



Agenda

Ordinary Council

Wednesday, 28 July 2021 at 7.00 pm

Council Chamber, Town Hall, Ingrave Road, Brentwood, Essex CM15 8AY

Membership (Quorum – 10)

Cllrs Ms Sanders (Mayor), Reed (Deputy Mayor), Aspinell, Barber, Barrett, Dr Barrett, Bridge, J Cloke, S Cloke, Cuthbert, Mrs Davies, Mrs Fulcher, Fryd, Gelderbloem, Haigh, Heard, Hirst, Mrs Hones, Hossack, Jakobsson, Kendall, Laplain, Lewis, McLaren, Mynott, Naylor, Nolan, Parker, Mrs Pearson, Poppy, Mrs Pound, Russell, Tanner, Tierney, Wagland, White and Wiles

Substitute Members

Cllrs

Agenda

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Live broadcast

[Live broadcast to start at 7pm and available for repeat viewing](#)

[Broadcast \(part 2\)](#)

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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. | | |



Jonathan Stephenson
Chief Executive

Town Hall
Brentwood, Essex

13.07.2021

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 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.

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Minutes

Ordinary Council Wednesday, 24th February, 2021

Attendance

Cllr Ms Sanders (Deputy Mayor)	Cllr Kendall
Cllr Aspinell	Cllr Laplain
Cllr Barrett	Cllr Lewis
Cllr Dr Barrett	Cllr McCheyne
Cllr Bridge	Cllr McLaren
Cllr Chilvers	Cllr Mrs McKinlay
Cllr Clarke	Cllr Morrissey
Cllr J Cloke	Cllr Mynott
Cllr S Cloke	Cllr Naylor
Cllr Mrs Davies	Cllr Nolan
Cllr Mrs Fulcher	Cllr Parker
Cllr Fryd	Cllr Mrs Pearson
Cllr Haigh	Cllr Poppy
Cllr Hirst	Cllr Mrs Pound
Cllr Mrs Hones	Cllr Reed
Cllr Hossack	Cllr Tanner
Cllr Jakobsson	Cllr Tierney
Cllr Keeble	

Apologies

Cllr Tumbridge

Officers Present

Phoebe Barnes	-	Corporate Finance Manager
Greg Campbell	-	Corporate Director (Environment & Communities)
Philip Drane	-	Director of Planning and Economy
Amanda Julian	-	Corporate Director (Law and Governance) and Monitoring Officer
Claire Mayhew	-	Corporate and Democratic Services Manager
Jonathan Stephenson	-	Chief Executive
Steve Summers	-	Strategic Director (Deputy Chief Executive)
Jacqueline Van Mellaerts	-	Corporate Director (Finance & Resources)

LIVE BROADCAST

[Live broadcast to start at 7pm and available for repeat viewing](#)

693. To appoint a Member to preside at the meeting if the Mayor nor the Deputy Mayor are present and able to preside

In accordance with Procedure Rule 4, 16.2, the Deputy Mayor - Cllr Miss Sanders - **MOVED**, Cllr Hossack **SECONDED** and it was **RESOLVED** that Cllr Reed should act as Vice-chair for the duration of the meeting.

694. Apologies for Absence

Apologies were received from Cllrs Tumbridge.

695. Declarations of Interest

There were no declarations of interest at this stage.

696. Budget 2021/22 and Council Tax 2021/22

This report sets out all the relevant information needed by the Council to set the budget for the Borough.

The budget was considered by the Policy, Resources & Economic Development Committee on 3rd February 2021 and has been recommended to Ordinary Council for consideration and approval.

The fundamental principles of the Council's MTFS are to:

- (i) Maintain a sustainable financial position against a background of unprecedented financial uncertainty and reduced government funding, including the delivery of efficiency targets.
- (ii) Support the vision of our Borough through appropriate identification of resources required to deliver the key priorities outlined in the Corporate Strategy.
- (iii) Maximise opportunities and mitigate risks associated with the fundamental change to the way in which local government is financed.

This report considers:

- (i) The General Fund budget proposals for 2021/22 to 2023/24.
- (ii) The Council Tax Requirement for 2021/22

- (iii) The Housing Revenue Account (HRA) budget proposals for 2021/22 onwards.
- (iv) The Capital and Investment Strategy for 2021/22 including the Councils capital Programme 2021/22 to 2023/24
- (v) Fees & Charges
- (vi) Pay Policy Statement
- (vii) Section 151 Officers Assurance Statement.
- (viii) Council Tax Resolution 2021-22

The figures presented summarise the detailed service budgets, together with known adjustments including the impact of the central government grant funding.

The key elements of the proposed budget are:

General Fund

- 1) To reduce the previously forecasted General Fund budget gap of £1m to 2022/23 and increase working balances to sustainable levels above the minimum level of reserves.
- 2) 0% increase in Council Tax for 2021/22 for Brentwood Council services.
- 3) Increasing Earmarked Reserves to set aside appropriate balances to mitigate future financial risk.
- 4) Future uncertainty of Local Government Financing.

Housing Revenue Account

- 1) For 2021/22 a budget that delivers a small surplus of £434k.
- 2) Increase in rents of CPI plus 1% per annum; equating to 1.5%.
- 3) Continued investment in the delivery of Decent Homes and Development of Housing within the Borough.
- 4) Significant investment in the Strategic Housing Delivery Program ensuring the 30 year business plan is sustainable.

Capital

- 1) Total capital investment of £8.5 million in 2021/22
- 2) Subsequent investment of £2.4 million pa from 2022 to 2024.

Cllr Hossack **MOVED** and Cllr Parker **SECONDED** the recommendations in the report.

Cllr Gareth Barrett had submitted and **MOVED** and Cllr Tim Barrett **SECONDED** the following **AMENDMENT**:

Research into the options for parking solutions within all in-Borough strategic property acquisitions that are designed to remove the negative impacts on resident parking and improve the delivery of said acquisitions, with funding from In-Borough Regeneration Reserve and/or Asset Development Capital Project depending if works are Capital or Revenue Expenditure.

Cllr Hossack **ACCEPTED** the **AMENDMENT**.

Cllr Gareth Barrett had submitted and **MOVED** and Cllr Tim Barrett **SECONDED** a second **AMENDMENT**:

An investment into Pepperell House, a long term Council owned asset that is effectively a gateway to our town centre image alongside the St Thomas a Becket ruins. For external refurbishment, redecoration and re-instatement. To be funded from Asset Management Capital Project and/or Asset Management Earmarked Reserve depending if works are Capital or Revenue Expenditure.

(The meeting was adjourned for 15 minutes)

Cllr Gareth Barrett had submitted and **MOVED** and Cllr Tim Barrett **SECONDED** a third **AMENDMENT**:

That the Council Reviews optional discounts including but not limited to Second Home Discount and Empty Homes Discount, reviewing whether targeted schemes (such as for example discounts for properties empty due to catastrophic incidents, rather than in general empty homes allowance) would be more efficient and brings forward suggested approaches to a meeting of the Policy, Resources and Economic Development Committee. Any decided to have merit then to be consulted on, in line with standard process, and any opportunities identified put to Councillors an Ordinary Council.

Cllr Hossack **ACCEPTED** the **AMENDMENT**.

(Cllrs Mynott declared a non-pecuniary interest by virtue of an Independent Trustee for Brentwood Community Transport and did not taken part in the debate and was therefore unable vote on this item and Cllr Parker declared a non-pecuniary interest by virtue of the Council's Outside Representative Outside Representative on Brentwood Community Transport did not taken part in the debate and was therefore unable vote)

Returning to the **SUBSTANTIVE MOTION**, following a full discussion a recorded vote was taken in accordance with Local Authorities (Standing Orders) (England)(Amendment) Regulations 2014).

Members voted as follows:

FOR: Cllrs Bridge, J Cloke, Hirst, Mrs Hones, Hossack, Jakobsson, McCheyne, Mrs McKinlay, McLaren, Nolan, Mrs Pearson, Poppy, Mrs Pound, Reed, Ms Sanders, Tanner and Mrs Tierney (17)

AGAINST: (0)

ABSTAIN: Cllrs Aspinell, Barrett, Dr T Barrett, Chilvers, S Cloke, Mrs Davies, Fryd, Ms Fulcher, Haigh, Keeble, Kendall, Laplain, Lewis and Naylor (15)

(Cllr Morrissey was not able to take part in the vote, this was due to her absence at the beginning of the debate).

The Motion was **CARRIED** and it was **RESOLVED** to:

- R1. Approve the General Fund Budget and Medium-Term Financial Strategy as set out in Appendix A.**
- R2. Approve that there is no increase to Council Tax for 2021/22 and that the charge for Band D property remains at £193.63. The complete Council Tax Bandings (Brentwood Council Only) are included in Appendix A (Table 9), Page 24 of the Appendix.**
- R3. Approve the HRA budget 2021/22 including the 30-year HRA Business Plan within Appendix B (Table 6 and Table 11), Page 14 and Page 23 of Appendix B.**
- R4. Approve an increase to rents for 2021/22 by CPI plus 1%, a total of 1.5%.**
- R5. Approve the Capital and Investment Strategy in Appendix C including the Capital Programme (Table 4 & 5) pages, 16&17 of Appendix C.**
- R6. Approve the Fees & Charges Schedule in Appendix D.**
- R7. Approve the Pay Policy Statement in Appendix E.**
- R8. To note and approve the Section 151 Officers Assurance Statement in Appendix F.**
- R9. The formal resolutions to set the Council Tax level for 2021/22 be made as set out in Appendix H (page 4 to 8) are approved.**
- R10. Delegated authority is given to the Section 151 Officer to set the overall Council tax level for 2021/22 should there be any changes**

that effect Table 2, 3, 6 & Table 7 in Appendix H, once all formal precept demands have been received from all authorities.

Reasons for Recommendations

1. Effective financial management underpins all of the priorities for the Council and will enable the Council to operate within a sustainable budget environment.
2. The Council is required to approve the Budget as part of the Budget and Policy Framework

697. Urgent Business

There were no items of urgent business.

The meeting ended at 9.22pm



Minutes

Ordinary Council Wednesday, 10th March, 2021

Attendance

Cllr Ms Sanders (Deputy Mayor)	Cllr Kendall
Cllr Aspinell	Cllr Laplain
Cllr Barrett	Cllr Lewis
Cllr Dr Barrett	Cllr McCheyne
Cllr Bridge	Cllr McLaren
Cllr Chilvers	Cllr Mrs McKinlay
Cllr Clarke	Cllr Mynott
Cllr J Cloke	Cllr Naylor
Cllr S Cloke	Cllr Nolan
Cllr Mrs Davies	Cllr Parker
Cllr Mrs Fulcher	Cllr Mrs Pearson
Cllr Fryd	Cllr Poppy
Cllr Haigh	Cllr Mrs Pound
Cllr Mrs Hones	Cllr Reed
Cllr Hossack	Cllr Tanner
Cllr Jakobsson	Cllr Tierney
Cllr Keeble	

Apologies

Cllr Hirst	Cllr Tumbridge
Cllr Morrissey	

Officers Present

Greg Campbell	-	Corporate Director (Environment & Communities)
Philip Drane	-	Director of Planning and Economy
Amanda Julian	-	Corporate Director (Law and Governance) and Monitoring Officer
Claire Mayhew	-	Corporate and Democratic Services Manager
Jonathan Stephenson	-	Chief Executive
Steve Summers	-	Strategic Director (Deputy Chief Executive)
Jacqueline Van Mellaerts	-	Corporate Director (Finance & Resources)

LIVE BROADCAST

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715. To appoint a Member to preside at the meeting if the Mayor nor the Deputy Mayor are present and able to preside

A minute silence was observed by the Officers and Members for Richard Day an employee of Brentwood Borough Council for over 40 years, who passed away recently.

In accordance with Procedure Rule 4, 16.2, the Deputy Mayor - Cllr Miss Sanders - **MOVED**, Cllr Hossack **SECONDED** and it was **RESOLVED** that Cllr Reed should act as Vice-chair for the duration of the meeting.

716. Apologies for Absence

Apologies for absence were received from Cllrs Tumbridge, Morrissey and Hirst.

717. Variation in the Order of the Agenda

The Deputy Mayor informed members that Item 12 has been withdrawn and a report will be brought to a future meeting of the Council, therefore item 11 will not apply.

Following the last Ordinary Council meeting on the 20th January 2021, there has not been a full range of committee meetings for all of the executive committees.

It is determined that any questions for Chairs can be considered as part of Item No.8 – Corporate Strategy 2020-2025 Annual Review. There have been no written questions submitted by Members.

Motion 5 from Cllr Hossack has been withdrawn, this matter will be addressed under Item No 8, Chair's Questions

718. Declarations of Interest

No declarations of interest were made at this stage.

719. Mayors Announcements

Since the last Mayors Announcements, in January the Deputy Mayor raised the flag here at the Town Hall for Holocaust Memorial Day. This was an important day to take time to remember those who lost their lives during the Second World War.

The Deputy Mayor had the opportunity to volunteer at the Vaccination Hub at the Brentwood Centre which has had such well deserved praise in how successful the vaccine roll out has been in Brentwood. 21,400 for vaccination have been administered since the 28th Feb. She thanked all the volunteers within the Borough

who are making a big difference to fight the battle with Coronavirus. This included all the residents and businesses who are taking the advice to stay safe and look forward to better times ahead.

Just this week, she raised the flag to celebrate Commonwealth Day where the theme this year is: 'Delivering A Common Future: Connecting, Innovating, Transforming'. On Commonwealth Day we come together to acknowledge publicly and collectively the continuing aspiration of the Commonwealth to build on common traditions and uphold our shared values of democracy, inclusive development and respect for diversity.

Lastly, the Deputy Mayor reminded everyone that the Civic Awards nominations are open until the end of April so please do nominate those people or organisations within the Borough who you believe have had a great impact in Brentwood.

720. Minutes of the previous Ordinary Council meeting held on 20 Jan 2021 & Extra Ordinary Council meeting held on 16th February 2021

The minutes of the Ordinary Council meeting held on 20th January 2021 and the Extra Ordinary Council on 16th February 2021 were **APPROVED** as true record.

721. Public Questions

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.

Four Public Questions had been received and these were put to and responded to by the Leader of the Council, Cllr Hossack, as follows:

Mr Gary MacDonnell submitted two questions as follows:

1. Following the recent case of Ella Kissi Debrah which found, for the first time, that air pollution was a cause of death, what plans does the Council have to deal with air pollution in the Borough? Are there any plans to start providing real time information on air quality in Brentwood?

Cllr Hossack responded as follows:

Brentwood Council are already making strides to tackle environmental pollution and decarbonise the borough. The Council are working to ensure the environment that people work, reside in and travel through in Brentwood is as environmentally friendly as possible.

In order to achieve this the Council have begun to implement projects that decarbonise or reduce the carbon in our environment, these include:-

- *the provision of a pilot scheme to introduce Electric Vehicle Charging points completed earlier this year.*

- *further the Council are presently going out to procurement for more Electric Vehicle Charging Points which will see a roll out programme in the next two years (2021/22) creating over 20 more Electric Vehicle Charging Points in Council owned car parks*
- *the Council are also working with Essex County Council to introduce on-street EV Charges in the future*
- *the Council are also working with Essex Forestry Commission and Thames Chase with our Arboriculturist to deliver tree planting on five different schemes. This will deliver over 20,000 high carbon capture tree species*
- *the Council are reviewing its vehicle fleet and developing a long term plan to manage these over to a decarbonised provision*
 - *The Council have already committed to decarbonising its fleet and are in the process of leasing two electric vehicles for use rather than the traditional petrol vehicles usually purchased.*
 - *These two new EV's will add to the two EV's the Council are presently utilising.*
- *the Council have also amended its procurement processes so that those projects or services that are more environmentally friendly, reduce the use of carbon output and or identify environmental improvements are considered more favourably*
- *the next phase of work will be the investment in an officer who will bring together an Environmental Plan that will identify decarbonisation and sustainability schemes and projects. We will set targets and enable the Council to monitor its success not just visually but in terms of CO2 reduction*

With regards air quality I can confirm that at present with our partners in Essex we provide data to the Essex Air website which has an active air quality forecast for three days.

Currently in Brentwood we monitor over 30 sites continuously for air quality by diffusion tubes which are analysed monthly, at present there are no recent recorded exceedances of the air quality objectives in the Borough.

2. There appears to be a major discrepancy in how Brentwood has done nothing to improve the surrounds of stations and welcome the arrival of Crossrail in the Borough when contrasted with the developments happening to stations in the west - particularly Maidenhead. Does the Council have any plans to make improvements and to try and use Crossrail as a driver for growth in ways that others have done?

Cllr Hossack responded as follows:

The comparison with Windsor and Maidenhead could not be drawn so simply as their public realm comes under their exclusive control as a unitary authority. Brentwood does not control public realm outside of the train stations and it is part of a two tier local government system

The issue of public realm improvement outside stations welcoming the Elizabeth Line has been considered. The land outside Brentwood and Shenfield stations, where not controlled by Transport for London, is under the responsibility of Essex County Council as local highways authority. However, together Essex County Council and Brentwood Borough Council have looked at the need to improve the public realm and accessibility. Feasibility studies have been prepared with a range of options depending on the level of funding possible.

The key issue restraining progress is funding. The Council has included within its Infrastructure Delivery Plan the costs for public realm improvement at Brentwood and Shenfield stations according to the feasibility studies. This is to identify the funding gap and require relevant future development to contribute towards the improvements. In addition, contributions may be required from key partners.

There has been internal station improvement works at Brentwood and Shenfield stations to accommodate the new Elizabeth Line service. This of course differs outside of the borough according to the needs of individual stations, such as major works to stations west of London as part of the need to electrify the line - not something that was required east of London. However, we are disappointed by the lack of investment outside our stations by Transport for London and we will continue to work in partnership with Essex County Council to resolve this.

We have arranged for an update presentation from those delivering the Elizabeth Line to the Council at an upcoming public meeting. This will allow for information to be shared and questions answered on the wider project and issues specific to Brentwood Borough.

The Council's Corporate Strategy identifies an objective to capitalise on the economic opportunities that come with the opening of the Elizabeth Line. Of course, this includes more than improving the public realm, and so we are working to deliver new inward investment and support existing businesses so that they can grow. Infrastructure investment of this significance will result in long-term growth and this Council is committed to capitalising on that step by step.

Mrs Pat Smith submitted two questions as follows:

1. What are the criteria for an internal council investigation or inquiry to be triggered please? How bad do things have to get in a council department in the way it treats vulnerable or disabled Brentwood residents trying to access a service before an inquiry is triggered?

Cllr Hossack responded as follows:

We as a Council investigate all complaints in accordance with the complaints policy, once exhausted if not satisfied the complainant may go to the appropriate Ombudsman.

2. Is it correct that some sheltered bungalow residents are being moved to flats, so their homes and gardens can be bulldozed for a new development?

(The residents are old, ill or disabled, very stressed by this & don't feel listened to. Some residents with lung conditions fear the pollution at the new location.)

Have the following been considered: Their legal rights regarding their bungalows; the risks of moving them; their current needs – have they been assessed by an Occupational Therapist?

Are the flats designated “sheltered housing”, and will this happen to other sheltered housing residents?

Cllr Hossack responded as follows:

When the Council undertakes any regeneration or redevelopment work it always carries out all consultation that is required, and continues to work with those affected to ensure that they are informed and included throughout the process.

A comprehensive Statement of Community Involvement was published as part of the Council's planning application. All residents at Brookfield Close and Courage Court have been offered conversations individually since there are older and also vulnerable residents across all tenures, not just in sheltered homes.

One to one conversations have taken place to establish what residents' individual needs are. Some sheltered residents have indicated that, having seen the outline plans, that they would like to take up the offer of a new home at Courage Court this being the part of the regeneration set aside for sheltered residents.

Others have indicated that they would prefer to move to other sheltered homes within the Council's stock and some were already on the Council's waiting list for just such a move.

The Council is happy to facilitate either of these as part of its 'offer to residents' which will be published later in the year subject to the planning application being approved.

722. Memorials or Petitions

No notices of Memorials or Petitions have been received.

723. Corporate Strategy 2020-2025 Annual Review

The report updated members on progress of the Corporate Strategy 2020–2025 and presents an annual review document for approval. The report summarises 2020/21 achievements and seeks the approval of the Corporate Strategy 2021/22 key objectives.

No written questions had been received from Members and the questions that were put to the Chairs at the meeting were responded to accordingly.

Cllr Hossack responded to a question put by Cllr Pearson and asked for the clerk to minute his response. He informed Members that Basildon have gone to press saying they would like to progress a project to form a unitary with Thurrock. He confirmed for absolute clarity, that Brentwood will not be entering in a unitary authority with Basildon and Thurrock now or at any point in the future.

Brentwood is bordered by 5 local authorities one of which is Havering, a London Borough. Chelmsford, Epping, Basildon and Thurrock are all neighbouring Essex based authorities and we will continue to have good working relationships with them.

Cllr Hossack **MOVED** and Cllr Parker **SECONDED** that the recommendation within the report.

A vote was taken, it was **RESOLVED**.

- 1. To note the Corporate Strategy 2020/21 Annual Review and agree the Corporate Strategy 2021/22 objectives as set out in Appendix A attached.**

Reason for Recommendation

The Council is required to have and publish a Corporate Strategy.
The Council requires sound strategic direction to deliver its objectives.

724. Committee Chairs Reports and Members Questions

This item was not required and was covered during the previous item, Corporate Strategy 2020-2025 Annual Review.

725. Notice of Motion

Five Notices of Motion had been received, as detailed in the report. Four motions were deferred from Ordinary Council on 20th January 2021. Motion 5 was withdrawn by Cllr Hossack as this had been dealt with by way of a question.

Motion 1: Deferred from 20th January Ordinary Council meeting.

Proposer Cllr Laplain

Seconder Cllr S Cloke

This council resolves to immediately suspend, pending removal at the next update, item 8.3.11(c) of the constitution allowing members to call for agenda items, motions and amendments to be immediately put to a vote, requiring a vote upon that motion, and then completion of the subsequent substantive vote. This

practice inhibits proper democratic debate whilst being counter productive and actually slowing proceedings.

Following a debate this motion was withdrawn by the mover and will be brought to a future Constitution Working Group for discussion via the Lib Dem CWG representative.

Motion 2: Deferred from 20th January Ordinary Council meeting.

Proposer Cllr Naylor

Seconder Cllr S Cloke

Brentwood Borough Council recognises that the EU-UK Trade and Cooperation Agreement, although better than No-Deal, puts Brentwood's People and its Businesses at a disadvantage compared to the arrangements we had under the Transition Agreement, and with European Union membership immediately prior.

Following a debate a vote was taken and the **MOTION** was **LOST**

Motion 3: Deferred from 20th January Ordinary Council meeting.

Proposer Cllr Naylor

Seconder Cllr S Cloke

Brentwood Borough Council received from the Ministry of Housing, Communities and Local Government (Central Government) two payments of approximately £53,000 of EU Exit funding, which is included in an earmarked reserve of the Council's accounts that totals £153,000. This council resolves to specifically apply the grant funding to address local issues arising from the EU-UK Trade and Cooperation Agreement by March 2021, and to bring a report to PRED for agreement of where these funds will be spent.

Following a debate, a vote was taken and the **MOTION** was **LOST**

In accordance with the Constitution Paragraph 8.3.11 the Deputy Mayor proposed to extent to meeting for a further 15mins.

Motion 4: Deferred from 20th January Ordinary Council meeting.

Proposer Cllr Aspinell

Seconder Cllr Mynott

The LGA's recent briefing on the Government's Provisional Finance Settlement states 'It is vital that the Government guarantees the financial challenge facing councils as a result of COVID-19 will be met in full, including funding for cost pressures and full compensation for lost income and local tax losses.'

This council resolves to send an official letter to Government requesting that Brentwood Borough Council receives full reimbursement for all costs over and above normal expenditure incurred due to the Covid crisis.

Following a debate a vote was taken and the **MOTION** was **LOST**.

726. Income Proposal - Exempt

This item was not required at this time.

727. Urgent Business

There were no items of urgent business.

Cllr Sanders wished all the Members well in the upcoming Borough Elections and thanked the Members that are not re-standing for all the hard work they had undertaken for the Borough during their time in office.

The meeting ended at 22:40hrs

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Minutes

Annual Council
Wednesday, 19th May, 2021

Attendance

Cllr Ms Sanders (Mayor)	Cllr Hossack
Cllr Reed (Deputy Mayor)	Cllr Mynott
Cllr Aspinell	Cllr Naylor
Cllr Barber	Cllr Nolan
Cllr Barrett	Cllr Parker
Cllr Cuthbert	Cllr Mrs Pearson
Cllr Mrs Davies	Cllr Poppy
Cllr Gelderbloem	Cllr Wagland
Cllr Heard	Cllr White

Officers Present

Jonathan Stephenson	- Chief Executive
Steve Summers	- Strategic Director (Deputy Chief Executive)
Zoey Foakes	- Governance & Member Support Officer

1. To appoint a Member to preside at the meeting if the Mayor nor the Deputy Mayor are present and able to preside

Immediate past Mayor Cllr Keith Parker requested to preside as Chair for the start of the meeting to keep in with traditional civic protocol.

