



Minutes

Annual Council Wednesday, 17th May, 2017

Attendance

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

Apologies

- | | |
|-----------------|------------|
| Cllr Chilvers | Cllr Wiles |
| Cllr Mrs Davies | |

Officers Present

- | | | |
|--------------------------|---|--|
| John Chance | - | Finance Director (Section 151 Officer) |
| Philip Drane | - | Planning Policy Team Leader |
| Zoey Foakes | - | Governance & Member Support Officer |
| Tim Huggins | - | ICT Manager |
| Claire Mayhew | - | Governance and Member Support Officer |
| Philip Ruck | - | Chief Executive |
| Jean Sharp | - | Governance and Member Support Officer |
| Lorne Spicer | - | Business Development and PR Manager |
| Steve Summers | - | Group Manager In House Services |
| Daniel Toohey | - | Monitoring Officer |
| Jacqueline Van Mellaerts | - | Financial Services Manager |
| Angela Williams | - | Interim Head of Housing |

1. Apologies for Absence

Apologies for absence were received from Cllrs Chilvers, Mrs Davies and Wiles, also from the Rt Hon Sir Eric Pickles MP.

2. Mayor's Announcements

The Mayor congratulated Cllrs Aspinell, Kendall and Mrs McKinlay on their election as Essex County Councillors and recounted some of the highlights of her Mayoral year.

The Mayor was delighted to advise that she had raised £21,500 for her chosen charities during the year and presented cheques to representatives of Remus Memorial Horse Sanctuary, Georgia's Teenage Cancer Appeal, Christy Hall Charitable Trust and SNAP.

3. Designate a Mayor for the Municipal Year 2017/18

Annual Council elected a Mayor to serve for the ensuing Municipal Year.

Cllr Mrs McKinlay **MOVED** and Cllr Kerslake **SECONDED** that Cllr Will Russell should be Mayor and it was

RESOLVED UNANIMOUSLY that

Cllr Russell be installed as Mayor for the Municipal Year 2017/18.

4. Designate a Deputy Mayor for the Municipal Year 2017/18

Annual Council appointed a Deputy Mayor to serve for the ensuing Municipal Year.

Cllr Mrs McKinlay **MOVED** and Cllr Kerslake **SECONDED** that Cllr Mrs Sheila Murphy be appointed Deputy Mayor and it was

RESOLVED UNANIMOUSLY that

Cllr Mrs Murphy be appointed as Deputy Mayor for the Municipal year 2017/18.

5. Receive any declarations of interest from Members and Officers

No declarations of interest were received.

6. Designate a Leader and Deputy Leader of the Council

Annual Council designated a Leader and Deputy Leader of the Council.

The Constitution stated that it was the function of the Council to elect from its Members a Leader and Deputy Leader of the Council.

Cllr Kerslake **MOVED** and Cllr Mrs Pound **SECONDED** that Cllr Mrs McKinlay be designated as Leader of the Council and it was

RESOLVED UNANIMOUSLY that

Cllr Mrs McKinlay be designated Leader of the Council.

Cllr Mrs McKinlay **MOVED** and Cllr Hossack **SECONDED** that Cllr Kerslake be designated Deputy Leader of the Council and it was

RESOLVED UNANIMOUSLY that

Cllr Kerslake be designated Deputy Leader of the Council.

7. Leader's Statement

Members were advised that due to the meeting taking place in the pre-election period for the General Election on 8 June 2017, the Leader's statement would be deferred to the first Ordinary Council meeting of the Municipal Year.

8. Committees and their Terms of Reference

The Council was requested to formally establish those committees it considered necessary to fulfil its functions in the ensuing municipal year, in accordance with the requirements of both legislation and the Council's Constitution.

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

Cllr Mynott **MOVED** and Cllr Aspinell **SECONDED** an **AMENDMENT** to the Terms of Reference for the Corporate Projects Scrutiny Committee, proposing that 3) should read: To establish working groups (in line with agreed protocols) to include undertaking the major Corporate projects work programme, including setting their terms of reference, the reporting arrangements, and to co-ordinate and review the work of the working groups.

Cllr Mrs McKinlay **ACCEPTED** the **AMENDMENT** and following a discussion a vote was taken on a show of hands and it was

RESOLVED UNANIMOUSLY

1. That the Committees listed in Appendix A be appointed for the Municipal Year 2017/18.
2. That the size of the Committees listed in Appendix A be agreed.
3. That the Terms of Reference of the Committees listed in Appendix A be agreed, subject to the amendment detailed above.
4. That the Council's Monitoring Officer be authorised to make the necessary changes to the Constitution.

