



# Agenda

## Policy, Finance and Resources Committee

Tuesday, 31 January 2017 at 7.00 pm  
Council Chamber - Town Hall

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### Membership (Quorum – 3)

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

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| Agenda Item | Item   | Wards(s) Affected | Page No |
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| 1.          | Apologies for Absence  |                   |         |
| 2.          | Minutes of the Previous Meeting  |                   | 5 - 8   |
| 3.          | Introduction of a motorcycle ban in marked bays in Council owned car parks |                   | 9 - 12  |
| 4.          | Brentwood Economic Statement 2017  |                   | 13 - 32 |
| 5.          | Health and Safety Policy   |                   | 33 - 48 |
| 6.          | Asset Review Update<br>Report to follow.                                   |                   |         |
| 7.          | Local Development Plan Update<br>Report to follow.                         |                   |         |
| 8.          | Urgent Business  |                   |         |

A handwritten signature in black ink, appearing to read 'P. L. R. B.' with a large, sweeping underline.

Head of Paid Service

Town Hall  
Brentwood, Essex  
23.01.2017

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### Information for Members

#### Substitutes

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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.

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#### Rights to Attend and Speak

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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.

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#### Point of Order/ Personal explanation/ Point of Information

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##### 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.

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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**

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## Minutes

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### **Policy, Finance and Resources Committee Tuesday, 29th November, 2016**

#### **Attendance**

|                           |               |
|---------------------------|---------------|
| Cllr Mrs McKinlay (Chair) | Cllr Kendall  |
| Cllr Kerlake (Vice-Chair) | Cllr McCheyne |
| Cllr Barrett              | Cllr Mynott   |
| Cllr Faragher             | Cllr Parker   |
| Cllr Hossack              |               |

#### **Also Present**

Cllr Aspinell

#### **Officers Present**

|                |   |  |
|----------------|---|--|
| John Chance    | - | Finance Director (Section 151 Officer) |
| Zoey Foakes    | - | Governance & Member Support Officer    |
| Ramesh Prashar | - | Financial Services Manager             |
| Philip Ruck    | - | Chief Executive                        |
| Daniel Toohey  | - | Monitoring Officer                     |
| Jane Mitchell  | - | Payments & Procurement Officer         |
| Lorne Spicer   | - | Senior Communications Manager          |

#### **197. Apologies for Absence**

No apologies for absence were received.

#### **198. Minutes of the Previous Meeting**

The minutes of the Policy, Finance and Resources Committee meeting held on 20 September 2016 were approved as a true record.

#### **199. Council Tax Support scheme - 2017/18**

The report recommended no changes to be made to Brentwood's Local Council Tax Support scheme for 2017/18.

People of pension age continued to be protected from any changes in Local Council Tax Support; therefore any scheme had to be devised for people of working age only.

Public consultation on revised scheme options was undertaken from 7 September 2016 – 19 October 2016.

The Brentwood Borough Council scheme continued to be prepared within the framework of an Essex-wide scheme with local variations. For the last three years Brentwood's scheme had remained virtually unchanged, the Council were again not proposing any changes to the 2017/18 scheme.

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

### **RESOLVED**

**That Members approve Brentwood Borough Council's Council Tax Support Scheme with no changes to the levels of support for working age customers.**

### **REASON FOR RECOMMENDATION**

To agree and adopt the proposed Council Tax Support scheme for 2017/18 prior to the 31 January 2017.

## **200. Transfer of Housing Revenue Account Shops (HRA) to General Fund**

The report sought approval for the transfer of the shops portfolio, including any flats above the shops, from the Housing Revenue Account (HRA) to the General Fund (GF). The portfolio comprised of 28 shops which were no longer used for housing purposes for which they were originally acquired.

Cllr Mrs McKinlay **MOVED** and Cllr Hossack **SECONDED** the recommendations in the report and a vote was taken by a show of hands and it was:

### **RESOLVED**

- 1. That the HRA shops portfolio including any flats above the shops to be transferred to the General Fund.**
- 2. For officers to apply for consent from the Secretary of State to transfer any flats above the shops from the HRA to the General Fund.**

### **REASON FOR RECOMMENDATION**

To comply with legislation, the shops should be transferred from the HRA to the General Fund. As 9 of the leases included the flats above and 2 further

flats which were council owned, it would be prudent to transfer the flats to the General Fund.

## **201. Budget Monitoring Mid Year Review and Medium Term Financial Plan**

The Medium Term Financial Plan (MTFP) set out the key financial management principles and budget assumptions. It was then used as the framework for the detailed budget setting process to ensure that the Council's resources were managed effectively in order to meet its statutory responsibilities and deliver the priorities of the Council over the medium term.

The report provided the Policy, Finance and Resources Committee with an update on the Councils:

- i. Revenue and capital projected outturn position as at the end of September 2016, including the review of the Treasury Management Strategy Statement and Annual Investment Strategy.
- ii. Medium Term Financial Strategy for 2017/18 to 2019/20.

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

### **RESOLVED**

**That the committee:**

- 1. Agreed the projected outturn for 2016/17 of the Council's General Fund revenue budget as at 30 September 2016, as detailed in paragraph 3 of the report.**
- 2. Agreed the projected outturn position for 2016/17 of the Council's HRA at 30 September 2016, as detailed in paragraph 4 of the report.**
- 3. Agreed the current projected position for 2016/17 of the Council's capital budget as at 30 September 2016, as detailed in paragraph 5 of the report.**
- 4. Agreed the Treasury Management Activity for the period 1 April 2016 to 31 October 2016 as detailed in paragraph 6 of the report.**

### **REASONS FOR RECOMMENDATION**

Effective financial management underpinned all of the priorities for the Council and would enable the Council to operate within a sustainable budget environment.

## **202. Procurement Strategy - 2016 to 2019**

The report asked Members to approve the Council's Procurement Strategy for 2016 to 2019.

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

### **RESOLVED:**

**That the committee agreed the Council's Procurement Strategy for 2016 to 2019 attached as Appendix A of the report.**

### **REASON FOR RECOMMENDATION**

Effective procurement practice was essential to the Council's financial standing and reputation.

The new Procurement Strategy would give the Council one central strategic direction that could be communicated to all staff.

The importance of good practice at all stages of the commercial stages would be highlighted.

The new Strategy brought the Council's practices up to date and made provision for improving Social Value within the local community.

The Strategy would reflect modern trends towards collaborative supplier relationships and tied in with recent training in contract management offered to all staff.

Emphasis on the area where savings could be made.

## **203. Urgent Business**

There was no urgent business to discuss.

The meeting concluded at 20:05.



31 January 2017

## Policy Finance and Resources Committee

### Introduction of a motorcycle ban in marked bays in Council owned car parks

**Report of:** Philip Ruck – Chief Executive

**Wards Affected:** All

**This report is:** Public

#### 1. Executive Summary

- 1.1 The purpose of this paper is to request that Members agree to
- a) the introduction of a motorcycle ban (in marked bays) in all the Council's car parks.
  - b) limit free parking by vehicles displaying a Blue badge to 3 hours.
- 1.2 The Car Park order currently allows motorcycles and vehicles displaying a blue badge to park free for unlimited periods.

#### 2. Recommendation(s).

**That the committee agrees to the following:**

- 2.1 To amend the existing Parking order to limit free parking for solo motor cycles in marked bays in all car parks to 3 hours, where motorcycles are parked in spaces not dedicated to motorcycles**
- 2.2 To amend the Parking order to allow unlimited free parking for solo motor cycles in marked motorcycle bays.**
- 2.3 To amend the Parking order to limit free parking by blue badge holders to 3 hours in all car parks.**
- 2.4 To make the disabled car park in WHW a maximum 3 hours free parking.\***
- 2.5 That all the changes agreed in this recommendation should be introduced as part of the next planned changes to the Parking Order.**

*\*Otherwise it will be necessary to install a P&D machine in this car park.*

### **3. Introduction and Background**

- 3.1 The number of motorcycles using Hunter Avenue car park in Shenfield has increased steadily over the last 2 years. Within Parking the increase has been managed by encouraging the riders to park as close to the bicycle storage area as possible. This has worked well ensuring that the minimum number of spaces is occupied by motorcycles. The increased number has become difficult to manage and it is anticipated to grow.
- 3.2 Hunter Avenue car park is due to be resurfaced in the next month at which time the layout of the car park will be redesigned to incorporate 2 motor cycle areas.
- 3.3 The bays will be in the corners of the car park in areas that cannot be used for car parking.
- 3.4 There is currently no formal motorcycle parking bays in any of the Council's car parks.
- 3.5 Once these bays have been established Parking Services will encourage the motorcycles to park in them and once the order has been amended the proposed changes will be enforced.

### **4. Blue badge Parking**

- 4.1 There is also an issue with blue badges being misused with 5 or 6 vehicles regularly parking all day in Hunter Avenue car park.
- 4.2 To discourage misuse in all our car parks free parking for blue badge holders should be limited to 3 hours.
- 4.3 The changes recommended will require a change to the Parking order.
- 4.4 It is proposed that these two changes will be introduced into all council car parks with works being carried out to create motor cycle bays where there is demand.

### **5. Reasons for Recommendation**

- 1. To free up space in a busy shoppers car parks.
- 2. To address a matter that it is believed will get worse as Cross Rail comes to an end.

3. To reduce the misuse of Blue Badges and free up parking across the borough for all blue badge holders.

## **6. Consultation**

- 6.1 None

## **7. References to Corporate Plan**

- 7.1 The New Ways of Working Programme seeks to ensure the Council is making the most efficient use of its resources.

## **8. Implications**

### **Financial Implications**

**Name & Title: John Chance, Finance Director**

**Tel & Email: 01277 312542/john.chance@brentwood.gov.uk**

- 8.1 The cost of implementation will be in the region of £5,000.

### **Legal Implications**

**Name & Title: Daniel Toohey, Monitoring Officer**

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

- 8.2 Only land owned and controlled by Brentwood Borough Council can be included in the parking order. All other land must be controlled by South Essex Parking Partnership.

## **9. Background Papers** (include their location and identify whether any are exempt or protected by copyright)

- 9.1 None

## **10. Appendices to this report**

- 10.1 None

### **Report Author Contact Details:**

**Name:** Philip Ruck, Chief Executive  
**Telephone:** 01277 312569  
**E-mail:** philip.ruck@brentwood.gov.uk

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31 January 2017

Finance, Policy & Resources Committee

**Brentwood Economic Statement 2017**

*Report of:* Anne Knight, Economic Development Manager

*Wards Affected:* All

*This report is:* Public

## 1. Executive Summary

- 1.1 This report presents a Brentwood Economic Statement based on the recent findings of the Enterprising Essex: Opportunities and Challenges report undertaken by the Essex Economic Commission.

