

2004 – 2005
February 2005 Volume 9



**CABINET
AND
COUNCIL
MINUTES**

CABINET AND COUNCIL MINUTE BOOK

VOLUME 9: FEBRUARY 2005

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COUNCIL
AND
COUNCIL
COMMITTEES

LICENSING AND
GENERAL PURPOSES
PANELS

SOCIAL SERVICES APPEALS PANEL

8 FEBRUARY 2005

Chair: * Ms Havva Karabeyaz (Independent Person)

Councillors: * Blann * Omar

* Denotes Member present

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**16. **Appointment of Chair:**

RESOLVED: That Ms Havva Karabeyaz be appointed Chair of the Panel for the purposes of this meeting.

17. **Arrangement of Agenda:**

RESOLVED: That the item listed in Part II of the agenda be considered with the press and public excluded for the reason set out below:

<u>Item</u>	<u>Reason</u>
5. Formal Complaint about the Provision of Social Services	This item was considered to contain exempt information as defined in Paragraph 4 of Part 1 of Schedule 12A to the Local Government Act 1985 in that it contains information relating to a particular applicant for or recipient of a Service provided by the Authority.

18. **Terms of Reference:**

RESOLVED: That the terms of reference of the Panel be noted.

19. **Guidance Notes:**

RESOLVED: That the guidance notes setting out the nature of the Panel be noted.

20. **Formal Complaint about the Provision of Social Services:**

The Panel received the documentation relevant to this matter (as listed on the agenda), including a report of the Independent Investigator which set out the background to the complaint, and the management response to the complaint.

The Panel carefully reviewed the case, and after taking into account views expressed by the Complainant, the Investigating Officer and on behalf of the People First Directorate, it was

RESOLVED: That a copy of the Panel's decision be provided to the Director of Social Services.

(Note: The meeting having commenced at 4.05 pm, closed at 7.29 pm)

(Signed) MS HAVVA KARABEYAZ
Chair

(Note: Minutes of Social Services Appeals Panels:

The minutes of each Appeals Panel meeting are signed by the relevant Chair, to confirm their accuracy, shortly after the meeting has taken place. Minutes of such previous meetings appropriately are not submitted to subsequent Appeals Panels which will be considering relevant cases under different Chairmanships.)

EARLY RETIREMENT SUB-COMMITTEE

21 FEBRUARY 2005

Chair: * Councillor Bluston

Councillors: * Branch * Knowles

* Denotes Member present

PART I - RECOMMENDATIONS - NIL

PART II - MINUTES

27. **Attendance by Reserve Members:**

RESOLVED: To note that there are no Reserve Members currently appointed for the Sub-Committee.

28. **Declarations of Interest:**

RESOLVED: To note that there were no declarations of interest made by Members in relation to the business transacted at this meeting.

29. **Arrangement of Agenda:**

RESOLVED: That, further to the provisions of the Local Government (Access to Information) Act 1985, all items be considered with the press and public present with the exception of the following items for the reasons set out below:

<u>Item</u>	<u>Reason</u>
9. Exercise of Discretion under Regulation 8 of the Local Government (Early Termination) (Discretionary Compensation) Regulations 2000) These items were considered to contain exempt information as defined in Paragraph 1 of Part I of Schedule 12A to the Local Government Act 1972 in that they related to particular employees.
10. Exercise Discretion under Regulation 8 of the Local Government (Early Termination) (Discretionary Compensation) (England and Wales) Regulations 2000 (as amended)	
11. Exercise Discretion under Regulation 8 of the Local Government (Early Termination) Discretionary Compensation) (England and Wales) Regulations 2000 (as amended)	
12. Exercise Discretion under Regulation 31 of the Local Government Pension Scheme Regulations 1997 (as amended)	

30. **Minutes:**

RESOLVED: That the minutes of the meeting held on 29 November 2004, having been circulated, be taken as read and signed as a correct record.

31. **Public Questions, Petitions and Deputations:**

RESOLVED: To note that there were no public questions, petitions or deputations submitted to this meeting under the provisions of Committee Procedure Rules 18, 15 and 16 (Part 4B of the Constitution) respectively.

32. **Exercise of Discretion under Regulation 8 of the Local Government (Early Termination) (Discretionary Compensation) Regulations 2000:**

The Director of Legal Services reported on an application by an employee under Regulation 8 of the Local Government (Early Termination) (Discretionary Compensation) Regulations 2000, requesting that the employer exercise discretion and agree early retirement.

RESOLVED: That (1) it be agreed that this was a suitable case for consideration under Regulation 8 of the Local Government (Early Termination) (Discretionary Compensation) Regulations 2000 amended); and

(2) having determined that the application met the criteria, discretion be exercised and the early retirement of GM under Regulation 8 be agreed and awarded with an additional period of 5 years;

(Note: Councillor Knowles wished to be recorded as having abstained from voting on the above decision).

33. **Exercise Discretion under Regulation 8 of the Local Government (Early Termination) (Discretionary Compensation) (England and Wales) Regulations 2000 (as amended):**

The Director of Corporate Governance reported on an application by an employee under Regulation 8 of the Local Government (Early Termination) (Discretionary Compensation) (England and Wales) Regulations 2000 (as amended), requesting that the employer exercise discretion and agree early retirement.

RESOLVED: That (1) it be agreed that this was a suitable case for consideration under Regulation 8 of the Local Government (Early Termination) (Discretionary Compensation) (England and Wales) Regulations 2000 (as amended); and

(2) having determined that the application met the criteria, discretion be exercised and the early retirement of GB under Regulation 8 be agreed and awarded with an additional period of 1 year and 261 days.

34. **Exercise Discretion under Regulation 8 of the Local Government (Early Termination) (Discretionary Compensation) (England and Wales) Regulations 2000 (as amended):**

The Executive Director (People First) reported on an application by an employee under Regulation 8 of the Local Government (Early Termination) (Discretionary Compensation) (England and Wales) Regulations 2000 (as amended), requesting that the employer exercise discretion and agree early retirement.

RESOLVED: That (1) it be agreed that this was a suitable case for consideration under Regulation 8 of the Local Government (Early Termination) (Discretionary Compensation) (England and Wales) Regulations 2000 (as amended); and

(2) having determined that the application met the criteria, discretion be exercised and the early retirement of GH under Regulation 8 be agreed and awarded with an additional period of 1 year and 50 days.

35. **Exercise Discretion under Regulation 31 of the Local Government Pension Scheme Regulations 1997 (as amended):**

The Director of Business Services reported on an application by an employee under Regulation 31 of the Local Government Pension Scheme Regulations 1997 (as amended), requesting that the employer exercise discretion and agree early retirement.

RESOLVED: That (1) it be agreed that this was a suitable case for consideration under Regulation 31 of the Local Government Pension Scheme Regulations 1997 (as amended); and

(2) having determined that the application met the criteria set at the Licensing and General Purposes Committee on 4 March 2004, discretion be exercised and the early retirement of JR under Regulation 31 be agreed.

36. **Staff Appraisals:**

Further to discussions arising earlier in the meeting, Members identified the apparent need to develop a robust staff appraisal system, particularly in light of the Middle Management Review. They were extremely concerned that management should take effective action to address the outcomes of unsatisfactory staff appraisals. In response, an officer informed them that a report had gone to Cabinet on 16 March 2004 entitled "Strategy for People" which outlined the draft strategy forming the framework for managing and developing employees in delivering the Council's corporate vision and priorities.

RESOLVED: That (1) the Director of Legal Services provide Members with information relating to the current review of the staff appraisal system; and

(2) Cabinet be requested to review the new staff appraisal system and ensure that it was robust.

(Note: Members wished to be recorded as being unanimous in the above decision).

(Note: The meeting having commenced at 5.30 pm, closed at 7.15 pm)

(Signed) COUNCILLOR HOWARD BLUSTON
Chair

MEMBER
DEVELOPMENT
PANEL

MEMBER DEVELOPMENT PANEL

8 FEBRUARY 2005

Chair: * Councillor Ann Groves

Councillors: * Jean Lammiman * Marie-Louise Nolan
Miss Lyne

* Denotes Member present

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**135. **Attendance by Reserve Members:**

RESOLVED: To note that there were no Reserve Members in attendance at this meeting.

136. **Declarations of Interest:**

RESOLVED: To note that there were no declarations of personal or prejudicial interests made by Members of the Panel arising from the business transacted at this meeting.

137. **Arrangement of Agenda:**

RESOLVED: That all items be considered with the press and public present.

138. **Minutes:**

RESOLVED: That the minutes of the meeting held on 18 November 2004, having been circulated, be taken as read and signed as a correct record.

139. **Public Questions:**

RESOLVED: To note that no public questions were put at the meeting under the provisions of Committee Procedure Rule 18.

140. **Petitions:**

RESOLVED: To note that no petitions were received at the meeting under the provisions of Committee Procedure Rule 15.

141. **Deputations:**

RESOLVED: To note that no deputations were received at the meeting under the provisions of Committee Procedure Rule 16.

142. **Progress of Programme Development 2005/2006:**

The Panel received a report of the Executive Director (Organisational Development) which provided an overview of Member Development from May to November 2004 and proposed areas on which to focus Member training for the remainder of the Municipal Year. Additionally, the Panel received and considered the results of the evaluation and needs analysis programme which took place in January 2005.

A Member informed the Panel that additional training sessions in the areas of Finance, Planning and Licensing were required and, if enough interest was expressed, training courses on the links between the Local Authority and Health would also be considered. The importance of these training sessions was emphasised by the Panel, as was the importance of the repeated reminders sent to Members which, it was noted, were useful in maximising attendance.

An officer advised that there had been a distinct improvement in the attendance rate on courses compared with last year, and feedback from the training sessions had generally been positive. It was suggested that to further increase responses from Members the document used for feedback could be simplified.

With regard to the proposed training session on Area Working, Members discussed the timing of the session and expressed the view that advertising for the course could be improved. Various solutions which were proposed in order to capture Members'

attention included an improved title, delivering information about the course in the form of a flier, and posing questions on the flier in order to highlight the relevance of the session for all Members.

In relation to Directors' requests for training, a Member expressed the view that training in the area of managing staff appeals would be useful. It was suggested that a senior solicitor could attend in order to explain to Members the Tribunal process and what it might entail. With regard to Diversity and Code of Conduct, it was commented that it should be a requirement for all Members to attend the Corporate Governance Framework Training, and in order to encourage Members to attend the target audience should be mentioned in the advertising.

Regarding Members' requests for training, the Panel agreed that a session on traffic regulations should be accompanied by information on TfL and parking enforcement. It was stated that Members often received complaints about parking enforcement from residents in their ward and therefore it would be helpful if a set of guidance notes could be produced in order to help Members deal with complaints of this nature.

Discussion having turned to Scrutiny, it was suggested that a session could be organised with the purpose of celebrating the successes of Scrutiny to date. This could include notifying Members of the influence that Scrutiny had had on the policy-making process and highlighting future areas of work such as the Community Engagement Strategy.

Concerning the budget for the remainder of the 2004/2005 Municipal Year, Members made several suggestions regarding how this could be utilised, such as attendance at external training events.

In relation to the Induction for Members in 2006, the Panel outlined the importance of an information pack which included an explanation of "Who's Who" in the Council. It was stated that the views of Members would be sought with regard to the format and content of the information pack; it was hoped that a trial version would be available by August 2005 and a final version before May 2006.

In conclusion, a number of suggestions were made on how to increase the attendance of Members at training sessions; these included circulating details of forthcoming courses to Members and compiling a register of Members' responses. With regard to feedback on courses, it was agreed that the construction of a proforma would be useful, and that the results could be displayed on the Council's Intranet.

RESOLVED: That the above comments be noted.

(Note: The meeting having commenced at 6.02 pm, closed at 7.17 pm)

(Signed) COUNCILLOR ANN GROVES
Chair

DEVELOPMENT
CONTROL
COMMITTEE

REPORT OF DEVELOPMENT CONTROL COMMITTEE

MEETING HELD ON 9 FEBRUARY 2005

Chair: * Councillor Anne Whitehead

Councillors: * Arnold (3) * Choudhury
 * Marilyn Ashton * Miles
 * Mrs Bath * Mrs Joyce Nickolay
 * Billson * Ray (5)
 * Bluston * Thornton

* Denotes Member present
 (3) and (5) Denote category of Reserve Members

[Note: Councillors D Ashton, John Cowan, Silver, Seymour and Stephenson also attended this meeting to speak on the items indicated at Minute 835 below].

PART I - RECOMMENDATIONS - NIL
PART II - MINUTES
834. Attendance by Reserve Members:

RESOLVED: To note the attendance at this meeting of the following duly appointed Reserve Members:-

<u>Ordinary Member</u>	<u>Reserve Member</u>
Councillor Janet Cowan	Councillor Arnold
Councillor Idaikkadar	Councillor Ray

835. Right of Members to Speak:

RESOLVED: That, in accordance with Committee Procedure Rule 4.1, the following Councillors, who are not members of the Committee, be allowed to speak on the agenda items indicated:

Councillor D Ashton	- Planning Application 2/01
Councillor John Cowan	- Planning Application 2/01
Councillor Seymour	- Planning Application 1/01
Councillor Silver	- Planning Application 1/01
Councillor Stephenson	- Planning Application 1/01

836. Declarations of Interest:

RESOLVED: To note the following declarations of Interest made by Members present relating to the business to be transacted at this meeting: -

- (i) Planning Application 2/03 – Alexandra Avenue Primary Care Centre, Alexandra Avenue, South Harrow
 Councillor Bluston declared a personal interest in the above application arising from the fact that he was Chair of the Council's Health and Social Care Scrutiny Sub-Committee which worked with the Primary Care Trust. Accordingly, he remained and took part in the discussion and decision-making on this item.
- (ii) Planning Application 2/06 – 6 South Close, Rayners Lane
 During consideration of item 2/06, upon making comments on the application, it was noted that Councillor Ray had a personal interest arising from the fact that a friend of his lived in South Close. Accordingly, he remained and took part in the discussion and decision-making on this item.
- (iii) Planning Application 2/08 – 8 Village Way, Pinner
 Councillor Marilyn Ashton declared that all Members of the Conservative Group had a prejudicial interest in the above application on the basis that the site was also occupied by the Harrow West Conservative Association's offices. Accordingly, Councillors Arnold, Marilyn Ashton, Mrs Bath, Billson and Mrs Joyce Nickolay left the room and took no part in the discussion or decision-making on this item.

- (iv) Planning Application 3/01 – 219 Alexandra Avenue, South Harrow, ex Tithe Farm PH
Councillor Miles declared a prejudicial interest in the above item arising from the fact that his father lived nearby and had been consulted on the development. Accordingly, Councillor Miles left the room and took no part in the discussion or decision-making on this item.

837. **Arrangement of Agenda:**

RESOLVED: That (1) in accordance with the provisions of the Local Government (Access to Information) Act 1985, the following items/information be admitted to the agenda by reason of the special circumstances and grounds for urgency stated:

<u>Agenda Item</u>	<u>Special Circumstances/Reasons for Urgency</u>
Addendum	This contains information relating to various items on the agenda and is based on information received after the agenda's dispatch. It is admitted to the agenda in order to enable Members to consider all information relevant to the items before them for decision.
4. Minutes	The final version of the minutes was not available at the time the agenda was printed and circulated.
17. Harrow Hospital Site	To keep Members informed of the current status.
17. Sai Villa, Hatch End	To keep Members informed of the current status.
17. Minutes – Recording of Reasons for Refusal	To seek Members' views on whether 'reasons for refusal' should be included in the minutes as a matter of course.
18. Pinner Park Farm	To ensure the alleged breach of planning control is ceased, to protect the integrity of the Green Belt.

(2) that it be noted that planning application 1/03 had been withdrawn by the applicant;

(3) that all items be considered with the press and public present.

[Note: The Chair re-ordered the agenda at the meeting in order to allow early consideration of the items that the public were present for. However, business is recorded in the order of the items set out in the agenda for reasons of clarity].

838. **Minutes:**

RESOLVED: That the Chair be given the authority to sign the minutes of the meeting held on 11 January 2005, those minutes having been circulated, as a correct record of that meeting, once printed in the Council Bound Volume.

839. **Public Questions:**

RESOLVED: To note that there were no public questions to be received at this meeting under the provisions of Committee Procedure Rule 18 (Part 4B of the Constitution).

840. **Petitions:**

RESOLVED: To note the receipt of the following petition which was considered with the relevant planning application on the agenda:

- Petition relating to Planning Application 3/01 – 219 Alexandra Avenue, South Harrow, ex Tithe Farm PH
Councillor Mrs Bath presented the above petition which had been signed by residents living in the vicinity of 219 Alexandra Avenue. A number of letters of support signed by residents and the applicant were also presented.

841. **Deputations:**

RESOLVED: To note that there were no deputations to be received at this meeting under the provisions of Committee Procedure Rule 16 (Part 4B of the Constitution).

842. **Planning Application Within Wealdstone - Bentley House Hotel, 15-21 Headstone Drive, Wealdstone, Harrow: Reference from the Wealdstone Regeneration Advisory Panel Meeting held on 30 November 2004:**

The Committee received a reference from the Wealdstone Regeneration Advisory Panel meeting held on 30 November 2004 which commented on the planning application for Bentley House, 15-21 Headstone Drive, Harrow (planning application 2/02).

RESOLVED: To consider the comments made by the Advisory Panel with the relevant planning application.

(See Item 2/02 on the attached schedule).

843. **Representations on Planning Applications:**

RESOLVED: (1) That, in accordance with the provisions of Committee Procedure Rule 17 (Part 4B of the Constitution), representations be received in respect of items 1/01 and 2/01 on the list of planning applications;

(2) to note that a request for representation to be received in respect of item 2/08 was refused as the speaker had made representations at the previous meeting.

844. **Planning Applications Received:**

RESOLVED: That authority be given to the Chief Planning Officer to issue the decision notices in respect of the applications considered, as set out in the schedule attached to these minutes.

845. **Planning Appeals Update:**

The Committee received a report of the Chief Planning Officer which listed those appeals being dealt with and those awaiting decision.

RESOLVED: (1) That the report be noted;

(2) to note the officers' advice that developers can continue to pursue a planning appeal after planning permission has been granted.

846. **Enforcement Notices Awaiting Compliance:**

The Committee received a report of the Chief Planning Officer which listed those enforcement notices awaiting compliance.

Further to queries from Members, officers undertook to report on progress made in relation to 93 Stanmore Hill, 1 Nelson Road, 4 Elm Park and 8 Kenton Road.

RESOLVED: That (1) written progress reports be submitted to those Members who had requested them in respect of 93 Stanmore Hill, 1 Nelson Road, 4 Elm Park and 8 Kenton Road;

(2) the report be noted.

847. **Tree Preservation Orders:**

The Committee received a report of the Interim Chief Planning Officer regarding new detailed Tree Preservation Orders (TPOs) proposed for a number of sites.

RESOLVED: That the Director of Legal Services be authorised to (1) make new TPOs, to be known as follows:

TPO 811 Mount Park Avenue (No. 1) Harrow on the Hill
TPO 812 Roxbourne Park (No. 1) Rayners Lane
TPO 814 Paines Lane (No. 19) Pinner
TPO 815 Paines Lane (No. 20) Pinner
TPO 816 Elm Park Road (No. 2) Pinner
TPO 817 Birchmead Avenue (No. 3) Pinner
TPO 818 Weald Lane (No. 1) Harrow Weald
TPO 820 White Orchards (No. 1) Stanmore Park
TPO 821 Gordon Avenue (No. 22) Stanmore Park

TPO 822 Headstone Drive (No. 1) Marlborough
TPO 823 Headstone Gardens (No. 2) Headstone South
TPO 824 Roxborough Park (No. 7) Greenhill

to be made pursuant to Sections 198 and 201 of the Town and Country Planning Act 1990 to protect those trees identified on the maps and schedules attached to the officer report; and

(2) revoke the following TPOs on confirmation of the above:

TPO 161 Sudbury Hill (No. 1) Harrow
TPO 536 Cannon Lane (No. 1) Rayners Lane
TPO 87 Paines Lane (No. 2) Pinner
TPO 113 Uxbridge Road (No. 2) Stanmore
TPO 288 Headstone Gardens (No. 1) Wealdstone
TPO 70 Roxborough Park (No. 2) Harrow.

[REASON: To accord with current policy].

848. **Action taken under the Urgent Non-Executive Decision Procedure:**

The Committee received a report of the Director of Legal Services outlining action taken by the Chief Planning Officer following consultation with the Chair and Nominated Members of the Development Control Committee, since the meeting of the Committee held on 8 December 2004, under the Urgent Non-Executive Action Procedure.

RESOLVED: To note the following action, taken under the Urgent Non-Executive Action Procedure:

Subject: Section 106 Agreement: North London Collegiate School, Canons Drive, Edgware

Action Proposed: To extend the time for completion of the Section 106 Agreement until 28 February 2005.

Reason for Urgency: The next meeting of the Development Control Committee was not until 11 January 2005.

Decision: Officer Recommendation agreed.

849. **Telecommunications Developments:**

RESOLVED: To note that there were no telecommunication applications which required consideration.

850. **Determination of Demolition Applications:**

RESOLVED: To note that there were no demolition applications which required consideration.

851. **Any Other Business:**

(i) Harrow Hospital Site
Officers reported that they were in the process of drafting a report on this site.

RESOLVED: To note that a report would be submitted to the next meeting.

(ii) Sai Villa, Hatch End Enforcement
Officers reported that they were in the process of drafting a report on this matter.

RESOLVED: To note that a report would be submitted to the next meeting.

(iii) Minutes – Recording of Reasons for Refusal

RESOLVED: That when 'reasons for refusal' are proposed, these should be included in the minutes even when the application was subsequently granted.

852. **Pinner Park Farm, George V Avenue, Hatch End:**
Members commented on the proposed enforcement action and agreed that they needed more time to read the report. Officers further clarified the reasons for urgency and it was

RESOLVED: That this matter be determined via the Council's Urgent Non-Executive Decision procedure.

853. **Extension and Termination of the Meeting:**
In accordance with the provisions of Committee Procedure Rule 14 (Part 4B of the Constitution) it was

RESOLVED: (1) At 10.00 pm to continue until 10.30 pm;

(2) at 10.30 pm to continue until 11.00 pm;

(3) at 11.00 pm to continue until 11.30 pm;

(4) at 11.30 pm to continue until 11.40 pm.

(Note: The meeting, having commenced at 7.30 pm, closed at 11.38 pm).

(Signed) COUNCILLOR ANNE WHITEHEAD
Chair

and sited 1.5m behind the front parapet of the communal landscape garden, on the third floor roof of Block A shall be submitted to and approved in writing by, the Local Planning Authority. The area between the front parapet and the barrier shall not be used as a balcony, roof garden or similar amenity area without the prior agreement of the Local Planning Authority. The development shall be carried out in accordance with the approved details and shall thereafter be retained.

