



Agenda

Corporate Projects Scrutiny Committee

Monday, 25 September 2017 at 7.00 pm

Membership (Quorum – 3)

Cllrs Mrs Pound (Chair), Reed (Vice-Chair), Aspinell, Barrett, Mrs Coe, Kendall, McChayne, Trump and Tumbridge

Agenda Item	Item	Wards(s) Affected	Page No
1.	Apologies for Absence		
2.	Minutes of the Previous Meeting		5 - 8
3.	Leisure Strategy - Phase 1 update and recommendations	All Wards	9 - 12
4.	Town Hall -Temporary Customer Services and Members Portal	All Wards	13 - 18
5.	2017/18 Work Programme	All Wards	19 - 24
6.	Urgent Business		

A handwritten signature in black ink, appearing to read 'P. L. R. 53', with a long horizontal flourish underneath.

Chief Executive

Town Hall
Brentwood, Essex
15.09.2017

Information for Members

Substitutes

The names of substitutes shall be announced at the start of the meeting by the Chair and the substitution shall cease at the end of the meeting.

Where substitution is permitted, substitutes for quasi judicial/regulatory committees must be drawn from Members who have received training in quasi- judicial/regulatory decision making. If a casual vacancy occurs on a quasi judicial/regulatory committee it will not be filled until the nominated member has been trained.

Rights to Attend and Speak

Any Members may attend any Committee to which these procedure rules apply.

A Member who is not a member of the Committee may speak at the meeting. The Member may speak at the Chair's discretion, it being the expectation that a Member will be allowed to speak on a ward matter.

Members requiring further information, or with specific questions, are asked to raise these with the appropriate officer at least two working days before the meeting.

Point of Order/ Personal explanation/ Point of Information

Point of Order

A member may raise a point of order at any time. The Mayor will hear them immediately. A point of order may only relate to an alleged breach of these Procedure Rules or the law. The Member must indicate the rule or law and the way in which they consider it has been broken. The ruling of the Mayor on the point of order will be final.

Personal Explanation

A member may make a personal explanation at any time. A personal explanation must relate to some material part of an earlier speech by the member which may appear to have been misunderstood in the present debate, or outside of the meeting. The ruling of the Mayor on the admissibility of a personal explanation will be final.

Point of Information or clarification

A point of information or clarification must relate to the matter being debated. If a Member wishes to raise a point of information, he/she must first seek the permission of the Mayor. The Member must specify the nature of the information he/she wishes to provide and its importance to the current debate. If the Mayor gives his/her permission, the Member will give the additional information succinctly. Points of Information or clarification should be used in exceptional circumstances and should not be used to interrupt other speakers or to make a further speech when he/she has already spoken during the debate. The ruling of the Mayor on the admissibility of a point of information or clarification will be final.

Information for Members of the Public

Access to Information and Meetings

You have the right to attend all meetings of the Council and Committees. You also have the right to see the agenda, which will be published no later than 5 working days before the meeting, and minutes once they are published.

Dates of the meetings are available at www.brentwood.gov.uk.

Guidelines on filming, photography, recording and use of social media at council and committee meetings

The council welcomes the filming, photography, recording and use of social media at council and committee meetings as a means of reporting on its proceedings because it helps to make the council more transparent and accountable to its local communities.

Where members of the public use a laptop, tablet device, smart phone or similar devices to make recordings, these devices must be set to 'silent' mode to avoid interrupting proceedings of the council or committee.

If you wish to record the proceedings of a meeting and have any special requirements or are intending to bring in large equipment then please contact the Communications Team before the meeting.

The use of flash photography or additional lighting may be allowed provided it has been discussed prior to the meeting and agreement reached to ensure that it will not disrupt proceedings.

The Chair of the meeting may terminate or suspend filming, photography, recording and use of social media if any of these activities, in their opinion, are disrupting proceedings at the meeting.

Private Session

Occasionally meetings will need to discuss some of its business in private. This can only happen on a limited range of issues, which are set by law. When a Committee does so, you will be asked to leave the meeting.