## 2. Recommendation

- 2.1 That members note the Economic Statement (Appendix A) and agree that the Brentwood ED Strategy is updated, taking into account the findings of the Statement and informing the 2017/8 ED Work Plan.**

## 3. Introduction and Background

- 3.1 This report attaches an Economic Statement for Brentwood based on the recent findings of the Enterprising Essex: Opportunities and Challenges report undertaken by the Essex Economic Commission.
- 3.2 Where available, data at Brentwood level has been included, but for some of the economic indicators data is only available at sub-regional level. For Brentwood, this is presented as the Heart of Essex sub-region/growth corridor.
- 3.3 The key trends for Brentwood are highlighted in the attached report.
- 3.4 Supporting statistical tables are provided in the Appendix A.
- 3.5 Generally Brentwood is one of the higher performing local authorities of Greater Essex, as is the sub-region it is in – the Heart of Essex.
- 3.6 However there is still a need to continue to further improve economic productivity and strive for innovation and excellence if Brentwood is to maintain and advance its economic position.

- 3.6.1 Taking the key trends of the report into account, it is proposed that particular areas of focus for the future economic development of Brentwood should be:
- Enabling the provision of appropriate workspace to meet future demand
  - Supporting businesses to start-up, grow and survive through business advice and development initiatives
  - Encouraging inward investment and high value added business activities
  - Supporting and working with the growth sectors of information and communication, business services, real estate activities; other services/household activities, financial services, creative industries and advanced manufacturing
  - Developing the skills base so that local people can access job opportunities - increasing the number with higher qualifications; supporting more apprenticeships and business-education partnership initiatives
  - Working with partners to support those not employment, education or training (NEETS) to enable them to be economically productive
  - Working with partners to lobby for, and implement identified road and rail infrastructure schemes
  - Ensuring that housing supply can support future demand via effective planning
- 3.7 The Brentwood Economic Development Strategy already sets out a shared vision and framework to steer the interventions of Brentwood Borough Council and partner organisations to deliver optimum economic benefits to the Borough to 2030.
- 3.8 The Strategy's Vision for Brentwood is for the areas to be a thriving, attractive and unique destination for people to live, work and visit by protecting and nurturing its existing high quality environment, growing its prosperous economy and fostering development that is responsive to local community needs.
- 3.9 The key priority objectives of the Strategy are business competitiveness, economic growth and investment, stronger sectors, skills and strengthening the rural economy and skills. These objectives are aligned with the evidence base from the new report of the Essex Economic Commission and the Brentwood Economic Statement attached.

3.10 Following the success of the Economic Development activities in the last couple of years, it is now proposed the ED Strategy is updated to take into account the findings of the Statement and to inform the 2017/8 ED Work Plan.

#### **4. Issue, Options and Analysis of Options**

4.1 Different options for delivery will be considered when scoping and developing the ED Work Plan and associated projects and a recommendation for the preferred option provided and recorded and approved under delegated authority of the Economic Development Manager and Committee Chair.

#### **5. Reasons for Recommendation**

5.1 To note the Brentwood Economic Statement and agree that the ED Strategy is updated, taking into account the findings of the Statement and informing the 2017/8 ED Work Plan.

#### **6. Consultation**

6.1 The current Economic Development Strategy successfully underwent public consultation and has been adopted. An updated ED Strategy will undergo consultation.

6.2 Key partners and business groups for each priority area are consulted and engaged with project development.

#### **7. References to Corporate Plan**

7.1 Economic Development is a key priority to support the delivery of the Corporate Plan priorities of sustainable economic development, promoting a mixed economic base across the Borough, maximising opportunities for retail and a balanced night time economy. This includes:

- Facilitating the creation of new businesses
- Assisting in the provision of advice and guidance for local businesses
- Working in partnership with the business community and support agencies
- Seeking inward investment into the Borough
- Assisting the SE LEP and Heart of Essex Partnership to secure projects and funding to benefit the Brentwood Economy

## 8. Implications

### Financial Implications

**Name & Title: Ramesh Prashar, Financial Services Manager**

**Tel & Email: 01277 312513/ john.chance@brentwood.gov.uk**

- 8.1 Economic Development projects for January to end of March 2017 will be funded from the existing and approved 2016/7 Economic Development budget. Any projects proposed by the ED Work Plan from April 2017 to March 2018 will be funded by the proposed 2017/8 ED budget.

### Legal Implications

**Name & Title: Daniel Toohey, Monitoring Officer**

**Tel & Email: 01277 312 860 / ramesh.prashar@brentwood.gov.uk**

- 8.2 There are no legal implications arising from this report.

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

- 8.3 None

## 9. Background Papers (include their location and identify whether any are exempt or protected by copyright)

- 9.1 None

## 10. Appendices to this report

Appendix A - Brentwood Economic Statement 2017

### Report Author Contact Details:

**Name:** Anne Knight  
**Telephone:** 01227 312607  
**E-mail:** anne.knight@brentwood.gov.uk



# Appendix A

## **BRENTWOOD ECONOMIC STATEMENT, JANUARY 2017**

This statement is based on the recent findings of the Enterprising Essex: Opportunities and Challenges report undertaken by the Essex Economic Commission.

Where available data at Brentwood level has been included but for some of the economic indicators data is only available at sub-regional level. For Brentwood, this is presented as the Heart of Essex sub-region/growth corridor.

The key trends for Brentwood are highlighted below. Supporting statistical tables are provided in the Annex.

### **1. Economic growth**

- The Heart of Essex sub-region which includes Brentwood, accounts for just over a fifth of the county's GVA (21%) and has experienced the fastest growth in Essex at 1% per annum.
- For Greater Essex, the Gross Value Added (GVA) per head is highest in the Heart of Essex region at £24,300 per head. (Table 1).
- Long term economic forecasts indicate that Greater Essex region will be 2% per annum for the next 20 years. To aspire to be one of the higher performing regions in the UK this will need to increase to 3% per annum.

### **2. Sector performance**

- The fastest growing sectors for Heart of Essex are information and communication, business services, real estate activities and other services/household activities.
- Manufacturing is the only sector to have declined (-1.3%). However it has the opportunity to grow via advanced manufacturing, taking advantage of enabling technologies and translating innovation in these technologies into growth, maximising export opportunities and adapting to low carbon technologies.
- Financial and insurance services grew by 1% in Heart of Essex and the distribution, transport and accommodation sector by 1.6%. (Table 2).
- Other sectors which are also regarded as important as the population grows include wholesale and retail services, education, construction, tourism and food production.
- Over the 15 years to 2013, growth in Greater Essex has been slower than the UK average for five of the fastest growing sectors which include information and communication services; professional, scientific and technical services; administrative and support services; real estate; and financial and insurance services.

### **3: New enterprises - start ups and survival**

- According to the Office of National Statistics (ONS), Brentwood has 4050 businesses, 19% of which are in professional, scientific and technical sector; 15% in construction; 10% in information and communication; 9% in business administration and support services. (Table 3)
- In 2009 Brentwood had 370 business start-ups of which 89% survived one year and 39% at least 5 years compared to national figures of 90.8% and 41.7% respectively. (Table 4).
- Only Harlow, Maldon, Rochford and Castlepoint have lower start-ups numbers than Brentwood, the other local authorities in Essex had more.
- The one year survival rate for Brentwood at 89% is also the lowest in Greater Essex and the five year rate is only slightly better than Epping Forest and Harlow. There is therefore a need to increase business start-ups and improve their survival rates in Brentwood.
- Overall Greater Essex has a strong record in start-ups but this has not resulted in faster economic growth or accelerated productivity growth. Greater Essex lags neighbouring counties and UK generally in real GVA growth. Modest productivity growth is only slightly ahead of the UK. Start-ups in Greater Essex tend to be more heavily concentrated in low value added services, such as construction and ancillary services.

### **4: Labour market**

Three key measures of employment and lack of employment are the participation rate; economic inactivity rate and the unemployment rate.

- According to ONS, 38,479 people were employed in Brentwood Borough in 2015 representing 4.4% of those employed in Greater Essex. (Table 5)
- The participation rate includes those people aged 16-64 that are employed as a share of the workforce in that age range, excluding those in full time education. This was 78.5% for the Heart of Essex compared to 76% in Greater Essex and 73.5% in the UK.
- Within Greater Essex, the highest rates of inactivity can be found in Tendring 26.5%, Maldon 25% and Epping Forest 23% (Table 18). Brentwood has the lowest council economic inactivity rates at 15% compared to the highest in Tendring being 26.5%. (Table 6).
- Brentwood also has one of the lowest unemployment rates (3.2%) in Greater Essex compared to the highest unemployment rates in Harlow 6.4%, Thurrock 6.2% and Tendring 5.7%.

- Within Greater Essex, the areas with the larger share of high level occupations are to be found in Brentwood, Maldon and Chelmsford, the three boroughs in the Heart of Essex, with around a half of people employed in the highest three grades of occupation.

## **5. Productivity**

Productivity at the whole economy level is a measure of how much output is generated by each person employed. In order to adjust for differences in work patterns – given the range in hours worked by people in employment – productivity can also be measured as output per hour worked (GVA per person employed).

- For Greater Essex, GVA per person was highest in Heart of Essex (which includes Brentwood), West Essex and Essex Thames Gateway at £54,000 compared to the lowest in Southend at £45,000 and in other regions Berkshire (£71,000) and Surrey, Buckinghamshire and Hampshire (£60,000).
- The sectors in the Heart of Essex with the highest GVA per person are financial and insurance (£94,000), business service activities including real estate (£77,000) and construction (£80,000). The lowest GVA per person is in public sector dominated services such as education, health and public administration (£33,000).

## **6. Qualifications and skills**

- Within Greater Essex the respective shares of people with higher level occupational employment and qualifications are shown in Table 7. Boroughs with a greater share of better qualified staff with higher level occupations include Brentwood, Maldon, Chelmsford and Epping Forest.
- Brentwood has the second highest number of people with at least NVQ level 4 at 33%, slightly behind Uttlesford at 38%. The lowest is Castlepoint at 19%. (Table 8)
- There were 14,580 apprenticeships in Greater Essex in the year to July 2015, accounting for 3.0% of total 494,200 apprenticeships in England). Apprenticeships are spread relatively evenly across Greater Essex, with the lowest shares in, Brentwood (0.59% of the population) Epping Forest, Uttlesford and Chelmsford and slightly more apprenticeships per capita in Harlow (0.9%) and Braintree (0.89%). (Table 9).

## **7. Population, migration and commuting**

- According to ONS, Brentwood's population has increased by 8% from 70,500 in 2005 to 76,100 in 2015. (Table 10). 61% are between 16-64 years; 19% between 0-15 years and 20% are 65 years or more. This is a similar distribution to the rest of Greater Essex area.
- All local authorities saw a net outflow of commuters to work. Brentwood had between 88 and 99 commuters travelling into the borough to work for every 100 commuters going out. It therefore had a net flow (difference between inflow and outflow) of 1,713 between 2011-2015. (Table 11)

- The key conclusion to be drawn from commuter flows is that Greater Essex is not disadvantaged any more than other counties surrounding central London, in the scale of the outflow of commuters into London. This factor therefore does not appear to be a significant contributor to lower growth and lower productivity in Greater Essex.