REASON: To safeguard the amenity of neighbouring residents and the character of the locality.

[Notes: (1) Prior to discussing the above application, the Committee received representations from an objector and the applicant's representative, which were noted. Following receipt of the representations, the Committee asked a number of questions of the objector and the applicant's representative;

(2) a Member requested that he be kept informed of where the £20,000 from the developer towards the provision of community facilities within the Borough was channelled to].

LIST NO: 1/02 **APPLICATION NO:** P/3109/04/CFU
LOCATION: 464-472 Alexandra Avenue, South Harrow
APPLICANT: White Associates for Gatehill Property Co Ltd
PROPOSAL: Conversion of First Floor to Provide 10 Self-Contained Flats, Alterations to Windows (Resident Permit Restricted)
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans subject to the conditions and informatives reported.

LIST NO: 1/03 **APPLICATION NO:** P/3164/04/CFU
LOCATION: 102 Broadfields, Harrow
APPLICANT: Turley Associates for Merlian Estates Ltd
PROPOSAL: Redevelopment: Two Storey Detached Block with Accommodation in Roof to Provide 14 Flats, Car Parking and Access.
DECISION: WITHDRAWN by the applicant.

LIST NO: 1/04 **APPLICATION NO:** P/3073/04/CFU
LOCATION: 239-241 High Road, Harrow Weald
APPLICANT: Dennis Granston for E Bradley & A Mesgian
PROPOSAL: Redevelopment to Provide 3 Storey Detached Block with 14 Flats, Access and Parking
DECISION: Inform the applicant that:

(1) The proposal is acceptable subject to the completion of a legal agreement within one year (or such period as the Council may determine) of the date of the Committee decision on this application relating to:

(i) Developer shall fund all necessary costs relating to the provision and adoption of the section of new service road at the rear of the site under Section 38 of the Highways Act 1980.

(2) A formal Decision Notice, granting permission in accordance with the development described in the application and submitted plans, subject to the conditions and informatives reported, will be issued only upon the completion of the aforementioned legal agreement.

LIST NO:	1/05	APPLICATION NO:	P/3170/04/CFU
LOCATION:	Land R/O 32-38 Greenford Road, Harrow		
APPLICANT:	Gillett Macleod Partnership for Mr G Birch		
PROPOSAL:	Demolition of Nos. 32 and 34 and Redevelopment to Provide 10 Flats in a Detached 2 Storey Building with Access and Parking		
DECISION:	REFUSED permission for the development described in the application and submitted plans, for the reasons and informative reported.		

SECTION 2 – OTHER APPLICATIONS RECOMMENDED FOR GRANT

LIST NO:	2/01	APPLICATION NO:	P/2723/04/COU
LOCATION:	Land at R/O 123-135 and 139, Part of Rear Garden of 133 Whitchurch Lane, Edgware		
APPLICANT:	Gillett Macleod Partnership for London & District Housing Ltd		
PROPOSAL:	Outline: Redevelopment: Two x 2 Storey Blocks to Provide 8 Flats and Chalet Bungalow with Access and Parking.		
DECISION:	REFUSED permission for the development described in the application and submitted plans for the following reasons:		
	<p>(i) The access road would give rise to a loss of residential amenity to 123 Whitchurch Lane by reason of the additional vehicular activity generated by the development.</p> <p>(ii) the access into Whitchurch Lane is sited at a point where the road bends and would be detrimental to the safety and free flow of traffic.</p> <p><u>Informative:</u> The following policies in the Harrow Unitary Development Plan are relevant to this decision: D4, D5, SD1, T13</p> <p>[Notes: (1) During the discussion on the above item, it was moved and seconded that the application be refused. Upon being put to a vote, this was carried;</p> <p>(2) Councillors Arnold, Marilyn Ashton, Mrs Bath, Billson and Mrs Joyce Nickolay wished to be recorded as having voted for the decision to refuse the application;</p> <p>(3) Councillors Bluston, Choudhury, Miles, Ray and Anne Whitehead wished to be recorded as having voted for the decision to grant the application;</p> <p>(4) the Interim Chief Planning Officer had recommended that the above application be granted;</p> <p>(5) it was noted that the 'Petition of 83 signatures objecting to use of land owned by Stratton Close Properties Ltd.' referred to in the Addendum related to this application and not planning application 2/03].</p> <p>(See also Minute 837).</p>		

LIST NO:	2/02	APPLICATION NO:	P/2880/04/CFU
LOCATION:	Bentley House, 15-21 Headstone Drive, Harrow		
APPLICANT:	Pearson Associates for Valuetimes Ltd		
PROPOSAL:	Continued Use of 2 nd & 3 rd Floors as a Hostel and Use of Ground & First Floors as Offices (Class B1) with Alterations to Outbuildings		
DECISION:	GRANTED permission in accordance with the development described in the application and submitted plans subject to the conditions and informatives reported.		
	(See also Minute 842).		

LIST NO: 2/03 **APPLICATION NO:** P/3110/03/CVA

LOCATION: Alexandra Avenue Primary Care Centre, Alexandra Avenue, South Harrow

APPLICANT: Dransfield Owens De Silva for Harrow Primary Care Trust

PROPOSAL: Variation of Condition 11 of Permission P/2976/03/CFU to require the Provision of Car Parking Prior to Occupation of the Building

DECISION: GRANTED permission in accordance with the development described in the application and submitted plans, subject to the condition and informative reported.

[Note: It was noted that the 'Petition of 83 signatures objecting to use of land owned by Stratton Close Properties Ltd.' referred to in the Addendum related to planning application 2/01 and not this application].

(See also Minute 836).

LIST NO: 2/04 **APPLICATION NO:** P/3134/04/CFU

LOCATION: 57, 56, 76, 77, 94 & 95 Chasewood Park, Sudbury Hill, Harrow

APPLICANT: Levitt Bernstein Associates Ltd for Home Nationwide

PROPOSAL: Reconstruction of Fire Damaged Penthouse Flats

DECISION: GRANTED permission in accordance with the development described in the application and submitted plans subject to the conditions and informative reported.

LIST NO: 2/05 **APPLICATION NO:** P/3147/04/CFU

LOCATION: South Winds, 1 South View Road, Pinner

APPLICANT: Lawrence Vacher Partnership for Mr & Mrs M Patel

PROPOSAL: First Floor Side and Two Storey Rear Extensions

DECISION: GRANTED permission in accordance with the development described in the application and submitted plans subject to the conditions and informatives reported.

LIST NO: 2/06 **APPLICATION NO:** P/2963/04/DFU

LOCATION: 6 South Close, Rayners Lane

APPLICANT: S Dadamiya for Mr S Bharde

PROPOSAL: Conversion of Extended House to Provide 3 Self-Contained Flats with Parking & Domestic Store at Rear (Revised)

DECISION: REFUSED permission for the development described in the application and submitted plans for the following reasons:

- (i) The proposal represents an over-intensification of the property, which would give rise to additional disturbance and general activity associated with the use of three flats.
- (ii) The greater intensity of the use of the rear garden, which would be shared by three dwellings, would give rise to a loss of residential amenity to the surrounding properties by reason of a significant increase in disturbance and general activity.
- (iii) There is only one parking space in the front that, at the time of determination, can be relied upon. There are uncertain plans for additional parking of two formally laid-out spaces at the rear with access through the service road. This would give rise to additional activity towards the back of the rear garden, resulting in general

disturbance to the rear of 7 South Close. Even if the two spaces at the rear were accessible, there would be a shortfall of parking provision of one space, which is unacceptable given the location.

Informative: The following policies in the Harrow Unitary Development Plan are relevant to this decision: SD1, EP25, D4, D5, D9, D10, H9, H18, C16, T13.

[Notes: (1) During the discussion on the above item, it was moved and seconded that the application be refused. Upon being put to a vote, this was carried;

(2) Councillors Arnold, Marilyn Ashton, Mrs Bath, Billson and Mrs Joyce Nickolay wished to be recorded as having voted for the decision to refuse the application;

(3) the Interim Chief Planning Officer had recommended that the above application be granted].

(See also Minute 836).

LIST NO:	2/07	APPLICATION NO:	P/2851/04/CFU
LOCATION:	Faraway, 2 South View Road, Pinner		
APPLICANT:	Lawrence Vacher Partnership for Mr A Gorslar		
PROPOSAL:	Extension of Drive and Formation of New Vehicular Access with New Entrance Gates and Gateposts (Revised)		
DECISION:	GRANTED permission in accordance with the development described in the application and submitted plans subject to the conditions and informatives reported.		

LIST NO:	2/08	APPLICATION NO:	P/2903/04/CFU
LOCATION:	8 Village Way, Pinner		
APPLICANT:	MP Associates Ltd for 3 Continents Ltd		
PROPOSAL:	Detached Part Single, Part Two and Part Three Storey Building to Provide 15 Business Units (Class B1)		
DECISION:	REFUSED permission for the development described in the application and submitted plans, for the following reason:		

(i) The proposal, although a considerable improvement on the previous scheme, would still be unduly obtrusive and overbearing, by reason of the excessive forward projection of the building, to the detriment of the appearance of the street scene and the amenity of neighbouring residents in Rayners Lane and Village Way.

[Notes: (1) During the discussion on the above item, it was moved and seconded that the application be refused. Upon being put to a vote, this was carried;

(2) the Interim Chief Planning Officer had recommended that the above application be granted].

(See also Minute 836).

LIST NO:	2/09	APPLICATION NO:	P/2967/04/CLA
LOCATION:	Unit 4, Central Depot, Forward Drive, Harrow		
APPLICANT:	The Wilson Partnership for London Borough of Harrow		

SECTION 4 – CONSULTATIONS FROM NEIGHBOURING AUTHORITIES

LIST NO: 4/01 **APPLICATION NO:** P/3111/04/CNA

LOCATION: All Building and Playing Fields, Copland Community School, High Road, Wembley

APPLICANT: Brent Council

PROPOSAL: Consultation: Redevelopment, Commercial and Residential Buildings Secondary School, All Weather Pitches, Car Parking and Landscaping.

DECISION: RAISED NO OBJECTIONS to the redevelopment set out in the application and submitted plans, subject to the informative report.

SCRUTINY
SUB-COMMITTEES

HEALTH AND SOCIAL CARE SCRUTINY SUB-COMMITTEE (SPECIAL)

17 FEBRUARY 2005

Chair: * Councillor Bluston

Councillors: * Ann Groves * Vina Mithani
* Lavingia * Mrs Joyce Nickolay
* Myra Michael * Mrs R Shah

Advisor (non-voting): † Jean Bradlow

* Denotes Member present

† Denotes apologies received

[Note: Councillor Margaret Davine also attended this meeting in a speaking role].

PART I - RECOMMENDATIONS**RECOMMENDATION 1: Joint Health and Overview Scrutiny Committee on the Redevelopment of Northwick Park Hospital**

Your Sub-Committee received a report of the Director of Organisational Performance, detailing proposals to establish a Joint Health Overview and Scrutiny Committee with Brent Council to consider the re-development of Northwick Park Hospital. Members were informed that it was a legal requirement to consult with an Overview and Scrutiny Committee when proposals involved a substantial change in the provision of health services.

In response to a query, it was clarified that the initial intention was for the Committee to consist of four elected Members, with two each from Harrow and Brent Councils. Statistics would shortly be provided to show the number of patients at Northwick Park Hospital from neighbouring local authorities, which would help determine whether other local authorities would participate in the Joint Committee. When established, the Committee would be able to call on Directors and experts from within the local NHS Trusts.

A Member commented that carrying out an investigation of this nature was a time-consuming process that would require more than two Members from each authority. Your Sub-Committee agreed that the Joint Committee should consist of a minimum of two Members from Brent and Harrow with two Reserve Members. However, Members expressed a clear preference for four Members from both Brent and Harrow to be appointed to the Joint Committee. It was felt that this approach would provide Members with a greater degree of flexibility and ensure that at least two or three Members from each authority would be able to attend meetings. The Director of Primary Care confirmed the commitment of Harrow PCT to be involved in every stage of the process.

Resolved to RECOMMEND: (To Council)

That (1) a Joint Health Overview and Scrutiny Committee be established, in conjunction with Brent Council and other appropriate Councils, to consider the proposals for the re-development of Northwick Park Hospital;

(2) Councillor Bluston and Councillor Myra Michael be nominated as the two representatives from Harrow Council, with Councillor Ann Groves and Councillor Vina Mithani as Reserve Members; and

(3) the Sub-Committee signal its strong preference to nominate four permanent Members to the proposed Joint Health Overview and Scrutiny Committee.

(See also Minute 208).

PART II - MINUTES201. **Attendance by Reserve Members:**

RESOLVED: To note that there were no Reserve Members in attendance at this meeting.

202. **Declarations of Interest:**

RESOLVED: To note that the following interest was declared:

<u>Member</u>	<u>Nature of Interest</u>
Councillor Myra Michael	Declared a personal interest by virtue of her husband's position at Mount Vernon Hospital.

203. **Arrangement of Agenda:**

RESOLVED: That (1) in accordance with the Local Government (Access to Information) Act 1985, the following agenda items be admitted late to the agenda by virtue of the special circumstances and grounds for urgency detailed below:-

<u>Agenda item</u>	<u>Special Circumstances/Grounds for Urgency</u>
9. Homecare Review - Post Review Evaluation	The report was not available at the time the agenda was printed and circulated. Members were requested to consider this item in order to evaluate the recently completed scrutiny review of homecare services and assist in the work of future reviews.
10. Homecare Customer Satisfaction Survey Extension	The report was unavailable at the time the agenda was printed and circulated. Members were asked to consider this report in order for feedback to be considered by Community Care and Age Concern Harrow on 22 February 2005.

(2) all items be considered with the press and public present.

204. **Minutes:**

RESOLVED: That the signing of the minutes of the meeting held on 6 December 2004 be deferred until the next ordinary meeting of the Sub-Committee.

205. **Public Questions:**

RESOLVED: To note that no public questions were put at the meeting under the provisions of Overview and Scrutiny Procedure Rule 8.

206. **Petitions:**

RESOLVED: To note that no petitions were received at the meeting under the provisions of Overview and Scrutiny Procedure Rule 9.

207. **Deputations:**

RESOLVED: To note that no deputations were received at the meeting under the provisions of Overview and Scrutiny Procedure Rule 10.

208. **Joint Health and Overview Scrutiny Committee on the Redevelopment of Northwick Park Hospital:**

Further to Recommendation 1, it was

RESOLVED: That the Sub-Committee receive a report at its meeting on 22 March 2005, providing a more detailed terms of reference for the Joint Committee.

209. **Funding of MIND Counselling Service:**

The Portfolio Holder for Social Care and Health informed Members that MIND had been selected as one of the fifty remaining applicants for the PCT's Commissioning funding.

RESOLVED: That the above be noted.

210. **Homecare Review - Post Review Evaluation:**

The Sub-Committee considered a report of the Director of Organisational Performance, which invited Members to evaluate the process and outcomes of the Homecare Review. Members of the Sub-Committee were asked to return the evaluation form attached at the back of the supplemental agenda. It was reported that Cabinet had welcomed the review at its meeting in January 2005, and accepted the Sub-Committee's recommendations.

It was commented that the limited timescales involved in the Homecare Review had been somewhat beneficial in that they had ensured that the Review remained focused.

RESOLVED: That (1) the Sub-Committee receive a report at its meeting in March 2005, providing an update on the progress of the urgent recommendations of the Homecare Review; and

(2) the Sub-Committee receive the Service Strategy at its meeting in June 2005, and update reports every quarter thereafter.

211. **Homecare Customer Satisfaction Survey Extension:**

The Sub-Committee received a report of the Director of Organisational Performance, which invited Members to suggest additional questions to Age Concern's Customer Satisfaction Survey. It was felt that some of the language used could be amended in order to make the survey more intelligible. Members also felt that the survey should not be lengthened. The Sub-Committee agreed that additional questions could be included in the following areas:-

- Flexibility of care
- Updates on care plans
- Timing and frequency of visits from care workers
- Characteristics/skills of care workers

It was agreed that the Scrutiny Support Officer would attend the Age Concern meeting on behalf of the Sub-Committee on 22 February 2005. Members asked that they receive feedback from the meeting.

RESOLVED: That the above be noted.

(Note: The meeting having commenced at 6.19 pm, closed at 8.00 pm)

(Signed) COUNCILLOR HOWARD BLUSTON
Chair

COUNCIL



**MINUTES
of the
COUNCIL TAX MEETING
of the
COUNCIL
of the
LONDON BOROUGH OF HARROW
held on
THURSDAY 24 FEBRUARY 2005**

Present: **The Worshipful the Mayor (Councillor Lurline Champagne)
The Deputy Mayor (Councillor Asad Omar)**

Councillors:

R. Arnold
Nana Asante-Twumasi
David Ashton
Mrs Marilyn Ashton
Mrs Camilla Bath
Miss C A Bednell
F. Billson
Alan Blann
H. Bluston
J. Branch
K. Burchell
M. Choudhury
Mrs Janet Cowan
John Cowan
Bob Currie
Margaret Davine
M. Dharmarajah
Sanjay Dighé
A.T. Foulds
Brian Gate

Mitzi Green
Ann Groves
C. Harrison
C. Harriss
T. Idaikkadar
M. Ingram
N. Ismail
Mary John
M. Kara
Mrs E.M. Kinnear
M. Kinsey
A.C. Knowles
D. Lavingia
A. Lent
Miss Paddy Lyne
Myra Michael
Jerry J. Miles
Vina Mithani
Chris Mote
Mrs Janet Mote

J.W. Nickolay
Mrs Joyce Nickolay
Marie-Louise Nolan
Phillip O'Dell
P. Osborn
Anjana Patel
A. Pinkus
R. Ray
R.D. Romain
Anthony Seymour
Navin Shah
Mrs Rajeshri Shah
E. Silver
Bill Stephenson
Keekira Thammaiah
S. Thornton
Keith Toms
M. Versallion
A.E. Whitehead
G.G.V. Williams

PRAYERS

The meeting opened with Prayers offered by the
Reverend Clive Pearce

A PROCEDURAL MATTERS**280. COUNCIL MINUTES:****RESOLVED:**

THAT THE MINUTES OF THE EXTRAORDINARY MEETING HELD ON 16 DECEMBER 2004 AND OF THE ORDINARY MEETING HELD ON 20 JANUARY 2005, HAVING BEEN CIRCULATED, BE TAKEN AS READ AND SIGNED AS CORRECT RECORDS.

281. DECLARATIONS OF INTEREST:

The Mayor invited appropriate declarations of interest by Members of Council, with particular reference to the Cabinet Recommendation in relation to the Revenue Budget and the setting of the Council Tax 2005/06.

Attention was drawn to the tabled document which recorded Members' interests as identified by them in advance.

A number of Members confirmed additional individual interests.

RESOLVED:

THAT THE DECLARATIONS OF INTEREST MADE BY MEMBERS OF COUNCIL IN RESPECT OF THE BUSINESS TO BE TRANSACTED AT THIS MEETING BE DULY RECEIVED AND RECORDED (AS SET OUT AT APPENDIX I).

282. MAYOR'S ANNOUNCEMENTS:**RESOLVED:**

THAT THE COUNCIL RECEIVE AND NOTE THE REPORT OF THE WORSHIPFUL THE MAYOR, AS TABLED, UPON HER OFFICIAL DUTIES, TOGETHER WITH THE OCCASIONS ON WHICH SHE HAD BEEN REPRESENTED BY THE DEPUTY MAYOR AND A PAST MAYOR, SINCE THE PREVIOUS COUNCIL MEETING.

283. PROCEDURAL MOTION UNDER COUNCIL PROCEDURE RULE 15.6:

The Leader of the Conservative Group, Councillor C Mote, moved and the Deputy Leader of the Group, Councillor D Ashton, seconded a procedural motion under the general provisions of Rule 15.6 that the Motion included at Item 14(1) of the Council Summons and indicated to stand referred to the Executive, as being a matter within its delegated powers, should rather be considered at this Council Meeting.

Upon a vote the procedural motion was not carried.

RESOLVED:

THAT THE PROCEDURAL MOTION UNDER COUNCIL PROCEDURE RULE 15.6, SEEKING THE CONSIDERATION AT THIS COUNCIL MEETING OF THE MOTION AT 14(1) OF THE SUMMONS, BE NOT AGREED.

(See also Resolution 297 below).

[Note: Councillors Arnold, D Ashton, Mrs Ashton, Mrs Bath, Miss Bednell, Billson, Janet Cowan, John Cowan, Harriss, Mary John, Kara, Mrs Kinnear, Knowles, Myra Michael, Vina Mithani, C Mote, Janet Mote, John Nickolay, Mrs Joyce Nickolay, Osborn, Anjana Patel, Pinkus, Romain, Seymour, Silver and Versallion wished to be recorded as having voted in favour of the procedural motion].

284. PROCEDURAL MOTION UNDER COUNCIL PROCEDURE RULES 14.2 AND 4.2:

The Mayor formally drew to the attention of the Council the additional business for this Council Meeting as set out in the tabled Second Supplemental Summons and sought the agreement of Members to receive that business, to be taken as Item 16.

The proposal received the general assent of the Council.

RESOLVED:

THAT THE BUSINESS SET OUT IN A SECOND SUPPLEMENTAL SUMMONS, RELATING TO A JOINT HEALTH OVERVIEW AND SCRUTINY COMMITTEE ON THE REDEVELOPMENT OF NORTHWICK PARK HOSPITAL, BE RECEIVED FOR CONSIDERATION AT THIS COUNCIL MEETING FURTHER TO RULE 14.2 (RECEIPT OF A RECOMMENDATION FROM A COMMITTEE) AND TAKEN AS ITEM 16 OF THE SUMMONS UNDER RULE 4.2 (VARIATION TO THE ORDER OF BUSINESS). (See Resolution 300 below).

285. PROCEDURAL MOTION UNDER COUNCIL PROCEDURE RULE 26.1:

The Worshipful the Mayor proposed from the Chair that, in line with the practice in previous years, the rules of debate be varied to reflect the importance of the Revenue Budget as a subject matter. A note reflecting the consensus among the political groups on the procedures which would apply for the purposes of the revenue budget debate had been tabled.

The proposal received the general assent of the Council.

RESOLVED:

THAT THE PARTIAL SUSPENSION OF THE RELEVANT COUNCIL PROCEDURE RULES REGARDING THE MOVING OF A RECOMMENDATION FROM THE EXECUTIVE AND THE RULES OF DEBATE (INCLUDING EXTENDED TIME FOR OPENING AND CLOSING SPEECHES) AS SET OUT IN THE TABLED NOTE, BE APPROVED FOR THE PURPOSES OF THE REVENUE BUDGET DEBATE.

