



# Agenda

## Ordinary Council

Wednesday, 14 November 2018 at 7.00 pm

Brentwood County High School, Shenfield Common, Seven Arches Road,  
Brentwood CM14 4JF

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### Membership (Quorum – 10 )

Cllrs Mrs Murphy (Mayor), Parker (Deputy Mayor), Aspinell, Barrell, Barrett, Bridge, Chilvers, Clarke, Cloke, Mrs Davies, Mrs Fulcher, Haigh, Hirst, Mrs Hones, Hossack, Keeble, Kendall, Kerslake, McCheyne, McLaren, Mrs McKinlay, Mrs Middlehurst, Morrissey, Mynott, Naylor, Nolan, Poppy, Mrs Pound, Reed, Ms Rowlands, Russell, Ms Sanders, Mrs Slade, Tierney, Trump, Tumbridge and Wiles

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### Agenda

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2.	<b>Declarations of Interest</b>		
3.	<b>Mayors Announcements</b>		
4.	<b>Presentation for Honorary Titles</b>		
5.	<b>Minutes of the previous meeting</b>		5 - 20
6.	<b>Minutes of the 8.11.18 Extraordinary Council meeting (To follow)</b>		

7. **Public Questions** 21 - 22
8. **Memorials or Petitions**  
Cllr Mrs Davies has advised she intends to present a petition.
9. **Committee Chairs Reports and Members Questions**  
(To follow)
10. **Brentwood Town Centre Design Guide Consultation**  
(To follow)
11. **Time to Change Employer Pledge** 23 - 38
12. **Notices of Motion** 39 - 42
13. **Urgent Business**  
An item of business may only be considered where the Chair is of the opinion that, by reason of special circumstances, which shall be specified in the Minutes, the item should be considered as a matter of urgency.



Chief Executive

Town Hall  
Brentwood, Essex  
30.10.2018

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### 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.

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#### 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.

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#### 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.

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### 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](http://www.brentwood.gov.uk).

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#### 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

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these activities, in their opinion, are disrupting proceedings at the meeting.

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 **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 meeting venue from the Main Entrance. If you do wish to attend this meeting, please contact the clerk should you have specific accessibility needs. There is an induction loop in the meeting room.

 **Evacuation Procedures**

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



## Minutes

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### Ordinary Council Wednesday, 27th June, 2018

#### Attendance

Cllr Mrs Murphy (Mayor)	Cllr Mrs McKinlay
Cllr Parker (Deputy Mayor)	Cllr Mrs Middlehurst
Cllr Aspinell	Cllr Morrissey
Cllr Barrell	Cllr Mynott
Cllr Barrett	Cllr Naylor
Cllr Bridge	Cllr Nolan
Cllr Chilvers	Cllr Poppy
Cllr Clarke	Cllr Mrs Pound
Cllr Cloke	Cllr Reed
Cllr Mrs Davies	Cllr Ms Rowlands
Cllr Mrs Fulcher	Cllr Russell
Cllr Haigh	Cllr Ms Sanders
Cllr Hirst	Cllr Mrs Slade
Cllr Mrs Hones	Cllr Tierney
Cllr Keeble	Cllr Trump
Cllr Kerlake	Cllr Tumbridge
Cllr McCheyne	Cllr Wiles

#### Apologies

Cllr Hossack	Cllr McLaren
Cllr Kendall	

#### Officers Present

Phoebe Barnes	-	Principal Accountant
David Carter	-	Environmental Health Manager
Philip Drane	-	Planning Policy Team Leader
Chris Leslie	-	Commercial Manager
Claire Mayhew	-	Corporate and Democratic Services Manager
Philip Ruck	-	Chief Executive
Jean Sharp	-	Governance and Member Support Officer
Lorne Spicer	-	Business Development and PR Manager
Steve Summers	-	Chief Operating Officer
Daniel Toohey	-	Head of Legal Services and Monitoring Officer
Jacqueline Van Mellaerts	-	Chief Financial Officer

**41. Apologies for Absence**

Apologies were received from Cllrs Hossack, Kendall and McLaren.

**42. Declarations of Interest**

Cllr Barrett advised that he would need to declare an interest in relation to a motion later in the meeting.

**43. Mayors Announcements**

The Mayor had undertaken a large number of engagements since Annual Council and advised Members of some of the highlights.

**44. Minutes of the previous meeting**

The Minutes of the Ordinary Council meeting held on 6 March 2018 were approved as a true record.

**45. Minutes of Extraordinary Council 21.3.18**

The Minutes of the Extraordinary Council meeting held on 21 March 2018 were approved as a true record.

**46. Minutes of Annual Council**

The Minutes of the Annual Council meeting held on 16 May 2018 were approved as a true record.

**47. Public Questions**

Eight Public Questions had been received and were put and responded to at the meeting, as follows:

Mrs Gearon-Simm:

*'Brentwood Borough Council has outsourced the work of its Legal Department to Barking and Dagenham Council.*

*Both the work of the Housing Department and Licensing has been outsourced to Basildon Council.*

*In addition to this the work of Brentwood Borough Council's Planning Department has been outsourced to Thurrock Council.*

1. *How much is this costing the council taxpayers of Brentwood?*
2. *Is this arrangement going to be permanent?'*

Cllr Mrs Mckinlay responded as follows:

“It is useful to clarify some misunderstandings, and so I advise as follows: the Council has its own in-house team for Legal services, but we do sometimes receive assistance from Barking and Dagenham legal services – this should not be misconstrued as them doing all of the work in lieu of our Legal services. We have an in-house team for Housing services, but we have recently put in place an agreement with Basildon Council in regard to the Council’s Repairs and Maintenance function. In Planning, Environmental Health and Licensing we have a managed services agreement in place with Thurrock Council but again we still retain the in-house employees to deliver the service. There is no additional cost to these arrangements and it’s actually of benefit to the Council as it gives us additional capacity and skills at a time when many of these areas suffer from sector shortages. In Planning for example there is a national dilemma around how not just local authorities but interestingly private companies can recruit the necessary people with the right skills. So, to be able to pull on that wider pool of experience, skills, knowledge and capacity is obviously of benefit to the Borough.

In terms of whether these arrangements are permanent, I can answer ‘yes’ as there are no plans to stop that or change this. However, we do constantly review the arrangements in place to see if a better one is suitable.”

Mr Martin Skinner

#### 1. Local Development Plan ("LDP"): Priests Lane Sites 044 and 178

I note that the current Regulation 18 LDP Consultation has removed the inclusion of "open space and/or sports facilities for public use" as part of the proposed site when compared to the previous Regulation 18 Consultation in 2016 and the document presented to Council at the Extraordinary Council meeting held on 15 November 2017. This change appears to have been made on the basis of one letter from the owners of one of the sites in response to the 2016 Regulation 18 Consultation (response 15091) asking for the "open space and/or sports facilities for public use" to be deleted from the proposal stating that the land makes no contribution to either public open space or sports provision. First, the playing fields did used to be hired by non-school local sports organisations. Secondly, the 2005 Open Space Audit Report concluded that there was insufficient open space areas for the public in West Shenfield and that if land became available the opportunity to provide open space should be taken by the Council in this area. The land is also adjacent to two schools. Since that point there has been no change in the provision of open space in West Shenfield. The 2016 Open Space Audit merely provides a stocktake of open space and does not draw any detailed conclusions unlike the more detailed work in 2005. In addition, Sport England made written objections to the development of these sites as representations to the 2016 Regulation 18 LDP Consultation stating that the development of these sites would contravene Government policy. Please can Councillor

McKinlay explain why the inclusion of "open space and/or sports facilities for public use" has been removed from this proposed site in the current Regulation 18 LDP Consultation?

