

<b>Committee:</b> Ordinary Council	<b>Date:</b> 7 <sup>th</sup> December 2022
<b>Subject:</b> Chairs' reports and Members' Written Questions	<b>Wards Affected:</b> All
<b>Report of:</b> Claire Mayhew – Corporate Manager (Democratic Services)	<b>Public</b>
<b>Report Author/s:</b> Name: Claire Mayhew - Corporate Manager (Director Services) Telephone: 01277 312741 E-mail: claire.mayhew@brentwood.gov.uk	<b>For Information</b>

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 written or oral questions 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.
- (c) No question should be put to the Chair if it relates exclusively to a ward, operational or resident matter that could have otherwise been resolved by reasonable use of the casework system.

The period allowed for Chairs' reports, written and oral questions and answers will not exceed 60 minutes without the leave of the Mayor and such leave will only be granted in exceptional circumstances.

### **Appendices to this report**

Chairs Reports for:

Appendix A: Audit and Scrutiny Committee

Appendix B: Planning & Licensing Committee - to follow

Appendix C: Policy, Resources & Economic Development – to follow