

Committee(s): Policy, Resources and Economic Development Committee	Date: 20 January 2021
Subject: Chairs report for Policy, Resources and Economic Development Committee	Wards Affected: All
Committee Chair: Cllr Chris Hossack	
Report of: Name: Jacqueline Van Mellaerts, Corporate Director of Finance & Resources Tel: 01277 312829 E-mail: jacqueline.vanmellaerts@brentwood.gov.uk Name: Amanda Julian, Director of Law & Governance and Monitoring Officer Telephone: Tel: 01277 312705 E-mail: amanda.julian@brentwood.gov.uk Name: Phil Drane, Director of Planning and Economy Telephone: 01277 312610 E-mail: philip.drane@brentwood.gov.uk	For Information

Local Development Plan

The LDP examination process continues with hearing sessions now underway. Week one of the hearing sessions (1-4 and 11 December), have considered matters and issues such as legal compliance (duty to cooperate), spatial strategy, Green Belt, housing and employment needs, and Dunton Hills Garden Village. Weeks two and three (2-5 and 9-12 February, with reserve days), will consider proposed allocated sites and development management policies. More information is available on the Council's website at www.brentwood.gov.uk/examination

Economic Development Strategy

The Place Audit for Brentwood, Shenfield and Ingatestone was brought to Policy, Resources and Economic Development Committee in September. This follows an Economic Development Study completed in March 2020. Together, this helps provide baseline evidence on the local economy. Several recommendations are made in the documents and these will help inform the setting of priorities of our new Economic Development Strategy. Two business-led workshops have been held to discuss High Street priorities and parking, considering Brentwood, Shenfield and Ingatestone as local centres. Outputs from these workshops will help inform both the emerging Economic Development Strategy and work to commission a new Parking Strategy. Updates on these projects are brought to PRED Committee regularly.

Business Grants

Following a decision at an emergency committee on the 18th November to approve the Council's Additional Restrictions Grant Scheme, following Governments announcement on 17 October, the following number of grants have been reviewed and applied for the different national schemes.

Applications - up to 06/12/2020	Open (Tier 2) Scheme	Closed (lockdown) Scheme	Discretionary (ARG) Scheme
Total received to date	180	339	164
Paid to date	45	237	85
Refused to date	19	18	35
Awaiting further information	116	84	44
Monetary value paid to date	£29,140	£342,070	£108,000

	Open Schemes			Closed Schemes						Christmas £1,000 for pubs
Applications - up to 07/01/2021	Open (Tier 2) Scheme 1 07/10 to 04/11	Open (Tier 2) Scheme 2 02/12 to 15/12		Closed (lockdown) Scheme 1 05/11 to 02/12	Closed (lockdown) Scheme 2 02/12 to 15/12 (wet pub)	Closed Tier 3 16/12 to 19/12	Closed Tier 4 20/12 to 04/01	Closed new lockdown 05/01 to ongoing	New one off lockdown grants of £4k, £6k & £9k to retail, hospitality & leisure From 05/01	Christmas Support Payment
Total received to date	247	106	<div></div>	425	7	130	375			17
Paid to date	137	106	<div></div>	349	7	130	375			17
Refused to date	108	0	<div></div>	34	0	0	0			0
Awaiting further info	2	0	<div></div>	42	0	0	0			0
Monetary value paid to date	£122,588	£70,182	<div></div>	£605,760	£3,917	£35,291	£369,934			£17,000
Allocation	£197,876	£155,630		£1,224,252	£11,010				TBC	£32,000
Available spend	£75,288	£85,448	<div></div>	£213,267	£7,093				TBC	£15,000

	ARG Scheme			BAG Scheme
Applications - up to 04/01/2021	ARG Scheme 05/11 to 10/01 Window 1	ARG Scheme 11/01 to ongoing Window 2		Business Adaptations Grant (BAG)
Total received to date	313			88
Paid to date	229			67
Refused to date	64			20
Awaiting further info	20			1
Monetary value paid to date	£347,000			£74,000
Allocation	£1,540,420			£132,000
Available spend	£1,193,420			£58,000

Canvass

The revised register of electors was published on 1st December in accordance with the new electoral reform and the necessity to change the canvass processes at short notice in response to the Covid situation.

Further work is continuing to maintain the accuracy of the register and ensure electors are registered and eligible to vote in this years elections.

Elections 2021

Although nationally there are growing concerns about the safety of running elections and the door-to-door campaigning aspects during this pandemic. We are continuing with election preparations for the Police, Fire & Crime Commissioner, County Council, Local and Parish elections scheduled to take place on 6th May 2021. We will shortly be writing to electors assuring them that although polling stations will be a safe place to cast their vote, they do have the option to apply for a postal or proxy vote. Details will be provided on how they can quickly and easily apply for postal or proxy vote.

Local Government Association Seminar

We have received details of a Local Government Association (LGA) event that might be of interest to your councillors, as well as anyone else planning to stand for election or campaign in 2021. The seminar is titled Local Elections 2021: Standing for election and campaigning in a COVID-19 context and taking place on Tuesday 26 January 2021 from 14.00 – 15.30. It is free to attend. There are speakers from the Electoral Commission as well as the Chairman of the LGA. Please feel free to forward the details to anyone who you think may be interested.

Constitution Working Group

The Constitution Working Group have met on five occasions since April 2020, to ensure the Council Constitution is constantly reviewed.

At the last Ordinary Council on 2nd December 2020, Council approved the following insertions/amendments:-

- Changes required to the Planning Code/Chapter (Chapter 5, 5.2)
- Emergency Committee permanently with the Constitution (Standard Order 40)
- Proposed addition of paragraph 12.2 (e) and Proposed change to Chapter 4 Rules of Procedure
- Delegation(s) to staff – Telecommunications Networks

These approved insertions will be incorporated within the Constitution in the next few weeks and Members will be notified of the changes.

Further work is still on-going to the Planning Chapter and Part 4.1 (Rules of Procedure) and a report is before members this evening.

Remote Meetings

With the country started its third lockdown on 5th January 2021. The committee/council meetings will continue remotely. However, officers will monitor this continuously.

Wedding Ceremonies

Under the advice from Essex Registers, all wedding ceremonies that were to be held at the Town Hall have been cancelled, this took effect from 24th December 2020. Weddings will only be granted under exceptional circumstances.

Legal and Procurement Services

The post of Legal and Procurement Services Manager was advertised with a closing date of the 4 January 2021. Shortlisting and invitations to attend for interview are to be sent shortly. The recruitment to the solicitor posts will also commence shortly.

Information Governance

A new IG group of officers has been set up to ensure that policies, procedures and guidance documents are kept up to date and in line with legislation. There will be an inaugural meeting to set out a project plan.

Information governance is concerned with **how information is held, obtained, recorded, used and/or shared**. Information is used here as a collective term to cover terms such as data, documents, records and content (electronic and paper); and should be assessed against the 7 Data Ethics Principles.

It is essential that the Council has a robust information governance framework, to ensure that information, particularly personal and sensitive information is effectively managed with accountability structures, governance processes, documented policies and procedures, staff training and appropriate resources.

The Group will bring reports to PRED as necessary.