For clarity, Appendix A is attached to these minutes.

9. Political Balance, Allocation of Committee Seats and Committee Appointments

The Council was required to make appointments to those Committees that were established by Agenda Item 8 for the effective discharge of its functions.

Members were asked to:

- a) Approve the allocation of seats on Committees
- b) Receive the nominations from political groups to Committees
- c) Appoint Chairs and Vice-chairs of Committees

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

RESOLVED UNANIMOUSLY

1. That the allocation of seats as set out in Appendix A be approved;
2. That the nominations from the political groups to Committees as set out in Appendix B be approved;
3. That the Chairs and Vice-Chairs of Committees as set out in Appendix C be appointed.

For clarity, Appendix A including Appendices B and C are appended to these minutes.

10. **Members Allowances 2017-2018**

The Council operated a members' Allowances Scheme which was reviewed annually by the Independent Remuneration Panel (IRP). The IRP had reviewed the current scheme and had made recommendations for the 2017/18 municipal year. Their report was before Members.

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

RESOLVED

- 1. That the report of the Independent Remuneration Panel at Appendix A be noted.**
- 2. That the Members' Allowances at Appendix B be agreed.**

11. **Committee Calendar for 2017-2018**

The Constitution under Council Procedure Rule 2.1(r) provided that the Annual Council meeting of the Council would consider an item of business to agree the date, time and place of ordinary meetings of the Council and its committees for the coming Municipal Year.

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

RESOLVED UNANIMOUSLY

That the Calendar of meetings attached as Appendix A for 2017/18 be approved.

For clarity the Calendar of Meetings is appended to these minutes.

12. **Urgent Business**

There were no items of urgent business.

The meeting ended at 20.00hrs

13. **Appendices - Committees and Their Terms of Reference; Political Balance, Allocation of Seats and Committee Appointments; Committee Calendar for 2017/18**

The following Committees are established under all Council powers:-

- (1) Audit Committee – 9 Members of the Council
- (2) Corporate Projects Scrutiny Committee – 9 Members of the Council
- (3) Community, Health and Housing Committee – 9 Members of the Council
- (4) Dismissal Appeals Committee – 9 Members of the Council
- (5) Environment and Enforcement Committee – 9 Members of the Council
- (6) Planning and Licensing Committee – 12 Members of the Council
- (7) Policy, Projects and Resources Committee – 9 Members of the Council
- (8) Staff Appointments Committee – 9 Members of the Council
- (9) Dismissals Advisory Panel – 3 Independent Persons

The Terms of Reference of the above are set out as follows:-

CHAPTER 3 - POWERS AND DELEGATIONS

PART 3.1 - POWERS AND DUTIES OF THE COUNCIL AND ITS COMMITTEES

1. Matters Reserved to meetings of Council

1.1 Council

The Council is the ultimate decision making body of Brentwood Borough Council and the principal forum for major political debate. All 37 Councillors who have been elected to represent the borough attend the Council meeting.

The Council decides the overall objectives, major policies and financial strategies of the Council. It also considers recommendations from the Scrutiny and Regulatory Committees on issues of significance.

Through the Constitution, it delegates responsibility for carrying out many of the Borough Council's functions and policies to its committees. It also agrees the membership of the committees/sub-committees.

1.2 Functions of the Council

Only the Council will exercise the following functions:-

- (a) adopting and approving changes to the Constitution;
- (b) adopting and amending Contract Standing Orders and Financial Regulations;
- (c) agreeing and/or amending the terms of reference for committees and any joint committees, deciding on their composition chairmanship and making initial appointments to them;
- (d) appointing representatives to outside bodies and consultative groups unless the appointment has been delegated by the Council;
- (e) adopting and amending a members' allowances scheme under Chapter 6;

- (f) to elect the Leader and Deputy Leader of the Council;
- (g) to designate the Chairs and Vice Chairs of the Council;
- (h) adoption of the Code of Conduct for Members;
- (i) electoral and ceremonial matters relevant to the Council
- (j) changing the name of the area, conferring the title of honorary alderman or freedom of the borough;
- (k) setting the Council's Budget and Council Tax;
- (l) approving the making of a virement or payment from the Council's reserves for values exceeding £200,000;
- (m) approving of the Council's Corporate Plan;
- (n) approving or adopting the Council policies and strategies which form the policy framework;
- (o) making, amending, revoking, re-enacting or adopting bylaws and promoting or opposing the making of local legislation or personal Bills;
- (p) confirming the appointment or dismissal of the Chief Executive; Monitoring Officer; and Section 151 Officer;
- (q) to consider reports on cross cutting matters not expressly delegated to another committee;
- (r) all other matters which by law must be reserved to Council;

2. General Powers of Committees

This scheme of delegation sets out the functions of the Council to be discharged by its committees and sub-committees and includes the terms of reference of statutory and non statutory bodies set up by the Council.