B PUBLIC REPRESENTATIONS**286. PETITIONS:**

The following petitions were submitted by Members of Council:

- (i) Submitted by Councillor Stephenson, containing some 900 signatures of local residents, shopkeepers and customers objecting to the current total restriction on parking on the east (shop) side of Pinner Road, between Pinner View and Devonshire Road, as a cause of a decline in business and seeking a scheme that would allow free parking to facilitate maximum customer access.
- (ii) Submitted by Councillor Vina Mithani, containing 137 signatures of residents, requesting on behalf of the local traders a prohibition on vehicles driving onto the pavement at Kenton Park Parade, Kenton Road, on general safety grounds and for the prevention of obstruction of access to shops, and seeking that a survey be undertaken for the implementation of appropriate safety and traffic measures.
- (iii) Submitted by Councillor Knowles, containing 55 signatures of residents of Albury Drive and Evelyn Drive, Pinnerwood Park Conservation area, expressing concern at the increasing volume, speed and size of vehicles using their roads, giving rise to danger for residents and noise pollution in a Conservation area, and requesting measures to address the problem.

[Note: All three petitions stood referred to the Traffic Advisory Panel].

287. PUBLIC QUESTIONS:

Further to Item 5 on the Summons, the following four questions were submitted by members of the public, in accordance with Council Procedure Rule 12.3:

<u>QUESTION BY</u>	<u>QUESTION OF</u>	<u>TEXT OF QUESTION</u>
(1) Mr J Mitchell	The Leader of the Council (Councillor N Shah)	"This year 2004/05 my Council Tax demand arrived with the usual explanatory leaflet but did not include staffing number changes expressed as full time equivalents. What was the reason for this omission and can you tell me how many Council employees are agency or short term

- contract and what is the cost to C. tax payers?"
- (2) Mr P Seedher The Leader of the Council
(Councillor N Shah) "The proposed labour tax increase means council tax will have risen 27% in the last 3 years. If you have decided to incorporate the Conservative budget proposals – congratulations - Harrow will have a 0% tax increase this year. If you haven't – why not?"
- (3) Mr S Sheinwald The Leader of the Council
(Councillor N Shah) "Can you tell us why it is that when HCTC calls a public meeting we have standing room only but when you call two public consultation meetings you have more Councillors and Civic Centre Employees attend than residents?"
- (4) Mr B Daver The Leader of the Council
(Councillor N Shah) "As you are no doubt aware the Association of London Government of which Harrow is a member, have forecast that the property revaluation taking place in April this year will, if no changes are made to the current system, mean that taxpayers in the lower bands will be hardest hit. Band D Council Tax charges are likely to go up by over 10% before inflation for Harrow residents.
- Households in the lower bands are likely to be paying 10% of their NET income in Council Tax. The share of tax paid by them will exceed their share of income. This is clearly unfair and unaffordable.
- What steps is our Council taking or planning to take in order to protect the interests of residents of Harrow who you have already hit with increases of over 120% in the last seven years alone?"

[Notes: (i) In relation to the Questions at (1) and (4) above, the questioners confirmed that the Leader of the Council had advised that a written reply would be provided as well as a private meeting;

(ii) in relation to the Questions at (2) and (3) above, these were answered orally and additionally a supplementary question in each case received an oral response].

C RECOMMENDATIONS FROM THE EXECUTIVE AND REPORTS FROM CHIEF OFFICERS

288. USE OF RESERVES:

Council received a report in this matter from the Director of Financial and Business Strategy under the provisions of Section 4C of the Constitution (Budget and Policy Framework Rules) seeking approval to expenditure from reserves in excess of £100,000 for new policies or growth for which no provision had been made in the budget.

The recommended expenditure from reserves on the identified projects was approved by the general assent of the Council.

RESOLVED:

THAT THE USE OF RESERVES AS EXPENDITURE IN EXCESS OF £100,000 ON THE FOLLOWING PROJECTS BE APPROVED:-

Project	£000
Management of Change	575
Improvements to road markings	410
Sickness absence	110
Performance Management	200
Harrow Corporate University	200
	Total
	1,495

289. REVENUE BUDGET 2005/06 AND MEDIUM TERM BUDGET STRATEGY 2005/06 TO 2007/08 (INCLUDING THE HOUSING REVENUE ACCOUNT) (COUNCIL TAX RESOLUTION):

At Item 6 on the Summons, the Council received Recommendation II of the Cabinet meeting of 17 February 2005 in this matter.

Further to the decision outlined at Resolution 285 above, the Mayor moved Recommendation II for the purposes of opening the debate. (No precedent was intended by this arrangement for this occasion).

The Labour Group and the Conservative Group each tabled an amendment to Recommendation II and the Recommendation and both amendments were debated jointly.

- (i) Councillor N Shah moved and Councillor Dighé seconded a detailed amendment including specific proposals for the Authority's budget for 2005/06 and a revised model Council Tax resolution on the basis of those proposals, which would result in a Council Tax increase of 0.72%.
- (ii) Councillor D Ashton moved and Councillor C Mote seconded a detailed amendment including specific proposals for the Authority's budget for 2005/06 and a revised model Council Tax resolution on the basis of those proposals, which would result in a Council Tax decrease of 0.26%.

[Note: Both Group amendments also contained proposals on the Members' Allowances Scheme for 2005/06 which were the same with regard to the addition of Special Responsibility Allowances for the Scrutiny Sub-Committee Vice-Chairs and for the Members serving on licensing panels exercising new responsibilities.

The Conservative Group amendment proposed no increase in allowances to allow for inflation.

The Labour Group amendment proposed an increase of 2.95% in allowances to allow for inflation].

[A draft of the Members' Allowances Scheme for 2005/06, excluding the elements which were the subject of the budget amendments (as above) had been provided to all Members of Council].

- (iii) Following a full debate, each amendment was voted on separately.
- (iv) Upon a vote, the amendment outlined at (ii) above was not carried.
- (v) Upon a further vote, the amendment outlined at (i) above was carried.
- (vi) The Meeting then moved to a vote on the substantive Recommendation, as amended; this was carried and adopted.

RESOLVED:

THAT THE SUBSTANTIVE RECOMMENDATION, AS AMENDED, BE ADOPTED IN THE FOLLOWING FORM:

- (1) That the budget be approved to enable the Council Tax for 2005/06 to be set;

(2) that the model Council Tax resolution set out below be approved:

“(1) To note that at its meeting on 20 January 2005 the Council calculated the amount of 84,309 as its Council Tax Base for the year 2005-2006 in accordance with Regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 1992 made under Section 33 (5) of the Local Government Finance Act 1992.

(2) That the following amounts be now calculated by the Council for the year 2005-2006, in accordance with Sections 32 to 36 of the Local Government Finance Act 1992:

- | | | |
|-------|--|--------------|
| (i) | Being the aggregate of the amounts which the Council estimates for the items set out in Section 32 (2) (a) to (e) of the Act. (Gross expenditure) | £472,910,470 |
| (ii) | Being the aggregate of the amounts which the Council estimates for the items set out in Section 32 (3)(a) to (c) of the Act. (Gross income including use of reserves) | £219,407,841 |
| (iii) | Being the amount by which the aggregate at (i) above exceeds the aggregate at (ii) above, calculated by the Council, in accordance with Section 32(4) of the Act, as its budget requirement for the year. | £253,502,629 |
| (iv) | Being the aggregate of the sums which the Council estimates will be payable for the year into its General Fund in respect of redistributed non-domestic rates, revenue support grant, reduced by the amount of the sums which the Council estimates will be transferred in the year from its General Fund to its Collection Fund in accordance with Section 97(4) of the Local Government Finance Act 1988 (Collection Fund Deficit) | £165,713,000 |
| (v) | Being the amount to be raised from Council Taxes calculated as the amount at (iii) above less the amount at (iv) above. | £87,789,629 |
| (vi) | Being the amount at (v) divided by the Council Tax Base, calculated by the Council at its meeting on 20 January 2005 in accordance with Section 33 (1) of the Act, as the basic amount of its council tax for the year. (The average Band D Council Tax) | £1,041.28 |
| (vii) | Valuation Bands | |

	A	B	C	D	E	F	G	H
£	694.19	809.88	925.58	1,041.28	1,272.68	1,504.07	1,735.47	2,082.56

Being the amounts given by multiplying the amount at (vi) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

(3) That it be noted that for 2005-2006 the Greater London Authority stated the following amount in precept issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below

Valuation Bands

	A	B	C	D	E	F	G	H
£	169.75	198.04	226.33	254.62	311.20	367.78	424.37	509.24

- (4) That, having calculated the aggregate in each case of the amounts at (2)(vii) and (3) above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of Council Tax for the year 2005-2006 for each of the categories of dwellings shown below

Valuation Bands

	A	B	C	D	E	F	G	H
£	863.94	1,007.92	1,151.91	1,295.90	1,583.88	1,871.85	2,159.84	2,591.80

- (3) that the Housing Revenue Account for 2005/06 be approved to enable rents for 2005/06 to be set;

- (4) that the Members' Allowances Scheme for 2005/06 be approved in the same form as in 2004/05, with the exception that:

- an increase for inflation of 2.95% will be applied to all allowances
- a special responsibility allowance (level 4) will be paid to Scrutiny Sub-Committee Vice-Chairs from 1 April 2005, and provision has been made for this item in the budget
- a new special responsibility allowance will be paid from 1 April 2005 for Members of the Licensing and General Purposes Committee serving on licensing panels to be funded from the existing provision for licensing.

[Notes to the Resolution: (1) the budget summary related to the Resolution is enclosed as Appendix II to these Minutes;

(2) the Members' Allowance Scheme 2005/06, as agreed within the Resolution, is enclosed as Appendix III to these Minutes].

[Procedural Notes: (1) At the commencement of this item further to the earlier tabling of the Group amendments to the budget, the Leader of the Liberal Democrat Group, Councillor Miss Lyne, requested an adjournment to enable Members to assimilate the documentation then presented: this request was agreed by the general assent of the Council and the Meeting was accordingly adjourned from 7.57 pm until 8.18 pm for this purpose;

(2) in the course of the budget debate the following procedural motions were moved:-

- (i) at 9.10 pm Councillor Versallion moved under the provisions of Rule 16.2(d) that "the question be now put without further debate", which the Mayor did not accept as a number of Members remained to speak at that time;
- (ii) at 9.30 pm Councillor Harrison moved under the provisions of Rule 17.4(b) that the Member then speaking be directed to address "the question under discussion", further to which the Mayor requested compliance with the Rule;

(3) Councillors Arnold, D Ashton, Mrs Ashton, Mrs Bath, Miss Bednell, Billson, Janet Cowan, John Cowan, Harriss, Mary John, Kara, Mrs Kinnear, Knowles, Miss Lyne, Myra Michael, Vina Mithani, C Mote, Janet Mote, John Nickolay, Mrs Joyce Nickolay, Osborn, Anjana Patel, Pinkus, Romain, Seymour, Silver, Thornton and Versallion wished to be recorded as having voted against the substantive resolution].

290. TREASURY MANAGEMENT STRATEGY 2005/06 AND PRUDENTIAL INDICATORS 2005/06 TO 2007/08:

Further to Item 8 on the Summons, the Council received Recommendation III from the Cabinet meeting of 17 February 2005 in this matter.

Having been formally moved by the Leader of the Council, the Recommendation was adopted as printed.

RESOLVED:

THAT (1) THE TREASURY MANAGEMENT STRATEGY FOR 2005/06 BE APPROVED (as set out in paragraphs 2.5 – 2.18 of the report of the Director of Financial and Business Strategy submitted to the Cabinet meeting);

(2) THE COUNCIL'S LENDING LIST BE APPROVED (as set out in Appendix 2 of the report of the Director of Financial and Business Strategy submitted to the Cabinet meeting);

(3) THE PRUDENTIAL INDICATORS FOR 2005/06 TO 2007/08 BE APPROVED (as set out in paragraphs 2.19 – 2.40 of the report of the Director of Financial and Business Strategy submitted to the Cabinet meeting).

291. CORPORATE PRIORITIES 2005/2006:

Further to Item 9 on the Summons, the Council received Recommendation I from the Cabinet meeting of 17 February 2005 in this matter.

The Recommendation was formally moved by the Leader of the Council.

The Leader of the Conservative Group, Councillor C Mote, made a brief statement to confirm that while his Group would support the Recommendation, this would be on the basis that they considered the proposed, revised Corporate Priorities as having a current draft status.

The Recommendation was adopted as printed.

RESOLVED:

(1) THAT THE REFRESHED CORPORATE PRIORITIES 2005/2006 BE APPROVED (as detailed in the report of the Director of Organisational Performance to the Cabinet meeting), **BEING IN SUMMARY:-**

- **Strengthening Harrow's communities**
- **Putting Harrow on the map**
- **Valuing Harrow's customers**
- **Impact through Harrow's partnerships**
- **Harrow – a true learning community**

(2) THAT THE CORPORATE AND SERVICE PLANNING PROCESS FOR 2005/2006 BE ENDORSED.

292. CRIME AND DRUGS STRATEGY 2005 - 2008:

Further to Item 10 on the Summons, the Council received:-

- (i) Recommendation II from the Cabinet meeting of 13 January 2005;
- (ii) an officer briefing paper, fronting an updated "Safer Harrow Crime, Disorder and Drugs Strategy 2005-2006", following consultation;
- (iii) an information update on the postponement from April to June 2005 of the official launch of the Strategy.

Having been formally moved by the Leader of the Council, the Recommendation and the updated Strategy document were adopted as printed.

RESOLVED:

THAT, FOLLOWING THE CONSULTATION UNDERTAKEN, THE "SAFER HARROW CRIME, DISORDER AND DRUGS STRATEGY 2005-2006" NOW SUBMITTED BE APPROVED FOR PUBLICATION AND SUBMISSION TO THE HOME OFFICE.

293. RECONSTITUTION AND MEMBERSHIP OF THE LICENSING AND GENERAL PURPOSES COMMITTEE:

Council received a report in this matter from the Chief Executive proposing an expansion of the size of the Licensing and General Purposes Committee from a membership of 11 to 15, to provide for the workload which would arise from licensing appeal hearings related to the Licensing Act 2003 provisions.

The Meeting received confirmation of the nominations from the political Groups to the 15 places on the Licensing and General Purposes Committee.

The Labour Group additionally nominated Councillor Idaikkadar to be Chair of the reconstituted Committee for the remainder of the Municipal Year 2004/05.

All the appointments were confirmed.

RESOLVED:

(1) THAT THE LICENSING AND GENERAL PURPOSES COMMITTEE BE RECONSTITUTED WITH THE FOLLOWING MEMBERSHIP:-

Labour Group	Conservative Group	Liberal Democrat Group
Councillors: Blann Choudhury Dharmarajah Ann Groves Idaikkadar O'Dell Ray	Councillors: Arnold Mrs Bath Billson Janet Cowan Knowles Vina Mithani John Nickolay	Councillor: Branch

(2) THAT COUNCILLOR IDAIKKADAR BE APPOINTED CHAIR OF THE COMMITTEE FOR THE REMAINDER OF THE MUNICIPAL YEAR 2004/05.

294. LONDON LOCAL AUTHORITIES' BILLS - CONFIRMATORY (SECOND) RESOLUTION:

Council received a report in this matter from the Chief Executive which, further to an original unanimous decision at the Council Meeting on 21 October 2004 (Resolution 242(1)) to participate in the promotion of a 'Ninth London Local Authority Bill', now advised the requirement for the Council to confirm its continuing participation in respect of the current three London Local Authority Bills.

The confirmatory (second) statutory resolution was agreed unanimously.

RESOLVED:

THAT IT BE AGREED UNANIMOUSLY THAT THE LONDON LOCAL AUTHORITIES BILLS STATUTORY CONFIRMING (SECOND) RESOLUTION OF COUNCIL BE ADOPTED (as set out in Appendix IV to these Minutes).

D ISSUES RAISED BY COUNCIL MEMBERS

295. QUESTIONS WITH NOTICE (COUNCIL PROCEDURE RULE 13):

Further to Item 13 on the Summons, the following question had been submitted by a Member of Council, notice of which had duly been given under the provisions of Council Procedure Rule 13.2.

<u>QUESTION BY</u>	<u>QUESTION OF</u>	<u>TEXT OF QUESTION</u>
Councillor Knowles	The Education and Lifelong Portfolio Holder (Councillor Stephenson)	"How many of our Officers went on the recent "fact finding" trip to India? What was the cost of this trip? Please give a breakdown including air fares (and whether any tickets were not in Economy Class), hotel costs and allowances for "spending money" ?"

[Notes: (i) Under the provisions of Rule 13.4 (c) the Portfolio Holder advised that his reply would be provided in writing and, further to this decision having been challenged, confirmed that a written answer was more convenient;

(ii) under the same Rule, Council noted that the written answer would be provided to the questioner and copied to all Members of the Council].

296. PROCEDURE FOR THE TERMINATION OF THE MEETING:

At 10.27 pm Councillor C Mote moved a procedural motion under the provisions of Rule 10.2(ii) that the closure time for the Council Meeting be extended by 15 minutes from 10.30 pm to 10.45 pm to allow debate on the Motion at Item 14(2) on the Summons.

The proposal received the general assent of the Council.

RESOLVED:

THAT UNDER THE PROVISIONS OF COUNCIL PROCEDURE RULE 10.2(ii), THE MEETING BE EXTENDED TO 10.45 PM.

297. MOTION AT ITEM 14(1) OF THE SUMMONS - PETTS HILL ROAD IMPROVEMENT SCHEME:

Further to the provisions of Council Procedure Rule 15.6,

RESOLVED:

THAT THE MOTION SET OUT AT ITEM 14(1) STAND REFERRED TO THE NEXT MEETING OF THE EXECUTIVE AS BEING A MATTER WITHIN THE POWERS OF THE EXECUTIVE.

(Resolution 283 above also refers)

298. MOTION AT ITEM 14(2) OF THE SUMMONS: MAYOR OF LONDON:

- (i) Councillor C Mote moved and Councillor D Ashton seconded the following Motion appearing at Item 14(2) of the Summons:-

“This Council deplores the actions of the Mayor of London, Ken Livingstone, in his likening a Jewish reporter to a concentration camp guard. It invites Harrow’s two Labour MPs to joint the Council in disassociating themselves from his words.”

- (ii) Councillor Bluston moved and Councillor N Shah seconded the following amendment:-

To delete all words after “Mayor of London” and to substitute the words:-

“Ken Livingstone’s comments to Oliver Finegold and his refusal to apologise has caused offence to many in the Jewish Community. Whilst the Council acknowledges the Mayor’s outstanding track record in fighting racism and anti-Semitism it urges the Mayor to apologise for the offence caused by his comments. The Council congratulates Harrow’s two Labour MPs for the robust position they have taken in urging an apology from the Mayor of London”.

- (iii) Following debate, Councillor C Mote sought leave of the Council to effect an alteration to his original Motion with the objective of achieving a revised wording which would secure a consensus of the whole Council.

The proposed alteration was to delete the second sentence from that Motion.

- (iv) The Leader of the Council, Councillor N Shah, indicated his in principle agreement to the proposal.

- (v) The Council accordingly assented to the withdrawal of the amendment in the names of Councillors Bluston and N Shah and to the indicated alteration of the original Motion.

- (vi) The revised Motion was put to the meeting and adopted unanimously by those voting, in the following form:-

“This Council deplores the actions of the Mayor of London, Ken Livingstone, in his likening of a Jewish reporter to a concentration camp guard.”

RESOLVED:

THAT THE SUBSTANTIVE MOTION, AS SET OUT IN ITS ALTERED FORM AT (vi) ABOVE, BE ADOPTED UNANIMOUSLY.

[Notes: (1) Councillors Arnold, Nana Asante, D Ashton, Marilyn Ashton, Mrs Bath, Miss Bednell, Billson, Bluston, Branch, Burchell, Mrs Champagnie, Choudhury, Janet Cowan, John Cowan, Currie, Margaret Davine, Dharmarajah, Dighé, Foulds, Gate, Mitzi Green, Ann Groves, Harrison, Harriss, Idaikkadar, Ingram, Ismail, Mary John, Kara, Mrs Kinnear, Knowles, Lavingia, Lent, Miss Lyne, Miles, Vina Mithani, C Mote, Janet Mote, John Nickolay, Mrs Joyce Nickolay, Marie-Louise Nolan, O'Dell, Omar, Osborn, Anjana Patel, Pinkus, Ray, Romain, Seymour, N Shah, Mrs R Shah, Silver, Stephenson, Thornton, Toms, Versallion, Anne Whitehead and Williams wished to be recorded as voting for the Motion;

(2) Councillor Myra Michael had left the Meeting prior to the vote].

E OTHER REPORTS FROM THE EXECUTIVE**299. DECISIONS TAKEN UNDER THE URGENCY PROCEDURE AND USE OF THE SPECIAL URGENCY PROCEDURE:**

In accordance with the Overview and Scrutiny Procedure Rules set out in Part 4 of the Constitution, Council received a report of the Chief Executive which provided details of decisions taken as a matter of urgency since the Meeting on 20 January 2005 by Portfolio Holders, the Leader of the Council and the Cabinet on behalf of the Executive.

Council received and noted the officer report.

RESOLVED:

THAT THE URGENT DECISIONS TAKEN BY A PORTFOLIO HOLDER, THE LEADER AND THE CABINET NOW REPORTED BE NOTED.

F RECOMMENDATIONS FROM COMMITTEES**300. JOINT HEALTH OVERVIEW AND SCRUTINY COMMITTEE ON THE REDEVELOPMENT OF NORTHWICK PARK HOSPITAL:**

Further to Resolution 284 above, the Council received Recommendation 1 in this matter, under the provisions of Council Procedure Rule 14.2, from the meeting of the Health and Social Care Scrutiny Sub Committee held on 17 February 2005, as tabled within a second supplemental Summons as Item 16.

The Health and Social Care Scrutiny Sub-Committee Chair, Councillor Bluston, formally moved Recommendation 1, which was adopted as printed.

RESOLVED:

THAT (1) A JOINT HEALTH OVERVIEW AND SCRUTINY COMMITTEE BE ESTABLISHED, IN CONJUNCTION WITH BRENT COUNCIL AND OTHER APPROPRIATE COUNCILS, TO CONSIDER THE PROPOSALS FOR THE RE-DEVELOPMENT OF NORTHWICK PARK HOSPITAL;

(2) COUNCILLOR BLUSTON AND COUNCILLOR MYRA MICHAEL BE NOMINATED AS THE TWO REPRESENTATIVES FROM HARROW COUNCIL, WITH COUNCILLOR ANN GROVES AND COUNCILLOR VINA MITHANI AS RESERVE MEMBERS;

(3) THE HEALTH AND SOCIAL CARE SCRUTINY SUB-COMMITTEE'S STRONG PREFERENCE TO NOMINATE FOUR PERMANENT MEMBERS TO THE PROPOSED JOINT HEALTH OVERVIEW AND SCRUTINY COMMITTEE BE SO CONVEYED.

