



MINUTES
of the
ANNUAL MEETING
of the
COUNCIL
of the
LONDON BOROUGH OF HARROW
held on
THURSDAY 8 MAY 2008

Present: **The Worshipful the Mayor (Councillor Jean Lammiman)**
 The Deputy Mayor (Councillor John Nickolay)

Councillors:

Husain Akhtar
Nana Asante
David Ashton
Mrs Marilyn Ashton
Miss Christine A. Bednell
Robert Benson
Don Billson
Mrs Lurline Champagnie
Mrinal Choudhury
Golam Sobhan Chowdhury
Bob Currie
Margaret Davine
Mano Dharmarajah
Anthony Ferrari
Keith Ferry
Archie T. Foulds
Brian E. Gate
David Gawn
Mitzi Green
Susan Hall

Graham Henson
Thaya Idaikkadar
Nizam Ismail
Krishna James
Manji. Kara
Mrs E.M. Kinnear
Ashok Kulkarni
Barry Macleod-Cullinane
Julia Merison
Salim Miah
Myra Michael
Jerry J. Miles
Vina Mithani
Chris Mote
Mrs Janet Mote
Narinder Singh Mudhar
Mrs Joyce Nickolay
Christopher D. Noyce
Phillip O'Dell
Asad Omar

Paul Osborn
Anjana Patel
David Perry
Raj Ray
Richard David Romain
Paul Scott
Anthony Seymour
Navin Shah
Mrs Rekha Shah
Stanley Sheinwald
Eric Silver
Dinesh Solanki
Bill Stephenson
Mrs Sasikala Suresh
Yogesh Teli
Keekira Thammaiah
Mark A. Versallion
Thomas Weiss
Jeremy Zeid

239. OPENING OF PROCEEDINGS:

The Mayor welcomed everyone to the meeting and Councillor Krishna James to her first meeting of the Council.

The Mayor invited the Council to stand for one minute's silence in memory of Jack Shrimpton, OBE who had recently passed away, the recent tragedy in South Harrow and the disaster caused by a cyclone in Burma.

The Mayor then asked the Council to join her in noting the recent election of Councillor Navin Shah to the London Assembly and the election of Boris Johns as Mayor of London.

240. PRAYERS:

The Mayor's Chaplain, Reverend Mike Hall, led the meeting in prayers.

241. ELECTION OF MAYOR:

The Mayor called formally for nominations for the Office of the Mayor of the London Borough of Harrow for the ensuing Municipal Year.

Councillor Susan Hall nominated and Councillor Manji Kara seconded that **COUNCILLOR JOHN NICKOLAY** be elected Mayor for the Municipal Year 2008/09.

Councillors Christopher Noyce, Mark Versallion, Eric Silver, Jeremy Zeid, Narinder Singh Mudhar, Paul Osborn, Mrs Lurline Champagne, Chowdhury and Barry Macleod-Cullinane also spoke in support of the nomination.

Prior to the call for further nominations and with the consent of the Mayor, the Leader of the Labour Group, Councillor Navin Shah, made a brief statement informing Council that his Group would not be participating in the process for the election of the Mayor, in accordance with their previously stated reasons.

There being no other nominations, the Mayor put the nomination of Councillor John Nickolay to the meeting.

RESOLVED: That Councillor John Nickolay be elected Mayor of the London Borough of Harrow for the Municipal Year 2008/09.

242. INSTALLATION OF NEWLY-ELECTED MAYOR:

The retiring Mayor, Councillor Jean Lammiman, vacated the Chair and, after a short interval for robing, the newly elected Mayor, having made and subscribed the Declaration of Acceptance of Office, took the Chair.

The retiring Mayor handed to the duly elected Mayor the keys of the Corporate Seal.

The Mayoress, Councillor Joyce Nickolay, was then invested by the retiring Mayor's Consort with the Medallion of Office.

The Mayor, Councillor John Nickolay, then returned thanks for his election.

243. VOTE OF THANKS TO RETIRING MAYOR:

Councillor Christine Bednell formally moved a vote of thanks to the retiring Mayor, Councillor Jean Lammimann, and to the retiring Mayor's Consort, Mr John Hinkley, which was seconded by Councillor David Ashton.

Councillors Christopher Noyce, Husain Akhtar, Anjana Patel, Mrs Vina Mithani, Antony Seymour, Yogesh Teli and Dinesh Solanki also endorsed the vote of thanks.

RESOLVED: That the Council place on record its unanimous appreciation and sincere thanks to Councillor Jean Lammiman and Mr John Hinkley for their year of office as Mayor and Mayor's Consort of the London Borough of Harrow for 2007/08.

244. EXPRESSION OF THANKS BY IMMEDIATE PAST MAYOR:

Councillor Jean Lammiman congratulated the incoming Mayor and Mayoress, Councillors John and Joyce Nickolay, on their appointment, and thanked Members of Council for their kind words.

A short DVD was shown which picked out highlights of Councillor Lammiman's Mayoral Year. She then spoke expressing her gratitude to the Mayoral staff for their dedication and guidance, and also extended thanks to the incoming Mayor, past Mayors and Alderman Toms for the occasions on which they had represented her at Mayoral engagements. She offered special thanks to her Chaplain, Revd Mike Hall, who had served for the Municipal Year.

In recalling her Mayoral Year, Councillor Lammiman referred to the many functions she had attended, and the opportunities to meet the people of the Borough, particularly events such as the Harrow Heritage Awards and Harrow Young Musicians. She highlighted some of her most memorable engagements, including the first Mayoral Ball and the holding of the first Mayor's Fun Run, for which she thanked the Community & Environment and Scrutiny departments for their involvement in the running of each event.

Councillor Lammiman paid tribute to the voluntary organisations and the volunteers of Harrow, without whom life in the Borough would not go on, and expressed thanks to the many faith groups that had invited her to visit them. It was her hope that the different communities of Harrow would continue to work together.

Additionally, she thanked the Mayoress's Committee and the many other people who had worked to raise funds for her special charity, Teenage Cancer Trust.

Finally, she expressed her heartfelt thanks to Members of Council and to the people of the Borough for granting her the privilege of serving as Mayor, and to her family for their support during her Mayoral Year.

Councillor Jean Lammiman then left the Dais and was escorted by the Macebearer to her seat in the Council Chamber.

245. PRESENTATION OF MEDALLIONS TO THE IMMEDIATE PAST MAYOR AND MAYOR'S CONSORT:

The Mayor, Councillor John Nickolay, on behalf of the Council presented a replica of the Mayor's Medallion to Councillor Jean Lammiman in commemoration of her Mayoralty of the Borough 2007/08.

The Mayoress, Councillor Joyce Nickolay, presented to the immediate past Mayor's Consort, Mr John Hinkley, a Medallion to commemorate his year as Mayor's Consort of the Borough 2007/08.

246. APPOINTMENT AND INVESTITURE OF DEPUTY MAYOR AND DEPUTY MAYORESS:

The Mayor signified in writing that he had appointed **Councillor Eric Silver** to be Deputy Mayor for the Municipal Year 2008/09.

The Deputy Mayor, having been duly invested with the Deputy Mayor's robe and Badge of Office, occupied the Deputy Mayor's Chair.

The Mayoress then invested the Deputy Mayoress, **Mrs Evelyn Silver**, with her Medallion of Office.

The Deputy Mayor, Councillor Eric Silver, then returned thanks for his appointment.

247. APPOINTMENT OF CHAPLAIN:

The Mayor confirmed to Council that he had appointed the Reverend Antony Ford Rablen as his Mayor's Chaplain for the Municipal Year 2008/09.

248. APPOINTMENT OF THE LEADER OF THE COUNCIL:

RESOLVED: That Councillor David Ashton be elected Leader of the Council for the Municipal Year 2008/09.

249. APPOINTMENT OF DEPUTY LEADER OF THE COUNCIL:

RESOLVED: That Councillor Susan Hall be elected Deputy Leader of the Council for the Municipal Year 2008/09.

250. EXECUTIVE FUNCTIONS 2008/09:

Further to the proposal from the Leader of the Council circulated in the Supplementary Summons for the meeting, it was

RESOLVED: That the membership of the Executive (Cabinet) and the allocation of Portfolios to Executive Members for 2008/09, together with the Terms of Reference of the Cabinet and the delegations to Portfolio Holders be agreed, as set out in Appendix 1 to these Minutes.

251. COUNCIL MINUTES:

RESOLVED: That the minutes of the Council Tax meeting held on 21 February 2008 be taken as read and signed as a correct record.

252. CIVIC FUNCTIONS:

Council received tabled notification of the Mayor's Special Appeal for 2008/09, the Welldon Support Group, and of forthcoming events for the Year.

RESOLVED: That the dates of the following Civic Functions be noted:

Civic Service at St Mary's Church	Sunday 22 nd June 2008
Battle of Britain Service (tbc)	Sunday 14 th September 2008
Remembrance Day Parade and Service	Sunday 9 th November 2008
Mayoress's Ball	Saturday 22 nd November 2008

253. ANNOUNCEMENTS BY THE LEADER OF THE COUNCIL:

The Leader of the Council, Councillor David Ashton, thanked his predecessor, Councillor Chris Mote, for his tireless commitment to the Council as Leader before him and expressed his wish that all Members of the Council would work together constructively in the Year ahead.

Councillor Bill Stephenson, with the permission of the Mayor, rose briefly to endorse the comments of the Leader and add the thanks of the Labour Group to Councillor Chris Mote for his work.