Each committee or sub-committee will have the following general powers and duties:

- (a) To carry out the duties and powers of the Council within current legislation;
- (b) To comply with the Council's standing orders and financial regulations;
- (c) To operate within the budget allocated to the committee by the Council.
- (d) To guide the Council in setting its policy objectives and priorities including new initiatives, and where appropriate make recommendations to Council
- (e) To develop, approve and monitor the relevant policies and strategies relating to the Terms of Reference of the committee;
- (f) To secure satisfactory standards of service provision and improvement, including monitoring of contracts, Service Level Agreements and partnership arrangements;

- (g) To consider and approve relevant service plans;
- (h) To determine fees and charges relevant to the committee;

2.1 Policy, Projects and Resources Committee

1. The functions within the remit of the Policy, Projects 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.

17. Projects

- (a) To identify, monitor and oversee the implementation of major Corporate projects.
- (b) To advise the Corporate Projects Scrutiny Committee of the major Corporate projects that require scrutiny in 2017/18.

2.2 Environment and Enforcement Committee

1. The functions within the remit of the Environment and Enforcement Committee (including the operational management of assets which for the sake of clarity also comprises maintenance) are set out below:
 - 1) Waste management, refuse collection and recycling
 - 2) Environmental improvement schemes
 - 3) The quality of the public realm, including street services and grounds maintenance

- 4) Highway matters that are the responsibility of the Borough Council (including highway closures under the Town Police Clauses Act 1847) and drainage
- 5) Public conveniences
- 6) Cemeteries and closed churchyards
- 7) Unlawful incursions
- 8) Operational facilities management (including maintenance) of the Town Hall and the Depot
- 9) Environmental nuisance and pollution controls
- 10) Other miscellaneous powers enforced by Environmental Health
- 11) Food safety and health and safety
- 12) Oversee and monitor the enforcement activities of the Council.

2.3 Community, Health and Housing Committee

1. The functions within the remit of the Community, Health and Housing Committee are set out below
 - 1) Community and Localism Initiatives including Assets of Community Value
 - 2) The Voluntary Sector and community partnerships
 - 3) Leisure and cultural initiatives.
 - 4) Parish Council liaison
 - 5) Health and Wellbeing
 - 6) Grants to organisations/voluntary organisations.
 - 7) Parks, open spaces, countryside, allotments
 - 8) Community Safety and CCTV
 - 9) Affordable housing
 - 10) Housing strategy and investment programme where the Policy, Projects and Resources Committee does not decide to exercise such functions as the superior Committee
 - 11) The Housing Revenue Account Business Plan where the Policy, Projects and Resources Committee does not decide to exercise such functions as the superior Committee

- 12) Housing standards, homelessness, homelessness prevention and advice
- 13) Housing needs assessment
- 14) Housing benefit - welfare aspects
- 15) Private sector housing and administration of housing grants
- 16) Tenancy Management and landlord functions
- 17) To make recommendations to Policy, Projects and Resources on the setting of rents for Council homes.

2. To take the lead on community leadership and consultation with stakeholders.

2.4 Audit Committee

The Audit Committee provides advice to the Council and the committees on the effectiveness of the arrangements for the proper administration of the Council's financial affairs, including all relevant strategies and plans. Without prejudice to the generality of the above, the terms of reference include those matters set out below;

Audit Activity

- (a) To approve the Annual Internal Audit risk based plan of work.
- (b) To consider the Head of Internal Audit's annual report and opinion, and a summary of Internal Audit activity and the level of assurance it can give over the Council's corporate governance, risk management and internal control arrangements.
- (c) To consider regular progress reports from Internal Audit on agreed recommendations not implemented within a reasonable timescale.
- (d) To consider the External Auditor's annual letter, relevant reports, and the report to those charged with governance.
- (e) To comment on the scope and depth of external audit work and to ensure it gives value for money.
- (f) To consider the arrangements for the appointment of the Council's Internal and External Auditors.