(CLOSE OF MEETING: All business having been completed, the Mayor declared the meeting closed at 10.45 pm).

APPENDIX ICOUNCIL (COUNCIL TAX) MEETING – 24 FEBRUARY 2005DECLARATIONS OF INTEREST BY MEMBERS OF COUNCIL

MEMBER	<u>INTEREST</u>
Councillor Arnold	<p><u>Personal Interests</u></p> <p>Harrow Citizens' Advice Bureau (Management Committee) RAF Northolt Community Consultative Group Brent and Harrow Trading Standards Service (Deputy) Member of Harrow West Conservative Association</p>
Councillor Nana Asante	<p><u>Personal Interests</u></p> <p>Associated Joint Committee (ALG Grants Committee)(Deputy) Harrow in Europe Committee London Youth Games (Deputy) Refugees Into Jobs Board The A Connexion (plus Global Village) The African SANG Association North London Voluntary Sector Forum Member of the Labour Party Member of AMICUS Governor of Stanburn First School Children at LEA schools Rock Solid Pan London Basketball Competition Member of Stanmore Baptist Church</p>
Councillor D Ashton	<p><u>Personal Interests</u></p> <p>Harrow East and West Conservative Associations Middlesex Guildhall Collection and Trust Fund Council Member – Hampstead Garden Suburb Institute Member – National Trust United Synagogue Automobile Association, Royal Lifeboat Institution and Petroleum Institute Member – Conservative Party Parliamentary Candidate for Conservative Party – Harrow East Fellow – Institute of Chartered Accountants in England and Wales Fellow – Academy of Experts Fellow – Institute of Arbitrators Governor of Stag Lane School</p>
Councillor Marilyn Ashton	<p><u>Personal Interests</u></p> <p>Governor of Elmgrove School and Bentley Wood High School Harrow Weald Common Board of Conservators Member of United Synagogue Conservative Party Member HECA – Deputy Chairman Membership Member of Magistrates Association WIZO UK Appointed as Justice of the Peace at Harrow Magistrates Court</p>

MEMBER	<u>INTEREST</u>
Councillor Mrs Bath	<p><u>Personal Interests</u></p> <p>Governor of Whitchurch First and Nursery School and Harrow High School Deputy Lord Lieutenants Committee Bentley Priory Nature Reserve Council appointee to the Sir John Wolstenholme Charity Middlesex Guildhall Collection and Trust Fund John Pardoe Charity Peter Hinkley Trust for Young Musicians (Treasurer Trustee) Conservative Party</p>
Councillor Miss Bednell	<p><u>Personal Interests</u></p> <p>John Pardoe Charity Mayor of Harrow's Charity Fund Trustees Governor of Stanmore College Director Area Properties Member of the Conservative Councillors Association Sir John Wolstenholme Charity Harrow East Conservative Association</p>
Councillor Billson	<p><u>Personal Interests</u></p> <p>Ekaglim Ltd The Conservative Party Deputy Chairman Political Harrow West Conservative Association Member of Securities Institute</p>
Councillor Blann	<p><u>Personal Interests</u></p> <p>Appointed representative to: West London Waste Authority, Bentley Priory Nature Reserve and Harrow Nature Conservation Forum Environmental Forum (Local Agenda 21) Individual member of H.I.E. Association of London Government Committees and Panels – Associated Joint Committee (Transport and Environment Committee)(Deputy) LBH – Bus and Highways Liaison Meeting LBH – Rail Liaison Meeting Promotion of Public Transport Users' Group Labour Party Cyclist Touring Club London Cycling Campaign Sustrans Civil Service Pensioners Alliance RAC Association of Labour Councillors</p>
Councillor Bluston	<p><u>Personal Interests</u></p> <p>Harrow in Business – Director Harrow Sports Council ALG-Associated Joint Committee (ALG Grants Committee)-Deputy Edward Harvist Charity - Trustee Member of the Labour Party North-West London Chamber of Commerce Harrow Town Centre Forum North-West London Community Foundation Two Children employed in Harrow Schools as Learning Support Teachers Victoria Hall, Harrow – Trustee Governor – Moriah Jewish Day School</p>

MEMBER	<u>INTEREST</u>
Councillor Branch	<p><u>Personal Interests</u></p> <p>Harrow on the Hill Forum (Group Member) London (North West) Valuation Tribunal RAF Northolt Community Consultative Group Multi-Agency Forum on Racial Harassment St George's RC School (LEA Governor) Member of Liberal Democrats Harrow Rotary Club Royal Horticultural Society Retired Member of NAS.UWT</p>
Councillor Burchell	<p><u>Personal Interests</u></p> <p>Tenant of London Borough of Harrow allotment plot Member of Harrow East Labour Party ALG – Economic Development Panel and Housing Panel Greater London Enterprise Ltd Harrow Town Centre Forum Local Government Association – Urban Commission Sir Lancelot Lake Charity Wealdstone Task Force London Housing Unit Committee – Deputy London Housing Unit Executive Sub-Committee - Representative Professional Association – Chartered Public Finance Accounting Prince Edward's Playing Fields Trust West House and Heath Robinson Museum Trust Spouse employed in a LEA maintained school</p>
Councillor Mrs Champagne	<p><u>Personal Interests</u></p> <p>Council appointee to the Deputy Lord Lieutenants Committee Mayor of Harrow's Charity Fund Trustees Middlesex Guildhall Collection and Trust Fund Mayor of Harrow's Access Committee C J Ward Trust Member of the Pinner Association Member of the Hatch End Association Member of the Conservative Party European Union of Women Royal College of Nursing British Burn Association British Plastic Surgery Nurses Association Local Authority Maintained Schools Only</p>
Councillor Choudhury	<p><u>Personal Interests</u></p> <p>Council Representative to HAVS Governor for Elmgrove Middle School Mayor of Harrow's Charity Fund Trustees LBH – Rail Liaison Meeting London Housing Unit – Executive Sub-Committee (Deputy) Promotion of Public Transport Users' Group Aid India Forum London Kalibari Sri Aurobindo Society (UK) Labour Party Member of Institution of Electrical Engineers (UK)</p>

MEMBER	<u>INTEREST</u>
Councillor Janet Cowan	<p><u>Personal Interests</u></p> <p>North London Collegiate School Board of Governors Belmont First and Middle School Governor Volunteer with Victim Support who receive grant from LBH Friend of Canons Park Canons Park Estate Association Harrow in Europe (Executive) Committee Member of Conservative Party Environmental Forum (Local Agenda 21)(Reserve) Harrow Police and Community Consultative Group Multi-Agency Forum on Racial Harassment (Deputy) Member of Harrow and District MS Society Freedom Pass</p>
Councillor John Cowan	<p><u>Personal Interests</u></p> <p>Member of Conservative Party Local Government Association – General Assembly Meetings Richard Franklin Charity Sir Lancelot Lake Charity President of District Society of MS Harrow in Europe (Executive) Committee Alwaysrd First and Middle School Governor Canons Park Estate Association FCA Freedom Pass</p>
Councillor Currie	<p><u>Personal Interests</u></p> <p>ALG Health and Social Care Panel – Deputy RAF Northolt Community Consultative Group ALMO Shadow Board ALG Housing Panel – Deputy Walden Housing Association (Board Member)</p>
Councillor Margaret Davine	<p><u>Personal Interests</u></p> <p>Association of Local Government: - Health and Social Services Panel - Housing Panel (Deputy) Harrow Unified Mental Health Authority Stanmore College Newton Farm School Women's Centre, Harrow Fabian Society UNISON Labour Party City University Advisory Panel for Local History Publications Mother in receipt of Meals on Wheels</p>

MEMBER	<u>INTEREST</u>
Councillor Dharmarajah	<p><u>Personal Interests</u></p> <p>John Pardoe Charity Associate of Chartered Insurance Institute South Harrow Study Panel Deputy Lord Lieutenant's Committee Mayor of Harrow's Charity Fund Trustees Middlesex Guildhall Collection and Trust Fund NW London Refugee Employment and Training Partnership Advisory Joint Board Rayners Lane Estate Steering Group Member of the Labour Party Chairman/President of Child Aid Lanka Trustee of Age Concern Harrow Holder of Freedom Pass Harrow in Europe Harrow Council for Racial Equality</p>
Councillor Dighé	<p><u>Personal Interests</u></p> <p>Member of Labour Party ALG – Leader's Committee (s1010 Joint Committee) – (Deputy) ALG – Economic Development Panel (Deputy) ALG – ALG Lead Member for Equalities Non-executive Director – Central and North West London Mental Health NHS Trust Village Development Council Fellow of the Royal Society of Arts Amnesty International Soil Association AMICUS Union Strategic Planning Society Association of MBAs Global Association of Risk Professionals Professional Risk Managers International Association Governor of LEA school Parent with children at LEA School Spouse employed by LEA School</p>
Councillor Foulds	<p><u>Personal Interests</u></p> <p>Employee SC Further Education College Association of London Government Committees and Panels – Leader's Committee (S1010 Joint Committee) Local Government Association – General Assembly Meetings London Housing Unit Committee West London Alliance Sometime/alternate Director of NWLCC Ltd (Jointly owned company of CNWL and the three Harrow Colleges) Member of the Labour Party Member of NATFHE (College Lecturers' Union)</p>

MEMBER	<u>INTEREST</u>
Councillor Gate	<p><u>Personal Interests</u></p> <p>St Dominic's 6th Form College ALG Associated Joint Committee (Transport and Environment Committee) – Deputy Harrow Citizen's Advice Bureau (Management Committee) Harrow Unified Mental Health Service Partnership Board – Deputy Middlesex Guildhall Collection and Trust Fund RAF Northolt Community Consultative Group Relative in receipt of an entitlement to a reduced Council Tax payment Richard Franklin Charity Brent and Harrow Trading Standards Service CAB Member of Management Committee Member of St Peter's Church, Sumner Road, Harrow Member of Cricketers' Club London Harrow West Labour Party, West Harrow Branch</p>
Councillor Mitzi Green	<p><u>Personal Interests</u></p> <p>Member of the Labour Party PCS</p>
Councillor Ann Groves	<p><u>Personal Interests</u></p> <p>Harrow Association of Disabled People Harrow in Europe Committee Age Concern London Conference Age Concern, Harrow Culture and Tourism Panel (ALG) Harrow Primary Care Trust Management Board (Observer) Harrow Unified Mental Health Service Partnership Board London Arts Board Local Authority Forum National Local Government Forum Against Poverty (National Meetings) Housing Panel Magistrate – Harrow PSA Member of Amnesty, Oxfam, HCRE Hon. President Harrow/Hillingdon Alzheimers' Association (Now Chair as well) Member of Labour Party Member of Magistrates Association Member of AMICUS LEA Appointed Governor of Marlborough School Champion for Older People and Chair of the Older Persons' Reference Group</p>
Councillor Harrison	<p><u>Personal Interests</u></p> <p>Middlesex Guildhall Collection and Trust Fund (Executive Committee) Promotion of Public Transport Users' Group (Reserve Member) Wealdstone Task Force (Reserve) Wealdstone Labour Hall Limited The Labour Party Institute of Barrister's Clerks</p>
Councillor Harriss	<p><u>Personal Interests</u></p> <p>Environmental Forum (Local Agenda 21) RAF Northolt Community Consultative Group (Deputy) Brent and Harrow Trading Standards Service – Deputy Wealdstone Task Force – Reserve</p>

MEMBER	<u>INTEREST</u>
Councillor Idaikkadar	<p><u>Personal Interests</u></p> <p>Welldon Park Middle School – Governor Earlsmead School-Governor RAF Northolt Community Consultative Group (Deputy) Independent Custody Panel Member of Labour Party Member of Labour Party Executive Agent Harrow West Labour Party</p>
Councillor Ingram	<p><u>Personal Interests</u></p> <p>National Council for One Parent Families RAF Northolt Community Consultative Group (Deputy) Rooks Heath Secondary School Governor Newton Farm First & Middle School Governor Member: Transformation Powerhouse, Child Rescue International, Oxford Research Group Member: Campaign for Nuclear Disarmament, Oxfam, Medicines Sans Frontiers, Phoenix Rising Iraq Support Team Member: Amicus, The Association of Corporate Treasurers, Institute of Chartered Accountants in England and Wales, Association for Investment Management & Research</p>
Councillor Ismail	<p><u>Personal Interests</u></p> <p>LEA appointed Governor of Whitchurch Middle School Harrow Council for Racial Equality LBH – Bus and Highways Liaison Meeting London Accident Prevention Council Refugees into Jobs Board (Deputy) Secretary of the Overseas Sri Lankan Muslim Educational Trust (OSMET) Member of Sri Lanka Islamic Association (SLIA) Member of Association of Senior Muslim Citizens Member of the Labour Party</p>
Councillor Mary John	<p><u>Personal Interests</u></p> <p>Representative for Harrow Council in Management of:- - Harrow Association of Voluntary Service - League of Friends, Northwick Park Hospital - Harrow Association of Disabled People - Environmental Forum (Local Agenda 21) Volunteer in Management of:- - Princess Royal Trust Harrow Centre for Carers Governor of Woodlands School Member: Conservative Political Party Harrow in Europe</p>
Councillor Kara	<p><u>Personal Interests</u></p> <p>Age Concern Harrow Promotions of Public Transport Users' Group LEA appointed Governor – Glebe First & Middle School Shree Kutchi Leva Patel Samaj (Community) Harrow East Conservative Association Conservative Councillors Association Institute of Quality Assurance Permanent Way Institution (Railway)</p>

MEMBER	<u>INTEREST</u>
Councillor Mrs Kinnear	<p><u>Personal Interests</u></p> <p>Council appointee to Harrow on the Hill Forum LEA Governor & Chairman of Finance Premises Committee – Roxeth School Governor Promotion of Public Transport Users' Group Member of the Conservative Party Member of the Harrow East Conservative Association Member of the Harrow West Conservative Association Friends of St Mary's (Church) Harrow on the Hill No controlling position: ordinary subs £5-10 pa to Harrow on the Hill Trust – Local Amenity Society Holder of Freedom Pass Friends of Harrow School Charity</p>
Councillor Kinsey	<p><u>Personal Interests</u></p> <p>ALG – Transport & Environment Committee (Deputy) Wealdstone Task Force (Reserve Member) Member of the Labour Party</p>
Councillor Knowles	<p><u>Personal Interests</u></p> <p>Member of the Conservative Party Candidate for the Conservative for GLA Elections, 2004 Harrow in Europe Committee NW London Refugee Employment and Training Partnership Joint Advisory Board (Deputy)</p>
Councillor Jean Lammiman	<p><u>Personal Interests</u></p> <p>Council appointee to:-</p> <ul style="list-style-type: none"> • Relate Central Middlesex (Board of Trustees) • Harrow School for Young Musicians (Managing Body) • Harrow in Europe Committee • Harrow Strategic Partnership Board • Multi-Agency Forum on Racial Harassment • Harrow Unified Mental Health Service Partnership Board (Reserve) <p>Member of Harrow West Conservative Association Chartered Fellow – Chartered Institute of Personnel & Development Fellow – Institute of Directors Lifetime Fellow – Royal Society of Arts</p>
Councillor Lavingia	<p><u>Personal Interests</u></p> <p>Harrow Association of Voluntary Service Multi-Agency Forum on Racial Harassment (Reserve Member) Wealdstone Task Force Trustee of Navnat Vanik Association of the United Kingdom Member of Harrow East Labour Group</p>
Councillor Lent	<p><u>Personal Interests</u></p> <p>Think Enterprise Limited Local Government Information Unit Edward Robinson Education Foundation Member of the Labour Party</p>

MEMBER	<u>INTEREST</u>
Councillor Miss Lyne	<p><u>Personal Interests</u></p> <p>Governor, Cedars First and Middle School Harrow Weald Common Board of Conservators Citizens Advice Bureau (Chairman) Edward Robinson Education Foundation LGA – General Assembly Meetings (Deputy) London (North West) Valuation Tribunal Blue Card Badge Holder Holder of Freedom Pass Multi-Agency Forum on Racial Harassment (Reserve Member) Member of the Liberal Democrat Party President, St John’s Ambulance (Harrow Weald 89/23)</p>
Councillor Myra Michael	<p><u>Personal Interest</u></p> <p>Conservative Councillor</p>
Councillor Miles	<p><u>Personal Interests</u></p> <p>Environmental Forum (Agenda 21) Harrow Sports Council London Youth Games RAF Northolt Community Consultative Group Member of the Labour Party</p>
Councillor Vina Mithani	<p><u>Personal Interests</u></p> <p>Spire Community Homes (ALMO) Shadow Board Member of Navnat Vanik Professional under Navnat Professional Association Member of Conservative Party Member of Institute of Biomedical Science Member of MSF Now Amicus</p>
Councillor C Mote	<p><u>Personal Interests</u></p> <p>Deputy Lord Lieutenants Committee Harrow Community Trust – Deputy Harrow Police and Community Consultative Group Harrow Sports Council (Executive Committee) Local Government Association – General Assembly Meetings – Deputy ALG Leaders Committee Justice of the Peace, Hillingdon Branch Member of General Osteopathic Council Member of Back Care Fellow of Royal Society of Health SSAFA Forces Help, NW London</p>
Councillor Janet Mote	<p><u>Personal Interests</u></p> <p>Member of Harrow West Conservatives Governor of St John Fisher First and Middle School Harrow Heritage Trust Executive Committee Member of ATL Association of Teachers and Lecturers LEA Governor</p>

MEMBER	<u>INTEREST</u>
Councillor John Nickolay	<p><u>Personal Interests</u></p> <p>Deputy Church Warden of St Andrew's Church, Roxbourne Member of Harrow West Conservative Association Harrow Council for Racial Equality LBH Rail Liaison Meeting LBH Bus & Highways Liaison Meeting LEA Governor at Welldon Park First School and Welldon Park Middle School Promotion of Public Transport Users' Group – Reserve Anglo African Youth Association – Trustee and Acting Hon. Treasurer Holder of Freedom Pass</p>
Councillor Mrs Joyce Nickolay	<p><u>Personal Interests</u></p> <p>Member and employee of the Harrow West Conservative Association London Accident Prevention Council Promotion of Public Transport Users' Group - Reserve LEA Governor at Newton Farm First and Middle School Holder of Freedom Pass</p>
Councillor Marie-Louise Nolan	<p><u>Personal Interests</u></p> <p>Environmental Forum (Agenda 21)(Reserve) Chair, Harrow East Constituency Labour Party Member of AMICUS Member of NUT (Retired Teachers Section) Trustee of Property owned by Wealdstone Labour Hall Ltd Chair of Governors at Whitefriars First and Middle School Governor of Salvatorian College</p>
Councillor O'Dell	<p><u>Personal Interests</u></p> <p>Harrow Heritage Trust Executive Committee Harrow Heritage Trust Executive Committee National Local Government Forum Against Poverty: Regional Meetings Member of Environmental Forum (Local Agenda 21) Harrow East Constituency Labour Party LEA representative on Elmgrove First and Middle School Governing Bodies</p>
Councillor Omar	<p><u>Personal Interests</u></p> <p>Son working in LBH (Urban Living) ALG – Associated Joint Committee (ALG Grants Committee) – Deputy ALG – Crime and Public Protection Panel Investigation of Air Pollution Standing Conference Local Authorities Aircraft Noise Council Multi-Agency Forum on Racial Harassment Nower Hill High School Governing Body Harrow Council for Racial Equality Harrow Islamic Society Harrow Bilingual Association Harrow Interfaith Council Union of Muslim Families Society of the Protection for Unborn Children</p>

MEMBER	<u>INTEREST</u>
Councillor Osborn	<p><u>Personal Interests</u></p> <p>RNLI Governor Friends of West House Member Member of Executive Committee – Conservative Way Forward Member of Conservative Party The Heritage Foundation (USA) – Member American Conservative Union – Member Conservative Councillors' Association – Member</p>
Councillor Anjana Patel	<p><u>Personal Interests</u></p> <p>Governor – Vaughan First and Middle School RAF Northolt Community Consultative Group Harrow Mencap Board Member Member of the Conservative Party</p>
Councillor Pinkus	<p><u>Personal Interests</u></p> <p>Bentley Priory Nature Reserve LBH – Bus & Highways Liaison Meeting LBH – Rail Liaison Meeting Freemason Member of the Conservative Party Member of the United Synagogue</p>
Councillor Ray	<p><u>Personal Interests</u></p> <p>Joint owner of a property in Wealdstone which is leased out to Housing Association in partnership with LBH ALG – Education Panel (Deputy Member) Harrow on the Hill Forum RAF Northolt Community Consultative Group (Reserve Member) Governor: Kingsley High School Governor: Shaftesbury High School Association of London Government Education Panel National Autistic Society Harrow Fabian Society Harrow Society of Black Lawyers of Black Londoners Forum Co-op ARA Labour Party (West Harrow) National Convention of Black Teachers National Union of Teachers Member of London Kalibari Charity Sri Aurobindo Society UK</p>
Councillor Romain	<p><u>Personal Interests</u></p> <p>London Home and Water Safety Council Trading Standards Service United Synagogue Riverside Health Club Harrow East Conservative Association A Freemason (Masonic Lodges) Freeman of the City of London Member of the Bakers Livery Harrow East Conservative Association Harrow West Conservative Association National Association of Goldsmiths</p>

MEMBER	<u>INTEREST</u>
Councillor Seymour	<p><u>Personal Interests</u></p> <p>Member of Hertfordshire Rural Forum Member of Conservative Party in Harrow West and Harrow East Conservative Association Law Society of England – Ordinary Member Sister receives Social Security and Housing Benefit, as a private sector tenant Member of Conservative Councillors Association</p>
Councillor N Shah	<p><u>Personal Interests</u></p> <p>Association of London Government Committees and Panels (i) Leaders Committee (S1010 Joint Committee) – Deputy (ii) Greater London Provincial Council – Deputy (iii) Associated Joint Committee (ALG Grants Committee)-Deputy LGA – General Assembly Meetings – Deputy West London Alliance Trustee: Harrow Anti-Racist Alliance Trustee: Wealdstone (Labour) Hall Ltd President: Confederation of Jain Organisations Member: Covent Garden Community Association The Labour Party MSF (AMICUS) Union Member: Co-op Party Member: Architects Registration Board Trustee/Director of Property owned by Wealdstone Labour Hall Ltd Governor of Weald School</p>
Councillor Mrs R Shah	<p><u>Personal Interests</u></p> <p>Harrow Council for Racial Equality Harrow Town Centre Forum Harrow Unified Mental Health Service Partnership Board Staying Put Scheme Advisory Committee Relate Board of Trustees UNISON Member of Labour Party</p>
Councillor Silver	<p><u>Personal Interests</u></p> <p>Harrow Association of Disabled People Harrow Unified Mental Health Service Partnership Board Conservative Party Local Pharmaceutical Committee</p>

