



Agenda

Policy, Projects and Resources Committee

Tuesday, 18 July 2017 at 7.00 pm

Membership (Quorum – 3)

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

Agenda Item	Item	Wards(s) Affected	Page No
1.	Apologies for Absence		
2.	Minutes of the Previous Meeting		5 - 14
3.	Parking Report to follow.		
4.	Data Protection Act 1998 - New Policies Report to follow.		
5.	Asset Review Update Report to follow.		
6.	Urgent Business		

Chief Executive

Town Hall
Brentwood, Essex
10.07.2017

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

Policy, Projects and Resources Committee Tuesday, 20th June, 2017

Attendance

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

Also Present

Cllr Aspinell
Cllr Barrell
Cllr Hirst
Cllr Mrs Hubbard
Cllr Mrs Pound
Cllr Ms Rowlands

Officers Present

Kim Anderson	-	Partnership, Leisure and Funding Manager
Stuart Anderson	-	Deputy Operations Manager
David Carter	-	Environmental Health Manager
John Chance	-	Finance Director (Section 151 Officer)
Philip Ruck	-	Chief Executive
Mark Stanbury	-	Environmental Health Manager
Jean Sharp	-	Governance and Member Support Officer
Daniel Toohey	-	Monitoring Officer
David Wellings	-	Corporate Health & Safety Advisor

32. Apologies for Absence

No apologies for absence were received.

33. Minutes of the Previous Meeting

The minutes of the Policy, Finance and Resources Committee meeting held on 14 March 2017 were approved as a true record.

34. Declarations of interest

No declarations of interest were received at this stage of the meeting.

35. Environmental Health and Private Sector Housing Service Plan

The report before Members sought approval to the proposed 2017/18 Service Plan for the Environmental Health Pollution and Private Sector Housing team.

Members noted that, as part of the Council's performance measures a service plan had been produced to focus on activity within the current financial year.

The specific targets and projects planned were detailed within the draft service plan appended to the report.

Key priorities within the service area were enforcement, particularly relating to fly tipping and environmental crime, together with effective investigation and enforcement of private sector housing issues.

The service plan also proposed better measure of performance within the team which could be used to demonstrate officers' activity in these areas.

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

RESOLVED UNANIMOUSLY that

- 1. Members approve the Service Plan for the Pollution and Private Sector Housing team within Environmental Health.**

Reason for Recommendation

To plan activity and operational priorities for the team for the current year and to provide objective measures of performance and workload.

36. Food Safety and Health and Safety Enforcement Service Plans 2017/18

Brentwood Borough Council must provide Service Plans for approval by Members with respect to its statutory obligations to enforce all relevant provisions of food safety and health and safety legislation within its area. These Service Plans identified how the service intended to carry out the proactive and reactive elements of inspections and investigations to ensure the continuing safety of both business employees and the public. It also included measures taken to aid businesses in compliance such as the provision of training and the food hygiene rating scheme.

Members noted that Both Service Plans were required by legal Code of Practice produced by the Health and Safety Executive and Food Standards Agency. These documents dictated the measures necessary to ensure that all

relevant businesses were inspected relative to risk. Such Service Plans were approved by Committee on an annual basis.

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

RESOLVED UNANIMOUSLY

1. That the Food Safety and Health and Safety Enforcement Service Plans 2017/18 be approved by Members.

Reasons for Recommendation

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

37. Corporate Health and Safety Performance Report 2016-17

Brentwood Borough Council having responsibilities under the Health and Safety at Work etc. Act 1974 and all subordinate legislation had a duty to ensure that it not only protected employee health and safety but anyone else who might be affected by its undertaking. In that respect, it must have demonstrable systems and processes in place which reflected that compliance. The report before Members identified the standards now in place and the work progressing to improve matters still further.