Cllr Hossack **MOVED** and Cllr Pearson **SECONDED** this.

By show of hands this was carried.

2. Apologies for Absence

No apologies were received.

3. Mayor's Announcements

Past Mayor Cllr Keith Parker congratulated all newly and re-elected councillors at the recent election.

Cllr Parker thanked all those that had supported his Mayoral year including colleagues, the Civic Office and his wife Mrs Frances Parker.

During his mayoral year of 2019/20, Cllr Parker had raised £10,500 for his charities, Prostate Cancer UK and St Francis Hospice.

4. Designate a Mayor for the ensuing municipal year

The Council was required to elect a Mayor from amongst its membership to serve for the Municipal Year 2019/20 and until their successor was entitled to act in that office in accordance with the procedure as set out in Appendix B of the Constitution.

Cllr Hossack **MOVED** and Cllr Mrs Pearson **SECONDED** that Cllr Olivia Sanders should be designated Mayor and it was

RESOLVED UNANIMOUSLY that Cllr Olivia Sanders be installed as Mayor for the Municipal Year 2021/22.

Reason for Recommendation

It is a statutory duty.

5. Designate a Deputy Mayor for the ensuing municipal year

The Council was required to appoint a Deputy Mayor from amongst its membership to serve for the Municipal Year 2021/22.

The Deputy Mayor was appointed by the Council to continue in office for one Municipal Year and hold office until immediately after the election of the Mayor at the next Annual Meeting.

Cllr Mrs Pearson **MOVED** and Cllr Nolan **SECONDED** that Cllr Mark Reed be appointed Deputy Mayor and it was

RESOLVED UNANIMOUSLY that Cllr Mark Reed be appointed as Deputy Mayor for the Municipal Year 2021/22.

Reason for Recommendation

It is a statutory duty.

6. Receive any declaration of interest from Members and Officers

There were no declarations of interest from Members or Officers.

7. Brentwood Borough Council Elections

The results of the elections were included within the agenda pack.

Cllr Aspinell thanked all the officers for the hard work throughout the election period.

8. Political Groups on the Council

The Constitution provided that the Chief Executive Officer would report receipt of Notices served on him by Members under the provisions of the Local Government (Committees and Political Groups) Regulations 1990 to the Annual Meeting of the Council.

The CEO, Mr Stephenson advised that he had received Notices from the Conservative, Liberal Democrat and Labour Groups indicating that they wished to be treated as political groups on the Council and listing membership of their Group.

Cllr Ms Sanders **MOVED** and Cllr Reed **SECONDED** the recommendation in the report and it was

RESOLVED UNANIMOUSLY that Annual Council notes the Notices of Political Groups served on the Chief Executive.

Reason for Recommendation

To comply with The Local Government (Committees and Political Groups) Regulations 1990 as amended.

9. Designate a Leader and Deputy Leader of the Council

The Constitution under Council Procedure Rule 2.1 (i) provided that the Annual Meeting of Council would consider the election from its Members a Leader and Deputy Leader of the Council.

The Mayor invited nominations for the election of Leader and Deputy Leader for the Municipal Year 2021/22.

Cllr Parker **MOVED** and Cllr Mrs Pearson **SECONDED** that Cllr Hossack be designated as Leader of the Council and it was

RESOLVED UNANIMOUSLY that Cllr Hossack be designated Leader of the Council.

Cllr Hossack **MOVED** and Cllr Poppy **SECONDED** that Cllr Parker be designated as Deputy Leader of the Council and it was

RESOLVED UNANIMOUSLY that Cllr Parker be designated Deputy Leader of the Council.

Reason for Recommendation

To comply with Article 4 of the Constitution.

10. Leader's Statement

During his statement Cllr Hossack highlighted his intention to concentrate and build on the core priorities of the Council.

Leader of the Labour group, Cllr Barrett responded to the Leader's statement.

11. Committees and their Terms of Reference

The Council operated a committee system form of governance and there were a number of statutory provisions relating to committees.

The Constitution provided that the Annual Meeting of Council considered the establishment of committees, their size and terms of reference. Certain matters were laid down by law and the Council had no discretion in its considerations.

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

RESOLVED UNANIMOUSLY

- 1. That the Committees listed in Appendix A be appointed for the Municipal Year 2021/22.**
- 2. That the size of the Committees listed in Appendix A be agreed.**
- 3. That the Terms of Reference of the Committees listed in Appendix A be agreed.**
- 4. That the Council's Monitoring Officer be authorised to make the necessary changes to the Constitution.**

Reasons for Recommendation

The Council operates a committee system form of governance and is required by law to establish certain committees and has discretion to appoint other committees to facilitate the effective conduct of business under that committee system.

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

The Council was required to:

- a) Approve the allocation of seats on Committees;
- b) Receive the nominations from political groups to Committees and make appointments to committees as shown in the nomination sheets and
- c) Appoint Chairs and Vice-Chairs of Committees.

Cllr Aspinell made an amendment that Cllr Naylor would be a substitute on Environment, Enforcement & Housing Committee replacing Cllr Mrs Davies.

Cllr Hossack **MOVED** and Cllr Parker **SECONDED** the recommendations in the report including the minor amendment from Cllr Aspinell. By show of hands this was

RESOLVED UNANIMOUSLY

- 1. That the allocation of seats as set out in Appendix A be approved.**
- 2. That the nominations from the political groups to Committees as set out in Appendix B be approved subject to Cllr Naylor replacing Cllr Mrs Davies as a nominated substitute on Environment, Enforcement & Housing Committee.**
- 3. That the Chairs and Vice-Chairs of Committees as set out in Appendix B be appointed.**

For clarity, Appendix B is appended to these minutes.

Reasons for Recommendation

The Council is required to make appointments to those Committees that have been established by Agenda Item 10 for the effective discharge of its functions.

13. Committee Calendar for 2021-2022

The Constitution provided that the Annual Meeting of Council would consider an item of business to agree the date, time and place of Ordinary meetings of Council and its Committees for the coming Municipal Year.

Cllr Hossack **MOVED** and Cllr Parker **SECONDED** the recommendation in the report.

A small amendment to the calendar would now mean that Policy, Resources and Economic Development committee would move from 29th to 30th September 2021 to allow for the extended Labour Party Conference.

A vote was taken on a show of hands and it was

RESOLVED UNANIMOUSLY

That the Calendar of Meetings attached as Appendix A for 2021/202 be approved including moving Policy, Resources and Economic Development committee from 29th to 30th September 2021.

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

Reason for Recommendation

The Calendar of Meetings enables effective and efficient decision making throughout the Municipal Year.

14. Appointment of Independent Persons

The Localism Act 2011 requires all principal authorities to have arrangements in place to consider allegations of breaches of the Councillors Code of Conduct for that authority and the Code of Conduct for its associated parish councils and to make decisions on those allegations. In doing so, an authority must take account of the views of an Independent Person appointed by the authority under the Localism Act. This report relates to a proposal that Brentwood Borough Council confirms the appointment of three Independent Persons to comply with the statutory requirements of the Localism Act 2011.

Cllr Hossack **MOVED** and Cllr Parker **SECONDED** the recommendations in the report and by a show of hands it was **UNANIMOUSLY RESOLVED** that:

1. The report proposed the confirmation of appointment of Mr John Boylin, Mr Mike Hawkins and Mr Steve Marsh as the three Independent Persons to comply with the statutory requirements of Section 28(7) of the Localism Act 2011 for a period terminating post the first Council after municipal elections 2023 and

2. Brentwood Borough Council Independent Person be paid an annual allowance of £500 calculated on a pro-rata 12 monthly basis.

Reasons for Recommendation

The key reasons are set out in the body of the report in summary. It is a statutory requirement on Brentwood Borough Council as a principal Council to appoint Independent persons for the purpose of the Localism Act.

15. Members Allowances 2021-2022

The Council operates a Members' Allowances Scheme which is reviewed annually by the Independent Remuneration Panel (IRP). The Members' Allowance Scheme is Chapter 6 of the Council's Constitution, the IRP have reviewed the current scheme and have made recommendations for the 2021/22 Municipal Year and is attached in Appendix A.

Following the IRP meeting held on 17th December 2020, the IRP report has recommended to round down current member allowances to the nearest £50. The report also recommends to utilise the savings to introduce a new special responsibility allowance to the Mayor and Deputy Mayor for their roles of Charing Ordinary Council.

After a full discussion, Cllr Hossack **MOVED** and Cllr Parker **SECONDED** the recommendations in the report and by a show of hands, this was **MOVED**:

1. That the report of the Independent Remuneration Panel at Appendix A be noted.

2. That the Members Allowances at Appendix B be agreed and delegated authority is given to the Monitoring Officer to amend the constitution.

Reasons for Recommendation

The Local Authorities (members Allowances) (England) Regulations 2003 require that before Council can determine its Members Allowances for the forthcoming Municipal Year, it must consider a report from the Independent Remuneration Panel.

16. Urgent Business

There were no items of urgent business and the Mayor closed the meeting.

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NOMINATIONS TO SEAT ALLOCATIONS & APPOINTMENTS

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

Audit & Scrutiny Committee (9)	Conservative (6)	Liberal Democrat (3)	Labour (0)
Chair*:	Cllr Nolan		
Vice-Chair**:	Cllr Tanner		
	Cllr Russell	Cllr Haigh	
	Cllr Hirst	Cllr Naylor	
	Cllr Pound	Cllr Fulcher	
	Cllr Jakobsson		
Approved Substitute	Cllr White	Cllr Laplain	
Approved Substitute	Cllr Barber	Cllr Cuthbert	
Approved Substitute	Cllr Hones		

Community & Health Committee (9)	Conservative (6)	Liberal Democrat (3)	Labour (0)
Chair*:	Cllr Poppy		
Vice-Chair**	Cllr Tierney		
	Cllr Hones	Cllr Davies	
	Cllr White	Cllr Aspinell	
	Cllr Reed	Cllr Laplain	
	Cllr Gelderbloem		
Approved Substitute:	Cllr Russell	Cllr Cuthbert	
Approved Substitute:	Cllr Parker	Cllr Haigh	
Approved Substitute	Cllr Cloke		

Dismissals Appeal Committee (9)	Conservative (6)	Liberal Democrat (3)	Labour (0)
Chair*:	Cllr Hossack	[REDACTED]	[REDACTED]
Vice-Chair**:	Cllr Parker	[REDACTED]	[REDACTED]
[REDACTED]	Cllr Nolan	Cllr Aspinell	[REDACTED]
[REDACTED]	Cllr Jakobsson	Cllr Naylor	[REDACTED]
[REDACTED]	Cllr Hones	Cllr Laplain	[REDACTED]
[REDACTED]	Cllr Wagland	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Approved Substitute:	Cllr White	Cllr Haigh	[REDACTED]
Approved Substitute:	Cllr Pound	Cllr S Cloke	[REDACTED]
Approved Substitute:	Cllr Bridge	[REDACTED]	[REDACTED]

Environment, Enforcement & Housing Committee (9)	Conservative (5)	Liberal Democrat (3)	Labour (1)
Chair:	Cllr Pearson		
Vice-Chair:	Cllr McLaren		
	Cllr Bridge	Cllr Kendall	Cllr T Barrett
	Cllr Heard	Cllr Fryd	
	Cllr Barber	Cllr Haigh	
Approved Substitute:	Cllr Tierney	Cllr Naylor	Cllr G Barrett
Approved Substitute:	Cllr Wiles	Cllr Cuthbert	
Approved Substitute:	Cllr Pound		

Planning & Licensing Committee (12)	Conservative (7)	Liberal Democrat (4)	Labour (1)
Chair*:	Cllr Cloke		
Vice-Chair**:	Cllr Bridge		
	Cllr Wiles	Cllr Mynott	Cllr T Barrett
	Cllr Tanner	Cllr Fryd	
	Cllr Gelderbloem	Cllr Cuthbert	
	Cllr Barber	Cllr Laplain	
	Cllr Heard		
Approved Substitute:	Cllr Jakobsson	Cllr Davies	Cllr G Barrett
Approved Substitute:	Cllr Reed	Cllr Haigh	
Approved Substitute:	Cllr Hirst		

Policy, Resources and Economic Development Committee (9)	Conservative (5)	Liberal Democrat (3)	Labour (1)
Chair*:	Cllr Hossack		
Vice-Chair**:	Cllr Parker		
	Cllr Poppy	Cllr Mynott	Cllr G Barrett
	Cllr Pearson	Cllr Lewis	
	Cllr Wagland	Cllr S Cloke	
Approved Substitute:	Cllr Hones	Cllr Aspinell	Cllr T Barrett
Approved Substitute:	Cllr Russell	Cllr Kendall	
Approved Substitute:	Cllr McLaren		

Staff Appointments Committee (9)	Conservative (6)	Liberal Democrat (2)	Labour (1)
Chair*:	Cllr Hossack	[REDACTED]	[REDACTED]
Vice-Chair**:	Cllr McLaren	[REDACTED]	[REDACTED]
[REDACTED]	Cllr Poppy	Cllr Aspinell	Cllr G Barrett
[REDACTED]	Cllr Pearson	Cllr S Cloke	[REDACTED]
[REDACTED]	Cllr Nolan	[REDACTED]	[REDACTED]
[REDACTED]	Cllr Barber	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Approved Substitute:	Cllr Parker	Cllr Fryd	Cllr T Barrett
Approved Substitute:	Cllr Wagland	Cllr Naylor	[REDACTED]
Approved Substitute:	Cllr Heard	[REDACTED]	[REDACTED]

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Notice of Meetings 2021/2022

LOCAL GOVERNMENT ACT 1972 (AS AMENDED)

NOTICE IS HEREBY GIVEN that the following meetings, open to the Public and Press, will be held at the Town Hall, Ingrave Road, Brentwood, Essex CM15 8AY

	Day	Time	May 2021	June 2021	July 2021	August 2021	September 2021	October 2021	November 2021	December 2021	January 2022	February 2022	March 2021	April 2022	May 2022
Annual Council	Wednesday	19:00	19th												18th
Ordinary Council	Wednesday	19:00		23rd				13th		8th		23rd (Budget)	16th (if required)		
Audit and Scrutiny Committee	Tuesday	19:00			6th		28th (20/21 Accounts)			7th	25th		8th		
Community and Health Committee	Monday	19:00		28th			13th			6th			14th		
Environment, Enforcement and Housing Committee	Monday	19:00			5th		20th			13th			7th		
Planning and Licensing Committee	Tuesday	19:00		29th	13th/27th (If needed)		21st	19th	23rd	14th	18th	22nd	1st/15th (If needed)		
Policy, Resources and Economic Development Committee	Wednesday	19:00		30th			30th (Thurs)		24th			2nd (Budget)			

Dated this 19th May 2021

J. Stephenson
HEAD OF PAID SERVICES

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

Holiday Calendar 2021/2022



	2021 May	June	July	August	September	October	November	December	2022 January	February	March	April	May
1		School holidays					School holidays						
2		School holidays		School holidays									Bank holiday
3	Bank holiday	School holidays		School holidays		Conservative Party Conference			Bank holiday				
4		School holidays		School holidays		Conservative Party Conference			School holidays			School holidays	
5				School holidays		Conservative Party Conference						School holidays	Elections
6	Elections			School holidays		Conservative Party Conference						School holidays	
7												School holidays	
8												School holidays	
9				School holidays									
10				School holidays									
11				School holidays								School holidays	
12				School holidays								School holidays	
13				School holidays								School holidays	
14										School holidays		School holidays	
15										School holidays		Bank holiday	
16				School holidays						School holidays			
17				School holidays	Liberal Democrats Conference					School holidays			
18				School holidays	Liberal Democrats Conference					School holidays		Bank Holiday	
19				School holidays	Liberal Democrats Conference								
20				School holidays	Liberal Democrats Conference			School holidays					
21								School holidays					
22			School holidays					School holidays					
23			School holidays	School holidays				School holidays					
24				School holidays				School holidays					
25				School holidays	Labour Party Conference	School holidays							
26			School holidays	School holidays	Labour Party Conference	School holidays							
27			School holidays	School holidays	Labour Party Conference	School holidays		Bank holiday					
28			School holidays		Labour Party Conference	School holidays		Bank holiday					
29			School holidays		Labour Party Conference	School holidays		School holidays					
30			School holidays	Bank Holiday				School holidays					Bank holiday
31	Bank Holiday			School holidays				School holidays					School holidays

Agenda Item 7

Committee: Ordinary Council	Date: 28 th July 2021
Subject: Public Questions	Wards Affected: All
Report of: Claire Mayhew – Corporate & Democratic Services Manager	Public
Report Author/s: Name: Claire Mayhew – Corporate & Democratic Services Manager Telephone: 01277 312741 E-mail: claire.mayhew@brentwood.gov.uk	For Information

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.

In light of the current guidance, members of the public are able to attend the Town Hall to put their question to Leader of the Council. However, if you feel more comfortable, your question can be read out on your behalf by the Mayor at the Ordinary Council Meetings for the foreseeable future.

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. Time for all questions from members of the public shall be restricted to 15 minutes in total. At the expiration of that period of time, any questions which have not been asked shall be answered in writing and the answer placed with the minutes.

Four questions have been received.

Kathryn Coffin has submitted two questions

1. Many Brentwood residents who have spent more time at home than normal during the last year will have realised how much waste they generate and made an effort to recycle more. What is the council doing to increase the types of items that can be included in the kerbside recycling collections, e.g. Tetrapaks, tissue paper and carrier bags?

While Tetrapaks can currently be taken to a recycling centre, this is not an option for residents without cars. Has the council given any thought to providing recycling bins for other lightweight items in a town centre location, or at supermarkets, if a kerbside collection is not possible?

2. Please could the council explain why it is not maintaining the green at the junction of Wharf Road and Rollason Way, given that the council adopted this land a couple of years ago? The grass has not been cut this year and is now waist height.

The green is an important resource for flat residents on Rollason Way, who are currently unable to make use of it due to its poorly-maintained state. In addition, the overgrown state of the green presents a fire risk and is preventing residents from being able to properly clean up their dog mess. I understand that councillors have been requesting action from the council on this for two years now. I have tried contacting the council online and been told it is 'already reported/in progress', but the grass has still not been cut.

Susan Kortlandt has submitted two questions

1. It is now one year since the mobile phone masts were removed from Ewing House and there is still no sign of the promised (temporary) replacements. As the re-development of Ewing House is now complete, will the mast(s) now be replaced there?

When can mobile phone users expect to be re-connected to a functioning service?

2. I welcome the Council's proposals for measures to make Brentwood greener, but should like to see far more action on climate change.

How will the Council ensure that residents' views and ideas feed into the process? Will you consult with a Brentwood Climate Change Action Group?

Agenda Item 9

Committee: Ordinary Council	Date: 28 July 2021
Subject: Chairs' reports and Members' Questions	Wards Affected: All
Report of: Claire Mayhew – Corporate & Democratic Services Manager	Public
Report Author/s: Name: Claire Mayhew - Corporate & Democratic Services Manager Telephone: 01277 312741 E-mail: claire.mayhew@brentwood.gov.uk	For Information

In accordance with the Council's Constitution a brief written report by each committee Chair covering their area of responsibility is provided for Members' information at each Ordinary Council meeting.

Any Member may ask a Chair a written or oral question on

- (a) any matter included in a Chair's written report; or
- (b) any matter in relation to which the Council has powers or duties or which affects the Council's area and which falls within the area of responsibility of the Chair's committee.

The period allowed for Chairs' reports, written and oral questions and answers will not exceed 60 minutes without leave of the Mayor.

One written question has been received from Cllr Dr Barrett, as follows:

"Has the council had any engagement with highways England about the proposed community woodland at Hole Farm Warley - what are the plans for Brentwood Borough Council involvement and input?"

Two written question has been received from Cllr S Cloke as follows:

Question 1

"Residents of Brentwood that use communal waste facilities. e.g. those living in blocks of flats, do not all have access to locally positioned glass recycling bins. The expectation of Brentwood Council is that these residents, who are more likely not to have access to cars to transport bulk waste, must take their glass to a Recycling Centre or a supermarket or simply send it to landfill in black sacks. This results in wasted opportunities for recycling of glass as well as contamination of other recycling bins when residents dispose of their glass in bags or bins that are not designed for this type of recycling. When will the council provide glass recycling facilities equally to all residents by supplying communal glass recycling bins to all of those who live in accommodation with communal waste collection?"

Question 2

“Since the rollout of the new recycling scheme in Brentwood around a year ago the council has transformed its residential recycling scheme from a cost to an income. This has been achieved by limiting the collected items, re-educating residents on what can be collected and, most importantly, by providing a real time feedback loop to residents who put contaminated recycling out for collection as their bags are not collected. Unfortunately there is still a large minority of Brentwood residents who do not have equal access to the recycling scheme, which is any resident using communal bins. These residents continue to fill orange sacks, which I understand are generally sent to landfill due to contamination. Many residents are unaware their orange sacks are being sent to landfill and many do not understand fully what should and should not be included in the recycling as they do not have the same real time feedback loop that individual recycling bag users have. The council has offered to trial communal recycling bins in these areas on request but this option is not being properly publicised and such trials will fail without the associated education of residents. When will the council proactively provide communal recycling bins along with proper education and feedback on the appropriate contents for these to all relevant residents across the borough?”

Appendices to this report

Chairs Reports for:

Appendix A: Audit and Scrutiny Committee

Appendix B: Community and Health Committee

Appendix C: Environment, Enforcement and Housing Committee

Appendix D: Planning & Licensing Committee

Appendix E: Policy, Resources and Economic Development Committee

Appendix A

Committee(s): Ordinary Council	Date: 28 th July 2021
Subject: Chairs report for Audit and Scrutiny Committee	Wards Affected: All
Committee Chair: Cllr Charles Nolan	
Report of: Jacqueline Van Mellaerts, Corporate Director - Finance & Resources	For Information

The Audit & Scrutiny Committee met on the 6th July with the updates set out below:

Annual Audit Letter 2019-20

The committee was presented with the Annual Audit Letter issued by the external auditors, Ernst & Young, following the completion of the audit of the 2019/20 accounts. The Audit opinion was issued on 28th May 2021 and the accounts have been published on the Council's website.

Unaudited Statement of Accounts 2020-21 and Annual Governance Statement.

In March 2021 MHCLG published The Accounts and Audit (Coronavirus) (Amendment) Regulations 2021 (SI 2021/263). These extended the statutory audit deadline for 2020/21 for all local public authorities in England, police and fire bodies.

The draft accounts publication deadline was extended from 1st June to 1st August. A report was taken to Audit & Scrutiny on 6th July to note Brentwood's Unaudited Statement of Accounts 2020/21 and approve the Annual Governance Statement by the council's revised deadline.

For local authorities the publication deadline for audited accounts for 2020-21 has been moved from 31 July 2021 to 30 September 2021. It is currently not known when EY LLP will commence their audit. This was scheduled to be 1st August but has now been postponed due to audit resources.

To provide local authorities more flexibility, the requirement for the public inspection period to include the first 10 working days of June has been removed. Instead they must commence the public inspection period on or before the first working day of August 2021 and should give notice of the period planned.

Public Inspection notices and the Unaudited Statement of Account 2020/21 along with the Annual Governance Statement will be published on the Council's website by the 1st August.

Internal Audit 2020-21 & Annual Opinion

The following reports have been finalised since the last committee and were reported to Audit and Scrutiny Committee on 6th July 2021.