254. DECLARATIONS OF INTEREST:

No interests were declared by Members in relation to the business to be transacted at this meeting.

255. PROCEDURAL MOTIONS:

There were no procedural motions from Members of Council.

256. DETERMINATION OF THE SIZE OF COMMITTEES AND THE PROPORTIONAL ALLOCATION OF COMMITTEE PLACES:

The Chief Executive had prepared and notified to the political Groups on the Council a Determination under the Local Government (Committees and Political Groups) Regulations 1990 as to their proportional entitlements to Committee places for the Municipal Year 2008/09.

RESOLVED: That the Determination as to the proportional allocation of committee places be confirmed.

257. APPOINTMENT OF MEMBERS TO COUNCIL COMMITTEES:

The Council received confirmation, in the Supplementary Summons, of the nominations by the political Groups to places on Committees of the Council in accordance with their proportional entitlements under the approved Determination.

RESOLVED: That the Committees of the Council be established with the memberships now agreed for the Municipal Year 2008/09 and as detailed at Appendix 2 to these minutes.

258. APPOINTMENT OF CHAIRMEN TO COMMITTEES:

(i) In the tabled documentation, the Council received a proposal from the Leader of the Council as to the appointment of Chairmen to Committees of the Council for the Municipal Year 2008/09.

(ii) Councillor Bill Stephenson moved and Councillor Navin Shah seconded, an amendment proposing the appointment of Councillor Mitzi Green, rather than Councillor Stanley Sheinwald, as Chairman of the Overview and Scrutiny Committee.

(iii) Upon a vote, the amendment was not carried.

(iv) Upon a further vote, the substantive proposal was adopted.

RESOLVED: That the following Chairmen of Committees be appointed for the Municipal Year 2008/09:

Development Management Committee	Councillor Marilyn Ashton
Governance, Audit & Risk Management Committee	Councillor John Cowan
Licensing and General Purposes Committee	Councillor Mrs Lurline Champagne
Overview and Scrutiny Committee	Councillor Stanley Sheinwald
Strategic Planning Committee	Councillor Marilyn Ashton

[NOTE: Councillors Ms Nana Asante, Mrinal Choudhury, Bob Currie, Mrs Margaret Davine, Mano Dharmarajah, Keith Ferry, Archie Foulds, B E Gate, David Gawn, Mitzi Green, Graham Henson, Thaya Idaikkadar, Nizam Ismail, Krishna James, Jerry Miles, Phillip O'Dell, Asad Omar, David Perry, Raj Ray, Navin Shah, Mrs Rekha Shah, Bill Stephenson, Mrs Sasi Suresh and Keeki Thammaiah requested that it be recorded they voted against the Resolution above and in favour of the amendment set out in paragraph (ii)].

259. APPOINTMENT OF MEMBERS TO JOINT OVERVIEW AND SCRUTINY COMMITTEE:

Further to Item 14 on the Summons, the Council considered a the appointment of Members to the Healthcare for London: Framework for Action pan-London Joint Overview & Scrutiny Committee for the Municipal Year 2008/09.

RESOLVED: That Councillor Mrs Vina Mithani be appointed as the Council's representative to serve on the pan-London Joint Overview and Scrutiny Committee and Councillor Mrs Margaret Davine be appointed the reserve Member.

260. TERMS OF REFERENCE AND DELEGATED POWERS OF COMMITTEES:

Further to Item 15 on the Summons, it was proposed that the existing arrangements as set out in Part 3 of the Constitution continue.

RESOLVED: That the Terms of Reference and Delegated Powers for Committees of the Council, as set out in Part 3 of the Constitution, be confirmed.

261. CORPORATE DIRECTORS' DELEGATED POWERS:

At Item 16 on the Summons, the Council received a report of the Chief Executive, detailing proposals for the Delegated Powers of Corporate Directors, Statutory Officers and the Monitoring Officer, arising from the recent Senior Management restructure.

RESOLVED: That Part 3B of the Constitution be amended to reflect the Delegated Powers and Corporate Director titles and responsibilities now agreed and detailed at Appendix 3 to these minutes.

262. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES 2008/09:

- (i) Item 17 on the Summons provided for the receipt of proposals from the Political Groups as to the appointment of representatives of the Authority to serve on outside bodies for the Municipal Year 2008/09.
- (ii) The nominations of the Groups were notified in the Supplementary Summons, within an overall proposal submitted by the Leader of the Council. In addition, Councillor Navin Shah requested that Councillor Mrs Rekha Shah be added to the representation on the Harrow Refugee and Minorities Forum, in line with that organisation's stated desire to seek representation from all political parties of the Council.

RESOLVED: That the Outside body appointments for the Municipal Year 2008/09, including the addition of Councillor Mrs Rekha Shah to the Harrow Refugee and Minorities Forum, be approved as set out in Appendix 4 to these minutes.

263. DATES OF COUNCIL MEETINGS 2008/09:

RESOLVED: That the following dates for meetings of the Council in the Municipal Year 2008/09 be confirmed:

Thursday 5 JUNE 2008	Extraordinary Council
Thursday 10 JULY 2008	
Thursday 30 OCTOBER 2008	
Thursday 19 FEBRUARY 2009	(Council Tax Meeting)
Thursday 2 APRIL 2009	
Thursday 7 MAY 2009	(Annual Meeting)

264. ADDITIONAL BUSINESS:

The Mayor, on a Point of Order raised by a Member, and with the agreement of the Council accepted the following petitions presented by Members of the Council in accordance with Rule 11 as the next Ordinary Council would not be held until 10 July 2008. He reminded Council that this was not usual business for its Annual Meeting and did not create a precedent for future Annual meetings:

- (i) Submitted by Councillor Mrs Eileen Kinnear containing 70 signatures, objecting to the closure of Hill Post Office and requesting the Council seek to overturn this decision.

[The petition stood referred to the Leader and Portfolio Holder for Strategy, Partnership and Finance].

- (ii) Submitted by Councillor Noyce containing 28 signatures, objecting to Planning Application at 23 High Worple for the construction of a pitched roof over a first floor flat; conversion of a dwelling house and related works.

[The petition stood referred to the Development Management Committee].

(CLOSE OF MEETING: All business having been completed, the Mayor declared the meeting closed at 10.15 pm).

APPENDIX 1**REPORT OF THE LEADER****EXECUTIVE FUNCTIONS 2008/09****Introduction**

This report recommends the names of those to be appointed to the Executive. It also recommends that these Councillors be appointed as Portfolio Holders with decision-making powers and defines their roles and responsibilities and the extent of their delegated powers.

The terms of reference of Cabinet are attached as an Appendix to this report.

Membership of the Executive

The following persons are appointed to the Executive.

- The Leader of the Council, Councillor David Ashton
- The Deputy Leader of the Council, Susan Hall
- Councillor Marilyn Ashton
- Councillor Christine Bednell
- Councillor Tony Ferrari
- Councillor Barry McLeod-Cullinane
- Councillor Chris Mote
- Councillor Paul Osborn
- Councillor Anjana Patel

Portfolio Holders

The following Executive Members have decision-making powers and are given the portfolios listed below:

	<u>Executive Member</u>	<u>Name of Portfolio</u>
1.	Councillor David Ashton	Leader (Strategy, Partnership and Finance)
2.	Councillor Susan Hall	Deputy Leader (Environment Services)
3.	Councillor Marilyn Ashton	Planning, Development & Enterprise
4.	Councillor Christine Bednell	Children's Services
5.	Councillor Tony Ferrari	Major Contracts and Property
6.	Councillor Barry Macleod-Cullinane	Adults and Housing

-
- | | | |
|----|-------------------------|---|
| 7. | Councillor Chris Mote | Community and Cultural Services |
| 8. | Councillor Anjana Patel | Schools and Children's Development |
| 9. | Councillor Paul Osborn | Performance, Communication and Corporate Services |

A description of the roles, responsibilities and delegated powers of the Portfolio Holders is attached. The structure for the responsibilities of Portfolio Holders is linked to the new corporate structure, which is in the process of being finalised. These responsibilities will be refined to ensure direct links with the role of the relevant officers in the new structure, and any amendments will be considered at a future Council.

Recommendations:

1. To agree the membership of Cabinet as set out in this report.
2. To agree the Portfolio Holder remits as set out in this report.
3. To agree the full terms of reference for Cabinet as set out in the appendix to this report.

**TERMS OF REFERENCE AND DELEGATION OF
DUTIES TO THE CABINET, PORTFOLIO HOLDERS**

THE EXECUTIVE (CABINET)

Responsibility of the Cabinet

The Executive as a whole will have responsibility for the following functions:

- (a) The development of proposals for the budget (including the capital and revenue budgets the fixing of the Council Tax Base, and the level of council tax) and the financial strategy for the Council;
- (b) The monitoring of the implementation of the budget and financial strategy;
- (c) To recommend major new policies (and amendments to existing policies) to the Council for approval as part of the Council's Policy Framework and implement those approved by Council;
- (d) To prepare and agree other policies and plans for implementation by Portfolio Holders and others;
- (e) The approval of the Efficiency Review programme and of the implementation plans emerging from those reviews;
- (f) The approval and management of the Council's Capital Programme/Capital Strategy;
- (g) All other key decisions – namely:
 - a decision which is likely to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates; or
 - is likely to be significant in terms of its effects on communities living or working in an area of two or more wards of the Borough;

A decision is significant for the purposes of (g) above if it involves expenditure or the making of savings of an amount in excess of £500,000 for capital expenditure or £100,000 for revenue expenditure or, where expenditure or savings are less than the amounts specified above, they constitute more than 50% of the budget attributable to the service in question.