MEMBER	<u>INTEREST</u>
Councillor Stephenson	<p><u>Personal Interests</u></p> <p>Governor of Marlborough First and Middle Schools, Hatch End High School and Harrow College Member ALG Education Forum Executive Committee Harrow Heritage Trust Bentley Priory Management Committee Court of City University London Mathematical Society Crabtree Foundation Friends of Harrow Museum Which Labour Party Harrow Fabians Liberty Headstone Residents Association Harrow Recreation Users Association Co-operative Party Harrow Amnesty Association of University Teachers</p>
Councillor Thammaiah	<p><u>Personal Interests</u></p> <p>ALG – Associated Joint Committee (ALG Grant Committee) North West London Refugee Employment and Training Partnership Joint Advisory Board (Deputy Member) Harrow Police and Community Consultative Group Governor: Park High School Governor: Stag Lane School Junior School Crime Prevention Panel Labour Party NATFHE</p>
Councillor Thornton	<p><u>Personal Interests</u></p> <p>Deputy Lord Lieutenant's Committee Harrow Weald Common Board of Conservators Local Government Association – General Assembly Meetings RAF Northolt Community Consultative Group (Reserve Member) Wealdstone Task Force (Reserve Member) Reserve Forces and Cadets Association for Greater London Liberal Democrat Party</p>
Councillor Toms	<p><u>Personal Interests</u></p> <p>Wife is in receipt of a pension from the Authority ALG Harrow Weald Common Board of Conservators Harrow Young Musicians – Managing Body North West London Refugee Employment & Training Partnership Joint Advisory Board – Deputy Member Glebe First and Middle School Governing Body Harrow Anti-Racist Alliance Board Member – London Pensioners' Financial Authority (A.L.G. Nominee) Labour Party CND Amnesty International N.U.T. R.S.P.B. British Trust for Ornithology</p>

MEMBER	<u>INTEREST</u>
Councillor Versallion	<p><u>Personal Interests</u></p> <p>Harrow Heritage Trust Executive Committee Harrow on the Hill Forum RAF Northolt Community Consultative Group (Reserve Member) Director, Harrow Fields Gardens Estate Company Limited Officer in Royal Navy Reserve, HMS Wildfire, Northwood Chairman, Community Relations Committee, The Harrow Hill Trust Member, Royal United Services Institute (Whitehall) Member of the Conservative Party Royal Institute of International Affairs (aka Chatham House) Chartered Institute of Marketing Institute of Direct Marketing</p>
Councillor Anne Whitehead	<p><u>Personal Interests</u></p> <p>Lee Valley Regional Park Authority ALG Transport and Environment Committee Promotion of Public Transport Users' Group Harrow Weald Common Board of Conservators Labour Party</p>
Councillor Williams	<p><u>Personal Interests</u></p> <p>Pinner Association Member Member of Friends of West House Member of Friends of Pinner Parish Church Deacon and Lay Assistant at St. John's Parish Church, Pinner High Street Member of the Conservative Party Associate Chartered Institute of Bankers Life Member Union of Financial Institutions</p>

APPENDIX II**HARROW COUNCIL
REVENUE BUDGET SUMMARY 2005-2006**

	2004-2005 Approved Budget £	2005-2006 Original Budget £
Local Demand - Borough Services		
Corporate	1,162,300	-337,670
Business Connections	8,645,520	8,240,190
Organisational Development	3,216,860	3,423,610
Chief Executive's Office	3,914,550	1,077,240
People First	198,003,630	215,201,660
Urban Living	52,229,630	60,055,830
Total Departmental Budgets	267,172,490	287,660,860
Capital Financing adjustments	-17,498,790	-26,785,231
Interest on Balances	-4,188,000	-5,188,000
Use of reserves	-903,200	-400,000
Total – Baseline	244,582,500	255,287,629
Capitalisation	-856,000	-910,000
Adjustment to Balances	-1,193,360	-670,000
RSG Amending report	0	-205,000
Total Net Expenditure	242,533,140	253,502,629
Contribution re Collection Fund Deficit b/f RSG & NNDR	17,424 -156,063,277	670,000 -166,383,000
Local Demand on Collection Fund	86,487,287	87,789,629
Funds / Balances		
Balances Brought Forward	9,151,077	7,957,717
Adjustment to Balances	-1,193,360	-670,000
Balances Carried Forward	7,957,717	7,287,717
Council Tax for Band D Equivalent		
Harrow (£)	1,033.89	1,041.28
Increase Harrow (%)		0.72%
Taxbase	83,652	84,309

APPENDIX IIILONDON BOROUGH OF HARROWMEMBERS' ALLOWANCES SCHEME

1. This scheme shall have effect until 31st March 2006. It replaces all former schemes.

Basic Allowance

2. A basic allowance of £5,379 per annum shall be paid to each Councillor.

Special Responsibility Allowance

3. (1) A special responsibility allowance shall be paid to those Councillors who have the special responsibilities in relation to the posts specified in Schedule 1 to this scheme. No Member may receive special responsibility allowances in respect of more than one post.

(2) The amount of each such allowance shall be the amount specified against that special responsibility in that schedule.

Up-rating the Basic and Special Responsibility Allowances

4. The basic allowance and special responsibility allowances will be up-rated annually in line with an index approved by the ALG Independent Panel. The index to be used will be the level of the Local Government Pay Settlement. When making the scheme for 2007/2008, the indexing arrangements will be reviewed.

Travel and Subsistence Allowances

5. The reimbursement of travel and subsistence expenses incurred in respect of **approved duties** (as set out in Schedule 2) **undertaken outside the Borough boundaries** can be claimed by Members, co-optees to formal Council committees and Independent Members of the Standards Committee at the rates paid and on the conditions specified in the officer scheme for travel and subsistence allowances.

Carers' Allowance

6. (1) The allowance shall only be paid for attendance at approved duties as listed in Appendix A.

(2) The maximum basic rate of pay is £2.70 per half hour for the duration of the meeting together with the Member's travel time between home and the place of the meeting and the carer's reasonable travelling time.

(3) The allowance is claimable in respect of children aged 15 or under or where a professional carer is required to meet a specialist need (eg a nurse for an elderly person).

(4) Actual costs will be paid **on production of an invoice or receipt**.

- (5) Where the length of the meeting cannot be predicted and payment to the carer is necessarily contractually committed then a payment of up to 4 hours will be made. (For day time quasi-judicial meetings, payment of up to 8 hours may be made if the estimated length of the meeting is for the whole day).
- (6) In addition, the reasonable travelling expenses of the person taking care of the dependent shall be reimbursed either at the appropriate public transport rate, or in cases of urgency or where no public transport is available, the amount of any taxi fare actually paid.
- (7) The allowance is not to be paid where the carer is a member of the Member's household.
- (8) Any dispute as to the entitlement and any allegation of abuse should be referred to the Standards Committee for adjudication.

Co-optees' Allowance

7. A basic allowance of £411 per annum shall be paid to co-optees to formal Council committees and Independent Members of the Standards Committee.

Claims and Payments

8. (1) A claim for allowances or expenses under this scheme shall be made in writing within two months of the date of undertaking the duty in respect of which the entitlement to the allowance or expense relates.
 - (2) Payment shall be made
 - (a) in respect of basic and special responsibility allowances, in instalments of one-twelfth of the amount specified in this scheme each month;
 - (b) in respect of out-borough travel and subsistence expenses and Carers' Allowance, each month in respect of claims received up to one month before that date.

Backdating

9. Any changes made to this scheme during the year may be backdated to 1st April 2005 by resolution of the Council when approving the amendment.

Pensions

10. Allowances paid under the Harrow Members' Allowances Scheme will **not** be pensionable for the purposes of the Superannuation Act.

Renunciation

11. A person may, by notice in writing given to the Chief Executive, elect to forgo any part of his/her entitlement to an allowance under this scheme.

Withholding Allowances

12. (1) In the event that a Member is suspended from duties, that Member's basic allowance and special responsibility allowance (if any) will be withheld for the whole period of the Member's suspension.
- (2) In the event that a Member is partially suspended from duties, that Member's basic allowance will be paid but their SRA, if any, will be withdrawn for the period of the partial suspension.

Appendix A**Approved duties for Carers' Allowance**

- A meeting of the Executive.
- A meeting of a committee of the executive.
- A meeting of the Authority.
- A meeting of a committee or sub-committee of the Authority.
- A meeting of some other body to which the Authority make appointments or nominations, or
- A meeting of a committee or sub-committee of a body to which the Authority make appointments or nominations.
- A meeting which has both been authorised by the Authority, a committee, or sub-committee of the Authority or a joint committee of the Authority and one or more other authorities, or a sub-committee of a joint committee and to which representatives of more than one political group have been invited (if the Authority is divided into several political groups) or to which two or more councillors have been invited (if the authority is not divided into political groups).
- A meeting of a Local Authority association of which the Authority is a member.
- Duties undertaken on behalf of the Authority in pursuance of any Procedural Rule of the Constitution requiring a member or members to be present while tender documents are opened.
- Duties undertaken on behalf of the Authority in connection with the discharge of any function of the Authority conferred by or under any enactment and empowering or requiring the Authority to inspect or authorise the inspection of premises.
- Duties undertaken on behalf of the Authority in connection with arrangements made by the authority for the attendance of pupils at a school approved for the purposes of section 342 of the Education Act 1996.

SCHEDULE 1

SPECIAL RESPONSIBILITY ALLOWANCES (SRAs)

There are nine bands of SRAs:-

Band	Post	SRA - £/annum
1	Members/Chairs of Licensing Panels (See Note (3) below)	250/400
2	Members of the following Quasi-Judicial Panels: Education Awards Appeals Panel NNDR Discretionary Rate Relief Appeal Panel Personnel Appeals Panel Social Services Appeals Panel	258
3	Deputy Leaders of the Second and Third Minority Groups Chief Whips of all Political Parties One Assistant to each Cabinet Member Chair of the Licensing and General Purposes Committee Chair of the Standards Committee	1,023
4	Deputy Mayor	2,058
5	Members of Cabinet who are not Portfolio Holders Vice-Chairs of the Scrutiny Sub-Committees (excluding Call-in): Environment and Economy Scrutiny Sub-Committee Health and Social Care Scrutiny Sub-Committee Lifelong Learning Scrutiny Sub-Committee Strengthening Communities Scrutiny Sub-Committee	3,066

Band	Post	SRA - £/annum
6	Chair of the Overview and Scrutiny Committee Nominated Member of the largest party not holding the Chair of the Overview and Scrutiny Committee Chairs of the Scrutiny Sub-Committees (excluding Call-in): Environment and Economy Scrutiny Sub-Committee Health and Social Care Scrutiny Sub-Committee Lifelong Learning Scrutiny Sub-Committee Strengthening Communities Scrutiny Sub-Committee Chair of the Traffic Advisory Panel Nominated Member of the largest party not holding the Chair of the Development Control Committee Leader of the Second Minority Group Leader of the Third Minority Group	6,615
7	The Mayor	9,780
8	Chair of the Development Control Committee Cabinet Portfolio Holders (excluding the Leader and Deputy Leader): Planning, Development and Housing Education and Lifelong Learning Environment and Transport Social Care and Health Communications, Partnership and Human Resources Deputy Leader	13,233
9	Leader	19,848

NOTES

- (1) In the Council elected on 2 May 2002, the Groups are as follows:-
 Largest Minority Group = Labour Group
 Second Minority Group = Conservative Group
 Third Minority Group = Liberal Democrat Group
- (2) Only one SRA is payable per Member, with the exception of Band 1 SRA, which can be paid in addition to another SRA (see Note (3) below).
- (3) Members of the Licensing and General Purposes Committee are paid an SRA of £250 for their responsibilities in relation to Licensing Panels. Licensing Panel Chairs are paid an SRA of £400. Panel Members and Chairs also receive additional payment if they attend a certain number of meetings as shown below:-

Number of Meetings Attended	Panel Member's Allowance	Chair's Allowance
0-4	£250	£400
5-8	£500	£650
9-12	£750	£900
13-16	£1,000	£1,150
17-20	£1,250	£1,400
21-24	£1,500	£1,650
25-28	£1,750	£1,900
29 and above	£2,000	£2,150

Each meeting will consider a number of applications.

The allowance will be paid in 12 equal instalments, starting at the basic rate, and will be adjusted depending on the number of meetings attended.

For the first year only the SRA for licensing can be paid in addition to another SRA. This will be reviewed at the end of 2005/06.

SCHEDULE 2

CLAIMS FOR OUT-OF-BOROUGH TRAVEL AND SUBSISTENCE EXPENSES

Duties Undertaken Out-of-Borough

Claims for travel and subsistence expenses incurred can normally only be paid in respect of approved duties undertaken at venues out of the Borough. Expenses will be reimbursed at the rates paid and on the conditions specified in the officer scheme for travel and subsistence allowances.

1. Members may claim travel and subsistence expenses in respect of the following **out-of-Borough** duties:-
 - (a) Attendance at any meeting which may be convened by the Authority provided that Members of at least two groups are invited and the meeting is not convened by officers.
 - (b) Attendance at a meeting of an outside body to which the Member has been appointed or nominated as a representative of the Council, where the Outside Body does not itself operate a scheme to reimburse travel and subsistence expenses.
 - (c)
 - (i) attendance at an appropriate out-of-Borough conference, seminar, meeting or other appropriate non-political event as a representative of an Outside Body to which that Member has been either nominated or appointed by Council to serve in a role with a specific pan-Authority remit;
 - (ii) attendance at meetings in the capacity of a direct appointee of a Local Authority Association, joint or statutory body or other London-wide or national body subject to the following proviso:

that the Member serves on the appointing body by virtue of an appointment made by Council to an authorised Outside Body;

subject in either case to the Outside Body/Bodies concerned themselves not making provision for any travel and subsistence expenses necessarily incurred.

 - (d) Attendance at a meeting of any association of local authorities of which the Authority is a member and to which the Member has been appointed as a representative.
 - (e) Attendance at a training session, conference, seminar or other non-political event, the attendance fees for which are being funded by the Council through a Departmental or a corporate budget.
 - (f) Attendance at any training session, conference, seminar or other non-political event for which there is either no attendance fee or any attendance fee is being met by the Member him/herself (or from the relevant political group secretariat budget) subject to the relevant Director confirming that the content of the training, conference, seminar or event is relevant to the Member's responsibilities in respect of the services provided by the Authority or to the management of the Authority.

2. Duties for which out-of-Borough travel and subsistence expenses may not be claimed include:-
- (a) Political meetings or events.
 - (b) Any meetings of 'Outside Bodies' to which the Member has not been appointed or nominated by the Council as its representative.
 - (c) Meetings of the Governing Bodies of Schools.

APPENDIX IV

24 February 2005

[CONFIRMING RESOLUTION OF COUNCIL]**BOROUGH OF HARROW**

RESOLVED that the Resolution of this Council passed at a Meeting of the Council held on 21 October 2004 to promote a Bill in the present Session of Parliament, pursuant to which the Bill intituled "A Bill to confer further powers upon local authorities in London; and for related purposes"; "A Bill to confer further powers upon local authorities in London and upon Transport for London; and for related purposes" and "A Bill to provide for the prohibition of smoking in places of work in Greater London" have been deposited in Parliament, be and the same is hereby confirmed.

THE CABINET,
CABINET ADVISORY PANELS
AND
CONSULTATIVE FORUMS

CABINET

REPORT OF CABINET

MEETING HELD ON 17 FEBRUARY 2005

Chair: * Councillor N Shah

Councillors: * D Ashton * C Mote
 * Burchell * Marie-Louise Nolan
 * Margaret Davine * O'Dell
 * Dighé * Stephenson
 † Miss Lyne

* Denotes Member present
 † Denotes apologies received

[Note: Councillors Mitzi Green and Janet Mote also attended this meeting to speak on the item indicated at Minute 696 below].

PART I - RECOMMENDATIONS
RECOMMENDATION I - Corporate Priorities 2005/2006

The Executive Director (Organisational Development) introduced the report, which proposed a refresh of the Corporate Priorities for 2005/2006 and outlined the corporate and service planning process for 2005/2006.

The Executive Director (Organisational Development) reported that the Council was looking to reduce the number of plans it produced and that, in considering those plans, it was necessary to refine them to reflect the corporate priorities. She outlined the additional priorities, including the emphasis on Harrow becoming a more business like organisation and putting Harrow on the map.

The Executive Director (Organisational Development) advised that the approval of the corporate priorities would enable officers to complete the corporate planning process. Following approval, the Corporate Plan would be prepared and submitted to Cabinet in April 2005 with a further revision being presented in May 2005.

Resolved to RECOMMEND:

(1) That the refreshed Corporate Priorities 2005/2006, as detailed in the report of the Director of Organisational Performance and set out in summary below, be approved;

- Strengthening Harrow's communities
- Putting Harrow on the map
- Valuing Harrow's customers
- Impact through Harrow's partnerships
- Harrow – a true learning community

(2) that the Corporate and Service Planning process for 2005/2006 be endorsed.

Reason for Recommendation: The refreshed corporate priorities built on the work done so far as part of the New Harrow Project and were outward facing to address both local and national issues. An integrated approach to Corporate and Service Planning Models best practice would support the Council's efforts in improving its Comprehensive Performance Assessment rating.

RECOMMENDATION II - Key Decision Revenue Budget 2005-06 and Medium Term Budget Strategy 2005-06 to 2007-08 (including Housing Revenue Account)

The Director of Financial and Business Strategy introduced her report, which detailed the proposed revenue budget for 2005-06 and the Medium Term Budget Strategy for 2005-06 to 2007-08 (including the Housing Revenue Account). She drew Members' attention to the tabled papers setting out the Greater London Authority precept and the resulting revised Council Tax resolution.

The Director of Financial and Business Strategy reported that the MORI poll and various consultation minutes, references and recommendations were set out in Appendix E to her report which had been circulated in the supporting documents pack.

She advised that, in relation to Fees and Charges, a general increase of 2.5% was proposed.

The Director of Financial and Business Strategy reported that there were no proposals to alter the Housing Revenue Account (HRA) from the draft budget considered by Cabinet in December 2004. A model was set out for rent increases that showed a nil increase in 2005-06 and 2006-07 and a 4.73% increase each year thereafter. The draft medium term HRA allowed for additional capital expenditure to achieve the decent homes standard by 2010, partly financed through prudential borrowing. She advised that the general policy for local authority rents was that they converge with Registered Social Landlord (RSL) rents. If the rent limit was exceeded, the Council would lose Government subsidy.

The Director of Financial and Business Strategy reported that, in her opinion, the budget was robust and that risks could be managed within the total level of resources available.

Cabinet, having noted the responses to the consultation, approved the Revenue Medium Term Budget Strategy and the Medium Term Budget Strategy for the HRA

Resolved to RECOMMEND:

- (1) That the budget be approved to enable the Council Tax for 2005-06 to be set;
- (2) that the model Council Tax resolution set out below be approved:

Council Tax Resolution

- (A) To note that at its meeting on 20 January 2005 the Council calculated the amount of 84,309 as its Council Tax Base for the year 2005-2006 in accordance with Regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 1992 made under Section 33 (5) of the Local Government Finance Act 1992.
- (B) That the following amounts be now calculated by the Council for the year 2005-2006, in accordance with Sections 32 to 36 of the Local Government Finance Act 1992:
 - (i) Being the aggregate of the amounts which the Council estimates for the items set out in Section 32 (2) (a) to (e) of the Act. **(Gross expenditure)** £473,198,570
 - (ii) Being the aggregate of the amounts which the Council estimates for the items set out in Section 32 (3)(a) to (c) of the Act. **(Gross income including use of reserves)** £219,037,841
 - (iii) Being the amount by which the aggregate at (i) above exceeds the aggregate at (ii) above, calculated by the Council, in accordance with Section 32(4) of the Act, **as its budget requirement for the year.** £254,160,729
 - (iv) Being the aggregate of the sums which the Council estimates will be payable for the year into its General Fund in respect of redistributed non-domestic rates, revenue support grant, reduced by the amount of the sums which the Council estimates will be transferred in the year from its General Fund to its Collection Fund in accordance with Section 97(4) of the Local Government Finance Act 1988 (Collection Fund Deficit). £165,713,000
 - (v) Being **the amount to be raised from Council Taxes** calculated as the amount at B(iii) above less the amount at B(iv) above. £88,447,729
 - (vi) Being the amount at (v) divided by the Council Tax Base, calculated by the Council at its meeting on 20 January 2005 in accordance with Section 33 (1) of the Act, as the basic amount of its council tax for the year. **(The average Band D Council Tax)** £1,049.09

(vii) Valuation Bands

	A	B	C	D	E	F	G	H
£	699.39	815.96	932.52	1,049.09	1,282.22	1,515.35	1,748.48	2,098.18

Being the amounts given by multiplying the amount at (vi) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

- (C) That it be noted that for 2005-2006 the Greater London Authority stated the following amount in precept issued to the Council, in accordance with section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below.

Valuation Bands

	A	B	C	D	E	F	G	H
£	169.75	198.04	226.33	254.62	311.20	367.78	424.37	509.24

- (D) That, having calculated the aggregate in each case of the amounts at (B)(vii) and (C) above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of Council Tax for the year 2005-2006 for each of the categories of dwellings shown below.

Valuation Bands

	A	B	C	D	E	F	G	H
£	869.14	1,014.00	1,158.85	1,303.71	1,593.42	1,883.13	2,172.85	2,607.42

- (3) that the Housing Revenue Account for 2005-06 be approved to enable rents for 2005-06 to be set.

Reason for Recommendation: To ensure that the Council was planning the use of resources effectively and complied with statutory requirements and because the approved budget provided the framework for effective financial management throughout the year and supported service delivery.

[Note: Councillors D Ashton and C Mote wished to be recorded as having voted against recommendations (1) and (2) above, as their Group would be submitting an alternative budget to Council].

(See also Minutes 691 and 703).

RECOMMENDATION III - Key Decision - Treasury Management Strategy 2005-06 and Prudential Indicators 2005-06 to 2007-08

The Director of Financial and Business Strategy introduced her report which set out the Treasury Management Strategy, the Council's lending list and the Council's Prudential Indicators for 2005-06 to 2007-08.

Resolved to RECOMMEND:

- (1) That the Treasury Management Strategy for 2005-06, as set out in paragraphs 2.5 to 2.18 of the report of the Director of Financial and Business Strategy, be approved;
- (2) that the Council's lending list, as set out in Appendix 2 to the report of the Director of Financial and Business Strategy, be approved;
- (3) that the Prudential Indicators for 2005-06 to 2007-08, as set out in paragraphs 2.19 to 2.40 of the report of the Director of Financial and Business Strategy, be approved.

Reason for Recommendation: To promote effective and financial management and to comply with Local Authorities (Capital Finance and Accounting) (England) Regulations 2003 and other relevant guidance.

