

2004 – 2005  
October 2004 Volume 5



**CABINET  
AND  
COUNCIL  
MINUTES**



**CABINET AND COUNCIL MINUTE BOOK**

**VOLUME 5: OCTOBER 2004**

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COUNCIL  
AND  
COUNCIL  
COMMITTEES



LICENSING AND  
GENERAL PURPOSES  
PANELS





## CHIEF OFFICER APPOINTMENTS PANEL

1 OCTOBER 2004

Chair: \* Councillor N Shah (See Minute 31 below)

Councillors: \* Dighé (2) \* Miss Lyne  
\* Harriss (1) \* Anjana Patel (3)

\* Denotes Member present  
(1), (2) and (3) Denote Nominee substitutes (see Minute 33 below).

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

31. **Chair of the Panel/Chair for the Meeting:**  
As Councillor Foulds, the appointed Chair for the Municipal Year 2004/05, had appointed a nominee substitute to attend this meeting in his place, it was necessary to appoint a Chair for the meeting.  
  
Councillor N Shah, having been duly nominated and seconded, it was  
  
**RESOLVED:** That Councillor N Shah be appointed Chair of the Panel for the purposes of this meeting.
32. **Arrangement of Agenda:**  
  
**RESOLVED:** That the item appearing in Part II of the agenda (Minute 36 refers) be considered with the press and public excluded on the grounds that it contained confidential information which was exempt under the provisions of paragraph 1 of Part I to Schedule 12A of the Local Government Act 1972, in that it related to an applicant to become an office holder.
33. **Membership:**  
  
**RESOLVED:** That the attendance of Nominee Members at this meeting, further to the formula membership of the Panel, be noted as follows:-
- | <u>Original Member</u> | <u>Nominee Member Attending</u> |
|------------------------|---------------------------------|
| Councillor D Ashton    | Councillor Harriss              |
| Councillor Foulds      | Councillor Dighé                |
| Councillor C Mote      | Councillor Anjana Patel         |
34. **Declarations of Interest:**  
  
**RESOLVED:** That it be noted that there were no declarations of interest by Members in relation to the business on the agenda for this Panel meeting.
35. **Minutes:**  
  
**RESOLVED:** That the minutes of the Chief Officer Appointments Panel meetings held on 20 August and 15 September 2004 be deferred until printed into the Council Minute Volume.
36. **Appointment of Director of Corporate Governance:**  
The Panel, having interviewed one internal candidate for the post of Director of Corporate Governance,  
  
**RESOLVED:** That Mr John Robinson, Assistant to the Chief Executive, London Borough of Harrow, be appointed to the post of Director of Corporate Governance at the London Borough of Harrow with effect from a date to be determined and in accordance with the terms and conditions governing Chief Officer posts.

(Note: The meeting having commenced at 1.45 pm, closed at 3.02 pm)

(Signed) COUNCILLOR NAVIN SHAH  
Chair



## CHIEF OFFICER APPOINTMENTS PANEL

27 OCTOBER 2004

Chair: \* Councillor Stephenson (2) (see Minute 37 below)

Councillors: \* Miss Lyne \* Seymour (3)  
\* Pinkus (1) \* N Shah

\* Denotes Member present  
(1), (2) and (3) Denote Nominee substitution (see Minute 39 below).

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

37. **Chair of the Panel/Chair for the Meeting:**  
The appointed Chair for the Municipal Year 2004/05, Councillor Foulds, having appointed a nominee substitute to attend this meeting in his place, it was necessary to agree a Chair for the meeting.  
  
Councillor Stephenson having been duly nominated and seconded, it was  
  
**RESOLVED:** That Councillor Stephenson be appointed Chair of the Panel for the purposes of this meeting.
38. **Arrangement of Agenda:**  
  
**RESOLVED:** That the item appearing in Part II of the agenda (Minute 42 refers) be considered with the press and public excluded on the grounds that it contained confidential information which was exempt under the provisions of paragraph 1 of Part I to Schedule 12A of the Local Government Act 1972, in that it related to applicants to become an office holder with the Authority.
39. **Membership:**  
  
**RESOLVED:** That the attendance of Nominee Members at this meeting, further to the formula membership of the Panel, be noted as follows:-
- | <u>Original Member</u> | <u>Nominee Member Attending</u> |
|------------------------|---------------------------------|
| Councillor D Ashton    | Councillor Pinkus               |
| Councillor Foulds      | Councillor Stephenson           |
| Councillor C Mote      | Councillor Seymour              |
40. **Declarations of Interest:**  
The following declarations of interest were made:-
- (i) Councillor Seymour declared a personal interest in that he is a practising Solicitor and Member of the Law Society: he would remain and carry out his function as a member of the Panel;
  - (ii) Councillor Stephenson also declared a personal interest in that he knew the partner of one candidate and knew a further candidate as an employee of the Council.
- RESOLVED:** That the declarations of interest made by Members in relation to the business on the agenda for this meeting, be noted.
41. **Minutes:**  
  
**RESOLVED:** That the minutes of the Chief Officer Appointments Panel meetings held on 20 August, 15 September and 1 October 2004 be deferred until printed into the Council Minute Volume.

42. **Appointment of Director of Legal Services:**

The Panel, having interviewed two external and one internal short-listed candidates for the post of Director of Legal Services, it was

**RESOLVED:** That Mr H Peart, Property Services Solicitor, London Borough of Harrow, be appointed to the post of Director of Legal Services, London Borough of Harrow with effect from a date to be determined and in accordance with the terms and conditions governing Chief Officer posts.

(Note: The meeting having commenced at 1.30 pm, closed at 5.55 pm)

(Signed) COUNCILLOR BILL STEPHENSON  
Chair

**SOCIAL SERVICES APPEALS PANEL****8 OCTOBER 2004**

Chair: \* G Elford (Independent Person)

Councillors: \* Blann \* Mrs R Shah

\* Denotes Member present

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**6. **Appointment of Chair:****RESOLVED:** That Geoff Elford be appointed Chair of the Panel for the purposes of this meeting.7. **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>
4a. 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.

8. **Terms of Reference:****RESOLVED:** That the terms of reference of the Panel be noted.9. **Guidance Notes:****RESOLVED:** That the guidance notes setting out the nature of the Panel be noted.10. **Formal Complaint about the Provision of Social Services:**

The Panel considered a response from the Head of Community Care (People First) and the Independent Investigator which set out the background to the Community Care complaint.

The Panel carefully reviewed the case, and after taking into account views expressed by the Complainant, the Investigating Officers and the Social Services Department, the Panel

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

(Note: The meeting having commenced at 2.00 pm, closed at 4.02 pm)

(Signed) GEOFF ELFORD  
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.)



DEVELOPMENT  
CONTROL  
COMMITTEE





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**REPORT OF DEVELOPMENT CONTROL COMMITTEE**


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**MEETING HELD ON 12 OCTOBER 2004**


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Chair:	* Councillor Anne Whitehead	
Councillors:	* Marilyn Ashton	* Idaikkadar
	* Mrs Bath	* Knowles
	* Bluston	* Miles
	* Choudhury	* Mrs Joyce Nickolay
	* Janet Cowan	* Thornton

\* Denotes Member present

**PART I - RECOMMENDATIONS - NIL**
**PART II - MINUTES**
**746. Thanks to Members of Staff:**

The Chair advised that Graham Jones, the Chief Planning Officer, had taken up another post within the Council and that Rebecca Arnold, the Committee Administrator for the Committee, was leaving the employ of the Council. The Committee joined the Chair in wishing them both well in their new roles and in expressing their thanks for their hard work and support.

The Chief Planning Officer thanked the Committee for their best wishes and advised the Committee that he had very much enjoyed the previous six years.

**747. Attendance by Reserve Members:**

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

**748. 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 2/05 – Chameleon House, 104-106 High Street, Harrow on the Hill

A note on the agenda advised that Councillor Harriss, who was not present at the meeting, had, in accordance with Paragraph 2.5 of the Protocol for Members and Reserve Members when Dealing with Planning Applications and Lobbying, given notice of an interest in the above application, on the basis that the applicant was an agent acting on behalf of his father.

Councillors Marilyn Ashton, Mrs Bath, Janet Cowan, Knowles and Mrs Joyce Nickolay declared a prejudicial interest in the above application arising from the fact that a Member of the Conservative Group had an interest in the application. Accordingly, they left the room and took no part in the discussion or decision-making on this item.

