

Council (Annual) Supplemental Summons

Date: Thursday 16 May 2024

1. **Election of Mayor** (Pages 3 - 10)
To elect a Mayor of the Borough for the municipal year 2024/25.
4. **Civic Functions** (Pages 11 - 14)
To receive any communications from the newly elected Mayor as to the Civic Functions for 2024/25.
9. **Appointment of Chairs to Committees** (Pages 15 - 18)
To receive a report of the Director of Legal and Governance Services seeking Council approval to the appointment of Chairs of Committees for the Municipal Year 2024/25.
10. **Appointment of Representatives to Outside Bodies** (Pages 19 - 24)
15. **Information Report - Use of the Urgency Procedure - Executive** (Pages 25 - 32)

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**ANNUAL COUNCIL
16 MAY 2024**

**ELECTION OF MAYOR, NOTIFICATION OF
DEPUTY MAYOR AND APPOINTMENT OF
CHAPLAIN**

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LONDON BOROUGH OF HARROW

ORDER OF PROCEEDINGS

ANNUAL MEETING OF THE COUNCIL OF THE
LONDON BOROUGH OF HARROW TO BE HELD
ON 16th MAY 2024 AT 6.30 PM

AT HARROW ARTS CENTRE, 171 UXBRIDGE ROAD, PINNER, HA5 4EA

OPENING OF THE ANNUAL MEETING

By approximately 6.25 pm Members' guests will have occupied the seats reserved for them in the meeting room or Public Gallery. By no later than 6.28 pm the Councillors of the London Borough of Harrow will have assumed their places in the seats assigned to them.

ITEM 1 OF SUMMONS

ELECTION OF MAYOR

THE MAYOR will call for **nominations for the Office of Mayor** for the Municipal Year 2024/25

THE MAYOR will ask if there are any further nominations. If so the

Proposer and Seconder may make speeches supporting the nominations, and any other Members may speak in support thereof. Any other Members who have previously indicated a wish to speak may do so.

THE MAYOR will put the nominations, in the order in which they are made, to the meeting. (the vote on each nomination will be by the show of hands)

(Note: In the case of an equality of votes, the Mayor is required by law to exercise his casting vote)

THE MAYOR will declare the successful candidate to be duly elected Mayor of the London Borough of Harrow for the ensuing Municipal year.

The newly elected Mayor to accept congratulations on the dais.

**THE RETIRING
MAYOR**
(Councillor Ramji
Chauhan) will ask the Council to stand and will then vacate the Chair.

(All stand)

The Retiring Mayor, the newly elected Mayor, the Proposer and Secunder of the Mayor's nomination will leave the Council Chamber.

(All sit)

After a short interval, **the Mayor's procession** will return to the Council Chamber in the following order:

The newly-elected Mayor

(Robed and wearing Mayoral Chain and Medallion of Office)

The Retiring Mayor

The Proposer

The Secunder

THE MACE-BEARER

"Members of the Council, pray silence for the Worshipful the Mayor".

(All stand)

Members of the Council and others present will stand in their places and remain standing.

THE MAYOR

will mount the dais and remain standing by the Mayoral Chair, and the **Retiring Mayor** will also mount the dais and remain standing by the Deputy Mayor's Chair.

The Proposer and Secunder will pause in the well of the Chamber, bow and then return to his/her place.

THE MAYOR

will then sign the Declaration of Acceptance of office.

**THE MAYOR
(to remain
standing)**

will invite Members to be seated. The Retiring Mayor to sit in the Deputy Mayor's seat.

(All sit)

**THE RETIRING
MAYORESS
(Mrs Meena
Chauhan)**

will invest the incoming **Mayoress** with her Chain. The Retiring Mayoress will return to her seat beside the dais.

Flower children

Will walk forward and make a presentation of a Bouquet to the Mayoress.

**THE ELECTED
MAYOR**

will return thanks.

VOTE OF THANKS TO RETIRING MAYOR

THE MAYOR

will call upon a proposer and seconder to move and second a vote of thanks to the Retiring Mayor and any other Members who have previously indicated a wish to speak in support may do so.

THE RETIRING MAYOR

will return thanks

THE MAYOR

will present a replica of the Mayor's medallion to the **Retiring Mayor (Councillor Ramji Chauhan) in commemoration of his Mayoralty of the Borough 2023/24).**

THE RETIRING MAYOR

Will proceed to the well of the Chamber

THE MAYORESS

will present a medallion to the **Retiring Mayor's Mayoress (Mrs Meena Chauhan)** in commemoration of her year as Mayoress of the Borough 2023/24. The Retiring Mayoress will make her way to the well of the Chamber.