Regulatory Framework

- 1) To maintain an overview of the Council's Constitution in respect of contract procedure rules, financial regulations and codes of conduct and behaviour.
- 2) To review any issue referred to it by a Statutory Officer of the Council or any Council body.
- 3) To monitor the effective development and operation of risk management and corporate governance in the Council.

- 4) To monitor Council policies and strategies on
 - Whistleblowing
 - Money Laundering
 - Anti-Fraud and Corruption
 - Insurance and Risk Management
 - Emergency Planning
 - Business Continuity
- 5) To monitor the corporate complaints process.
- 6) To consider the Council's arrangements for corporate governance and agreeing necessary actions to ensure compliance with best practice.
- 7) To consider the Council's compliance with its own and other published standards and controls.
- 8) To be responsible for the Council's strategic and budgetary framework and its implementation.

Accounts

- 1) To review the annual statement of accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council.
- 2) To review the Council's Annual Governance Statement.
- 3) To consider the External Auditor's report to those charged with governance on issues arising from the audit of the accounts.

2.5 Corporate Projects Scrutiny Committee

The Corporate Projects Scrutiny Committee acts as the Council's Overview and Scrutiny Committee with all the powers under Part 3 of the Local Authorities (Committee System) (England) Regulations 2012, and discharges the functions under section 19 of the Police and Justice Act 2006 (local authority scrutiny of crime and disorder matters). Without prejudice to the generality of the above, the terms of reference include those matters set out below:

- 1) Responsible to scrutinise major Corporate projects as identified and agreed by the Policy, Projects and Resources Committee.
- 2) To report to the Policy, Projects and Resources Committee on the progress of the major Corporate projects and to make relevant recommendations.
- 3) To establish working groups (in line with agreed protocols) to include undertaking the major Corporate projects work programme, including setting their terms of reference, the reporting arrangements, and to co-ordinate and review the work of the working groups.

- 4) Responsibility for the monitoring of Council service performance, including Performance Indicators, Formal Complaints and Freedom of Information requests, making reports if required to any committee, or sub-committee, any officer of the Local Authority, or any joint committee on which the Local Authority is represented, or any sub-committee of such a committee.
- 5) To review and/or scrutinise decisions made, or other action taken, in connection with the discharge of any functions of the Local Authority.
- 6) To deal with those issues raised through the 'Councillor Call for Action' scheme in line with agreed protocols and procedures.
- 7) To review and/or scrutinise decisions made, or other action taken, in connection with the discharge by the responsible authorities of their crime and disorder functions.
- 8) To make reports or recommendations to the Local Authority with respect to the discharge by the responsible authorities of their crime and disorder functions.

2.6 Planning and Licensing Committee

Planning

- (a) Town and Country Planning Act 1990 and any related legislation including:-
 - (i) determination of planning applications;
 - (ii) enforcement of planning control;
 - (iii) waste land notices, purchase notices, etc.
- (b) Listed Buildings and Conservation Areas Act 1990
 - (i) determination of applications for Listed Buildings and Conservation Area consent;
 - (ii) enforcement of Listed Building and Conservation Area legislation.
- (c) To consider and determine the Council's comments where appropriate on major development outside the Borough when consulted by other Local Planning Authorities.
 - (a) To guide the Council in setting its policy objectives and priorities.
 - (b) To carry out the duties and powers of the Council under current legislation;
 - (c) To develop, implement and monitor the relevant strategies and policies relating to the Terms of Reference of the committee.
 - (d) To secure satisfactory standards of service provision and improvement, including monitoring of contracts, Service Level Agreements and partnership arrangements;

- (e) To consider and approve relevant service plans;
- (f) To comply with the standing orders and financial regulations of the Council;
- (g) To operate within the budget allocated to the committee by the Council.
- (h) To determine fees and charges relevant to the committee;

To review and monitor the operational impact of policies and to recommend proposals for new initiatives and policy developments including new legislation or central government guidance

- (d) Powers and duties of the local planning authority in relation to the planning of sustainable development; local development schemes; local development plan and monitoring reports and neighbourhood planning

Licensing

- (a) Except in relation to the statement of Licensing Policy, to discharge all functions conferred upon the council as licensing authority under the Licensing Act 2003.
- (b) Except in relation to the statement of Licensing Policy, to discharge all functions conferred upon the council as licensing authority under the Gambling Act 2005.
- (c) To determine all fees and charges relevant to matters disposed by the Planning and Licensing Committee.
- (d) To exercise all other functions relating to licensing and registration including
 - i. Trading Requirements
 - ii. All functions relating to hackney carriage drivers and vehicles and private hire drivers vehicles and operators
 - iii. Animal Welfare and Security
 - iv. Skin Piercing, Acupuncture, Electrolysis and Tattooing
 - v. Sex establishments (including Sex Entertainment Venues (SEV))
 - vi. Pavement Permits
 - vii. Charitable Collections
 - viii. Camping, Caravan Sites and Mobile Homes
 - ix. Scrap Metal
 - x. Game Dealers
- (e) Any other matters relating to licensing as may be referred to the committee for consideration.