(ii) Planning Application 2/08 – 118-122 College Road, Harrow

Councillor Anne Whitehead declared a prejudicial interest in the above application on the basis that the applicant was also her employer. Accordingly she left the room and took no part in the discussion or decision-making on this item.

(iii) Planning Application 2/25 – Pinner Lawn Tennis Club, 22 Little Moss Lane, Pinner

Councillor Knowles declared a personal interest in the above application on the basis that some years previously he had been a member of the club. Accordingly he remained and took part in the discussion and decision-making on this item.

(iv) Planning Application 2/31 – 50 Marsworth Avenue, Pinner

A note on the agenda advised that Councillor Seymour, who was not present at the meeting, had, in accordance with Paragraph 2.5 of the Protocol for Members and Reserve Members when Dealing with Planning Applications and Lobbying, given notice of an interest in the above application, arising from the

fact that he owned the property and the applicant was an agent acting on his behalf.

Councillors Marilyn Ashton, Mrs Bath, Janet Cowan, Knowles and Mrs Joyce Nickolay declared a prejudicial interest in the above application arising from the fact that a Member of the Conservative Group had an interest in the application. Accordingly, they left the room and took no part in the discussion or decision-making on this item.

- (v) Planning Application 3/01 and Main Agenda Item 20 – East End Farm Barns  
Councillor Bluston declared a prejudicial interest in the above items and accordingly left the room and took no part in the discussion or decision-making on these items
- (vi) Planning Application 4/01 – 38 Poles Establishing Eruv, Edgware  
Councillors Marilyn Ashton, Bluston and Miles declared personal interests in the above application, on which the Council was being consulted as a neighbouring planning authority, but advised that they would be leaving the room and taking no part in the discussion or decision-making on this item.
- (vii) Main Agenda Item 13 – 50 Courtfield Avenue, Harrow  
A note on the agenda advised that the above item related to an application for a certificate of proposed lawful development in respect of 50 Courtfield Avenue and that the applicant was a Member of Council, Councillor N Shah.

Councillors Bluston, Choudhury, Idaikkadar, Miles and Anne Whitehead declared a prejudicial interest in the above item and, accordingly, left the room and took no part in the discussion and decision-making on this item.

749. **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 late 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.
Agenda Item 21: 190-194 Station Road - Proposed Change of Use	This item is admitted to the agenda as there is an urgent need to take formal receipt of the money offered to the Council and consequent need to issue a decision notice, given the time elapsed since the application was first considered by the Committee.

and;

(2) all items be considered with the press and public present, with the exception of the following item which be considered with the press and public excluded for the reasons indicated:

<u>Item</u>	<u>Reason</u>
Agenda Item 20 – East End Farm Barns	The report relating to this item contains exempt information under paragraph 12(a) of Part 1 of Schedule 12A to the Local Government Act 1972 (as amended) in that it refers to advice received in connection with the determination of a matter affecting the Authority.

750. **Minutes:**  
The Chair advised the Panel of a request received from Councillor Mrs Kinnear that a note be added to the minutes of the meeting held on 7 September 2004, which minutes were before the Committee for approval, to clarify her intention in relation to her declaration of interest in respect of Main Agenda Item 14 – 102-106 High Street, Harrow on the Hill. Following discussion, it was agreed that minutes remain as they stood.
- An issue having been raised by Councillor Knowles, it was agreed that Minute 715(i) be amended to more accurately reflect the form of wording he had used when declaring an interest in relation to planning application 2/12 – Land at 11 Brickfields, Harrow.
- RESOLVED:** That it be agreed that, having been circulated, the Chair be given authority to sign the minutes of the meeting held on 7 September 2004 as a correct record once they have been printed in the Council Bound Minute Volume, subject to the following amendment:
- Amend the first paragraph of Minute 715(i) to read:
- “Councillor Knowles advised that some years previously he had put in an offer to buy Byron House, which was adjacent to the application site. He explained that he had neither a personal nor a prejudicial interest in the application but that for reasons of public perception he would be leaving the room and taking no part in the discussion or decision-making on this item”.
751. **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).
752. **Petitions:**
- RESOLVED:** To note that no petitions were received at the meeting under the provisions of Committee Procedure Rule 15.
753. **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).
754. **References from Council and other Committees/Panels:**
- RESOLVED:** To note that there were no references from Council or other Committees or Panels to be received at this meeting.
755. **Representations on Planning Applications:**
- RESOLVED:** That, in accordance with the provisions of Committee Procedure Rule 17 (Part 4B of the Constitution), representations be received in respect of item 2/07 on the list of planning applications.
756. **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.
- [Note: The Chair having declared an interest and left the room, and in accordance with Committee Procedure Rule 7.4, the Vice-Chair assumed the Chair for the duration of the consideration of Item 2/08 on the list of planning applications].
757. **Whitchurch Institute, 12 Buckingham Road, Edgware (P/2277/03/CFU):**  
The Committee gave consideration to an application seeking permission for the construction of a single storey side extension at the above address for use as a children’s area in conjunction with the current use as temple, and the provision of an additional floor and external stairs.
- It was
- RESOLVED:** That the applicant be informed 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:

a) submission to and approval by the Local Planning Authority of a Travel Plan; and

(2) a formal decision notice, granting permission in accordance with the development described in the application and submitted plans subject to the conditions and infomatives reported and the additional condition set out on the addendum, agreed by the Committee and listed below, be issued only upon the completion by the developer of the aforementioned legal agreement:

5. The extensions hereby approved shall be used in conjunction with the main use of the premises as a temple and shall not be separately used or let.

REASON: To prevent an overintensive use of the site.

758. **Issue Placed on the Agenda Further to a Request from a Member of the Committee: Planning Application P/527/04/CAN re Stonegrove & Spur Road Estates, Edgware, Recently Determined by Barnet Council:**

It was noted that this item had been placed on the agenda further to a request from a Member of the Committee.

The Member in question referred to the above planning application, which had recently been determined by the London Borough of Barnet but on which Harrow had been consulted as a neighbouring authority. The Member explained that, despite the robust objections to the application put forward by this Committee and considerable public objections, Barnet had granted the application. She requested that a letter be sent to the Government Office for London (GOL) reiterating the Committee's objections to the scheme.

Several Members expressed their concern at the negative impact the scheme would have and indicated their support for the action proposed by the Member.

It was noted that there was a timeframe attached to submitting objections to GOL and officers explained that the deadline for submission might have already passed. A Member advised that she understood that the deadline was close but had not yet passed.

**RESOLVED:** That a letter be sent to the Government Office for London reiterating the Committee's objections to Planning Application P/527/04/CAN in respect of Stonegrove & Spur Road Estates, Edgware, recently determined by Barnet Council.

759. **Tree Preservation Orders (TPO):**

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

**RESOLVED:** That the Borough Solicitor be authorised to (1) make new Tree Protection orders, to be known as follows:

TPO 755 Fallowfield (No. 2) Stanmore Park  
 TPO 756 Sudbury Hill (No. 6) Harrow on the Hill  
 TPO 757 Woodhall Drive (No. 3) Hatch End  
 TPO 758 Paines Lane (No. 17) Pinner  
 TPO 759 High Road (No. 3) Harrow Weald  
 TPO 760 Annette Close (No. 1) Wealdstone  
 TPO 761 Paines Lane (No. 18) Pinner  
 TPO 762 Reenglass Road (No. 3) Canons  
 TPO 763 Brooke Avenue (No. 2) Harrow on the Hill  
 TPO 765 Spring Lake (No. 1) Stanmore Park  
 TPO 766 London Road (No. 6) Harrow on the Hill  
 TPO 767 Ingleby Drive (No. 1) Harrow on the Hill  
 TPO 768 Antoneys Close (No. 2) Pinner  
 TPO 784 Towers Road (No. 1) Hatch End

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

(2) revoke the following Tree Protection Orders, on confirmation on the above:

TPO 6 Fallowfield, Stanmore Hill, Harrow  
 TPO 12 (Comprehensive), Harrow on the Hill  
 TPO 44 Towers Road & Woodhall Drive, Hatch End  
 TPO 635 Woodhall Drive (No. 2) Pinner  
 TPO 181 Paines Lane (No. 6) Pinner  
 TPO 128 High Road (No. 1) Harrow Weald  
 TPO 147 Spencer Road (No. 1) Wealdstone  
 TPO 189 Paines Lane (No. 5) Pinner  
 TPO 162 Reenglass Road (No. 1) Stanmore  
 TPO 36 51 Brooke Avenue, South Harrow  
 TPO 2 Dower House, Stanmore Hill  
 TPO 28 Ingleby Court, Mount Park Road, Roxeth  
 TPO 538 Antoneys Close (No. 1) Pinner

[REASON: To accord with current policy].