## **8. Infrastructure**

### **Commercial space and premises**

- Many local authorities in Greater Essex have articulated concerns about inadequacies of supply and quality of commercial premises, particularly good quality office accommodation of the right size. Larger new developments, including business parks, have a crucial role to play in meeting demand. These form part of the solution but not the whole solution.
- In Brentwood it is recognized that the majority of supply of employment space over the period to 2030 is likely to come from Brentwood Enterprise Park which at 23.4 hectares will supply 65% of proposed new supply. West Horndon and Dunton Hills developments will also help supply employment land to meet demand. A total of 8 sites over 1,000 sq.metres capacity are identified within Brentwood (Table 12)
- The availability of office space in Essex has declined by 59% from 1.75m square feet in 2013 to 20,000sq.ft during 2016, with the availability rate at just 4%, the lowest in the region. The drop in office availability has been driven by a rise in office take up from 200,000 sq. ft. in 2013 to 500,000 in 2015.
- Availability of industrial space in Essex has also dropped by 61% from 6.6 sq.ft. to 2.5m sq.ft. in 2013 leaving the availability rate at just 3.3% in 2016.
- The current shortage of suitable commercial workspace of the right size and quality is a constraint on the ability to attract, retain and growth the businesses that will generate faster growth.

### **Housing**

- For Brentwood, assessed housing need (7,200) is greater than the estimated supply (6,500). There is therefore a need to ensure the future LDP identifies options to accommodate the shortfall. (Table 13)

### **Broadband**

- 65% of commercial premises in Brentwood borough have access to superfast broadband. This is compared to 96% in Chelmsford and 41% in Saffron Walden. Essex has 76% coverage as opposed to 83% for the UK. There is therefore a need to increase coverage in Brentwood.

### **Transport**

- A range of road and rail infrastructure projects which will bring economic benefits to Brentwood are being progressed and lobbied for through SELEP, Essex County Council and Highways England including improvements to A12, A127, M25/J8, Lower Thames Crossing, Crossrail.

## **9. Brentwood and Greater Essex as location for investment**

- Key factors driving UK and foreign companies to invest in Greater Essex include the proximity to London; proximity to the London-Stansted-Cambridge corridor; cost advantages related to employment and property and access to UK, European and international markets.
- However investment has been constrained due to a lack of awareness of Greater Essex, particularly outside the UK and due to the shortage of commercial workspace of the right size and quality.
- Invest Essex work to attract new businesses and retain existing businesses and can provide a service to local authorities to guide and support businesses through every stage of business relocation or expansion project.
- Since March 2013, Invest Essex has successfully landed 182 projects that have resulted in investment in a new location in Greater Essex with job creation. 153 of these were new investments by UK companies; the other 29 were from a range of countries including the USA, India, Germany, Ireland, Italy, Spain, Australia, New Zealand, China and Europe. The greatest number of successes were in the business and financial services sector followed by ports and logistics and high technology sectors

## **10. Quality of life**

- Brentwood (294<sup>th</sup>) and Uttlesford (297<sup>th</sup>) are among the least deprived local authorities in Greater Essex (Table 14)
- Average income in Brentwood is over £600 per week and the share of children in households claiming out-of-work benefits is lowest at 6%.

## Annex to Brentwood Economic Statement, January 2017

Table 1

| <b>Gross value added &amp; disposable income per head of population</b> |                                   |               |   |               |
|---|-----------------------------------|---------------|---|---------------|
| 2014, current basic prices  | <b>Gross value added per head</b> |               | <b>Gross disposable household income per head</b> |               |
|   | <b>£ per head</b>                 | <b>UK=100</b> | <b>£ per head</b>                                 | <b>UK=100</b> |
| London  | 42,666                            | <b>171</b>    | 23,607  | <b>131</b>    |
| West Yorkshire  | 20,808                            | <b>83</b>     | 15,188  | <b>85</b>     |
| Greater Manchester  | 21,002                            | <b>84</b>     | 15,131  | <b>84</b>     |
| Merseyside  | 18,621                            | <b>75</b>     | 15,106  | <b>84</b>     |
| West Midlands   | 19,778                            | <b>79</b>     | 14,139  | <b>79</b>     |
| <b>UK</b>   | <b>24,958</b>                     | <b>100</b>    | <b>17,965</b>                                     | <b>100</b>    |
| Berks, Bucks & Oxfor ds.  | 34,230                            | <b>137</b>    | 21,038  | <b>117</b>    |
| Surrey & Sussex   | 26,384                            | <b>106</b>    | 22,027  | <b>123</b>    |
| Bedfor ds & Herts.  | 25,791                            | <b>103</b>    | 20,666  | <b>115</b>    |
| Hampshire   | 25,578                            | <b>102</b>    | 19,160  | <b>107</b>    |
| Cambs, Suffolk & Norfolk  | 23,115                            | <b>93</b>     | 17,741  | <b>99</b>     |
| <b>Greater Essex</b>  | <b>20,224</b>                     | <b>81</b>     | <b>18,697</b>                                     | <b>104</b>    |
| Kent  | 20,096                            | <b>81</b>     | 18,518  | <b>103</b>    |
| Heart of Essex  | 24,300                            | <b>97</b>     | 20,115  | <b>112</b>    |
| West Essex  | 22,463                            | <b>90</b>     | 20,326  | <b>113</b>    |
| Essex Thames Gateway  | 19,585                            | <b>78</b>     | 18,260  | <b>102</b>    |
| Essex Haven Gateway   | 18,592                            | <b>74</b>     | 18,300  | <b>102</b>    |
| Thurrock  | 18,056                            | <b>72</b>     | 16,157  | <b>90</b>     |
| Southend-on-Sea   | 16,955                            | <b>68</b>     | 17,751  | <b>99</b>     |

Source: ONS Gross Disposable Household Income, Regional Gross Value Added

**Table 2**

| Sector growth in Greater Essex Growth Corridors                     |                |            |               |            |                |            |             |
|---|----------------|------------|---------------|------------|----------------|------------|-------------|
| Real GVA, 1998-2013, % annual average change                        |                |            |               |            | of which:      |            |             |
|   | Heart of Essex | W. Essex   | Haven Gateway | S. Essex   | Thames Gateway | Southend   | Thurrock    |
| Agriculture, forestry and fishing                                   | 0.3            | -0.9       | 2.0           | 0.9        | 0.0            | 1.3        | 3.3         |
| Manufacturing   | -1.3           | -2.0       | -0.7          | -2.6       | -0.6           | -1.0       | -7.8        |
| Construction  | 0.6            | 0.7        | 0.3           | 0.4        | 0.7            | -0.2       | 0.0         |
| Distribution; transport; accommodation and food services            | 1.6            | 1.3        | 1.1           | 0.8        | 1.7            | -0.3       | 0.3         |
| Information and communication                                       | 7.0            | 5.9        | 6.8           | 5.0        | 7.6            | 3.2        | 0.1         |
| Financial and insurance activities                                  | 1.0            | 2.7        | -1.2          | -3.0       | -1.1           | -6.4       | -1.3        |
| Real estate activities  | 2.7            | 3.0        | 2.8           | 2.8        | 3.0            | 2.5        | 2.8         |
| Business service activities   | 4.7            | 3.3        | 4.4           | 4.2        | 4.6            | 3.5        | 4.6         |
| Public administration; education; health and social work activities | 2.6            | 2.8        | 2.0           | 2.1        | 2.2            | 1.5        | 2.8         |
| Other services and household activities                             | 2.7            | 2.4        | 1.9           | 2.4        | 2.7            | 1.5        | 3.0         |
| <b>Total for growth corridor</b>                                    | <b>2.0</b>     | <b>1.8</b> | <b>1.6</b>    | <b>1.0</b> | <b>1.8</b>     | <b>0.9</b> | <b>-0.4</b> |

Source: ONS Regional Gross Value Added 2014

**Table 3**

| Enterprises                                    |             |             |             |             |             |              |             |             |             |             |             |             |             |             |               |
|--|-------------|-------------|-------------|-------------|-------------|--------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|---------------|
| Number of enterprises                          |             |             |             |             |             |              |             |             |             |             |             |             |             |             |               |
|  | Southend    | Thurrock    | Basildon    | Braintree   | Brentwood   | Castle Point | Chelmsford  | Colchester  | Epping For. | Harlow      | Maldon      | Rochford    | Tenning     | Uttlesford  | Greater Essex |
| Agriculture, forestry & fishing                | 20          | 40          | 40          | 405         | 85          | 15           | 240         | 245         | 240         | 5           | 215         | 75          | 270         | 370         | 2205          |
| Production                                     | 355         | 285         | 500         | 485         | 200         | 220          | 360         | 380         | 365         | 195         | 280         | 250         | 295         | 330         | 3860          |
| Construction                                   | 945         | 970         | 1340        | 1105        | 620         | 750          | 1115        | 1015        | 1340        | 485         | 555         | 670         | 705         | 690         | 10390         |
| Motor trades                                   | 180         | 225         | 205         | 225         | 105         | 100          | 250         | 220         | 175         | 90          | 110         | 130         | 190         | 160         | 1960          |
| Wholesale                                      | 240         | 220         | 365         | 335         | 180         | 100          | 300         | 275         | 370         | 185         | 140         | 145         | 150         | 230         | 2775          |
| Retail   | 675         | 345         | 410         | 360         | 280         | 240          | 450         | 510         | 510         | 155         | 215         | 240         | 390         | 290         | 4050          |
| Transport & Storage (inc. postal)              | 145         | 555         | 305         | 230         | 110         | 145          | 220         | 175         | 210         | 185         | 135         | 145         | 185         | 170         | 2215          |
| Accommodation & food services                  | 445         | 245         | 230         | 290         | 160         | 150          | 335         | 345         | 290         | 110         | 195         | 145         | 340         | 195         | 2785          |
| Information & communication                    | 560         | 365         | 530         | 410         | 405         | 200          | 665         | 515         | 490         | 200         | 165         | 235         | 190         | 380         | 4385          |
| Finance & insurance                            | 165         | 55          | 125         | 65          | 105         | 50           | 170         | 140         | 140         | 30          | 55          | 55          | 40          | 100         | 1075          |
| Property                                       | 255         | 110         | 160         | 195         | 135         | 90           | 270         | 245         | 380         | 65          | 110         | 90          | 120         | 175         | 2035          |
| Professional, scientific & technical           | 1060        | 680         | 1105        | 1040        | 795         | 435          | 1385        | 1105        | 1135        | 320         | 510         | 585         | 465         | 985         | 9865          |
| Business administration & support services     | 560         | 375         | 545         | 500         | 380         | 220          | 600         | 535         | 635         | 200         | 250         | 245         | 300         | 430         | 4840          |
| Public administration & defence                | 5           | 0           | 5           | 50          | 5           | 0            | 25          | 25          | 15          | 0           | 20          | 10          | 25          | 40          | 220           |
| Education                                      | 105         | 90          | 105         | 110         | 65          | 55           | 135         | 130         | 105         | 55          | 40          | 55          | 80          | 100         | 1035          |
| Health   | 350         | 270         | 280         | 210         | 160         | 100          | 290         | 355         | 215         | 120         | 95          | 95          | 215         | 155         | 2290          |
| Arts, entertainment, recreation & other servs. | 415         | 235         | 330         | 425         | 260         | 165          | 435         | 405         | 465         | 150         | 180         | 215         | 270         | 290         | 3590          |
| <b>SIC07: Total</b>                            | <b>6480</b> | <b>5065</b> | <b>6580</b> | <b>6440</b> | <b>4050</b> | <b>3035</b>  | <b>7245</b> | <b>6620</b> | <b>7080</b> | <b>2550</b> | <b>3270</b> | <b>3385</b> | <b>4230</b> | <b>5090</b> | <b>59575</b>  |