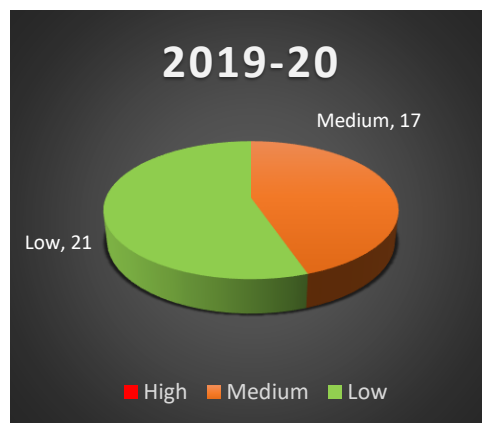
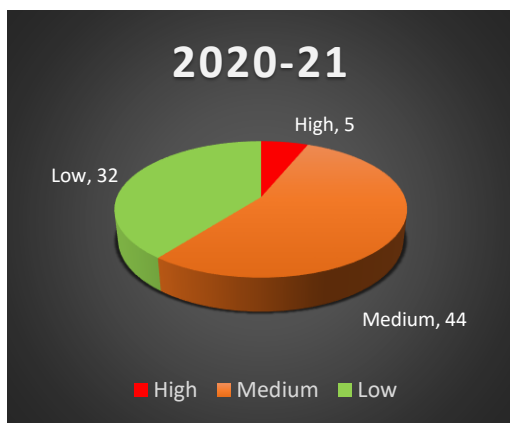
- Risk Management (Substantial/Moderate)

- Main Financial Systems (Moderate/Moderate)
- Financial Planning and Monitoring (Substantial/Substantial)
- Covid-19 related grants (Substantial/Substantial)
- Licensing. (Moderate/Limited)

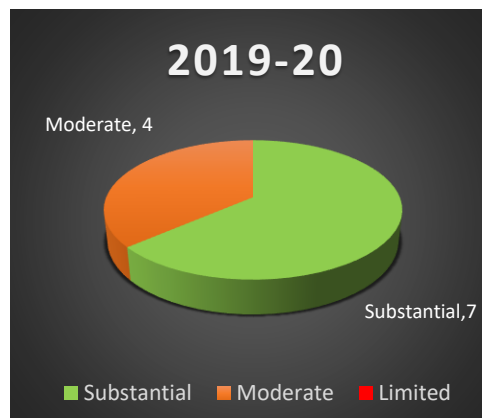
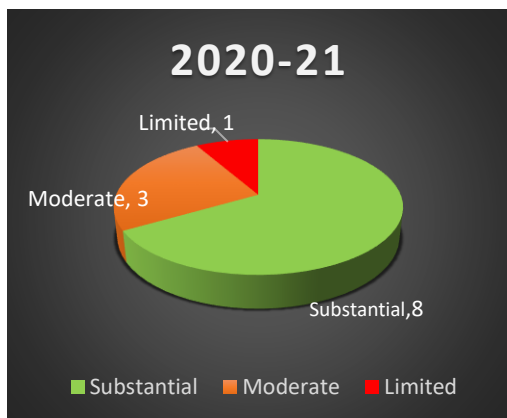
The Internal Annual Audit opinion was also reported and has been included within the Annual Governance Statement. The overall opinion was of a moderate assurance that there is sound system of internal control, designed to meet the Council’s objectives and that controls are being applied consistently. Internal Auditors BDO, noted a deterioration in the control environment compared to last year, although not to the extent that is necessary to downgrade their overall opinion. The lapse in controls in some areas this year, such as sickness absence management in the depot and the operational areas of Licensing and Street Cleaning/Fly Tipping/Enforcement is as a result of the ongoing Covid-19 pandemic and the consequent strain on resources.

A summary on the internal Audit plan for 2020/21 is shown below.

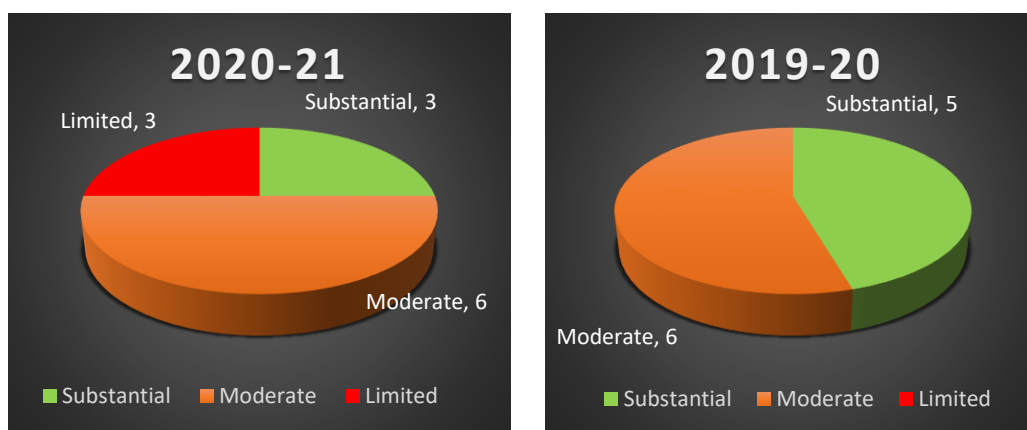
Recommendations and Significance



Control Design



Operational Effectiveness



Risk Management

The Committee regularly review the councils strategic and operational Risk Registers. The committee noted 12 Strategic risks on the register. 1 low, 4 medium, 5 high, and 2 very high.

The Risk Registers are currently under review to align them to the Corporate Strategy, as well as presenting them in a more appropriate format.

Community Safety Partnership

The committee noted the work of the Community Safety Partnership (CSP). The CSPs Strategic Priorities for 2020/21 are:

- Safer Community
- Safer Future

A set of action plans were developed which underpins delivery of the above priorities. and sets out how the partnership will work together to stimulate activity across the Borough, focusing on those activities that add value because of being delivered in partnership.

Local Development Plan Working Group

The Local Development Plan (LDP) Member Working Group is an established engagement between Officers and Councillors focussed on delivery of the Council's Local Plan and related work. Its purpose was approved by Policy, Projects and Resources Committee in September 2017. The work of the working group is monitored by the Audit and Scrutiny Committee as part of the committee's work programme. Notes from its previous working group were presented to the Audit & Scrutiny Committee.

Scrutiny Work Programme

The Constitution requires that the Audit & Scrutiny Committee agrees its Scrutiny work programme at each meeting of the Committee.

In addition to this there were a number of matters agreed by the committee on the 6th July 2021 as follows

- A report on the progress of Motions made at Ordinary Council be provided on a regular basis to the Audit & Scrutiny Committee.
- Review of member representation on outside organisations made to the Audit & Scrutiny Committee during the financial year.
- Members were nominated to a working group to undertake a review of the Council's Housing Repairs and Maintenance contractor Axis. A meeting would be arranged in due course.
- The next meeting of the Brentwood Leisure Trust Members Working Group is due to take place on the 10th August 2021.

Appendix B

Committee(s): Ordinary Council	Date: 28 th July 2021
Subject: Chairs report for Community & Health Committee	Wards Affected: All
Committee Chair: Cllr Cliff Poppy	
Report of: Kim Anderson - Partnership, Leisure and Funding Manager	For Information

Summary

The report provides an update for Members on the activities that are taking place under the remit of the Community and Health Committee

Main Report

Discover Summer

There will be a number of activities that will be badged under the Discover Summer branding for Brentwood this Summer. Discover Summer is an umbrella promotional campaign that includes a series of local events/ cultural activities by the Council and key partners. The campaign is designed to encourage footfall back to our high streets and for partners to benefit from mutual marketing. The campaign will also attract visitors to the new Discover Brentwood website, being created by the Economic Development team. Events included in the programme are:

- Brentwood Art Trail – 3-18 July
- Family Fun Days – every Friday from the 23 July to 27 August
- Safari Trail – 17 July – 3 September
- Baytree Brentwood Beach (giant sand pit at the Baytree Centre) - July - August
- Get into Arts – 7 – 14 August (dance, drama, crafts and arts in Chicken and Frog, Crown Street and Brentwood Theatre)
- Pop Up Market – 4 September
- Vegan Market – 5 September

Brentwood Art Trail

Supported by the Brentwood Business partnership and other sponsor, the trail will run from 3 – 18 July and encompasses work from over 70 local artists across many local venues. This year's trail sees seven artists paired with community hubs, where pieces will be created to recognise the work of the hubs over the past 22 months. There will also be a community art piece entitled 'Discover our Brentwood' which consists of hundreds of photos from moments and spaces across Brentwood Borough through the pandemic, captured by members of the public.

A series of creative events will also take place, with an emphasis of outdoor activities to enrich mental health. A series of 'Walk, Talk and Create' events will take place at Merrymeade Country Park, Warley Place and St Faith's Country Park,

There will also be a zoom portrait session with local artist Sue Mills. Aimed at primary schools, children and participate and display work in their windows for passers-by to view. Brentwood Theatre will also be showing a series of art films as part of its community cinema programme during the trail.

Family Fun Days

The dates have been set for this year's Family Fun Days as follows:

- Friday 23rd July 10.30-3.30pm - Doddinghurst
- Friday 30th July 10/30-3.30pm - Warley
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- Friday 13th August 10.30-3.30pm - Brentwood Centre
- Friday 20th August 10.30-3.30pm - West Horndon
- Friday 27th August 10.30-3.30pm - Hutton - Joint opening of new park

Wrist bands cost £4 per child, adults/carers are free of charge. We are trialing new card payment system to create a cashless way of paying. Children can take part in a range of activities including, small fun fair rides, Punch & Judy Shows, a selection of sports including mix martial arts and football and bike riding. A local artist will be on hand to demonstrate how to draw safari animals along with other craft activities. There will also be some surprise visit from some well-loved characters for the children to meet and have a photo with, along with dress up areas. Brentwood Razzamatazz one of our sponsors will be offering dance sessions each week.

There will also be advice on hand from local services and community support networks, you may even spot our local police officer & enforcement officers.

These events have been supported by sponsors Baker Labels Ltd, Hallmark Care Homes, Brentwood Razzamatazz, Mullis & Peak Law and SCHMIDT designs.

There will also be some activities that are an additional cost such as animal handling from Exotic Explorers, Face Painting, pocket money stalls and food providers.

Safari Trail

10 Giant animals to be placed around Brentwood, Shenfield & Ingatestone for families to spot over 8 weeks from 17th July to 3rd September. There will be maps for children to follow and download from a QR code to find all the names of each animal, they then enter to win a prize which will be click it local vouchers.

Animals included on the trail are Giant Bear outside Chicken & Frog, Giraffe in Baytree Centre, Gorilla on Chapel Ruins, Crocodile at Brentwood Theatre, Lion outside Four Eighty in Shenfield, Hippo outside Lot, Parrot & Mandrill monkey place inside shop windows in Shenfield, Elephant outside Ingatestone church, Zebra on Ingatestone High Street along with a Parrot to go in a shop window.

All but 2 animals have been sponsored by local businesses including the BBP.

Additional events:

Drive in Cinema

The drive-in cinema took place on the Brentwood centre field over the May Bank Holiday showing 8 films, some of which were sing along and enjoyed by many families. There are plans to bring this back in August as a picnic style event where families can enjoy watching a film in an open-air environment.

Brentwood Centre

As Members will be aware Brentwood Leisure Trust went into administration on 6 November 2020 and the Brentwood Centre came back under direct control of Brentwood Borough Council.

It was agreed by the administration that the facility should re-open as soon as possible in line with the relaxation of the national lockdown restrictions at the beginning of December 2020.

The Council required some leisure expertise to reopen the Centre and Strategic Leisure Management were appointed to provide consultancy support.

Works were undertaken to the main reception area and for the replacement of internal and external signage. The Centre's gym was relocated in the International Hall to allow for social distancing and to maximise capacity for usage. Any essential compliance works were also undertaken which included Fire, Water and Alarm. Initially security staff were on site to cover any out of hours.

Recruitment for staff through an agency was undertaken which included general manager, and heads of department, together with duty managers and lifeguards.

As part of the phased re-opening the Centre initially opened on restricted hours to minimise staff requirements until membership and income enabled greater opening hours and the provision of more activities.

A new booking system was installed which enabled the public to join at home and book swim, gym sessions and 3G football pitch.

Due to continued restrictions in December swim and gym was available together with the 3G pitch.

Unfortunately, a third lockdown meant that the Brentwood Centre was forced to close after 3 weeks of being re-opened. As staff were appointed after October 2020 there was no option for the Council to furlough staff, so staff were employed continually and to work through areas of the centre that needed to be cleared.

The Brentwood Centre was also identified as a key site to start rolling out the vaccination programme in December and also providing a mobile testing site in the car park. The Vaccination Centre is likely to remain until August to continue the roll out of the vaccination programme. There is also discussion whether a booster programme

for over 50's continues at the Centre through September/October, but this is still to be confirmed.

The Council was able to apply to the National Leisure Recovery Fund for some financial support and to date the Council has received £117,552 to support the Brentwood Centre.

After the Government announcements and the road map for recovery, leisure centres were able to re-open on 12 April 2021, again this was for swim, gym and outdoor activities only. The Centre did provide some virtual classes for existing members and also moved some of the group exercise classes outside which proved to be very successful.

From the 17 May indoor group exercise was able to re-commence and the Centre has also increased its hours of operation. The recent government announcement means that the current restrictions remain in place until 21 July 2021.

Two events have also taken place at the Centre, an Antiques Fair and an outdoor Cinema and a future event programme is being developed

Plans and costings are being finalised to move the gym out of the International Hall back to its original location to allow greater usage of the hall for events and sports. These works should be completed in August.

Football Hub Development

An architect has been appointed to develop the plans for the Football Hub development at the Brentwood Centre. Meetings have been had with officers the architects, Essex FA and Football Foundation to look at the options and any specific requirements. A pre-app meeting is planned for 15 July to understand planning requirements and inform the final planning submission.

King George's Playing Fields

On 2 June Officers and Members attended an engagement day at King George's Playing Fields to update residents on the works currently in progress.

Pavilion – The majority of the concrete pouring has been completed. The steel frame is due to be delivered in June.

Splash Pad - all the tanks have been installed and concreting will commence ready for the splash equipment.

Changing Places – the fit out of the Changing Places facility will commence on 21 June

Outdoor Adventure Play - the equipment is currently being installed for the outdoor adventure play.

It is planned that the splash pad and outdoor adventure play will be open to the public in August while the pavilion is expected to be completed in February 2022.

Play area – the junior section of the play area is now completed, and Officers are working with the Mayor's Office to agree an official opening date. Works on the senior play area and final phase will commence in September this year.

Hutton Recreation Play Area

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Community Support Network

The Community Support Network is still providing support to residents during the Covid pandemic. Meetings are currently being held every two weeks and the network is waiting on an update from Central Government in regard to any further relaxation of Covid restrictions. The Mayor of Brentwood Councillor Olivia Sanders attended the meeting on 7 June and say a massive thank you to all the work that the volunteers have done and shared a certificate of appreciation.

The Network also supports and promotes volunteering opportunities that. Development within the network has seen 'Who Let the Dad's' set up a new charity Foodbank Community which manages the supply of surplus food on behalf of Brentwood Foodbank, Hope Mums and Who Let The Dads Out as well as supporting key workers. The charity collecting surplus food from supermarkets and deliver to foodbanks and community organisations.

United in Kind is working on a pen pal scheme with Howard Lodge and Dudbrook Hall has had a really good response and it looks like we will have all 25 residents that want to take part paired up with a volunteer

Brentwood CVS is holding a Networking lunch on Wednesday 14 July at Hutton Community Centre for organisations to share ideas and network with one another.

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The Council has received two Assets of Community Value nominations. Due to the Localism Act regulations and the timelines to make a recommendation to list or not, Hopefield Animal Sanctuary nomination was circulated separately to Members for a decision. The outcome of which was to re-list the land as an Asset of Community Value.

There is a separate report on the La Plata Wood Asset of Community Value nomination.

Can in the Van

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Other key partners attending to give advice and support are Vitamins, Neighbourhood Watch and Axis. This will be 4th community can in the van raising awareness and collecting much needed donations.

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The Trailer has already been out to Doddinghurst, Navestock and Hutton sharing a cup of tea with local residents and sharing advice, support and much needed interaction after the lockdown. Along with the dates below the trailer will also be at all Family Fun Days, with services such as Vita Minds, United in Kind, NHS Provide, Neighbourhood watch, Axis, CVS, Job Centre plus.

The trailer is targeting people who have been in isolation and helping them back to groups and clubs.

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Mental Health Small Grants – see separate report.

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On 24 July the Council's arboriculturalist will be on Shenfield Common with the Community Connect trailer to talk about works on Shenfield Common.

A meeting in September is planned to provide an update on the development and planting of trees and woodland in the borough. More details will be circulated.

Battery Storage site

There will be an engagement day at Wash Road car park on 13 July on the proposed battery storage site in Hutton Country Park.

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Appendix C

Committee(s): Ordinary Council	Date: 28 th July 2021
Subject: Chairs report for Community & Health Committee	Wards Affected: All
Committee Chair: Cllr Cliff Poppy	
Report of: Kim Anderson - Partnership, Leisure and Funding Manager	For Information

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Appendix D

Committee(s): Ordinary Council	Date: 28 th July 2021
Subject: Environment, Enforcement & Housing Committee	Wards Affected: All
Committee Chair: Cllr Maria Pearson	
Report of: Greg Campbell – Corporate Director (Environment & Communities) Email: greg.campbell@brentwood.gov.uk Tel: 01277 312738 Dan Cannon - Community Safety Manager • Community Service Team Email: daniel.cannon@brentwood.gov.uk Tel: 01277 312692	For Information

Brentwood Borough Council Woodland Development

Brentwood Borough Council are continuing to develop their woodland creation plans and have recently worked with and partnered Thames Chase and Lower Thames Crossing to secure the planting of 150,000 trees at Hole Farm Warley in a site approximately 250 acres wide. This will create a new country park for the borough.

We will also be seeking in 2021/2022 to plant up to 10,000 trees in Hutton Country Park. And the Community Trailer along with our Arboriculturist and support staff will be at the playing fields Wash Road Car Park in Hutton on the 13th July 2021 between 3pm and 6pm to meet residents and answer any questions about the proposed woodland.

Following this our arboriculturist will be arranging a tour of the Hutton Country Park proposed woodland site on a day later in July or August.

The Council will also be holding a seminar in September, the itinerary and agenda is presently being worked up. This will provide the opportunity for residents to hear from experts and listen to our plans for further tree planting in the borough. And lastly our Arboriculturist will be attending the Summer Family Days to promote the woodland environmental initiatives that Brentwood are delivering.

Electric charge points

Following the agreement by committee to go out to procurement for the provision of over 20 Electric Vehicle Chargers in Council owned car parks across the borough earlier this year the initial stage has been completed.

We are using the Crown Commercial Framework for procurement in this exercise which whilst lengthy does create reassurance that the Council will have covered

most issues we are aware of. It is important that we get this contract correct prior to inviting bids. This will minimise any queries from bidders and avoid any ambiguity at contract award, which could cause lengthy delays in implementation. This will be for a considerable period in order for the companies to realise value on their investment. The Council do not therefore want to be in a contract that does not work for it nor its residents.

The initial stage of this procurement has been completed and we have had 19 expressions of interest. The second phase will go out in July and responses are expected back early August with awarding early September. Shortly after awarding we shall have a timeline of when the EV Chargers are likely to be installed and where.

Community Safety Partnership

ASB Issues

There has been a slight rise in Community ASB, particularly around the Coptfold Road Multistorey Car Park. Good work from the Community Safety Team (CCTV) and Essex Police to identify one offender. Courts have reopened allowing the team to progress with some cases currently sitting with legal.

School Projects

As restrictions begin to ease, workshops and projects are beginning to be delivered in schools. Projects organised from last year's budget will be delivered in schools before the end of Summer Term. New projects and ideas will be brought to the next CSP Strategy Group at the end of July. Below are examples of some of the projects being funded, as well as these there will be projects based around knife crime and other key issues within the community.

- **Power of Love** – The Power of Love is a production based on real-life stories in raising awareness around healthy relationships, domestic abuse, safe sex and more. We currently have 3 out of 4 schools booked in for March.
- **Outreach** – The Essex Youth Service provided outreach work during and after lockdowns. The aim was to engage with young people and discuss issues around ASB, COVID-19 as well as gather information about local problems.

Out of Hours Patrols

The team continue to patrol OOH assisting partners such as SEPP, Essex Police, Licensing and Environmental Health. This OOH patrols focus on parking contraventions, Anti-social Behaviour, Covid-19 breaches and the Night Time Economy.

A12 Litter picking

Summary

Major trunk roads (A12) are under the control of Highways England for repairs and maintenance. This includes all aspects, from road surface repairs, drainage, line marking, vegetation clearance, safety barriers, etc. The only function that does not fall upon Highways England is litter picking, bin emptying in lay-bys and fly-tip removal. This falls upon local authorities as they are classified as the PLA (Principal Litter Authority).

Background

Brentwood has endeavoured to introduce a programmed cleaning schedule over many years but has always been faced with health and safety issues due to the nature of the A12 and the fast-flowing traffic. This has presented a major problem as safe systems of working have dictated that litter pick should only be undertaken with lane closures in place. This requires agreement from Highways England (HE) for implementations and this will only be granted in the night-time. As Brentwood Councils Street scene service is comparatively small in terms of staff numbers it is difficult to deploy staff to work through the night as this leaves statutory day time schedules unachievable due to rest periods and working time directive for staff.

History

Brentwood undertook a full litter pick of the A12 in 2018 with assistance from Thurrock Council at a cost of circa 37K. This was for one litter pick.

Brentwood did arrange to implement a lane closure in the day-time over 5 weekends in 2019 but this was cancelled by HE at the last minute due to concerns over traffic flow. Since this time, it had been difficult to arrange the litter picking with HE

Further, it does not assist the Council when other authorities are undertaking their litter picking of major trunk roads including the A12 with what appears to be unsafe working methods. The state of the A12 in Brentwood compared to other parts of the A12 has raised some complaints from residents.

Current Actions

The laybys are litter picked and the litter bins emptied on a weekly basis. Recently Brentwood Council has installed new secure wheeled litter bin stations in most laybys to help combat the heavy usage of these laybys, especially by goods vehicles who stop overnight or for rest breaks in the day.

Brentwood officers have also been working closely with HE and their contractor Ringways to bring a solution to the litter picking of the A12. Officers originally contacted Ringways directly to arrange for them to undertake the litter picking as they have the expertise and the experience of working on trunk roads, further Ringways have the appropriate and necessary equipment and fully trained staff. However, HE felt that this was not inline with the current contact they have with Ringways and that any works orders should go through them. Brentwood had no issues with involving HE and have now managed to engage with HE to authorise the works at a cost of approximately £12,000 per litter pick. This includes a £3,000 admin/handling fee from HE.

It is intended that a quarterly litter pick will be carried out, after an initial litter pick which will take place late June/early July 2021. Brentwood will also work alongside Ringways on a planned full road closure that will take place on 28 June 2021 to clear litter from the central reservations.

Brentwood's CEO and leader are also petitioning DEFRA and requesting that the 'Secretary of State' amends the Environment Protection Act (EPA 89) to allow litter picking of trunk roads to be removed from PLA (Principal Litter Authorities) responsibility and placed entirely under the relevant highway holders (Highways England's) control. This is something that officers from HE also believes would be the best approach to delivering a complete maintenance programme for trunk roads in the future.

Summer Litter Actions

It became apparent that the easing of lockdown restrictions meant that many residents began walking and visiting local parks. Initial restrictions meant residents had to remain local for exercise or going out.

The lifting of restrictions and the use of our parks and pavements have seen an incredible increase due to this which has seen an increase in the amount of general litter being created. This litter has often been left by bins when they are overflowing or just dropped on the floor.

Looking forward to the uncertainty of the next few months it is expected that many families and residents will remain in Brentwood during the summer and make the most of our parks and the local area. This we believe will be even more evident at King Georges where the 'Splash Pad' and 'Adventure Play' are due to open in the coming months.

In order to combat this expected issue and keep up with the increasingly difficult litter situation the Council are engaging with a number of actions to manage the situation this summer.

These actions are set out below but not exhaustive and may alter or be increased if necessary, during the summer months.

Heavily used and frequently overflowing bins have been identified. These bins are those which have most use and have experienced most abuse over the last few months due to high footfall or are because they are accessible from open spaces. To combat this issue an additional litter bin emptying round has been introduced to compliment the current litter bin collection rounds.

- Signage for the affected bins encouraging people to take litter home when the bins are full will be deployed. In addition, there will be a sticker notifying of the day or days that the bin is emptied.

- The hours of our High Streets operatives have been staggered to ensure they cover a longer working day to ensure the bins are emptied more frequently.
- Larger bins have been deployed at King Georges Park to deal with the increased use and officers are investigating bunkered bins to future proof the park litter bins, especially with the introduction of the new splash park and additional play areas. Further consideration of digital bins will be investigated to see if these will enhance the service and make it more efficient.
- We are seeking temporary litter picking operatives from the recovery fund to be available throughout the summer on set busy days (Thursday to Sunday)
- Continued patrols by the National Enforcement Service to discourage poor behaviours will continue.
- The situation will be monitored regularly over the summer to see if the measures are having the desired effects and identify if any additional measures need to be considered.