Flower children

Will walk forward and make a presentation of a Bouquet to the Retiring Mayor's Mayoress.

The Retiring Mayor (Councillor Ramji Chauhan) will then take a seat in the Chamber. Mrs Meena Chauhan will then return to her seat on the dais.

**ITEM 2
OF SUMMONS**

APPOINTMENT OF DEPUTY MAYOR

THE MAYOR will announce his/her Deputy Mayor.

THE MAYOR **The newly appointed Deputy Mayor** will proceed to the well of the chamber where the Mace-Bearer will invest him/her with the Deputy Mayor's robe. The newly appointed Deputy Mayor will then mount the dais.

THE MAYOR will invest the newly appointed **Deputy Mayor** with the Deputy Mayor's Medallion of Office.

(Members of Council will remain seated throughout these proceedings)

Flower children will walk forward and make a Presentation of a Bouquet.

**THE DEPUTY
MAYOR** will return thanks for his/her appointment and take seat on dais.

THE MAYOR will invest the **Deputy Mayoress** with the Medallion.

Flower children will walk forward and make a Presentation of a Bouquet.

**ITEM 3
OF SUMMONS**

APPOINTMENT OF CHAPLAIN

THE MAYOR

will announce his appointment of Mayor's Chaplain.

REMAINING BUSINESS

The remaining business of the Council will then proceed in accordance with the Summons.

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ANNUAL COUNCIL 16 MAY 2024

CIVIC FUNCTIONS

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ANNUAL COUNCIL & MAYOR MAKING – THURSDAY 16 MAY 2024

DATES OF FORTHCOMING CIVIC EVENTS:-

Sun 23 June 2024 – 10.30am - Annual Civic Service – Borough Church of St Mary, Harrow on the Hill

Sun 15 September 2024 – 11am – Battle of Britain Commemoration Service, St John’s Church, Stanmore

Wed 23 October 2024 – 12.30pm – Civic Wreath Laying at Harrow Memorials around the Borough

Sun 10 November 2024 – 10.30am for 11am – Remembrance Parade & Service – Harrow Town Centre

Wed 1 January 2025 - New Year’s Day 2025 London Parade, Central London

Fri 7 February 2025 - Mayoress’s Ball

Sun 27 April 2025 - Civic Service of Thanksgiving for Mayoral Year

**We would be grateful if you could ‘save these dates’ – further details to follow nearer each event
In the meantime, please ring the Mayor’s Office: 07840 638513 if you have any queries at all.**

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ANNUAL COUNCIL 16 MAY 2024

APPOINTMENT OF CHAIRS TO COMMITTEES

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Report for: Annual Council

Date of Meeting:	16 May 2024
Subject:	Appointment of Chairs to Council Committees
Responsible Officer:	Jessica Farmer, Director of Legal and Governance Services
Exempt:	No
Wards affected:	All
Enclosures:	None

Summary

- 1.1 This report sets out the nominations for appointment to Chairs of Council Committees.
- 1.2 Members of Council are requested to consider the nominations and elect a Chair for each relevant Committee.

<u>Committee</u>	<u>Nominee (Conservative Group)</u>	<u>Nominee (Labour Group)</u>
Governance, Audit, Risk Management and Standards	Councillor Kanti Rabadia	-
Health and Wellbeing Board	Councillor Jean Lammiman	-
Licensing and General Purposes	Councillor Susan Hall	-

Overview and Scrutiny	Councillor Amir Moshenson	-
Planning	Councillor Marilyn Ashton	-
Pension Fund	Councillor David Ashton	-

FOR DECISION

**ANNUAL COUNCIL
16 MAY 2024**

**APPOINTMENT OF REPRESENTATIVES TO
OUTSIDE BODIES**

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Outside Body and Lead Member Appointments 2024/25