Source: ONS 'UK Business - Activity, Size and Location'

**Table 4**

| <b>Survival rates in growth corridors</b> |                |                        |        |
|---|----------------|------------------------|--------|
|   |                | <i>% survival rate</i> |        |
|   | Births in 2009 | 1 year                 | 5 year |
| <i>West Essex</i>                         |                |                        |        |
| Uttlesford                                | 515            | 94.2                   | 41.7   |
| Epping Forest                             | 745            | 90.6                   | 38.9   |
| Harlow                                    | 275            | 94.5                   | 38.2   |
| <i>Essex Haven Gateway</i>                |                |                        |        |
| Tendring                                  | 385            | 96.1                   | 50.6   |
| Colchester                                | 675            | 91.9                   | 47.4   |
| Braintree                                 | 635            | 93.7                   | 41.7   |
| <i>Heart of Essex</i>                     |                |                        |        |
| Maldon                                    | 275            | 92.7                   | 49.1   |
| Chelmsford                                | 720            | 93.1                   | 45.1   |
| Brentwood                                 | 370            | 89.2                   | 39.2   |
| <i>Essex Thames Gateway</i>               |                |                        |        |
| Rochford                                  | 300            | 95.0                   | 50.0   |
| Castle Point                              | 310            | 91.9                   | 43.5   |
| Basildon                                  | 695            | 94.2                   | 41.7   |
| Source: ONS Business Demography 2014      |                |                        |        |

**Table 5**

| <b>Employment in local authorities in Greater Essex</b> |               |                  |                                 |
|---|---------------|------------------|---------------------------------|
| 2015  |               | Total employment | <i>% of Greater Essex total</i> |
| Essex Haven Gateway                                     | Tendring      | 53,777           | 6.2                             |
|   | Braintree     | 79,251           | 9.1                             |
|   | Colchester    | 94,581           | 10.9                            |
| Heart of Essex  | Maldon        | 32,481           | 3.7                             |
|   | Chelmsford    | 86,275           | 9.9                             |
|   | Brentwood     | 38,479           | 4.4                             |
| West Essex  | Epping Forest | 62,897           | 7.2                             |
|   | Uttlesford    | 40,995           | 4.7                             |
|   | Harlow        | 41,390           | 4.8                             |
| South Essex   | Thurrock      | 78,295           | 9.0                             |
|   | Rochford*     | 41,896           | 4.8                             |
|   | Basildon*     | 87,761           | 10.1                            |
|   | Southend      | 86,752           | 10.0                            |
|   | Castle Point* | 45,585           | 5.2                             |
| G. Essex  |               | 870,415          | 100.0                           |
| Essex CC  |               | 705,368          |                                 |
| *Essex Thames Gateway                                   |               |                  |                                 |
| Source: ONS Nomis                                       |               |                  |                                 |



Table 6

| <b>Inactivity &amp; unemployment in Greater Essex</b> |               |            |            |
|---|---------------|------------|------------|
| % of total workforce, 2015                            |               | Inactivity | Unemployt. |
| Essex Haven Gateway                                   | Tendring      | 26.5       | 5.7        |
|   | Braintree     | 17.9       | 4.0        |
|   | Colchester    | 17.6       | 3.7        |
| Heart of Essex  | Maldon        | 25.1       | 4.2        |
|   | Chelmsford    | 18.0       | 4.4        |
|   | Brentwood     | 15.2       | 3.2        |
| West Essex  | Epping Forest | 22.9       | 4.3        |
|   | Uttlesford    | 19.9       | 2.8        |
|   | Harlow        | 19.3       | 6.4        |
| South Essex   | Thurrock      | 21.7       | 6.2        |
|   | Rochford*     | 20.7       | 3.3        |
|   | Basildon*     | 20.0       | 4.9        |
|   | Southend      | 19.6       | 5.2        |
|   | Castle Point* | 17.3       | 4.4        |
| G. Essex  |               | 20.0       | 4.3        |
| Essex CC  |               | 19.8       |            |
| *Essex Thames Gateway                                 |               |            |            |
| Source: ONS Nomis                                     |               |            |            |

Table 7

| <b>All Further Education and Skills Learners</b>  |                 |   |             |                 |                         |                       |                          |
|---|-----------------|---|-------------|-----------------|-------------------------|-----------------------|--------------------------|
| Students resident in local authority, 2012/13   |                 |   |             |                 |                         |                       |                          |
| Growth corridor   | Local authority | Levels*                                       |             |                 | Total number of courses | Total students number | % share of local populn. |
|   |                 | Up to Level 2<br>-----% share of courses----- | Level 3     | Level 4 & above |                         |                       |                          |
| <b>West Essex</b>   | Epping Forest   | 69.1  | 30.2        | 0.7             | 12,020                  | 6,470                 | 5.0                      |
|   | Harlow          | 72.5  | 27.0        | 0.5             | 13,140                  | 6,700                 | 7.8                      |
|   | Uttlesford      | 68.4  | 30.7        | 0.9             | 6,520                   | 3,480                 | 4.1                      |
| <b>Essex Haven Gateway</b>  | Braintree       | 69.1  | 30.3        | 0.6             | 18,280                  | 9,550                 | 6.3                      |
|   | Colchester      | 66.1  | 33.2        | 0.8             | 25,280                  | 13,930                | 7.6                      |
|   | Tendring        | 73.8  | 25.6        | 0.7             | 18,370                  | 10,280                | 7.3                      |
| <b>Heart of Essex</b>   | Brentwood       | 69.3  | 29.9        | 0.8             | 6,260                   | 3,570                 | 4.7                      |
|   | Chelmsford      | 71.8  | 27.6        | 0.7             | 17,600                  | 8,860                 | 5.1                      |
|   | Maldon          | 70.0  | 29.5        | 0.5             | 6,070                   | 3,240                 | 5.2                      |
| <b>South Essex</b>  | Basildon        | 72.2  | 27.1        | 0.7             | 23,600                  | 12,260                | 6.7                      |
|   | Castle Point    | 65.7  | 33.6        | 0.6             | 10,860                  | 5,510                 | 6.2                      |
|   | Rochford        | 64.6  | 34.6        | 0.8             | 8,520                   | 4,310                 | 5.1                      |
|   | Southend        | 72.0  | 26.7        | 1.2             | 22,480                  | 12,770                | 7.1                      |
|   | Thurrock        | 68.4  | 31.0        | 0.6             | 22,690                  | 11,970                | 7.2                      |
| <b>Total G. Essex</b>   |                 | <b>69.8</b>                                   | <b>29.5</b> | <b>0.7</b>      | 211,690                 | 112,900               | 6.3                      |
| <b>Total England</b>  |                 | 72.9  | 26.4        | 0.7             | 7,777,600               | 4,320,300             | 7.9                      |
| *Many students are included in more than one course, so number of courses being taken exceed number of students |                 |   |             |                 |                         |                       |                          |
| Source: Skills Funding Agency & Department for Business Innovation & Skills                                     |                 |   |             |                 |                         |                       |                          |

**Table 8**

| <b>Share of workforce reaching at least Level 4</b> |             |             |                  |
|---|-------------|-------------|------------------|
| % share in age group 16-64                          |             |             |                  |
|   |             |             | <i>Change in</i> |
|   |             |             | <i>% share</i>   |
| <i>West Essex</i>                                   | <b>2005</b> | <b>2015</b> | <i>2005-2015</i> |
| Uttlesford  | 38.1        | 38.2        | 0.1              |
| Epping Forest                                       | 20.6        | 35.0        | 14.4             |
| Harlow  | 17.5        | 20.9        | 3.4              |
| <i>Heart of Essex</i>                               |             |             |                  |
| Maldon  | 13.9        | 35.4        | 21.5             |
| Chelmsford  | 31.5        | 33.7        | 2.2              |
| Brentwood   | 33.5        | 32.5        | -1.0             |
| <i>Essex Haven Gateway</i>                          |             |             |                  |
| Colchester  | 23.9        | 32.5        | 8.6              |
| Braintree   | 24.3        | 27.5        | 3.2              |
| Tendring  | 18.9        | 19.4        | 0.5              |
| <i>South Essex</i>                                  |             |             |                  |
| Basildon  | 16.7        | 28.9        | 12.2             |
| Southend-on-Sea                                     | 19.1        | 26.0        | 6.9              |
| Rochford  | 16.7        | 25.1        | 8.4              |
| Thurrock  | 16.6        | 24.3        | 7.7              |
| Castle Point  | 7.7         | 19.0        | 11.3             |
| G. Essex  | 22.2        | 29.2        | 7.0              |
| Source: ONS NOMIS                                   |             |             |                  |

**Table 9**

| <b>Apprenticeships</b>   |              |              | <i>% of local</i> |
|--|--------------|--------------|-------------------|
| Year to July   | 2011/12      | 2015/16      | <i>populatn.</i>  |
|  |              |              | <i>2015/16</i>    |
| Suffolk  | 6400         | 6320         | <i>0.85</i>       |
| G. Essex   | 14410        | 14480        | <i>0.81</i>       |
| Kent   | 13920        | 13830        | <i>0.77</i>       |
| Norfolk  | 7640         | 7630         | <i>0.86</i>       |
| Cambridgeshire   | 5890         | 5970         | <i>0.71</i>       |
| Surrey   | 5960         | 5710         | <i>0.49</i>       |
| England Total  | 515000       | 498000       | <i>0.92</i>       |
| <b>Heart of Essex</b>  |              |              |                   |
| Chelmsford   |              | 1090         | <i>0.64</i>       |
| Brentwood  |              | 450          | <i>0.59</i>       |
| Maldon   |              | 540          | <i>0.86</i>       |
| <b>West Essex</b>  |              |              |                   |
| Epping Forest  |              | 840          | <i>0.65</i>       |
| Harlow   |              | 810          | <i>0.96</i>       |
| Uttlesford   |              | 520          | <i>0.62</i>       |
| <b>Essex Haven Gateway</b>   |              |              |                   |
| Braintree  |              | 1330         | <i>0.89</i>       |
| Colchester   |              | 1450         | <i>0.80</i>       |
| Tendring   |              | 1560         | <i>1.11</i>       |
| <b>South Essex</b>   |              |              |                   |
| Basildon   |              | 1620         | <i>0.90</i>       |
| Castle Point   |              | 800          | <i>0.90</i>       |
| Rochford   |              | 670          | <i>0.79</i>       |
| Thurrock   | 1270         | 1390         | <i>0.85</i>       |
| Southend on Sea  | 1220         | 1410         | <i>0.79</i>       |
| <b>Greater Essex</b>   | <b>14410</b> | <b>14480</b> | <i>0.82</i>       |
| Essex CC   | 11920        | 11680        | <i>0.82</i>       |
| Source: Skills Funding Agency and Department for Business, Innovation & Skills |              |              |                   |