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Access

There is wheelchair access to the Town Hall from the Main Entrance. There is an induction loop in the Council Chamber.

Evacuation Procedures

Evacuate the building using the nearest available exit and congregate at the assembly point in the North Front Car Park.



Minutes

Corporate Projects Scrutiny Committee Monday, 3rd July, 2017

Attendance

Cllr Mrs Pound (Chair)
Cllr Reed (Vice-Chair)
Cllr Aspinell
Cllr Barrett

Cllr Mrs Coe
Cllr Kendall
Cllr McCheyne
Cllr Trump

Apologies

Cllr Tumbridge
Substitute Present

Cllr Mrs Middlehurst (substituting for Cllr Tumbridge)

Also Present

Cllr Mrs Davies
Cllr Hossack

Officers Present

Philip Ruck	-	Chief Executive
Steve Summers	-	Group Manager In House Services

56. Apologies for Absence

Apologies were received from Cllr Tumbridge. Cllr Mrs Middlehurst substituted for him.

57. Minutes of the Previous Meeting

The minutes from the previous Audit & Scrutiny Committee held on 13 March 2017 were approved as a true record.

58. Work Programme 2017/18

Members were aware that the Councils Annual Council approved the committee structure which included the introduction of a Corporate Projects Scrutiny Committee.

At the Policy, Projects and Resources Committee on the 20th June 2017 it was agreed that the following Corporate Projects be considered by the Corporate Projects Scrutiny Committee in 2017/18:

- Town Hall Redevelopment – Customer Services/Member Portal
- Leisure Strategy
- Local Development Plan
- Town Centre Redevelopment

The Corporate Projects Committee also had responsibility to review decisions made, or other action taken in connection with the discharge by the responsible authorities of their crime and disorder functions. In addition it had responsibility for the monitoring of Council service performance, including Performance Indicators, Formal Complaints and Freedom Of Information requests.

The work of the Corporate Projects Scrutiny Committee would be delivered both by Members working in groups and through formal committee reports. The committee was required to identify members to serve on each of the working groups. The working groups would be made up as followed:

- 3 conservatives
- 1 Liberal Democrat (Or Independent)
- 1 Labour (Or Independent)

The Corporate Projects Scrutiny Committee made recommendations to the appropriate decision making committees and Council as necessary.

The Corporate Projects Scrutiny Committee were invited to consider its 2017/18 work programme.

A motion was **MOVED** by Cllr Mrs Pound and **SECONDED** by Cllr Reed to approve the recommendation in the report with the addition of a Working Group to review the Council's current emergency Response Plan and Procedures. .

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

The Corporate Projects Scrutiny work programme 2017/18 at the revised Appendix A to the report be approved with the addition of a Working Group to review the Council's current Emergency Response Plan and Procedures.

Reason for recommendation

The Constitution required that the Corporate Projects Scrutiny Committee agreed its work programme at each meeting of the Committee.

59. Leisure Strategy presentation on options

Cllr Hossack provided a presentation to the committee on the options for the Leisure Strategy to assist members with their deliberations on the Committees 2017/18 Work Programme.

Mr Ruck provided a presentation to the committee on the details of the Town Hall programme to assist members with their deliberations on the Committees 2017/18 Work Programme.

The Chair thanked Cllr Hossack and Mr Ruck for their helpful and informative presentations.

60. Urgent Business

There were no items of urgent business.

The meeting ended at 8.15pm.

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25 September 2017

Corporate Projects Scrutiny Committee

Leisure Strategy – Phase 1 update and recommendations

Report of: *Kim Anderson, Partnership, Leisure and Funding Manager*

Wards Affected: *All Brentwood Borough Wards*

This report is: *Public*

1. Executive Summary

- 1.1. It was agreed at the 3 July 2017 Corporate Projects Scrutiny Committee to establish a Leisure Strategy Working Group (LSWG) to inform and assist the Community, Health and Housing Committee in agreeing recommendations on each of the three phases of the Leisure Strategy. These three phases were agreed by the Policy, Projects and Resources Committee on 20 June 2017. The report before Members is an update on the progress under Phase 1.
- 1.2. The LSWG consists of Cllrs Pound, Middlehurst, Murphy, Davies and Hubbard and met on the 2 August and 6 September 2017.