760. **Appointment of a Chair for the Duration of Consideration of Main Agenda Item 13:**

Both the Chair and Vice-Chair having declared an interest and left the room, Councillor Marilyn Ashton was nominated and seconded to be Chair for the duration of the consideration of main agenda Item 13 – 50 Courtfield Avenue, Harrow. This was agreed by general consensus.

**RESOLVED:** That Councillor Marilyn Ashton be appointed Chair for the duration of the consideration of main agenda item 13.

(Note: At the conclusion of the consideration of the above item, Councillor Anne Whitehead resumed the Chair).

761. **50 Courtfield Avenue, Harrow:**

The Committee received a report of the Head of Planning and Development regarding an application for a certificate of proposed lawful development for the erection of a conservatory at the rear of a dwelling house.

Officers explained that the development constituted development which was permitted by the Town and Country Planning (General Permitted Development) Order 1995 and would normally have been dealt with by officers under delegated authority. However, as the applicant was a Member of Council, the application fell outside of the scheme of delegation and required determination by the Committee.

Having sought clarification from officers on a number of issues, it was

**RESOLVED:** That the application for a Certificate of Lawful Development be granted, for the reasons set out in the officer report and subject to the informatives reported.

[REASON: The development constituted development which is permitted by the Town and Country Planning (General Permitted Development) Order 1995].

(See also Minute 748: Declarations of Interest).

762. **Action Taken Under the Urgent Non-Executive Decision Procedure:**

The Committee received a report of the Chief Executive outlining action taken by the Chief Planning Officer following consultation with the Chair and Nominated Members of the Development Control Committee, since the meetings of the Committee held on 28 July 2004 and 7 September 2004 under the Urgent Non-Executive Action Procedure.

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

(i) Subject: Confirmation of Tree Preservation Order No. 666

Action Proposed: Confirm Tree Preservation Order No. 666 without amendment.

Reason for Urgency: The deadline for the confirmation of the provisional TPO was 3 September 2004. If it had not been confirmed prior to this date then all owners/occupiers of properties affected by the TPO would have needed to be re-served with another provisional TPO. The next Development Control Committee was scheduled to take place on 7 September 2004.

Decision: Officer Recommendation agreed.

[Note: The Nominated Members consulted were unanimous in their response].

- (ii) Subject: Harrow Hospital Section 106 Agreement

Action Proposed: To authorise an amendment to the resolution of the Development Control Committee of 18th May 2004 so that Part (iv) of the resolution reads, "the Applicant will provide affordable housing in the form of 42 bedroom YMCA Home. The building shall be completed by no later than the 70th occupation of the private units."

Reason for Urgency: The applicant wished to commence development as soon as possible and could do so without the Planning Permission and a s106 agreement. The Council wished to complete the Agreement and issue the Planning Permission as soon as possible.

The next Development Control Committee was scheduled to take place on 12 October 2004.

Decision: Officer Recommendation agreed.

[Note: As one of the Nominated Members consulted did not indicate their agreement or disagreement to the proposed action within the time limit, in accordance with the agreed procedure, they were deemed as having disagreed with the action.

As the three Nominated Members were not unanimous in their responses, the matter was then referred to the Chief Executive who took the decision outlined above following consultation with Leaders of all Political Groups].

- (iii) Subject: Telecommunications Development: Land Outside 127 Marsh Road, Pinner (P/2256/04/CDT)

Action Proposed: That (1) approval of siting and appearance details be required; and

(2) siting and appearance be APPROVED, subject to the conditions reported.

Reason for Urgency: A determination was required by 11 October 2004 but the next meeting of the Development Control Committee was not scheduled to take place until 12 October 2004.

Decision: That (1) approval of siting and appearance details be required; and

(2) details of siting and appearance be REFUSED for the following reason:

The proposed telecommunications mast and associated equipment, by reason of excessive size and unsatisfactory siting, would be unduly obtrusive and detrimental to the visual amenity of the locality and the residential amenities of neighbouring residents.

[Note: As all three Nominated Members consulted indicated that they did not support the proposed action, in accordance with the agreed procedure, the matter was referred to the Chief Executive who took the decision outlined above following consultation with Leaders of all Political Groups].

763. **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:** That the report be noted.

764. **Enforcement Notices Awaiting Compliance:**  
The Committee received a report of the Chief Planning Officer which listed those enforcement notices awaiting compliance.

**RESOLVED:** That the report be noted.

765. **Telecommunications Developments:**  
The following telecommunications application was reported on the addendum:
- Location:** 1 & 2 Station Parade, Kenton Lane
- Proposal:** Installation of a 2.8m high replica flagpole to house antennae and equipment cabinets at street level (P/2365/04/CDT)
- RESOLVED:** That (1) prior approval of siting and appearance BE REQUIRED; and
- (2) approval of details of siting and appearance be REFUSED for the following reason:
- The proposed development, by reason of its prominent siting and appearance, would be visually obtrusive in the streetscene and detrimental to the visual amenities of the locality.
- [Notes: (1) The Committee were unanimous in reaching the above decision; and
- (2) the Chief Planning Officer had recommended that prior approval of siting and appearance not be required].
766. **Determination of Demolition Applications:**
- RESOLVED:** To note that there were no demolition applications which required consideration.
767. **East End Farm Barns:**  
The Committee received a confidential report of the Chief Planning Officer under Part II of the agenda which explained that the condition of the above listed buildings was deteriorating and set out options aimed at securing the future of buildings.
- The Committee voiced concern at the poor state of repair of the buildings and expressed support for taking swift action to ensure the repair of the barns and prevent further deterioration.
- It was noted that if a Repairs Notice was served and no action was taken by the owners to execute the works, a further report would be submitted to the Committee and to Cabinet setting out the implications of proceeding to a Compulsory Purchase Order.
- RESOLVED:** That (1) the Council work towards the service of a Repairs Notice, taking on necessary professional advice, in order to safeguard the long term future of the listed barns; and
- (2) a report be submitted to the next meeting of the Committee on the implications of proceeding with an Urgent Works Notice.
- [Reason: To secure the future of the above listed buildings].
- (See also Minute 748: Declarations of Interest).
768. **190-194 Station Road - Proposed Change of Use:**  
The Committee received a joint report of the Chief Planning Officer and the Chief Executive relating to application EAST/1407/02/FUL for the change of use from Class A1 (retail) to Class A3 (food and drink) of number 190-194 Station Road, Harrow and a related requirement for a contribution towards Town Centre infrastructure costs.
- RESOLVED:** That the Committee grant planning permission for the development described in Appendix 1 to the officer report, subject to the conditions and informatives reported and subject to the receipt of a unilateral undertaking in the sum of £5000 offered in relation to environmental and infrastructure improvements in the Town Centre.
769. **Any Other Business:**
- (i) **Cherry Tree Cottage, Yew Tree Cottage, The Beeches, Old Church Lane, Stanmore (P/579/04/CFU): Nomination of a Member to Assist Officers with an Appeal**  
The addendum advised that an appeal had been lodged against the refusal of the above planning application and a Nominated Member was required to assist officers with the appeal as the recommendation of the Chief Planning

Officer had been that this application be granted. It was agreed that Councillor Marilyn Ashton be nominated.

**RESOLVED:** That Councillor Marilyn Ashton be nominated to assist officers with the above appeal.

(ii) Arrangements for Member Site Visits

Following discussion it was agreed that Member site visits to Sunningdale, 40 London Road, Harrow; Land R/O 75-79 College Road/123 College Hill Road, Harrow Weald; 15 Gordon Avenue, Stanmore; 4 Forward Drive, Harrow; and St. Dominics 6<sup>th</sup> Form College would be held on Saturday 30 October 2004. It was agreed that a mini-bus to convey Members to the sites would depart from the Civic Centre at 9.00 am.

**RESOLVED:** That the action outlined above be agreed.

770.

**Extensions to and Termination of the Meeting:**

In accordance with the provisions of Committee Procedure Rule 14 (Part 4B of the Constitution) it was

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

(2) 10.30 pm to continue until 11.00 pm;

(3) 11.00 pm to continue until 11.15 pm; and

(4) 11.15 pm to continue until 11.20 pm.