**Table 10**

| <b>Population estimates for Greater Essex</b> |                  |                  |  |              |            |              | <b>Popn change</b> |                 |
|---|------------------|------------------|--|--------------|------------|--------------|--------------------|-----------------|
|   | <b>Total</b>     | <b>Total</b>     | <b>-----Age range, % of total, 2015-----</b> |              |            | <b>Total</b> | <b>2005-15</b>     | <b>% change</b> |
|   | <b>2005</b>      | <b>2015</b>      | <b>0 - 15</b>                                | <b>16-64</b> | <b>65+</b> |              |                    |                 |
| Tendring                                      | 140300           | 141,200          | 16   | 54           | 29         | 100          |                    | <b>1</b>        |
| Braintree                                     | 139200           | 150,400          | 19   | 62           | 19         | 100          |                    | <b>8</b>        |
| Colchester                                    | 162000           | 183,900          | 19   | 64           | 17         | 100          |                    | <b>14</b>       |
| <i>Essex Haven Gatew</i>                      | <i>441500</i>    | <i>475,500</i>   | <i>18</i>                                    | <i>60</i>    | <i>21</i>  | <i>100</i>   |                    | <b>8</b>        |
| Maldon  | 60700            | 62,700           | 17   | 60           | 24         | 100          |                    | <b>3</b>        |
| Chelmsford                                    | 163600           | 172,600          | 19   | 63           | 19         | 100          |                    | <b>6</b>        |
| Brentwood                                     | 70500            | 76,100           | 18   | 61           | 20         | 100          |                    | <b>8</b>        |
| <i>Heart of Essex tota</i>                    | <i>294800</i>    | <i>311,400</i>   | <i>18</i>                                    | <i>62</i>    | <i>20</i>  | <i>100</i>   |                    | <b>6</b>        |
| Epping Forest                                 | 121700           | 129,700          | 19   | 62           | 20         | 100          |                    | <b>7</b>        |
| Uttlesford                                    | 71600            | 85,100           | 20   | 61           | 19         | 100          |                    | <b>19</b>       |
| Harlow  | 78400            | 85,400           | 22   | 63           | 15         | 100          |                    | <b>9</b>        |
| <i>West Essex total</i>                       | <i>271700</i>    | <i>300,200</i>   | <i>20</i>                                    | <i>62</i>    | <i>18</i>  | <i>100</i>   |                    | <b>10</b>       |
| Thurrock                                      | 148600           | 165,200          | 22   | 64           | 14         | 100          |                    | <b>11</b>       |
| Rochford*                                     | 80800            | 85,100           | 17   | 60           | 23         | 100          |                    | <b>5</b>        |
| Basildon*                                     | 168900           | 181,700          | 20   | 63           | 17         | 100          |                    | <b>8</b>        |
| Southend                                      | 162600           | 178,700          | 19   | 62           | 19         | 100          |                    | <b>10</b>       |
| Castle Point*                                 | 87500            | 89,200           | 16   | 59           | 25         | 100          |                    | <b>2</b>        |
| <i>South Essex total</i>                      | <i>648400</i>    | <i>699,900</i>   | <i>20</i>                                    | <i>62</i>    | <i>18</i>  | <i>100</i>   |                    | <b>8</b>        |
| <b>G. Essex</b>                               | <b>1,656,400</b> | <b>1,787,000</b> | <b>19</b>                                    | <b>62</b>    | <b>19</b>  | <b>100</b>   |                    | <b>8</b>        |
| Essex CC                                      | 1,345,200        | 1,443,200        | 19   | 61           | 20         | 100          |                    | <b>7</b>        |

Source: ONS Nomis

**Table 11**

| <b>Internal migration: inflows and outflows to local authorities</b> |               |               |                |                 |                           |              |              |              |             |
|--|---------------|---------------|----------------|-----------------|---------------------------|--------------|--------------|--------------|-------------|
| July 2011-June 2015, aggregated flows over four years                |               |               |                |                 | -----net flow by age----- |              |              |              |             |
|  |               | <b>Inflow</b> | <b>Outflow</b> | <b>Net flow</b> | <b>0-14</b>               | <b>15-24</b> | <b>25-44</b> | <b>45-64</b> | <b>65+</b>  |
| Essex Haven Gateway  | Tendring      | 26407         | 20555          | <b>5852</b>     | <b>1290</b>               | -1400        | <b>1020</b>  | <b>2970</b>  | <b>1490</b> |
|  | Colchester    | 39862         | 36318          | <b>3545</b>     | <b>1050</b>               | <b>1170</b>  | <b>1590</b>  | <b>540</b>   | <b>180</b>  |
|  | Braintree     | 27413         | 26407          | <b>1006</b>     | <b>90</b>                 | -1170        | <b>1050</b>  | <b>390</b>   | <b>720</b>  |
| Heart of Essex   | Brentwood     | 17182         | 15469          | <b>1713</b>     | <b>730</b>                | -440         | <b>1550</b>  | -290         | <b>60</b>   |
|  | Maldon        | 12234         | 11097          | <b>1138</b>     | <b>460</b>                | -770         | <b>460</b>   | <b>680</b>   | <b>370</b>  |
|  | Chelmsford    | 32052         | 31695          | <b>357</b>      | <b>750</b>                | -880         | <b>1020</b>  | -940         | <b>40</b>   |
| West Essex   | Uttlesford    | 20632         | 16962          | <b>3670</b>     | <b>1500</b>               | -1130        | <b>2290</b>  | <b>450</b>   | <b>380</b>  |
|  | Epping Forest | 30460         | 28183          | <b>2277</b>     | <b>510</b>                | -290         | <b>2280</b>  | -190         | <b>120</b>  |
|  | Harlow        | 14231         | 14942          | -712            | <b>10</b>                 | -230         | <b>360</b>   | -440         | -240        |
| South Essex  | Southend      | 32658         | 30415          | <b>2243</b>     | <b>90</b>                 | -190         | <b>1350</b>  | <b>370</b>   | <b>660</b>  |
|  | Basildon*     | 31125         | 28826          | <b>2299</b>     | <b>680</b>                | -490         | <b>2470</b>  | -380         | -290        |
|  | Rochford*     | 16337         | 14577          | <b>1760</b>     | <b>990</b>                | -510         | <b>1160</b>  | <b>300</b>   | <b>30</b>   |
|  | Castle Point* | 16070         | 14477          | <b>1594</b>     | <b>960</b>                | -560         | <b>300</b>   | <b>390</b>   | <b>400</b>  |
|  | Thurrock      | 27534         | 26564          | <b>969</b>      | <b>770</b>                | -460         | <b>1830</b>  | -680         | -470        |
| *Essex Thames Gateway  |               |               |                |                 |                           |              |              |              |             |

Source: ONS Internal migration, England and Wales (Statistical Bulletin)

**Table 12**

| <b>Commercial workspace</b>   |                  |            |              |          |                 |              |
|---|------------------|------------|--------------|----------|-----------------|--------------|
| Number of larger employment sites with over 1,000 sq.metres capacity                                  |                  |            |              |          |                 |              |
|   | Business<br>Park | Industrial | Mixed<br>use | Office   | Science<br>Park | <b>Total</b> |
| <i>Essex Haven Gateway</i>  |                  |            |              |          |                 |              |
| Colchester  | 5                | 6          | 0            | 2        | 1               | <b>14</b>    |
| Tendring  | 0                | 9          | 2            | 0        | 0               | <b>11</b>    |
| Braintree   | 1                | 0          | 8            | 1        | 0               | <b>10</b>    |
| <i>Heart of Essex</i>   |                  |            |              |          |                 |              |
| Chelmsford  | 2                | 3          | 6            | 0        | 0               | <b>11</b>    |
| Brentwood   | 2                | 2          | 4            | 0        | 0               | <b>8</b>     |
| Maldon  | 0                | 0          | 5            | 0        | 0               | <b>5</b>     |
| <i>West Essex</i>   |                  |            |              |          |                 |              |
| Uttlesford  | 0                | 9          | 3            | 2        | 1               | <b>15</b>    |
| Harlow  | 0                | 0          | 1            | 0        | 2               | <b>3</b>     |
| Epping Forest   | 0                | 0          | 0            | 0        | 0               | <b>0</b>     |
| <i>South Essex</i>  |                  |            |              |          |                 |              |
| Thurrock  | 0                | 26         | 3            | 0        | 0               | <b>29</b>    |
| Basildon  | 1                | 2          | 11           | 2        | 1               | <b>17</b>    |
| Rochford  | 1                | 9          | 0            | 0        | 0               | <b>10</b>    |
| Southend  | 0                | 1          | 5            | 0        | 0               | <b>6</b>     |
| Castle Point  | 2                | 1          | 0            | 0        | 0               | <b>3</b>     |
| <b>G. Essex</b>   | <b>4</b>         | <b>48</b>  | <b>23</b>    | <b>4</b> | <b>4</b>        | <b>83</b>    |
| *Excludes retail space. Includes sites with permissions, allocations and existing sites with capacity |                  |            |              |          |                 |              |
| Source: Local authority data, excludes retail sites.  |                  |            |              |          |                 |              |

**Table 13**

| <b>Housing demand and supply</b> |                          |                             |                                |
|----------------------------------|--------------------------|-----------------------------|--------------------------------|
| Thousands, 2016-2036             |                          |                             |                                |
|                                  | <b>Assessed<br/>need</b> | <b>Estimated<br/>supply</b> | <b>Supply as<br/>% of need</b> |
| <i>Essex Haven Gateway</i>       |                          |                             |                                |
| Colchester                       | 18.4                     | 15.0                        | 82                             |
| Tendring                         | 11.6                     | 10.4                        | 90                             |
| Braintree                        | 16.9                     | 16.3                        | 96                             |
| <i>Heart of Essex</i>            |                          |                             |                                |
| Chelmsford                       | 15.5                     | 18.6                        | 120                            |
| Brentwood                        | 7.2                      | 6.5                         | 90                             |
| Maldon                           | 6.2                      | 4.9                         | 79                             |
| <i>West Essex</i>                |                          |                             |                                |
| Uttlesford                       | 11.4                     | 5.5                         | 48                             |
| Harlow                           | 5.4                      | 7.8                         | 145                            |
| Epping Forest                    | 10.3                     | 12.5                        | 122                            |
| <i>South Essex</i>               |                          |                             |                                |
| Thurrock                         | 20.0                     | 10.6                        | 53                             |
| Basildon                         | 17.1                     | 13.5                        | 79                             |
| Rochford                         | 8.0                      | 3.2                         | 39                             |
| Southend                         | 23.3                     | 5.9                         | 25                             |
| Castle Point                     | 8.5                      | 2.0                         | 24                             |
| <b>G. Essex</b>                  | <b>179.7</b>             | <b>132.6</b>                | <b>74</b>                      |
| Source: Local authority data     |                          |                             |                                |