2. Recommendations

- 2.1. **That Members agree the update on the progress of Phase 1 of the Leisure Strategy work and that the following recommendations are provided to a future Community Health and Housing Committee for consideration:**
 - a) **That officers work with partners to develop a unique selling point for Brentwood's leisure facilities.**
 - b) **That any development plans ensure that all facilities are accessible for all, including paths.**
 - c) **That use is made of existing trails and paths to link the Council's leisure facilities.**
 - d) **That any building development considered will be sustainable/eco-friendly and sympathetic to its surroundings.**
 - e) **That officers liaise with other authorities about their own leisure facilities to identify opportunities and issues.**
 - f) **That officers explore potential external funding models.**
 - g) **That representatives from Bellway Homes are invited to the official opening of the refurbished Warley Play Area.**

3. Introduction and Background

- 3.1. The Council commissioned a Value for Money and Options Appraisal of its Leisure and Cultural facilities. This was completed in February 2017 and a copy of the 4Global report was circulated to all Members after the Policy, Projects and Resources Committee in June 2017.
- 3.2. It was agreed at the Policy, Projects and Resources Committee that the Leisure Strategy work be split into three phases and that the Corporate Projects Scrutiny Committee would set up a cross party working group to scrutinize the work within each of those phases.
- 3.3. The report before Members is to update on the progress on, and any proposed work to be undertaken in each of those phases and come back to this committee with their recommendations.
- 3.4. The LSWG has met in August and September and the initial meeting set out the scope for the group in respect of the Leisure Strategy work, agreed the Terms of Reference of the group and the frequency of the meetings. The first phase looked at the areas of improvement proposed for King George's Playing Fields and Warley Playing Fields, together with the Council's Community Halls which are currently managed by Brentwood Leisure Trust and Brentwood Leisure Trading.

4. Issues, Options and Analysis of Options

- 4.1. The 4Global report set out a number of options and recommendations which were not necessarily agreed by Members. In order to ensure that the Council makes sound decisions on the future of its leisure facilities it was proposed that the Corporate Projects Scrutiny Committee be set up to scrutinize the Council's key projects, one of which is the progression of the Leisure Strategy.
- 4.2. Phase 1 of the Leisure Strategy focusses on future leisure requirements in King George's Playing Fields, Warley Playing Fields and the Council's Community Halls.
- 4.3. From June until September at the Council's Strawberry Fair and Family Fun Days events the Council undertook a consultation with residents and visitors on possible options for the new facilities for the park. The results were as follows: Option1 – Water Play such as a splash park 305 responses; Option 2 – Indoor Soft Play facility 64 responses; Option 3 High Ropes 53 responses. However, it is recommended that officers also look at other new and innovative facilities that could also prove to be commercially viable in the parks.

- 4.4. The Section106 developer contribution from Bellway Homes from the development of Warley Training Centre has been received by the Council and ward Members have been involved in the consultation of the refurbishment of the play area. It is expected that the refurbishment should be completed by December 2017 and an official opening will be planned with representatives from Bellway Homes and Brentwood Borough Council.
- 4.5. A feasibility study on the Council's Community Halls is currently being undertaken and a report will be presented to the Council's Policy, Projects and Resources Committee with recommendations.
- 4.6. The following areas were also identified by the working group for further investigation which included:
- a) Decision on areas of investment in King George's Playing Fields and Warley Playing Fields
 - b) Paddling pools future options
 - c) Pavillion building future options and requirements
 - d) Golf Course operational options
 - e) Warley Pavillion improvements
 - f) Other opportunities
- 4.7. It is recommended when looking at leisure facilities or activities that officers identify industry experts to work with to develop plans for new or innovative leisure facilities that could also prove to be commercially viable for the Council.
- 4.8. It is also recommended that there is a balance with the existing use of the parks and any potential planned development.