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Appendix E

Committee: Ordinary Council	Date: 28 July 2021
Subject: Planning and Licensing Committee Chair Update	Wards affected: All
Committee Chair: Cllr Jon Cloke	
Report of: Phil Drane – Corporate Director (Planning & Economy)	For information

PLANNING DEVELOPMENT MANAGEMENT

Applications and performance

1. The number of applications received so far this financial year, using the broadest measure (i.e. relating to all types of applications), is the highest since 2014. This reverses the trend of more recent years of gently declining figures since 2018. Currently the increase is 49% up on the same time last year. Likewise, the number of applications in the narrower measure of applications (full, listed building consent etc), is also the highest since 2014 and is 45% up on the same time last year.
2. For several years now, the percentage of planning applications decided within the statutory time periods has remained at around the highest levels recorded for the department. The Ministry of Housing, Communities and Local Government (MHCLG) publishes planning application statistics for all local planning authorities in England (314 districts). Table 1 shows this data for the year 2020/21 according to the top performing authorities ordered by percentage of applications decided within statutory timeframes (100% & 99%), and then total decisions. By this order, Brentwood Borough Council ranked 16th nationally. Essex authorities in the top 20 nationally are highlighted also.
3. Table 2 sets out the same information for local planning authorities in Essex, where Brentwood Borough Council ranks third.

Table 1: MHCLG planning applications in England 2020/21 (all authorities)				
Local Planning Authority	Total decisions	Total granted	% granted	% decided in time
1. East Lindsey	1,096	1,066	97%	100%
2. Dudley	1,086	972	90%	100%
3. Rotherham	1,059	956	90%	100%
4. Newham	996	758	76%	100%
5. Bury	930	884	95%	100%
6. Thurrock	879	638	73%	100%
7. Chorley	746	680	91%	100%
8. St Helens	692	662	96%	100%
9. North East Lincolnshire	595	570	96%	100%
10. Old Oak and Park Royal Development Corporation	15	14	93%	100%
11. Maidstone	1,493	1,197	80%	99%
12. Wokingham	1,491	1,280	86%	99%
13. Mid Sussex	1,429	1,332	93%	99%
14. Southend-on-Sea	1,277	954	75%	99%
15. Northampton	1,093	928	89%	99%
16. Brentwood	971	732	75%	99%
17. North Tyneside	857	810	95%	99%
18. Broxtowe	625	590	94%	99%
19. Castle Point	585	455	78%	99%
20. Newcastle-under-Lyme	556	531	96%	99%

Table 2: MHCLG planning applications in England 2020/21 (Essex authorities)				
Local Planning Authority	Total decisions	Total granted	% granted	% decided in time
1. Thurrock	879	638	73%	100%
2. Southend-on-Sea	1,277	954	75%	99%
3. Brentwood	971	732	75%	99%
4. Castle Point	585	455	78%	99%
5. Colchester	1,300	1,173	90%	97%
6. Maldon	779	541	69%	94%
7. Harlow	371	324	84%	94%
8. Epping Forest	1,549	1,069	69%	90%
9. Braintree	1,290	1,107	86%	90%
10. Chelmsford	1,797	1,494	87%	89%
11. Uttlesford	1,500	1,079	72%	88%
12. Basildon	856	688	80%	88%
13. Rochford	665	527	79%	79%
14. Tendring	989	876	89%	76%

4. It is important that this performance is maintained taking account of the currently increased number of applications and also the expected future increase in larger, more complex applications as a result of Local Development Plan allocations. Through the Local Plan examination hearing sessions earlier this year questions were raised by the inspectors about the Council's ability to determine such applications without delaying delivery of planned growth. In response, the Council published a paper detailing the excellent performance of the Development Management team and plans already in place to consider team resources and processes as part of gearing up for growth (see examination reference F94, Planning Development Management Resource, April 2021, <https://brentwood.sharefile.eu/d-s28ecf0a6edc849998c516288da711663>).
5. Linked to this, and to take account of the corporate objective for 2021/22 to "establish an 'account management' approach to major and commercial planning applications", work is continuing as part of the gearing up for growth project. Mondrem CIC were commissioned earlier this year to undertake

some foundation level assessment of resource and processes. Taking the recommendations of the foundation stage into account, we are continuing to work with Mondrem to consider and implement the right resource and processes according to expected levels of growth in future. Members will be updated on the progress of this project.

Ways of working during the COVID-19 pandemic

6. Over the last year officers have been working from home with limited entry to the office. Pre-application and other meetings have been held using Microsoft Teams. As national restrictions have eased site visits and face to face meetings have been undertaken when appropriate and where safety could be assured. Site notices have been placed on site through a mixture of officer visits and help from applicants. The Planning and Licensing Committee has now reverted to face to face attendance of members and officers in line with Government rules, although we have had to consider certain restrictions in the interim until national restrictions are removed regarding social distancing etc.

Decision making

7. The first Planning and Licensing Committee of 2021/22 met on 29 June. The committee approved the development of 218 new homes, 33% of which are affordable. This was mainly due to approval of the Council's own application for 62 new Zero Carbon homes at Brookfield Close, Hutton (70% affordable). This scheme is an exciting first step in the Council's wider Strategic Housing Delivery Programme to utilise Council-owned land and assets and bring forward new homes at scale, including by providing affordable homes and seeking development that reduces carbon emissions. Brookfield Close is the first development scheme of this type in Essex and has been highlighted as an exemplar by the Essex Climate Action Commission and joint work to be a net zero emissions county by 2050.
8. Two Planning and Licensing Committees were scheduled in July 2021 to take account of the expected backlog of applications and approaching summer recess. As the agenda on 29 June dealt with so many applications and not many referrals were received for 13 July, it was decided to cancel and refer all items to the committee scheduled for 27 July.
9. Since January 2020, 33 applications have been determined by the committee. 12 of these have been contrary to recommendation (36%). Seven of those applications were recommended for approval but refused, five with recommendations for refusal were approved. A further application for listed building consent was refused on officer advice as the associated planning application had been refused contrary to recommendation. It is acceptable in principle for the committee to disagree with an officer recommendation, particularly where matters are finely balanced, though it would be expected to be a rare occurrence. This can have an impacts on the pre-application service and the confidence of applicants, as well as appeals performance. Therefore, it is important that it is kept under review.

Appeals

10. As regularly reported, the Secretary of State operates a 'quality' measure of planning decisions. Like the measures for speed, these are assessed as two types – Majors and 'non Majors'. The measure assesses the number of allowed appeals as a percentage of all applications of that type determined by the planning authority in the previous two years. This assesses the decision failure rate, what the Government may consider to be poor or bad decisions. The threshold for concern is 10 percent, i.e. the loss rate should not exceed this level.
11. Currently three major appeals have been lost in the qualifying period that ends in December 2021. This is just under the ten percent threshold, based on 31 major application decisions. The applications relating to those appeal cases were determined in 2019 (two) and a non-determination appeal (one) submitted last year and determined earlier this year. If no additional Major appeals are lost this year the number will stay below the threshold.
12. Looking at appeals on a more basic allowed/dismissed level, the percentage of appeals lost rose to 38% while the overall number of appeals was lower than in previous years. However, this is not the measure that the Government considers to be important.

PLANNING POLICY

13. An update on the Local Plan examination and Dunton Hills Garden Village project is provided in the Policy, Resources and Economic Committee chairs update.

LICENSING

14. The Licensing Team has been busy over the last few months supporting the unlocking of the hospitality sector in line with the Government roadmap out of lockdown. This has included the review of risk assessments and Event Management Plans for several planned events in the borough, ensuring that the events remain COVID-secure, particularly with the delay to Step 4 of the roadmap that many events had been planned for. Support has also been provided to licensed premises over the last few weeks to assist with the increased pressure from the 2020 UEFA European Football Championship, working with partners to ensure that a safe, friendly and enjoyable atmosphere is maintained at all times.
15. The Licensing Sub-Committee has met on several occasions over the past few months, notably considering an application from Essex Police for the Summary Review (urgent review) of the premises licence at Bloc 40, High Street, Brentwood on 28 June 2021. This followed a double stabbing incident

associated with the premises over the May Bank Holiday weekend. The Sub-Committee as an interim step suspended the licence of the premises, pending the full review. At the full review a further suspension of the licence was imposed along with several additional conditions that addressed the concerns and failings that had contributed to the incident taking place.

Appendix F

Committee: Ordinary Council	Date: 28 July 2021
Subject: Policy, Resources and Economic Development Committee Chairs Update	Wards Affected: All
Chair: Cllr Chris Hossack	
Report of: Steve Summers – Strategic Director and Deputy Chief Executive	For Information

The following matters were considered at the Policy, Resources and Economic Committee on the 30th June 2021.

Parking Consultation

Following a procurement exercise Parking Perspectives have been appointed as our contractors to undertake the work to deliver the parking Strategy for Brentwood Borough Council. The strategy is focusing on the three main borough centres of Brentwood, Shenfield and Ingatestone and will consider present provision through our car parks and the future demand. This strategy will also consider the environmental issues and approach, direction to charging for our car parks and provide a path towards digital improvements. Parking Perspectives are a well-established company who have completed parking strategies and related policy work throughout the UK as well as overseas. They recently assisted Colchester Borough Council deliver their parking strategy.

As part of the work Parking Perspectives will undertake:

- baseline situation and issues
- Stakeholder engagement including businesses
- Officer & Member Engagement
- Narrative of aspirations (Borough's Strategic Objectives) and the changes and challenges presented.
- Committed changes to supply and demand in the future, leading to a view of what will happen without intervention.
- Examination of the key themes including but not limited to charging, Carbon reduction, signage and usage
- Collation of the combined effect of interventions and policies within the strategy. Illustration of future format and suitability of solution.
- Outline and priority action plan for the future provision of parking around the three main Town Centres in the borough.

The proposed timeline is as follows:

Timeline	Description
June – July	Baseline evidence <ul style="list-style-type: none"> • Existing situation (ticket sales data analysis) • Concerns, issues and ambitions (session with officers and lead councillors)
July	Stakeholder engagement
August	Future situation <ul style="list-style-type: none"> • Committed changes to provision; • Forecast changes to demand.
August – September	Future models and solutions <ul style="list-style-type: none"> • Fees & charges long term plan • Town centre users' needs • Technology opportunities • Inclusivity • Environmental considerations • Policy development
September – October	Preliminary conclusions - further consultation and engagement
November – December	Draft Parking Strategy developed ready for consideration by committee

Parking Perspectives will be liaising with the Parking Manager to arrange stakeholder engagement meetings or consultation meeting dates as necessary.

Town Hall

The Council moved back into the Town Hall after a two year refurbishment project which was completed in 2019. The project was to ensure that the Council could manage a more efficient building as well as receive income for letting out residential and commercial space. The Council uses this income to reduce the Council's total net service expenditure to create a revenue stream in order to meet its Corporate Strategy objectives.

19 Residential units are leased to Seven Arches Investment Limited (SAIL), the Council's Wholly owned company. SAIL contract with Beresford's to manage the lettings. All 19 residential units are currently let at market rent which varies between £955 - £1,550pm

There are a total of 11 Commercial suites that have opportunity to be let out to gain a financial return. Some spaces have been utilised by the Council internally or by the Community service delivery hub such as Citizens Advice South Essex following Council decisions. The total budget for this Commercial income is approximately

£212k. Two suites are under offer and two suites are currently vacant. The forecasted position for 2021-22 is approximately £187k.

Economic Development Strategy and Discover Brentwood

The Council's corporate strategy was adopted in 2020, setting an objective to grow our economy. Part of that objective was to articulate ways that growing our economy can be achieved through production of an Economic Development Strategy. This topic was the subject of updates to PRED Committee in 2019/20 and since. Due to the pandemic, the resource of the Economic Development Team was switched to prioritise business support and related tasks during 2020/22. Whilst continuing this effort, the team is now refocussed on drafting the strategy before bringing it to PRED Committee for approval. This will include details on how the following corporate objectives can be met, alongside an accompanying workplan:

- Promote Brentwood as a place to set up and do business from
- Enable the growth of existing business
- Encourage the creation of new enterprises and inward investment

An important part of promoting the borough as a place to visit and do business is the Discover Brentwood website. Identified in the Place Audit for Brentwood (September 2020), the website and brand needed a refresh. This has recently been completed, you can see more at www.discoverbrentwood.co.uk. The website is a vehicle to promote the borough and provide further tools over time to do this, such as linkage with Click It Local and launching a local loyalty/reward scheme. This task has further importance as shops and other businesses recover from the pandemic. The launch of a local rewards scheme is due to support the upcoming Safari Trail from 17 July 2021.

Local Development Plan and Dunton Hills Garden Village

The Local Plan examination continues. To date there have been five weeks of hearing sessions covering various topics set out in the plan. Outstanding issues with Highways England on the impacts of growth on the strategic highway network and questions regarding the housing trajectory have resulted in further work being undertaken ahead of those subjects being discussed at the sixth week of the hearing sessions, scheduled to take place week beginning 26 July 2021. Several papers and responses to issues have been published on the examination document library, available for public view on the Council's website via www.brentwood.gov.uk/localplan.

The below table sets out currently anticipated timeframes for next stages of the examination and adoption of the plan, subject to soundness and preceding stages.

Item/stage	Timeframe estimate
Updated Statement of Common Ground with Highways England submitted to Inspectors	wb. 14 June
Transport Assessment Interim Assessment updates submitted to Inspectors	wb. 28 June
Infrastructure Delivery Plan updates submitted to Inspectors	wb. 28 June
Week 6 Hearing Sessions scheduled	wb. 26 July
Main modifications consultation (six week period)	wb. 6 September
Inspectors Report published	December 2021
Adoption	by March 2022

The Dunton Hills Garden Village design guidance is currently undergoing a period of public consultation following approval at PRED Committee in March 2021. Once comments have been received the team will consider what changes need to be made before bringing the document back to PRED Committee. More information can be found at www.duntonhillsgardenvillage.com.

The Government has recently confirmed the latest round of grant funding for garden communities. The Council is grateful to receive an award of £250,000 towards the Dunton Hills Garden Village project. This will help to maintain progress in 2021/22 and includes specific funding to unlock preliminary technical work required to better understand M25 junction 29 impacts.

Dunton Hills Garden Village was recently shortlisted as a finalist in the Planning Awards 2021 for the stakeholder engagement category. The team has also just commissioned artist Laura Malacart as part of the community and education programme, in partnership with the Essex Cultural Diversity Project. The work will engage the local community over time by naming places in the new garden village, drawing out words, phrases and references inspired by 'people and place', culture, history, nature, ecology and the environment, as well as personal stories.

Corporate Website

A "soft" launch of the new corporate website (www.brentwood.gov.uk) went ahead on Monday 21 June. The IT & Digital team are closely monitoring its performance and immediate response.

The aim for the site is to bring our customers a clean, modern site that is engaging and informative but also efficient to use. A big challenge was to ensure that the

Council support latest accessibility regulations, and the new site successfully meets AA accessibility standards.

This launch is just phase one of improving our web presence. A new Digital Content Editor is being recruited who will assume overall responsibility for the website and will drive the next steps to ensure the new web platform is fully utilised.

This is a big step in delivering one of our outcomes for the Council's Digital Strategy that was agreed at PRED in December last year.

Digital Strategy Action Plan

The Council's Digital Strategy 2020-2025 was approved at Policy, Resource & Economic Development Committee on 16 December 2020 (min. 646 refers).

The Digital Strategy 2020-25 provides overarching direction to the Council's plans to explore the use of technology to enable organisational and service transformation. This is critical to ensuring the Council can deliver the best digital experience to Officers, Members and Customers. The strategy also sets to enable the realisation of digital efficiency savings.

The strategy is a long term, five-year strategy and adopts three core themes. Each theme provides a set of priorities that will deliver effective change in the way we support and deliver our services.

- Customer Experience
- Data, Security & Process
- Employee Experience

The Digital Strategy Action Plan for 2021/22 was approved by the committee.

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Committee: Ordinary Council	Date: 28 July 2021
Subject: Brentwood & Rochford Strategic Partnership	Wards Affected: ALL
Report of: Cllr Chris Hossack, Leader of Brentwood Borough Council	Public
Report Author: Name: Amanda Julian, Corporate Director (Law & Governance) & Monitoring Officer Telephone: 01277 312500 E-mail: Amanda.julian@brentwood.gov.uk Name: Jacqueline Van Mellaerts, Corporate Director (Finance & Resources) & Section 151 Officer Telephone: 01277 312500 E-mail: jacqueline.vanmellaerts@brentwood.gov.uk	For Decision

Summary

To consider the sharing of the Chief Executive between Brentwood Borough Council and Rochford District Council for an initial 6-month period.

To consider the proposed terms of reference; terms and conditions, governance arrangements and timeline for that role in determining a business case for the ongoing sharing of a Chief Executive and further shared services.

Recommendation(s)

That subject to approval of the proposals by Rochford District Council at its Council meeting on 20th July 2021, that members approve to:

- R1** Delegate to the Corporate Director of Law and Governance and Corporate Director of Finance and Resources, in consultation with the Leader of the council, to engage with Rochford Council and enter into an agreement to establish a Joint Chief Executive and Head of Paid Service for Brentwood Borough Council and Rochford District Council for an initial 6 months period starting from the 1st August 2021.
- R2** Delegate to the Chief Executive/Head of Paid Service and the Strategic Directors of each Council to undertake the creation of a feasibility study to explore further shared and partnership opportunities with Rochford District Council, in consultation with the Leader and Deputy (nominee) of each Council. A further report to be bought to both Council's by the end of 2021

- R3** Allocate a maximum of £20,000, from reserves, to assist in providing 50% of the additional resources required to undertake the feasibility study and provide additional programme resources. (Rochford District Council intends, subject to their Council agreement, to commit £20,000 of resources to undertake this work)
- R4** That the Monitoring Officer be given delegated authority to make any required changes to the Constitution resulting from the decision in **R1**.
- R5** That any designated Head of Paid Service is the proper officer under s270(3) Local Government Act 1972

Introduction and Background

National challenges for the local government sector

- 1.1 Local government and the public sector as a whole is facing unprecedented challenges, especially emerging from the impact of COVID-19, not only in terms of financial pressures, but also in terms of demographic changes. Nationally, authorities have implemented different options for improving service delivery, whilst ensuring financial resilience for the future and protecting individual councils' sovereignty.
- 1.2 Within local government, there has been a move towards the sharing of service delivery across different partners, as a way of both improving the outcomes for residents to reducing costs to the overall public purse. This has encouraged authorities to review the way in which they fund and structure services, with many looking to more innovative ways of operating.

What this means for Brentwood and Rochford

- 1.3 Facing these national issues will prove a challenge when it comes to service delivery. For Brentwood and Rochford, these national challenges have translated into shared local challenges, specifically around economic growth, housing growth, the 5 year land supply and Local Development Plans, supporting improved health and well-being outcomes and long-term budgetary issues.
- 1.4 Both authorities have been proactive in responding to challenges by delivering services more effectively and establishing additional income streams and reducing costs. It will be increasingly important for both councils to ensure that they are resilient to future changes and challenges so that they can continue to provide those services that residents value the most.
- 1.5 Though the financial climate is a driver for transformation, both authorities share the same values of working more effectively to deliver improved outcomes for residents and driving sustainable growth for the people and place. This focus on outcomes provides a good starting point for building on the two councils already

effective partnership and exploring opportunities for working more strategically together through a shared service provision.

- 1.6 For Brentwood and Rochford, the importance lies in staying ahead of the curve. National policy direction is indicating that central government is keen to encourage the transformation of local government/public services in localities as a means of tackling shared challenges through local solutions.
- 1.7 Successful joint working requires trust between the partners and shared drivers for change, together with a degree of commonality, both in terms of the organisations themselves and how they work, and the boroughs and districts which they serve. Brentwood and Rochford are similar across a number of areas as outlined below. Further information on these can be found in Appendix B.
- **People** - similar resident profiles in terms of population and employment figures.
 - **Place** - similar and shared economic geographies across a Functional Economic Area of South Essex which span both rural and urban areas, with both districts also having parishes. We have a common understanding of place and place-based sustainable growth.
 - **Local economies** –Brentwood and Rochford have a complementary economic offer including numbers of businesses, survival rates and start-ups, across a scale which makes sense to people and businesses.

The opportunity and proposal

- 1.8 Following the retirement of the Managing Director of Rochford District Council, in October 2020, the opportunity has arisen to consider the sharing of services and in particular the sharing of a Joint Chief Executive/Managing Director/head of paid service, for Brentwood Borough Council and Rochford District Council.
- 1.9 Discussions have taken place between the two councils Leaders and political leadership team supported by independent advice and support from East of England Local Government Association (EELGA). With the conclusion of these discussions were to move forward, as a first stage of the partnership, and share the role of Chief Executive/head of paid service.
- 1.10 The proposal is to agree to share a Joint Chief Executive/head of paid service for an initial 6-month period to:-
- Develop an initial feasibility, business case and proposals for future development of shared services.
 - Understand the management and political aspirations, needs and priorities of each Council to be able to determine the most effective partnership opportunities appropriate for both councils moving forward.
 - Consideration of the options for the sharing model going forward and the necessary governance arrangements required as outlined above.

- To produce a timetable for implementation with milestones and estimated financial efficiency savings.
- 1.11 A progress and future feasibility report is to be presented to both councils, in relation to an outline business case and the effectiveness of the sharing arrangements, by the end of 2021.
 - 1.12 A successful outline Business Case would detail the governance arrangements for the continuation of the Joint Chief Executive/head of paid service post, the proposed sharing model to be adopted and the proposed timetable for implementation of further shared services.
 - 1.13 The arrangement would mean that Jonathan Stephenson, Chief Executive and Head of Paid Service would assume the role of interim joint Chief Executive and Head of Paid Service for both Councils, with time divided between the two Councils.
 - 1.14 Section 113 of the Local Government Act 1972 permits a local authority to enter into an agreement to place their staff at the disposal of another local authority, for the purposes of their functions, this can extend to the Head of Paid Service.
 - 1.15 The heads of terms of the agreement will include the division of time between the Councils, the commencement date if agreed will be the 1 August 2021, the duration, payments including reimbursement of salary costs.
 - 2116 There will need be an agreement in writing that details the terms and conditions of the arrangement. The Chief Executive has been consulted and is aware of the requirements of the agreement.

Options

- 2.1 The Council can opt not to enter a s113 arrangement with another Council, this is not recommended as would not provide the efficiencies for the Council that this appointment would bring to both Councils.
- 2.2 That the Council enter into an interim arrangement to undertake a feasibility study that may result in further partnership working, this is the recommended route to enable officers to explore if there are further efficiencies that could be achieved for both Councils.

References to Corporate Strategy

- 3.1 This report reflects all areas of the Corporate Strategy.

Implications

Financial Implications

Name & Title: Jacqueline Van Mellaerts, Corporate Director (Finances & Resources) & Section 151 Officer

Tel/Email: 01277 312500 jacqueline.vanmellaerts@brentwood.gov.uk

- 4.1 It is requested that a maximum of £20,000 be allocated from reserves to fund 50% of the costs of undertaking the feasibility study required to explore further shared and partnership opportunities with Rochford District Council. (Rochford District Council intends, subject to its Council agreement, to also commit £20,000 of resources to undertake this work).
- 4.2 The potential annual saving from a Joint Chief Executive and Head of Paid Service post of c.£70,000 - £80,000 will be confirmed when a paper to agree a permanent appointment is brought to Full Council later in the financial year.
- 4.3 A one-off vacancy factor saving (attributable to the currently vacant Strategic Director post) of c£80,000 is already assumed in the 2021/22 budget forecasts; the actual saving may exceed this depending on the timing and nature of any agreement that is reached later in the financial year.

Legal Implications

Name & Title: Amanda Julian, Corporate Director (Law and Governance) & Monitoring Officer.

Tel & Email: 01277 312500/Amanda.julian@brentwood.gov.uk

- 4.4 Local authorities have a duty under the Local Government and Housing Act 1989 section 4 to designate one of their officers as the head of their paid service. This post is one of four statutory appointments (the others being the section 151 officer, the monitoring officer and the data protection officer) that every local authority is required to make. The Council must therefore ensure that such an appointment is made.
- 4.5 Section 113 of the Local Government Act 1972 permits a local authority to enter into an agreement to place their staff at the disposal of another local authority, for the purposes of their functions, the s113 agreement between Brentwood Borough Council and Rochford District Council will enable an individual to be an officer of both the employing Council and the other Council for the purposes of these shared appointments.
- 4.6 Article 8 of the Constitution enables the Council to enter into joint arrangements with other local authorities including the delegating of functions.

Economic Implications

Name & Title: Phil Drane, Corporate Director (Planning & Economy)

Tel/Email: 01277 312500/philip.drane@brentwood.gov.uk

- 4.7 The potential outcomes of working together are likely to have economic benefits for both authorities, as well as through continued partnership working across South Essex. The feasibility study will identify opportunities, including how these can benefit our areas.