**Table 14**

| <b>Index of Multiple Deprivation (IMD)</b>             |                |           |                                     |           |                                   |        |       |   |        |                       |                  |
|--|----------------|-----------|-------------------------------------|-----------|-----------------------------------|--------|-------|---|--------|-----------------------|------------------|
| Average ranks out of 326 local authority districts     |                |           |                                     |           |                                   |        |       |   |        |                       |                  |
| 1 Least deprived, 326 most deprived                    |                |           |                                     |           |                                   |        |       |   |        |                       |                  |
|  | IMD<br>overall | Decile*   | -----Indicators of deprivation----- |           |                                   |        |       |   |        | Deprivation of groups |                  |
|  |                |           | Income                              | Employmt. | Education<br>skills &<br>training | Health | Crime | Barriers to<br>housing & environmt.<br>services | Living | Children              | 65+ age<br>group |
| <i>Heart of Essex</i>                                  |                |           |                                     |           |                                   |        |       |   |        |                       |                  |
| Brentwood  | <b>294</b>     | <b>10</b> | 278                                 | 272       | 259                               | 298    | 156   | 206   | 301    | 268                   | 284              |
| Chelmsford   | <b>261</b>     | <b>9</b>  | 245                                 | 248       | 221                               | 276    | 190   | 131   | 231    | 224                   | 267              |
| Maldon   | <b>204</b>     | <b>7</b>  | 204                                 | 205       | 80                                | 248    | 245   | 162   | 188    | 195                   | 202              |
| <i>West Essex</i>                                      |                |           |                                     |           |                                   |        |       |   |        |                       |                  |
| Uttlesford   | <b>297</b>     | <b>10</b> | 304                                 | 320       | 268                               | 322    | 252   | 45  | 233    | 310                   | 280              |
| Epping Forest  | <b>199</b>     | <b>7</b>  | 191                                 | 220       | 141                               | 239    | 73    | 136   | 194    | 176                   | 185              |
| Harlow   | <b>71</b>      | <b>3</b>  | 57                                  | 83        | 21                                | 74     | 54    | 37  | 316    | 56                    | 68               |
| <i>Essex Haven Gateway</i>                             |                |           |                                     |           |                                   |        |       |   |        |                       |                  |
| Braintree  | <b>197</b>     | <b>7</b>  | 181                                 | 189       | 102                               | 240    | 227   | 64  | 246    | 186                   | 157              |
| Colchester   | <b>185</b>     | <b>6</b>  | 174                                 | 183       | 180                               | 154    | 141   | 121   | 227    | 154                   | 204              |
| Tendring   | <b>49</b>      | <b>2</b>  | 40                                  | 24        | 14                                | 61     | 100   | 261   | 163    | 38                    | 86               |
| <i>South Essex</i>                                     |                |           |                                     |           |                                   |        |       |   |        |                       |                  |
| Rochford   | <b>285</b>     | <b>9</b>  | 260                                 | 256       | 115                               | 297    | 240   | 213   | 300    | 263                   | 241              |
| Castle Point   | <b>187</b>     | <b>6</b>  | 151                                 | 161       | 32                                | 200    | 162   | 279   | 270    | 143                   | 151              |
| Basildon   | <b>113</b>     | <b>4</b>  | 107                                 | 115       | 25                                | 170    | 67    | 54  | 304    | 87                    | 106              |
| Thurrock   | <b>111</b>     | <b>4</b>  | 96                                  | 127       | 26                                | 191    | 36    | 123   | 186    | 79                    | 101              |
| Southend   | <b>105</b>     | <b>4</b>  | 79                                  | 80        | 81                                | 121    | 42    | 271   | 87     | 91                    | 98               |
| <i>Weight for each indicator of deprivation</i>        |                |           |                                     |           |                                   |        |       |   |        |                       |                  |
|  |                |           | 22.5                                | 22.5      | 13.5                              | 13.5   | 9.3   | 9.3   | 9.3    |                       |                  |
| *Deciles: 1st is most deprived,10th is least deprived  |                |           |                                     |           |                                   |        |       |   |        |                       |                  |
| Source: Department of Communities and Local Government |                |           |                                     |           |                                   |        |       |   |        |                       |                  |

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**31 January 2017**

## **Policy, Finance and Resources Committee**

Revised Health and Safety Policy

**Report of:** *Philip Ruck, Chief Executive*

**Wards Affected:** *None*

**This report is:** *Public*

### **1. Executive Summary**

- 1.1 The Health and Safety Policy (Appendix A) has been revised as required under the Health and Safety at Work etc Act 1974 and, is reflective of current organisational and management structures within the Authority. The health and safety policy has been passed to Corporate Leadership Board and all Health and Safety Committee members for comment and review in accordance with its conditions.

### **2. Recommendation(s)**

- 2.1 That the revised Health and Safety Policy (January 2017) be approved.**

### **3. Introduction and Background**

- 3.1 The Council as an employer is required under the Health and Safety at Work etc. Act 1974 to have in place a Health and Safety Policy (which is revised regularly) to reflect its commitment and intention to comply with the Act and all relevant legislation made implicit.

### **4. Reasons for Recommendation**

- 4.1 A review and revision of the Council's health and safety policy is required to ensure that it reflects the organisation arrangements, structure and health and safety management system. This timely revision and endorsement enables the Council to continue its commitment to develop the health and safety culture and management system of the organisation and fulfil its legal duty.

## **5. Consultation**

- 5.1 Consultation of the revised health and safety policy has been undertaken with the Corporate Leadership Board and, the Health and Safety Committee which met on the 25 January 2017. Comments and observations have been taken into account and the policy reflects this consultation.

## **6. References to Corporate Plan**

- 6.1 The Council is committed to make Brentwood a Borough where people feel safe, healthy and supported. The Health and Safety policy and underlying health and safety arrangements strongly accords with this priority.

## **7. Implications**

### **Financial Implications**

**Name & Title: John Chance, Finance Director**

**Tel & Email: 01277 312 542 john.chance@brentwood.gov.uk**

- 7.1 Financial implications include the provision of sufficient financial resources to enable legal compliance with statutory responsibilities. Any such costs will be contained within existing budgets. The Section 151 Officer has been consulted and is in agreement with the financial information and references provided in these reports.

### **Legal Implications**

**Name & Title: Daniel Toohey, Monitoring Officer**

**Tel & Email: 01277 312 860 daniel.toohey@brentwood.gov.uk**

- 7.2 Legal implications include the Council is required to have a current Health and Safety Policy. The Legal Officer has been consulted and is in agreement with the legal information provided in these reports.

## **8. Appendices to this report**

- The revised Health and Safety Policy (January 2017)

### **Report Author Contact Details:**

**Name:** David Wellings

**Telephone:** 01277 312518

**E-mail:** David.Wellings@brentwood.gov.uk

# HEALTH AND SAFETY POLICY

## HEALTH AND SAFETY AT WORK, ETC. ACT 1974

This document is the corporate Health and Safety policy for all responsibilities, premises and activities of Brentwood Borough Council. In accordance with the Health and Safety at Work, etc Act 1974, The Safety Representatives and Safety Committee Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996. It is divided into:-

- Policy Statement - What we will do
- Organisation and Responsibilities - Who will do it
- Arrangements - How we will do it

Department areas may make their local arrangements in accordance with their own specific responsibilities and activities. All other health and safety Standards and Procedures are subsidiary to and should refer to this document.

### CONTENTS:

SECTION 1: Corporate Policy Statement

SECTION 2: Corporate Organisation and Responsibilities

SECTION 3: Arrangements via Health and Safety Standards and Procedures

SECTION 4: Staff Consultation

SECTION 5: Training and Information

SECTION 6: Procurement

SECTION 7: Monitoring, Auditing and Review

SECTION 8: Non Compliance

HSS/Corporate/Version 002

January 2017

## Health and Safety at Work, etc. Act 1974

### 1.0 Policy Statement

Brentwood Borough Council recognises that people are its most important asset and accepts its responsibility to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees.

It also recognises that the successful management of health and safety makes a positive contribution towards the achievement of corporate aims and objectives and effective service delivery to the community in addition to meeting our statutory responsibilities as an employer.

By controlling health and safety this Council will also be contributing to the national Health and Safety initiative; '**Helping Great Britain work well; A new health and safety system strategy**' as publicised by the Health and Safety Executive (HSE). The initiative has six strategic schemes: -

- **Acting together:** Promoting broader ownership of health and safety in Great Britain
- **Tackling ill health:** Highlighting and tackling the costs of work-related ill health
- **Managing risk well:** Simplifying risk management and helping business to grow
- **Supporting small employers:** Giving SMEs simple advice so they know what they have to do
- **Keeping pace with change:** Anticipating and tackling new health and safety challenges
- **Sharing our success:** Promoting the benefits of Great Britain's world-class health and safety system

Health and safety is not be a responsibility assigned to any particular individual or part of an organisation, but must be an integral part of everyone's role. Issues must be broadly owned and all employees engaged to collectively share the risk. This policy explains all health and safety roles and responsibilities from the top to bottom of this organisation and seeks to ensure that the health and safety of all employees is protected.

#### **In relation to this Policy: -**

The Council will ensure that the health and safety management framework: -

- Is integrated into the culture of the Council;
- minimises risks to employees and others;
- ensures that best practice is considered when reviewing and updating management of working practices; and
- measures and monitors Health and Safety performance

The Council will ensure, *so far as is reasonably practicable:* -

- safe plant and systems of work;
- safe handling, storage and transport of chemical and work equipment;
- the provision of all necessary information, instruction, training and supervision;
- safe access and egress to all places of work under the Councils control;
- a safe working environment with appropriate welfare facilities including first aid provision;
- that staff representatives are consulted on health and safety arrangements; and,
- that regular risk assessments are undertaken and are available to employees

Council employees will, as a condition of their employment: -

- take reasonable care for themselves and others;
- cooperate and follow training and instructions;
- not interfere with or misuse anything provided for safety and
- report shortcomings in safety arrangements and immediately report serious danger

This policy will be reviewed annually and amended where appropriate. Consultation with staff will take place through the described process on any changes made and on completion these amendments will be brought to the attention of all employees.