- (h) The award of contracts over £500,000 and all matters reserved to the Executive under the Contract Procedure Rules;
- (i) All decisions, which are expected to result in variations to, agreed revenue or capital budgets;
- (j) Agreement to all virements between budgets as set by the Financial Regulations;
- (k) To determine all non-key decisions which fall outside the current Executive policy or agreed Executive guidelines;
- (l) To determine all non-key decisions referred to the Executive by the relevant Portfolio Holder;
- (o) To determine all recommendations and references from the Council or any of its Committees or sub-committees and which the Executive considers are appropriate for collective decision;
- (p) The approval of HRA Rents;
- (q) Quarterly to act as the Performance Board overseeing strategic performance issues.

Role and Areas of Responsibility of Portfolio Holders

General Responsibilities

- (a) All Portfolio Holders have the general responsibility of ensuring the effective management and delivery of executive functions within their area of responsibility and within the following framework:
- the Council's overall strategic, corporate and policy objectives and all statutory and other plans and strategies approved by the Council
 - the statutory and local obligation to ensure Best Value
 - the approved revenue and capital budgets
 - the law and the Council's Constitution
 - the decisions made at full meetings of the Cabinet.
- (b) All Portfolio Holders share the responsibility for ensuring:
- the development, co-ordination, promotion and implementation of the Council's statutory plans and strategies and for the setting of the Council's objectives.
 - the oversight, development, monitoring and promotion of all executive services provided by the Council within the appropriate performance management framework.
 - that suitable and proper arrangements are made for the procurement, development, monitoring and promotion of all services relating to executive functions, which are provided under contract to the Council.
 - the promotion of the interests of the Borough, and of all the residents, businesses, other organisations and stakeholders within Harrow.
 - that a community leadership role is taken by the Council across the public, voluntary and business sectors involving the development of good and effective working links with all sectors.
 - the promotion and implementation of an effective equal opportunity policy in relation both to the employment of staff by the Council and the delivery of services by the Council and other agencies.
 - the promotion of services which are sustainable, improve community safety, make for more open government and include new methods of community engagement.
 - proper arrangements for consultation and participation with residents and service users in decision making and the development of key statutory plans and local community plans.

The Leader of the Council and Portfolio Holder for Strategy, Partnership and Finance

The Leader of the Council shall have the following responsibilities:

(A) Corporate Matters

- When present to chair meetings of the Executive;
- Lead the development and implementation of the Council's statutory and other plans and strategies including:
 - the Council's corporate priorities, corporate plan and objectives,
 - the needs of the Borough and local communities on matters of comprehensive, corporate and strategic importance,
 - the Council's overall performance
- Oversee the allocation of resources to implement the Council's plans and strategies and to meet the Council's objectives;

- Take responsibility for the review of the pay and conditions of Chief Officers;
- Liaise on behalf of the Council with Government Departments, the Greater London Authority and other local and public bodies;
- Respond to Central Government, the Greater London Authority and Local Authority Associations' consultation exercises and to requests for information and to any other consultation papers and to request for information;
- To lead on all matters relating to the Harrow Strategic Partnership;
- Make proposals for the appointment of Councillors or other persons on outside bodies as representatives of the Council;
- Make proposals to Council for the setting of the levels of Councillor allowances and expenses;
- Oversee the programme for Member Development;
- Keep under review and make proposals for changes to the Constitution;
- Oversee the arrangements and overall budgets of the Members' Secretariats;
- Oversee the arrangements for all civic and ceremonial matters
- To take a lead on behalf of the Council in promoting and sustaining a high ethical standard of conduct by the elected Members as established in the adopted Code of Conduct for Councillors.
- To endeavour to ensure that the decisions and activities of the Council at all times have regard to the highest possible standards in furtherance of the ethical agenda and all Members of the Council adhere to the Code of Conduct.

(B) Finance

To be responsible for the development and maintenance of the Council's finance functions including:

- To develop and maintain a coherent, sustainable financial strategy for Harrow;
- Ensure that the development of proposals for and consultation on the Annual budget takes place within the requirements of the Budget and Policy Framework Rules and good corporate governance practice;
- To overview the development of clear systems and structures for budget development, management and monitoring;
- Bring forward proposals for any review of charges made by the Council following recommendations of the Revenue Income Optimisation Project;
- Ensure procedures for virement within budgets are updated as appropriate and followed at Member and officer level;
- Evaluate the financial procedures of the Council and recommend improvements;
- Ensure that the Council has effective risk management and internal control systems and processes in place;
- Lead on health and safety matters;
- Emergency Planning;
- Business Continuity
- Oversee the implementation of ICT and e-government.

- Ensure that the Council has effective procedures for the recovery of all income owed to it and payment of its creditors;
- Ensure the effective administration of Housing Benefits, Council Tax, Business Rates and National Non-Domestic Rate.

**The Deputy Leader of the Council and
Portfolio Holder for Environment & Community Safety**

The Deputy Leader of the Council shall have overall responsibility for:

(A) Corporate Matters

- Undertaking the responsibilities and delegated powers of the Leader of the Council, to the extent permitted by the Constitution, in the absence of the Leader;
- The chairing of meetings of the Executive in the absence of the Leader of the Council.

(B) Environment Services

To be responsible for the development and delivery of the Council's Environment Services functions including:

- Environmental Health and Environmental Protection Services
- Licensing Services
- Public Realm Enforcement & Crime Reduction
- Waste Management
- Public Realm Maintenance
- Property Management & Maintenance
- Facilities Management
- Public Realm Infrastructure
- Property & Public Realm Investment Programmes
- Transportation policy
- Waste and public realm policy
- Community Safety

(C) The oversee the development, and implementation of policies and strategies and the monitoring of environmental and public protection services including:

- Waste Management Strategy
- Crime & Disorder Reduction Strategy (including Community Safety)
- Local Implementation Plan (Transportation)
- Waste Strategy

(D) To oversee the development and maintenance of positive links and partnerships with other organisations and businesses to improve the environment services within Harrow.

(E) To oversee the development and maintenance of positive links and partnerships with other organisations and businesses to improve the transport services within Harrow in consultation with the Planning Development and Enterprise Portfolio Holder;

(F) To oversee the strategic and general management of the Prosperity Action Teams

Portfolio Holder for Planning, Development and Enterprise

(A) To be responsible for the development and delivery of the Council's planning, development and enterprise functions including:

- Strategic urban policy and implementation including:
- Planning policy and research
- Economic Development
- Housing policy (in consultation with the Portfolio Holder for Adult & Housing Services)
- Development Management
- Building Control

- Strategic property services
 - Conservation and Design
 - Parks, Open Spaces & Green Belt policy
 - Town Centre & Major Projects Programme
 - Town Centre Management
- (B) To oversee the direct the effective development and implementation of the following key strategies on behalf of the council:
- Local Development Framework
 - Economic Development Strategy
 - Town Centre Strategy
 - West London Sub-regional planning, economic development and transportation strategies.
- (C) To oversee the development and maintenance of positive links and partnerships with other organisations and businesses to improve the transport services within Harrow in consultation with the Environment Services Portfolio Holder;
- (D) To ensure that all aspects of the services' work involves appropriate and effective community engagement.
- (E) Act as the Member level 'Design and Heritage Champion' for the Authority
- (F) To oversee the development and delivery of the Council's Vision in terms of strategic planning for the future social environmental and economic development of Harrow;
- (G) To oversee the development and delivery of the Council's strategic Major Projects Programme in consultation with the relevant Portfolio Holder including:
- The development of central Harrow and a number of district shopping centres
 - Relocation of the Civic Centre and associated work
 - Strategy and development co-location of services with partners

Portfolio Holder For Children's Services

To be responsible for the development and delivery of the Council's Children's Services including:

- To be the lead member for Children's Services, including overseeing the maintenance, compliance with Statutory Duties and reporting requirements of the Council in relation to Children's Services;
- To support education strategies addressing education achievement and attendance and exclusion issues;
- To oversee the performance of Children's Services in relation to national targets and priorities and to take account of any issues arising from external inspection and the performance assessment role of the Commission for Social Care Inspectorate;
- To oversee consultation, liaison or other partnership arrangements on education matters with, the Standing Advisory Committee on Religious Education, staff, parents, governing bodies, pupils, Government Departments, unions and other interested parties;
- To oversee and promote the corporate parenting responsibilities of the Council for children looked after;
- Commissioning responsibilities with Health for Child and Adolescent Mental Health Services;
- The direct provision for Children's Services including children's safeguarding;
- Jointly with other Portfolio Holders to oversee the development of a strategy for social inclusion by assessing and identifying strategies to address education achievement, attendance and exclusion issues;

- identifying strategies to address education achievement, attendance and exclusion issue;
- To oversee the development and review of the Children and Young People's Plan;
- To ensure the development and maintenance of positive links and partnerships with local agencies, organisations and businesses to support the delivery of these services;
- To oversee the development and implementation of policies, strategies and procedural arrangements in line with statutory requirements for the provision of the Council's social services functions;
- To oversee and monitor the development and provision of health services with health service bodies and community and voluntary organisations;
- To oversee the commissioning and contracting arrangements for the provision of services within the service and also jointly with other partner agencies.
- To oversee the regulating and inspection functions.