PART II - MINUTES

691.

Declarations of Interest:

The Director of Corporate Governance circulated details of Cabinet Members' declared personal interests in the Budget.

RESOLVED: To note that in relation to the interests declared and circulated, that Members would remain in the room whilst all matters considered and voted upon, and that the following interests were also declared:-

<u>Agenda Item</u>	<u>Member</u>	<u>Nature of Interest</u>
10. Key Decision - Revenue Budget 2005-06 and Medium Term Budget Strategy 2005-06 to 2007-08 (including Housing Revenue Account)	Councillor D Ashton	The Member indicated, in addition to those interests detailed on the circulated list, a personal interest in that he was a Governor of Stag Lane School. The Member would remain in the room whilst the matter was considered and voted upon.
	Councillor Margaret Davine	The Member indicated, in addition to those interests detailed on the circulated list, a personal interest in that her mother was in receipt of Meals on Wheels. The Member would remain in the room whilst the matter was considered and voted upon.
	Councillor Marie-Louise Nolan	The Member indicated, in addition to those interests detailed on the circulated list, a personal interest in that she was the Chair of Governors at Whitefriars First and Middle Schools, a Governor of Salvatorian College and a Trustee of property owned by Wealdstone Labour Hall Ltd. The Member would remain in the room whilst the matter was considered and voted upon.
	Councillor N Shah	The Member indicated a personal interest in that he was a Governor of Weald School. The Member would remain in the room whilst the matter was considered and voted upon.
11. Key Decision - Changes to the Schools Funding Formula	Councillor Burchell	The Member indicated a personal interest in that his spouse was employed in a local authority maintained school. He would remain in the room whilst the matter was considered and voted upon.
11(a) Lifelong Learning Scrutiny Sub-Committee Review of Phase 3 Delegated Funding for Pupils with SEN Statements in Mainstream Schools	Councillor Burchell	The Member indicated a personal interest in that his spouse was employed in a local authority maintained school. He would remain in the room whilst the matter was considered and voted upon.
15. Shaping Schools for the Future Strategy	Councillor Burchell	The Member indicated a personal interest in that his spouse was employed in a local authority maintained school. He would remain in the room whilst the matter

was considered and voted upon.

692. **Minutes:**

RESOLVED: That the minutes of the meeting held on 13 January 2005, having been circulated, be taken as read and signed as a correct record.

693. **Arrangement of Agenda:**

During the course of the meeting the Chair varied the order of business to consider items 11, 11(a) and 14 prior to the policy/corporate items listed on the agenda.

RESOLVED: That all business be considered with the press and public present with the exception of the following item for the reasons set out below:-

<u>Item</u>	<u>Reason</u>
17. Disposal of Breakspear House	The report contained exempt information under Paragraph 9 of Part I of Schedule 12A to the Local Government Act 1972 (as amended) in that it contained confidential information and advice in connection with a sale on a commercial basis of land and buildings held by the Authority.

694. **Petitions:**

RESOLVED: To note that no petitions had been received.

695. **Public Questions:**

RESOLVED: To note that the following public questions had been received:-

1.

Questioner: Ms Serwah

Asked of: Councillor Navin Shah (The Leader of the Council and Chair of Cabinet)

Question: "How does one ensure that an Independent Review of Black History Month 2004 takes place in order to inform planning for Black History Month 2005?"

2.

Questioner: Mr Pravin Seedher

Asked of: Councillor Navin Shah (The Leader of the Council and Chair of Cabinet)

Question: "Could Cllr Shah summarise the public consultation on council tax this year apart from the two poorly attended public meetings. What has been the cost of the consultation process this year, who has been consulted and what has been the feedback?"

3.

Questioner: Mr Neville A Davis

Asked of: Councillor Navin Shah (The Leader of the Council and Chair of Cabinet)

Question: "It is understood that the average income for wage-earners in Harrow is about £29,000 pa. Presumably, for Band 'D' Council Taxpayers the average income will be less than that.

"What percentage of their average earnings is currently paid by Band 'D' taxpayers, what is the projected percentage for the year

2005/6, and what limit (if any) do you envisage setting on this percentage in forthcoming years?"

4.

Questioner: Mr Stanley Sheinwald

Asked of: Councillor Navin Shah (The Leader of the Council and Chair of Cabinet)

Question: "After you had a meeting with HCTC and heard from the Residents of Harrow that they want a 0% increase in Council Tax what is your excuse for not listening to this request?"

5.

Questioner: Mr Michael Horam

Asked of: Councillor Navin Shah (The Leader of the Council and Chair of Cabinet)

Question: Last year Councillor Foulds stated that he would be making efforts to reduce the amount Harrow pays towards projects out of our borough the figure quoted was £1,000,000 what progress has been made?

6.

Questioner: Mr Berjis Daver

Asked of: Councillor Navin Shah (The Leader of the Council and Chair of Cabinet)

Question: "In your recent MORI poll you asked which services residents wanted Harrow Council to spend less on. By some distance the majority were prepared to see a reduction in the £4.1 million spent on Democratic costs (e.g. councillors allowances etc). Has the council taken this on board and taken steps to reduce this budget in 2005/6? If so what savings are planned?"

[Notes: (1) Public question time was permitted to continue until all the questions had been dealt with (waiver of Executive Procedure Rule 15.2);

(2) questioner 1 was not in attendance at the meeting and therefore an oral answer was not provided to the question;

(3) an oral answer was provided to questions 2-6. Under the provisions of Executive Procedure Rule 15.4, questioners 2-4 and 6 each asked a supplementary question which was additionally answered].

696. **Lifelong Learning Scrutiny Sub-Committee Review of Phase 3 Delegated Funding for Pupils with SEN Statements in Mainstream Schools:**

In accordance with paragraph 18 of the Council's Executive Procedure Rules, the Chair invited Councillors Mitzi Green and Janet Mote, the Chair and Vice-Chair of the Scrutiny Sub-Committee, to introduce the report which detailed the recommendations made by the Lifelong Learning Scrutiny Sub-Committee Review Group relating to the proposed changes to SEN funding in schools to be considered alongside the LMS formula changes report appearing elsewhere on the agenda. Members noted the supplemental report which detailed 3 options with regard to the implementation of Phase 3 SEN delegation.

The Chair and Vice-Chair of the Scrutiny Sub-Committee emphasised the importance of the Review Group's recommendations and indicated that, should Cabinet decide to proceed with increased delegation of funding, there were a number of areas where the review group had felt that further work could be done to ensure that the best interests of children with special educational needs were safeguarded. These areas were detailed in their report.

Councillor Stephenson tabled an amendment to the recommendations detailed in the supplemental report and it was

RESOLVED: (1) That the Lifelong Learning Scrutiny Sub-Committee be thanked for its thorough and helpful report on Phase 3 delegation of SEN and the comments set out in the supplemental report of the Director of Children's Services be noted;

(2) that the recommendations of the Lifelong Learning Scrutiny Sub-Committee on Phase 3 delegation of SEN be accepted in full;

(3) that the Portfolio Holder for Education and Lifelong Learning, in consultation with the Chair and Vice-Chair of the Lifelong Learning Scrutiny Sub-Committee, and with support from the relevant officers, oversees the implementation of Phase 3 delegation of SEN;

(4) to aim for the implementation, if at all possible, of Phase 3 delegation from September 2005 and for an action plan to be presented to the next meeting of the Cabinet;

(5) to look at the scheme of delegation of SEN, taking into account the report of the Lifelong Learning Scrutiny Sub-Committee and the concerns of the Portfolio Holder for Education and Lifelong Learning, whilst agreeing that the scheme for delegation for SEN proposed by the Schools' Forum should operate for this year;

(6) that a new proposed scheme of delegation should be available by early June for consultation in the second half term and first half term of the summer and autumn terms respectively;

(7) to receive a full legal report on Phase 3 delegation.

Reason for Decision: The Review Group's recommendations would assist the introduction and implementation of the proposed changes to SEN funding and provide necessary safeguards for pupils with special educational needs.

(See also Minute 691).

697. **Key Decision - Changes to the Schools Funding Formula:**

The Area Director (People First) introduced the report, which detailed the changes proposed to the Schools Funding Formula for 2005/06. The changes had been considered by the Schools' Forum, as part of its statutory role, and all schools had been consulted on the changes proposed. The outcome of the consultation had been considered by the Schools' Forum in January 2005.

RESOLVED: That the proposed changes to the Schools Funding Formula, as outlined in paragraphs 2.3 and 2.4 of the report of the Executive Director (Business Connections) and Executive Director (People First), and the minor change proposed by the Schools Forum following consultation and detailed in paragraph 2.9 of the report, be approved.

Reason for Decision: To meet the statutory requirement to distribute school budget shares by 31 March 2005.

(See also Minute 691).

698. **Key Decision - The HCU - Harrow Corporate University Business Plan:**

The Area Director (People First) introduced the report which set out a proposed Business Plan for HCU in response to the previous report to Cabinet on 29 July 2004. The report provided the details of a new corporate training initiative, the first of its kind in local government.

In response to Members' concerns in relation to cost implications of the HCU, an officer advised that there were already budgets in place for training but that the aim was to use these budgets more effectively and coherently. The Chair added that the proposal for the HCU had been well received by Partners at the Harrow Strategic Partnership Board on 27 January 2005.

Members noted that there would be a visit to Unipart, which had a similar arrangement to the proposed HCU, on 4 March 2005.

RESOLVED: (1) That the proposed Business Plan for the HCU be agreed as the basis for establishing a new corporate university for Harrow;

(2) that the financial proposals set out in the report of the Director of Learning and Community Development be agreed;

(3) that there be a public launch of the HCU in 2005.

Reason for Decision: A corporate university was an internal structure designed to improve individual and business performance by ensuring that the learning and knowledge of an organisation was directly connected to its business strategy. The HCU would work for local businesses as well as the key public sector agencies, working to pool resources, expertise and premises, supporting the delivery of shared ambitions. The HCU would support the Council's strategic community leadership roles.

699. **Forward Plan 1 February - 31 May 2005:**

RESOLVED: To note the contents of the Forward Plan for the period 1 February – 31 May 2005.

700. **Reports from the Overview and Scrutiny Committee or Sub-Committees:**

RESOLVED: To note that no reports had been received.

701. **Corporate Priorities 2005/2006:**
(See Recommendation I).

702. **Key Decision - Capital Programme 2005-06 to 2007-08:**

The Director of Financial and Business Strategy introduced the report, which outlined the Capital Programme for 2005-06 to 2007-08, and drew Members' attention to the detail of the Programme set out in Appendix 1. She advised that there had been a small number of changes to the Programme since December 2004, including £300,000 for the work on school organisation and additional funding for sports facilities in the borough.

In response to a Member's comment about detailed queries on items within the Programme, the Portfolio Holder for Business Connections and Performance indicated that officer contact details could be included in the notes so that Members could be advised as to where to direct their detailed queries. The updated Appendix would be circulated to Members for information.

RESOLVED: That the Capital Programme for 2005-06 to 2007-08 be approved.

Reason for Decision: An agreed programme of works for 2005-06 would provide the necessary authority for projects to be carried out.

703. **Key Decision - Revenue Budget 2005-06 and Medium Term Budget Strategy 2005-06 to 2007-08 (including Housing Revenue Account):**
(See also Recommendation II).

The Director of Financial and Business Strategy introduced the report, which set out the Revenue Budget 2005-06 and Medium Term Budget Strategy 2005-06 to 2007-08 as well as the Housing Revenue Account 2005-06.

The Director of Financial and Business Strategy drew Members' attention to the tabled papers detailing the Greater London Authority's (GLA) precept and Council Tax resolution for recommendation to Council, which had been revised in light of the precept announcement.

Cabinet, having recommended that Council approve the budget to enable the Council Tax for 2005-06 to be set, the model Council Tax resolution, and the Housing Revenue Account for 2005-06

RESOLVED: (1) That the Revenue Medium Term Budget Strategy be approved;

(2) that the Medium Term Budget Strategy for the Housing Revenue Account be approved.

Reason for Decision: To ensure that the Council was planning the use of resources effectively and complied with statutory requirements. The approved Budget provided the framework for effective financial management throughout the year and supported service delivery.

(Note: Councillors D Ashton and C Mote wished to be recorded as having voted against the above resolutions, as their Group was preparing an alternative budget for submission to Council.)

(See also Minute 691).

704. **Key Decision - Treasury Management Strategy 2005-06 and Prudential Indicators 2005-06 to 2007-08:**
(See Recommendation III).

705. **Revenue and Capital Budget Monitoring to 31 December 2004:**
The Director of Financial and Business Strategy introduced the report, which set out the Revenue, Housing Revenue Account and Capital Budget position to 31 December 2004. She advised that steps were continuously being taken to improve budget monitoring.

In response to a Member's comment in relation to the status of reporting on procurement, the Portfolio Holder for Business Connections and Performance indicated that it was necessary to be clear where procurement information was to be reported.

RESOLVED: That the Revenue, Housing Revenue Account and Capital Budget position to 31 December 2004 be noted.

Reason for Decision: To effectively monitor the Council's Revenue and Capital Budget. The budget represented the financial resources approved to implement the Council's corporate priorities.

706. **Shaping Schools for the Future Strategy:**
The Area Director (People First) introduced the report, which outlined the Council's Strategy for Shaping Schools for the Future. The focus of the Strategy was on First and Middle Schools and had been developed by the Shaping Schools for the Future Working Group. The report also set out the changes, following consultation, to the amalgamation policy.

RESOLVED: (1) That the work of the Shaping Schools for the Future Working Group be noted;

(2) that the Strategy and the amendments to the Amalgamation Policy be approved;

(3) that the Shaping Primary Schools for the Future Group be re-established;

(4) that a provisional figure of £300,000 annually be included in the Capital Programme to support school amalgamations with effect from 2005-06;

(5) that the transitional revenue support available for school amalgamations be reviewed.

Reason for Decision: The proposed Strategy would enable the Council to meet its statutory responsibility to manage the supply of school places and to maintain school places across the primary sector at a level which would enable the Council to deliver its target of 10% surplus capacity across all sectors.

(See also Minute 691).

707. **Disposal of Breakspear House:**
Members considered a confidential report from the Executive Director (Urban Living) in relation to the disposal of Breakspear House.

RESOLVED: That the revised terms for the disposal of Breakspear House be approved.

Reason for Decision: To allow the disposal of a surplus property on revised terms to proceed.

(Note: The meeting, having commenced at 7.30 pm, closed at 9.32 pm).

(Signed) COUNCILLOR NAVIN SHAH
Chair

CABINET
ADVISORY
PANELS

**EDUCATION ADMISSIONS AND AWARDS
ADVISORY PANEL**
1 FEBRUARY 2005

Chair: * Councillor Toms

Councillors: * Janet Cowan * Ray (1)

Advisers: Mr D A Jones
(Vacancy)

* Denotes Member/Adviser present
(1) Denotes category of Reserve Member

PART I - RECOMMENDATIONS
RECOMMENDATION 1 - Admissions to County Schools

On 1 February 2005 there were 4 children for whom the admissions staff could make no reasonable offer of a school place. The Education Admissions and Awards Advisory Panel was requested to authorise the admission of these pupils to a school, where no place existed in the relevant year group.

Resolved to RECOMMEND:

That an offer of admission to a school be made as follows:

<u>Reference</u>	<u>Year Group</u>	<u>Admitting School</u>
H76	10	Whitmore
H77	10	Canons
H78	11	Hatch End
H79	11	Hatch End

(See also Minute 347).

PART II - MINUTES
346. Attendance by Reserve Members:

RESOLVED: To note the attendance at this meeting of the following duly appointed Reserve Member:-

<u>Ordinary Member</u>	<u>Reserve Member</u>
Councillor Choudhury	Councillor Ray

347. Declarations of Interest:

RESOLVED: To note that the following interest was declared:

<u>Agenda Item</u>	<u>Member</u>	<u>Nature of Interest</u>
8. Admissions to County Schools	Councillor Ray	Declared an interest arising from the fact that his partner is employed at Rooks Heath High School. Accordingly, he remained in the room but took no part in the discussion or decision-making on case no. H76.

348. Arrangement of Agenda:

RESOLVED: That the item appearing in Part II of the agenda be considered with the Press and Public excluded on the grounds indicated below:

- | <u>Item</u> | <u>Reason</u> |
|---------------------------------|---|
| 8. Admissions to County Schools | This item was considered to contain exempt information as defined in Paragraph 4 of Part I of Schedule 12A of the Local Government (Access to Information) Act 1985 in that it contains information relating to any particular applicant for, or recipient of, any service provided by the Authority. |
349. **Minutes:**
RESOLVED: That the signing of the minutes of the meeting held on 18 January 2005 be deferred until printed in the Council Bound Minute Volume.
350. **Public Questions:**
RESOLVED: To note that no public questions were received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 15 (Part 4E of the Constitution).
351. **Petitions:**
RESOLVED: To note that no petitions were received at this meeting under the provisions of the Advisory Panel and Consultative Forum Procedure Rule 13 (Part 4E of the Constitution).
352. **Deputations:**
RESOLVED: To note that no deputations were received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 14 (Part 4E of the Constitution).
353. **Admissions to County Schools:**
See Recommendation 1.

(Note: The meeting having commenced at 5.00 pm, closed at 5.20 pm)

(Signed) COUNCILLOR KEITH TOMS
Chair

**EDUCATION ADMISSIONS AND AWARDS
ADVISORY PANEL**
22 FEBRUARY 2005

Chair: * Councillor Toms

Councillors: Choudhury * Janet Cowan

Advisers: Mr D A Jones
(Vacancy)

* Denotes Member/Adviser present

PART I - RECOMMENDATIONS
RECOMMENDATION 1 - Admissions to County Schools

On 22 February 2005 there were 5 children for whom the admissions staff could make no reasonable offer of a school place. The Education Admissions and Awards Advisory Panel was requested to authorise the admission of these pupils to a school, where no place existed in the relevant year group.

Resolved to RECOMMEND:

That an offer of admission to a school be made as follows:

<u>Reference</u>	<u>Year Group</u>	<u>Admitting School</u>
H80	10	Canons
H81	10	Park
H82	10	Whitmore
H83	10	Rooks Heath
H84	10	Whitmore

PART II - MINUTES
354. Attendance by Reserve Members:

RESOLVED: To note that there were no Reserve Members in attendance at this meeting.

355. Declarations of Interest:

RESOLVED: To note that there were no declarations of interests made by Members in relation to the business to be transacted at this meeting.

356. Arrangement of Agenda:

RESOLVED: That the item appearing in Part II of the agenda be considered with the Press and Public excluded on the grounds indicated below:

<u>Item</u>	<u>Reason</u>
8. Admissions to County Schools	This item was considered to contain exempt information as defined in Paragraph 4 of Part I of Schedule 12A to the Local Government (Access to Information) Act 1985 in that it contains information relating to any particular applicant for, or recipient of, any service provided by the Authority.

357. Minutes:

RESOLVED: That (1) the minutes of the meeting held on 18 January 2005, having been circulated, be taken as read and signed as a correct record; and

(2) the signing of the minutes of the meeting held on 1 February 2005 be deferred until printed in the next Council Bound Minute Volume.

358. **Public Questions:**

RESOLVED: To note that no public questions were received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 15 (Part 4E of the Constitution).

359. **Petitions:**

RESOLVED: To note that no petitions were received at this meeting under the provisions of the Advisory Panel and Consultative Forum Procedure Rule 13 (Part 4E of the Constitution).

360. **Deputations:**

RESOLVED: To note that no deputations were received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 14 (Part 4E of the Constitution).

361. **Admissions to County Schools:**

See Recommendation 1.

(Note: The meeting having commenced at 5.00 pm, closed at 5.20 pm)

(Signed) COUNCILLOR KEITH TOMS
Chair

**NATIONAL NON-DOMESTIC RATEPAYER
CONSULTATIVE PANEL**

3 FEBRUARY 2005

Chair: Councillor Choudhury

Councillors: * Burchell (3)
* Kara

* Myra Michael

* Denotes Member present

(3) Denotes category of Reserve Member

Attendance by NNDR Representatives:-

Susan Hall	-	Chair, Wealdstone Traders' Association
Mr S Parsons	-	Harrow Music
Mr D Greenwood }	-	Harrow and Hillingdon Branch, Federation of Small Businesses
Mr R H Morse }		

PART I - RECOMMENDATIONS - NIL

PART II - MINUTES

20. **Appointment of Chair:**

RESOLVED: To note the appointment of Councillor Choudhury as Chair of the Panel for the Municipal Year 2004/05.

21. **Appointment of Vice-Chair:**

RESOLVED: That no Vice-Chair be appointed for the remainder of the Municipal Year 2004/05.

22. **Attendance by Reserve Members:**

RESOLVED: To note the attendance at this meeting of the following duly appointed Reserve Member:-

Ordinary Member

Reserve Member

Councillor Idaikkadar

Councillor Burchell

23. **Declarations of Interest:**

RESOLVED: To note that there were no declarations of interests made by Members in relation to the business transacted at this meeting.

24. **Arrangement of Agenda:**

RESOLVED: That all items be considered with the press and public present.

25. **Minutes:**

RESOLVED: That the minutes of the meeting held on 5 February 2004, having been circulated, be taken as read and signed as a correct record.

[Note: There were a number of matters arising from the minutes of the last meeting; these are set out under Minute 28 below].

26. **Public Representations:**

RESOLVED: To note that no petitions, deputations or public questions were received at this meeting under the provisions of Committee Procedure Rules 15, 16 and 18 respectively.

27. **Budget Options 2005/06 for Consultations:**

The Chair welcomed the National Non-Domestic Ratepayer (NNDR) Representatives to the meeting, and invited them to express their views on the Council's budget proposals for 2005/06 to Council Members. The Chair referred to the document entitled 'Harrow Vitality Profiles', which had been tabled at the meeting, and explained that it provided a portrait of Harrow and its people in statistics. He also mentioned that

Harrow Council received more back from the Government in National Non-Domestic Rates than they paid to the Government.

At the invitation of the Chair, the Council's Director of Financial and Business Strategy provided the Panel with an overview of the Authority's draft budget proposals for 2005/06. In the course of the presentation, the following elements were covered:

- details of expenditure and sources of funding in 2004/05, including an outline of the services provided by the Authority and their cost, and National Non-Domestic Rate contributions to the overall funding;
- the recommended increase of £12m (4.9%) on the current net budget, and proposed areas of growth and efficiency savings;
- details of the final settlement, announced at the end of January 2005, in which the Government had granted approximately £200k more than had been anticipated in the provisional settlement;
- the requirement to passport increases in education funding directly to schools;
- the Council Tax increase of around 1.48%, based on the provisional settlement from the Government;
- an overview of the consultation process employed to engage stakeholders, and the survey undertaken with some 250 businesses, specifically on the budget, which had unfortunately elicited a poor response.

