Hubbard submitted the following motion:

'That this Council writes to The Secretary of State expressing grave concern about unaccompanied children in the Calais 'Jungle' and asking that the promise to accept up to 3,000 of them in the UK be prioritised and for emergency measures to be taken at all levels of Government to expedite this. Also stating that we deplore the apparent delay in fulfilling this promise.

At the same time to resolve that this Council refers the task of co-ordinating the necessary measures required in Essex to care for lone children seeking sanctuary, to the County Council, and requesting that the County Council commits to offer resettlement places to unaccompanied refugee children as part of the implementation of the central Government scheme. This Council urges the County Council, by writing to appropriate Ministers, to work closely with local government to ensure that councils have the funding and support to build the essential regional infrastructure necessary to secure the placement and support of children across the Country, particularly in relation to housing provision,

health care, educational needs, and English language provision so that the whole process of resettlement is in the best interests of the child and, vitally, that it's adequately resourced'.

1.6 Cllr Hossack submitted the following motion:

'That this council resolves to explore alternative and/or additional models of housing provision to tackle homelessness in the Borough and will work with established homelessness charities to identify possible options for meeting such housing needs. Proposals are to come back to the Environment and Housing Committee at a future date for consideration'.

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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