5. Reasons for Recommendation

- 5.1 The Council needs to ensure that its Leisure Facilities are fit for purpose, sustainable, accessible to the residents and visitors, and support the Council's priorities of improving health and wellbeing of its residents.

6. References to Council Priorities

The Leisure Strategy sits across a number of corporate priorities. Under the Environment and Housing Management strand, the Council will develop a Leisure Strategy to provide strong and sustainable leisure facilities for residents and visitors and work with partners to make best use of leisure facilities across the Borough. Under the Community and Health strand to review community assets and Under the Economic Development strand to maximise the Council's assets to deliver corporate objectives and ensure community benefits.

7. Implications

Financial Implications

Name & Title: John Chance, Finance Director

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

- 7.1 One of the key drivers for the Leisure Strategy is to reduce the Council's current revenue and capital costs on its leisure facilities and provide strong and sustainable leisure facilities for the future.

Once the feasibility studies have been undertaken then the Council will have a clearer picture on the associated costs of the relevant options that Members would like to examine more.

Legal Implications

Name & Title: Daniel Toohey, Head of Legal Services and Monitoring Officer

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

- 7.2 As part of the Council's due diligence a full and thorough options analysis will inform Members of the options available to them in the development of the Leisure Strategy priorities.

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

- 7.3 None.

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

Local Development Plan

National Planning Policy Framework

Fields in Trust – Guidance for outdoor sport: Beyond the six Acre Standard

Sport England priorities

Active Essex priorities

Report Author Contact Details:

Name: Kim Anderson, Partnership, Leisure and Funding Manager

Telephone: 01277 312634

E-mail: kim.anderson@brentwood.gov.uk

25 September 2017

Corporate Projects Scrutiny Committee

Town Hall -Temporary Customer Services and Members Portal

Report of: *Gregory Campbell*

Wards Affected: *All*

This report is: *public*

1. Executive Summary

- 1.1 A working group was set up to consider the arrangements for Face to Face customer services during the temporary relocation of Council services and secondly to consider a new Members Portal.
- 1.2 The nominated members of the Working Group were Cllrs Aspinell, Hones, Morrissey, Poppy and Reed. The Working Group met on the 06.09.17.

2. Recommendations

- 2.1 To agree the findings of the Working Group in relation to the temporary Customer Services and new Members Portal.
- 2.2 To invite members to view the new venue at Seven Arches Road once fully complete towards the end of October 2017.
- 2.3 Provide a demonstration of the new Members Portal to the Working Group in November 2017.
- 2.4 That training and assistance to create an account will be provided to Members when the Members Portal is implemented.

3. Introduction and Background

3.1 Following a recommendation of the Corporate Projects Scrutiny Committee in July 2017 it was agreed to set up a Members Working Group to consider the following:

- The temporary face to face arrangements for customers during the transition period when the Council will not be located at the Town Hall and
- The likely changes and developments of the new Members Portal

3.2 A meeting was set up and held on the 6th September 2017 and the following members attended, Cllrs Holmes, Poppy and Reed.

4. Considerations and outcomes

4.1 Review of customer services delivery during the transformation of the Town Hall

4.2 The Working Group considered the following information in relation to the temporary customer services.

4.3 Face to face service delivery will be delivered from 1 & 2 Seven Arches Road. The working group were presented information on those services that would be provided from this location and the facilities at the site. In general the Council would be seeking to replicate the services presently provided, including:

- Telephone service, enabling direct communication with back office services
- Payment machine
- PC for information and online forms
- Space to meet council officers when necessary and by appointment
- Housing officers present on site to meet customers
- Planning officers will use the venue for pre-booked appointments

4.4 The service will be enhanced by introducing:

- Ipads for self-service which will be available for customers to search and view Council information as well as complete on line forms
- Self-service scanning facility for customers
- Three floor walkers will be on hand to assist customers with their enquiries as well as support them to complete online forms

4.5 The facility itself, 1 & 2 Seven Arches Road, is being modernised to cope with the increased use, including power and data. It will become DDA

accessible in the public and customer areas, including toilets, as well as the majority of the back office space. The modernisation has introduced a new doorway and ramp to the front and new access ramp to the side elevations. Two new disabled parking spaces will be introduced into the customer parking area. The facility will have two meeting rooms, one of which is suitable to meet aggressive people.