The Director of Financial and Business Strategy informed the Panel that Cabinet, at its meeting on 17 February 2005, would be provided with feedback from all the consultations carried out prior to making a recommendation to a meeting of full Council, which would approve the final Budget and set the Council Tax for 2005/06 on 24 February 2005.

The Director of Financial and Business Strategy also briefed the Panel on business-orientated work being carried out by the Council.

The Panel was informed of the basis for the National Non-Domestic Rates (or Business Rates). It was explained that the Non-Domestic Rate, the means by which local businesses contributed to the cost of providing local authority services, was collected by Local Authorities and passed to the Government, which then redistributed the monies to Authorities in line with the financial settlement. The Panel was informed that the rate was calculated by applying a national business multiplier to the rateable value of each business, and that this rateable value might be altered following revaluations to begin in April 2005.

She also explained the potential impact of a new government initiative called the Local Authority Business Growth Incentive (LABGI), to be introduced from 1 April 2005. The Panel was informed that the initiative aimed to encourage local authorities to foster new business growth in their area and that a grant of £700k should be available to Harrow in 2005/06. She explained that if the initiative was successful, and if Harrow were able to increase business activity, additional money would be available.

In addition, the Panel was informed about a Business Portal that had been developed by the Council, which was a website for local businesses that would increase opportunities for them to work with the Council and allow the Council to develop a more comprehensive understanding of the nature of businesses in Harrow. The Panel was informed that the website contained an e-directory of local businesses, an e-tendering facility that would allow businesses to apply on-line for contracts offered by the Council, information on the services provided by the Council for businesses, and a 'chat room' that would facilitate inter-business communication as well as communication between the Council and businesses. The Panel was advised that the first stage of the development of the Portal had been completed, and that the service would be launched soon. It was also informed that cash provisions had been made to improve or increase the scope of the Portal.

RESOLVED: (1) That the Budget Options and other relevant information be received and noted;

(2) that the timescales for the consultations and determining the Budget for 2005/06 be noted.

28. **Contributions/Comments from NNDR Representatives:**

Prior to the presentation by the Director of Financial and Business Strategy, National Non-Domestic Ratepayer (NNDR) Representatives expressed their disappointment that their questions raised at the Panel's meeting on 5 February 2004 had not yet been addressed by officers. It was agreed that the Director of Financial and Business Strategy would respond in writing to all the questions set out in the minutes of the last meeting and any additional questions arising from the meeting that afternoon. In addition, it was agreed that additional meetings of this Panel would be held in order to improve dialogue with local businesses, and that a date would be decided at the end of the current meeting. An apology was made that this had not yet happened.

The Director of Financial and Business Strategy provided the following information in response to specific questions asked by the NNDR Representatives concerning the minutes of the previous meeting:

- that the Council was on target to achieving the estimated £370k saving arising from the NHP restructuring;
- that the review of consultation with business representatives described had unfortunately not yet occurred, and that officers would be requested to take action on this review;
- that the Local Authority Business Growth Incentive described in the February 2004 minutes had been introduced, and would generate an expected additional income of £700k in 2005/06;

In addition, a representative submitted to the Panel a list of thirty questions that he had compiled. It was agreed that the Director of Financial and Business Strategy would arrange for written responses to be sent to all Council Members and NNDR Representatives present at the meeting.

Further to the presentation from the Director of Financial and Business Strategy, the contributions and comments set out below were made by NNDR Representatives, to which responses were provided by the Director and Members.

Local Authority Business Growth Incentive

NNDR Representatives enquired as to how increases in business growth would be measured in the above government incentive. They were informed that growth was measured through increases in the rateable value of local business premises, not through the amount of revenue generated by the business, and that increased rateable values would lead to greater NNDR payments and consequently greater government funding. Representatives were further informed that the Inland Revenue, not the Local Authority, determined the rateable value of premises.

Specific questions relating to the additional amounts of funding that would be received for a defined increase in NNDR contributions could not be answered at that time, as detailed calculations would have been required. At the request of a representative, the Director of Financial and Business Strategy agreed to provide in writing details of the impact of NNDR contributions falling below the prescribed baseline level for Harrow.

An NNDR Representative expressed concern that the incentive would make the Council more interested in larger businesses, which had a greater potential for increasing rateable values, and would cause them to neglect, for example, businesses that operated from home. This led into a discussion about the Council's plans to aid the development of small businesses, outlined below.

Developing Businesses

The Panel was informed of the Council's work to encourage the expansion of small businesses, including the Next Step Programme that was aimed to help small businesses find larger premises, work on improving procurement and the Business Portal.

Members were concerned that many expanding businesses were forced to move out from Harrow, and that the Council was not aware of what premises the developing business community required. It was identified that the Council needed to engage with

businesses more effectively in order to assist them in finding the most appropriate premises.

An NNDR Representative expressed concern that rents were very high, whilst another pointed out that the upgrading of properties to offices was a ploy used to drive out small businesses. A Member offered to provide details of council-owned land that could be used to build business units and he emphasised the need for a dialogue between the Council and small businesses to help identify sites/premises for such businesses.

Council Tax

Having informed the Panel that the draft Council Tax increase would result in a Band D household in Harrow paying £1,049 in Council Tax per year, as well as the GLA precept of £259 as set out in the Mayor's draft budget, the Director of Financial and Business Strategy was asked by an NNDR Representative what proportion of houses within Harrow belonged to Band D, and the proportions that represented the other bands. The representative was informed that 32.3% (26,780) of houses in Harrow were in Band D, and it was agreed that the proportions in other bands would be provided in writing, including which Local Authority had the highest number of properties in Band D.

A Member stated that some services provided by or subsidised by the Council operated at higher costs than members of the public would anticipate. It was suggested that the presentation of the draft budget highlight these costs.

Identifying 'Waste'

An NNDR Representative asked the Panel how the Council identified waste. Reference was made to the bollards erected in Wealdstone and the ALMO as wasteful ventures. A Member pointed out that 'waste' was subjective, and that some groups might benefit from a project that others would consider wasteful. The Director of Financial and Business Strategy referred to the efficiency savings made by the Council.

Engaging Businesses in Consultation

An NNDR Representative was critical that there was no evidence of the Council responding to consultation with local businesses. The Director of Financial and Business Strategy informed the Panel that the response rate from surveys sent to 250 businesses within the borough was so low that it could not be analysed as it was not considered to be representative. It was agreed that information pertaining to the numbers of responses in previous years be provided in writing, to determine whether responses were declining over the years.

The NNDR Representatives were asked how the Council could improve engagement with businesses, as it appeared that 'paper' consultation was unproductive. A representative suggested that unless more results were seen from the consultations, people would not devote their time to completing surveys and attending meetings. Another representative added that the most effective way to engage traders was to contact the Traders' Associations that represented them, rather than organisations such as Harrow in Business and the TEC, as not all businesses were members of these organisations. The Director agreed to check if the Wealdstone Traders' Association had been consulted. The Chair stated that it was discouraging how few businesses had responded to efforts to make the engagement more constructive.

Procurement

An NNDR Representative expressed concern over the Council's plans to make savings in procurement by establishing better value corporate contracts, suggesting that smaller companies could not compete with the contracts offered by larger companies. The representative suggested providing the opportunity for smaller businesses to bid as a consortium, and a Member informed the representative that the Council would consider bids from consortiums. The NNDR Representatives were informed that the Business Portal would provide an opportunity for local businesses to bid for contracts of varying size.

NNDR Representatives acknowledged that the Council had a duty to ensure that procurement exercises provided value for money and that small businesses would not be able to compete with larger businesses when bidding for contracts. A representative mentioned that 98% of the business community was made up of small businesses which employed a large number of people, and that their role could not be overlooked.

Small Business Rate Relief

The Panel was informed that any business whose premises were below a certain rateable value (£21,500) had been sent an application form for Rate Relief, and that information relating to Rate Relief was on the Council's website, explanatory notes and bills sent to the business. The NNDR Representatives were also informed that officers would be able to visit groups to provide a presentation on Rate Relief. They were also assured that the Council's computer system was now equipped to deal with the 2005/06 rate bills.

Other Business

In addition, the following questions were asked of officers and Members, and it was agreed that the Director of Financial and Business Strategy would forward responses to the relevant NNDR Representative:

- How much money from the main revenue budget (2004/05) was used to fund the training provided by the Council's Organisational Development Directorate?
- What specific projects would be undertaken in Wealdstone as part of the Capital Investment Programme? It was noted that £300k was earmarked for improvements in Wealdstone High Street, and it was agreed that the Representative concerned be sent a copy of the Transport Improvement Plan.
- What was the cost of the 'mapping exercise' performed for the Harrow Vitality Profiles?

Date of Next Meeting

It was agreed that an extra meeting of the NNDR Consultative Panel would be held on 22 September 2005 at 2.30pm.

(Note: The meeting having commenced at 2.30 pm, closed at 4.25 pm)

(Signed) COUNCILLOR MRINAL CHOUDHURY
Chair

PUBLICATIONS ADVISORY PANEL

10 FEBRUARY 2005

Chair: * Councillor Marie-Louise Nolan

Councillors: * Branch * Jean Lammiman
* Harrison * Stephenson
* Knowles

* Denotes Member present

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**182. **Appointment of Chair:**

RESOLVED: To note the appointment at the meeting of the Cabinet on 11 November 2004, of Councillor Marie-Louise Nolan as Chair of this Panel for the remainder of the Municipal Year 2004/05.

183. **Attendance by Reserve Members:**

RESOLVED: To note that there were no Reserve Members in attendance at this meeting.

184. **Declarations of Interest:**

RESOLVED: To note that there were no declarations of interests made by Members in relation to the business transacted at this meeting.

185. **Arrangement of Agenda:**

RESOLVED: That (1) all items be considered with the press and public present;

(2) the document 'Your Council, Your Services' be admitted onto the Agenda after Item 13, in order to allow Members to consider the leaflet before it is distributed to Harrow residents.

186. **Appointment of Vice Chair:**

RESOLVED: That Councillor Jean Lammiman be appointed Vice Chair of the Panel for the remainder of the Municipal Year 2004/05.

187. **Minutes:**

RESOLVED: That the minutes of the meeting held on 10 November 2004, having been circulated, be taken as read and signed as a correct record.

188. **Public Questions:**

RESOLVED: To note that no public questions were received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 15 (Part 4E of the Constitution).

189. **Petitions:**

RESOLVED: To note that no public questions were received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 15 (Part 4E of the Constitution).

190. **Deputations:**

RESOLVED: To note that no deputations were received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 14 (Part 4E of the Constitution).

191. **Web Site Update:**

The Group Manager, Communications provided the Panel with a verbal update on the development of the Council website.

It was reported that the Council sought to improve several areas of the website, including the homepage, the photographs used and the accessibility of the website. It was further advised that part of the website could be used to promote tourism in Harrow. A presentation of the updated website would be made to the Panel's next meeting.

A Member suggested that the site be audited to ensure all links were working effectively. It was also proposed that a standards protocol be established for Council responses to email enquiries.

RESOLVED: That the above be noted.

192. **Harrow People and Area Newsletters:**

The Panel received a report of the Group Manager, Communications that outlined the implications of increasing the frequency of the Harrow People magazine to a monthly or bi-monthly publication.

The officer explained that research had shown that residents felt they received insufficient information from the Council, and it was added that increasing the frequency of publication could help improve communications with local residents. He also explained that regular and repeated communication helped to reinforce important Council messages.

The officer outlined the present arrangements for distributing the magazine, alongside some alternative methods for the Panel's consideration. The Panel was informed that any extra costs incurred from increasing the frequency of the publication could be met through the income generated from advertising. Under the proposed system, Council Directorates would pay the Communications Department directly to advertise in the magazine, which would bring a net saving to the Council. Previously, the Harrow Observer had received this income in return for distributing and printing the magazine. The Group Manager, Communications was confident that the magazine already had sufficient staff and material to increase production.

In response to a query from Members regarding whether the magazine could find enough advertisers to sustain an increased frequency, officers replied that it was expected that the economic risk would be minimised by reducing the size of the magazine and appointing a part-time advertisement representative.

The Panel also discussed the feasibility of distributing the magazine alongside another Council service, such as refuse collection. The Panel was advised that this was not currently practical, and it had been suggested that a distribution company should be trialled until a viable in-house distribution system could be developed. It was reported that the last edition of Harrow People with Area Newsletters stitched in had been distributed to the correct areas, although some streets on the periphery of the borough were still not receiving the magazine at all.

A Member commented on the environmental implications of increasing the frequency of the magazine. It was stressed that the need to communicate with residents must be balanced with a regard for the environment, and it was suggested that the Council conduct an environmental audit to explore the cost of increasing the frequency of the magazine.

It was also suggested that officers refer to the Scrutiny Review Group on Community Engagement to get more feedback from stakeholders with regards to their thoughts on the magazine.

The Panel was generally more supportive of a bi-monthly publication, believing the monthly publication to be too high risk.

RESOLVED: That the above be noted.

193. **Harrow People - Reader Survey Feedback:**

The Panel received an initial report on the results from the readers' survey included in the winter edition of Harrow People. A full analysis of the responses would be circulated to Members of the Panel once it became available.

Members felt that although the number of responses was low, respondents were generally satisfied with the publication. The Chair reported that most of the complaints received by the Communications Unit were concerned with distribution.

A Member suggested that the survey should be expanded to include a question on whether residents considered Harrow People to be good value for money.

RESOLVED: That the Panel's comments be noted.

194. **Harrow People - March Edition:**

The Panel had received a draft copy of the March Edition of Harrow People by post prior to the meeting, which included several designed feature pages and the text of proposed news articles. The officer explained that Members would receive the pages that had not yet been designed at a later stage, as well as a deadline for their comments on those pages.

Members expressed concern over the number of quotes from officers and Members, and advised that it had been agreed to avoid featuring such quotes in the magazine. The officer undertook to review the quotes and consider possible alternatives.

The Panel suggested amendments to the text and design; these were noted by officers.

RESOLVED: That the amendments to the draft copy of the magazine be noted.

195. **'Your Council, Your Services':**

The Panel received a draft copy of the leaflet 'Your Council, Your Services', which would be distributed to residents of Harrow to offer guidance on Council Tax and services provided by the Council.

The Panel considered the leaflet to be an improvement on the literature produced in previous years, and congratulated the officers.

Members suggested that reference be made to the cost of the leaflet per resident. It was also suggested that residents be asked whether they found the information more helpful than last year.

The Panel suggested amendments to the text; these were noted by officers.

RESOLVED: That the above be noted.

196. **Any Other Business:**

Harrow Show

A Member asked whether an article could be included in Harrow People to determine local people's views on the decline of the Harrow Show.

Fovea Art Gallery

A Member submitted a request from Fovea Art Gallery to be featured in a forthcoming edition of Harrow People. This was discussed in relation to greater arts coverage in the magazine.

RESOLVED: That the above be noted.

197. **Date of Next Meeting:**

RESOLVED: To note that the Panel's next meeting would be held on 23 May 2005.

(Note: The meeting having commenced at 7.30 pm, closed at 9.47 pm)

(Signed) COUNCILLOR MARIE-LOUISE NOLAN
Chair

GRANTS ADVISORY PANEL

28 FEBRUARY 2005

Chair: * Councillor Harrison

Councillors: * Arnold * Mrs Joyce Nickolay
* Nana Asante * Anjana Patel
* Marilyn Ashton * Mrs R Shah
* Bluston * Thammaiah
* Miss Lyne

* Denotes Member present

PART I - RECOMMENDATIONS**RECOMMENDATION 1 - Grants to Voluntary Organisations 2004/05 - Reserved Grants**

The Panel received a report of the Director of Financial and Business Strategy which provided an update on those grants for 2004/05 which had been reserved by the Panel, pending further information.

The meeting was advised of some corrections to figures contained in the report, specifically, that a grant of £1,500, not £3,000, had been reserved for the ADHD Support Group, and that a grant of £7,000, not £4,500, had been reserved for the Ignite Trust; the total amount of grants reserved for 2004/05 was therefore £14,500, not £13,500.

Officers informed the Panel that the reserved grants could not be released and recommended that they be withdrawn and taken back into the grants budget. It was also noted that £3,000 from the unallocated funds for 2004/05 had already been granted to Harrow Council for Racial Equality at the Panel's meeting on 24 January 2005.

Resolved to RECOMMEND: (To Cabinet)

(1) That the reserved grants in 2004/05 amounting to £12,000 which cannot be released, be withdrawn and taken back into the grant aid budget, together with £1,223 which was unallocated in 2004/05;

(2) that the provision of £13,223 be carried forward into 2005/06 in accordance with Financial Regulations.

REASON: To report the underspend as part of revenue budget monitoring and seek a carry forward of provision in accordance with Financial Regulations.

(See also Minute 171).

RECOMMENDATION 2 - Grants to Voluntary Organisations 2005/06: Deferred Applications

The Panel received a report of the Director of Financial and Business Strategy which provided the additional information requested by the Panel on grant applications for 2005/06 that had been deferred from the previous Panel meeting on 24 January 2005. The report also provided an update on those organisations for which the Panel had reserved funding on 24 January 2005, pending further information.

The meeting was informed of some corrections to figures contained in the report, specifically, that £10,223, not £11,723, of unallocated funds was available from 2004/05, and that £17,685, not £19,185 was remaining from the grants budget for 2005/06 if Members agreed to carry this unallocated fund forward. This would increase to £20,405, not £21,905, if the Panel agreed the revised recommendation for the Asian Elderly Group.

Members discussed the deferred applications and reserved grants, and additionally considered items relating to Harrow Bereavement Care and the Sangat Advice Centre, as follows.

DEFERRED APPLICATIONS

Harrow Council for Racial Equality: Officers informed the Panel that they had not yet received the requested letter of support from Harrow Police for the organisation's additional funding request. Members suggested that since the group had not provided the information requested they should not receive any grant. Another Member suggested that although it was unrealistic to award the full £14,000 requested, a smaller grant of £4,000 should be provided to support the organisation's work.

Members discussed the role of the monitoring service that the additional funding was requested for. The Panel was advised that they needed to decide whether the monitoring service should be considered as part of the group's responsibilities or as additional work, and to consider whether the group currently had enough resources to support the service. Members agreed that a more comprehensive report was required, specifically covering why the monitoring service was needed and how the victims of racial incidents identified by the monitoring were supported. It was suggested that a grant of £4,000 should be reserved pending this information. A Member expressed concern about the usefulness of the monitoring work, and suggested that no grant be provided. Upon being put to a vote this was not carried.

It was subsequently agreed by general assent to reserve £4,000, pending further information.

Middlesex Association for the Blind: The Panel agreed that the group no longer required funding.

National Council of Vanik Associations UK: The Panel agreed to recommend a grant of £1,000 to contribute to general running costs. Officers believed that extra funding could be provided through Social Services once a clear need for the organisation's work in Harrow was established.

BTWSC: The Panel agreed to recommend a grant of £1,500.

Community Link Up: The Panel agreed to recommend a grant of £3,000.

Harrow Bangladeshi Association: The Panel discussed this application in conjunction with the reserved grant for the Harrow Bengalee Association. The Panel received a deputation from a representative of the Harrow Bengalee Association (see also Minute 169).

Members discussed the benefits of the associations merging under an umbrella group. A Member expressed concern that the groups should not be forced to merge. It was suggested that both groups receive the recommended grant of £1,500, with an offer of a combined grant of £4,000 if they chose to merge. It was suggested that the Harrow Bangladeshi Association did not require the same level of funding as the Harrow Bengalee Association, as the breadth of its work was not as great. It was further suggested that the Harrow Bangladeshi Association be granted £1,000 and the reserved grant of £1,500 be released to the Harrow Bengalee Association.

Upon being put to the vote, it was agreed by the general assent of the Panel:

- that £1,000 be granted to the Harrow Bangladeshi Association;
- that the reserved grant of £1,500 be released to the Harrow Bengalee Association;
- that a combined grant of £4,000 be awarded if the groups were to merge.

Harrow Gayatri Satsang Mandal: The Panel agreed that the group no longer required funding.

The Wish Centre: The Panel agreed to recommend a grant of £1,000, in addition to the grant of £1,000 recommended at the Panel's meeting on 24 January 2005.

RESERVED GRANTS

Asian Elderly Group (Harrow): The Panel agreed to release the grant of £3,950.

Association of Senior Muslim Citizens: The Panel agreed to release the grant of £1,000.

Harrow Agenda 21 Environmental Forum: The Panel agreed to release the grant of £5,000.

Harrow Bengalee Association: The Panel agreed to release the grant of £1,500. (See Harrow Bangladeshi Association above).

Home Start Harrow: Officers informed the Panel that funding was reserved pending the outcome of their bid to the Harrow Primary Care Trust. As this information was not available at the time of writing, the Panel agreed to continue to reserve a grant of £5,000.

Sahara: The Panel agreed to release the grant of £500. This application was discussed in relation to correspondence received from the organisation relating to the previous meeting of the Panel on 24 January 2005 (see also Minute 170).

LATE APPLICATION FOR ADDITIONAL FUNDING

Harrow Bereavement Care: Members were asked to consider a request from Harrow Bereavement Care, received on 8 February 2005, for an additional grant of £3,500 to help them offset a projected deficit for the current financial year. Members agreed that the organisation should be advised on efficient budgeting, and that the group's finances should be monitored before a decision was made to release any additional funding.

GRANTS ARISING FROM CORRESPONDENCE RECEIVED

Sangat Advice Centre: The Panel agreed to recommend a grant of £1,000 to the Sangat Advice Centre in recognition of their work and their partnership with the Council. This application was discussed in relation to correspondence received from the organisation relating to the previous meeting of the Panel on 24 January 2005 (see also Minute 170).

Resolved to RECOMMEND: (To Cabinet)

That the Grants Advisory Panel's in principle decisions on the outstanding grant applications be agreed, as outlined in appendix 1.

REASON: To conclude the allocation of grants to voluntary organisations for 2005/06.

RECOMMENDATION 3 - Community Premises Applications 2005/06

The Panel received a report of the Director of Financial and Business Strategy which presented applications for accommodation at the community premises.

A Member tabled an alternative proposal for the allocation of community premises, which focused on enforcing the maximum length of stay criteria of three years and dealing with the demand for space in the community premises. It was suggested that the proposal would encourage the more established groups to move from the community premises, making them available for emerging groups. It was also suggested that a Member-led review of the criteria for assigning community premises was needed.

A Member expressed disappointment that the proposal had not been provided to all Members of the Panel earlier, for their consideration, but it was stated that the proposal had only just been completed. The Panel also noted the concern of the relevant professional officers and their advice regarding a potential conflict between the proposal and the current existing criteria. Following some discussion, it was agreed that the allocation of community premises should be deferred to the next meeting of the Grants Advisory Panel, following a proposed Member-led review of the criteria for community lettings. The membership and Terms of Reference of the proposed review group were also discussed and agreed.