(Note: The meeting, having commenced at 7.30 pm, closed at 11.20 pm).

(Signed) COUNCILLOR ANNE WHITEHEAD  
Chair



**SECTION 1 – MAJOR APPLICATIONS**

**LIST NO:** 1/01                      **APPLICATION NO:** P/2066/04/CFU  
**LOCATION:** Queen of Hearts P.H., 400 Honeypot Lane, Stanmore  
**APPLICANT:** Aacorn Project Management Ltd for Laing Homes Ltd  
**PROPOSAL:** Redevelopment in form of Two 3 Storey Detached Buildings to Provide 24 Flats with Access and Parking  
**DECISION:** GRANTED permission for the development described in the application and submitted plans, subject to the conditions and informatives reported.

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**LIST NO:** 1/02                      **APPLICATION NO:** P/2138/04/CFU  
**LOCATION:** 29 Peterborough Road, Harrow  
**APPLICANT:** Yurky Cross Chartered Arch. for Acton Housing Association Ltd  
**PROPOSAL:** Redevelopment: Detached 4 Storey Building to Provide 16 Affordable Flats  
**DECISION:** REFUSED permission for the development described in the application and submitted plans for the following reasons:

1. The proposal represents an overdevelopment by reason of excessive density which will give rise to an overintensification of the site.
2. The total lack of parking provision, which has a recommended maximum standard of 22, as set out in Policy T13, would give rise to overspill parking to the detriment of the surrounding areas which are beyond the residents' parking zone.
3. No amenity space is proposed, which would be detrimental to the amenities of the occupiers.

[Notes: (1) Voting Sequence: The following separate motions were voted on in the course of considering this application:

(1.1) That the application be refused for the three reasons set out above. (This was not carried upon the Chair exercising her extra and casting vote).

(1.2) That the application be refused for reasons 2 and 3 only. (This motion was not carried).

(1.3) That the substantive recommendation to grant the application be agreed. (This was not carried).

(1.4) That the application be refused. (Upon further votes taken on each of the three reasons for refusal individually, each was carried in turn).

(2) Recorded Votes:

(2.1) Councillor Bluston wished to be recorded as having voted against the inclusion of reason for refusal 1 on each occasion;

(2.2) Councillor Mrs Bath wished to be recorded as having voted in favour of all three reasons for refusal;

(2.3) Councillor Anne Whitehead wished to be recorded as having voted in favour of granting the application and against the decision reached;

(2.4) Councillor Thornton wished to be recorded as having abstained from voting on this application.

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

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**LIST NO:** 1/03                      **APPLICATION NO:** P/2077/04CFU  
**LOCATION:** 168-172 Honeypot Lane, Stanmore  
**APPLICANT:** Michael Sparks Associates for UK & European Investments Ltd  
**PROPOSAL:** Provision of 3 Detached Blocks to Provide a Total of 10 Units for B1c, B2 & B8 Use (Light Industrial, General Industrial and Storage and Distribution) With Access and Parking  
**DECISION:** REFUSED permission for the development described in the application and submitted plans for the reason(s) reported and subject to the informative(s) reported.

**LIST NO:** 1/04                      **APPLICATION NO:** P/2140/04/CFU  
**LOCATION:** 74 & 76 Station Road, Harrow  
**APPLICANT:** BCA Architects Ltd for Try Homes Ltd  
**PROPOSAL:** Redevelopment: 2/3 Storey Building With Tunnel to Rear Parking Area to Provide Retail Floorspace on Ground Floor and 10 Flats  
**DECISION:** GRANTED permission for the development described in the application and submitted plans, subject to the conditions and informatives reported.

**LIST NO:** 1/05                      **APPLICATION NO:** P/2142/04/CFU  
**LOCATION:** 32-38 Greenford Road, Harrow  
**APPLICANT:** Gillett Macleod Partnership for Birch (London) Ltd  
**PROPOSAL:** Demolition of Nos 32 & 34, and Redevelopment to Provide 10 Flats in Detached 3 Storey Building with Access and Parking  
**DECISION:** REFUSED permission for the development described in the application and submitted plans for the reason(s) reported and subject to the informative(s) reported.

#### **SECTION 2 – OTHER APPLICATIONS RECOMMENDED FOR GRANT**

**LIST NO:** 2/01                      **APPLICATION NO:** P/851/04/CFU  
**LOCATION:** Sunningdale, 40 London Road, Harrow  
**APPLICANT:** Gillett Macleod Partnership for Matlock Homes Ltd  
**PROPOSAL:** Demolition of Existing Building and Development of 2 x 3 Storey Detached Buildings to Provide 6 Town Houses with Access and Parking  
**DECISION:** DEFERRED for a Member Site Visit.  
(See also Minute 769(ii): Any Other Business).

**LIST NO:** 2/02                      **APPLICATION NO:** P/1873/04/CFU  
**LOCATION:** Land R/O 75-79 College Road/123 College Hill Road, Harrow Weald  
**APPLICANT:** Dennis Granston for J Gavacan  
**PROPOSAL:** Two Pairs of Semi-Detached Houses with Parking  
**DECISION:** DEFERRED for a Member Site Visit.  
(See also Minute 769(ii): Any Other Business).

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**LIST NO:** 2/03                      **APPLICATION NO:** P/1914/04/COU  
**LOCATION:** 1 & 2 Pretoria Villas, Whitchurch Lane, Edgware  
**APPLICANT:** Mahmut Hilmi for Mr D Bhandari & Mr H Eshghi  
**PROPOSAL:** Outline: Redevelopment in Form of 3 Storey Building to Provide 6 Flats (Resident Permit Restricted)  
**DECISION:** GRANTED permission for the development described in the application and submitted plans, subject to the conditions and informatives reported.  
  
[Note: Members asked officers to ensure that the detailed application in respect of this site, when submitted, was referred to Committee for determination].

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**LIST NO:** 2/04                      **APPLICATION NO:** P/584/04/COU  
**LOCATION:** 15 Gordon Avenue, Stanmore  
**APPLICANT:** Robin Bretherick Associates for C. Collins  
**PROPOSAL:** Outline: Redevelopment Detached 3 Storey Building to Provide 8 Flats With Parking  
**DECISION:** DEFERRED for Member Site Visit.  
  
(See also Minute 769(ii): Any Other Business).

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**LIST NO:** 2/05                      **APPLICATION NO:** P/1553/04/CFU  
**LOCATION:** Chameleon House, 104-106 High St, Harrow on the Hill  
**APPLICANT:** JRA Design Associates for Mr T J Harriss  
**PROPOSAL:** Replacement 2 Storey Commercial Building and 2 Storey Detached Block to Provide 3 Flats, Access, Landscaping and Parking  
**DECISION:** GRANTED permission for the development described in the application and submitted plans, subject to the conditions and informatives reported.  
  
[Note: During the discussion on the above item, it was moved that the application be refused. However, the motion was subsequently withdrawn and not voted upon].  
  
(See also Minute 748: Declarations of Interest).

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**LIST NO:** 2/06                      **APPLICATION NO:** P/1577/04/CFU  
**LOCATION:** Unit 1, Honeypot Business Centre, Parr Rd, Stanmore  
**APPLICANT:** Design Corp Ltd for Euroken Investments Ltd  
**PROPOSAL:** Demolition of Office Element and Provision of Extension to Warehouse With Alterations  
**DECISION:** GRANTED permission for the development described in the application and submitted plans, subject to the conditions and informatives reported.

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**LIST NO:** 2/07                      **APPLICATION NO:** P/1336/04/CCO  
**LOCATION:** 4 Forward Drive, Harrow  
**APPLICANT:** Katies Kitchen  
**PROPOSAL:** Retention of Waste Re-cycling Facilities  
**DECISION:** DEFERRED for a Member Site Visit.

[Note: Prior to discussing the above application, the Committee received a representation from an objector.

The objector, who spoke on behalf of the Herga Road and Masons Avenue Community Association and whose rear garden also abutted the site, informed the Committee that the recycling facilities, which it was noted were already in place and in use, gave rise to increased noise and activity which had a negative impact on nearby residents and their quality of life. She argued that, in her view, this use created more disturbance than the existing permission for use as a car park, as workers at the site worked in shifts and activity at the car park had therefore been sporadic. This use, in contrast, the objector argued was ongoing. She requested that the hours of use be reconsidered.