- (f) To hear and determine licensing applications and appeals where objections and /or representations have been received in relation to any of the above functions.

- (g) To manage and monitor the budgets in respect of licensing and vehicle licensing.

2.7 Licensing Sub-Committees

To hear and determine applications that do not sit within the scope of delegation to officers, usually where representations have been received either by a third party against grant of a license, or from the applicant against intended refusal or revocation of a license/registration.

The Planning and Licensing Committee has delegated all functions other than relevant policies and fees setting to officers, with the exception of those other matters as indicated below, which are heard by licensing sub-committee unless otherwise indicated:

Licensing Act 2003 and Gambling Act 2005

- (a) Determination of any application type where a representation has been received in accordance with the legislation.

- (b) Determination of applications for review or expedited review.

Hackney Carriage vehicles and drivers (including enforcement of ranks) and Private Hire vehicles, drivers and operators, with the exception of:

- (a) Suspension or revocation of drivers' licenses (save for initial suspension under provision of Local Government (Miscellaneous Provisions) Act 1976 S61 (2B) if it appears that the interests of public safety require the suspension to have immediate effect).

- (b) Where representation has been submitted by the applicant/license holder against refusal of any application.

- (c) Where representation has been received from an applicant to vary a licensing or pre-licensing condition.

Scrap Metal Dealing

- (a) Determination of applications where representations have been received against refusal in accordance with legislative requirements; and

- (b) Consideration of revocation of a license where representations have been received in accordance with legislative requirements

Street Collections and House to House Collections

- (a) Appeals against refusal to grant or renew a license.

Licensing of sex establishments

- (a) Determination of all applications, revocations and appeals.

Street Trading

- (a) Determination of applications where representation(s) has been received.
- (b) Determination of applications that fall outside of current policy.
- (c) Determination of matters relating to revocation of a license.

Acupuncture, Tattooing, Skin and Ear Piercing and Electrolysis

- (a) Appeals against refusal to grant or renew a registration.
- (b) Revocation of a registration.

Animal Welfare and Security, except for the following:

- (a) Appeals against refusal to grant or renew a license.
- (b) Revocation of a license.

Exercise of Powers under Caravan Sites and Control of Development Act 1960, except for:

- (a) Refusal and revocation of licenses, (other than urgent refusals which are delegated to officers)

Mobile Homes

- (a) Appeals against revocation of a license and/or conditions attached to the grant of a license.

2.8 Staff Appointments Committee (to meet on demand) has the following functions:

- (a) To appoint the following designated officers:

Chief Executive
Section 151 Finance Officer
Monitoring Officer

and such other posts as may be determined from time to time by Group Leaders in consultation with the Chief Executive.

- (b) To comply with the requirements set out in Chapter 4 of the Constitution (Staff Employment Procedure Rules).
- (c) To agree, review and amend to salary and grading structures for chief officer posts in line with the agreed remuneration policy.

2.9 Dismissal Appeals Committee (to meet on demand) has the following functions:

- (a) To consider and determine any appeal by the Chief Executive, Section 151 Officer or Monitoring Officer against dismissal.
- (b) To consider and determine any allegation or issue of misconduct, incapability or breakdown in trust against the Chief Executive, Section 151 Finance Officer, Monitoring Officer or a Deputy Monitoring Officer.

2.10 Dismissal Advisory Panel (to meet on demand) has the following functions:

- (a) To advise full Council on matters relating to the dismissal of the Chief Executive, the Chief Finance Officer and the Monitoring Officer

NB. This Panel comprises three independent persons who are not Members of the Council.

Extract from Part 4.1 – Council Procedure Rules

18. Size

Committee	Membership	Quorum
Policy, Projects and Resources	9	3
Environment and Enforcement	9	3
Community, Health and Housing	9	3
Planning and Licensing	12	4
Audit	9	3
Corporate Projects Scrutiny	9	3
Staff Appointments*	9	3
Dismissal Appeals *	9	3

* These committees meet on demand.