Name of body / Lead Member role	No. reps.	Proposed Appointee (for 2024/25)	Proposed Deputies where applicable (for 2024/25)
Association for Public Service Excellence (APSE)	0	No longer requires Council representation.	
(Brent and Harrow) Trading Standards Joint Advisory Board	3 (+ 3 deputies)	1. Cllr Pritesh Patel 2. Cllr Norman Stevenson 3. Cllr Krishna Suresh	1. Cllr Stephen Greek 2. Cllr Nicola Blackman 3. Cllr Rashmi Kalu
Bentley Priory Nature Reserve Management Committee Appointment from May 2022 for a 4-year term	4	1. Cllr Marilyn Ashton 2. Cllr Zak Wagman 3. Cllr Peymana Assad 4. Cllr Aneka Shah-Levy	N/A
Board of London Sport	1	1. Cllr Paul Osborn	
Capital Letters (London) Limited ('Capital Letters') Boroughs' Representative Body (BRB)	1 (Housing PH)	1. Cllr Mina Parmar	N/A
Central and North West London NHS Foundation Trust Appointment from May 2022 for a 3-year term	1	1. Cllr Jean Lammiman	N/A
Deputy Lord Lieutenant's Committee	4 (+ Mayor)	1. Cllr Jean Lammiman 2. Cllr Janet Mote 3. Cllr Salim Chowdhury 4. Cllr Krishna Suresh 5. Cllr Ghazanfar Ali	N/A
Edward Harvist Charity Appointment from May 2022 for a 4-year term	1	1. Cllr Jean Lammiman	N/A
Greater Stanmore Country Park Management Committee Appointment from May 2022 for a 4-year term	2 Majority Party 1 Opposition	1. Cllr Marilyn Ashton 2. Cllr Ameet Jogia 3. Cllr Kandy Dolor	N/A
Harrow Association of Disabled People Appointment from May 2022 for a 2-year term	2	1. Cllr Norman Stevenson 2. Cllr Ghazanfar Ali	N/A
Harrow Citizens' Advice Bureau	1 Majority Party 1 Opposition	1. Cllr Jean Lammiman 2. Cllr Eden Kulig	N/A
Harrow Cycle Hub	1	1. Cllr Paul Osborn	N/A
Harrow Heritage Trust Executive Committee	3	1. Cllr Janet Mote 2. Cllr June Baxter 2. Cllr Ghazanfar Ali	N/A
Harrow in Europe Committee	5	1. Cllr Jean Lammiman 2. Cllr Norman Stevenson 3. Cllr Salim Chowdhury 4. Cllr Dan Anderson 5. Cllr Eden Kulig	N/A
Harrow Nature Conservation Forum	2	1. Cllr Norman Stevenson 2. Cllr Kandy Dolor	N/A

Name of body / Lead Member role	No. reps.	Proposed Appointee (for 2024/25)	Proposed Deputies where applicable (for 2024/25)
Harrow on the Hill Forum	6 (2 ward members 3 group members)	1. Cllr Stephen Hickman 2. Cllr Eden Kulig 1. Cllr Marilyn Ashton 2. Cllr Christopher Baxter 3. Cllr Rashmi Kalu	N/A
Harrow Safer Neighbourhood Board	1 rep and deputy from each group (Community Safety PH Shadow)	1. Cllr Pritesh Patel 2. Cllr Peymana Assad	N/A
Harrow Strategic Development Partnership	2 members	1. Cllr Stephen Greek 2. Cllr Kanti Rabadia	
Harrow Weald Common Board of Conservators Appointment from May 2022 for a 4-year term	5 (3 Ward Members + 2 (1 from each Group))	1. Cllr Pritesh Patel 2. Cllr Ramji Chauhan 3. Cllr Stephen Greek 4. Cllr Marilyn Ashton 5. Cllr Kandy Dolor	N/A
Homes Limited	2 (Ward Cllrs)	1. Cllr Graham Henson 2. Cllr Maxine Henson	N/A
John Pardoe Charity	4	1. Cllr Philip Benjamin 2. Cllr Jean Lammiman 3. Cllr Dan Anderson 4. Cllr Peymana Assad	N/A
Joint Health Overview and Scrutiny Committee (Chair and Vice-Chair of Health and Social Care Scrutiny Sub-Committee)	1 (+ 1 deputy)	1. Cllr Chetna Halai	1. Cllr Rekha Shah
LBH Bus & Highways Liaison Meeting	4 (from different groups)	1. Cllr Ameet Jogia 2. Cllr David Ashton 3. Cllr Jerry Miles 4. Cllr Asif Hussain	N/A
LBH Rail Liaison Meeting	4 (from different groups)	1. Cllr Ameet Jogia 2. Cllr David Ashton 3. Cllr Jerry Miles 4. Cllr Asif Hussain	N/A
League of Friends of Northwick Park Hospital	1 (+ 1 deputy)	1. Cllr Matthew Goodwin-Freeman	1. Cllr Simon Brown
Lee Valley Regional Park Authority Appointment from 1 July 2021 for a 4-year term to 30 June 2025	1	1. Cllr Paul Osborn	N/A
Local Government Association - General Assembly Meetings	4 (+ 4 deputies)	1. Cllr Paul Osborn 2. Cllr Marilyn Ashton 3. Cllr David Perry 4. Cllr Natasha Proctor	1. Cllr Stephen Greek 2. Cllr Christopher Baxter 3. Cllr Graham Henson 4. Cllr Simon Brown
Local Government Information Unit	1	1. Cllr Stephen Greek	N/A
London CIV	1 (+ 1 deputy)	1. Cllr David Ashton	1. Vacancy