Portfolio Holder for Major Contracts and Property

To be responsible for the development and delivery of the Council's major partnership; contracts and the management of the property portfolio:

(A) Major Contracts

- To oversee the management and delivery of all major partnership contracts;
- To oversee the management and delivery of major strategic contracts with an annual value of over £1m including the ongoing operation of the existing contracts with Kier and enterprisemouche (Accord) and new contracts to include the PFI Street Lighting
- Develop the Council's procurement strategies and support of and interactions with local businesses

(B) Property

To review the Council's assets disposal and acquisition programme

- To oversee the maintenance and development of a strategy for the management of the Council's property portfolio;
- To authorise the acquisitions or disposals of any interests in land holdings up to the value of £250k other than disposal at less than best consideration or to make any decision or otherwise respond to any request in relation to the Council's interests in land.

Portfolio Holder for Adult and Housing Services

(A) Adult Services

To be responsible for the development and delivery of the Council's Adult Services functions including:

- To be the lead member for Adult Services including overseeing the maintenance, compliance with the Statutory Duties and reporting requirements of the Council in relation to Adult Services;
- To lead on partnership with the Health Service in relation to Adults;

- To oversee the performance of Community Care Services in relation to national targets and priorities and to take account of any issues arising from external inspection and the performance assessment role of the Commission for Social Care Inspectorate;
- To oversee the protection and safeguarding of vulnerable adults;
- To oversee the development and implementation of Supporting People;
- The direct provision for Community Care Services;
- Commissioning responsibilities with Health for:
 - Mental Health Services
 - Learning Disability Services
 - Older People and Physical, Sensory and Disability Services
 - Carers;
- To act as the Member level 'Well being of Adults Champion' in relation to all Council Services;
- To oversee the development and implementation of policies and strategies for the provision of adult services in the Borough;

(B) Housing

To be responsible for the development and delivery of the Council's housing services, including:

- Accommodation provision for households in need, through Council provision or in consort with Housing Associations and developers;
- Temporary accommodation for those in urgent need or who are homeless;
- Management of Council housing stock, shops, garages and making proposals for rental charges;
- To oversee the development and implementation of policies and strategies for the provision and improvement of housing in the Borough;
- To oversee the maintenance and improvement of the Council's housing stock;
- Jointly with other Portfolio Holders to oversee the development of a strategy to support social inclusion in the provision of local housing;
- To oversee the development and delivery of services to Council tenants;
- Promotions of satisfactory standards in housing accommodation in the private sector and enforcement actions as appropriate;
- Overseeing and developing proposals for the assessment of future housing needs within the Borough.
- The overseeing of the development and delivery of the Council's Housing Policy in consultation with the Planning Development and Enterprise Portfolio

Portfolio Holder for Community and Cultural Services

To be responsible for the development and delivery of the Council's Community and Cultural Services including:

- (A) Overseeing the strategic and general management of the following services and functions on behalf of the Council including:
- All functions relating to the library service
 - Culture and Arts Services
 - Sports Leisure & Recreation Services
 - Local History Collections (Archives)
 - The Harrow Museum and Headstone Manor

- Community Engagement and Development Strategy
 - Community Premises and Grants Applications
 - Community Cohesion Management Group (HSP)
 - Community Learning
 - Learning & Skills Councils, Colleges & Higher Education liaison
 - External Service Providers (Leisure Connection, Harrow Young Musicians)
- (B) To oversee effective development and implementation of the following key plans and strategies:
- Cultural Strategy
 - Play Strategy
 - Sports, Recreation & Open Spaces Strategy
 - Personal & Community Development Learning Plan
 - Community Grants Strategy
 - Community Engagement and Development Strategy
 - Library Plan
- (C) To oversee the promotion and development of positive links, joint working arrangements and partnerships with the voluntary, community and faith sectors, reflecting the full diversity of the borough;
- (D) To lead on all matters related to the Byron Park Project;

Portfolio Holder for Performance, Communications and Corporate Services

To be responsible for the development and delivery of the Chief Executive's and Legal & Governance Departments functions including:

- Oversee the development of the Council's response to Efficiency Reviews and ensure that council services demonstrate continuous improvements, and propose the annual programme of Efficiency Reviews;
- Monitor the programme of Efficiency Reviews and the subsequent implementation plans;
- Oversee the management processes of the Council and to keep under review the management structure of the Council, in order to ensure their effective contribution to the provision of effective and high quality services;
- To oversee staff learning and development;
- Lead on all human resources matters including employee consultation, equal opportunities in relation to employees of the Council;
- Ensure the development and maintenance of a coherent human resources strategy for the Council and its workforce;
- To oversee the development and implementation of the Sustainable Community Strategy;
- Developing partnerships and working arrangements with other agencies and service providers to produce beneficial outcomes for people living, working and visiting Harrow;
- Oversee the arrangements for Communications including Media Services, Tourism, Public Relations, and marketing promotion of Harrow;
- Oversee the conduct of litigation by or against the Council;
- To oversee all matters relating to the Business Transformation Partnership to include the approval of full Business Cases (which may be a key decision) provided all members of the partnership board (or their successor body) have been consulted and their views taken into account.
- To oversee all matters relating to Access Harrow, Customer Care and Complaints
- To oversee all matters relating to the Local Area Agreement

- To oversee the management and implementation of the Customer Access Strategy
- To oversee the Council's Performance Management Framework and the Corporate Improvement Boards to ensure the Council is performing to its full potential

Portfolio Holder for Schools and Children's Development

- (A) To be responsible for the development and delivery of the Council's function as a Local Education Authority in relation to the provision of schools and children's development within the Borough including:
- Schools
 - Achievement and Inclusion
 - Ethnic Minority Achievement Service
 - Harrow Tuition Service
 - Admissions and Place Planning
 - Teachers Centre
 - Education Business Partnership
 - Early Years Childcare and Family Support
 - Special Needs Services
- (B) To oversee and ensure high quality relationships are built with all statutory and voluntary sector partners with particular emphasis on schools;
- (C) To oversee the development, promotion and implementation of the following:
- Harrow Sixth form Collegiate Partnership Board 14-19 Strategy Group
 - CYPSP Enjoy and Achieve Sub Group
 - Meeting Pupil Need Group
 - CAMHs Steering Group
 - Pupil Achievement Group
 - SEN Strategic Partnership
 - Student Advisory Group
 - Education Consultative Forum
 - School's Forum

APPENDIX 2

LONDON BOROUGH OF HARROW COMMITTEE MEMBERSHIPS 2008/09

(Membership in order of political group nominations)

(I) CABINET (9)

Conservative

(9)

I.
Members

David Ashton (Leader)
Marilyn Ashton
Miss Christine Bednell
Tony Ferrari
Susan Hall (Deputy Leader)
Barry MacLeod-Cullinane
Chris Mote
Paul Osborn
Mrs Anjana Patel

(II) GOVERNANCE, AUDIT & RISK MANAGEMENT COMMITTEE (8)**Conservative****Labour****(5)****(3)****I.
Members****Robert Benson
John Cowan (CH)
Richard Romain
Anthony Seymour
Dinesh Solanki****Archie Foulds *
Thaya Idaikkadar
Bill Stephenson****II.
Reserve
Members****1. Eric Silver
2. Jeremy Zeid
3. Manji Kara
4. Tom Weiss
5. Stanley Sheinwald****1. Keith Ferry
2. Nizam Ismail
3. Mano Dharmarajah****(CH)****= Chair****(VC)****= Vice-Chair***** Denotes Group Members for consultation on Delegated Action and/or administrative matters.**

(III) DEVELOPMENT MANAGEMENT COMMITTEE (8)**Conservative****Labour****(5)****(3)****I.
Members****Marilyn Ashton (CH)
Robert Benson
Don Billson
Julia Merison
Joyce Nickolay****Mrinal Choudhury
Keith Ferry
Thaya Idaikkadar *****II.
Reserve
Members****1. Manji Kara
2. G Chowdhury
3. Dinesh Solanki
4. Ashok Kulkarni
5. Husain Akhtar****1. David Gawn
2. Graham Henson
3. Mrs Rekha Shah****(CH)
(VC)****= Chair****= Vice-Chair***** Denotes Group Members for consultation on Delegated Action and/or administrative matters.**

(IV) STRATEGIC PLANNING COMMITTEE (8)**Conservative****Labour****(5)****(3)****I.
Members**

Marilyn Ashton (CH)
Robert Benson
Don Billson
Julia Merison
Joyce Nickolay

Mrinal Choudhury
Keith Ferry
Thaya Idaikkadar *

**II.
Reserve
Members**

1. Manji Kara
 2. G Chowdhury
 3. Dinesh Solanki
 4. Ashok Kulkarni
 5. Husain Akhtar

1. David Gawn
 2. Graham Henson
 3. Mrs Rekha Shah

(CH)
 (VC)

= Chair

= Vice-Chair

* Denotes Group Members for consultation on Delegated Action and/or administrative matters.

(V) LICENSING AND GENERAL PURPOSES COMMITTEE (15)**Conservative****Labour****(9)****(6)****I.
Members**

Husain Akhtar
Robert Benson
Mrs Lurline Champagnie (CH)
G Chowdhury
Mrs Kinnear
Ashok Kulkarni
Mrs Vina Mithani
Tom Weiss
Jeremy Zeid

Mrinal Choudhury *
Mano Dharmarajah
Thaya Idaikkadar
Nizam Ismail
Phillip O'Dell
Raj Ray

(CH)
(VC)

= Chair

= Vice-Chair

Denotes Group Members for consultation on Delegated Action and/or administrative matters.