The objector further reported that the food waste attracted vermin, created unpleasant smells, and the site was unsightly. She pointed out that requirements for acoustic fencing and mature planting had been attached to a previous application but had not been put in place.

She urged the Committee to either refuse the application or to visit her property to see the impact on residents for themselves.

Following the receipt of the above representation, the Committee asked a number of questions of the objector.

There was no indication that a representative of the applicant was present and wished to respond].

(See also Minute 769(ii): Any Other Business).

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**LIST NO:** 2/08                      **APPLICATION NO:** P/2212/04/CFU  
**LOCATION:** 118-122 College Road, Harrow  
**APPLICANT:** North West London Hospital for North West London Hospitals  
**PROPOSAL:** Change of Use: Offices (Class B1) to Healthcare and Support Services (Class D1) on 1<sup>st</sup>/2<sup>nd</sup> & 3<sup>rd</sup> Floors for Maximum Period of 3 Years  
**DECISION:** GRANTED permission for the development described in the application and submitted plans, subject to the conditions and informatives reported.

[Note: The Chair having declared an interest and left the room, and in accordance with Committee Procedure Rule 7.4, the Vice-Chair assumed the Chair for the duration of the consideration of the above Item.

At the conclusion of the consideration of the item, Councillor Anne Whitehead resumed the Chair].

(See also Minute 748: Declarations of Interest).

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**LIST NO:** 2/09                      **APPLICATION NO:** P/2219/04/CCO  
**LOCATION:** 312B Eastcote Lane, South Harrow  
**APPLICANT:** Gillett Macleod Partnership for Mr S Hamid  
**PROPOSAL:** Continued Use as Mini-Cab Office (Sui Generis) & Retention of Aerial on a Permanent Basis  
**DECISION:** GRANTED permission for the development described in the application and submitted plans, subject to the conditions and informatives reported.

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**LIST NO:** 2/10                      **APPLICATION NO:** P/2126/04/CFU  
**LOCATION:** 181 Marsh Road, Pinner  
**APPLICANT:** Mr R E J De Sousa  
**PROPOSAL:** Change of Use: Class A1 to A3 (Retail to Food and Drink)  
**DECISION:** GRANTED permission for the development described in the application and submitted plans, subject to the conditions and informatives reported.

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**LIST NO:** 2/11                      **APPLICATION NO:** P/1864/04/CFU  
**LOCATION:** 500 Northolt Road, South Harrow  
**APPLICANT:** G M Simister for S Singh T/A Golden Sip  
**PROPOSAL:** Change of Use: Class A1 to A3 (Retail to Food & Drink) for use as a Private Members Club on Ground Floor with Single Storey Rear Extension and New Shopfront  
**DECISION:** GRANTED permission for the development described in the application and submitted plans, subject to the conditions and informatives reported.

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**LIST NO:** 2/12                      **APPLICATION NO:** P/1168/04/CFU  
**LOCATION:** 58-62 High Street, Harrow on the Hill  
**APPLICANT:** Heseltons Solicitors for David Heselton  
**PROPOSAL:** Change of Use: Offices (B1) to Residential (C3) in Form of Conversion to Provide 2 Flats  
**DECISION:** GRANTED permission for the development described in the application and submitted plans, subject to the conditions and informatives reported.

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**LIST NO:** 2/13                      **APPLICATION NO:** P/2048/04/CFU  
**LOCATION:** Unit 1, 1 Chantry Place, Headstone Lane  
**APPLICANT:** Matthew Arnold & Baldwin for Maukito Ltd  
**PROPOSAL:** Change of Use: Class B1 (Office) to Class B8 (Warehouse)  
**DECISION:** GRANTED permission for the development described in the application and submitted plans, subject to the conditions and informatives reported.

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**LIST NO:** 2/14                      **APPLICATION NO:** P/1812/04/CVA  
**LOCATION:** Salvation Army Citadel & Hall, 15 Roxeth Hill, Harrow  
**APPLICANT:** N P Taylor for Salvation Army Trustee Co Ltd  
**PROPOSAL:** Variation of Conditions 6 & 16 of P/386/04/CFU to Allow i) Fully Opening Windows in Side Elevation ii) Hours of Use 9am – 10pm  
**DECISION:** GRANTED variation in accordance with the development described in the application and submitted plans as reported and subject to the informative(s) reported.

[Note: During the debate on the above application it was formally moved and seconded that the variation be refused on the grounds that allowing fully opening windows would be detrimental to the residential amenities of neighbouring properties and could give rise to noise and disturbance. Upon being put to a vote this was not carried].

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**LIST NO:** 2/15                      **APPLICATION NO:** P/1992/04/CVA  
**LOCATION:** Salvation Army Citadel & Hall, Roxeth Hill, 15 Roxeth Hill, Harrow  
**APPLICANT:** N P Taylor for Salvation Army Trustee Co  
**PROPOSAL:** Variation of Condition 12 of Planning Permission P/386/04/CFU Relating to Noise Control  
**DECISION:** APPROVED variation(s) in accordance with the development described in the application and submitted plans as reported and subject to the informative(s) reported.

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**LIST NO:** 2/16                      **APPLICATION NO:** P/2049/04/CFU  
**LOCATION:** 2 & 4 Bellfield Avenue, Harrow Weald  
**APPLICANT:** URPS (Simon Murphy) for Mr James Dinsdale  
**PROPOSAL:** Change of Use: Nursing Home to Two Residential Dwellings (Class C2 to C3)  
**DECISION:** GRANTED permission for the development described in the application and submitted plans, subject to the conditions and informatives reported.

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**LIST NO:** 2/17                      **APPLICATION NO:** P/2467/03/CFU  
**LOCATION:** 260 High Road, Harrow Weald  
**APPLICANT:** Steene Associates for Ashmount Properties Ltd  
**PROPOSAL:** Change of Use: Hairdressers (Class A1) to Estate Agents (Class A2) and Single Storey Rear Extension  
**DECISION:** GRANTED permission for the development described in the application and submitted plans, subject to the conditions and informatives reported.

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**LIST NO:** 2/18                      **APPLICATION NO:** P/1915/04/CLB  
**LOCATION:** 440 Alexandra Avenue, South Harrow, Zoroastrian Centre  
**APPLICANT:** Mr Shahrokh Shahrokh for Zoroastrian Trust  
**PROPOSAL:** Listed Building Consent: Installation of Lift, Internal Alterations  
**DECISION:** GRANTED Listed Building Consent in accordance with the works described in the application and submitted plans and subject to the condition(s) and informative(s) reported.

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**LIST NO:** 2/19                      **APPLICATION NO:** P/2277/03/CFU  
**LOCATION:** Whitchurch Institute, 12 Buckingham Road, Edgware  
**APPLICANT:** Shree Swaminarayan Temple  
**PROPOSAL:** Single Storey Side Extension for Use as Children's Area in Conjunction with Use as Temple. Provision of Additional Floor, External Stairs  
**DECISION:** See Minute 757.

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**LIST NO:** 2/20                      **APPLICATION NO:** P/1366/04/CCO  
**LOCATION:** St. Dominics 6<sup>th</sup> Form College, Mount Park Avenue, Harrow  
**APPLICANT:** Kenneth W Reed & Associates for St. Dominics Sixth Form College  
**PROPOSAL:** Retention of Area of Hardstanding and Brick Piers and Gates  
**DECISION:** DEFERRED for a Member Site Visit.  
(See also Minute 769(ii): Any Other Business).

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**LIST NO:** 2/21                      **APPLICATION NO:** P/2868/03/CCO  
**LOCATION:** St. Dominics 6<sup>th</sup> Form College, Mount Park Avenue, Harrow  
**APPLICANT:** Rapleys Planning (M Walton) for St. Dominics 6<sup>th</sup> Form College  
**PROPOSAL:** Retention of Temporary Classroom Building  
**DECISION:** GRANTED permission for the development described in the application and submitted plans, subject to the conditions and informatives reported.

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**LIST NO:** 2/22                      **APPLICATION NO:** P/1688/04/CFU  
**LOCATION:** 2 Lake View, Edgware  
**APPLICANT:** Silverston Engineering Co. for Mr & Mrs D'Anzieri  
**PROPOSAL:** Part Single, Part Two Storey Side and Rear Extensions and Front Porch  
**DECISION:** GRANTED permission for the development described in the application and submitted plans, subject to the conditions and informatives reported.