Name of body / Lead Member role	No. reps.	Proposed Appointee (for 2024/25)	Proposed Deputies where applicable (for 2024/25)
London Councils' Arts/Culture, Tourism, Sport and Leisure Lead Member	1	1. Cllr Janet Mote	N/A
London Councils' Children and Young People including Safeguarding, Schools, Education and Children's Social Care Lead Member	1	1. Cllr Hitesh Karia	N/A
London Councils' Communities including Asylum Seekers and Refugees Lead Member	1	1. Cllr Janet Mote	N/A
London Councils' Crime and Public Protection Lead Member	1	1. Cllr Pritesh Patel	N/A
London Councils' Devolution and Levelling Up Lead Member	1	1. Cllr Paul Osborn	
London Councils' Digital and Innovation Leads Lead Member	1	1. Cllr Stephen Greek	N/A
London Councils' Economic Development/Business Lead Member	1	1. Cllr Norman Stevenson	N/A
London Councils' Environmental Issues Lead Member	1	1. Cllr Pritesh Patel	N/A
London Councils' Finance and Corporate Services Lead Member	1	1. Cllr David Ashton	N/A
London Councils' Grants Committee (Associated Joint Committee) NB: must all be Cabinet Members	1 (+ 4 deputies)	1. Cllr Janet Mote	1. Cllr Paul Osborn 2. Cllr Marilyn Ashton 3. Cllr Jean Lammiman 4. Cllr David Ashton
London Councils' Greater London Employment Forum NB: Member responsible for human resources	1 (+ 1 deputy)	1. Cllr David Ashton	1. Cllr Stephen Greek
London Councils' Health and Social Care including Adult Services Lead Member	1	1. Cllr Jean Lammiman	N/A
London Councils' Housing and Regeneration Lead Member	1	1. Cllr Marilyn Ashton	N/A
London Councils' Leaders' Committee (s101 Joint Committee)	1 (+ 2 deputies)	1. Cllr Paul Osborn	1. Cllr Marilyn Ashton 2. Cllr David Ashton
London Councils Licensing and Regulatory Services Lead Member	1	1. Cllr Pritesh Patel	
London Councils' Planning/Infrastructure/Development Lead Member	1	1. Cllr Marilyn Ashton	N/A
London Councils' Skills and Employment Lead Member	1	1. Cllr Norman Stevenson	N/A
London Councils' Transport & Environment Committee (Associated Joint Committee) NB: Usually Lead Member for transport or environment	1 (+ 4 deputies)	1. Cllr Paul Osborn	1. Cllr David Ashton 2. Cllr Pritesh Patel 3. Cllr Stephen Greek 4. Cllr Marilyn Ashton

Name of body / Lead Member role	No. reps.	Proposed Appointee (for 2024/25)	Proposed Deputies where applicable (for 2024/25)
London Councils' Young People's Education and Skills Board (YPES)	1 from each party	1. Cllr Hitesh Karia 2. Cllr Stephen Hickman	
London Road Safety Council	2	1. Cllr David Ashton 2. Cllr Jerry Miles	N/A
London Youth Games	1	1. Cllr Janet Mote	N/A
Mayor of Harrow's Charity Fund Trustees	3 (+ 4 Burgesses)	1. Cllr Jean Lammiman 2. Cllr Salim Chowdhury 3. Cllr Sasi Suresh	N/A
Middlesex Guildhall Collection and Trust Fund	3	1. Cllr Jean Lammiman 2. Cllr Janet Mote 3. Cllr Dan Anderson	N/A
Newable Ltd (formerly Greater London Enterprise Ltd)	1	1. Cllr Norman Stevenson	N/A
Relate London North West	1	1. Cllr Jean Lammiman 2. Cllr Aneka Shah-Levy	N/A
Reserve Forces and Cadets Association for Greater London	1	1. Cllr Nicola Blackman	N/A
Sir John Wolstenholme Charity	2	1. Cllr Philip Benjamin 2. Cllr Dan Anderson	N/A
Standing Advisory Council for Religious Education (SACRE)	3 (+3 deputies)	1. Cllr June Baxter 2. Cllr Janet Mote 3. Cllr Sasi Suresh	1. Cllr Ramji Chauhan 2. Cllr Hitesh Karia 3. Cllr Ghazanfar Ali
Victoria Hall Trust Appointment from May 2022 for a 4-year term	1	1. Cllr Ghazanfar Ali	N/A
West House and Heath Robinson Museum Trust	1	1. Cllr Paul Osborn	N/A
West London Alliance	1 (Leader only)	1. Cllr Paul Osborn	N/A
West London Waste Authority	1	1. Cllr Stephen Greek	N/A