Cllr Mrs McKinlay **MOVED** and Cllr Kerlake **SECONDED** the recommendations within the report. Cllr Barrett **MOVED** and Cllr Mrs McKinlay **SECONDED** an **AMENDMENT** which Cllr Mrs McKinlay **ACCEPTED** and following a discussion a vote was taken on a show of hands and it was

RESOLVED UNANIMOUSLY

- 1. That the Corporate Health and Safety Annual Report 2016/17 (Appendix A) be approved by Members.**
- 2. That delegated authority be given to the Chief Executive to amend the policy as appropriate following the outcome of the inquiry or inquest into the Grenfell House tragedy. The Chief Executive will report back to the Policy, Projects and Resources on safety aspects.**

Reasons for Recommendation

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

38. Brentwood Economic Strategy Workplan 2017/18

The report before Members presented the Brentwood Economic Strategy Work Plan for 2017/18 following the Policy, Finance and Resources Committee's approval of the refreshed 2017-2020 Brentwood Economic Strategy.

The Work Plan outlined a range of Economic Development initiatives and projects to drive forward the refreshed Brentwood Economic Strategy to enable economic growth for the Borough and to bring economic benefits to businesses and residents, ultimately supporting an improved quality of life for those who lived, worked and did business in Brentwood.

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

RESOLVED UNANIMOUSLY

That Members approve the Brentwood Economic Strategy Work Plan 2017/8 to support the delivery of the Economic Strategy.

(During the discussion Cllr Kendall declared a non pecuniary interest under the Council's Code of Conduct by virtue of his son having attended Chelmsford College, also being the owner of a small business).

Reasons for Recommendation

To approve the Brentwood Economic Strategy Work Plan 2017/8 to support the delivery of the Brentwood Economic Strategy 2017-2010.

39. 14 Ongar Road - Letting of Shop and Premises

The report before Members considered the letting of 14 Ongar Road, Brentwood following an offer received by the Council.

The premises had been vacant since the previous tenant Brentwood Mind (a mental health charity) moved into Brentwood Town Hall in July 2016.

There were substantial maintenance and repairs required at the property and the Council were seeking a tenant who was able to put and keep the property in repair.

Various interest had been received in the property including from the adjacent dental practice which would provide a good quality covenant and had the funds to meet the proposed leasehold commitment, the long term vision to put

and keep the property in good repair and to provide a much needed service for the community.

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

RESOLVED UNANIMOUSLY

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

Reason for Recommendation

The Council wish to ensure the property is put and kept in good repair and for it to generate income.

40. The development of two semi-detached properties - King Edward Road

The report before Members considered the construction of two semi-detached properties on vacant land in the Council's ownership situated in King Edward Road Brentwood.

The Council had ownership in title of significant amounts of land within the Borough the majority of which was subject to restrictions such as green belt issues or the land functioned as amenity land in some form.

The land at 1 King Edward Road came into the Council's ownership on 3rd November 1989 together with an existing lease between Laurenstall Ltd and RCO Contract Services. The latter were no longer using the site and agreed to surrender the lease to the Council.

The Council had investigated the feasibility of developing a residential property and initial discussions with Planning and the architect had indicated that a satisfactory development of a pair of two bedroom semi-detached properties with parking provision could be accommodated on the site.

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

RESOLVED

- 1. That subject to planning approval being granted, that delegated authority is given to the Chief Executive and, Section 151 officer acting in consultation with the Chair of Policy, Projects & Resources Committee to seek tenders for construction of two semi-detached properties on land at 1 King Edward Road Brentwood.**

2. That delegated authority is given to the Chief Executive and Section 151 officer acting in consultation with the Chair of Policy, Projects & Resources Committee to select and award the contract to the successful bidder, and to agree the inclusion in the 2017/18 Capital Programme, to be funded from unallocated capital receipts.
3. That delegated authority is given to the Chief Executive and Section 151 officer acting in consultation with the Chair of Policy, Projects & Resources Committee to enter into a 3 year lease of the two properties to an intermediary company who will then let the properties on assured short hold tenancies.

Reasons for Recommendation

To develop unused land in the ownership of the Council providing needed additional residential accommodation within the Borough and generating additional income to the Council through rental or Capital receipt

41. Whittington Road and Birkbeck Road Allotments

The report on this item was deferred to a future Committee meeting.