(VI) OVERVIEW AND SCRUTINY COMMITTEE (12)**Conservative****Labour****(8)****(4)****I.
Members**

**Manji Kara
Mrs Vina Mithani
Janet Mote
Anthony Seymour
Stanley Sheinwald (CH)
Dinesh Solanki
Yogesh Teli
Mark Versallion**

**Mrs Margaret Davine
B E Gate
Mitzi Green
Jerry Miles**

**Reserve
Members**

1. Eric Silver
2. Ashok Kulkarni
3. Narinder Singh Mudhar
4. Mrs Kinnear
5. Mrs Lurline Champagnie
6. Salim Miah
7. Jeremy Zeid
8. Tom Weiss

1. Bill Stephenson
2. Phillip O'Dell
3. Nana Asante
4. Mrs Rekha Shah

[Notes:

- (1) The Chairman of the substantive Scrutiny Sub-Committee is an ex officio member of the Overview and Scrutiny Committee].
- (2) The Scrutiny Leads should be main members of their respective committees].

(CH)
(VC)
*

= Chair
= Vice-Chair
Denotes Group Members for consultation Delegated Action and/or on administrative matters.

(VII) STANDARDS COMMITTEE (6) (Non-proportional)

	<u>Conservative</u>	<u>Labour</u>
	(4)	(2)
<u>I.</u> <u>Members</u>	Husain Akhtar Mrs Kinnear Jean Lammiman Joyce Nickolay	B E Gate * Phillip O'Dell
<u>II.</u> <u>Reserve</u> <u>Members</u>	1. Mrs Lurline Champagne 2. Tom Weiss 3. Jeremy Zeid 4. Mark Versallion	1. Mitzi Green 2. Asad Omar 3. -
<u>III.</u> <u>Independent</u> <u>Persons</u>	Independent Persons (2):- Rev Peter Broadbent Ms S Darr Dr J Kirkland Mr M Rizvi (appointed until 2010) (Reserves: Roger Smith)	

Membership rules:

- i. An Elected Mayor or the Leader may not be members;
- ii. The Chair of the Committee must not be a member of the executive;
- iii. At least 25% of the membership must be Independent persons;
- iv. Only one member of the executive can be a member of the Committee;
- v. The rules on political proportionality do not apply.

(VIII) STANDING ADVISORY COUNCIL FOR RELIGIOUS EDUCATION (3)**Conservative****(2)****I.
Members****Mrs Lurline Champagne
Mrs Anjana Patel****Labour****(1)****Ms Nana Asante****II.
Reserve
Members****1. Eric Silver
2. G Chowdhury****1. Nizam Ismail**

(Note: Chairman to be appointed at a SACRE meeting).

APPENDIX 3**3B DELEGATIONS TO THE CHIEF EXECUTIVE
CORPORATE DIRECTORS AND STATUTORY OFFICERS**

This Scheme sets out those delegations made to the Chief Executive and Corporate Directors whether by the Council or by Cabinet (the Executive) or derived from statute. The Scheme also sets out the powers of the Statutory Officers of the Council.

The Chief Executive, Corporate Directors and Statutory Officers may (where statute allows this) further delegate responsibility for matters to officers within their departments. These delegations must be in writing.

All delegated powers are derived from either the Council or Executive. The source of each delegation is specified in the Scheme.

Council, Cabinet or Committees may reserve to themselves decisions that have been delegated to officers by giving notice to the relevant Corporate Director or the Chief Executive.

When any new power or duty is given to the Council and it is unclear where responsibility for that function lies, the exercise of that power or duty will be undertaken by the Chief Executive or relevant Corporate Director.

Principles of Delegation

1. Officers should exercise delegated powers unless, in their opinion, the matter should be decided by Members.

As a guide, the kind of matters Members should determine include:

- Those not covered by an approved policy.
- Those with unusual features.
- Matters which may have political or other significance.
- Public interest matters.

2. In exercising delegated powers officers must:
 - 2.1 Incur expenditure within approved estimates/limits.
 - 2.2 Comply with the Council's Procedural Rules and Financial Regulations in force at the time.
 - 2.3 Comply with any policy, plan or direction of the Council, Cabinet or Committee.
 - 2.4 Consult and where appropriate, and/or agree with other relevant officers.
 - 2.5 Consult or refer the matter to the Chief Executive in appropriate cases.
 - 2.6 Keep appropriate records and registers of decisions and report to Council, Cabinet or Committee if required.
3. In using delegated powers, officers are accountable to the Council or Cabinet or the Committee from which those delegated powers derive.
4. Acts of officers done under delegated powers are deemed to be acts of the Council.
5. Delegations exercised in relation to contracts must follow the Contract Procedure Rules in force at the time.

Non Executive Decision Procedure

The Chief Executive, Corporate Directors and Statutory Officers may be specifically authorised to take decisions on behalf of the Council or a Committee in cases of urgency or in relation to minor matters. In doing the procedure set out below must be followed:

1. Urgent Non-Executive Decisions and Minor Matters

1.1 Matters which are the responsibility of Council

In relation to matters which are the responsibility of Council, subject to consultation with the Leader of the Council (or in his/her absence the Deputy Leader) and the leaders of the political groups or their nominees, the Chief Executive, Corporate Directors and Statutory Officers shall have the power to act on behalf of the Council in cases of urgency and on minor matters, where the urgent matter is of such a nature that it may be against the Council's interest to delay and where it is not practicable to obtain the approval of the Council. In the event of disagreement between the Members consulted, the delegated action shall not be exercised. The matter must be referred to the Council. The safeguards in 1.3. below must be followed.

1.2 Matters which are the responsibility of Committees of the Council

In relation to matters which are the responsibility of a Council Committee, subject to consultation with the Chair of the relevant committee and the nominated members of the political groups or their nominees, the Chief Executive, Corporate Directors and Statutory Officers shall have the power to act on behalf of the Council in cases of urgency and on minor matters, where the urgent matter is of such a nature that it may be against the Council's interest to delay and where it is not practicable to obtain the approval of the Council Committee. In the event of disagreement between the Members consulted, the matter shall be referred to the Chief Executive who may take the decision after consultation with the Leaders of all political groups or their nominees, and if appropriate, with the statutory officers. The safeguards in 1.3. below must be followed.

1.3 Safeguards

The procedure must only be used when considered essential to achieving the efficient administration of the service and for urgent matters consideration must be given to whether the matter can wait until the next scheduled meeting or whether the calling of a special meeting can be justified.

The information in the report form must be given the same care and attention as a report to the committee or to Council. Councillors must be given all the information they need in order to fully consider the matter.

All decisions taken by officers under this delegated power must be reported for information to the next meeting of the appropriate committee.

For minor matters the subject matter:

- should not give rise to implication of a policy or resource nature for the authority;
- the cost of implementing the decision must not exceed agreed budgets; and
- the decision should not conflict with any plan or strategy agreed by the Council.

2. Urgent Executive Decisions and Minor Matters Procedure

Matters, which are the responsibility of the Cabinet

All executive decisions shall be referred to the Portfolio Holder or the Cabinet as appropriate for decision.

General

1. Where appropriate the Chief Executive may exercise any function delegated to any other officer, eg in case of absence.
2. Corporate Directors may exercise any function delegated to any other officer within their directorate.
3. Corporate Directors may exercise any function outside their directorate delegations delegated to them by the Chief Executive.

The Chief Executive and Corporate Directors have the following general powers:

4. To manage and promote the services and functions for which they are responsible. This includes:

Delegated Powers	Source of Delegated Powers
<u>General</u>	
3.1 Taking and implementing any decision required for operational effectiveness.	Executive and Council
3.2 Responding to consultation documents, which are considered appropriate to be dealt with at officer level. β β. The Leader and Portfolio Holder for Strategic Overview, External Affairs & Property, will deal with all other consultation responses – Section 3A Allocation of Responsibilities	Executive
3.3 Bid for external resources for services within their remit.	Executive
3.4 Liaise and develop partnerships with external agencies, Government departments and stakeholder organisations.	Executive
<u>Financial</u>	
3.5 Authorise expenditure within approved revenue budget estimates.	Council
3.6 Vire resources within the rules set out in Section 3, paragraphs 13-16 of the Financial Regulations.	Executive
3.7 Approve orders.	Executive
3.8 Authorise payment of invoices.	Executive
3.9 Authorise the collection of income.	Executive
3.10 Authorise petty cash and expenses via payroll.	Executive
3.11 Write off debts up to £10,000.	Executive
3.12 To dispose of any minor asset (e.g furniture and equipment) up to £10k in value.	
3.13 To set, vary and recover costs, fees and charges for goods and services funded by the Council.	Executive
<u>Contracts</u>	
3.14 Approve contracts without limit that do not require sealing.	Executive
3.15 Approve variations in contracts.	Executive

3.16 Approve use of consultants.	Executive
<u>Human Resources</u>	
3.17 To appoint, suspend and dismiss staff.	Council and Executive
3.18 To take any action under the Council's employment policies and procedures.	Council and Executive
3.19 To re-organise staff within their directorates subject to: <ul style="list-style-type: none"> ▪ Consultation with Chief Executive and Head of HR ▪ Where appropriate, consultation with staff and/or their representatives. ▪ No service policy implications. ▪ No expenditure in excess of budget. No growth in net expenditure beyond the current year.	Council and Executive
3.20 To authorise absence leave and payments, including overtime, expenses, loans, and ex gratia payments.	Executive
3.21 To authorise training and development and associated matters.	Executive
INDIVIDUAL DELEGATIONS	Source of Individual Delegated Powers
<u>Chief Executive</u>	
1. To take any action necessary to ensure the effective and efficient management and operations of the Council.	Executive and Council
2. To promote the importance of the ethical agenda and to sustain the highest standards of ethical behaviour on the part of the Council's officers in accordance with the Code of Conduct for Council Employees.	Council
3. To make any decision delegated to another officer.	Executive and Council
4. Approve minor and technical changes to the Council constitution in consultation with the Monitoring Officer.	Council
5. Act in minor or urgent matters where to delay for a Council meeting would not, in his/her opinion, be in the Council's interest, subject to written approval of the Leaders of the political groups.	Council