Risk Implications

- 4.8 Future decisions regarding potential local government reorganisation are currently unknown; however, should they take place in future, notice could be served under the legal agreement to dissolve the arrangement.
- 4.9 The interim period may result in a decision not to proceed on a permanent basis leaving the organisation with the original financial challenges that will arise.

Background Papers

LGA, Stronger together, Shared Management in Local Government (Nov 2016)
[Stronger together: shared management in local government | Local Government Association](#)

LGA, Shared Services and Management -A guide for councils (March 2011)
[Shared services and management: a guide for councils \(local.gov.uk\)](#)

I&DEA, Shared Chief executives and joint management: a model for the future (October 2009)
[Consideration of Advantages and Disadvantages of Appointing a Shared Chief Executive.pdf](#)

Appendices to this report

- Appendix A Brentwood & Rochford Comparison (Overview)
Appendix B Organisational Management Structures

ROCHFORD

BRENTWOOD

Population	87,368	76,550
Area	169.49km ² /65.44sqmi (76% Green Belt)	153.12 km ² /59.12sqmi (89% Green Belt)
Net Revenue Budget pa	c£10.2m	C£8.5m
Establishment FTE	c160	c250
Administration	Conservative majority	Conservative majority
No. Councillors	39 (27 Conservative)	37 (23 Conservative)
Wards	13	15
Governance	Leader/Executive	Committee System
Election cycle	One-thirds	One-thirds

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Senior Leadership Team
Structure Chart
May 2021

CHIEF EXECUTIVE
Head of Paid Service / Returning Officer



STRATEGIC DIRECTOR



STRATEGIC DIRECTOR
Deputy Chief Executive



Corporate Director
Planning & Economy



Phil Drane

- Planning Policy & Dunton Hills Project Team
- Development Management (includes Enforcement & Land Charges)
- Economic Development
- Building Control



Corporate Director
Environment & Communities



Greg Campbell

- Street Scene Parking Services
- Environmental Health & Licensing (includes Health & Safety)
- Communities, Leisure & Health



Corporate Director
Housing & Community Safety



Tracey Lilley

- Housing Services
- Housing Repairs & Maintenance
- Community Safety CCTV



Corporate Director
Finance & Resources




Jacqueline Van Mellaerts
Section 151 Officer/SIRO/Audit

- Corporate Finance Deputy 151
- Risk & Insurance
- HR, OD, Payroll & Recruitment
- Assets & Estates Management
- Fraud
- Revenues & Benefits (shared service with Basildon)



Corporate Director
Digital & Customer Engagement



Sarah Bennett

- Customer & Performance
- Communications & Engagement
- Service Improvement Team (ICT, Digital Services & Projects)



Corporate Director
Law & Governance

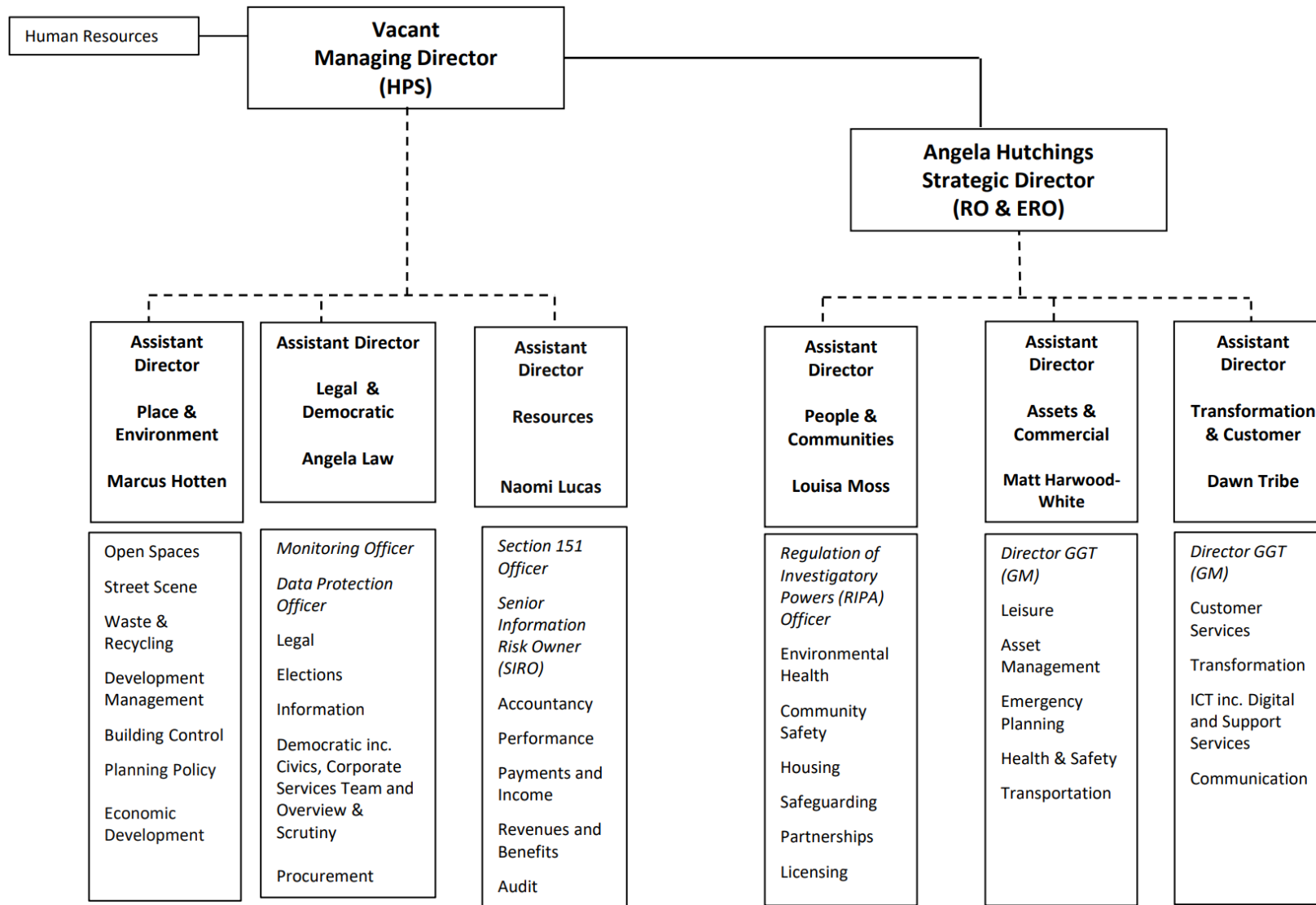


Amanda Julian
Monitoring Officer

- Governance & Democratic Services
- Legal Services
- Deputy Monitoring Officer
- Electoral Services
- Procurement



Leadership Team Structure



Statutory Roles: Head of Paid Service (HPS), Returning Officer (RO) & Electoral Registration Officer (ERO), Regulation of investigatory Powers (RIPA) Officer, Monitoring Officer, Senior Information Risk Owner (SIRO), Data Protection Officer (DPO) and Section 151 Officer.

Committee: Ordinary Council	Date: 28 July 2021
Subject: South Essex Local Authorities (ASELA) Update and proposed Governance Structure	Wards Affected: ALL
Report of: Jonathan Stephenson, Chief Executive	Public
Report Author/s: Name: Amanda Julian, Corporate Director (Law and Governance) and Monitoring Officer Telephone: 01277 312500 E-mail: amanda.julian@brentwood.gov.uk Name: Phil Drane, Corporate Director (Planning and Economy) Telephone: 01277 312500 E-mail: philip.drane@brentwood.gov.uk	For Decision

Summary

To provide an update on developments in relation to the Association of South Essex Local Authorities (ASELA) and to formally agree to become a member of a joint committee of constituent members to oversee ASELA and provide enhanced transparency and accountability in the new delivery stage of its work programme.

Recommendation(s)

Members are asked to:

- R1. Note the updates provided in this report.**
- R2. Agree that Brentwood Borough Council becomes a member of the Association of South Essex Local Authorities (ASELA) Joint Committee in accordance with Section 101 of the Local Government Act 1972, to oversee ASELA and provide enhanced transparency and accountability in the new delivery stage of its work programmes.**
- R3. Approve the governance arrangements of the Joint Committee as set out in Appendix A, and the related Joint Committee Agreement and Terms of Reference.**
- R4. Appoint the Leader of the Council to represent the Council on the Joint Committee.**
- R5. Appoint a deputy representative to substitute for the Leader of the Council, in line with the Part 4 of the Council's Constitution.**
- R6. Give delegated authority to the Monitoring Officer to make changes to the Constitution that result from the decisions made in R2 and R3 above.**

Main Report

Introduction and Background

1. On 22 July 2020, an Extraordinary Council meeting considered a report by ASELA that provided an update on progressing the economic agenda for the South Essex region. At that meeting the Council agreed to note the report contents and that a further report would be brought to Council with a proposed governance model, including Joint Committee arrangements under s101 of the Local Government Act 1972.
2. Since the Council meeting, on 15 September 2020 Councillors were provided with a copy of the ASELA 'Growth and Recovery Prospectus 2020' (Appendix B), regarding the economic agenda for the South Essex region, how it can deliver new jobs, new transport infrastructure, new homes, and the future governance arrangements to deliver better outcomes for its existing, and new, residents and businesses.
3. ASELA Leaders have scoped the terms of reference of a new joint committee outlining the main features and how it would operate in practice. An outline proposal was agreed on 21 January 2021 and has been developed to share amongst prospective Councils.
4. On 10 February 2021, Thurrock Council Cabinet approved the establishment of a joint committee, as set out in Appendix A Terms of Reference, to oversee ASELA.
5. Further, on 15 June 2021 Southend Council Cabinet approved the establishment of a joint committee, as set out in Appendix A Terms of Reference, to oversee ASELA.
6. The remaining local authority partners are expected to put recommendations to their respective Council meetings during July and August 2021.

ASELA Update

ASELA ambition

7. ASELA is a partnership of neighbouring councils that have come together to deliver growth and prosperity in the region. The local authority partners are Basildon, Brentwood, Castle Point, Rochford, Southend-on-Sea, Thurrock, and Essex County Council.
8. ASELA has spent the past three years looking at how working together across local government boundaries will help deliver improved infrastructure and economic growth.

9. ASELA aims to support the South Essex region to be a UK leader in economic recovery, and drive sustained economic growth and prosperity within its communities. There is a bold and ambitious plan to create greater prosperity and quality of life for all its residents and for the benefit of the UK. Part of this plan will be to ensure its businesses and residents recover from the COVID-19 pandemic, improve the economy locally and nationally as well as deliver the housing targets set by Government.
10. On 31 July 2020, ASELA submitted a Growth and Recovery Prospectus (Appendix B) to the Government. The prospectus outlines ten delivery programmes across five key themes (Economy, Transport & Connectivity, Infrastructure & Housing, Climate & Environment, and Vibrant Communities) and will see South Essex contribute an additional £15 billion to the UK economy and create 100,000 new jobs by 2050.
11. In 2018, The Thames Estuary 2050 Growth Commission published an ambitious vision for the region which includes South Essex. In October 2019 Kate Willard OBE was appointed Estuary Envoy. In this role she sits as the Chair of the Thames Estuary Growth Board (the TEGB), it receives Government funding to drive their work forward.
12. The TEGB published in June 2021 The Green Blue Workplan (Appendix C), which outlines what the TEGB aims to deliver. The plan reflects both the Council's corporate strategy priorities (Brentwood 2025) and our Digital Strategy 2020-2025.
13. These programmes will directly and indirectly benefit Brentwood and its residents. Specifically, key outputs that benefit the borough include:
 - a) Investment in green and blue infrastructure to enable new parks and river walks, supporting active use of environmental assets, adding to biodiversity, health and wellbeing outcomes, whilst supporting active and thriving communities, consistent with the Council's corporate priorities.
 - b) Provision of digital infrastructure (including 5G) and connectivity that will see businesses want to invest in South Essex and start successful and productive enterprises, consistent with the Council's aims to grow our economy.
 - c) Delivering significant improvements in connectivity and public transport, underpinned by investment in active travel projects, consistent with the Council's proposals for growth in the borough (i.e. Dunton Hills Garden Village and Brentwood town centre), as well as benefiting people's health and wellbeing with environmental benefits.
 - d) Unlocking housing sites to deliver accelerated development, bringing new quality homes, neighbourhoods and communities to South Essex

and enhancing amenity and place for existing local residents, consistent with the Council's strategy for growth in the Local Development Plan and considering the role of Dunton Hills Garden Village as the first garden village in South Essex with the potential for more.

- e) Improving skills across the region from school aged children through to adult training and education, ensuring that the current and future workforce can access productive and highly skilled jobs, an important part of the Council's aims to grow the economy and consistent with our emerging Economic Development Strategy.

Anchor Programmes

- 14. In 2021, ASELA will enhance focus on delivery of five 'anchor programmes':
 - 1. Superfast Digital
 - 2. Thames Freeport
 - 3. Technical University
 - 4. South Essex Estuary (SEE) Park
 - 5. Infrastructure and Housing
- 15. The latest position (as of 21 June 2021) on these is set out in Appendix D for Councillors' information. The above anchor programmes provide for place shaping and delivery of key strategic goals that are impossible to deliver by one organisation alone.
- 16. There is a clear need to ensure that there are now robust governance arrangements in place to ensure transparency in decision making, to ensure that investors form part of this process and provide to both them and the wider community accountability for decisions and investments received. South Essex Leaders have agreed that the most appropriate form of governance arrangement would be a Joint Committee.
- 17. By working together across all South Essex Local Authorities, the area has been able to create a compelling case for a trail blazing strategic place-based partnership with Homes England. Now agreed in principle, by the Homes England Executive Board, it will be just one of two such partnerships in the country. A Memorandum of Understanding is being prepared for ASELA's consideration, along with a joint Business Plan. The intention is that these will be agreed by ASELA before 31 July 2021 and formally launched in September 2021. Homes England remain committed to provide capacity funding for this programme for 2021/22 and the outputs of the joint work on the Business Plan will also feed into the Spending Review in the Autumn.

ASELA Joint Committee

What is a Joint Committee?

18. At the ASELA Leaders meeting on 10 December 2020, it was agreed that work would be undertaken to seek approval from ASELA Councils to move towards a joint committee arrangement. Appendix A is a paper agreed by ASLEA Leaders on 21 January 2021, to be considered by all ASELA councils. The paper recommends a joint committee model in order to provide appropriate overview, scrutiny and co-opted membership and allow ASELA to deliver its ambitious growth programme.
19. A joint committee formalises the business of an Association and would be established in accordance with Section 101 of the Local Government Act 1972. Joint committees set the strategic and policy direction as well as commission and co-ordinate the delivery of projects and programmes.
20. Joint committees have been established between local authorities for various purposes, including:
 - a) To provide a forum for local authorities to collaborate on and co-ordinate plans affecting a particular area/region.
 - b) To direct shared services arrangements, whether for front line functions, such as waste collection and disposal, or back-office services, such as finance, HR and IT services, including joint procurement.
 - c) To manage parks extending across local authority boundaries, crematoria, and museums and other cultural or recreational attractions.
21. Joint committees are a common and favoured feature amongst councils because they provide a transparent and accountable means to achieving combined goals whilst ensuring the individual sovereignty of each body remains. Joint committees do not become involved in the daily business of councils outside of the purposes for which it was established. There would, therefore, be **no transfer of powers currently held by any constituent authority to the joint committee**. It would also mean that no decision could be taken by the joint committee which relates to any matter that is in the preserve of a specific constituent authority, unless that authority indicates its agreement with the proposal.
22. An example of a joint committee is the South Essex Parking Partnership Joint Committee which was formed by the collaboration of seven councils in Essex and manages the South Essex Parking Partnership. A further example is The Five Councils Partnership Corporate Services Joint Committee, which is a partnership between Mendip District Council, South Oxfordshire DC, Vale of

Horse DC, Hart DC and Havant Borough Council. The joint committee enables all five councils to share services relating to Revenues & Benefits, Local Land Charges, Customer Services, IT and Procurement.

Why is a Joint Committee right for ASELA?

23. The current governance arrangement is based upon a collaborative Memorandum of Understanding (MoU), agreed by all Councils in January 2018, which recognised that decision making and accountability arrangements for ASELA would need to be regularly reviewed to ensure it remained fit for purpose.
24. In response to progress of the programme of work into the delivery stage, it is now an appropriate time to review the current arrangement. With the imminent requirement to manage large sums of Government and private sector investment, there is a pressing need not only to demonstrate increased confidence in financial management but also to validate a combined commitment to the governance and operational delivery of the programme. A more formal, accountable, and transparent governance arrangement would also support:
 - a) Enhanced openness and accountability to constituent authorities.
 - b) Providing greater local control over direct investment and related financial considerations (e.g. section 106 planning agreements between councils and developers).
 - c) A signal to private investors, especially long-term investors, that ASELA is capable and committed.
 - d) A signal to Government departments and investors that ASELA is financially sustainable, and a trusted and reliable delivery partner.
25. In addition to oversight of the growth delivery programme a joint committee provides:
 - a) Management and oversight of expenditure and activity associated with funding received from Government and other sources.
 - b) Agree the level of financial contributions to be sought from each local authority to support the work of ASELA.
 - c) Ensure effective relationships and collaboration as necessary to achieve ASELA's vision, with central Government and other regional and national bodies including the South East Local Enterprise Partnership.

Practicalities of the ASELA Joint Committee

26. The proposal for an ASELA Joint Committee would include the following features:
- a) Eight members and co-opted members are anticipated: Basildon; Brentwood; Castle Point; Essex County Council; Rochford; Southend, Thurrock; and The Federated Board of the Local Enterprise Partnership.
 - b) Each Council will appoint a member.
 - c) A Chair and Vice-Chair will be appointed.
 - d) Matters will be decided through voting (co-opted members can speak but not vote) and decisions reached through majority.
 - e) No decision can be taken by the Joint Committee which relates to any matter that is in the preserve of a specific constituent authority unless that authority indicates its agreement with the proposal. Thereby maintaining the principle of subsidiarity.
 - f) One authority will act as an 'accountable body' in relation to the functions and resources of ASELA shall be agreed by the Joint Committee.
 - g) A local authority will be designated to provide secretariat to the joint committee (Southend BC currently fulfils this role).
 - h) It is the advice of Monitoring Officers for scrutiny to take place at each existing partner councils' Overview & Scrutiny process as the most efficient and effective arrangement at the present time. For Brentwood this would involve the council's Audit and Scrutiny Committee.

Issues, Options and Analysis of Options

27. Do nothing – this option is not recommended. Continuing with the existing informal arrangements does not support ASELA's ability to secure large scale investment from Government and the private sector. Nor does it provide transparency of decision making or accountability for delivery.
28. If a Council determines that it does not want to join the Joint Committee, it is proposed that it can become a co-opted member. Councils that are co-opted members of the Committee will be able to speak on all matters in front of the Committee but will not have a vote. If a Council is not a member of a joint committee it will have not agreed to jointly discharge their functions with the other members of the committee and in essence the Joint Committee would not cover that Council area.

29. The recommendation, therefore, is that each ASELA Council should use its powers and agree to become members of the joint committee. Therefore, It is incumbent upon the Council to develop proposals that provide the best possible outcome for Brentwood's residents while satisfying Government requirements.

Reasons for Recommendation

30. To provide ASELA with the governance arrangements required to enable delivery of the Growth and Recovery Prospectus and ten delivery programmes and for Brentwood and its residents to be a direct and indirect beneficiary of the work.

Consultation

31. None

References to Corporate Strategy

32. Growing our economy, protection our environment, developing our communities, improving housing, delivering an efficient and effective Council.

Implications

Financial Implications

Name/Title: Jacqueline Van Mellaerts, Corporate Director (Finance & Resources)
Tel/Email: 01277 312500/jacqueline.vanmellaerts@brentwood.gov.uk

33. Resources for specialist advice will be obtained from within existing budgets. Neighbouring councils are also expected to make a financial commitment to this work.

Legal Implications

Name & Title: Amanda Julian, Corporate Director (Law & Governance) and Monitoring Officer

Tel & Email: 01277 312500/amanda.julian@brentwood.gov.uk

34. Section 101 of the Local Government Act 1972 enables the Council to establish a Joint Committee. Draft amendments to the Constitution have been set out in Appendix A that recognises each Council's sovereign entity. A Joint Committee will enable joint partnership working that enables transparent and accountable decisions to be made. This will form part of the Council's Constitution.

Economic Implications

Name/Title: Phil Drane, Corporate Director (Planning and Economy)
Tel/Email: 01277 312500/philip.drane@brentwood.gov.uk

35. The ASELA delivery work programme refers to the economic agenda for the South Essex region, how it can deliver new jobs, new transport infrastructure,

new homes, and the future governance arrangements to deliver better outcomes for residents and businesses, both existing and new.

Equality and Diversity Implications

Name/Title: Kim Anderson, Partnerships, Leisure & Funding Manager

Tel/Email: 01277 312500/kim.anderson@brentwood.gov.uk

36. Key objectives, such as preparing a strategy to secure local productive and well-paid employment opportunities through commercial development from employers, and supporting young people to achieve their best and build their futures in South Essex, show the intent for joint working to create more equal and diverse opportunities for South Essex residents.
37. There are no direct implications under the equalities legislation, but the Council will continue to have due regard to its duty under s149 of the Equalities Act 2010.

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

38. None

Background Papers

- Item 468 Extraordinary Council, 22 July 2020, Update report from the Association of South Essex Local Authorities (ASELA)
- ASELA Memorandum of Understanding, January 2018
- ASELA report on examples of governance models, January 2021

Appendices to this report

- Appendix A: ASELA Joint Committee Agreement and Constitution
- Appendix B: ASELA Growth and Recovery Prospectus, July 2020
- Appendix C: The Green Blue Workplan, Thames Estuary 2050 Growth Commission, June 2021
- Appendix D: ASELA Anchor Programmes Update, June 2021

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Association of South Essex Local Authorities (ASELA)

Joint Committee Agreement and Constitution

1. Introduction

- 1.1 The core purpose of the Joint Committee is to provide place leadership for South Essex. Recognising that through a collaborative approach, the constituent authorities will be best placed to develop and deliver a vision for South Essex up to 2050, promoting healthy growth for communities.
- 1.2 The Joint Committee will focus on the strategic opportunities, regardless of individual local authority boundaries for the South Essex economic corridor to influence and secure the strategic infrastructure that will help individual areas to flourish and realise their full economic and social potential.
- 1.3 This agreement sets out how the ASELA Joint Committee shall operate in seeking to deliver its overarching purpose, what powers and functions it holds, how decisions are made and the procedures that are followed to ensure that it operates efficiently, effectively and is both transparent and accountable.
- 1.4 The Joint Committee shall come into effect from 1st April 2021.
- 1.5 The Association shall operate and discharge its functions through a Joint Committee between all local authorities formally established in accordance with Section 101 of the Local Government Act 1972 and who have agreed to form part of the Joint Committee and made the agreed financial contribution to support the work of the joint committee. It has * members, being
 - a councillor (elected member) appointed by each of the 'Constituent Councils' which includes -
 - o *

(to be updated to reflect the authorities who have agreed to form the joint committee)
- 1.6 The Joint Committee shall have the ability to agree to additional local authorities, who it is considered are able to contribute to the aims of the Joint Committee, to join the committee as a 'constituent council'. Any such authorities will need to have formally agreed, in accordance with Section 101 of the Local Government Act 1972 to form part of the Joint Committee and made the agreed financial contribution to support the work of the Joint Committee.
- 1.7 The Joint Committee is subject to overview and scrutiny through constituent authorities' own scrutiny arrangements.

2. Principles

- 2.1 This agreement and the terms of reference provide a basis for the work of ASELA. A review of this document shall be undertaken by the Joint Committee at the end of the 2021/22 municipal year and annually thereafter
- 2.2 There shall be no transfer of powers currently held by any constituent authority to the Joint Committee and this document makes no provision for such.
- 2.3 No decision can be taken by the Joint Committee which relates to any matter that is in the preserve of a specific constituent borough/district authority unless that authority indicates its agreement with the proposal.
- 2.4 An 'accountable body' in relation to the functions and resources of ASELA shall be agreed by the Joint Committee
- 2.5 A local authority will be designated to provide secretariat to the Joint Committee which shall be agreed by the Joint Committee

RESPONSIBILITY FOR FUNCTIONS

A. JOINT COMMITTEE

1. Overview

- 1.1 The Joint Committee has been formally established by all constituent councils in accordance with Section 101 of the Local Government Act 1972 to discharge the functions of ASELA as set out in this Constitution.

2. Membership

2.1 Appointment.

Membership of the Joint Committee shall consist of the Constituent Council Members who comprise the Joint Committee, whereby each shall appoint –

- (i) one of its elected members as a member of the joint committee, preferably to be the Leader of the Council; and
- (ii) another elected member as a substitute member to act in the absence of the member appointed under (i) above

The joint committee shall have the ability to appoint co-opted members (without voting rights) to the Joint Committee as they see fit.