42. Leisure Strategy

Members were reminded that at the 5 December 2016 Community, Health and Leisure Committee Members resolved that the Council should commission a report to be undertaken by 4Global to review the Value for Money options and appraisal of the Council leisure facilities. The leisure facilities included the Brentwood Centre, six community halls, Hartswood Golf Course and the Council's play areas.

It was proposed to adopt a three-phased approach to deliver the Leisure Strategy and that the Community, Health and Housing Committee will be tasked with the delivery of the strategy. It was also proposed that the Corporate Projects Scrutiny Committee would look at each of the phases at the appropriate time and that this would be added to the Committee's work programme for 2017/18.

Cllr Mrs McKinlay advised that it was proposed to spend £10-15k replacing play equipment ahead of Phase 2 for health and safety reasons.

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

RESOLVED

1. That Members agree to adopt the following phased approach to the delivery of the Leisure Strategy:

- **Phase 1 – King Georges Playing Fields and Warley Playing Fields**
- **Phase 2 - Play areas, open spaces and options for ongoing maintenance and halls management**
- **Phase 3 – Brentwood Centre and provision for sport across the borough**

2. That the Corporate Projects Scrutiny Committee review the Leisure Strategy in accordance with the scope as set out in Item No.12 on this agenda and make recommendations to the Community, Health and Housing Committee.

Reasons for Recommendation

As part of the Council's due diligence in delivering a successful Leisure Strategy, opportunities for income generation will be explored as part of the process.

Comments received from Sport England as part of the Local Development Plan consultation, stated that a Leisure Strategy is required that assesses Council owned sports and leisure facilities in order that the Council can continue to work with partners to ensure that appropriate provision is made for the residents of Brentwood. The strategy should not only consider how the Council can provide services, but also how other partners can. The strategy should also use current sports facility evidence to identify strategic priorities to then inform what will be included in the Council's Infrastructure Delivery Plan. Following this feasibility work, the Council will then be able to determine which projects will be funded by the Community Infrastructure Levy (CIL) and those funded by planning obligations.

The Council's Asset Management Strategy also sets out the need to maximise income where possible from its asset portfolio.

43. Corporate Projects

Members were reminded of the key Corporate Projects that have been reported regularly to the appropriate committee of the council.

At Annual Council it was agreed that the introduction of the Corporate Projects Scrutiny Committee would focus and scrutinise these key projects to ensure transparency, delivery and lessons learnt.

The report before Members included the approach for the review of the Leisure Strategy and other Corporate Projects (Town Hall Redevelopment, Town Centre redevelopment and Local Development Plan) by the Corporate Projects Scrutiny Committee.

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

RESOLVED

- 1. That Members agree the list of Corporate Projects including scoping and timescales, as set out in Appendix A, are put forward for scrutiny.**
- 2. That the Corporate Projects Scrutiny Committee are requested to consider the Corporate Projects as set in Appendix A and report back to the appropriate committee.**

Reason for Recommendation

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

44. Termination of Meeting

At 9.00pm in accordance with Rule 10.1 of the Council's procedural rules, Members resolved to continue the meeting for a further 30 minutes.

45. 2016/17 Outturn and Annual Treasury Management Report

The report before Members dealt with the 2016/17 provisional outturn for:

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

The report also considered the reserves and working balance levels.

The Council was also required by regulations issued under the Local Government Act 2003 to produce an Annual Treasury Management review of activities and the actual prudential and treasury indicators for 2016/17. This report met the requirements of both the CIPFA Code of Practice on Treasury Management (the Code) and the CIPFA Prudential Code for Capital Finance in Local Authorities (the Prudential Code) - paragraph 6.

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

RESOLVED UNANIMOUSLY

- 1. That the provisional outturn information for 2016/17 for the General Fund, shows a break-even position, and the HRA shows a surplus contained within this report, is approved.**

2. That the capital programme carry forwards requested in Table 7 are approved.
3. That the Treasury Management activity and information for 2016/17 be noted.

46. Urgent Business

There was no urgent business.

The meeting ended at 9:30pm

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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

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 surplus to the requirements of a 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 countryside 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 countryside 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 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.

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.