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**LIST NO:** 2/23                      **APPLICATION NO:** P/1809/04/CFU  
**LOCATION:** 193 Stanmore Hill, Stanmore  
**APPLICANT:** G J P Architects Ltd for Mr John McAndrew  
**PROPOSAL:** Demolition of Outbuildings and Two Storey Rear Extension and Alterations  
**DECISION:** GRANTED permission for the development described in the application and submitted plans, subject to the conditions and informatives reported and the following amended condition set out on the addendum and agreed by the Committee:  
  
Replace Condition 1 with Standard Condition – Time Limit – Listed Building and Conservation Area Consent

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**LIST NO:** 2/24                      **APPLICATION NO:** P/2072/04/CFU  
**LOCATION:** 26 Marsworth Ave, Pinner  
**APPLICANT:** P R Architecture for Mr K & Mrs J Birah  
**PROPOSAL:** Single Storey Rear Extension (Revised)  
**DECISION:** GRANTED permission for the development described in the application and submitted plans, subject to the conditions and informatives reported.

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**LIST NO:** 2/25                      **APPLICATION NO:** P/1634/04/CFU  
**LOCATION:** Pinner Lawn Tennis Club, 22 Little Moss Lane, Pinner  
**APPLICANT:** Mr Thomas O'Brien for Pinner Lawn Tennis Club  
**PROPOSAL:** Raising in Height to 6.14M of Fencing Around Practice Area to South-West Corner of Site  
**DECISION:** GRANTED permission for the development described in the application and submitted plans, subject to the conditions and informatives reported.  
(See also Minute 748: Declarations of Interest).

**LIST NO:** 2/26                      **APPLICATION NO:** P/1862/04/CFU  
**LOCATION:** Little Paddock, 18 South View Road, Pinner  
**APPLICANT:** SGT Building Design for Mr & Mrs B Pike  
**PROPOSAL:** Single Storey Rear Extension  
**DECISION:** GRANTED permission for the development described in the application and submitted plans, subject to the conditions and informatives reported.

**LIST NO:** 2/27                      **APPLICATION NO:** P/2604/03/CFU  
**LOCATION:** Madalane House, (Formerly Eleven Trees) Hillside Road, Pinner  
**APPLICANT:** Alan Cumber  
**PROPOSAL:** Two Storey Side Extension, With Roof Dormers  
**DECISION:** GRANTED permission for the development described in the application and submitted plans, subject to the conditions and informatives reported, and the following additional informative agreed by the Committee:  
Standard Informative – No Future Extensions

**LIST NO:** 2/28                      **APPLICATION NO:** P/2252/04/CFU  
**LOCATION:** 130 Stanmore Hill, Stanmore  
**APPLICANT:** Mr & Mrs Dubiner  
**PROPOSAL:** Single Storey Rear Extension  
**DECISION:** GRANTED permission for the development described in the application and submitted plans, subject to the conditions and informatives reported.

**LIST NO:** 2/29                      **APPLICATION NO:** P/1560/04/CFU  
**LOCATION:** 93 Stanmore Hill, Stanmore  
**APPLICANT:** Randfield Associates for Hidden Hearing  
**PROPOSAL:** New Shopfront  
**DECISION:** GRANTED permission for the development described in the application and submitted plans, subject to the conditions and informatives reported.

**LIST NO:** 2/30                      **APPLICATION NO:** P/1709/04/CAD  
**LOCATION:** 93 Stanmore Hill, Stanmore  
**APPLICANT:** Randfield Associates for Hidden Hearing  
**PROPOSAL:** Non-Illuminated Fascia Sign  
**DECISION:** GRANTED consent in accordance with the works described in the application and submitted plans, subject to the condition(s) and informative(s) reported.



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**LIST NO:** 2/31                      **APPLICATION NO:** P/1952/04/CFU  
**LOCATION:** 50 Marsworth Avenue, Pinner  
**APPLICANT:** Cotterell Thomas & Thomas for Mr A Seymour  
**PROPOSAL:** Widening of Driveway  
**DECISION:** GRANTED permission for the development described in the application and submitted plans, subject to the conditions and informatives reported.  
(See also Minute 748: Declarations of Interest).

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**LIST NO:** 2/32                      **APPLICATION NO:** P/2034/04/CCA  
**LOCATION:** Dove Cottage, High Street, Harrow on the Hill  
**APPLICANT:** Kenneth W Reed & Associates for Keepers/Governors, Harrow Sch  
**PROPOSAL:** Conservation Area Consent: Demolition of Detached Two Storey Building and Re-instatement of Landscaping  
**DECISION:** GRANTED Conservation Area Consent in accordance with the works described in the application and submitted plans and subject to the condition(s) and informative(s) reported and the following amended Condition reported verbally by officers and agreed by the Committee:  
  
Replace Condition 1 with Standard Condition – Time Limit – Listed Building and Conservation Area Consent.

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**LIST NO:** 2/33                      **APPLICATION NO:** P/1836/04/CCO  
**LOCATION:** Oakside, 51 Sudbury Hill, Harrow  
**APPLICANT:** Atul Patel  
**PROPOSAL:** Retention of Front Gate Post and Provision of Electrically Operated Metal Gates  
**DECISION:** GRANTED permission for the development described in the application and submitted plans, subject to the conditions and informatives reported.

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**LIST NO:** 2/34                      **APPLICATION NO:** P/1799/04/CFU  
**LOCATION:** Chalgrove, 30 Peterborough Road, Harrow  
**APPLICANT:** Complete Planning for Mr J McGinley  
**PROPOSAL:** Detached Double Garage  
**DECISION:** DEFERRED at officers' request to await revised plans.

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**LIST NO:** 2/35                      **APPLICATION NO:** P/1706/04/CFU  
**LOCATION:** St. Anselm's R C Primary School, 18 Roxborough Park, Harrow  
**APPLICANT:** DHP for The School Governors  
**PROPOSAL:** Construction of New Roof  
**DECISION:** GRANTED permission for the development described in the application and submitted plans, subject to the conditions and informatives reported.

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**LIST NO:** 2/36                      **APPLICATION NO:** P/1266/04/CFU  
**LOCATION:** Half Acre, 31 Dennis Lane, Stanmore  
**APPLICANT:** Geoff Douglass for Mr & Mrs J Debson  
**PROPOSAL:** Single Storey Side Extension  
**DECISION:** GRANTED permission for the development described in the application and submitted plans, subject to the conditions and informatives reported.

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**SECTION 3 – OTHER APPLICATIONS RECOMMENDED FOR REFUSAL**

**LIST NO:** 3/01                      **APPLICATION NO:** P/1370/04/CLB  
**LOCATION:** East End Farm, 98 Moss Lane, Pinner  
**APPLICANT:** Foundation Architecture for Mr & Mrs B Leaver  
**PROPOSAL:** Listed Building Consent: Repairs to Walls & Roofs and New Insulation  
**DECISION:** REFUSED Listed Building Consent for the works described in the application and submitted plans for the reason(s) reported and subject to the informative(s) reported.  
(See also Minute 748: Declarations of Interest).

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**LIST NO:** 3/02                      **APPLICATION NO:** P/1918/04/CFU  
**LOCATION:** Olde Cottage, 8 Green Lane, Stanmore  
**APPLICANT:** NBF Partnership for Robert Bailey  
**PROPOSAL:** Provision of Replacement Garage With Residential Accommodation Over  
**DECISION:** WITHDRAWN by applicant.

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**LIST NO:** 3/03                      **APPLICATION NO:** P/1739/04/CFU  
**LOCATION:** 427-429 Alexandra Avenue, South Harrow  
**APPLICANT:** R P Architects for V Kataria  
**PROPOSAL:** Change of Use: Retail to Restaurant (Class A1-A3) at Ground Floor and Basement  
**DECISION:** REFUSED permission for the development described in the application and submitted plans for the reason(s) reported and subject to the informative(s) reported.

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**LIST NO:** 3/04                      **APPLICATION NO:** P/1675/04/CFU  
**LOCATION:** 71 Gayton Road, Harrow  
**APPLICANT:** Malcolm Kemp for Mr & Mrs Khagram  
**PROPOSAL:** Change of Use: Residential to Nursery School With Flat on First Floor (Class C3 to Class D1/C3) With Single Storey Side Extension and External Stairs  
**DECISION:** REFUSED permission for the development described in the application and submitted plans for the reason(s) reported and subject to the informative(s) reported.