Resolved to RECOMMEND: (To Portfolio Holder)

(1) That the Grants Advisory Panel's request to establish a Member-led review group be approved;

(2) that the review group's Terms of Reference and membership be approved, as set out in Appendix 2;

(3) that an extension be granted to all organisations currently occupying the community premises, in anticipation that the report of the review group would be received at the next meeting of the Grants Advisory Panel on 7 June 2005.

REASON: To enable Members to review the criteria for allocating community premises before new allocations are decided. To ensure that the community premises remain occupied until the Panel receives the report of the review group.

RECOMMENDATION 4 - Street Collection Applications for 2005

The Panel received a report of the Director of Financial and Business Strategy which outlined applications received from charities wishing to be sponsored for a street collection permit in 2005. Members also considered a supplemental report, which set out a further late application.

Resolved to RECOMMEND: (To the Portfolio Holder)

(1) That the applications received from Michael Sobell House, Hillingdon North Mencap, Harrow Multiple Sclerosis Therapy Centre and the Paul Strickland Scanner Centre for street collection permits for 2005 be sponsored;

(2) that the request from Barts and London Students' Association to hold a collection in Harrow on 11 April 2005, which falls within their London "Rag Week", be sponsored.

REASON: To enable the organisations to make a formal application to the Metropolitan Police in order to obtain a permit to collect on a specified date.

PART II - MINUTES

163. **Attendance by Reserve Members:**

RESOLVED: To note that there were no Reserve Members in attendance at this meeting.

164. **Declarations of Interest:**

RESOLVED: To note that the following interests were declared:

(1) The following Members declared personal interests in the business transacted at the meeting arising from their involvement with the organisations listed. Accordingly, they remained and took part in the discussion and voting on the relevant items.

<u>Member</u>	<u>Organisations</u>
Councillor Arnold	Citizen's Advice Bureau (Management Committee)
Councillor Nana Asante	African SANG
Councillor Marilyn Ashton	Wealdstone Regeneration Panel Harrow Weald Common Board of Conservators
Councillor Bluston	Edward Harvist Trust NW London Community Foundation
Councillor Miss Lyne	Citizen's Advice Bureau (Chairman) Harrow Weald Common Board of Conservators

(2) The following Member declared a personal and prejudicial interest in the business transacted at the meeting arising from their involvement with the organisation listed. Accordingly, they left the room and took no part in the discussion or voting on the applications relating to this organisation:

<u>Member</u>	<u>Organisations</u>
Councillor Mrs R Shah	Harrow Council for Racial Equality

165. **Arrangement of Agenda:**

RESOLVED: That (1) in accordance with the Local Government (Access to Information) Act 1985, the following agenda item be admitted late to the agenda by virtue of the special circumstances and grounds for urgency detailed below:-

- | <u>Agenda Item</u> | <u>Special Circumstances/Grounds for Urgency</u> |
|---|--|
| 12. Street Collections Applications 2005/06 (supplemental report) | This application was not available at the time the agenda was printed and circulated, as officers did not receive it until 22 February 2005. Members were asked to consider this application, in conjunction with the other applications in Agenda Item 12, in order to enable the Association to make a formal application to the Metropolitan Police for a street collection permit. |
| | (2) all items be considered with the press and public present. |
| 166. | <p><u>Minutes:</u></p> <p>RESOLVED: That the minutes of the meeting held on 24 January 2005, having been circulated, be taken as read and signed as a correct record.</p> |
| 167. | <p><u>Public Questions:</u></p> <p>RESOLVED: To note that no public questions were received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 15 (Part 4E of the Constitution).</p> |
| 168. | <p><u>Petitions:</u></p> <p>RESOLVED: To note that no petitions were received at this meeting under the provisions of the Advisory Panel and Consultative Forum Procedure Rule 13 (Part 4E of the Constitution).</p> |
| 169. | <p><u>Deputations:</u></p> <p>The Chair presented a memorandum to the Panel outlining the requirements for a Panel meeting to receive deputations. Members noted that in July 2003, the Grants Panel had agreed to reinstate its previous policy for deputations not to be received by the Panel relating to individual grant applications.</p> <p>The Chair advised the Panel that his decision to allow deputations and representations at the meeting of the Grants Advisory Panel on 24 January 2005 was influenced by guidance from officers who indicated that the Panel received deputations in accordance with Procedure Rule 14 for Advisory Panels.</p> <p>Members agreed that the deputations and representations received at the previous meeting were useful, and it was suggested that applicants should be allowed to speak only for issues of clarification at the request of Members of the Panel. Members commented that allowing individual organisations to make deputations on their Grant applications may be perceived as giving an unfair advantage to these organisations.</p> <p>A Member suggested that guidance notes on deputations should be made available for members of the public at future meetings of the Panel.</p> <p>The Panel noted that one deputation had been received from the Harrow Bengalee Association, and agreed to hear it in conjunction with the organisation's application.</p> <p>RESOLVED: That the deputation from the Harrow Bengalee Association be received and noted, in the context of the consideration of grant funding for 2005/06.</p> |
| 170. | <p><u>Correspondence Arising from Previous Meeting:</u></p> <p>The Panel received correspondence which had been provided to the Chair from the Harrow Bengalee Association, Sangat Advice Centre and Sahara Resource Centre relating to the Grants Advisory Panel meeting on 24 January 2005.</p> <p>RESOLVED: That the matters arising further to the correspondence now received be determined in the context of deferred applications (see Recommendation 2 above).</p> |
| 171. | <p><u>Grants to Voluntary Organisations 2004/05 - Reserved Grants:</u></p> <p>Further to Recommendation 1 above, a Member sought clarification on the conditions for the release of funds from the Edward Harvist Trust.</p> <p>The Panel was advised that the Trust should not be used to augment the grants budget and that the allocation of funds would be decided at a meeting of the Trustees in June.</p> |

Members requested that officers report to the Trust in June on three outstanding applications. Officers also agreed to distribute a letter outlining the criteria and basic standards of governance adopted by the Trust.

RESOLVED: That the above be noted.

172. **Grants to Voluntary Organisations 2005/06: Deferred Applications:**

See Recommendation 2.

173. **Community Premises Applications 2005/06:**

See Recommendation 3.

174. **Street Collections Applications 2005/06:**

See Recommendation 4.

175. **Community Lettings: Application Process:**

The Panel received a report of the Director of Financial and Business Strategy which updated Members on the attempts being made to establish a process for handling Community Lettings applications once the Education Lettings were abolished.

Members were asked to delay the introduction of a new policy on Community Lettings for a further year, so that officers could carry out a comprehensive consultation exercise with schools and voluntary organisations on the process.

RESOLVED: (1) To delay the introduction of the policy on Community Lettings until 1 September 2006;

(2) to extend the current Education Lettings system until 31 August 2006.

(Note: The meeting having commenced at 7.35 pm, closed at 9.50 pm)

(Signed) COUNCILLOR CYRIL HARRISON
Chair

APPENDIX 1**Deferred Grant Applications**

Harrow Council for Racial Equality	–	£4,000 (reserved grant, pending further information)
Middlesex Association for the Blind	–	Nil
National Council of Vanik Associations UK	–	£1,000
BTWSC	–	£1,500
Community Link UK	–	£3,000
Harrow Bangladeshi Association	–	£1,000
Harrow Gayatri Satsang Mandal	–	Nil
The Wish Centre	–	£1,000 (in addition to the £1,000 awarded on 24.01.05)

Reserved Grants (from Grants Advisory Panel meeting 24 January 2005)

Asian Elderly Group (Harrow)	–	£3,950
Association of Senior Muslim Citizens	–	£1,000
Harrow Agenda 21 Environmental Forum	–	£5,000
Harrow Bengalee Association	–	£1,500
Home Start Harrow	–	£5,000 (reserved grant, pending further information)
Sahara	–	£500

Late Application for Additional Funding

Harrow Bereavement Care	–	Nil (group to be monitored to assess whether additional funding required)
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Grants arising from correspondence received

Sangat Advice Centre	–	£1,000
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APPENDIX 2**Proposed Terms of Reference of the Member-led review group**

To review the conditions and criteria of use of community premises by community groups, and the application thereof.

Proposed Membership of the Member-led review group

	<u>Labour</u>	<u>Conservative</u>	<u>Liberal Democrat</u>
	(2)	(2)	(1)
<u>Members</u>	Nana Asante Omar	Anjana Patel Joyce Nickolay	Miss Lyne
<u>Reserve Members</u>	1. Mrs R Shah	1. Arnold	

CONSULTATIVE
FORUMS

EDUCATION CONSULTATIVE FORUM

1 FEBRUARY 2005

Chair:	* Councillor Stephenson	
Councillors:	* Mrs Bath * Miss Bednell * Gate	* Ismail * Janet Mote * Ray
Teachers' Constituency:	* Mr R Borman * Ms C Gembala * Ms J Lang	* Ms L Money † Ms L Snowdon
Governors' Constituency:	* Ms H Henshaw * Mrs C Millard	† Mr N Rands † Ms H Solanki
Elected Parent Governor Representatives:	Mr H Epie	* Mr R Sutcliffe
Denominational Representatives:	* Mrs J Rammelt	* Reverend P Reece
Arts Culture Harrow Representatives:	(Vacancy)	(Vacancy)

* Denotes Member present
† Denotes apologies received

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**

152. **Minute's Silence:**
The Forum observed a one minute silence in memory of the victims of the tsunami in Asia.
153. **Attendance by Reserve Members:**
RESOLVED: To note that there were no Reserve Members in attendance at this meeting.
154. **Declarations of Interest:**
In relation to this item, Council Members re-stated the governorships which they each held, as set out in the minutes of the meeting of the Education Consultative Forum on 15 July 2004 (Minute 110).
RESOLVED: That the Declarations of Interest now made by Council Members be noted.
155. **Arrangement of Agenda:**
RESOLVED: That (1) all items be considered with the press and public present and,
(2) agenda item 11 be taken before item 9.
156. **Minutes:**
RESOLVED: That, having been circulated, (1) the minutes of the meeting held on 23 September 2004 be taken as read and signed as a correct record; and
(2) the minutes of the Special meeting held on 7 December 2004 be taken as read and signed as a correct record, subject to the amendment of the attendance details to reflect that Councillor Janet Mote and Mrs J Rammelt had sent their apologies to the meeting.

157. **Matters Arising from the Minutes:****Drug Testing Pupils:**

It was agreed that the next meeting receive an update on drug testing in schools.

Implementation of the Joint Single Status Agreement:

A Forum member expressed concern that the letters to Headteachers and Governing Bodies regarding the Single Status implementation options for schools had only been received in January, and queried why these had not been sent out earlier.

In response, the Chair stated that the Council had preferred a thorough consultation with schools and governors to a speedy implementation, to avoid any misapprehension concerning the process.

RESOLVED: That an update on drug testing in schools be made to the next meeting of the Forum.

158. **Public Questions:**

RESOLVED: To note that no public questions were received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 15 (Part 4E of the Constitution).

159. **Petitions:**

RESOLVED: To note that no petitions were received at this meeting under the provisions of the Advisory Panel and Consultative Forum Procedure Rule 13 (Part 4E of the Constitution).

160. **Deputations:**

RESOLVED: To note that no deputations were received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 14 (Part 4E of the Constitution).

161. **People First Education Budget 2005/2006 and Medium Term Budget Strategy:**

The Forum considered a report of the Executive Director, Business Connections and the Executive Director, People First, which set out the People First Directorate's budget relevant to Education.

Officers reported that Harrow's provisional Formula Spending Share (FSS) for 2005/06 had been increased by 5.5% this year which was higher than the national average. It was noted that the budget for Youth and Community, which was included in the Local Education Authority's FSS, had been significantly increased, reflecting government priorities. In addition to a significant investment in Children's Services and Learning and Community Development, a number of corporate efficiency savings had also been identified which would impact upon the People First budget as outlined in the report.

In response to a question from a Forum member regarding the estimated savings from a reduction in sickness absence, officers replied that the Council expected to achieve the savings by introducing new ways of combating absence which would reduce spending on overtime payments and agency staff.

In answer to a further query regarding reductions in Special Education Needs (SEN) transport, officers explained that SEN transport would be integrated into an overall People First transport budget which, along with the appointment of a Transport Co-ordinator, was intended to lead to the identification of efficiencies and reduced costs in future years.

In response to Forum members' concern that the budget for asylum-seeking children over 16 would not rise over future years, officers advised that the total number of children was not anticipated to increase, although this would need to be kept under review.

It was noted that a glossary of the terms used in the report could be provided for future years.

RESOLVED: That the report be noted.

162. **Contingency Provision Within Schools Budget:**
The Forum received a report of the Executive Director, People First regarding the proposal to set the contingency provision within the Individual Schools Budget for 2005/2006 at a lower level than previous years. Governors had requested this report to ensure that the benefit of the proposal outweighed the risks.
- Officers reported that as schools would only budget for an already confirmed income, a larger contingency could lead to unnecessary under budgeting in schools. A smaller contingency would increase the sum distributed to schools at the beginning of the financial year. The proposal had received the support of the Schools Forum after it was agreed that the extra funding would be distributed on the basis of pupil numbers.
- RESOLVED:** To note the report.
163. **School Term Dates for 2006/2007:**
The Forum considered an information paper which provided an update on the Association of London Government's (ALG) proposed School Term Dates for 2006/2007.
- Officers reported that there was an expectation that Local Authorities across London would adopt the ALG proposal, although early indication was that some Boroughs might be looking at minor variations to the proposal. It was felt that the proposed model would be more of an issue when setting the Term Dates for 2007/2008 and that further consultation might be required.
- RESOLVED:** That the Working Group be reconvened to consider the options available, with a view to making recommendations on term dates, including any need to consult further, to the next meeting of the Education Consultative Forum.
164. **Operation of the Fines System for Non-Attendees:**
The Forum received a written statement from the Interim Education Welfare Service Manager which provided an update on the statutory implementation of the Penalty Fines System in Harrow.
- The Director of Learning and Community Development explained that the policy had come into effect on 1 January 2005, although it was unlikely that any penalty notices would be issued as school non-attendance in Harrow was very low. It was advised that information regarding the fines system had been sent out to parents through schools. It was stressed that the legal responsibility for issuing the notices would lie with the School Attendance Panel and the Senior Education Welfare Officer and not with schools.
- In response to a question from a Forum member on whether the letter to parents was available in different languages, officers gave an assurance that parents with children with a high non-attendance would be contacted prior to legal action being taken. It was stressed that the issuing of penalty notices was a last resort and that other ways of addressing the problem would be preferable.
- The Chair undertook to make enquiries in the People First Directorate about the corporate policy regarding translations of Council material.
- A Forum member asked that a corporate policy regarding information to communities with high rates of illiteracy be brought to the attention of the Directorate as well.
- RESOLVED:** That the above be noted.
165. **Date of Next Meeting:**
It was noted that the next meeting of the Forum was due to be held on 23 March 2005.
- (Note: The meeting having commenced at 7.35 pm, closed at 8.35 pm)

(Signed) COUNCILLOR BILL STEPHENSON
Chair

EMPLOYEES' CONSULTATIVE FORUM

2 FEBRUARY 2005

Chair:	* Shankar Sivashankar	
Councillors:	* Mrs Bath	* Marie-Louise Nolan
	* Janet Cowan	* N Shah
	* Currie	* Toms
	* Mrs Joyce Nickolay	
Representatives of HTCC:	(Currently no appointees)	
Representatives of UNISON:	* Ms M Cawley	* Mr K McDonald
	* Ms A Jackson	* Ms D Prasad
	* Mr G Martin	

* Denotes Member present/Employee Representative present

[Note: Mr Eddie Coulson, UNISON Regional Officer, also attended this meeting].

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**110. **Appointment of Chair:**

RESOLVED: That Shankar Sivashankar, an employee side representative, be appointed as Chair of the Forum for the remainder of the Municipal Year 2004/2005.

111. **Attendance by Reserve Members:**

RESOLVED: To note that there were no Reserve Members in attendance at this meeting.

112. **Declarations of Interest:**

Ms Debbie Prasad, an employee side representative, declared that she had a relationship with a Chief Officer at the Council.

RESOLVED: To note that the following interests were declared:

<u>Member</u>	<u>Nature of Interest</u>
Councillor Currie	Declared a personal interest in that he was a Member of UNISON.
Councillor Toms	Declared a personal interest in that he was a Member of NUT.

113. **Appointment of Vice Chair:**

RESOLVED: To appoint Councillor Marie-Louise Nolan as Vice Chair of the Forum for the remainder of the Municipal Year 2004/2005.

114. **Arrangement of Agenda:**

RESOLVED: That (1) in accordance with the Local Government (Access to Information) Act 1985, the following agenda item be admitted late to the agenda by virtue of special circumstances and grounds for urgency detailed below:-

<u>Agenda item</u>	<u>Special Circumstances/Grounds for Urgency</u>
11. 2005/06 Budget Consultation	The report was not available at the time the agenda was printed and circulated. Members were requested to consider the item in order to comply with the Council's requirement to consult with the Trade Unions on budget proposals that have a direct impact on employees.

(2) item 14 be considered before item 11; and

(3) all items be considered with the press and public present.

115. **Minutes:**
RESOLVED: That the minutes of the meeting held on 6 July 2004, having been circulated, be taken as read and signed as a correct record.
116. **Matters Arising from the Minutes:**
Health and Safety Strategic Board
A Member from UNISON expressed disappointment that no Directors had attended the launch of the Health and Safety Strategic Board. The Director of Human Resources and Organisational Effectiveness stressed that Health and Safety was an area that the Council considered of utmost importance. It was added that in future a designated deputy would attend if the appropriate Directors were unavailable.
RESOLVED: That the matters arising from the minutes of the last meeting be noted.
117. **Public Questions:**
RESOLVED: To note that no public questions were received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 15 (Part 4E of the Constitution).
118. **Petitions:**
RESOLVED: To note that no petitions were received at this meeting under the provisions of the Advisory Panel and Consultative Forum Procedure Rule 13 (Part 4E of the Constitution).
119. **Deputations:**
RESOLVED: To note that no deputations were received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 14 (Part 4E of the Constitution).
120. **Industrial Action - Pensions:**
A Member from UNISON reinforced the commitment to working with the Council in joint partnership and thus avoiding industrial action wherever possible. However the Forum was advised of a potential national dispute over pensions that may lead to strike action on 23 March 2005. UNISON added that in the event of industrial action every effort would be made to minimise the impact on Harrow's residents. It was noted that the Council had not arrived at its formal position on the issue.

The Forum was also advised of an issue that had arisen in the Waste Management division. A UNISON Member read out a statement detailing employees' concerns. Members were referred to a memorandum dated 2 February 2005 from the Area Director (Urban Living), which set out the Council's position on the issues raised by employees. Both the Council and employee representatives reiterated their commitment to avoid industrial action over this issue.
RESOLVED: That the above be noted.
121. **2005/06 Budget Consultation:**
The Forum received a report of the Executive Director (Business Connections), which included the report submitted to Cabinet on 16 December 2004. It was explained that the settlement announced by central government was considered to represent a slight improvement on the provisional settlement for 2005/06.

The Director of Financial and Business Strategy detailed the budget consultation process, which included a random survey of 4,000 households in the Borough. It was reported that 32% of these households had responded. The Forum was also reminded that meetings had been held between officers and UNISON to consult on the budget proposals.
RESOLVED: That the report be noted.
122. **Equality Monitoring Report for 01 April 2004 to 30 September 2004:**
The Forum considered a report of the Executive Director (Organisational Development), which detailed the Council's equality performance from April – September 2004. An officer advised that a Member from UNISON had raised a number of points in relation to the report, and tabled a response to those queries. The Forum was referred to page 25 of the agenda, which provided an account of the Council's performance against targets set for 2004/05. Members were also reminded that Directorates had been working on key areas of the Race Equality Scheme. It was

added that the Council had been accredited with Level 2 of the Equality Standard and would be undertaking further work to achieve Level 3 in the forthcoming year.

A Member from UNISON queried how the Council intended to monitor its equality performance without a designated Equalities Officer. It was explained that under the new Human Resources structure, HR consultants would undertake various work, including equalities work. The Senior Professional position would be responsible for overseeing such work and collating the information from across the organisation.

Discussion turned to the Council's Recruitment and Selection Procedure. A Member from UNISON raised concerns over the procedures at the Central Depot, particularly in light of the recommendation arising from the Asian Applicants Review Group (AARG) that all Recruitment Panels should be ethnically balanced. The Member from UNISON also reported concerns that a CD-Rom on Recruitment and Selection had been used to train panel members. Whilst recognising that the CD-Rom was not sufficient in terms of training, officers reiterated their commitment to implementing the recommendations from the Asian Applicants Review Group and reported that there was general adherence to this procedure.

The Forum discussed the statistics relating to the success rate for Black and Minority Ethnic (BME) applicants. The Forum recognised that significant steps had been made in addressing the disproportionate percentage of BME employees. It was suggested that during the recruitment process, the Council should endeavour to highlight its support structure for all employees. Following the work of the AARG, it was not possible to identify any specific factors that were responsible for the disproportionate number of BME applicants and employees. Discussions with other London Boroughs had indicated that it was a widespread problem. The Forum also discussed the likely perception, by some applicants, that declaring a disability would disadvantage an application.

RESOLVED: That the monitoring information for 1 April 2004 to 30 September 2004 be noted.

123. **Recruitment and Selection - Middle Management Review:**
Referring to a tabled document outlining UNISON's concerns about the ongoing middle management interviews and the alleged departure from the Council's policies and practices, the Director of Human Resources and Organisational Effectiveness stated that it would be inappropriate for the issues to be discussed as the information formed part of an ongoing investigation. An officer added that there were procedures in place for complaints and grievances to be heard by Members. Anything outside of that procedure would be inappropriate. It was therefore agreed that the tabled document would be withdrawn. A Member from UNISON apologised for presenting this information to the Forum.

RESOLVED: That the above be noted.

124. **Occupational Health:**
A Member from UNISON reported that officers had agreed to review the position of the Occupational Health Service in the forthcoming year and consider transferring management of the Service to Business Connections.

RESOLVED: That the above be noted.

125. **Grievances:**
The Forum was advised that the report relating to the grievance had been released from Legal Services on the morning of 2 February 2005.

RESOLVED: That the above be noted.

126. **Joint Consultation/Negotiating Machinery:**
The Forum received a verbal report from UNISON, requesting a new consultation mechanism whereby Members could be engaged on a more regular basis. It was noted that a number of Forum meetings had been cancelled in the past. Members reiterated the need to hold meetings of the Forum every quarter. It was also suggested that regular meetings should be held between the Portfolio Holder and UNISON.

RESOLVED: That the above be noted.

(Note: The meeting having commenced at 7.33 pm, closed at 9.55 pm)

(Signed) SHANKAR SIVASHANKAR
Chair