Cllr Mrs Mckinlay responded as follows:

“The assumption that development of a site currently designated as protected open space should provide some replacement open space has not changed. What was clear in the Council’s Draft Local Plan regulation 18 consultation (January 2016) is that the level of open space and/or sports recreation space had not been set and that further work was required to inform the type and amount. This needs to be informed by updated sports and open space evidence, of which a study is nearing completion to inform proposals in the Plan. We are making sure that we consider the evidence to inform what comes forward on each site, but the intention is to retain a suitable element of open space as part of proposed redevelopment as well as land for school expansion.”

## 2. LDP: Prioritisation of planning applications once LDP has been submitted

The Council rightly prioritises the development of brownfield sites before greenfield and greenbelt land. However it is possible, even likely, that planning applications will be submitted for the greenfield and greenbelt sites first because they are most easily and profitably developed. Given that the housing projections may be overstated, it is possible that brownfield sites may be left undeveloped while the Community loses greenfield and greenbelt land. What steps will the Council take to not only identify brownfield sites for priority development, but to ensure that these sites are actually developed before eating into precious resources of greenbelt and greenfield land?

Cllr Mrs Mckinlay responded as follows:

“This is a useful point and relevant for future development rates. The Local Plan will set out a trajectory for when sites are expected to come forward. The trajectory is informed by encouraging brownfield first but also the full context of how quickly sites will come forward, considering site background and constraints etc.

The reality is that the amount of available brownfield land in the borough is limited, and there are no significant identified brownfield redevelopment sites that would yield high housing numbers (other than land at the Warley Depot and Ford HQ – which is half owned by the Council with decisions about depot relocation to be had and the other half dependent on Ford’s longer-term relocation plans, and so will naturally will not be capable of being delivered early in the Plan period). For this reason, it is not likely that large brownfield sites will remain undeveloped – Brentwood is a viable place when it comes to land values and most brownfield sites identified are small in size. We would expect a steady rate of delivery in urban areas as has been consistently achieved in the past. The necessity to deliver new homes in what is now Green Belt will supplement this strategy and help meet local needs.



Ultimately the Council will be judged on the rate at which new homes are being delivered, and over the life of the Plan we expect a good mix between brownfield and greenfield locations.”

Ms Pearson

1. Local Development Plan ("LDP"): The LDP includes an uplift on proposed new housing by a substantial 36% over the projected housing needs to meet affordability targets. This is presumably to suppress house prices by creating over supply. The Council recognised that the basis of these calculations is flawed because it ignores the earnings of the Borough residents working in London, whose spending power will always exceed those working in the Borough and so will always produce too high an uplift. This pressure to overbuild in the Borough is detrimental to the current residents and the Council should be taking steps to ensure the Borough's problem is recognised at Central Government. Other than sending in the response to the Government's consultation paper last year, what further steps has the Council taken to resolve this issue that is one of the most fundamental problems with the draft LDP now out for consultation?

2. The LDP states that the uplift calculated for housing affordability is 30%, a very high number in view of the Borough's restrictions. The Council has stated that the long-term population projections are unstable, they are based on historic data that are unlikely to factor in reduced migration post Brexit. It is likely that this 30% target is already over and above housing needs and yet the LDP uses a 36% uplift on housing needs to provide a buffer. How does the Council justify increasing the housing projections by a contingency of 6% when not only are the affordability calculations dubious but the population growth forecasts over 20 years are particularly unstable because of Brexit?

Mrs McKinlay responded as follows:

“Work on the Local Plan is primarily focused on arriving at a point where the Council can adopt a ‘Sound’ Plan following examination in public. The starting point is meeting local housing needs, based on evidence, and with enough flexibility to do so if things change such as certain sites not coming forward as expected or changes in the market etc. Meeting needs is the minimum, the Council are expected to deliver this and “boost the supply of housing” further, as required by national policy.

The Council has responded to the Government’s consultation on the merits of a housing needs methodology that requires further increases of units to reduce house prices. We await conclusions through the introduction of a revised National Planning Policy Framework, expected soon. In the meantime, we are putting together a strategy that provides the maximum flexibility to arrive at a Sound Plan that can be adopted, with a strategy aimed at retaining our local character, but recognising that growth is needed. The Regulation 19 Plan that will be published later this year will provide greater clarity on this point.”

David Gooderson

1. Councillor Aspinall made a request at the last Ordinary Council meeting for a conflicts of interests register as they relate to the Local Development Plan, but the Council legal team said there is no need to collect this information from a legal perspective as the LDP is a consultation. Recently Westminster Council have been in the press with regard to poor practice where unrecorded benefits were provided by parties with an interest in Council and community business, such as developers. There is significant public concern that the inclusion of certain sites within the LDP will give a potential financial benefit to the owners of those sites. To allay growing public disquiet and to give transparency, please can the Councillors provide information to the public where they, or related parties, may have an interest, either as an owner, contractor or developer, in the sites or may have been provided with hospitality by interested parties, when the Regulation 19 plan is presented for consultation?

Cllr Mrs McKinlay responded as follows:

“Clearly the LDP is an extensive process. When it comes down to the individual sites the sensitivities are not lost on any of us, and I think transparency and openness is absolutely essential in all of this. I would just say that there is already a record of interests which all Members have to keep updated and that covers any land that is owned and indeed any directorship of companies and that is available on line for public viewing, that is outside of the whole LDP process and covers the entire workings of the Council and everything that we individually come across in terms of our everyday lives.

That record is there already, however I do think that that when it does come to the Full Council meeting to finalise the Regulation 19 process later this year that we look at a way to be even more transparent and make that statement again, so I’ll say tonight that I’ll be looking to have discussions with the group leaders around how best we do that. It’s in everybody’s interest that even if they don’t like sites, and I do understand that, to have a plan that meets the number of homes required will mean that we are not going to be keeping everybody happy, that’s inevitable. However, it is important that everybody understands that we’ve followed due process and that there is confidence in the process, system, and those making the decisions. I will come back on the detail of that in due course”.

Question 2. I would like to ask each of the Councillors for my ward, Councillors Morrissey, Wiles and Barrett, at least two of who do not live in the ward, if they have made visits to Priests Lane and its junction with Middleton Hall Lane in the morning and evening school and work rush hours to experience what the current traffic situation is like. By this I mean a physical presence rather than just in a car adding to the traffic flow. Traffic congestion has been highlighted by many residents who have lodged comments about the current LDP. If they have not perhaps they would like to

do soon say 3 occasions (which I believe is the standard applied for traffic surveys) to gain first hand experience of the traffic. I would add that they should do so in the next few days before Brentwood Council break up for the summer holidays, although of course all of the A level students at the schools near the Town Centre have now left after their exams so the number of vehicle movements will have dropped already. I would hope that each councillor would report back to me once they have attended the area with their comments.

Cllr Barrett responded as follows:

“As this is a very specific question I will answer it with as many specifics as possible. Whilst I have never completed a session where the exclusive purpose was to view traffic on the specific junction mentioned, I can confirm from my electronic diary in 2018 that I have on more than three occasions - the most recent being two evenings in the week commencing the 16th April - observed the traffic on Priests Lane at peak periods. I have also read with interest the information sent to me by local residents of Priests Lane which provides more information than these three anecdotal experiences.