2.2 Term of Membership

- (a) Members or substitute members cease to be a member or substitute member of the joint committee –
 - (i) if they cease to be a member of the constituent council that appointed them; or
 - (ii) A person may resign as a member or substitute member of the joint committee by written notice served on the proper officer of the council of the constituent council that appointed them; or
- (b) Where a member or substitute member's appointment ceases the constituent council that made the appointment must, as soon as practicable, give written notice of that fact to the Association's Secretariat and appoint another of its elected members in that person's place;
- (c) A constituent council may at any time terminate the appointment of a member or substitute member appointed by it to the Association and appoint another of its elected members in that person's place.

- (d) Where a constituent council exercises its power under subparagraph (c), it must give written notice of the new appointment and the termination of the previous appointment to the Association's Secretariat and the new appointment shall take effect and the previous appointment terminate with immediate effect.

2.3 **Chair** – A Chair and Vice-Chair shall be appointed at the first meeting of the joint committee. Appointment of a new Chair and Vice-Chair shall take place by the end of June each year, following the annual meetings of all constituent councils. The Chair or, in his or her absence, the Vice-Chair shall chair all meetings of the joint committee when present.

2.4 **Quorum.** No business of the joint committee shall be transacted unless at least half of the Constituent Council Members or substitute members appointed are present.

3. **Meetings and Procedure**

3.1 **Voting**

- (a) Subject to those matters at paragraph (d) below, any matters that are to be decided by the joint committee are to be decided by a majority of the members present and voting on that question at a meeting of the joint committee, such majority to include substitute members, acting in place of members.
- (b) Each member, or a substitute member acting in that member's place, is in post is to have one vote and no member or substitute member is to have a casting vote.
- (c) If a vote is tied on any matter it shall be deemed not to have been carried. There shall be no casting vote.
- (d) A decision on a question relating to a matter that is in the preserve of a specific local authority shall require the support and agreement of that specific authority.

3.2 **Procedure**

- (a) The joint committee will conduct business in accordance with the meeting standing orders set out in these terms of reference.
- (b) The proceedings of the joint committee are not invalidated by any vacancy among its members or substitute members or by any defect in the appointment or qualifications of any member or substitute member

4. Sub-Committees and advisory bodies

4.1 The joint committee -

- (a) may establish such other sub-committees, which may include the co-option of any non-voting members, as it sees fit; and
- (b) may establish such advisory panels and ad-hoc working groups as it considers may be expedient to assist it.

5. Delegation

5.1 The exercise of the joint committee's functions may be delegated to:

- (a) a sub-committee; or
- (b) an officer.

A record of such delegations shall be maintained

6. Core Purpose, Aims and Functions

Core Purpose and aims

- 6.1 The core purpose of the Joint Committee is to provide place leadership for South Essex. Recognising that through a collaborative approach, the constituent authorities will be best placed to develop and deliver a vision for South Essex up to 2050, promoting healthy growth for communities.
- 6.2 The Joint Committee will focus on the strategic opportunities, regardless of individual local authority boundaries for the South Essex economic corridor to influence and secure the strategic infrastructure that will help individual areas to flourish and realise their full economic and social potential.
- 6.3 The primary aims of Joint Committee will be to:
 - Provide place leadership;
 - Open up spaces for housing, business and leisure development by developing a spatial strategy;
 - Transform transport connectivity;
 - Support the sectors of industrial opportunity;
 - Shape local labour & skill markets;
 - Create a fully digitally-enabled place;
 - Secure a sustainable energy supply;
 - Influence and secure funding for necessary strategic infrastructure; and
 - Work with and provide a voice for South Essex working with the Thames Estuary Growth Board.

Principles of collaboration

6.4 Collaboration will be focused on three key areas:

- Tackling problems we can't solve individually
- Creating collective scale and impact
- Providing the place leadership to promote and sell the 'South Essex' proposition

Specific Functions

6.5 The functions of the joint committee are as follows:

- a. Provide oversight and direction of programmes of work aligned to the core purpose and aims of the joint committee set out above.
- b. Commissioning and co-ordination of delivery of programmes, projects and development of policy against in accordance with the core purpose and aims of the joint committee and allocate resources accordingly
- c. Submission of bids for funding to Central Government and other bodies as considered appropriate to deliver the vision and objectives, subject to the advice and approval of the Chief Financial (S151) Officer of the accountable body.
- d. Provide oversight and direction associated with the Joint Strategic Plan and approve any strategic planning framework proposals for consideration by individual local authorities
- e. Management and oversight of expenditure and activity associated with funding received from Government and other sources
- f. Agree the level of financial contributions required from each local authority as a member of the joint committee to support its work.
- g. Ensure effective relationships and collaboration as necessary to achieve ASELA's vision, with Central Government and other regional and national bodies including the South East Local Enterprise Partnership and Opportunity South Essex.

MEETINGS STANDING ORDERS

1. Interpretation, Suspension and Chair's Ruling

- 1.1 These Standing Orders apply to meetings of the joint committee, and where appropriate, to meetings of any sub-committees. Any reference to committee in these Standing Orders also refers to sub-committees.
- 1.5 The ruling of the Chair on the interpretation of these Standing Orders in relation to all questions of order and matters arising in debate shall be final.

2. Revisions to Standing Orders

- 2.1 Standing Orders may be changed by the joint committee, which will be subject to a unanimous vote, either at the Annual Meeting or by a motion on notice made at a meeting of the joint committee.

3. Chairing of Meetings

- 3.1 The Chair shall chair all meetings of the joint committee whenever he or she is present.
- 3.2 In the absence of the Chair and Vice-Chair, the meeting shall appoint another member to chair the meeting.
- 3.3 The Chair (or the Vice Chair or any other Member presiding in the absence of the Chair or Vice Chair) shall not have a casting vote on any issue.

4. Meetings

- 4.1 The Annual Meeting of the joint committee shall be held annually in June on a date and at a time following the annual meetings of all 'Constituent Councils'
- 4.2 Ordinary meetings of committee for the transaction of general business shall be held on such dates and at such times as the committee shall determine.
- 4.3 All meetings of the committee shall be open to the public (including the press) except to the extent that they are excluded whether during the whole or part of the proceedings either:
 - (a) In accordance with Section 100A(2) of the Local Government Act 1972; or

- (b) By resolution passed to exclude the public on the grounds that it is likely, in view of the nature of the proceedings, that if members of the public were present there would be disclosure to them of exempt information as defined in Section 101 of the Local Government Act 1972. Any such Resolution shall identify the proceedings or the part of the proceedings to which it applies and state the description, in terms of Schedule 12A to the Local Government Act 1972 of the exempt information giving rise to the exclusion of the public.

5. Notice of Meetings

- 5.1 At least five clear working days before a meeting of a committee:
 - (a) notice of the time and place of the intended meeting shall be published;
 - (b) a summons to attend the meeting, specifying an agenda for the meeting, shall be sent to all Members of the joint committee by electronic mail.
- 5.2 Lack of service on a member of the committee of the summons shall not affect the validity of a meeting of the committee.
- 5.3 Each constituent authority shall ensure a link from their own website to information regarding meetings of ASELA and copies of agendas and minutes.

6. Meeting Agendas

- 6.1 The Chair of the Joint Committee will decide upon the agenda for the meetings. The Chair may put on the agenda of any meeting any matter which the Chair wishes.
- 6.2 Any Member of the committee may require that an item is placed on the agenda of the next available meeting of the committee for consideration.
- 6.3 Any item proposed to be included on the agenda for any meeting of the committee in accordance with sub-paragraph 6.2 above, which is not submitted in writing before 7 working days of the meeting, shall not be included on the agenda for that meeting unless it is agreed by the Chair. In this case the amended agenda for the meeting will state the reason for the late acceptance of any such item.

- 6.4 The agenda for each meeting of the committee shall set out the items of business requested by Members (if any) in the order in which they have been received, unless the Member concerned has given notice prior to the issue of the agenda, for it to be withdrawn. If the Member concerned is not present at the meeting when an item of which they have given notice comes up for discussion, this item shall, unless the committee decides otherwise, be treated as withdrawn.

7. Access to Information

- 7.1 Access to agenda, reports and associated documents in respect of a meeting of the committee are as determined by Part VA of the Local Government Act 1972 (Access to Meetings and Documents of Certain Authorities, Committees and Sub-Committees).

8. Quorum

- 8.1 No business shall be transacted at any meeting of a committee unless at least half of the Members or substitute members appointed by the constituent councils are present.
- 8.2 If at the time for which a meeting is called, and for 15 minutes thereafter, a quorum is not present, then no meeting shall take place.
- 8.3 If during any meeting of the committee the Chair, after counting the number of Members present, declares that there is not a quorum present, the meeting shall stand adjourned to a time fixed by the Chair. If there is no quorum and the Chair does not fix a time for the reconvened meeting, the meeting shall stand adjourned to the next ordinary meeting of the committee.

9. Order of Business

- 9.1 At every meeting of the committee the order of business shall be to select a person to preside if the Chair or Vice-Chair are absent and thereafter shall be in accordance with the order specified in the agenda for the meeting, except that such order may be varied -
- (a) by the Chair at his/her discretion; or
 - (b) on a request agreed by the committee
- 9.2 The Chair may bring before the committee at their discretion any matter that they consider appropriate to bring before the committee as a matter of urgency.

10. Standing Orders of Debate

- 10.1 The Chair shall decide all questions of order and any ruling by the Chair upon such questions and the interpretation of these Standing Orders of Procedure and upon matters rising in debate shall be final and shall not be open to discussion.

11. Voting

- 11.1 Subject to sub-paragraph 11.6, any matters that are to be decided by the committee are to be decided by a majority of the members present and voting on that matter at a meeting of the committee, such majority to include substitute members, acting in place of members.
- 11.2 Each member appointed according to the provisions in paragraph 1, or a substitute member acting in that member's place, and the Chair, or the Vice-Chair acting in his or her place is to have one vote and no member or substitute member is to have a casting vote.
- 11.3 If a vote is tied on any matter it shall be deemed not to have been carried.
- 11.4 Whenever a vote is taken at meetings it shall be by a show of hands. On the requisition of any member, supported by one other Member who signifies their support, and before the vote is taken, the voting on any question shall be recorded so as to show whether each Member present gave their vote for or against that question or abstained from voting.
- 11.5 A Member, or Substitute Member acting in that Member's place may demand that his/her vote be recorded in the Minutes of the meeting.
- 11.6 A decision on a question relating to a matter that is in the preserve of a specific local authority shall require the support and agreement of that specific authority.

12. Conduct

- 12.2 In the event of general disturbance, which in the opinion of the Chair, renders the due and orderly dispatch of business impossible the Chair, in addition to any other power vested in the Chair may, without question put, adjourn the meeting of the committee for such period as the Chair considers expedient.

13. Disturbance by Members of the Public

- 13.1 If a member of the public interrupts the proceedings at any meeting of the committee the Chair shall warn him or her. If they continue the interruption the Chair shall order his or her removal from the room. In the case of general disturbance in any part of the room open to the public the Chair shall order that part to be cleared.

14. Notification and Declaration of Interests

Members of the committee shall comply with their respective councils Code of Conduct for Members.

Growth and Recovery Prospectus

ASSOCIATION OF SOUTH ESSEX LOCAL AUTHORITIES

JULY 2020



thurrock.gov.uk



Introduction

THE OPPORTUNITIES

South Essex is a powerful region with a proactive attitude to delivering growth. The South Essex authorities and local businesses have formed an association which, for the past two years, has developed joined up proposals and prioritised projects, driving change collectively for its people and businesses.

It is also an active member of the Thames Estuary Board and responded positively to the Thames Estuary Commission's recommendations to Government when it published its vision and priorities for the Thames Estuary. South Essex has used this platform to achieve early successes. It is actively working with Homes England to accelerate housing delivery, it is developing a Joint Strategic Plan with support from the Ministry for Housing, Communities and Local Government, secure investment from the Future High Street Fund and the Towns Fund, and is rolling out a local full fibre network with support from the Department for Culture, Media and Sport.

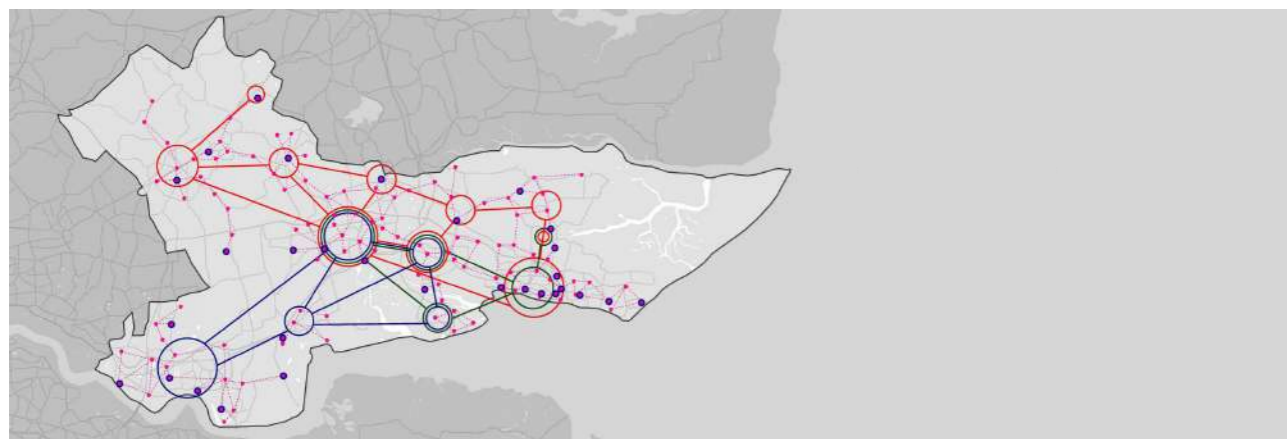
The region is now working hard to build its way forward as it moves its way out of the pandemic, with a vision to deliver for People productive jobs, blue and green infrastructure, physical and digital connectivity, new homes people need and can afford.

The South Essex economy is more vulnerable than most to the negative impacts of the coronavirus. Factors such as a higher prevalence of small businesses and self-employment, and an occupational mix less suited to working from home, are among those that underpin this assessment. Oxford Economics forecast estimates are that the

South Essex economy will contract by 8.5% in 2020, even after allowing for some rebound later in the year. Up to 25% of the regional workforce was furloughed, and it is predicted that 12,000 jobs will be permanently lost as a result of the pandemic. The South Essex authorities want to work quickly and proactively to build back better and make sure that its residents and businesses are guided through the recovery with new opportunities.

The region can also drive the levelling up agenda, over time, seeing more investment delivered here from both the public and private sector. More investment is needed in South Essex if it is to deliver its latent potential, with its proximity to London, the river and the coast, to bring new investment and jobs to the region. The region has seen underinvestment over the past few decades and wants to position itself for a fair share. The region wants to leverage private sector investment through strong partnerships and delivering new homes and infrastructure, including transport and digital.

Its work on connectivity is about ensuring an active travel network can be delivered, which will support local connectivity and a transformative change in movement for businesses and communities, so that the region is not a car dominated place. There are ambitions for better regional connectivity allowing South Essex to better connect to the other parts of the South East, East Anglia and the rest of the country. The area will build on its existing assets and sectors driving more productive jobs and regeneration, making sure its communities have access to the best amenities, green space and homes.

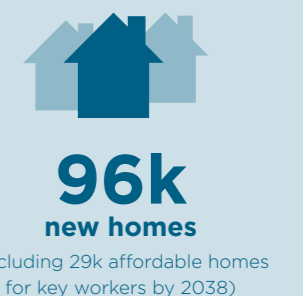
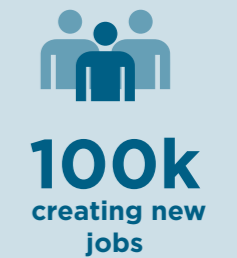
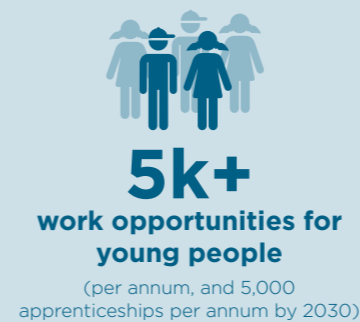
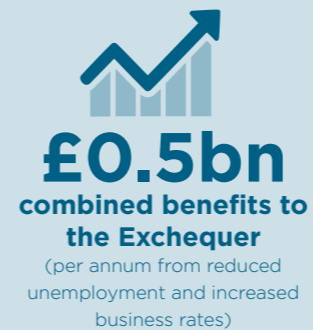


South Essex has a key role in the local economy and is of great importance to UK PLC:

- It is home to nearly 1 million people and generated £17.9bn of economic value in 2019.
- There is a rich culture of entrepreneurialism and is home to leading brands including Ford, Amazon, National Westminster Bank and Olympus among others.
- Industry sectors and clusters are firmly established around Advanced Manufacturing, Logistics, Creative industries and Health.

- It has some key infrastructure crucial to the UK, including:
 - four major ports that are recognised as the UK's fastest growing terminals and vital to the UK fuel and energy economy;
 - an international airport;
 - a Crossrail terminus; and
 - the proposed the Lower Thames Crossing.

There are significant opportunities to create greater prosperity and quality of life in South Essex and by 2050 it plans to grow its contribution to the UK economy by £15bn, through:



Jobs and Opportunity

SKILLS AND FUTURE EMPLOYMENT

The South Essex economy is important. With a business base of over 32,000 enterprises providing more than 354,000 jobs and a population of around 800,000, South Essex is a major economy, comparable in scale to the combined authority areas of Sheffield City Region, West of England or Tees Valley. Its relationship with London should not be underplayed, with around 80,000 people commuting to the capital for work. Although the area has, at times, lacked a sense of identity as a major employer, often seen as a dormitory to London.

The area wants to enhance its employment activity. Productivity in South Essex is significantly less than the national and regional average and at £20,143 per capita, is nearly 40% below that of nearby Cambridgeshire and Peterborough LEP. South Essex has a very high proportion of micro businesses and self-employed traders compared to regional and national average, which historically has had an impact on the scope for growth. There are major gaps in adult skills, with overall one in four adults (24.3%) with level 1 or no qualifications, rising to nearly one in three adults in parts of South Essex.

In summary, there has been a lack of investment in major employment areas in South Essex. The review of the green book and approach Government has taken to devolving funding and priority areas is welcomed here and it would like to see further investment in its priority projects.

This has been acknowledged in both the Thames Estuary Commission's report and other policy documents which have set out South Essex's latent potential and wanting to cement South Essex's USP in employment activity including:

- The manufacturing sector in South Essex consists of around 1,700 businesses providing over 19,000 jobs. The sector includes several specialisms that could be developed to increase business productivity and build a thriving green technology sector.
- A number of specialist areas including engineering, machinery and automotive manufacturing that create a solid foundation for high value growth and exploitation of green technology.
- Creative industries that are prevalent in the Thames Estuary Production corridor.
- Niche medical and dental manufacturers, linked to an emerging health sector in Southend. Allied to manufacturing is a notable concentration of engineering and industrial design jobs (over 6,500) located primarily in Basildon.
- High value manufacturing output, product and process design offer a key opportunity to build innovation networks maximising potential applications in software and control systems, sensor technology, quality control and energy and materials efficiency essential for the green economy. Co-ordinated through a centre for green technology and a network of maker centres, South Essex this provides the basis for significant high value growth.

Skills

Skills in the area need to improve and there is significant vulnerability with coastal communities and pockets of long-term unemployment. South Essex has a significant core of low skilled residents and a long-standing pattern where those with higher skills commute into London to work. While mobility is generally a positive characteristic, the labour market in South Essex has become polarised, creating a major barrier to change. A dual strategy will be implemented to improve skills levels, for young people and adults, while also connecting individuals to employment. Aligning skills supply and demand will not only address unemployment and create pathways into work but can be an important incentive to attract business investment. Reducing commuting levels will only happen when there are sufficient well-paid jobs in South Essex. There is also the threat of automation in the region which could impact significant sectors in the area including manufacturing, transport and logistics. Between 2009 – 2018 manufacturing employment in South Essex fell by about one quarter. The South Essex authorities want a joined-up approach to skills that seeks to support those currently in work but also work with employers and future investors to ensure that local people, and new residents, are equipped with the skills they need for productive employment.

Future employment

The South Essex authorities will support the transition of advanced green manufacturing businesses to be more productive and expand high skilled employment. Through improved business networking and strengthening local supply chains, targeted business support to assist firm to access higher value national and international markets and investment in workforce and entrant training.

Knowledge intensive services play an important part in the South Essex economy and offer significant potential to create high

skilled employment. Some 45.2% of jobs in South Essex are in knowledge intensive sectors, compared to a national (England and Wales) average of 48.5%. Across South Essex, the rates are significantly higher in Southend and Brentwood (55.3% and 51.1%), where knowledge intensive jobs form a majority of employment. South Essex has local concentrations of creative, engineering design, scientific testing, computing and education activities that provide a foundation for knowledge intensive growth.

Capturing the opportunity will be driven by extending production facilities present in Basildon, Southend and Thurrock to build the Thames Estuary Production Corridor, along the South Essex coast.

The logistics sector is at the forefront of automation, with employer demand and skills requirement evolving to a more efficient use of space and an occupational shift away from elementary roles to skilled process and technical jobs managing intelligent transport and warehouse management systems. The requirement for digital skills, quality control, performance analytics and communication skills will become increasingly important and it will be vital to ensure that employers have access to qualified local labour to fill vacancies and meet replacement demand.

The opportunity for South Essex is to capture increased value and productivity in the sector to boost the share of higher skilled jobs and value chain activity. With existing and historical locational and infrastructure advantages, South Essex can become a centre for innovation in logistics by growing capacity in digital, AI, data management and control systems technologies. Building on the international recognition the South Essex major ports and access to London, significant benefits can be gained by realising the potential of the sector to generate higher paid jobs, support digital enterprises and offer degree level vocational training through apprenticeship frameworks.


Connectivity


PHYSICAL AND DIGITAL INFRASTRUCTURE

South Essex plans to transform digital and transport and connectivity in the region, providing contemporary digital infrastructure that will see the entire region super-connected to attract a new business base. This is alongside a viable, deliverable and resilient transport system.


In South Essex the transport network, especially highways, operate over capacity. This has significant impact on productivity and movement. The authorities want to rebalance modal priorities in favour of active and sustainable modes and deliver a decarbonised, integrated public transport system. Walking, cycling and greener public transport will become the most appealing and practical choice. These will be supported by quality placemaking initiatives improving public realm, regeneration and community led initiatives.

There are a number of guiding principles underpinning South Essex's approach:


 Become the **leading place in the UK for urban and rural digital connectivity**.


 **Enhancing** and connecting local places to reflect the distinctiveness of communities.

 **Supporting healthier lifestyles** by connecting places at a human scale.

 **Reducing the need for travel** by the private car, providing attractive and safer routes for active travel while aggressively reducing emissions with the aim for South Essex to become Carbon Neutral ahead of national targets.

Laying foundations for future working practices by **improving connections between existing and future residential and employment areas**, supporting logistics and advanced manufacturing sector by creating new opportunities to integrate these land uses and reducing the need to travel.

 **Trialling future technologies** to overcome existing challenges and provide flexibility and resilience to respond to the changing needs of employers.

 **Supporting access to local services**, particularly health and education, by active modes and public transport.

Underpinning all this is South Essex's aim to be carbon zero by 2040, with significant progress by 2030. How successful the region is in this aim will highly depend on reducing emissions from transport.

There are a number of key programmes developed to deliver the transformative change:

Long Range Wide Area Network (LoRaWAN) '5G Network'

It will be delivered across the sub region, providing an ecosystem for businesses, public sector organisations, educational organisations and the public.

South Essex Active Travel Network

A regional wide active travel programme to provide attractive connections between places which will enable a significant shift to movements by active modes.

Green Blue Integrated Public Transport

A rapid transport network that provides high quality, high frequency direct links to public transport hubs (or living stations).



Visualisation of School Street in Southend-on-Sea

Living Stations

Establishing key public transport hubs (Living Stations) that will be a focus for public transport interchange and opportunities for the delivery of high quality and distinctive public realm, creative employment and retail spaces and education, health and leisure services located at Brentwood, Basildon, Grays, Southend and Southend Airport.

New strategic Interchange Hubs on the River Thames

Located between Tilbury and Southend to support new passenger river services.

Green and Blue Infrastructure through South Essex Estuary Park

Where there is a long term vision to create a single park system that encompasses all of South Essex, framed by five large-scale landscapes and an improved network of blue and green connectors.