All health and safety tools and documents will be made freely available including the Health and Safety Committee meeting minutes on the Council's Intranet Microsite.

Signed

Dated: January 2017

**Phil Ruck**  
Chief Executive

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## 2.0 Corporate Organisation and Responsibility

| Group / Individuals   | Role/Responsibilities  |
|---|--|
| Elected Members   | <ul style="list-style-type: none"> <li>• Ensure that suitable resources and strategic direction are available to discharge the Council's health and safety responsibilities</li> <li>• Take into account statutory Health and Safety duties and best practices when making decisions as appropriate.</li> <li>• Approve Health and Safety Policy.</li> <li>• Monitor progress against Health and Safety action plans.</li> <li>• To attend awareness training.</li> </ul>  |
| Chief Executive   | <ul style="list-style-type: none"> <li>• Has ultimate responsibility for health and safety within the Council and is responsible for ensuring, through the Director and Heads of Department that adequate organisation and arrangements exist for effective implementation of the Council's policy on health and safety and for compliance with Standards.</li> <li>• To attend appropriate training.</li> <li>• Promote high standards across the Council.</li> <li>• Plan, direct, control and monitor all health and safety matters.</li> <li>• Support and encourage Health and Safety initiatives and lead by personal example.</li> </ul>  |
| Finance Director (Section 151 Officer)  | To deputise for the Chief Executive in all matters concerning compliance with this Policy  |
| Heads of Departments (comprising CLB):<br><br>Director of Finance<br>Head of Legal<br>Head of Housing<br>Head of Street Scene and Community<br>Head of Corporate, Democratic and Electoral<br>Head of Planning and Environmental Health<br>Head of Projects and Programmes<br>Head of ICT<br>Head of Assets | <ul style="list-style-type: none"> <li>• Manage health and safety within their Department areas.</li> <li>• To allocate sufficient resources to ensure compliance with all applicable health and safety law.</li> <li>• To undertake robust and proactive health and safety management within business decisions.</li> <li>• Ensure line managers are aware and trained to manage and control all identified risks.</li> <li>• To ensure risk assessments are carried out, implemented and reviewed for all significant risks.</li> <li>• To ensure that appropriate records are kept of all staff training, risk assessments and safe systems of work and that these are properly recorded on corporate health and safety systems.</li> </ul> |

|  |   |
|--|---|
|  | <ul style="list-style-type: none"> <li>• Ensure the implementation of all relevant Health and Safety Policies, Standards and Procedures</li> <li>• To attend appropriate training.</li> <li>• To ensure that health and safety training is provided to all appropriate employees.</li> <li>• To appoint Health and Safety Coordinators to represent each Department Area and their manager to deputise in their absence and ensure they have sufficient time to carry out their function</li> </ul>   |
| <p>Senior Managers: (Line Managers)<br/>(comprising the Senior Management Team - SMT)</p> <p>Finance Manager<br/>Street Scene Manager<br/>Housing Manager<br/>Planning and Environmental Health Managers<br/>Council Tax and Housing Benefits Manager<br/>Asset Manager<br/>Civil Enforcement Manager<br/>Customer Contact Centre Manager<br/>Electoral Manager<br/>Community Manager<br/>Corporate Projects Manager</p> | <ul style="list-style-type: none"> <li>• Manage health and safety on a day to day basis.</li> <li>• To ensure that all accident/incident or near-miss that would cause harm, including vehicle incidents, is reported via the Council's Health and Safety on - line Incident Report Form.</li> <li>• Ensure that relevant local safety procedures are produced.</li> <li>• Implement relevant Health and Safety Policies, Standards and Procedures.</li> <li>• Manage and control all identified risks.</li> <li>• Undertake and document risk assessments for all key Department areas.</li> <li>• To ensure that appropriate records are kept of all staff inductions, training, risk assessments and safe systems of work and that these are properly recorded on corporate health and safety systems.</li> <li>• Undertake workplace health and safety inspections at appropriate intervals.</li> <li>• Ensure the identification and delivery of Health and Safety training for all relevant employees</li> <li>• To attend appropriate training.</li> <li>• To ensure Health and Safety Coordinators have sufficient time to carry out their function.</li> <li>• To ensure that all new staff receive timely health and safety induction.</li> </ul> |
| <p>Environmental Health Manager (Managing Corporate Health and Safety)</p>   | <ul style="list-style-type: none"> <li>• Provide a strategic and management framework for health and safety.</li> <li>• Manages the Corporate Health and Safety Adviser</li> <li>• Ensure the provision of advice and assistance on Health and Safety throughout the Council.</li> <li>• Ensure the identification, interpretation, and communication of</li> </ul>   |

|  |   |
|--|---|
|  | <p>all new legislation.</p> <ul style="list-style-type: none"> <li>• Ensure the production of core Corporate Health and Safety Standards and Procedures.</li> <li>• Ensure that Health and Safety matters are communicated effectively to Heads of Department and all relevant employees.</li> <li>• Monitors that all relevant incidents are reported as necessary under The Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR).</li> </ul>   |
| <p>Corporate Health and Safety Adviser</p> | <ul style="list-style-type: none"> <li>• Advises assists and monitors management of Health and Safety throughout the Council.</li> <li>• Produce core Corporate Health and Safety Standards and Procedures.</li> <li>• Assists in the Identification of principle Health and Safety training for all employees and ensures delivery.</li> <li>• Assists in the provision of management tools and guidance.</li> <li>• Monitors that all relevant incidents are reported as necessary under RIDDOR</li> <li>• Ensures that Health and Safety matters are communicated effectively to all Heads of Department and the Corporate Leadership Board (CLB) via appropriate reports,</li> <li>• Co-ordinates, organises, supports and facilitates the Health and Safety Committee</li> <li>• Provides quarterly reports of the condition of Corporate Health and Safety to CLB.</li> </ul> |
| <p>Staff Health and Safety Committee</p>   | <ul style="list-style-type: none"> <li>• Communicates and monitors Health and Safety management action plan &amp; other key issues.</li> <li>• Development/review and coordination of corporate Health &amp; Safety Policy and strategy.</li> <li>• To attend appropriate training.</li> <li>• To consult with and respond to all representations of the recognised trade union.</li> <li>• To support consultation of appropriate Health and Safety documents</li> </ul>   |
| <p>Health and Safety Coordinators</p>      | <ul style="list-style-type: none"> <li>• Represent the interests of all employees within their own Department areas on health, safety and / or welfare issues</li> <li>• Act as an advocate for health and safety, and promote the use of all</li> </ul>  |



|                      |   |
|----------------------|---|
|                      | <p>relevant sources of information, advice and guidance currently available on the Intranet Health and Safety Microsite</p> <ul style="list-style-type: none"> <li>• Attend and support the quarterly Health and Safety Committee meetings and report back to their Department areas at Team meetings.</li> <li>• Liaise directly, where appropriate, with the Corporate Health and Safety Adviser for support and guidance on health, safety and / or welfare issues</li> <li>• Receive information from the Corporate Health and Safety Adviser and cascade this on to the group of employees in their Department area</li> <li>• To be consulted on health and safety issues and provide appropriate advice and assistance.</li> <li>• To support the process of health and safety risk assessments, safe systems of work, Procedures, inspections and audits throughout the Council,</li> <li>• Highlight potential hazards and in the workplace and to direct (where applicable) the measures necessary to prevent recurrence.</li> <li>• Attend appropriate training, as required, to enable them to carry out their health and safety duties and responsibilities in full.</li> <li>• Assist with the H&amp;S induction of new staff.</li> </ul> |
| <p>All Employees</p> | <ul style="list-style-type: none"> <li>• Cooperate with the Council in all matters relating to Health &amp; Safety.</li> <li>• To ensure that so far as is reasonably practicable, their work area and activities are safe from harm.</li> <li>• To report to their Line Manager any accident/incident or near miss that has/would cause harm, including vehicle incidents.</li> <li>• To assist with and be responsible for the identification of Health &amp; Safety related risks within the working environment and, communicate these to their Line Manager.</li> <li>• To attend appropriate health and safety training.</li> <li>• Carry out risk assessments (where appropriate).</li> <li>• Use equipment and machinery only when appropriately trained.</li> <li>• Comply with any relevant safety controls in place.</li> </ul>  |

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### **3.0 Arrangements**

#### **3.1 Health and Safety Standards and Procedures**

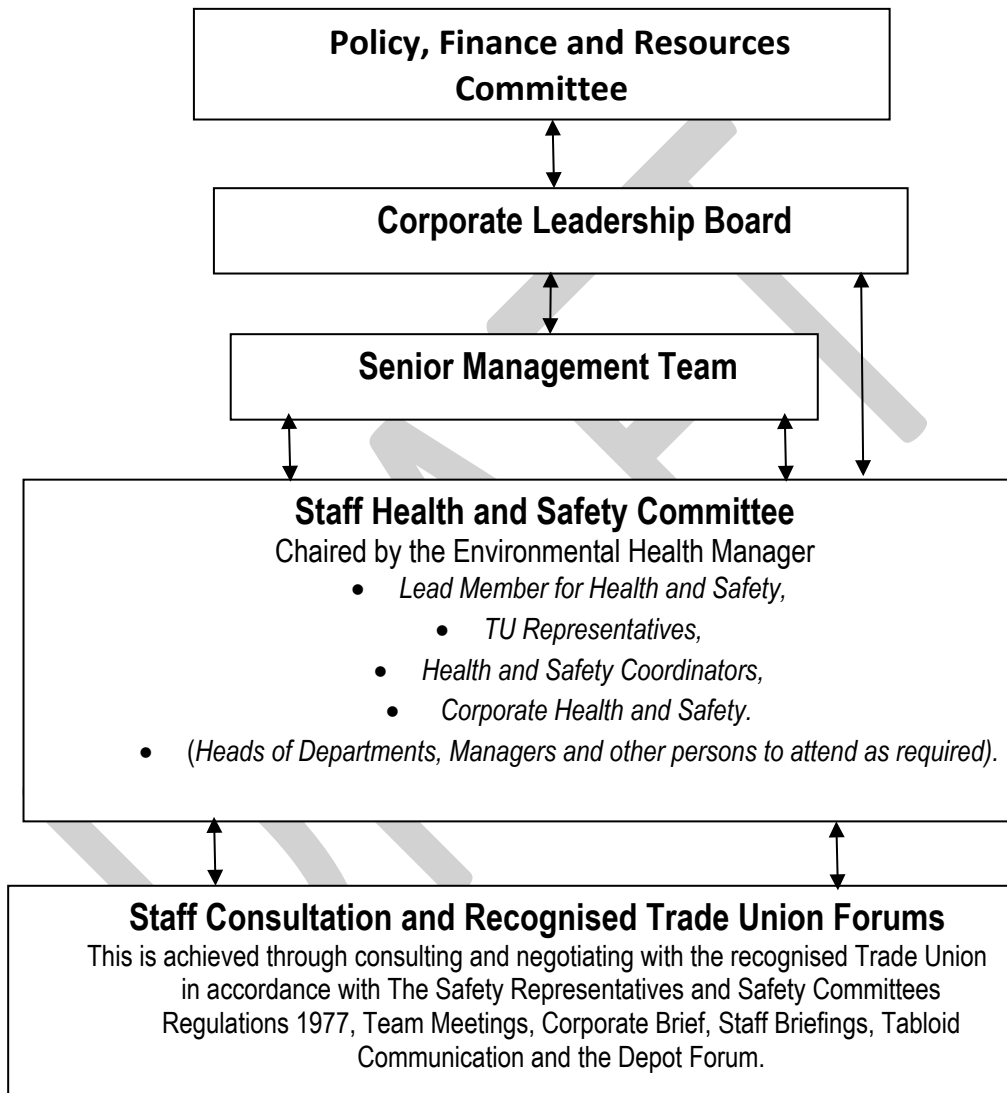
- 3.2 This Corporate Health and Safety Policy is supported with a set of Health and Safety Standards and Procedures which detail specific arrangements for managing health and safety at Brentwood Borough Council. These Standards detail how the Council will comply with its legal obligations as set down by the Health and Safety at Work etc Act and the subordinate health and safety regulations. These Standards and Procedures will be reviewed on a regular programme and are available on the Council's Intranet within the Health and Safety Microsite.
- 3.3 The Council's Health and Safety Standards are an integral part of the health and safety management system and all employees should be aware of them through their Line Manager and Health and Safety Induction to the Council. These Health and Safety Standards, Procedures and Risk Assessments are located on the Council's Intranet Health and Safety Microsite, and will assist in ensuring a safe workplace through the delivery of the Council's services.
- 3.4 All Managers have access to the Council's Health and Safety Handbook for Managers to enable a clear understanding of their health and safety responsibilities, as well as guidance on various matters that are applicable to their Department Area.
- 3.5 The Corporate Health and Safety Advisor will provide advice and support to managers and employees to enable a clear understanding of how to maintain safe working practices and comply with the Council's legal obligations, through the Council's Health and Safety Standards, Procedures and all respective legislation requirements. The Corporate Health and Safety Helpdesk email and telephone number are communicated to all employees to facilitate proactive advice and assistance to be given where required.