6.	Act in minor or urgent matters where to delay for a Council committee meeting would not in his/her opinion, be in the Council's interests, subject to consultation with the political groups or their nominees.β	Council
7.	To take such action in relation to Statutory Chief Officers and Chief Officers as assigned in Rule 7 of Section 4H.	Council
8.	To report as appropriate to the Authority in the manner in which the Authority discharges its functions: <ul style="list-style-type: none"> ▪ the number and grades of staff required to discharge its functions ▪ the organisation of the Authority's staff ▪ the appointment and management of the Authority's staff. 	Council and Executive
9.	To make payments or provide other benefits in cases of maladministration etc in accordance with s92 of the Local Government Act 2000.	Council
10.	To take any action necessary to ensure the effective development and implementation of the Council's key strategies and services.	Executive and Council
11.	To undertake any action necessary to ensure the effective development and implementation of the Council's Corporate Governance Framework.	Executive and Council

β The powers in 5 and 6 above would be used only on production of a report, including financial and legal implications. All decisions taken using the powers in 5 and 6 above must be reported to the next meeting of the relevant committee or Council.

The Corporate Directors for Adults and Housing Children's Services Community & Environment Finance and Place Shaping All have the following delegated powers and duties	
1. To take any action necessary to ensure the effective and efficient management of their directorate	Council and Executive
2. To act in minor or urgent matters where to delay to a Council Committee meeting would not, in his/her opinion, be in the Council's interest, subject to consultation with the Chief Executive and Leaders of the political groups or their nominees.	Council
3. To take any action necessary to ensure the effective development and implementation of the Council's key strategies and services relating to their directorate.	Council and Executive
4. To undertake any action necessary to ensure the effective development and implementation of the Council's Corporate Governance Framework.	Council and Executive

Director of Legal and Governance Services	
1. To institute, defend or participate in any legal proceedings, in any Court or Tribunal and in any case where such action is necessary to give effect to decisions of the Council, or in any case where he or she considers that such action is necessary to protect the Council's interests.	Council
2. To delegate to any officer authority to institute defend or participate in any legal proceedings, in any Court or Tribunal and in any case where such action is necessary to give effect to decisions of the Council, or in any case where he or she considers that such action is necessary to protect the Council's interests.	Council
3. To authorise officers to appear in Court on the Council's behalf.	Council
4. To act as the proper officer for the purposes of Births, Deaths and Marriages	Council
5. To undertake any action necessary to ensure the effective development and implementation of the Council's Corporate Governance Framework.	Council and Executive

STATUTORY OFFICERS

Head of Paid Service	Statutory Source of Function
1. Duty to prepare a report setting out proposals on the following matters: <ol style="list-style-type: none"> a. the manner in which the discharge by the authority of their different functions is co-ordinated; b. the number and grades of staff required by the authority for the discharge of their functions; c. the organisation of the authority's staff; d. the appointment and proper management of the authority's staff 	Sections 4 and Local Government and Housing Act 1989
2. Duty to arrange for a copy of the report to be sent to each member of the authority	Section 4 Local Government and Housing Act 1989
3. Arrange for the authority to consider the report at a meeting held not more than three months after copies are first sent to members of the authority.	Section 4 Local Government and Housing Act 1989
4. All staff to be appointed on merit	Section 7 Local Government and Housing Act 1989
5. Duty to adopt Standing Orders with respect to staff.	Section 8 Local Government and Housing Act 1899

6. Confidentiality of staff records	Section 11 Local Government and Housing Act 1989
7. Conflicts of interest in staff negotiations	Section 12 Local Government and Housing Act 1989
8. Appointment of Staff	Section 112 Local Government Act 1972
Monitoring Officer	Statutory Source of Function
1. Report on contravention or likely contravention of any enactment or rule of law.	Section 5 Local Government and Housing Act 1989.
2. Report on any maladministration or injustice where Ombudsman has carried out an investigation.	Section 5 Local Government and Housing Act 1989.
3. Appointment of Deputy Monitoring Officer.	Section 5 Local Government and Housing Act 1989.
4. Report on resources needed to undertake Monitoring Officer functions.	Section 5 Local Government and Housing Act 1989.
5. Investigate misconduct in compliance with Regulations and directions of Ethical Standards Officers (ESO).	Regulations under Section 66(1) and 66(6) Local Government Act 2000. Direction from ESO in individual cases.
6. Establish and maintain registers of member's interests and gifts and hospitality.	Section 81 Local Government Act 2000 and Members' Code of Conduct.
7. Advice to Members on interpretation of the Code.	Members' Code of Conduct
8. Key role in framework for local determination of complaints. Advice to Members, officers and the public on the operation of the Code and how alleged breaches should be investigated.	Statutory guidance para. 8.20 Regulations under section 66 of the LGA 2000.
9. Liaison with Standards Board for England and Ethical Standards Officers.	Regulations under sections 54(4), 57(3) and 66 of the LGA 2000.
10. Advice to Members on Compensation or remedy for maladministration.	Section 92 Local Government Act 2000.
11. Advice on vices issues, maladministration, financial impropriety, probity, policy framework and budget issues to all members.	ODPM guidance.

Chief Finance Officer (Section 151 Officer)	Statutory Source of Function
1. Oversight of proper administration of financial affairs.	Section 151 Local Government Act 1972
2. Duty to nominate a member of his/her staff as chief financial officer (if unable to act owing to absence or illness).	Section 114 Local Government Finance Act 1988
3. Duty to report on a Council decision or likely decision which would lead to the authority incurring unlawful expenditure or would cause a loss or deficiency to the authority or entry of an unlawful item of account.	Section 114 Local Government Finance Act 1988
4. Duty to report if the expenditure of the Council incurred (including expenditure it proposes to incur) in a financial year is likely to exceed the resources (including sums borrowed) available to it to meet that expenditure.	Section 114 Local Government Finance Act 1988
5. Duty to report on an Executive decision or likely decision which would lead to the authority incurring unlawful expenditure or would cause a loss or deficiency to the authority or entry of an unlawful item of account.	Section 114A Local Government Finance Act 1988
6. Duty to report on the robustness of the authority's budget calculations.	Section 25 Local Government Act 2003
7. Duty to report on the adequacy of the authority's proposed financial reserves.	Section 25 Local Government Act 2003
8. Duty to report on previous years' financial reserves if it appears that controlled reserves is or likely to be inadequate, including recommendations for appropriate actions to rectify.	Section 27 Local Government Act 2003
9. Duty to assist the Council in carrying out regular budget monitoring.	Section 28 Local Government Act 2003
Director of Children's Services	Statutory Source of Function
1. Responsible for functions conferred on or exercisable by the authority in their capacity as a local education authority	Section 18 Children Act 2004
2. Responsible for functions conferred on or exercisable by the authority, which are social services functions, so far as those functions relate to children.	Section 18 Children Act 2004
3. Responsible for functions under section 23C to 24D of the Children Act 1989, relating to looked after children.	Section 18 Children Act 2004

4. Improving well-being of children in the authority's area.	Sections 10 and 18 Children Act 2004
5. Safeguarding and promoting the welfare of children.	Sections 11 and 18 Children Act 2004
6. Establish and maintain information databases in relation to the well-being and safeguarding of children	Section 12 and S18 Children Act 2004
7. Preparation and publication of a Children's and young people's plan.	Sections 17 and 18 Children Act 2004.
8. Responsible for any function under section 31 of the Health Act 1988 on behalf of an NHS body so far as those relate to children.	Section 18 Children Act 2004
9. Responsible for any additional functions as the authority consider appropriate	Section 18 Children Act 2004
Director of Adult Social Services	Statutory Source of Function
1. Responsibility for all social services functions (other than those for which the Director of Children's Services is responsible under section 18 of the Children Act 2004).	Section. [1A] and Schedule 1 of the Local Authority Social Services Act 1970