**ANNUAL COUNCIL
16 MAY 2024**

**INFORMATION REPORT - USE OF URGENCY
PROCEDURE - EXECUTIVE**

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Report for: Annual Council

Date of Meeting:	16 May 2024
Subject:	Information Report – Use of Urgency Procedure - Executive
Responsible Officer:	Jessica Farmer – Director of Legal and Governance Services
Exempt:	No
Wards affected:	N/a
Enclosures:	None

Section 1 – Summary and Recommendations

This report sets out details of decisions taken under the Urgency procedure by the Leader since the meeting of the Council on 22 February 2024.

Recommendations:
That the report be noted.

Section 2 – Report

In accordance with Committee Procedure Rule 47.6 set out in Part 4 of the Council's Constitution, any Executive decisions taken as a matter of urgency are reported to the next available meeting of the Council.

Since the Council meeting on 22 February 2024, two such decisions have been taken, the details of which are below:

Subject	Decision Maker	Reason for Urgency
Increasing the number of Places at Alexandra School	Leader of the Council	The decision was urgent because if these processes were not completed by the end of the Summer term, any chance of works beginning next academic year would be lost. It would also provide sufficient time to begin moving forward before the half term break and to seek the necessary permissions from planning and to timetable the works.
Purchase of Council Front Line Services Fleet Assets	Leader of the Council	The decision was urgent as there would be a risk that these vehicles would be sold on from a commercial perspective to another buyer. If this was the case, this would impact on the operational service delivery in respect of Special Needs Transport for our community but also maintenance and management of grounds for parks, open spaces across the Borough.

Ward Councillors, outside organisations and interested parties were consulted on the reports, as appropriate.

The decisions were taken by the Leader under Rule 3 of the Appendix to the Executive Procedure Rules.

As the decision was deemed urgent, the agreement of the Chair of the Overview and Scrutiny Committee was obtained that the decision would not be subject to the call-in procedure.

General Exception, Special Urgency and Private Meetings

In accordance with Rule 17 of the Access to Information Procedure Rules, the agreement of the Chair of the Overview and Scrutiny Committee was obtained that the key decision in relation to the following reports to the Leader, which had not been included on the Key Decision Schedule, could be taken:

Subject	Decision Maker	Reason for Urgency
Increasing the number of Places at Alexandra School	Leader of the Council	The decision was urgent because if these processes were not completed by the end of the Summer term, any chance of works beginning next academic year would be lost. It would also provide sufficient time to begin moving forward before the half term break and to seek the necessary permissions from planning and to timetable the works.
Purchase of Council Front Line Services Fleet Assets	Leader of the Council	Late notification was received in terms of the business circumstances and the impact on the operational service delivery in respect of Special Needs Transport. The decision was urgent as there would be a risk that these vehicles would be sold on from a commercial perspective to another buyer. If this was the case, this would impact on the operational service delivery in respect of Special Needs Transport for our community but also maintenance and management of grounds for parks, open spaces across the Borough.

Since the last report to Council it has been necessary to seek the agreement of the Chair of the Overview and Scrutiny Committee for Leader to meet in private to consider confidential appendices. It has not been necessary to see his agreement for Cabinet to meet in private and nor has the General Exception Procedure been used.

Ward Councillors' comments N/A

Legal Implications

As set out in the urgent report.

Financial Implications

As set out in the urgent report.

Risk Management Implications

As set out in the urgent report.

Equalities implications / Public Sector Equality Duty

As set out in the urgent report.

Council Priorities

A place where those in need are supported.

Section 3 - Statutory Officer Clearance

Statutory Officer: Sharon Daniels

Signed by the Chief Financial Officer

Date: 7 May 2024

Statutory Officer: Caroline Eccles

Signed on behalf of the Monitoring Officer

Date: 7 May 2024

Mandatory Checks

Ward Councillors notified: N/A.

Section 4 - Contact Details and Background Papers

Contact: Alison Atherton, Senior Professional Democratic Services
Email: alison.atherton@harrow.gov.uk

Background Papers: Urgent Decision Form

If appropriate, does the report include the following considerations?

- | | |
|-----------------|-----|
| 1. Consultation | YES |
| 2. Priorities | n/a |

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