- 4.6 Further, the Marriage Room to the front of the building will be available Monday to Wednesday for larger meetings, training etc. This room will be utilised for weddings and other ceremonies on Thursdays, Fridays and Saturdays. We have also been offered the use of Mind's meetings rooms when not in use. Members' pigeon holes will also be accommodated within the building which will be accessible 24/7.
- 4.7 There will be an on site security officer who will be present during public opening times and CCTV & Parking Services will be located behind the main 'front of house' area, providing an additional layer of security out of hours. Those staff working in the 'front of house' will be provided with personal security alarms as will any member of staff meeting a customer in the meeting rooms. These will alert the security officer to any incident for closer scrutiny.
- 4.8 There are a number of pilots that have started work at the Town Hall, including Citizens Advice, Provide and Family Mosaic who have confirmed they can operate from the new location. Meetings between these groups and 'front of house' staff are being scheduled for the end of October to firm up the new arrangements.
- 4.9 Following discussion with the working party, it is recommended to invite Members to view the new venue at Seven Arches Road once fully complete, towards the end of October 2017
- 4.10 Contact by customers other than face to face will remain the same through the Contact Centre via telephone, email and our website

4.11 New Members Portal

- 4.12 The Working Group considered the following information in relation to the development of the new Members Portal.
- 4.13 The system currently utilised by Members for submitting enquiries to the Council has been in place for several years, however the system offers limited functionality and therefore it is intended to replace it with an alternative and improved Members Portal. The portal will enable Members to access information and submit their enquiries from one source, with the added benefit of enabling Members and officers to track the enquiries.

4.14 Key advantages of the new Members Portal are:

- Enquiries will go direct to service areas, therefore removing the need for additional administration.
- Access to historic enquiries and service responses.
- Creating an account and log in will enable the auto completion of Member's details ie name, address etc.
- Replacement of paper forms with eforms will assist officers in providing an improved and efficient service.
- An improved reporting mechanism to ensure enquiries are dealt with in a timely manner.
- Access to useful links and information.

4.15 The Working Group were provided with suggested content for the portal and any further suggestions were welcomed. The portal is currently in development and it was agreed that a demonstration of the portal would be made to the Group in November 2017.

5. Reasons for Recommendation

5.1 To allow members the opportunity to familiarise themselves with the temporary front line service area and provide confidence in the service which will be delivered.

5.2 To assist Members with the transition over to a new Members Portal system to build confidence and speed up the overall responses.

6. Consultation

6.1 The working party is the 'consultation' with cross party members.

7. Implications

Financial Implications

Name & Title: John Chance, Finance Director

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

7.1 No further financial implications have so far been incurred due to the working party.

Legal Implications

Name & Title: Daniel Toohey, Monitoring Officer

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

7.2 There is none.

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

8.1 None

9. Appendices to this report

- None

Report Author Contact Details:

Name: Gregory Campbell

Telephone: 01277 312738

E-mail: greg.campbell@brentwood.gov.uk

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25 September 2017

Corporate Projects Scrutiny Committee

Work Programme 2017/18 Update

Report of: *Phil Ruck, Chief Executive*

Wards Affected: *All*

This report is: *Public*

1. Executive Summary

- 1.1 Members will be aware that the Councils Annual Council approved the committee structure which included the introduction of a Corporate Projects Scrutiny Committee.
- 1.2 At the Policy, Projects and Resources Committee on the 20th June 2017 it was agreed that the following Corporate Projects be considered by the Corporate Projects Scrutiny Committee in 2017/18:
 - Town Hall Redevelopment – Customer Services/Member Portal
 - Leisure Strategy
 - Local Development Plan
 - Town Centre Redevelopment
- 1.3 The Corporate Projects Committee will also have responsibility to review decisions made, or other action taken, in connection with the discharge by the responsible authorities of their crime and disorder functions. In addition it has responsibility for the monitoring of Council service performance, including Performance Indicators, Formal Complaints and Freedom of Information requests.
- 1.4 At the Corporate Projects Scrutiny Committee on the 03.07.17 it was agreed in addition to the projects set out in 1.2 and 1.3 above that a working group scrutinise the Council's Emergency Planning procedures.
- 1.5 The work of the Corporate Projects Scrutiny Committee will be delivered both by Members working in groups and through formal committee reports. The committee will be required to identify members to serve on each of the working groups. The working groups will be made up as follows:

- 3 Conservatives
- 1 Liberal Democrat (Or Independent)
- 1 Labour (Or Independent)

1.6 The Corporate Projects Scrutiny Committee will make recommendations to the appropriate decision making committees and Council as necessary. The Corporate Projects Scrutiny Committee are invited to consider its 2017/18 updated work programme.

1.7 The 2017/18 updated work programme at Appendix A sets out the latest proposed position with regards to the working groups.

2. Recommendation(s)

2.1 That the Corporate Projects Scrutiny updated work programme 2017/18 at appendix A be approved.

3. Introduction and Background

3.1 At the Councils Annual Council it was agreed that the committee structure would include the introduction of a Corporate Projects Scrutiny Committee.

3.2 At the Policy, Projects and Resources Committee on the 20th June 2017 it was agreed that the following Corporate Projects be considered by the Corporate Projects Scrutiny Committee in 2017/18:

- Town Hall Redevelopment – Customer Services/Member Portal
- Leisure Strategy
- Local Development Plan
- Town Centre Redevelopment

3.3 The Corporate Projects Committee will also have responsibility to review decisions made, or other action taken, in connection with the discharge by the responsible authorities of their crime and disorder functions. In addition it has responsibility for the monitoring of Council service performance, including Performance Indicators, Formal Complaints and Freedom of Information requests.

- 3.4 At the Corporate Projects Scrutiny Committee on the 03.07.17 it was agreed in addition to the projects set out in 1.2 and 1.3 above that a working group scrutinise the Council's Emergency Planning procedures.
- 3.5 The 2017/18 updated work programme at Appendix X sets out the latest proposed position with regards to the working groups.
- 3.6 The work programme of the Audit and Scrutiny Committee should not include management or staffing issues which are the responsibility of the Head of Paid Service.

4 Issue, Options and Analysis of Options

- 4.1 The Scrutiny function works best when the committee undertakes its work both in member groups and by receiving formal committee reports. It is proposed that in 2017/187, where possible, member working groups be set up as Task and Finish Groups under the terms of reference of the Corporate Projects Scrutiny Committee.
- 4.2 The advantages of this approach include:
- Task and Finish groups would provide a structure to make recommendations to the relevant committee.
 - They would provide Scrutiny with a clear purpose, a robust work plan and appropriate officer support for its pre-scrutiny role; reports and information would be prepared by Officers.
 - Consultation would be built into the policy making process ensuring robust policy development and would avoid delays at the end of the process from last minute call ins.
 - A wider group of members would be included in any corporate projects.
 - Membership for any task and finish group may be from across the whole Council, not just the Corporate Projects Scrutiny Committee.

5 Reasons for Recommendation

- 5.1 The Constitution requires that the Corporate Projects Scrutiny Committee agrees its work programme at each meeting of the Committee.

6 Consultation

- 6.1 None.

7 References to Corporate Plan

- 7.1 The vision of Transformation includes an action to improve the Council's governance arrangements, leading to faster, more effective decision-making. An effective scrutiny function is an essential element of that priority.

8 Implications

Financial Implications

Name & Title: John Chance, S151 Officer

Tel & Email: 01277 312542 / christopher.leslie@brentwood.gov.uk

- 8.1 There are no direct financial implications arising from this report.