Previously towards the end of the previous Regulation 18 Consultation I performed a similar morning observation following the considerable levels of interest in the sites numbered 044 and 178 in the draft Local Development Plan, both from interested residents and the Priests Lane Neighbourhood Residents Association. I share many of the concerns raised in the previous consultation responses on these sites and await the published responses to the latest Regulation 18 consultation.

I would be very happy to discuss this further with Mr Gooderson or any other resident of my Ward or anyone interested in the LDP - and am happy to justify any decision or vote - I actively seek to understand all evidence before making a decision especially on a matter of this importance.”

Cllr Morrissey responded as follows:

“Like Cllr Barrett, I have on various occasions observed the Priests Lane traffic at different times of day but I have not completed anything similar to a survey nor do I monitor my own movements around the ward in this fashion. I do not believe this would class as evidence for any decision or vote but I would carefully consider anything submitted on sites 044 and 178. We have a responsibility to consider all of the evidence within the LDP policies, appropriate development levels and the sites. Personal experience is important but hard evidence more so, which is why I welcome the submissions made and the reports I have individually received from residents, businesses and groups. I also question the merit of any traffic survey done with such a light touch despite what the legislation may say.

Further to the statement by Cllr Barrett I would like to make clear that I recognise the combined concerns on Priests Lane of congestion and speeding traffic dependent on the time of day. Both are issues that are

worthy of consideration. I believe considerable investment in road infrastructure is necessary for any development to be considered viable which given the location I've yet to see clear evidence that this is a possibility. I welcome residents sending me their thoughts, concerns and proposals”.

Cllr Wiles' arrival at the meeting had been delayed and therefore he was unable to respond to the questioner.

However, Cllr Mrs McKinlay responded as follows:

“The whole LDP process has to be based on evidence and it's not simply enough to say we know the road is busy already. I use the road regularly – I live in Shenfield and am up and down that road every day and I've sat in traffic just like, I'm sure, a number of us have but when it comes to a process involving the LDP it's going to have to be based on the evidence. Both studies are taking place now and it's on the back of those studies and the evidence that we'll not only be questioning it and going through it with a fine-tooth comb but ultimately making the decision”.

#### **48. Memorials or Petitions**

No Memorials or Petitions were received.

#### **49. Committee Chairs Reports and Members Questions**

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

Any Member was entitled to ask a Chair a written or oral question on

(a) Any matter included in a Chair's written report

(b) Any matter in relation to which the Council has powers or duties or which affected the Council's area and which fell within the area of responsibility of the Chair's committee.

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

#### **50. Outside organisations - Appointment of Council Representatives**

Members were reminded that, following a change to the Council's Constitution on 25 January 2017 Councillors were now appointed to a number of outside organisations at the Ordinary Council meeting following Annual Council. Many of the outside organisations supported and advanced the broad objectives of the Authority. Representations came about either through the Authority initiating the appointment, or an organisation requesting a representative being nominated or a Charity Commission rule that a Council representative be appointed.

The list of nominations for representatives on outside organisations was presented at the Ordinary Council meeting each year for Members' approval.

Cllr Mrs McKinlay **MOVED** and Cllr Kerslake **SECONDED** the recommendation in the report and advised that two nominations had been made for representative roles showing as 'vacant' on Appendix A. These were: Brentwood Theatre Trust – Cllr Bridge and Hartswood Golf Club – Cllr Mrs Hones.

Cllr Aspinell **MOVED** and Cllr Mynott **SECONDED** an **AMENDMENT** nominating Cllr Naylor instead of Cllr Mrs Hones as representative for Brentwood/Montbazon town Twinning Association.

Cllr Mrs McKinlay did not accept the **AMENDMENT**. A vote was taken on a show of hands and the **AMENDMENT** was **LOST**.

Returning to the **SUBSTANTIVE MOTION**, a vote was taken on a show of hands and it was

#### **RESOLVED UNANIMOUSLY**

**That the list of outside bodies and nominated representatives/point of contact for 2018/19 shown in Appendix A be approved with the addition of vacancies for Brentwood Theatre Trust and Hartswood Golf Club being filled by Cllrs Bridge and Mrs Hones respectively.**

*(Cllr Haigh reported that he had taken advice from the Monitoring Officer in regard to his being on the list of solicitors for the Citizens Advice Bureau and now being appointed as the Council's representative for the CAB there could on occasion be a conflict of interests for which he would remain alert).*

#### **51. Honorary Titles - Honorary Aldermen**

Members were reminded that the title of 'Honorary Aldermen' was honorary and was conferred in recognition of eminent past services to the Council under section 249 of the Local Government Act 1972.

Cllr Barrett **MOVED** the recommendation that the Council conferred on former councillors Richard Alan Michael Davies (known as Alan Davies) and David Wesley Tee the title of Honorary Alderman.

Cllr Aspinell **SECONDED** the recommendation in regard to conferring the title on Alan Davies and Cllr Mrs McKinlay **SECONDED** the recommendation in regard to David Tee.

Following tributes being paid to Mr Davies and Mr Tee a vote was taken on a show of hands and it was

## RESOLVED UNANIMOUSLY

That, in pursuance of section 249(1) of the Local Government Act 1972 and in recognition of the Council being of the opinion that eminent services have been rendered to the Council by former Councillors Richard Alan Michael Davies and David Wesley Tee the Council confers on each of them the title of Honorary Alderman.

### Reason for Recommendation

The Council wishes to recognise those who merit the highest awards that the Council can bestow on a person or organisation.

*(Cllr Mrs Davies had declared an undefined interest and left the Hall, taking no part in the discussion or vote).*

## 52. Association of South Essex Local Authorities 2050 Update

Members were reminded that at the Policy, Projects and Resources Committee held on 19 June it was approved:-

*“That the committee recommends to Ordinary Council, that the Statement of Common Ground (SCG), and attached as Appendix A, prepared by ASELA be approved as a guide to the preparation of a Joint Strategic Plan”.*

The purpose of the report had been to update members of the PPR committee on the status of the work undertaken by Leaders and Chief Executives of South Essex Councils, now known as the Association of South Essex Local Authorities (ASELA).

South Essex Councils were defined as Brentwood, Basildon, Thurrock, Southend, Rochford, Castle Point and Essex CC.

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

## RESOLVED

**That the Statement of Common Ground (SCG) attached as Appendix A, prepared by ASELA, be approved by Full Council as a guide to the preparation of a Joint Strategic Plan.**

### Reasons for Recommendation

To fulfil the obligation of the Duty to Co-operate as required for the Brentwood Local Development Plan to be accepted, and to promote and deliver much needed infrastructure and economic growth, Brentwood must engage with the surrounding authorities.

Each ASELA partner local authority is presenting the SCG to their respective decision-making committees for approval. Individual approval of the document will assist ASELA to continue progress on joint working for Planning Policy documents (both at a local and sub regional level).

### **53. Notices of Motion**

Six Notices of Motion had been submitted in accordance with Rule 3 in Part 4.1 of the Constitution.

Cllr Barrett had submitted the following Notice of Motion which he **MOVED**. Cllr Mrs McKinlay **SECONDED** the Motion subject to an **AMENDMENT** which Cllr Barrett indicated he had previously accepted having discussed the matter with Cllr Mrs McKinlay.