20. Appointments and Substitutes

- 20.1 Following Annual Council, the Chief Executives on the nomination of Group Leaders, or in their absence, Deputy Group Leaders, appoints and removes members of committees and sub-committees.
- 20.2 A substitute Member may attend a particular meeting of the committee, and will have full powers of the committee Member, provided that the Member is a specified nominated substitute for that Member of the particular political group and in a list agreed by full Council. In the event that the absent committee Member is a non-aligned Member, the specified substitute for that Member can be any Member of the Council.
- 20.3 The names of substitutes shall be announced at the start of the meeting by the Chair. The substitution shall be for the whole meeting and cease at the end of the meeting.
- 20.4 Substitutes for regulatory committees must be drawn from Members who have received training in regulatory decision making. If a casual vacancy occurs on a regulatory committee it will not be filled until the nominated member has been trained.
- 20.5 All Members are entitled to attend the training provided for members of regulatory committees.

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Brentwood Borough Council POLITICAL BALANCE – 17 May 2017

The Political Balance of the Council is:

POLITICAL GROUP	NO. OF MEMBERS	%
CONSERVATIVE	24 =	64.864
LIBERAL DEMOCRATS	9 =	24.324
LABOUR	2 =	5.405
NON- ALIGNED	2 =	5.405
TOTALS	37	100

POLITICAL GROUP	NO. OF MEMBERS	NO. OF SEATS ON ORDINARY COMMITTEES
CONSERVATIVE	24	49 (48.648)
LIBERAL DEMOCRATS	9	18 (18.243)
LABOUR	2	4 (4.054)
NON- ALIGNED	2	4 (4.054)
		75

PROPOSAL:

	AC*	CH & HC**	CPSC* **	DAC+	E & EC ++	P & LC#	P,P&R ##	SAC~	TOTAL
	(9)	(9)	(9)	(9)	(9)	(12)	(9)	(9)	75
CON	6	6	6	6	6	8	5	6	49
LIB DEM	2	2	2	2	3	3	2	2	18
LAB	-	-	1	-	-	1	1	1	4
NON- AL.	1	1	-	1	-	-	1	-	4
	9	9	9	9	9	12	9	9	75

*A C denotes Audit Committee

**C, H & HC denotes Community, Health and Housing Committee

***C P S C denotes Corporate Projects Scrutiny Committee

+ D A C denotes Dismissal Appeals Committee (*Only meets on demand*)

++ E & E C denotes Environment & Enforcement Committee

P & L C denotes Planning and Licensing Committee

P, P & R C denotes Policy, Projects & Resources Committee

~ S A C denotes Staff Appointments Committee (*Only meets on demand*)

Section 15 (5) principles

Section 15 (5) of the Local Government and Housing Act 1989 states:-

'The principles mentioned in subsection (4) above, in relation to the seats on any body which fall to be filled by appointments made by any relevant authority or committee of a relevant authority, are –

- (a) that not all the seats on the body are allocated to the same political group;
- (b) that the majority of the seats on the body is allocated to a particular political group if the number of persons belonging to that group is a majority of the authority's membership;
- (c) subject to paragraphs (a) and (b) above, that the number of seats on the ordinary committees of a relevant authority which are allocated to each political group bears the same proportion to the total of all seats on the ordinary committees of that authority as is borne by the number of members of that group to the membership of the authority; and
- (d) subject to paragraphs (a) to (c) above, that the number of the seats on the body which are allocated to each political group bears the same proportion to the number of all the seats on that body as is borne by the number of members of that group to the membership of the authority.'

Ordinary Committees do not include sub-committees or advisory committees or advisory sub-committees.

APPENDIX B COMBINED WITH APPENDIX C

NOMINATIONS TO SEAT ALLOCATIONS & APPOINTMENTS

(Council must give effect to the wishes of the political groups as regards the nominations for the seats allocated to those political groups).