APPOINTMENTS TO OUTSIDE BODIES 2008/09

Name	No of Reps	Current representatives (for 07/08 year)	Current deputies where applicable (for 07/08 year)	Proposed Appointee (for 2008/2009)	Proposed Deputy where applicable (for 2008/2009)
Age Concern Harrow	2	1. Cllr Mrya Michael 2. Cllr Asad Omar 3.	N/A	1. Cllr Myra Michael 2. Cllr Krishna James	
Age Concern London	1	1. Cllr Myra Michael	N/A	1. Cllr Myra Michael	
Bentley Priory Nature Reserve Management Committee	4	1. Cllr Manji Kara 2. Cllr Joyce Nickolay 3. Cllr Julia Merison 4. Cllr Bill Stephenson	N/A	1. Cllr Manji Kara 2. Cllr Joyce Nickolay 3. Cllr Julia Merison 4. Cllr Bill Stephenson	
Central and North West London NHS Foundation Trust	1	1. Cllr Eric Silver	N/A	1. Cllr Barry Macleod-Cullinane	
Deputy Lord Lieutenant's Committee	5	1. The Mayor 2. The Deputy Mayor 3. Cllr Chris Mote 4. Cllr Mark Versallion 5. Cllr Camilla Bath	N/A	1. The Mayor 2. The Deputy Mayor 3. Cllr Chris Mote 4. Cllr Mark Versallion 5. Cllr Camilla Bath	
Edward Harvist Charity	1	Owen Cock	N/A	Owen Cock (May 2006 – May 2010)	
Greater London Enterprise Ltd	1	Cllr Marilyn Ashton	N/A	Cllr Marilyn Ashton	
Harrow Agenda 21 Environmental Forum	4 (+ 4 reserve)	1. Cllr Marilyn Ashton 2. Cllr Yogesh Teli 3. Cllr Vina Mithani 4. Cllr Phillip O'Dell	1. Cllr Jeremy Zeid 2. Cllr Joyce Nickolay 3. Cllr Dinesh Solanki 4. Cllr Jerry Miles	1. Cllr Marilyn Ashton 2. Cllr Yogesh Teli 3. Cllr Vina Mithani 4. Cllr Phillip O'Dell	1. Cllr Jeremy Zeid 2. Cllr Joyce Nickolay 3. Cllr Dinesh Solanki 4. Cllr Jerry Miles
Harrow Association of Disabled People	3	1. - 2. Cllr Dinesh Solanki 3. Cllr David Gawn	N/A	1. Cllr Jean Lammiman 2. Cllr Dinesh Solanki 3. Cllr David Gawn	
Harrow Association of Voluntary Service	3	1. Cllr Joyce Nickolay (to serve on the Executive Committee) 2. - 3. Cllr Rekha Shah	N/A	1. Cllr Joyce Nickolay (to serve on the Executive Committee) 2. Cllr Chris Mote 3. Cllr Rekha Shah	
Harrow Citizens' Advice Bureau (Management Committee)	2	1. Cllr Joyce Nickolay 2. Cllr Brian Gate	N/A	1. Cllr Husain Akhtar 2. Cllr Brian Gate	

APPOINTMENTS TO OUTSIDE BODIES 2008/09

Name	No of Reps	Current representatives (for 07/08 year)	Current deputies where applicable (for 07/08 year)	Proposed Appointee (for 2008/2009)	Proposed Deputy where applicable (for 2008/2009)
Harrow College Further Education Corporation Board	1	1. Cllr John Cowan	N/A	1. Cllr Anjana Patel	
Harrow Council for Racial Equality	3	1. Cllr Navin Shah 2. - 3. Cllr Dinesh Solanki	N/A	1. Cllr Chris Mote 2. Cllr Dinesh Solanki 3. Cllr Navin Shah	
Harrow Hate Crime Forum (HCF)	3 (+3 reserve)	1. Cllr Navin Shah 2. Cllr Jeremy Zeid 3. Cllr Narinder Singh Mudhar	1. Cllr Nana Asante 2. Cllr Don Billson 3. Cllr Dinesh Solanki	1. Cllr Jeremy Zeid 2. Cllr Narinder Singh Mudhar 3. Cllr Navin Shah	1. Cllr Don Billson 2. Cllr Dinesh Solanki 3. Cllr Nana Asante
Harrow Heritage Trust Executive Committee	4	1. Cllr Marilyn Ashton 2. Cllr Janet Mote 3. Cllr Navin Shah 4. Cllr Bill Stephenson	N/A	1. Cllr Marilyn Ashton 2. Cllr Janet Mote 3. Cllr Navin Shah 4. Cllr Bill Stephenson	
Harrow in Business	1	Cllr John Cowan	N/A	Cllr John Cowan	
Harrow in Europe Committee	5	1. Cllr Jean Lammiman 2. Cllr Mano Dharamarajah 3. Cllr Golam Sobhan Chowdhury 4. Cllr Myra Michael 5. Cllr Nana Asante	N/A	1. Cllr Jean Lammiman 2. Cllr Mano Dharamarajah 3. Cllr Golam Sobhan Chowdhury 4. Cllr Myra Michael 5. Cllr Nana Asante	
Harrow Nature Conservation Forum	1	Cllr Camilla Bath	N/A	Cllr Camilla Bath	
Harrow on the Hill Forum	6 (3 ward member, 3 group member)	Ward: 1. Cllr Don Billson 2. Cllr Eileen Kinnear 3. Cllr Mark Versallion Group: 1. Cllr Anjana Patel 2. Cllr Narinder Singh Mudhar 3. Cllr Julia Merison	N/A	Ward: 1. Cllr Don Billson 2. Cllr Eileen Kinnear 3. Cllr Mark Versallion Group: 1. Cllr Anjana Patel 2. Cllr Narinder Singh Mudhar 3. Cllr Julia Merison	

APPOINTMENTS TO OUTSIDE BODIES 2008/09

Name	No of Reps	Current representatives (for 07/08 year)	Current deputies where applicable (for 07/08 year)	Proposed Appointee (for 2008/2009)	Proposed Deputy where applicable (for 2008/2009)
Harrow Police and Community Consultative Group	4	1. Cllr Vina Mithani 2. Cllr Jeremy Zeid 3. Cllr Sasikala Suresh 4. Cllr Navin Shah	N/A	1. Cllr Vina Mithani 2. Cllr Jeremy Zeid 3. Cllr Sasikala Suresh 4. Cllr Navin Shah	
Harrow Primary Care Trust Management Board	1	1. Cllr Eric Silver	N/A	1. Cllr Barry Macleod-Cullinane	
The Harrow Refugee & Minorities Forum	3 (one representative from each political Group)	Cllr Golam Sobhan Chowdhury	N/A	1. Cllr Golam Sobhan Chowdhury 2. Cllr Rekha Shah	
Harrow Sports Council	3	1. Cllr Joyce Nickolay 2. Cllr Vina Mithani 3. Cllr David Perry (to serve on the Executive Committee)	N/A	1. Cllr Chris Mote 2. Cllr Vina Mithani 3. Cllr David Perry (to serve on the Executive Committee)	
Harrow Town Centre Forum	3	1. Cllr Marilyn Ashton 2. Cllr Narinder Singh Mudhar 3. Cllr Rekha Shah	N/A	1. Cllr Marilyn Ashton 2. Cllr Narinder Singh Mudhar 3. Cllr Rekha Shah	
Harrow Weald Common Board of Conservators	5	1. Cllr Robert Benson 2. Cllr Anthony Ferrari 3. Cllr Joyce Nickolay 4. Cllr Phillip O'Dell 5. Cllr Paul Scott	N/A	1. Cllr Robert Benson 2. Cllr Anthony Ferrari 3. Cllr Joyce Nickolay 4. Cllr Phillip O'Dell 5. Cllr Paul Scott	
Harrow Young Musicians - Managing Body	2	1. Cllr Keith Ferry 2. Cllr Jean Lammiman	N/A	1. Cllr Keith Ferry 2. Cllr Jean Lammiman	
John Pardoe Charity	4	1. Cllr Camilla Bath 2. Cllr Christine Bednell 3. Cllr Mano Dharamarajah 4. Michael Carmody	N/A	1. Cllr Camilla Bath 2. Cllr Christine Bednell 3. Cllr Mano Dharamarajah 4. Michael Carmody	

APPOINTMENTS TO OUTSIDE BODIES 2008/09

Name	No of Reps	Current representatives (for 07/08 year)	Current deputies where applicable (for 07/08 year)	Proposed Appointee (for 2008/2009)	Proposed Deputy where applicable (for 2008/2009)
League of Friends of Northwick Park Hospital	1 (+ 1 reserve)	Mary John	Vacant	Mary John	Cllr Krishna James
Local Authorities Aircraft Noise Council	2	1. Vacant 2. Cllr Raj Ray	N/A	1. Cllr Susan Hall 2. Cllr Raj Ray	
Local Government Association - General Assembly Meetings (Two - inclusive of AGM)	4 (+ 4 deputies)	1. Cllr Chris Mote 2. Cllr David Ashton 3. Cllr Bill Stephenson 4. Cllr Navin Shah	1. Cllr Barry Macleod-Cullinane 2. Cllr John Cowan 3. Cllr Margaret Davine 4. Cllr Phillip O'Dell	1. Cllr David Ashton 2. Cllr Susan Hall 3. Cllr Bill Stephenson 4. Cllr Navin Shah	1. Cllr Paul Osborn 2. Cllr Barry Macleod-Cullinane 3. Cllr Margaret Davine 4. Cllr Phillip O'Dell
Local Government Association - Urban Commission	1	Cllr Marilyn Ashton	N/A	Cllr Marilyn Ashton	
Local Government Information Unit	1	Cllr Jean Lammiman	N/A	Cllr Paul Osborn	
London Accident Prevention Council	2	1. Cllr John Nickolay 2. Cllr Keeki Thammaiah	N/A	1. Cllr Robert Benson 2. Cllr Keeki Thammaiah	
London Borough of Harrow Bus & Highways Liaison Meeting	4	1. Cllr John Nickolay 2. Cllr Jerry Miles 3. Cllr Stanley Sheinwald 4. Cllr Mrinal Choudhury	N/A	1. Cllr Susan Hall 2. Cllr Manji Kara 3. Cllr Jerry Miles 4. Cllr Mrinal Choudhury	
London Borough of Harrow Rail Liaison Meeting	4	1. Cllr John Nickolay 2. Cllr Jerry Miles 3. Cllr Stanley Sheinwald 4. Cllr Mrinal Choudhury	N/A	1. Cllr Susan Hall 2. Cllr Manji Kara 3. Cllr Jerry Miles 4. Cllr Mrinal Choudhury	
London NW Valuation Tribunal	6 (1 of which is vacant)	1. Vacant 2. Mr Michael Carmody (April 2004 - Dec 2009) 3. Mr R Conway (April 2004 - Dec 2009)	N/A	1. Vacant 2. Mr Michael Carmody (April 2004 - Dec 2009) 3. Mr R Conway (April 2004 - Dec 2009)	