#### **'Formalising a process for future consideration of Honorary Roles within the Borough of Brentwood**

*This Council notes:*

- 1. The titles of 'Honorary Alderwomen' or 'Honorary Aldermen' are as the names suggest honorary and are conferred in recognition of eminent past services to the Council.*
- 2. The Council also can recognise distinguished service to the Borough through admission to the honorary title of 'Honorary Freewoman' or 'Honorary Freeman' of the Borough.*
- 3. These titles hold nor formal authority but are one of the highest honours that the Council can bestow.*
- 4. To be eligible for the honorary title of Honorary Alderwoman or Honorary Alderman, the person nominated must be a former councillor of this Council and not be currently a member of the Council. The must be resident within the Borough.*
- 5. Freemen and freewomen of the Borough are awarded to individuals who provide exceptional service to the Borough and are a resident of it.*
- 6. Unlike for Civic Awards there is no formal process for consideration of these Honorary positions.*

*This Council believes:*

- 1. It is appropriate to regularly reflect on the service of past members, in an open, non-partisan and fair way.*
- 2. It is further appropriate for a non-partisan method to consider the additional honorary positions and practical that this is done simultaneously.*

*Therefore this Council resolves that:*

1. ~~A small panel be formed to consider the nominations received for Honorary Roles, similar style of Civic Awards Panel with an appropriate Chair and Vice-Chair appointed crossparty by the Mayor to see through the process. The Panel would put forward recommendations of the honours to be awarded to the Mayor ahead of each Annual Council if individual/s are agreed. Group leaders and the Mayor will consider the nominations received for honorary roles in the style similar to the Civic Awards Panel and require unanimous consent. The Panel will meet each November, put forward recommendations for the honours to be awarded by the Mayor ahead of each Annual Council if the individuals are agreed. Presentation of these honours will be undertaken as one of the last duties of the outgoing Mayor at Annual Council.~~
2. **Nominations for consideration should be sought from members by the end of October for each year.**
3. **Given the requirement for a two thirds majority for assent at Full Council, the Terms of Reference for this panel should include reference to the importance of having near unanimous consent’.**

Following a discussion a vote was taken on a show of hands and the **MOTION** was **CARRIED UNANIMOUSLY**.

Cllr Chilvers had submitted the following Notice of Motion which she **MOVED** and Cllr Cloke **SECONDED**, subject to the addition of a sentence at the end of the motion which **AMENDMENT** Cllr Chilvers **ACCEPTED**.

*‘Blue Badge parking spaces are an invaluable lifeline for people with disabilities to enable them to access goods, services and help them to lead an independent life as they should be entitled to.*

*However, inconsiderate motorists frequently block blue badge parking spaces.*

*This is unacceptable and cannot be allowed to continue. It is unfair on our mobility challenged residents and therefore we need to empower parking enforcement officers to deal with it.*

*Therefore, Brentwood Borough Council will itself adopt a more rigorous approach and call upon SEPP and private parking operators (such as NCP, Horizon and Parking Ticket Ltd) to operate a zero tolerance approach to non-blue badge holders parking in blue badge spaces in our borough and to impose and enforce the traffic regulations’.*

Following a full discussion Cllr Chilvers accepted a proposal to change the words ‘empower to ‘support’ in the penultimate paragraph and requested that a recorded vote be taken in accordance with Rule 9.5 of the Council’s Procedure Rules.

Members voted as follows:



FOR: Cllrs Aspinell, Barrell, Barrett, Bridge, Chilvers, Clarke, Cloke, Mrs Davies, Mrs Fulcher, Haigh, Hirst, Mrs Hones, Keeble, Kerlake, McCheyne, Mrs McKinlay, Mrs Middlehurst, Morrissey, Mrs Murphy, Naylor, Nolan, Mynott, Parker, Poppy, Mrs Pound, Reed, Ms Rowlands, Russell, Ms Sanders, Ms Slade, Mrs Tierney, Trump, Tumbridge and Wiles (34)

AGAINST: 0  
ABSTAIN 0

The **MOTION** was **CARRIED UNANIMOUSLY** as follows:

*'Blue Badge parking spaces are an invaluable lifeline for people with disabilities to enable them to access goods, services and help them to lead an independent life as they should be entitled to.*

*However, inconsiderate motorists frequently block blue badge parking spaces.*

*This is unacceptable and cannot be allowed to continue. It is unfair on our mobility challenged residents and therefore we need to empower support parking enforcement officers to deal with it.*

*Therefore, Brentwood Borough Council will itself adopt a more rigorous approach and call upon SEPP and private parking operators (such as NCP, Horizon and Parking Ticket Ltd) to operate a zero tolerance approach to non-blue badge holders parking in blue badge spaces in our borough and to impose and enforce the traffic regulations'.*

*We also call upon our residents and the general public to act more responsibly.'*

Cllr Mrs Davies had submitted the following Notice of Motion which she **MOVED** and Cllr Aspinell **SECONDED**:

*'This council resolves to formulate a local planning criteria that better suits Brentwood's needs, in particular in relation to houses of multiple occupancy. National guidance currently allows house extensions that are subsequently converted to houses of multiple occupancy without adequate parking provision. This results in unacceptable levels of on-street parking, creating congestion that is detrimental to residential areas'.*

Following a full discussion, Cllr Mrs Davies accepted a proposal to change the word 'formulate' in line 1 of the motion to 'investigate'.

A vote was taken on a show of hands and the **MOTION** was **CARRIED** as follows:

***'This council resolves to ~~formulate~~ investigate a local planning criteria that better suits Brentwood's needs, in particular in relation to houses of multiple occupancy. National guidance currently allows house extensions that are subsequently converted to houses of multiple occupancy without adequate parking provision. This results in unacceptable levels of on-street parking, creating congestion that is detrimental to residential areas'.***

*(Cllr Barrell declared a non-pecuniary interest under the Council's Code of Conduct by virtue of being a landlord outside the Borough of Brentwood).*

Cllr Aspinell had submitted the following Notice of Motion which he **MOVED** and Cllr Mynott **SECONDED**:

*'The Council resolves to direct officers to investigate the viability of taking back from the Environment Agency appropriate responsibilities for planning and enforcement of drainage and sewerage requirements'.*

Following a full discussion a vote was taken on a show of hands and the **MOTION** was **LOST**.

*(Cllr Barrett declared a non-pecuniary interest under the Council's Code of Conduct by virtue of being employed by the Environment Agency).*

Cllrs Clarke and Tumbridge left the meeting before the next motion was considered.

Cllr Barrett had submitted the following Notice of Motion which he **MOVED** and Cllr Mrs McKinlay **SECONDED**.