Audit Committee (9)	Conservative (6)	Liberal Democrat (2)	Labour (0)	Non-Aligned (1)
Chair**:	Cllr McCheyne	Cllr Chilvers	[REDACTED]	Cllr Keeble
Vice-Chair**:	Cllr Ms Rowlands	Cllr Mrs Fulcher	[REDACTED]	[REDACTED]
[REDACTED]	Cllr Hirst	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	Cllr Mrs Hones	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	Cllr Reed	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	Cllr Russell	[REDACTED]	[REDACTED]	[REDACTED]
Approved Substitute:	Cllr Bridge	Cllr Mrs Squirrell	[REDACTED]	Cllr Mrs Hubbard
Approved Substitute:	Cllr Mrs Coe	[REDACTED]	[REDACTED]	[REDACTED]
Approved Substitute:	Cllr Mrs Middlehurst	[REDACTED]	[REDACTED]	[REDACTED]
Approved Substitute:	Cllr Mrs Slade	[REDACTED]	[REDACTED]	[REDACTED]

Community, Health & Housing Committee (9)	Conservative (6)	Liberal Democrat (2)	Labour (0)	Non-Aligned (1)
Chair*:	Cllr Hossack	Cllr Clarke	[REDACTED]	Cllr Mrs Hubbard
Vice-Chair**	Cllr Poppy	Cllr Mrs Davies	[REDACTED]	[REDACTED]
[REDACTED]	Cllr Cloke	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	Cllr Ms Rowlands	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	Cllr Ms Sanders	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	Cllr Wiles	[REDACTED]	[REDACTED]	[REDACTED]
Approved Substitute:	Cllr Barrell	Cllr Newberry	[REDACTED]	Cllr Keeble
Approved Substitute:	Cllr Faragher	[REDACTED]	[REDACTED]	[REDACTED]
Approved Substitute:	Cllr McCheyne	[REDACTED]	[REDACTED]	[REDACTED]
Approved Substitute:	Cllr Mrs Slade	[REDACTED]	[REDACTED]	[REDACTED]

Corporate Projects Scrutiny Committee (9)	Conservative (6)	Liberal Democrat (2)	Labour (1)	Non-Aligned (0)
Chair*:	Cllr Mrs Pound	Cllr Aspinell	Cllr Barrett	
Vice-Chair**:	Cllr Reed	Cllr Kendall		
	Cllr Mrs Coe			
	Cllr McCheyne			
	Cllr Trump			
	Cllr Tumbridge			
Approved Substitute:	Cllr Barrell	Cllr Clarke	Cllr Morrissey	
Approved Substitute:	Cllr Mrs Hones			
Approved Substitute:	Cllr Mrs Middlehurst			
Approved Substitute:	Cllr Ms Rowlands			

Dismissal Appeals Committee (9)	Conservative (6)	Liberal Democrat (2)	Labour (0)	Non-Aligned (1)
Chair:	Cllr Mrs McKinlay	Cllr Chilvers		Cllr Mrs Hubbard
Vice-Chair:	Cllr Kerslake	Cllr Mrs Squirrell		
	Cllr Hossack			
	Cllr McCheyne			
	Cllr Parker			
	Cllr Poppy			
Approved Substitute:	Cllr Bridge	Cllr Newberry		Cllr Keeble
Approved Substitute:	Cllr Faragher			
Approved Substitute:	Ms Sanders			
Approved Substitute:	Cllr Tumbridge			

Environment & Enforcement Committee (9)	Conservative (6)	Liberal Democrat (3)	Labour (0)	Non-Aligned (0)
Chair*:	Cllr Parker	Cllr Clarke		
Vice-Chair**:	Cllr Bridge	Cllr Mrs Fulcher		
	Cllr Barrell	Cllr Kendall		
	Cllr Cloke			
	Cllr Mrs Middlehurst			
	Cllr Mrs Slade			
Approved Substitute:	Cllr Mrs Murphy	Cllr Mrs Davies		
Approved Substitute:	Cllr Poppy	Cllr Mynott		
Approved Substitute:	Cllr Tumbridge			
Approved Substitute:	Cllr Wiles			

Planning & Licensing Committee (12)	Conservative (8)	Liberal Democrat (3)	Labour (1)	Non-Aligned (0)
Chair*:	Cllr Ms Sanders	Cllr Chilvers	Cllr Morrissey	
Vice-Chair**:	Cllr Faragher	Cllr Mynott		
	Cllr Bridge	Cllr Newberry		
	Cllr Mrs Middlehurst			
	Cllr Mrs Murphy			
	Cllr Wiles			
	Cllr Reed			
	Cllr Mrs Slade			
Approved Substitute:	Cllr Mrs Coe	Cllr Mrs Davies	Cllr Barrett	
Approved Substitute:	Cllr Mrs Pound	Cllr Mrs Fulcher		
Approved Substitute:	Cllr Russell			
Approved Substitute:	Cllr Trump			