Legal Implications

Name & Title: Daniel Toohey, Monitoring Officer & Head of Legal Services

Tel & Email: 01277 312500 / daniel.toohey@brentwood.gov.uk

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

9 Background Papers

- 9.1 None

10 Appendices to this report

Appendix A – Amended Work Programme 2017/18

Report Author Contact Details:

Name: Phil Ruck, Chief Executive

Telephone: 01277 312500

E-mail: phil.ruck@brentwood.gov.uk

Corporate Projects Scrutiny Committee (CPS)									
2017-18 Work programme									
Subject Matter	July	August	September	October	November	December	January	February	March
Leisure Strategy	Phase 1 - Review and Options work and report to Community, Health & Housing Committee. Update report to CPS Committee 25.09.17.			Phase 2 - Review and Options work and report to Community, Health & Housing Committee. Update report to CPS Committee.					
Scope	1. Review the three-phased approach to the delivery of the Leisure Strategy. 2. Review the outcome of the consultation with residents and visitors on options of new activities for King George's Playing Fields.								
Town Hall	Review and Options work. Report to Policy, Projects and Resources Committee. Update report to CPS Committee 25.09.17.								
Scope	1. Review of Customer Services delivery during redevelopment of the Town Hall. 2. Review of Members request system and process.								
Town Centre	To be agreed at 19.09.17 Policy, Projects and Resources Committee								
Scope	Review content of Design Guide Consultation responses.								
Local Development Plan	To be agreed at 19.09.17 Policy, Projects and Resources Committee								
Scope	1. Review the Council's Plan making process as required by the National Planning Policy Framework (NPPF). Review efforts to ensure that necessary cooperation on strategic cross boundary matters have been made. Review subjects and issues covered by LDP evidence base to ensure it is appropriate and proportionate.								

Subject Matter	July	August	September	October	November	December	January	February	March
Performance and Formal Complaints				Review work	Review work	Report to Committee	Review work		Report to Committee
CRDP									Report to Committee
Emergency Response Plan and Procedures				Review work		Report to Committee			

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.

Terms of Reference

Corporate Scrutiny Projects Committee

The Corporate projects and 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 of crime and disorder matters). Without prejudice to the generality of the above, the terms of reference include those matters set out below.

1. To prepare the annual overview and scrutiny work programme taking into account items put forward by members and the Corporate Leadership Board ensuring that such items relate to the Council's functions and corporate priorities.
2. To propose "place based" or local scrutiny for issues where local investigative approach with a range of people or organisations is an appropriate way forward.
3. To manage scrutiny resources efficiently and effectively so that the outcomes of scrutiny are likely to lead to real improvements for the people of Brentwood.
4. To establish working groups (in line with agreed protocols) to undertake the work programme, including setting their terms of reference, the reporting arrangements, and to co-ordinate and review the work of the working groups.
5. To receive reports and other evidence from organisations, individuals and partnerships which the committee or working groups considers relevant to their work.
6. To review and/or scrutinise decisions made, or other action taken, in connection with the discharge of any functions of the Local Authority.
7. To deal with those issues raised through the "Councillor Call for Action" scheme in line with agreed protocols and procedures.
8. To make reports or recommendations to the Local Authority, any committee or sub-committee of the Local Authority, any officer of the Local Authority, or any joint committee on which the Local Authority is represented or any sub-committee of such a committee, with respect to the discharge of any functions of the Local Authority.
9. To review matters of local community concern including partnerships and services provided by "other" organisations such as the National Health Service and Essex County Council.
10. To make reports or recommendations to the Local Authority, any committee or sub-committee of the Local Authority, any officer of the Local Authority, or any joint committee on which the Local Authority is represented or any sub-committee of such a committee, on matters which affect the Borough of Brentwood or the inhabitants of the Borough of Brentwood.
11. To review and/or scrutinise decisions made, or other action taken, in connection with the discharge by the responsible authorities of their crime and disorder functions,
12. To make reports or recommendation to the Local Authority with respect to the discharge by the responsible authorities of their crime and disorder functions.

13.To report annually to Council on the progress of the work programme and to make relevant recommendations.

14.Responsibility for monitoring Council service performance.