### **Brown Badge Scheme (Elderly Parking Permits) for Brentwood**

#### ***This Council Notes:***

- 1. First introduced in the London Borough of Hillingdon in 2008, the Brown Badge Scheme (Elderly Parking Permits) offers drivers aged over 65 access use of dedicated parking spaces in council owned car parks, in some privately operated car parks and some limited on-street parking.***
- 2. This does not offer free parking, with charges still applying, but instead recognises the needs of the elderly who are not eligible for a blue badge with dedicated spaces in appropriate places. It can be used whether the individual is the driver or a passenger but must be displayed.***
- 3. This scheme has been taken up by other London Boroughs such as Enfield where the age limit is for those aged over 70.***

#### ***This Council believes that:***

- 1. Given the Borough of Brentwood's high proportion of older residents, such a scheme merits investigation and, if proved feasible, implementation within a reasonable time period.***

**Therefore this council resolves:**

- 1. That officers investigate the feasibility of such a scheme and make recommendations to the Environment & Enforcement Committee to consider whether such a scheme would be effective and benefit the residents of Brentwood.**
- 2. This recommendation should include any required scope in terms of spaces offered and a framework for positioning of spaces, alongside any costs for the scheme – both for the elderly residents and the Council.**
- 3. Any agreed recommendation from the Environment & Enforcement Committee to be implemented or forwarded to the appropriate Committee for further recommendation, debate and appropriate implementation.**

Following a full discussion a vote was taken on a show of hands and the **MOTION** was **CARRIED UNANIMOUSLY**.

Cllr Aspinell had submitted the following Notice of Motion but was pleased to advise Members that the barriers referred to were now in place and therefore **WITHDREW** the motion.

*'This Council resolves to insist that Essex County Council replace all damaged railings and footpaths located at the junction of the Ingrave and Ongar A128 Roads with the High Street, known locally as Wilsons Corner. This major junction is a gateway to Brentwood High Street and the continuing failure of Essex County Council to maintain their infrastructure to a level which is not only aesthetically pleasing, but also safe for pedestrians and road users, is essential'.*

#### **54. Urgent Business - Treasury Management Strategy 2018/19 Review**

*The Mayor agreed to accept this item as urgent business following a resolution made at the 19 June PPR Committee.*

Members were reminded that, as part of the Council's Policy Framework, the Council must approve the Treasury Management Strategy. The report before Members presented changes to the Treasury Management Strategy 2018/19, which was agreed at Full Council on 6 March 2018.

The changes were driven by recommendations approved at PPR Committee on 19 June to increase the loan drawdown facility to the Council's newly established wholly owned company Seven Arches Investments Ltd (SAIL) of up to £30m.

In order to provide the loan drawdown facility to SAIL, the Council would need to increase two prudential indicators included with the Treasury Management Strategy, so that the Council had the power to Borrow additional funds required.

The Council was required by regulations issued under the Local Government Act 2003 to have regard to *The CIPFA Prudential Code for Capital Finance in Local Authorities (2017)*. The Prudential code allows the Council to revise the indicators at any time.

Cllr Mrs McKinlay **MOVED** and Cllr Kerslake **SECONDED** the recommendations in the report and following a full discussion it was

**RESOLVED**

**1. To approve the changes to the Treasury Management Strategy as set out in this report, which includes the revised operational and authorised borrowing limits.**

**2.To approve a total £30m loan drawdown facility (Including the £10m already approved) to Seven Arches Investments Ltd following recommendations from the Project Board, and that delegated power be given to the Chief Finance Officer in consultation with the Chair of PPR Committee and Group Leaders or their deputies to approve the use of the drawdown facility.**

The meeting ended at 10.15pm

**14 November 2018**

**Ordinary Council**

**Public Questions**

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

**Wards Affected:** All Wards

**This report is:** Public

## **1. Executive Summary**

- 1.1 In accordance with the Council's Constitution, a member of the public resident within the Borough may ask a maximum of two questions relating to the business of the Council providing notice has been received by 10.00am two working days before the relevant meeting.
- 1.2 If the person wishing to ask the question is not present at the meeting when the item is called the question(s) will be deleted from the list of questions to be asked.
- 1.3 Every question asked pursuant to rule 11.1 of the Constitution shall be put and answered without discussion but the Member to whom the question has been put may decline to answer. An answer may take the form of a direct oral answer at the Council meeting or where there has been insufficient time to research an answer, a written answer will be sent to the questioner.
- 1.4 Two questions had been received.
- 1.5 Mrs Gearon-Simm submitted the following question:

*'The Local Government financial settlement will change in 2020 and the development of the Association of South Essex Authorities is not known.*

*Brentwood, Basildon, Thurrock, Southend, Castle Point and Rochford have between them over half the population of Essex County in approximately one fifth of the area.*

*How will our independent community values be supported?'*

1.6 Mr Barrett submitted the following questions:

*The Council has been keen to promote the benefits of 'Free First 30 minutes' Parking. Why does this not apply on Sunday's in car parks such as William Hunter Way and Coptfold Road?*

*Why is parking on Sunday's free in the Chatham Way car park, yet charges apply at the other town centre car parks?*

**Report Author Contact Details:**

**Name:** Jean Sharp

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**14 November 2018**

**Ordinary Council**

**Time to Change Employer Pledge**

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

**Wards Affected:** *All Brentwood Borough Wards*

**This report is:** *Public report*

## **1. Executive Summary**

- 1.1.** The Time to Change Employer Pledge sets out Brentwood Borough Council's commitment to change how we think and act about mental health in the workplace and make sure that employees who are facing these problems feel supported. To support the Time to Change Employer Pledge an action plan has been submitted to Time to Change to review, provide feedback and be agreed. This action plan is set out in Appendix A of this report. Subject to Members support the pledge board will be signed at the meeting.

## **2. Recommendations**

- 2.1** That Members support the Time to Change Employer Pledge, and that delegated authority is given to the Chief Executive to sign the pledge board on behalf of Brentwood Borough Council.

## **3. Introduction and Background**

- 3.1.** Time to Change is an organisation that supports Mental Health Champions, Employers and Schools to end stigma and discrimination about Mental Health. The Employers Pledge sets out the Council's commitment to change how we think and act about mental health in the workplace and make sure that employees who are facing these problems feel supported.
- 3.2.** 1 in 6 workers experience stress, low mood or poor mental health and mental ill-health is the leading cause of sickness absence in the UK, costing an average of £1,035 per employee per year. 95% of employees calling in sick with stress give a different reason. 42% have considered resigning due to workplace stress.

- 3.3.** Tackling stigma can make a real difference to sickness absence rates, presenteeism levels, staff wellbeing and productivity, and retention. 95% of employers that have already signed the pledge said it has had a positive impact on their organisation.
- 3.4.** The pledge is supported with an agreed action plan which sets out seven key principles:
- 1) Demonstrate senior level buy-in
  - 2) Demonstrate accountability and recruit Employee Champions
  - 3) Raise awareness about mental health
  - 4) Update and implement policies to address mental health problems in the workplace
  - 5) Ask staff to share personal experiences of mental health problems
  - 6) Equip line managers to have conversations about mental health
  - 7) Provide information about mental health and signpost to services
- 3.5** The employee champions will be established to challenge stigma and discrimination around mental health in the workplace, provide a conduit to drive change, create a grass roots movement, help support action plan activities and commit to normalizing conversations about mental health.
- 3.6** Managers have been provided with support on Mental Health with the 'Being a Mindful Manager' training and through the Absence Management Policy which provides guidance on supporting employees with mental Health illnesses.
- 3.7** Awareness raising amongst employees on Mental Health issues is currently being delivered with 'Time to Talk Day', Mental Health Awareness Week and World Mental Health Day.

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

- 4.1.** The action plan (Appendix A) was sent to Time to Change for their agreement which the Council has now received. The action plan before Members tonight sets out the activity to support the seven key principles in the Time to Change Employers Pledge.
- 4.2.** There is a requirement that this pledge is signed on behalf of Brentwood Borough Council on the pledge board which has been supplied by Time to Change.