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**LIST NO:** 3/05                      **APPLICATION NO:** P/1405/04/CFU  
**LOCATION:** Greenways, 633 Uxbridge Road, Hatch End  
**APPLICANT:** Banner Homes  
**PROPOSAL:** Re-development: Detached 3 Storey Building to Provide 8 Flats With New Access  
**DECISION:** WITHDRAWN by applicant.

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**LIST NO:** 3/06                      **APPLICATION NO:** P/1455/04/CFU  
**LOCATION:** Land Adj. Government Offices, Brockley Hill, Stanmore  
**APPLICANT:** CGMS Ltd for Laing Homes North Thames  
**PROPOSAL:** Alterations to Provide Vehicular Access from Brockley Hill, including Widening of Cycle/Footpath  
**DECISION:** DEFERRED at officers' request in order that further discussions can take place between applicants and the London Borough of Barnet regarding a revised form of access to Public Open Space.

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**LIST NO:** 3/07                      **APPLICATION NO:** P/1454/04/CFU  
**LOCATION:** Land Adj. Government Offices, Brockley Hill, Stanmore  
**APPLICANT:** CGMS Ltd for Laing Homes North Thames  
**PROPOSAL:** Provision of Fences and Gates at Site Entrances: Separation of POS from Housing Development with New Turning Head  
**DECISION:** DEFERRED at officers' request in order that further discussions can take place between applicants and the London Borough of Barnet regarding a revised form of access to Public Open Space.

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#### **SECTION 4 – CONSULTATIONS FROM NEIGHBOURING AUTHORITIES**

**LIST NO:** 4/01                      **APPLICATION NO:** P/2033/04/CNA  
**LOCATION:** 38 Poles, Establishing Eruv – Edgware  
**APPLICANT:** London Borough of Barnet  
**PROPOSAL:** Proposed Erection of 38 Poles for the Purpose of Establishing an Eruv in the Edgware Area  
**DECISION:** RAISED NO OBJECTIONS to the development set out in the application, subject to regard being had to the matter indicated.  
  
(See also Minute 748: Declarations of Interest).

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**LIST NO:** 4/02                      **APPLICATION NO:** P/2323/04/CNA  
**LOCATION:** 168-172 Honeypot Lane, Stanmore  
**APPLICANT:** Brent Council  
**PROPOSAL:** Consultation: Provision of Units for B1(c), B2 and B8 Use (Light and General Industry and Storage Use) with Access, Parking and Loading Space  
**DECISION:** OBJECTED to the development set out in the application and submitted plans for the reason(s) reported and subject to the informative(s) reported.

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**LIST NO:** 4/03                      **APPLICATION NO:** P/2275/04/CNA  
**LOCATION:** 106-110 Stonegrove, Edgware  
**APPLICANT:** Barnet Borough Council  
**PROPOSAL:** Consultation: Redevelopment to Provide Part 2, Part 3 Storey Detached Building of 10 Flats with Basement Parking  
**DECISION:** RAISED NO OBJECTIONS to the development set out in the application, subject to regard being had to the matters indicated.

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OVERVIEW AND  
SCRUTINY  
COMMITTEE



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**REPORT OF OVERVIEW AND SCRUTINY COMMITTEE**


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**MEETING HELD ON 19 OCTOBER 2004**


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Chair: \* Councillor Jean Lammiman

Councillors: \* Blann \* Marie-Louise Nolan  
 \* Gate (1) \* Osborn  
 \* Mitzi Green \* Pinkus  
 \* Ingram \* Thammaiah  
 \* Myra Michael (1) \* Versallion

\* Denotes Member present  
 (1) Denotes category of Reserve Members

**PART I - RECOMMENDATIONS**
**RECOMMENDATION I - Annual Report of the Overview and Scrutiny Committee 2003/04**

Your Committee, having been reminded of the requirement under Article 6 of the Constitution to report annually to full Council on its workings over the past year, considered its draft annual report for 2003/04.

The annual report provided an overview of the work undertaken over the past year, supported by individual contributions from each of the scrutiny bodies. It also set out the outline scrutiny work programme for 2004/05.

It was noted that the Chairs and Vice Chairs of the scrutiny bodies had had significant involvement in the production of the report, and that each of the Scrutiny Sub-Committees had considered and agreed their respective contributions. The Chair was pleased to note that some photographs had been included in the report to enliven its presentation.

The Committee therefore endorsed the report and

**Resolved to RECOMMEND:**

That the Committee's annual report for 2003/04 and the outline work programme for 2004/05 contained therein, as now reported in accordance with the requirements of the Constitution, be noted.

(See also Minute 211).

**RECOMMENDATION II - Establishment of an Audit Committee**

Your Committee, having considered proposals for the establishment of an Audit Committee at its meetings on 27 April and 1 July 2004, received a report of the Director of Financial and Business Strategy which further explored issues raised at the last meeting. In particular, the report addressed concerns expressed regarding the Terms of Reference of the proposed Committee, and the impact thereof on the Terms of Reference of the Overview and Scrutiny Committee. Your Committee was invited to now make a recommendation to Council on the final structure of the proposed Audit Committee.

Members considered the pros and cons of the two options for the structure of the proposed Committee. Some Members suggested that, in light of the importance of the issues to be considered by the new Committee, it should be a stand-alone Committee of the Council as this would have a higher profile than a Sub-Committee of the Overview and Scrutiny Committee. Other Members argued, however, that this would not impact on the effectiveness or robustness of the proposed Committee, and pointed to the example of the existing Scrutiny Sub-Committees.

It was noted that, if the Audit Committee were established as a subsidiary body of the Overview and Scrutiny Committee, Members of the Executive would not be able to serve on it. A Member suggested that, given that the new Committee would be the main forum for consideration of external audit reports, the Portfolio Holder responsible for taking forward the issues identified in those reports should be a member of that Committee. In addition, he felt that other Executive Members with relevant knowledge

and expertise should not be precluded from serving on the new body. Other Members commented that best use should be made of the expertise of Members of Council.

Other Members expressed concern, however, that the participation of Executive Members in the proposed Committee may give rise to a conflict of interest, as the Executive had a vested interest in the activities being audited. It was also noted that best practice suggested that few, if any, members of an Audit Committee should be drawn from the Executive.

On being invited to express a preference for one of the two options for the structure, the majority of Members indicated a preference for the new Audit Committee to be a stand-alone Committee of Council, and it was therefore agreed to make a recommendation to Council to this effect. However, in order to address the issue of potential conflicts of interest, it was also agreed to recommend that the membership of the new Committee include few, if any, Executive Members. In addition, it was agreed to recommend that the relevant Portfolio Holder should attend meetings of the body, particularly those due to receive reports from the Council's external auditors, but should not be a full voting member of the Committee.

There was some discussion as to the size of the new Committee, and a Member expressed concern that there may be difficulty in establishing a Committee of 9 or 11 Members. It was noted, however, that the existing Audit Committee had only 5 Members and it was therefore agreed to recommend to Council that the new Committee be of a similar size.

Members requested that the Audit Committee report regularly to the Overview and Scrutiny Committee, particularly on any emerging issues relating to the Council's corporate governance arrangements. It was

**Resolved to RECOMMEND:**

That (1) a new Committee of the Council (the Audit Committee) be established with the Terms of Reference set out at Appendix I;

(2) the Committee's size be restricted, for example, to comprise 5 Members;

(3) the membership of the Committee include few, if any, Executive Members;

(4) the Finance and Performance Management Portfolio Holder attend meetings of the Committee as appropriate but not be appointed a full voting member of the Committee; and

(5) the Terms of Reference of the Overview and Scrutiny Committee be amended to delete items (k) and (l), as highlighted in Appendix II.

(See also Minute 212).