Policy, Projects & Resources Committee (9)	Conservative (5)	Liberal Democrat (2)	Labour (1)	Non-Aligned (1)
Chair*:	Cllr Mrs McKinlay	Cllr Kendall	Cllr Barrett	Cllr Keeble
Vice-Chair**:	Cllr Kerlake	Cllr Mynott		
	Cllr Faragher			
	Cllr Hossack			
	Cllr Parker			
Approved Substitute:	Cllr Hirst	Cllr Aspinell	Cllr Morrissey	Cllr Mrs Hubbard
Approved Substitute:	Cllr Poppy			
Approved Substitute:	Cllr Ms Rowlands			
Approved Substitute:				

Staff Appointments Committee (9)	Conservative (6)	Liberal Democrat (2)	Labour (1)	Non-Aligned (0)
Chair*:	Cllr Mrs McKinlay	Cllr Aspinell	Cllr Morrissey	
Vice-Chair**:	Cllr Kerslake	Cllr Mynott		
	Cllr Mrs Hones			
	Cllr Hossack			
	Cllr Parker			
	Cllr Poppy			
Approved Substitute:	Cllr Cloke	Cllr Clarke	Cllr Barrett	
Approved Substitute:	Cllr McCheyne			
Approved Substitute:	Cllr Mrs Pound			
Approved Substitute:	Cllr Ms Sanders			

Notice of Meetings 2017/18

LOCAL GOVERNMENT ACT 1972 (AS AMENDED)



NOTICE IS HEREBY GIVEN that the following meetings, open to the Public and Press, will be held at the Town Hall, Brentwood, Essex or unless otherwise advised.

	Day	Time	May	June	July	August	September	October	November	December	January	February	March	April	May
Annual Council	Wednesday	19:00	17 th												16 th
Ordinary Council	Wednesday	19:00		21 st (Special) (cancelled)	19 th			18 th			24 th	28 th			
Audit Committee	Wednesday	19:00			5 th		27 th			13 th	17 th		14 th		
Corporate Projects Scrutiny Committee	Monday	19:00			3 rd		25 th			11 th			19 th		
Community, Health and Housing Committee	Monday	19:00		19 th			18 th			4 th			5 th		
Environment and Enforcement Committee	Wednesday	19:00		28 th			13 th			6 th			7 th		
Planning and Licensing Committee	Tuesday	19:00		13 th	25 th		12 th	10 th	14 th	12 th	23 rd	20 th	20 th	24 th	
Policy, Projects and Resources Committee	Tuesday	19:00		20 th	18 th (If required)		19 th		28 th		16 th	6 th	13 th		

Dated this 17th May 2017

P. Ruck
HEAD OF PAID SERVICES

(Proper Officer for the purposes of Part VA of the Act)



	2017					2018							
	May	June	July	August	September	October	November	December	January	February	March	April	May
1	Bank Holiday	School holidays		School holidays	School holidays				Bank Holiday			School holidays	
2		School holidays		School holidays		Conservative Party Conference						Bank Holiday	
3				School holidays		Conservative Party Conference						School holidays	
4				School holidays		Conservative Party Conference						School holidays	
5				School holidays		Conservative Party Conference						School holidays	
6				School holidays								School holidays	
7				School holidays								School holidays	Bank Holiday
8				School holidays								School holidays	
9				School holidays								School holidays	
10				School holidays								School holidays	
11				School holidays								School holidays	
12				School holidays						School holidays		School holidays	
13				School holidays						School holidays		School holidays	
14				School holidays						School holidays		School holidays	
15				School holidays						School holidays		School holidays	
16				School holidays	Liberal Democrats Party Conference					School holidays			
17				School holidays	Liberal Democrats Party Conference								
18				School holidays	Liberal Democrats Party Conference								
19				School holidays	Liberal Democrats Party Conference								
20				School holidays	Liberal Democrats Party Conference								
21				School holidays				School holidays					
22				School holidays				School holidays					
23				School holidays		School holidays		School holidays					
24			School holidays	School holidays	Labour Party Conference	School holidays		School holidays					
25			School holidays	School holidays	Labour Party Conference	School holidays		Bank Holiday					
26			School holidays	School holidays	Labour Party Conference	School holidays		Bank Holiday					
27			School holidays	School holidays	Labour Party Conference	School holidays		School holidays					
28			School holidays	Bank Holiday				School holidays					Bank Holiday
29	Bank Holiday		School holidays	School holidays				School holidays					School holidays
30	School holidays		School holidays	School holidays				School holidays			Bank Holiday		School holidays
31	School Holidays		School holidays	School holidays				School holidays					School holidays