### **4.0 Staff Consultation**

- 4.1. There is a need for effective consultation on Health and Safety matters to positively promote communication and co-operation between management, staff and the recognised trade union, to aid in the development of a health and safety culture. Good communication will also enable effective monitoring measures to ensure health and safety at work.
- 4.2 The Health and Safety Policy will reviewed annually and amended where appropriate. The staff consultation for this will be undertaken by the Corporate Leadership Board (CLB) and the members of the Health and Safety Committee. On completion and ratification of the revised Health and Safety policy by The Policy, Finance and Resource Committee, these amendments will be brought to the attention of all employees.
- 4.3. Health and Safety is not a separate issue but an integral part of the management process. When problems arise in a specific area they are expected to be, and will be resolved within the usual line management procedures. This is the normal way of dealing with management issues and is effective in the vast majority of cases. However, it is recognised that for some health and safety or broader cross cutting issues there also needs to be a more general mechanism for communication and consultation with staff and the recognised trade union to facilitate any emerging or unresolved issues.
- 4.4 The management of health and safety is a line management responsibility but is supported by a framework of committees and specialist corporate health and safety advice.

#### 4.5 Committee Structure

The diagram below shows the relationship, so far as health and safety matters are concerned, between the Staff Health and Safety Committee and other Health and Safety meetings. The flow of information can be two way.



#### 4.5 Staff Health and Safety Committee

The Staff Health and Safety Committee will be chaired by the Environmental Health Manager and will meet on a quarterly basis (more frequently should the need arise). The committee will consist of the Lead Member for Health and Safety, Health and Safety Coordinators, representatives of the trade union and Corporate Health and Safety. Heads of Departments, Managers or other persons are invited to attend as required. Health and safety performance will be reported regularly to Members.

#### 4.6 Terms of Reference

The Staff Health and Safety Committee have an overview of the management of Health and Safety within the Council, and are in a position to consider the Health and Safety issues raised by Staff Consultation and the Recognised Trade Union Forum.

**4.7 The Staff Health and Safety Committee will adopt the following objectives:-**

- Regularly review the measures taken to ensure that Health, Safety and Welfare is being managed effectively;
- Fulfill the requirements of The Safety Representatives and Safety Committee Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996;
- Monitor progress toward meeting safety policy aims;
- Promote co-operation between all Departments within the Council on matters of Safety, Health and Welfare at work;
- Consider any health and safety issues brought to its attention by any of the Recognised Trade Union Forums, Staff Consultation or Depot Forums;
- Compile and submit an annual report on Health and Safety to the Members Portal;
- Consider reports, information, and new legislation from the Health and Safety Executive;
- Monitor and review annually the Corporate Health and Safety policy;

**4.8 Staff Consultation and Feedback Forums**

All Department Areas and employees will have access and be able to feedback views and opinions from the respective consultation and communication forums. These Forums consist of Recognised Trade Union consultation, Team Meetings, Corporate Brief, Staff Briefings, Tabloid Communications and the Depot Forum. Each Department will be adequately represented by a manager and/or Health and Safety coordinator. In order to ensure that issues/initiatives are progressed to conclusion and continuous improvement is achieved; issues that cannot be resolved from these forums should be passed to the Health and Safety Committee for consideration. Where matters are not resolved satisfactorily, they should be passed to the Corporate Leadership Board for consideration and appropriate action.

**4.9 Corporate Leadership Board (CLB)**

Matters should be referred to CLB where there are significant implications for changes in policy or other financial implications

**4.10 Other Levels**

Health and safety should be discussed at all levels within the organisation, in particular at team meetings so that issues may be discussed and resolved at the lowest level possible level and staff may be kept abreast of developments such as the review of risk assessments or any other developments affecting the workplace.

Health and Safety Coordinators and Safety Representatives will be a key part of the cascade of safety information and the delivery of safety within the workplace in order to meet the Council's obligations.

**5.0 Training and Information**

- 5.1. Brentwood Borough Council, in pursuance of the stated objectives of its Health and Safety Policy Statement, recognises that safety training and information should be a continuous process, integrated with other training and communication, developed through job/task and training needs analysis.
- 5.2. To ensure adequate health and safety competence, capability and compliance for all persons employed by Brentwood Borough Council, Health and Safety Induction training will be provided for all employees as soon as practicable, but at least within **2** weeks of starting work with the Council. This will also apply to employee's changing role or Department Area, seconded employees, as well as temporary and agency employees, contractors and volunteers. This will be recorded using the Health and Safety Standard number 18 on the Council's Intranet Microsite.
- 5.3 All Repair and Maintenance contractors will be given adequate health and safety site information and induction, relevant to the activity being undertaken, when working within/on Council premises. Council workplaces will use the 5C's Contractors Management System folder to ensure the contractor(s) signs in the 5C's folder on arrival and appropriate induction and management of contractors are provided. Further details are on the Council's Intranet Health and Safety Microsite, under the 5C's Contractor Management System, Health and Safety Microsite Main Menu No. 16. All other Repair and Maintenance work undertaken on Council premises including domestic premises should be arranged to ensure that contractors are provided with all appropriate information and induction to enable safe working.
- 5.4 Promotion and maintenance of a positive culture relies upon:-
  - Training of Members and Senior Managers in their health and safety responsibilities and general Health and Safety awareness to achieve competency in Health and Safety management, including the principles of risk assessment, accident prevention and current legislation.
  - Training of managers and other employees to achieve appropriate competencies in hazard identification, risk assessment and control.
  - Training of trainers for competency in safety training and/or the use of appropriate external training organisations or individuals and monitoring and evaluation of training effectiveness.
- 5.5 Copies of any Health and Safety training records should be placed on the Health and Safety Training Matrix, contained in the guidance on the Health and Safety Microsite Main Menu No.13, Health and Safety Training.

## **6.0 Procurement**

- 6.1 The Council expects that any business seeking to quote, tender or provide services will operate and comply with appropriate health and safety legislation and systems as defined in law. Failure to provide sufficient assurance that the business actively promotes and manages health and safety, may rule out the business from being selected.
- 6.2 Managers, budget holders and officers, must ensure due consideration to Health and Safety of the employee and end user when hiring or purchasing work related equipment, machinery and substances to reduce the risk as low as is reasonably practicable, to prevent ill health and injury, claims and prosecution of the Council.
- 6.3 Hiring or purchase of such equipment, machinery or substances shall be subject to the Council's risk assessment procedure to ensure significant risk is managed and recorded.

- 6.3 Appropriate induction, training and supervision shall be given by competent persons when using hired or new equipment, machinery or substances to ensure compliance with Health and Safety law and Council procedures.

## **7.0 Monitoring, Auditing and Review**

- 7.1. Monitoring is necessary for three reasons:-
- To proactively evaluate the appropriate Health and Safety systems
  - To assess whether the policy is being effectively pursued and
  - To ascertain the extent to which it is having the desired effect.
- 7.2. Essential areas of interest to monitor are: accident and safety records; incident (near misses, dangerous occurrences and the Cautionary Contacts Register) records; the standards of compliance with legal requirements and Approved Codes of Practice; the extent of compliance in the organisation and the success in following corporate policy arrangements, Standards and Procedures; and the management and arrangements of contractors that the Council commissions.
- 7.3. In addition to identifying what has been achieved, monitoring should identify what is wrong and why it is wrong. It should identify deviations from agreed standards and in the event of failure analyse the events that led to that failure in order that their causes may be better understood and remedial action taken.
- 7.4 Managers and supervisors should constantly monitor the implementation of those sections of the Health and Safety Policy and safety Standards, Procedures or risk assessments for which they have responsibility. They should take appropriate corrective action, when it is noted that the Policy or safety Standards, Procedures and risk assessments are not being effectively implemented.
- 7.5 In addition to providing advice the Corporate Health and Safety advisor will also carry out a programme of internal audits of the safety function within the various Department areas of the Council.
- 7.6 Heads of Department /Managers shall review the Health and Safety Policy, Standards and Procedures on a regular basis and, when matters are referred for consideration. Any changes to the Health and Safety Policy should only be made after consultation with the relevant Health and Safety Committee, the Recognised Trade Union and CLB.
- 7.7. Any changes to the Health and Safety Policy and safety Standards or Procedures must be brought to the attention of those affected by the changes by giving them a copy of the changes.

## **8.0 Non Compliance**

- 8.1 The action taken for noncompliance with the Health and Safety Policy will depend on the degree of the seriousness of the consequences and, the reason for the non-compliance.
- 8.2 The action taken may include:-
- Verbally advising the person failing to implement the policy or procedure;
  - Formally advising the person referring to those contents of the policy, Standard or Procedure not being effectively implemented, to the Head of Department for review and action.

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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.

## **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.

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