Local Connections to Health, Education & Natural Assets

A programme including establishing active routes to schools. These routes will link schools to local communities with enhanced landscaping providing opportunities for play and interaction with green spaces.

Forward Funding of a new EV Infrastructure Network

At scale, providing EV charging points across homes, businesses and existing infrastructure to drive the transition away from petrol and diesel vehicles and securing a step change in decarbonised transport use.

Homes and Place

INFRASTRUCTURE LED GROWTH

South Essex support the idea that investment in infrastructure can support large scale and accelerated housing delivery. Historic delivery rates have been poor in South Essex, with underinvestment in both infrastructure and employment. South Essex want to support the delivery of new homes, with a strong sense of place and community, through growing existing urban settlements or delivering new ones, including Garden Towns.

Across South Essex, a number of new, mixed use, communities will be required to meet long term needs. South Essex intends to build on its heritage to pioneer the next generation of settlements and create a new concept to sustainable living for South Essex. All proposals for housing, including new settlements will be subject to existing planning controls and local decision making. Where a plan for a new settlement is brought forward, it is envisaged that they would be designed around garden village principles offering high quality and inclusive places with a mix of homes, jobs in all sectors, open spaces, community infrastructure, digital connectivity, retail and leisure space that meet need and build cohesive communities.

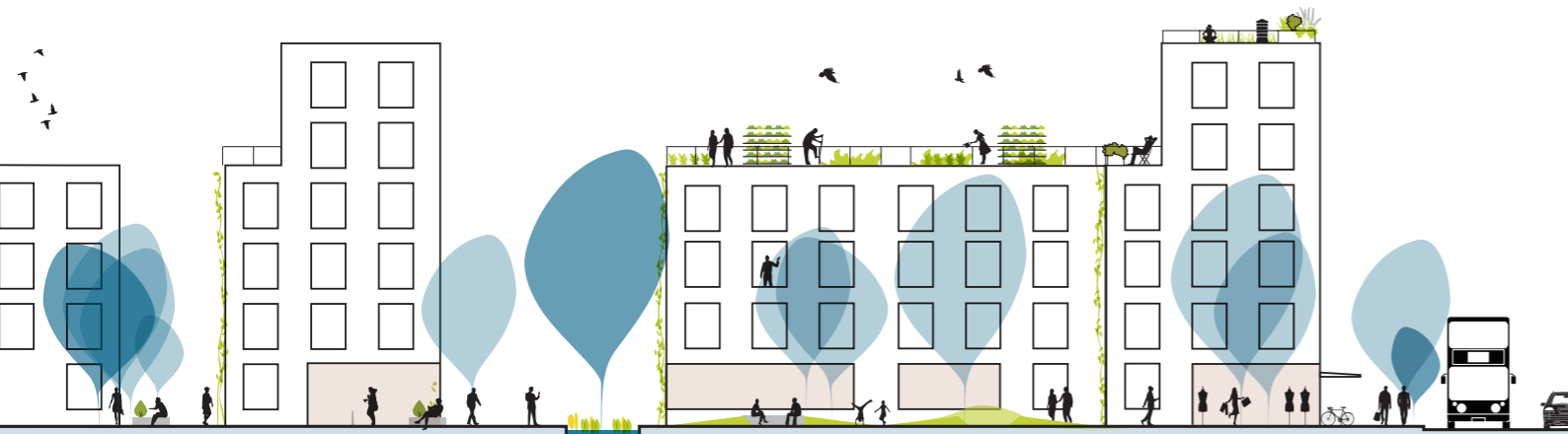
To enable this, the ambition in South Essex is to:

- Put in place a complete suite of up to date local plans, supported by the South Essex Plan, a strategic plan that establishes the strategic planning ambition, and policies to address sub-regional cumulative impacts that local plans cannot fully address.
- Completely transform housing delivery in the region – there is a recognised need

for, and commitment to, a programme of strategic and tactical interventions that would significantly increase delivery rates;

- Co-ordinate strategic land-use with strategic transport planning and provide an ambitious framework to achieve net zero and tackle the climate emergency with urgency and strong leadership
- Be a pathfinder for the Thames Estuary and set about rapid implementation of the Governments objectives for this area;
- Work collaboratively with Homes England, Housing Providers, Developers and Builders (large and small), to deliver a joint plan; and
- Establish a new delivery team – utilising expertise from the public and private sectors.

Over the past six months, South Essex have been working with Homes England on a joint delivery plan. Together they have identified the requirement for 96,000 homes in just under twenty years which equates to 4,500 homes per annum. The area is not delivering this volume of housing and is only achieving around half the requirement. To accelerate housing delivery to the level required will need substantial additional management, and technical capability, to help delivery transport and infrastructure, unlock stalled sites, remediation issues and other factors that prohibit faster delivery.



Visualisation of active travel network

The vision for South Essex is to:

- Unlock up to 43,000 of the 96,000 homes included in the strategic assessment of housing needs.
- Unlock up to 39,000 more construction jobs.
- Generate additional income for the Council of up to £450m one-off payments and £31m gross recurring annual income through Council Tax, Business Rate, Community Infrastructure Levy & New Homes Bonus.
- Increase wider economic benefits for the community by up to £2.2bn

South Essex wants to ensure its housing delivery is a result of strong economic development, new jobs and inclusive growth across the region. This means that the area will invest in its town centres, high streets and new settlements. The ambition is to embed outstanding place making principles in every project so local communities can thrive and see a step change in employment and skills, life chances and health and wellbeing.

Regeneration plans are already underway across the area, for example at Basildon, Brentwood, Grays and Southend, to develop a design blueprint that can be tailored and applied at a local level in towns across South

Essex. The programme will determine the locations where delivery can be accelerated and develop up-date strategies and action plans, this will include facilitating economic recovery and resilience responding to the impact of COVID-19.

To support new modes of living and quality of life, South Essex also wants to invest in its green and blue infrastructure and not see them as a 'nice to have' but rather core to all project work moving forwards. The emerging green blue infrastructure (GBI) framework, along with the mapping and design guidance being developed by Defra and Natural England, will help South Essex and the Thames Estuary to become an exemplar of good green infrastructure delivery, benefitting the economy, people and the environment of the region, and helping to deliver biodiversity net gain and net zero carbon.

The long-term vision is the creation of one single park system that encompasses all of South Essex. A South Essex Estuary Park will be framed by five large-scale landscapes and an improved network of blue and green connectors. These five sites include flood zones, habitats, existing parkland, riverfront, former industrial sites, agriculture land, and special historical features and landmarks:

- Island Wetlands
- Central Thames Marshlands
- Central Woodland Arc
- Mardyke Valley
- Brentwood Parklands

The Proposition

A TRANSFORMED VISION FOR SOUTH ESSEX

The South Essex Authorities have a strong 'can do' attitude and want to see lifelong improvements for its communities and businesses.

The area knows it can do better and is working hard to achieve a step change in productivity, skills, employment and place making.

It can only do this with both support and long term investment, not just from the public sector but by leveraging its assets and opportunity to drive private investment too.

South Essex is placing strong emphasis on joined up leadership and governance, knowing it can achieve greater than the sum of its parts by working proactively together. South Essex authorities recognise that delivery of these proposals will require appropriate governance arrangements to be in place and has already undertaken a preliminary review of governance in the area to assess future options. If the area is going to build back better then it needs a long term strategy with some short term interventions to recover quickly from Covid-19 and create economically and socially resilient communities. At the heart of the work being undertaken by the South Essex Authorities is an ambition to deliver a series of priorities which the leadership know will deliver long lasting and wider benefits for both people and place.

These priorities need support both locally and centrally and includes:

- Providing excellent and contemporary **digital infrastructure** including 5G and connectivity that will see businesses want to invest in the area and start successful and productive enterprises.
- Delivering significant improvements in **connectivity and public transport**, underpinned by investment in active travel projects which benefit people's health and wellbeing and could see major environmental benefits.

- Unlocking **housing** sites to deliver accelerated development seeing new **quality homes**, neighbourhoods and communities brought to South Essex, and enhancing amenity and place for existing local residents.
- Investment in **green and blue infrastructure** to enable new parks and river walks, supporting active use of environmental assets, adding to biodiversity, health and wellbeing outcomes, whilst supporting active and thriving communities.

- Improving **skills** across the region from school aged children through to adult training and education, ensuring that the current and future workforce can access productive and highly skilled jobs.
- A strategy to secure more **commercial development** from employers who can provide productive and well-paid employment, locally.
- Supporting **young people** to achieve their best and build their futures in South Essex.



Visualisation of future Basildon Living Station



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THE GREEN BLUE WORKPLAN

June 2021

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Appendix C



WE'RE IN A
GOOD PLACE.
JOIN US,

The story so far

- In 2018, The Thames Estuary 2050 Growth Commission published an ambitious vision for this region comprising north Kent, south Essex and east London.
- In the Government's response, it agreed a new governance structure was needed to drive forward this vision and realise the untapped potential of the Estuary.
- In October 2019, Kate Willard OBE was appointed Estuary Envoy. The Envoy acts as Chair of the Thames Estuary Growth Board which receives government funding to drive forward this work.
- In July 2020, the Board published its plan 'The Green Blue' to set out how it would begin to deliver the Commission's findings.

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How we work

The Thames Estuary Growth Board combines private and public sector representatives from the worlds of government, industry, commerce, infrastructure, law, energy and creative production.

Its purpose is described in three ways:

- **Advocate** – It champions, promotes and markets this place as the UK's number one growth opportunity.
- **Convene** – It brings together people from all sectors to realise the Estuary's potential.
- **Partner** – It develops and nurtures wide-ranging partnerships to get things done.

From vision to action

- The Thames Estuary is backed by the Government as the UK's number one growth opportunity.
- The purpose of the Thames Estuary Envoy and Growth Board is to capitalise upon the region's unique assets and its supreme location to convert its potential into good, green growth for the local area and the national economy.
- "[The Green Blue](#)", is our ambitious vision to transform the Thames Estuary region of north Kent, south Essex and east London.
- This Plan describes the practical steps we will take to realise this vision and the indicators we will use to measure it.
- Our measurement framework acknowledges the Government's levelling-up agenda and the Estuary's circumstances and needs.



Supporting national policies

Our work chimes with numerous Government objectives around:

- Building back better and recovery
- Capitalising on Brexit to catalyse inward investment
- Levelling up wealthier and poorer regions
- Developing cleaner energy and meeting net zero targets
- Stronger digital connectivity to meet future needs
- Successful Freeports for wide-ranging growth
- Delivering skills and opportunities from new and emerging industries
- Responsible and respectful house building

Our themes, workstreams and impacts

Net Zero

- Hydrogen
- Green Water

Build Back Better

- Freeport
- Digitally Brilliant
 - Skills

Places and Spaces

- Green Places
- Green Spaces
- Creative Estuary

New Ways of Working

- Strategic Investment Partner
- Inward Investment
 - Major Projects



Each workstream will aim to deliver these impacts:

Economic: increased vitality of economy – economic scale and value; vitality of place.

Social: improvements in social and economic participation and wellbeing for Estuary residents.

Environmental: increased resilience of environment and environmental credentials.

Commercial: enhanced levels of investment and value across the Estuary's places.

NET ZERO

Activities

Theme and Objectives	Activities	Outcomes Targeted	Impacts Targeted
<p>1. Hydrogen</p> <p>Laying the foundations for the Estuary as one of the UK's leading hubs for hydrogen.</p>	<p>Phase One: Develop a hydrogen investment strategy and delivery plan which identifies projects and opportunities to deliver a hydrogen ecosystem. The strategy will embed hydrogen in broader Estuary Net Zero strategies.</p> <p>Phase Two: Drive the delivery of the investment strategy and opportunities to level up.</p>	<p>Phase One:</p> <ul style="list-style-type: none"> Investment strategy delivered, outlining how the Estuary will become one of the cornerstones of UK hydrogen infrastructure and with a strong international profile as a leading hub for hydrogen. Clear plan in place to match the goals of the hydrogen investment strategy with opportunities to drive levelling up across the Estuary. <p>Phase Two:</p> <ul style="list-style-type: none"> First investments identified and progressing. International profile enhanced. Long term establishment of recognised hydrogen 'cluster'. Specific projects and workstreams identified with allocated owners, timeframes and resource allocated, to deliver hydrogen-linked levelling up. 	<p>Economic: increased vitality of economy – economic scale and value; vitality of place.</p> <p>Social: improvements in social and economic participation and wellbeing for Estuary residents.</p>
<p>2. Green Water</p> <p>Encouraging a modal shift to the river for both freight and passengers.</p>	<p>Phase One: Establish ambition for the Estuary to become one of smartest estuaries in the world in terms of how it works its river, including development of commercial models that will deliver a modal shift, with an initial focus on light freight from road to river.</p> <p>Phase Two: Develop a strategy to increase passenger use of the river beginning with a primary focus on road/car to river.</p>	<p>Phase One:</p> <ul style="list-style-type: none"> New investment opportunities for waterborne light freight identified. Clear plan in place to match the goals of the waterborne light freight investment strategy with opportunities to drive levelling up across the Estuary. <p>Phase Two:</p> <ul style="list-style-type: none"> New investment opportunities for waterborne passengers identified. Clear plan in place to match the goals of the waterborne passenger strategies with opportunities to drive levelling up across the Estuary. 	<p>Environmental – increased resilience of environment and environmental credentials.</p> <p>Commercial – enhanced levels of investment and value across the Estuary's places.</p>

BUILD BACK BETTER

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Activities

Theme and Objectives	Activities	Outcomes Targeted	Impacts Targeted
<p>1. Freeport</p> <p>Supporting the establishment and long term success of a Freeport in the Estuary.</p>	<p>Phase One: Promote a Freeport in the Thames Estuary.</p> <p>Phase Two: As part of the Thames Freeport Board, ensure the Estuary-wide benefit and aspirations in the Freeport submission are realised.</p>	<p>Phase One:</p> <ul style="list-style-type: none"> Freeport established in Thames Estuary. Clear plan in place to match the aspirations of the Freeport with great, green growth opportunities and levelling up across the Estuary. <p>Phase Two:</p> <ul style="list-style-type: none"> Specific projects and workstreams identified with owners, timeframes and resource allocated to deliver Freeport linked levelling up. 	<p>Economic: increased vitality of economy – economic scale and value; vitality of place.</p> <p>Social: improvements in social and economic participation and wellbeing for Estuary residents.</p>
<p>2. Digitally Brilliant</p> <p>Delivering a step-change in digital connectivity across the Estuary, enhancing the resilience and quality of digital infrastructure.</p>	<p>Phase One: Develop a digital infrastructure investment strategy which will underpin the delivery of strategic opportunities to deliver great, green growth and levelling up.</p> <p>Phase Two: Drive the delivery of the investment strategy and levelling up.</p>	<p>Phase One:</p> <ul style="list-style-type: none"> Investment strategy delivered, laying foundations for the Estuary to become one of the best digitally connected locations for businesses and communities. Major projects requiring digital strategies identified. Clear plan in place to match the goals of the digital investment strategy with opportunities to drive levelling up across the Estuary. <p>Phase Two:</p> <ul style="list-style-type: none"> Design of tender process/es for digital infrastructure investment complete and process/es for procurement launched. Specific projects and workstreams identified to deliver digital-linked levelling up, with a focus on communities which have suffered consistent and significant deprivation. 	<p>Environmental – increased resilience of environment and environmental credentials.</p> <p>Commercial – enhanced levels of investment and value across the Estuary’s places.</p>
<p>3. Skills</p> <p>Providing the skills for new opportunities in the Thames Estuary Production Corridor (TEPC).</p>	<p>Phase One: Initiate thinking and debate around the cultural and creative sectors skills agenda and how employer leadership of skills could help de-risk delivery of the Production Corridor.</p> <p>Phase Two: Develop an employer led skills programme linked to the Production Corridor.</p>	<p>Phase One:</p> <ul style="list-style-type: none"> Production Corridor opportunities identified linked to ambitious TEPC commission to shape and deliver the next phase of the Thames Estuary Production Corridor. <p>Phase Two:</p> <ul style="list-style-type: none"> Employer-led skills programme funded and underway. 	

PLACES AND SPACES

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Activities

Theme and Objectives	Activities	Outcomes Targeted	Impacts Targeted
<p>1. Green Places Promoting good, green growth and beauty in the Thames Estuary.</p>	<p>Phase One: Deliver a growth focused Infrastructure study with Homes England, targeting activities to accelerate critical infrastructure delivery, the promotion of good design and placemaking.</p> <p>Phase Two: Champion delivery of key infrastructure investments.</p>	<p>Phase One:</p> <ul style="list-style-type: none"> Infrastructure study making case for investment balancing jobs, homes and green spaces delivered. Enhanced reputation of Thames Estuary for good design and innovation. <p>Phase Two:</p> <ul style="list-style-type: none"> First Green Places infrastructure linked investments identified and progressing. Increased investment in social & community infrastructure across the Estuary, with high quality benchmarks. 	<p>Economic: increased vitality of economy – economic scale and value; vitality of place.</p> <p>Social: improvements in social and economic participation and wellbeing for Estuary residents.</p>
<p>2. Green Spaces Protecting and enhancing the Estuary's natural assets while supporting appropriate access and growth.</p>	<p>Phase One: Promote and support the development of an Estuary wide walking and cycling path.</p> <p>Phase Two: Develop strategy to work with agencies, businesses and visitor marketing organisations to increase visitor numbers and higher spending directly linked to promotion of Green Spaces.</p>	<p>Phase One:</p> <ul style="list-style-type: none"> Estuary wide walking and cycling path developed through collaboration with and support for Estuary 2021. <p>Phase Two:</p> <ul style="list-style-type: none"> Clear approach established to support and protect the Estuary's natural assets while enabling appropriate access and visitor enjoyment. 	<p>Environmental – increased resilience of environment and environmental credentials.</p>
<p>3. Creative Estuary Delivering the Thames Estuary Production Corridor to support jobs and growth in the creative sector.</p>	<p>Phase One: Support Thames Estuary Production Corridor and Creative Estuary programmes, identifying key TEGB priorities to support vision for growth.</p> <p>Phase Two: Support of clear investment programme delivering jobs and skills in the UK's pre-eminent production corridor.</p>	<p>Phase One:</p> <ul style="list-style-type: none"> Identification of "outrider" projects including Estuary 21, the Medway City of Culture and an employer/skills pilot Support of major TEPC commission identifying major sector investment opportunities. <p>Phase Two:</p> <ul style="list-style-type: none"> Delivery of outrider projects and TEPC commission. Promotion of investment opportunities through inward investment strategy. 	<p>Commercial – enhanced levels of investment and value across the Estuary's places.</p>

ACCELERATING INVESTMENT

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Activities

Theme and Objectives	Activities	Outcomes Targeted	Impacts Targeted
<p>1. Strategic Investment Partner</p> <p>Developing a new model of operation securing a step-change in investment and growth across the Estuary.</p>	<p>Phase One: Develop new models for the successful delivery of private/public strategic investment in great, green growth and levelling up.</p> <p>Phase Two: Develop new ways for UK based growth zones to collaborate to accelerate growth.</p>	<p>Phase One:</p> <ul style="list-style-type: none"> • Pilot ‘Strategic Investment Partner’ with private investors and Government as a new model for investment. • New ways of measuring impacts of investment in great, green growth and levelling up established. <p>Phase Two:</p> <ul style="list-style-type: none"> • New partnerships and working protocols established between UK estuaries and other growth zones. • Growth accelerated. 	<p>Economic: increased vitality of economy – economic scale and value; vitality of place.</p> <p>Social: improvements in social and economic participation and wellbeing for Estuary residents.</p>
<p>2. Inward Investment</p> <p>Establishing Thames Estuary as a destination of choice for businesses and investment.</p>	<p>Phase One: Develop an inward investment strategy to profile the Estuary as a location of choice for investors.</p> <p>Phase Two: Clear plan in place to match the goals of the investment strategy with opportunities to drive levelling up across the Estuary.</p>	<p>Phase One:</p> <ul style="list-style-type: none"> • Key relationships with Government and investors established. • Investment strategy in place, laying foundations for the Estuary to become highly successful at securing new inward investment. <p>Phase Two:</p> <ul style="list-style-type: none"> • First major investments secured. 	<p>Environmental – increased resilience of environment and environmental credentials.</p> <p>Commercial – enhanced levels of investment and value across the Estuary’s places.</p>

Theme and Objectives	Activities	Outcomes Targeted	Impacts Targeted
<p>3. Major Projects</p> <p>Championing the delivery of game-changing projects within the Estuary.</p>	<p>Phase One: Identification of projects, partnerships and potential support, working with Council Leaders to develop a 'critical mass' approach to the promotion of significant projects.</p> <p>Phase Two: Clear plans in place to help deliver and maximise the benefits of Lower Thames Crossing, London Markets relocation, London Resort, Crossrail to Ebbsfleet, HS1, Thamesmead and others.</p>	<p>Phase One:</p> <ul style="list-style-type: none"> • Support and promotion of Crossrail to Ebbsfleet (C2E). • Commissioning of LTC wider benefits study. • Support of study making case for additional high-speed rolling stock to level up the Estuary. <p>Phase Two:</p> <ul style="list-style-type: none"> • Delivery of key studies above and clear “acceleration” programme developed. • Ongoing support programme for major projects defined. 	<p>Economic: increased vitality of economy – economic scale and value; vitality of place.</p> <p>Social: improvements in social and economic participation and wellbeing for Estuary residents.</p>
<p>4. Partnerships & Promotion</p> <p>Building partnerships and networks and making the case for the Estuary.</p>	<p>Cross cutting work across all these to bring together partners and to establish a clearer and louder voice for the Estuary.</p>	<ul style="list-style-type: none"> • Establishment of new networks, partnerships and ideas. • Leverage of further public sector and private sector resource. • Decisions and delivery bought forward/accelerated. 	<p>Environmental – increased resilience of environment and environmental credentials.</p> <p>Commercial – enhanced levels of investment and value across the Estuary's places.</p>

Our approach to understanding impact and change

1. TRACKING CHANGE ACROSS THE ESTUARY AND ITS PLACES

What? short list of core indicators against which change can be tracked & benchmarked. Consistent over time.

Why? To understand need and opportunity and to focus delivery. Competitive positioning & levelling up within the Estuary and across UK

2. UNDERSTANDING THE IMPACT OF THE BOARD & ITS DELIVERY ACTIVITIES

What? Highly bespoke output and outcome indicators directly linked to delivery themes and activities. Measures will change over time.

Why? To understand the effectiveness and efficiency of the Board; voice, influence and legitimacy.

Indicators we will use

1. Bottom up Measures (bespoke evidence collection to understand the impact of Board activity)	2. Top Down Measures (use of government data to track change long term area change)
<p>A. DELIVERABLES</p> <ul style="list-style-type: none"> • Studies undertaken; partnerships and collaborations; delivery programme commissioned. <p>B. RESULTS</p> <ul style="list-style-type: none"> • Investment in digital infrastructure; speed and resilience and take up. • Investment in transport infrastructure; light freight movements on river. • Scale of partnership working, collaboration and investment in hydrogen sector. • Establishment of Freeport, associated economic value, profile of the Estuary and Envoy. • Scale of investment in Thames Estuary Production Corridor and other destination focused projects; economic benefits associated with these. • Speed/scale housing delivery, investment in affordable homes, investment in social and community infrastructure. • Networks established, public sector funding leveraged. <p>C. LONG-TERM OUTCOMES</p> <ul style="list-style-type: none"> • Overall jobs and business numbers. • Levels of inwards investment. • Size and value of target sectors – e.g. creative and cultural production, and logistics, hydrogen. • Scale of research and innovation economy. • Carbon reduction. • Profile and reputation of Thames Estuary as a cohesive place. 	<p>ECONOMIC</p> <ul style="list-style-type: none"> • E1. Economic density (jobs per working age resident). • E2. Productivity (GVA per job). • E3. International investment (FDI)*. • E4 Enterprise (business start-up rates). • E5. Access to internet. <p>SOCIAL</p> <ul style="list-style-type: none"> • S1. Employment (Resident employment rate). • S2. Income (% households below national average). • S3. Skills levels (% with NVQ4+). • S4: Young people participation (% NEET). • S5. General health of local people. <p>ENVIRONMENT</p> <ul style="list-style-type: none"> • EN1. Energy efficiency for new housing. • EN2. Air quality (PM 2.5/PM10). • EN3. Waste management (recycling rates). • EN4. Active travel/public transport (% who walk or cycle). <p>FINANCIAL AND COMMERCIAL</p> <ul style="list-style-type: none"> • F1. Land value (average house price). • F2. Business revenue potential (amount of rateable space). • F3. Housing delivery (# new homes). • F4. Welfare costs (total benefit expenditure per person). <p>OUTCOMES</p> <ul style="list-style-type: none"> • O1. Proportionate contribution to UK output. • O2. Life satisfaction of residents. • O3. Overall CO2 emissions. • O4. Overall reputation / perception of place*.