## **5. Reasons for Recommendation**

- 5.1 All elected Members are signed up to be Mental Health Champions and Brentwood Borough Council is committed to promoting good mental health in the workplace. By supporting the Time to Change ethos, the Council will challenge stigma and discrimination surrounding mental health illness to promote the wellbeing of all of the employees. The Council will do this by appointing staff champions who will raise awareness of mental health in the workplace at campaign events, by embedding wellbeing in our policies, promoting a culture of conversation with our managers, and making information, advice and support easily accessible and readily available for everyone.

## **6. References to Council Priorities**

The Time to Change pledge sits under the Community and Health strand of the Corporate Plan 2016-19 making Brentwood a Borough where people feel, safe healthy and supported.

## **7. Implications**

### **Financial Implications**

**Name & Title: Jacqueline Van Mellaerts Interim Chief Finance Officer**  
**Tel & Email: 01277 312829 jacquelinevanmellaerts@brentwood.gov.uk**

- 7.1 There are no direct financial implications to sign up to the Time to Change Employers Pledge to the Council apart from employee time to support the action plan delivery.

### **Legal Implications**

**Name & Title: Daniel Toohey, Head of Legal Services and Monitoring Officer**  
**Tel & Email: 01277 312860 Daniel.toohey@brentwood.gov.uk**

The time to change pledge is not a legally binding agreement but sets out the Council's commitment to promote and support good mental health in the workplace.

## **8. Appendices**

Appendix A – Time to Change Employers Pledge Action Plan

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

**Name:** Kim Anderson  
**Telephone:** 01277 312634  
**E-mail:** kim.anderson@brentwood.gov.uk

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## Employer Pledge Action Plan

In order to continue with your request to sign the Employer Pledge, please complete this document and upload it to our website [here](#).

We ask that you submit your plan a **minimum of eight weeks** before the date of your pledge signing to allow us time to feedback on your plan and commission your pledge board.

It's not a problem if your action plan is still a draft at this stage. You can add to and develop your plan at any time as we encourage organisations to think about their action plan as a living document.

When you upload your plan to the website you will need the following documents/information:

- The completed Employer Pledge action plan
- The date and time of your signing
- Who is signing on behalf of your organisation
- Where the signing is taking place
- a copy of your logo in JPG format

You can find a full guide on how to fill out your action plan, along with an explanation of the nine key principles listed in the plan [here](#).

# Employer Pledge Action Plan Template

Action plan principle	Activity description <i>List at least one tangible activity your organisation has planned to tackle mental health stigma and discrimination for each action plan principle.</i>	Internal lead(s) <i>Outline who is responsible for each activity</i>	Timescales <i>Provide planned timescales and dates</i>	Performance measure(s) <i>Outline how you will monitor impact and success</i>
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<p><b>Demonstrate senior level buy-in</b></p> <p>How will you show that your senior leaders are committed to addressing mental health in the workplace?</p> <p>How will your Pledge Signing activities demonstrate commitment from your senior leaders?</p>	<p>We are the only local Council in the UK with every elected member as Mental Health Champion under the Local Government mental Health Challenge. Champions are lead by Cllr Olivia Sanders, Chair of the local Health and Wellbeing Board, who is supportive of the pledge. Mental Health remains a priority for our Board.</p> <p>Our Chief Executive, Phil Ruck, is also supportive of the pledge and will be signing the pledge board at Ordinary Council on 14 November 2018</p> <p>Publicity following the pledge signing publicity will help to destigmatise mental health.</p> <p>In 2016 we applied to become a Time to Change Hub, led by Cllr Sanders and the Health and Wellbeing Board, with a commitment from our Chief Executive. Whilst we were unsuccessful in obtaining this funding, we became an Organic Time to Change Hub, promoting the campaign across initiatives we deliver or work in partnership on.</p> <p>We are proud to be a Mindful Employer.</p>	<p>Lucy Gill, Community, Leisure and Wellbeing Officer</p> <p>Phil Ruck, Chief Executive</p> <p>Safira Ali, Communications Officer</p> <p>Lucy Gill, Community, Leisure and Wellbeing Officer</p>	<p>Champions re-commit annually with newly elected Members each September.</p> <p>Pledge signing event 5<sup>th</sup> December</p> <p>Publicity from 14 to 28 November</p> <p>Ongoing</p>	<p>Every new Member is a Mental Health Champion.</p> <p>Action plan is approved and pledge signed with subsequent publicity.</p> <p>Social media retweets, impressions and Facebook shares. Picked up by local press.</p> <p>Numbers of Time to Change Hub initiatives.</p>
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<p><b>Demonstrate accountability and recruit Employee Champions</b></p> <p>Measuring the impact of your plan from the beginning is important. How will you ensure that this action plan is successfully implemented?</p> <p>Employee Champions can help you implement these actions, how will you recruit and share the action plan with your Champions?</p> <p>How frequently will your champions meet to check the action points in this plan?</p> <p>How will you ensure that you support your Employee Champions on an ongoing basis?</p> <p><a href="#">More information on Employee Champions here.</a></p>	<p>Brentwood Borough Council has recruited Health and Wellbeing Champions in the workplace and is already successfully running a number of health schemes. We will ensure that the Time to Change Employers' Pledge action plan is a permanent item on the on the Agenda and work with our Health and Wellbeing Champions to monitor the impact of each activity.</p> <p>Impact can be measured through 6 monthly wellbeing surveys across staff.</p> <p>Lucy Gill is currently our only Employee Champion. She will recruit additional Champions, likely to be our current Mental Health First Aiders or existing Health Champions. They will be invited to Health and Wellbeing in the Workplace meetings.</p> <p>We will meet quarterly as a Health Champions group and more frequently with Mental Health First Aiders and Employee Champions when activities are being delivered, or if a need is identified. Champions will be supported with training if needed (i.e. Mental Health First Aid if the Champion is not already trained) and frequent feedback sessions.</p> <p>Mental Health First Aiders record their monthly interventions.</p>	<p>Lucy Gill, Community, Leisure and Wellbeing Officer</p> <p>Jo Grant, Public Health Improvement Officer</p> <p>Health and Wellbeing Champions</p> <p>Lyn Mowforth, Workplace Health Promotion Specialist - Provide.</p>	<p>From January 2019 – quarterly</p> <p>January 2019 – 6 monthly</p> <p>January 2019 - quarterly</p> <p>January 2019 - quarterly</p> <p>Monthly</p>	<p>6 monthly wellbeing surveys</p> <p>6 monthly wellbeing surveys</p> <p>New Employee Champions recruited</p> <p>Numbers of trained Mental Health First Aiders or other training (if appropriate)</p> <p>Numbers of interventions</p>
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<p><b>time to change</b> let's end mental health discrimination</p> <p><b>Raise awareness about mental health</b></p> <p>How will you get your employees talking about mental health?</p>	<p>We will continue to participate in a number of initiatives to raise awareness around mental ill health and get our employees talking!</p> <p>Time to Talk Day – Soup and Chat or ChitChat sessions for staff across our locations.</p> <p>Mental Health Awareness Week – a full programme of activities, including yoga, walks, talks, social events and information provision/ signposting. Raising awareness of our EAP.</p> <p>World Mental Health Day – Tea and Talk, colouring therapy, with key information to staff available across lunch breaks at various locations</p> <p>Holding drop-in sessions with Mental Health First Aiders – we are aware that some staff will not always be comfortable approaching our MH First Aiders, so we aim to provide drop-in sessions to encourage a more relaxed approach to seeking advice where possible.</p> <p>Regular discussion items with Health Champions group. The Champions group will have regular discussions around Mental Health as a permanent agenda item.</p> <p>Continue to promote MH First Aiders and Mindful Employer across locations and on recruitment information.</p> <p>Provide bi-annual training sessions for all staff around recognising the signs and symptoms of mental health illnesses and what to do if you have concerns and stress management courses.</p> <p>Following and promoting key local and national Mental Health campaigns and activities via social media.</p>	<p>Lucy Gill, Community, Leisure and Wellbeing Officer</p> <p>Jo Grant, Public Health Improvement Officer</p> <p>Mental Health First Aiders</p> <p>Employee Champions</p> <p>David Wellings, Health and Safety Manager</p> <p>Lucy Gill, Community, Leisure and Wellbeing Officer</p> <p>Safira Ali, Communicatio</p>	<p>Annually</p> <p>Quarterly</p> <p>Quarterly</p> <p>Ongoing</p>	<p>Numbers of social contact events.</p> <p>Numbers of interactions with Mental Health First Aiders</p> <p>Numbers of drop in sessions and subsequent numbers of interactions.</p> <p>Numbers of training sessions and numbers of attendees</p> <p>Numbers of hits, shares and impressions on</p>
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LOTTERY FUNDED