APPOINTMENTS TO OUTSIDE BODIES 2008/09

Name	No of Reps	Current representatives (for 07/08 year)	Current deputies where applicable (for 07/08 year)	Proposed Appointee (for 2008/2009)	Proposed Deputy where applicable (for 2008/2009)
		4. Mr Stephen Giles-Medhurst (April 2004 - Dec 2009) 5. Miss Paddy Lyne (April 2004 - Dec 2009) 6. Mr A L Mediratta (April 2004 - Dec 2009)		4. Mr Stephen Giles-Medhurst (April 2004 - Dec 2009) 5. Miss Paddy Lyne (April 2004 - Dec 2009) 6. Mr A L Mediratta (April 2004 - Dec 2009)	
London Youth Games	2 (+ 2 deputies)	1. Cllr Chris Mote 2. Mr W North	1. Cllr David Perry 2. Mr W North's nominee	1. Cllr Chris Mote 2. Cllr Dinesh Solanki	1. Cllr David Perry 2. Cllr Golam Chowdhury
Mayor of Harrow's Charity Fund Trustees	3 (+4 burgesses)	1. The Mayor 2. Cllr Christine Bednell 3. Cllr Mrinal Choudhury Burgesses: 1. Mrs G Branch 2. Mr O Cock 3. Mrs B Cripps 4. Mrs R Feakins	N/A	1. The Mayor 2. Cllr Christine Bednell 3. Cllr Mrinal Choudhury Burgesses: 1. Mrs G Branch 2. Mr O Cock 3. Mrs B Cripps 4. Mrs R Feakins	
Middlesex Guildhall Collection and Trust Fund	5	1. Cllr Joyce Nickolay 2. Cllr Mrs Myra Micheal 3. Cllr Mrs Camilla Bath 4. The Mayor 5. Cllr Brian Gate	N/A	1. Cllr Joyce Nickolay 2. Cllr Jean Lammiman 3. Cllr Mrs Camilla Bath 4. The Mayor 5. Cllr Brian Gate	
North West London Community Foundation	1 (+ 1 deputy)	Cllr Don Billson	Cllr Barry Macleod-Cullinane	Cllr Don Billson	Cllr Ashok Kulkarni
North West London Chamber Board	1	Cllr John Cowan		Cllr John Cowan	
Port of London Authority (Previously London Home and Water Safety Council)	1	Cllr Dinesh Solanki		Cllr Dinesh Solanki	
Prince Edwards Playing Fields Trust	1	Cllr John Cowan		Cllr Richard Romain	

APPOINTMENTS TO OUTSIDE BODIES 2008/09

Name	No of Reps	Current representatives (for 07/08 year)	Current deputies where applicable (for 07/08 year)	Proposed Appointee (for 2008/2009)	Proposed Deputy where applicable (for 2008/2009)
Promotion of Public Transport Users' Group	4 (+4 reserves)	1. Cllr John Nickolay 2. Cllr Manji Kara 3. Cllr Mrinal Choudhury 4. Cllr Dinesh Solanki	1. Cllr Ashok Kulkarni 2. Cllr Mrs Sasi Saresh 3. Cllr Jerry Miles 4. Cllr Anthony Seymour	1. Cllr John Nickolay 2. Cllr Manji Kara 3. Cllr Mrinal Choudhury 4. Cllr Dinesh Solanki	1. Cllr Ashok Kulkarni 2. Cllr Mrs Sasi Saresh 3. Cllr Jerry Miles 4. Cllr Anthony Seymour
Relate London North West	3	1. Cllr Jean Lammiman 2. Cllr Margaret Davine 3. Cllr Lurline Champagne	N/A	1. Cllr Jean Lammiman 2. Cllr Margaret Davine 3. Cllr Lurline Champagne	
Reserve Forces and Cadets Association for Greater London	1	1. Cllr Mark Versallion		1. Cllr Mark Versallion	
Sir Lancelot Lake Charity	2	1. Cllr John Cowan 2. Cllr Nana Asante	N/A	1. Cllr John Cowan 2. Cllr Nana Asante	
Sir John Wolstenholme Charity	2	1. Cllr Camilla Bath 2. Cllr Christine Bednell	N/A	1. Cllr Camilla Bath 2. Cllr Christine Bednell	
St Dominic's College	1	1. Cllr Brian Gate	N/A	Cllr Brian Gate (May 2007 – May 2011)	
Stanmore College	1	Cllr Husain Akhtar	N/A	Cllr. Anjana Patel	
Staying Put Scheme Advisory Committee	1	Cllr Rekha Shah	N/A	Cllr Rekha Shah	
(Brent and Harrow) Trading Standards Joint Advisory Board	3 (+ 3 reserves)	1. Cllr Tom Weiss 2. Cllr Robert Benson 3. Cllr Keith Ferry	1. Cllr Mrs Kinnear 2. Cllr Vina Mithani 3. Cllr Thaya Idaikkadar	1. Cllr Tom Weiss 2. Cllr Susan Hall 3. Cllr Keith Ferry	1. Cllr Mrs Kinnear 2. Cllr Vina Mithani 3. Cllr Thaya Idaikkadar
Victoria Hall	1	Cllr Narinder Singh Mudhar	N/A	Cllr Narinder Singh Mudhar	
West House and Heath Robinson Museum Trust	1	Cllr Marilyn Ashton		Cllr Marilyn Ashton	

APPOINTMENTS TO OUTSIDE BODIES 2008/09

Name	No of Reps	Current representatives (for 07/08 year)	Current deputies where applicable (for 07/08 year)	Proposed Appointee (for 2008/2009)	Proposed Deputy where applicable (for 2008/2009)
West London Alliance	2 (+ 1 deputy)	1. Cllr Chris Mote 2. Chief Executive	1. Cllr David Ashton	1. Cllr David Ashton 2. Chief Executive	1. Cllr Susan Hall
West London Waste Authority	1	1. Cllr Mrs Kinnear	N/A	1. Cllr Susan Hall	

London Councils Committees and Forums

Committees	Member 07/08	Deputy 07/08	Member 08/09	Deputy 08/09
Leaders' Committee (S.101 Joint Committee) (+2 deputies)	Cllr Chris Mote	Cllr David Ashton Cllr Marilyn Ashton	Cllr David Ashton	Cllr Susan Hall Cllr Paul Osborn
Associated Joint Committee (London Councils Transport and Environment Committee) (+4 deputies)	Cllr John Nickolay	Cllr Zeid Cllr Yogesh Teli Cllr Robert Benson	Cllr Susan Hall	Cllr Zeid Cllr Yogesh Teli Cllr Robert Benson Cllr Mrs Kinnear
Associated Joint Committee (London Councils Grants Committee) (+4 deputies)	Cllr Joyce Nickolay	Cllr Don Billson Cllr Mrs Anjana Patel Cllr Stanley Sheinwald	Cllr Chris Mote	Cllr Manji Kara Cllr Golam Chowdhury Cllr Joyce Nickolay Cllr Don Billson
Greater London Provincial Council (GLPC) (+2 deputies)	N/A		(Cllr David Ashton)	

APPOINTMENTS TO OUTSIDE BODIES 2008/09

Name	No of Reps	Current representatives (for 07/08 year)	Current deputies where applicable (for 07/08 year)	Proposed Appointee (for 2008/2009)	Proposed Deputy where applicable (for 2008/ 2009)
Forums		Member 07/08	Deputy 07/08	Member 08/09	Deputy 08/09
London Councils Health and Adult Services Forum (+2 deputies for 2008/09 Year)		Cllr Eric Silver	Cllr Mrs Myra Michael	Cllr Barry Macleod-Cullinane	Cllr Jean Lammiman Cllr Yogesh Teli
London Councils Housing Forum (+2 deputies for 2008/09 Year)		Cllr Mrs Camilla Bath	Cllr G Chowdhury	Cllr Barry Macleod-Cullinane	Cllr Yogesh Teli Cllr Jean Lammiman
London Councils Culture, Tourism and 2012 Forum (+1 deputy)		Cllr Christine Bednell / Cllr Anjana Patel	Cllr John Nickolay . Cllr Narinder Mudhar	Cllr Chris Mote	Cllr Golam Sobhan Chowdhury
London Councils Crime and Public Protection Forum (+1 deputy)		Cllr Mrs Kinnear	Cllr Mrs Vina Mithani	Cllr Susan Hall	Cllr Mrs Kinnear
London Councils Economic Development Forum (+1 deputy)		Cllr Marilyn Ashton	Cllr Mrs Camilla Bath	Cllr Marilyn Ashton	Cllr Joyce Nickolay
London Councils Children & Young People Forum (+1 deputy)		Cllr Paul Osborn	Cllr Camilla Bath	Cllr Christine Bednell	Cllr Husain Akhtar
Greater London Employment Forum 1 (+1 deputy)		Cllr Paul Osborn	Cllr Salim Miah	Cllr Paul Osborn	Cllr Camilla Bath