THANK YOU.

Page 140 **For further information please contact:**

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[@EstuaryEnvoy](https://www.instagram.com/EstuaryEnvoy)



WE'RE IN A
GOOD PLACE.
JOIN US.

ASELA ANCHOR PROGRAMMES

POSITION AS AT JUNE 2021

- **Superfast Digital** – the principal objective of this programme is to provide gigabit connectivity to every household and premises by 2025. The Local Full Fibre Network project which is funded by DCMS delivers fibre to public sector facilities (including fire, GPs and health care) remains on track and on budget to achieve delivery to over 150 sites by the end of the month. Plans are now being developed to join all the fibre together to create a single public service network. This activity is attracting significant private sector investment and up to £100m has now been committed to South Essex by Openreach, Virgin and CityFibre collectively. The next phase of this programme will be to establish a private sector led board and start to develop the digital solutions that will be at the heart of the Thames Freeport, the Technical University and the South Essex Estuary Park;
- **Thames Freeport** – the Government announced in the Chancellor's March Budget, that the Thames Freeport was one of eight successful bids. The Freeport is private sector led (DP World, Forth Ports, and Ford) and covers the geography of the local authorities of Thurrock, LB Havering LB Barking and Dagenham. Thurrock Council are the lead local authority and the accountable body for public sector investment. Since March the Government have agreed the interim governance arrangements and approved initial capacity funding of £300k. Work on an Outline Business Case is now underway and the target is to submit to Government by 31st July. Simultaneously work is in train to establish Tax and Custom sites within the Freeport area. These bring significant financial incentives to the private sector partners and the potential for business rate retention for the designated areas. The initial feasibility study identified substantial economic benefits including over 25,000 new jobs and over £5bn of inward investment. In addition, the priority policy objective is to use the Freeport as a catalyst for regeneration and levelling up deprived communities. These benefits and policy areas will be tested and expanded as part of the business case development over the following weeks;
- **Technical University** – in March Leaders approved the feasibility study for a technical university. The intention is to create degree apprenticeships with local employers, providing opportunities for local people, leading to high skill local jobs. This is a business led venture, with a number of the leading businesses in the area identifying requirements for both young people and reskilling of existing employees. A Partnership Board has now been established, which includes senior representation from DP World, Leonardos, Olympus, Nat West Bank, Ford, and Southend Airport. Higher Education providers are also represented through Anglian Ruskin University, University of Essex and the University of East Anglia. The programme will reach into the school system to encourage students from communities that wouldn't historically have considered higher skills as attainable. The next steps that are now underway include the procurement of a Higher Education provider for the first tranche of degree apprenticeship courses, starting

in September 2023, and the development of the full business case by November 2021.

- **South Essex Estuary Park (SEE Park)** – This flagship programme aims to provide an extraordinary parkland setting that encompasses all of South Essex, bringing environmental, social, and economic value to the region. It will cover 1/3 of South Essex at 23,000ha (in line with government’s aim of protecting 30% of England’s countryside by 2030) and will comprise five large-scale landscapes, selected because of their capacity to perform multiple functions, while offering many benefits. ASELA leaders gave support for pressing ahead with building the case for investment in the SEE Park and for working up more detailed proposals to deliver a pathfinder implementation project across the Central Thames Marshlands. Since then work has been underway to design an implementation approach around creating early successes; building momentum and confidence with local residents and investors alike. Initial activity over the next 12-24 months will be focussed around four workstreams:
 - Launching the SEEPark - with a distinctive branding, establishing a marketing & comms plan with web/social media presence; and creating options for a future operating model;
 - Development of a Landscape framework plan - and design guide to ensure future development work across the 5 constituent landscapes reflects the GBI Strategy and objectives;
 - Delivery of the Central Thames Pathfinder - as a ‘demonstrator’ project with a series of wave1 implementation deliverables within an initial 18-month period;
 - Creating a Green Finance Strategy – looking to access Government grant / capacity funding in the short-term and to build a long-term green investment model to attract private sector infrastructure funding.

A case for investment has been developed and it describes the work and resource envelope (c.£7.5m) that will be needed to get the SEE Park up and running and to deliver the Central Thames Marshlands pathfinder. The majority of funding for this will need to be sourced from outside of direct investments from ASELA Local Authorities; through a combination of, related strategic programmes such as Lower Thames Crossing (LTC) and Thames Free Port (TFP), Government capacity funding and private sector green financing models. This is the main area of focus over the coming months;

- **Infrastructure and Housing** – the focus of this programme is the provision of infrastructure and homes that are needed to support the economy and meet existing housing needs. Over the last 12 months a detailed pipeline of housing schemes has been developed with a specific focus on schemes that are stalled because of issues of viability. By working together across all South Essex Local Authorities, the area has been able to create a compelling case for a trail blazing strategic place based partnership with Homes England. Now agreed in principle, by the Homes England Executive Board, it will be just one of two such partnerships in the country. A Memorandum of Understanding is being prepared for Leaders consideration, along with a joint Business Plan. The intention is that these will be agreed by Leaders before the 31st July and formally launched in September 2021. Homes England remain committed to provide capacity funding

for this programme for 2021/22 and the outputs of the joint work on the Business Plan will also feed into the Spending Review in the Autumn. In addition to this activity, progress is also being made through joint working with regional housing associations, through a new initiative to create greater opportunities for small and medium sized builders.

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Committee: Ordinary Council	Date: 28 July 2021
Subject: Appointment of representatives on Outside Organisations 2021/22	Wards Affected: All
Report of: Claire Mayhew - Corporate and Democratic Services Manager	Public
Report Author: Name: Claire Mayhew - Corporate and Democratic Services Manager Telephone: 01277 312741 E-mail: claire.mayhew@brentwood.gov.uk	For Decision

Summary

Following a change to the Council's Constitution on 25 January 2017. Councillors are now appointed to a number of outside organisations by Ordinary Council. Many of the outside organisations support and advance the broad objectives of the Authority. Representations come 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 is appointed.

Following consideration of the list of nominations and to ensure effective use of Councillors resource and support for outside organisations it is considered appropriate to categorise the list in the following:

- Statutory Representatives
- Trustee
- Council has interest whether financially or otherwise
- Others – point of contact

Where a Councillor is required to be a point of contact it is considered appropriate for the outside organisation and the Councillor to make contact and discuss the best approach.

The list of nominations for representatives/point of contact on outside organisations is presented at the Ordinary Council meeting each year for Members' approval (Appendix A).

In January 2021, Council's approved an amendment to Chapter 4, Paragraph 27 of the constitution to state:

27. Outside Bodies

27.1 Any person appointed by the Council to serve as our representative to an outside body shall be appointed until they resign, are dismissed or their successor is appointed. Members shall cease to hold appointments on the fourth day after the ordinary day of election unless they are re-elected as a Borough Member at the Election.

- (a) *The Council should not appoint where there is a conflict of office or interest*
- (b) *The Council should not appoint where the appointment holds a risk that insolvency of the body would render the appointee debarred from office i.e. where the appointment is an effective directorship listed at Companies House.*

27.2 *The Chief Executive will:*

- (a) *in consultation with the appropriate Group Leaders, revise as necessary appointments to outside bodies arising as a result of a vacancy or otherwise;*
- (b) *in consultation with the Leader of the Council and the Group Leaders, agree the allocation of appointments to any new outside bodies or organisations.*
- (c) *ensure that the body meets the criteria for an appointee*

27.3 *The Appointee will:*

- (a) *ensure a good flow of communication between the outside body and the council. This will include non-confidential matters that the appointee may consider to be of interest or significance to either party.*
- (b) *upon request of the Chief Executive, provide an update on any disclosable matters pertaining to the outside body.*
- (c) *be prepared to provide a brief report to the Audit & Scrutiny committee when requested to do so under the work programme.*

Recommendation(s)

Members are asked to:

R1 That the list of outside bodies and nominated representatives/point of contact for 2021/2022 shown in Appendix A be approved.

OR

R2 Alternative nominations on outside bodies for the appointments of representatives/point of contact for 2021/2022 shown in Appendix B be approved.

R3 A review of the Outside Organisations to undertaken yearly and reported back to Ordinary Council as the start of the municipal year.

Main Report

Introduction and Background

1. The Council will need to be satisfied, and remain satisfied throughout the year, that the list of outside bodies only contains bodies upon which the Council could properly or would wish to nominate representatives and to be represented. Or where a Councillor could be an appropriate point of contact.
2. The list of nominations for representatives on the relevant outside organisations are now presented at the Ordinary Council meeting each year for Members' approval.
3. The choice of nominations put forward by the relevant Group Leaders are made in the light of the need to avoid conflicts of interest (including how any such nomination if successful would impact on the particular Member's other duties such as being a member of any committee of the Council upon which they have been nominated to serve and are serving). No nomination for a role should be put forward where a conflict of interest is likely to arise to a significant degree.
4. The capacity upon which a successful nominee is to serve needs to be borne in mind and the implications fully understood, from their personal viewpoint, that of the Council and that of the particular organisation.
5. Members who serve on outside bodies must exercise independent judgment in the interests of the organisation in which they are involved.
6. Where a Member is serving on the outside body in a representative capacity (i.e. representing the Council), this should be made plain to that body and the Member, whilst being aware that they have a commitment to representing the Council on the outside organisation, must also be aware that it is their responsibility to decide what view to take on any question before the outside organisation.
7. Where a Member is acting as an Independent Trustee, Director or Member of a Management Committee of an outside body, the Member must act in accordance with that body's interests, and not those of the Council or even the council tax payers at large.
8. Whilst there could, in exceptional circumstances, be a situation in which a representative on an outside body may find themselves unable to adequately carry out their responsibilities properly, both as a member of the Council and as a

member of the outside body, there are advantages to having Members carefully appointed to relevant outside organisations.

Issue, Options and Analysis of Options

9. Councillors are now appointed to a number of outside organisations by the Ordinary Council. Many of the outside organisations support and advance the broad objectives of the Authority. Representations come about either through the Authority initiating the appointment, an organisation requesting a representative being nominated or a Charity Commission rule that a Council representative is appointed.
10. The Council's Partnership Policy encourages effective partnership working wherever appropriate to help deliver the Council's goals and overcome constraints. The Policy aims to ensure that the Council's time is spent productively and effectively. When a Councillor is appointed to an outside organisation, they act on behalf of that organisation, and may participate fully in the activities. Where it is felt appropriate the nominated Councillor can act as a point of contact and make agreement with the outside organisation how the Councillor can best serve them.

Consultation

11. Due the pandemic, no appointments were made for the Municipal Year 2020/2021.
12. Details of outside organisations and their nominated Councillor representatives are published on the Council's website.
13. Further work is being undertaken to work with some organisations that appointed Members of the Council that have been appointed on the Outside Organisation as Trustee and are listed on Companies House under that organisation. The Council are consulting with these organisations to appointing a council representative instead of a Trustee to encourage the ongoing support that will benefit both the Council and the organisation.
14. Alternative nominations for these appointments have been received from the Liberal Democratic Group and are attached at Appendix B.

References to Corporate Plan – Brentwood 2025

15. Explore opportunities to work further with stakeholders and partner organisations.

Implications

Name & Title: Jacqueline Van Mellaerts, Corporate Director (Finances & Resources) & Section 151 Officer

Tel/Email: 01277 312500/jacqueline.vanmellaerts@brentwood.gov.uk

16. There are no direct financial implications arising from this report. However financial implications may need to be taken into consideration when reports are reviewing outside organisations each municipal year.

Legal Implications

Name & Title: Amanda Julian, Corporate Director (Law and Governance) & Monitoring Officer.

Tel & Email: 01277 312500/Amanda.julian@brentwood.gov.uk

17. Those appointed to serve on outside bodies will need to remain alert and exercise careful judgment to avoid conflicts of interest (actual and perceived). The concept of bias or perceived bias is wider than the Members' Code of Conduct.
18. The Members' Code of Conduct applies whenever a Member (a) conducts the business of the Authority, or (b) acts as a representative of the Authority.
19. When a Member acts as a representative of the Authority (a) on another relevant authority, the Member must, when acting for that other authority comply with that other authority's code of conduct; or (b) on any other body, the Member must, when acting for that other body, comply with the Authority's Code of Conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.
20. A Member appointed to an outside body as a trustee will need to be aware of the legal duties of a trustee and the implications that may have on them.

Economic Implications

Name & Title: Phil Drane, Corporate Director (Planning & Economy)

Tel/Email: 01277 312500/philip.drane@brentwood.gov.uk

21. There are no direct economic implications arising from this report.

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

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

None

Appendices to this report

Appendix A – List of outside bodies and nominated representatives 2021/2022

Appendix B – Alternative nominations to outside bodies 2021/2022 submitted by the Liberal Democratic Group

Appointments to Outside Organisations

APPENDIX A

Organisation	Previous Nominations for 2018/19	Draft Nominations for 2019/20	Proposed Nominations for 2021/2022
Active Brentwood	Cllr Poppy	Cllr Poppy	Cllr Poppy
Armed Forces Covenant Champion	Cllr Wiles	Cllr Hossack	Cllr Hossack
Brentwood Access Group	Cllr Cloke	Cllr Cloke	Cllr Cloke
Brentwood Arts Council	Cllr Mynott (LD)	Cllr Mynott (LD)	Cllr Mynott (LD)
Brentwood Community Safety Partnership	Cllr Hossack	Cllr Hossack	Cllr Barber
Brentwood Council for Voluntary Service	Cllr Reed Cllr Wiles	Cllr Reed Cllr Dr Barrett (LAB)	Cllr Reed Cllr Dr Barrett (LAB)
Brentwood Business Partnership	Cllr Kerlake Cllr McCheyne Cllr Reed Cllr Barrett (LAB) Cllr Clarke ((LD)	Cllr Mrs Hones Cllr Kerlake Cllr McCheyne Cllr Barrett (LAB) Cllr Kendall (LD)	Cllr Mrs Hones Cllr Hossack Cllr Pearson Cllr Barrett (LAB) Cllr Kendall (LD)
Brentwood Community Football Alliance			Cllr Hossack
Brentwood Theatre Trust	Cllr Chilvers (LD) Cllr Bridge	Cllr Chilvers (LD) Cllr Bridge	Cllr Fulcher (LD) Cllr Bridge
Brentwood/Landkreis Roth Town Twinning Association	Cllr Mrs Murphy (Mayor – President) Cllr Parker (Deputy Mayor – Vice-president) Cllr Mrs Hones Cllr Keeble (IND)	Cllr Parker (Mayor –President) Cllr Miss Sanders (Deputy Mayor – Vice-president) Cllr Naylor (LD) Cllr Mrs Hones	Cllr Sanders (Mayor-President) Cllr Reed ((Deputy Mayor – Vice-president) Cllr Mrs Hones Cllr Naylor (LD)
Brentwood/Montbazon Town Twinning Association	Cllr Mrs Murphy (Mayor – president) Cllr Parker (Deputy Mayor – Vice-president) Cllr Cloke Cllr Mrs Hones	Cllr Parker (Mayor – President) Cllr Miss Sanders (Deputy Mayor – Vice-president) Cllr Mrs Fulcher (LD) Cllr Cloke	Cllr Sanders (Mayor-President) Cllr Reed (Deputy Mayor – Vice-president) Cllr Cloke Cllr Laplain (LD)
Conservators of Shenfield Common	Cllr Wiles Cllr Barrell Cllr Barrett (LAB)	Cllr Barrett (LAB) Cllr Dr Barrett (LAB) Cllr Morrissey (LAB)	Cllr Barrett (LAB) Cllr Dr Barrett (LAB) Cllr Wiles
ECC Local Highways Panel	Cllr Cloke Cllr Hirst	Cllr Cloke Cllr Morrissey (LAB)	Cllr Cloke Cllr Barber

2021/22

Appendix A

	Cllr Ms Rowlands Cllr Mrs Fulcher (LD)	Cllr Poppy Cllr Fryd (LD)	Cllr Kendall (LD) Cllr Dr Barret (LAB)
Essex Police and Crime Panel	Cllr Hossack	Cllr Hossack	Cllr K Barber
Essex Community Foundation	Cllr Hirst	Cllr Hirst	Cllr Hirst
Essex County Traveller Unit	Cllr Parker	Cllr Parker	Cllr Parker
Health and Safety Committee	Cllr Kerlake	Cllr Kerlake	Cllr White
Health and Wellbeing Board	Cllr Ms Sanders Cllr Mrs Davies (LD)	Cllr Miss Sanders Cllr Mrs Davies (LD)	Cllr Miss Sanders Cllr Mrs Davies (LD)
Herongate Village Hall Management Committee	Cllr Mrs Murphy	Cllr Mrs Tierney	Cllr Mrs Tierney
Howard Memorial Trust	Cllr Mrs Murphy	Cllr Mrs Pearson	Cllr Mrs Pearson
Hutton Charities	Cllr Hirst Cllr Kerlake	Cllr Hirst Cllr Kerlake	Cllr Hirst Cllr Tanner
IAA Member Working Group	Cllr Parker	Cllr Parker	Cllr Parker
Local Government Association	Cllr Mrs McKinlay	Cllr Hossack	Cllr Hossack
SNAP	Cllr Reed	Cllr Reed	Cllr Gelderbloem
South Essex Parking Partnership Representative	Cllr Cloke	Cllr Cloke	Cllr Cloke
South Weald Parish Hall Management Committee	Cllr McLaren Cllr Russell	Cllr McLaren Cllr Chilvers (LD)	Cllr McLaren Cllr Naylor (LD)
South East Children's Partnership Board	Cllr Russell	Cllr Mrs McKinlay	Cllr Pound
Brentwood Children's Advisory Board	Cllr McLaren	Cllr Mrs McKinlay	Cllr Pound
Taxi Trade Consultative Group	Cllr Ms Sanders Cllr Mrs Rowlands Cllr Mynott (LD)	Cllr McLaren Cllr McCheyne Cllr Mynott (LD)	Cllr Cloke Cllr Bridge Cllr Mynott (LD)
Tenants' Talkback	Cllr Hossack (Chair of relevant committee – Community, Health and Housing) Cllr Poppy (Vice-chair of C, H & H) Cllr Mrs Davies (LD)	Cllr Hossack (Chair of Environment, Enforcement and Housing) Cllr Kerlake (Vice Chair of Environment, Enforcement and Housing) Cllr Naylor (LD)	Cllr Pearson (Chair of Environment, Enforcement and Housing) Cllr McLaren (Vice Chair of Environment, Enforcement and Housing) Cllr Fryd (LD)
Youth Strategy Group	Cllr Miss Sanders	Cllr Miss Sanders	Cllr Mrs Gelderbloem

Appointments to Outside Organisations

APPENDIX B

Organisation	Previous Nominations for 2018/19	Draft Nominations for 2019/20	Proposed Nominations for 2021/2022
Active Brentwood	Cllr Poppy	Cllr Poppy	Cllr Poppy
Armed Forces Covenant Champion	Cllr Wiles	Cllr Hossack	Cllr Hossack
Brentwood Access Group	Cllr Cloke	Cllr Cloke	Cllr Cloke
Brentwood Arts Council	Cllr Mynott (LD)	Cllr Mynott (LD)	Cllr Mynott (LD)
Brentwood Community Safety Partnership	Cllr Hossack	Cllr Hossack	Cllr Hossack Cllr Aspinell (LD)
Brentwood Council for Voluntary Service	Cllr Reed Cllr Wiles	Cllr Reed Cllr Dr Barrett (LAB)	Cllr Reed Cllr Dr Barrett (LAB)
Brentwood Business Partnership	Cllr Kerlake Cllr McCheyne Cllr Reed Cllr Barrett (LAB) Cllr Clarke ((LD)	Cllr Mrs Hones Cllr Kerlake Cllr McCheyne Cllr Barrett (LAB) Cllr Kendall (LD)	Cllr Mrs Hones Cllr Hossack Cllr Pearson Cllr Barrett (LAB) Cllr Kendall (LD)
Brentwood Community Football Alliance			Cllr Hossack
Brentwood Theatre Trust	Cllr Chilvers (LD) Cllr Bridge	Cllr Chilvers (LD) Cllr Bridge	Cllr Fulcher (LD) Cllr Bridge
Brentwood/Landkreis Roth Town Twinning Association	Cllr Mrs Murphy (Mayor – President) Cllr Parker (Deputy Mayor – Vice-president) Cllr Mrs Hones Cllr Keeble (IND)	Cllr Parker (Mayor – President) Cllr Miss Sanders (Deputy Mayor – Vice-president) Cllr Naylor (LD) Cllr Mrs Hones	Cllr Sanders (Mayor-President) Cllr Reed ((Deputy Mayor – Vice-president) Cllr Mrs Hones Cllr Naylor (LD)
Brentwood/Montbazon Town Twinning Association	Cllr Mrs Murphy (Mayor – president) Cllr Parker (Deputy Mayor – Vice-president) Cllr Cloke Cllr Mrs Hones	Cllr Parker (Mayor – President) Cllr Miss Sanders (Deputy Mayor – Vice-president) Cllr Mrs Fulcher (LD) Cllr Cloke	Cllr Sanders (Mayor-President) Cllr Reed (Deputy Mayor – Vice-president) Cllr Cloke Cllr Laplain (LD)
Conservators of Shenfield Common	Cllr Wiles Cllr Barrell Cllr Barrett (LAB)	Cllr Barrett (LAB) Cllr Dr Barrett (LAB) Cllr Morrissey (LAB)	Cllr Barrett (LAB) Cllr Dr Barrett (LAB) Cllr Wiles
ECC Local Highways Panel	Cllr Cloke Cllr Hirst	Cllr Cloke Cllr Morrissey (LAB)	Cllr Cloke Cllr Barber

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Appendix B

	Cllr Ms Rowlands Cllr Mrs Fulcher (LD)	Cllr Poppy Cllr Fryd (LD)	Cllr Kendall (LD) Cllr Dr Barret (LAB)
Essex Police and Crime Panel	Cllr Hossack	Cllr Hossack	Cllr K Barber Cllr Aspinell (LD)
Essex Community Foundation	Cllr Hirst	Cllr Hirst	Cllr Hirst
Essex County Traveller Unit	Cllr Parker	Cllr Parker	Cllr Parker Cllr Cuthbert (LD)
Health and Safety Committee	Cllr Kerlake	Cllr Kerlake	Cllr White
Health and Wellbeing Board	Cllr Ms Sanders Cllr Mrs Davies (LD)	Cllr Miss Sanders Cllr Mrs Davies (LD)	Cllr Miss Sanders Cllr Mrs Davies (LD)
Herongate Village Hall Management Committee	Cllr Mrs Murphy	Cllr Mrs Tierney	Cllr Mrs Tierney
Howard Memorial Trust	Cllr Mrs Murphy	Cllr Mrs Pearson	Cllr Mrs Pearson
Hutton Charities	Cllr Hirst Cllr Kerlake	Cllr Hirst Cllr Kerlake	Cllr Hirst Cllr Tanner
IAA Member Working Group	Cllr Parker	Cllr Parker	Cllr Parker
Local Government Association	Cllr Mrs McKinlay	Cllr Hossack	Cllr Hossack
SNAP	Cllr Reed	Cllr Reed	Cllr Gelderbloem Cllr Laplain (LD)
T S P South Essex Parking Partnership Representative	Cllr Cloke	Cllr Cloke	Cllr Cloke
S W P South Weald Parish Hall Management Committee	Cllr McLaren Cllr Russell	Cllr McLaren Cllr Chilvers (LD)	Cllr McLaren Cllr Naylor (LD)
S E A South East Children's Partnership Board	Cllr Russell	Cllr Mrs McKinlay	Cllr Pound
Brentwood Children's Advisory Board	Cllr McLaren	Cllr Mrs McKinlay	Cllr Pound
Taxi Trade Consultative Group	Cllr Ms Sanders Cllr Mrs Rowlands Cllr Mynott (LD)	Cllr McLaren Cllr McCheyne Cllr Mynott (LD)	Cllr Cloke Cllr Bridge Cllr Mynott (LD)
Tenants' Talkback	Cllr Hossack (Chair of relevant committee – Community, Health and Housing) Cllr Poppy (Vice-chair of C, H & H) Cllr Mrs Davies (LD)	Cllr Hossack (Chair of Environment, Enforcement and Housing) Cllr Kerlake (Vice Chair of Environment, Enforcement and Housing) Cllr Naylor (LD)	Cllr Pearson (Chair of Environment, Enforcement and Housing) Cllr McLaren (Vice Chair of Environment, Enforcement and Housing) Cllr Fryd (LD)
Youth Strategy Group	Cllr Miss Sanders	Cllr Miss Sanders	Cllr Mrs Gelderbloem

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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