# time to change

let's end mental health discrimination

		ns Officer		social media channels.
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let's end mental health discrimination

**Update and implement policies to address mental health problems in the workplace**

How easy is it for an employee struggling with a mental health problem, or their line manager, to find out how your organisation will treat them?

How can you change your policies to encourage those with mental health problems to come forward?

Please demonstrate how your will reach will be inclusive of staff from diverse backgrounds, for example; staff who identify as either LGBTQIA, BAME, Disabled or as part of a Faith Based Group.

In 2017 we updated our Absence Management Policy. This includes information around wellbeing management plans to work with staff to equip managers to support staff to continue working if they have a mental health illness. It also includes a variety of information around Mental Health in the Workplace from Mindful Employer.

We have had feedback that, since implementation, managers have used the tools in the Absence Management Policy and found them very useful:

We will get regular feedback from managers about using the Wellness Action Plans.

In January 2018 Mindful Employer directly delivered 'Being a Mindful Manager' training to our senior managers. As a result, our managers have adopted an 'open door' policy and be approachable, support staff to come forward for support if they are managing a mental illness at work. We will continue to promote these principles and remind Managers of the reams of information available to them through Mindful Employer.

Our intranet has information about our Employee Assistance Programme pinned to the home page. We plan to expand this page to provide more information around what help is available, encouraging staff to come forward and get support, sign posting to local services and how your manager can help if you think you may be struggling with a mental health illness at work.

This information will be fully inclusive, available in a printed leaflet for employees who don't use the intranet (i.e. depot services) and in large print and other languages if needed under consultation with Health Champions Group and Mental Health First Aiders.

Lucy Gill, Community, Leisure and Wellbeing Officer

Senior Managers

Lucy Gill, Community, Leisure and Wellbeing Officer/ Senior Managers

Lucy Gill, Community, Leisure and Wellbeing Officer

Communications Officer, Safira Ali

Health

6 monthly feedback

Ongoing – quarterly reminders to staff

From January 2019

From January 2019

Funded by

Numbers of staff supported.  
Numbers of Wellness Action Plans used.

Occasions of promotional information to managers.  
Numbers of staff coming forward for support.

Hits on the page

Requests for information in a different format.

Feedback from staff



LOTTERY FUNDED



**time to change**

let's end mental health discrimination

	We will continue to promote our mental health first aiders who will encourage staff who approach them to seek their managers' support.	Champions Mental Health First Aiders		survey  Numbers of interactions with Mental Health First Aiders.
<p><b>Ask your employees to share their personal experiences of mental health problems</b></p> <p>How will you get your employees to share their experience of mental health problems at an organisation-wide level? e.g through intranet posts or newsletters</p>	We will work with existing Mental Health First Aiders and Health Champions to share their experiences of mental ill health through internal newsletter, face to face at mental health and social contact events.	<p>Lucy Gill, Community, Leisure and Wellbeing Officer</p> <p>Mental Health First Aiders</p> <p>Health Champions</p> <p>Safira Ali, Communications Officer.</p>	During campaigns and at social contact events.	Numbers of shared experiences.

**time to change**

let's end mental health discrimination

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<p><b>Equip line managers to have conversations about mental health</b></p> <p>How will you ensure all of your line managers feel comfortable discussing mental health with their line reports?</p>	<p>Line Managers have training on 'Being a Mindful Manger' and have access to resources provided in line with Mindful Employer. The Absence Management Policy provides a guide to supporting employees with mental health illnesses.</p> <p>We will provide regular reminders and additional information to managers around supporting staff.</p> <p>We will ask Managers to make Health and Wellbeing a permanent agenda item at team meetings.</p>	<p>Senior Managers</p> <p>Jo Grant, Public Health Improvement Officer</p>	<p>Ongoing – quarterly reminders to staff and monthly team meetings</p>	<p>Numbers of reminders to managers.</p> <p>Item on all team agendas.</p>
<p><b>Provide information about mental health and signpost to support services</b></p> <p>How will you ensure your employees have easy access to information on mental health and where to find help?</p>	<p>As above, we have a dedicated microsite page on our intranet to provide employees with information around mental health and where to get assistance/ further information.</p> <p>We fully support local mental health services and work with the Brentwood Community Tree to promote services and local help available. We will promote this and other internal support via this page, including the use of online tools such as Big White Wall and apps such as Headspace and Calm. Again, this information will be available in regular print, large print and different languages if requested.</p>	<p>Lucy Gill, Community Leisure and Wellbeing Officer</p>	<p>From January 2019.</p>	<p>Numbers of hits on pages.</p> <p>Feedback from staff survey.</p>



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Page 9

# Tell the world about your Employer Pledge commitment!

## Website summary

Once you have signed the Pledge we will add your logo to our pledge wall of [employer case studies](#) within **ten working days** of your event. Please supply us with a summary of your pledge commitment and any activity you are planning on doing to accompany your logo. **Please note:** we may edit the text before it is published on the website.

**Brentwood Borough Council is committed to promoting good mental health in our workplace. By supporting the Time to Change ethos, we will challenge stigma and discrimination surrounding mental health illness to promote the wellbeing of all our employees. We will do this by appointing Champions who will raise awareness of mental health in the workplace at campaign events, by embedding wellbeing in our policies, promoting a culture of conversation with our managers, and making information, advice and support easily accessible and readily available for everyone.**

## Have you:

- ✓ Completed your action plan?
- ✓ Written a website summary of your activity?
- ✓ Got a copy of your logo in JPG format?
- ✓ Arranged a date for your signing?
- ✓ Got the name of who is signing the pledge on behalf of your organisation?
- ✓ Arranged a location for the signing?



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**time to change**

let's end mental health discrimination

If the answer to all of the above is yes, please submit this information to our website [here](#).

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**14 November 2018**

**Ordinary Council**

**Notices of Motion**

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

**Wards Affected:** All

**This report is:** Public

## **1. Executive Summary**

1.1 Five Notices of Motion have been submitted in accordance with Rule 3 in Part 4.1 of the Constitution - Council Procedure Rules and are listed in order of the date received.

1.2 Cllr Barrett submitted the following Notice of Motion:

***This council notes that:***

- 1. Last year 1,230 young people (aged 16 or over) left the care of their Essex County Council and began the difficult transition out of care and into adulthood.*
- 2. A 2016 report by The Children's Society found that when care leavers move into independent accommodation they begin to manage their own budget fully for the first time. The report showed that care leavers can find this extremely challenging and with no family to support them and insufficient financial education, are falling into debt and financial difficulty.*
- 3. Research from The Centre for Social Justice found that over half (57%) of young people leaving care have difficulty managing their money and avoiding debt when leaving care.*
- 4. There are statutory corporate parenting responsibilities towards young people who have left care up until the age of 25.*
- 5. The Children and Social Work Act 2017 places corporate parenting responsibilities on district councils for the first time, requiring them to have regard to children in care and care leavers when carrying out their functions.*

***This council believes that:***

- 1. To ensure that the transition from care to adult life is as smooth as possible, and to mitigate the chances of care leavers falling into debt as they begin to manage their own finances, they should be exempt from paying council tax until they are 25.*
- 2. Care leavers are a particularly vulnerable group for council tax debt.*

***This council, therefore, resolves:***

- 1. To exempt care leavers in the Borough of Brentwood from council tax at the earliest opportunity through an appropriate Budget mechanism.*
- 2. To write to the county council's Leader and Director of Children's Services to urge them to use their convening powers and expertise in corporate parenting to work with all council tax collecting authorities within the county area to exempt all care leavers in the county from council tax up to the age of 25, sharing any arising costs proportionately.'*

1.3 Cllr Parker submitted the following Notice of Motion:

*'Brentwood Borough Council honours those who fought in the first World War and on the 100th anniversary, pays special recognition to Sergeant William Merrifield VC.*

*Born in Brentwood 9th October 1890, Sgt. Merrifield emigrated to Canada to find work. On the outbreak of war, he enlisted in the Canadian Expeditionary Force winning the Military Medal at Passchendaele In November 1917.*

*Sergeant Merrifield was awarded the Victoria Cross for his leadership at Abancourt in France on 1 October 1918 whilst serving with the 4th Infantry Battalion.*

*His citation states:*

*"For most conspicuous bravery and devotion to duty during the attack near Abancourt on the 1<sup>st</sup> October 1918. When his men were held up by an intense fire from two machine-gun emplacements . He attacked them both Single handed . Dashing from shell hole to shell hole he killed the occupants of the first post, and thou wounded, Continued to attack the second post and with a bomb killed the occupants .he refused to be evacuated and led His platoon until again severely wounded . Sergeant Merrifield has served with exceptional distinction On many former occasions and throughout the action of the 1<sup>st</sup> October showed the highest qualities of valour And leadership."*

*Merrifield died in Toronto in 1943. A school is named after him in the province of Ontario, Canada.*

*In recognition of the exceptional bravery shown by Brentwood born Sgt. Merrifield, this Council resolves to erect a plaque in his memory in the newly renovated Town Hall, once it has re-opened."*

1.4 Cllr Kendall submitted the following Notice of Motion:

*"The members of Brentwood Borough Council call upon the Government to legislate for a "Peoples Vote" on the final brexit deal and to include the option of remaining in the EU on the ballot paper"*



1.5 Cllr Mrs Davies submitted the following Notice of Motion:

*'This council ensures all members are DBS (Disclosure & Barring Service) checked following the mandatory safeguarding members training. The DBS chief executive states the importance of safeguarding linked to DBS to keep the public safe. In the course of councillors duties we visit and assist elderly and vulnerable residents in their homes hence we need to be giving the public the reassurance of the councils high standards and good practice'.*

1.6 Cllr Aspinell submitted the following notice of motion:

*'This Council resolves to urge Essex County Council to access Government Infrastructure funding (probably SELEP monies) for the purpose of creating a subway footpath underneath the A12 from the Brentwood Centre car park and acquiring the necessary land to construct a new footpath from the subway to a point in Sawyers Hall Lane. This facility would provide a much needed drop off/collection point for coaches and other vehicles transporting parents, guardians and students to/from the schools in Sawyers Hall Lane.'*

**Report Author Contact Details:**

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## **Members Interests**

Members of the Council must declare any pecuniary or non-pecuniary interests and the nature of the interest at the beginning of an agenda item and that, on declaring a pecuniary interest, they are required to leave the Chamber.

- **What are pecuniary interests?**

A person's pecuniary interests are their business interests (for example their employment trade, profession, contracts, or any company with which they are associated) and wider financial interests they might have (for example trust funds, investments, and asset including land and property).

- **Do I have any disclosable pecuniary interests?**

You have a disclosable pecuniary interest if you, your spouse or civil partner, or a person you are living with as a spouse or civil partner have a disclosable pecuniary interest set out in the Council's Members' Code of Conduct.

- **What does having a disclosable pecuniary interest stop me doing?**

If you are present at a meeting of your council or authority, of its executive or any committee of the executive, or any committee, sub-committee, joint committee, or joint sub-committee of your authority, and you have a disclosable pecuniary interest relating to any business that is or will be considered at the meeting, you must not :

- participate in any discussion of the business at the meeting, of if you become aware of your disclosable pecuniary interest during the meeting participate further in any discussion of the business or,
- participate in any vote or further vote taken on the matter at the meeting.

These prohibitions apply to any form of participation, including speaking as a member of the public.

- **Other Pecuniary Interests**

Other Pecuniary Interests are also set out in the Members' Code of Conduct and apply only to you as a Member.

If you have an Other Pecuniary Interest in an item of business on the agenda then you must disclose that interest and withdraw from the room while that business is being considered

- **Non-Pecuniary Interests**

Non –pecuniary interests are set out in the Council's Code of Conduct and apply to you as a Member and also to relevant persons where the decision might reasonably be regarded as affecting their wellbeing.

A 'relevant person' is your spouse or civil partner, or a person you are living with as a spouse or civil partner

If you have a non-pecuniary interest in any business of the Authority and you are present at a meeting of the Authority at which the business is considered, you must disclose to that meeting the existence and nature of that interest whether or not such interest is registered on your Register of Interests or for which you have made a pending notification.

## **Ordinary Council Terms of Reference**

### **General Powers of Council**

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

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

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

Only the Council will exercise the following functions:-

- (a) adopting and approving changes to the Constitution;
- (b) adopting and amending Contract Standing Orders and Financial Regulations;
- (c) agreeing and/or amending the terms of reference for committees and any joint committees, deciding on their composition chairmanship and making initial appointments to them;
- (d) appointing representatives to outside bodies and consultative groups unless the appointment has been delegated by the Council;
- (e) adopting and amending a members' allowances scheme under Chapter 6;
- (f) to elect the Leader and Deputy Leader of the Council;
- (g) to designate the Chairs and Vice Chairs of the Council;
- (h) adoption of the Code of Conduct for Members;
- (i) electoral and ceremonial matters relevant to the Council
- (j) changing the name of the area, conferring the title of honorary alderman or freedom of the borough;
- (k) setting the Council's Budget and Council Tax;
- (l) approving the making of a virement or payment from the Council's reserves for values exceeding £200,000;

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