**APPENDIX I****Terms of Reference of the Audit Committee**

- a) To approve the financial statements of the authority including the Statement of Internal Control
- b) To consider matters arising from External Audit work which are required to be communicated to those charged with governance under the Statement of Auditing Standards (SAS610)
- c) To receive and consider the annual audit letter and make recommendations as appropriate
- d) To scrutinise/comment on the Internal Audit three year strategic plan and annual plan
- e) To monitor progress against the Internal Audit plan and receive summaries of audit work completed and key recommendations
- f) To scrutinise/comment on the External Audit plan
- g) To monitor progress against the External Audit plan and receive summaries of audit work completed and key recommendations
- h) To review the management response to audit recommendations and progress on implementation of recommendations
- i) To recommend action where audit recommendations are not being implemented
- j) To monitor the Council's approach to tackling fraud and corruption and promote an anti-fraud culture

APPENDIX II

## Terms of Reference of the Overview and Scrutiny Committee

The overview and scrutiny committee has the following power and duties:

- a) to co-ordinate and manage the scrutiny function for the Council
- b) to develop a work programme for scrutiny in consultation with the Executive
- c) to develop and oversee protocols for reviews and referrals
- d) to have specific responsibility for policy development support and scrutiny of the civic budget, statutory plans as appropriate and major cross-cutting issues
- e) to examine the council's performance generally, using information from Best Value implementation plans, Best Value Performance Indicators, the comprehensive performance assessment, and other performance management frameworks
- f) to examine the Council's corporate governance framework and make recommendations for change as appropriate
- g) to be responsible for the use of allocated resources for scrutiny to support its functions
- h) to establish such sub-committees as it considers necessary to achieve effective scrutiny of the Executive and senior officers of the Council
- i) to review, make reports and make recommendations to the Council and/or the Executive in respect of any Council functions
- j) to consider, report and make recommendations on any matter affecting the area and/or those who live, work or travel through Harrow
- k) to receive and consider the Audit Management Letter and make recommendations as appropriate**
- l) to receive and consider the Annual Plan and the Annual Report of the Chief Internal Auditor and make recommendations as appropriate**
- m) to report to the Council annually on the work of the scrutiny function
- n) to conclude reviews promptly, normally within six months

**PART II - MINUTES**204. **Attendance by Reserve Members:**

**RESOLVED:** To note the attendance of the following duly appointed Reserve Members:

<u>Ordinary Member</u>	<u>Reserve Member</u>
Councillor Ann Groves	Councillor Gate
Councillor Seymour	Councillor Myra Michael

205. **Declarations of Interest:**

**RESOLVED:** To note that there were no declarations of interest made by Members present in respect of the items on the agenda.

206. **Arrangement of Agenda:**

**RESOLVED:** That (1) in accordance with the Local Government (Access to Information) Act 1985, the following late item be admitted 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>
10. Establishment of an Audit Committee	Consultation on the report had only just been completed.  The Committee had requested that a further report on the establishment of an Audit Committee be submitted to this meeting at its last meeting on 1 July 2004.

(2) all items be considered with the press and public present with the exception of the following items for the reasons set out below:

<u>Agenda Item</u>	<u>Reason</u>
19. Internal Audit Annual Report 2003/04	The report contains exempt information under Paragraphs 1, 12 and 14 of Part I of Schedule 12A to the Local Government Act 1972 (as amended) in that it contains information relating to a particular employee of the Authority, advice received, information obtained or action to be taken in connection with any legal proceedings by or against the authority; and action taken in connection with the prevention, investigation or prosecution of crime.
20. Business Transformation Partnership	The report contains exempt information under Paragraph 8 of Part I of Schedule 12A to the Local Government Act 1972 (as amended) in that it contains information relating to expenditure proposed to be incurred by the Authority under a particular contract.

207. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 1 July 2004, having be circulated, be taken as read and signed as a correct record.

208. **Public Questions:**

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

209. **Petitions:**

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

210. **Deputations:**

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

211. **Annual Report of the Overview and Scrutiny Committee 2003/04:**

Further to Recommendation I above, it was

**RESOLVED:** That the annual report for 2003/04 be endorsed.

212. **Establishment of an Audit Committee:**

Further to Recommendation II above, it was

**RESOLVED:** That the new Audit Committee be requested to report regularly to the Overview and Scrutiny Committee, particularly on any emerging issues relating to the Council's corporate governance arrangements.

213. **Statement of Internal Control:**

The Committee received a report of the Director of Financial and Business Strategy, which invited Members to comment on the draft Statement of Internal Control for 2003/04.

At the meeting, updates were provided on the areas for improvement identified in Section 5 of the draft Statement of Internal Control. In particular, it was noted that a new Director of Corporate Governance had been appointed, and that it was intended to submit regular reports to the Committee on the development of the Council's corporate governance arrangements. In response to Members' questions, further information was provided on the process and timetable for the development of an action plan for the Community Strategy, and on the proposals to develop a corporate fraud team and departmental risk registers. The work to be undertaken on reviewing the scheme of delegation was welcomed. A Member also felt that the actions set out in Section 5 were indicative of the step change that had been made by the Council; he was pleased that there was now recognition of the need for systems to back up the process of change, rather than it simply being assigned to a champion to take forward.

Members suggested some minor amendments to the content of the Statement of Internal Control, specifically that the wording in Sections 1 and 3(d) be amended to read "effectively, efficiently and economically", and that reference be made to working smarter. With regard to the covering report, it was also requested that, in future reports, more information be given on the consultation carried out, and that the position with regard to legal observations be clarified.

It was noted that the Statement of Internal Control would be submitted to the new Audit Committee for approval in due course as part of the Statement of Accounts, and that an action plan to deliver the improvements set out in Section 5 would be drawn up. It was agreed that the final Statement of Internal Control, together with the action plan, be included on the agenda for the Committee's next meeting, and that the relevant minute of this meeting be forwarded to the Audit Committee for information. Members also requested that they be kept informed of any issues arising related to risk. It was otherwise agreed that issues being dealt with by the Audit Committee should only be brought to the Overview and Scrutiny Committee by exception, and that any issue specific to a particular Scrutiny Sub-Committee should be forwarded to the relevant Chair in order that they could decide whether it should be considered.

**RESOLVED:** That (1) regular updates on corporate governance be submitted to this Committee;

(2) the final Statement of Internal Control, together with the action plan to deliver the improvements set out in Section 5, be included on the agenda for the November meeting of this Committee;

(3) the relevant minute of this meeting be forwarded to the Audit Committee for information;

(4) the Overview and Scrutiny Committee be kept informed of issues arising related to risk; and

(5) issues being dealt with by the Audit Committee only be reported to the Overview and Scrutiny Committee by exception, and items on areas of interest to the Scrutiny Sub-Committees be forwarded to the relevant Sub-Committee.

214. **Internal Audit Annual Report 2003/04:**

Members considered a report of the Director of Financial and Business Strategy, which set out the annual report of the Internal Audit service for 2003/04. The annual report summarised Internal Audit activity during 2003/04 and the findings arising therefrom. The Committee also considered a confidential appendix to the annual report, which provided further information on cases of financial irregularity. The meeting was advised that future reports on Internal Audit activity would be submitted to the Audit Committee.

Concern was expressed that, while the annual report included figures for the percentage of controls operating effectively in particular areas, it did not give an indication of the relevant importance of the controls, nor did it provide information on how Harrow's performance compared against other authorities. It was advised that there was no benchmarking data to enable this comparison to be made although there had been a small improvement in the Council's core financial systems since the previous year. For the future risk registers would be an important tool in monitoring changes in the control environment.

It was noted that action plans had been agreed in a number of areas to address the issues arising from Internal Audit reviews, and it was suggested that it would be useful to know the timescales for implementation of the action plans. In particular, Members expressed an interest in the action plan drawn up in response to the reviews undertaken in care establishments, and especially in the work being done to develop guidance on IT controls; it was suggested that the action plan be submitted to the Health and Social Care Scrutiny Sub-Committee as an information item. In addition, interest was expressed in the action plan agreed in response to the review of planning for critical incidents in schools, and in the draft IT security policy; it was suggested that the latter be submitted to the Overview and Scrutiny Committee.

It was also noted that there had been a number of follow-up reviews of previous audit recommendations. An update was provided, in response to a Member's query, on the work under way to strengthen arrangements with Workline for Criminal Records Bureau checks. The Member suggested that it may be useful to have a brief information item on this at a future meeting. In addition, it was noted that there had been a follow-up review of disabled adaptations; a Member highlighted that scrutiny had previously undertaken a review of this matter which also needed to be followed up. It was suggested that this be brought to a future meeting.

With regard to the cases of financial irregularity, Members requested that the table in the annual report showing the value of such cases also show the amount recovered. There was also a detailed discussion of issues arising in the confidential appendix. In relation to case 1, officers were requested to report back on the options which had been considered once it was clear that the amount still unrecovered would not be reimbursed, and to take forward Members' concern at the lack of complete project plans. It was agreed that these matters also be referred to the new Audit Committee.

Concern was expressed with reference to case 2 that a significant proportion of the monies had still not been recovered. Members requested that this issue be looked at as a matter of urgency and also referred to the Audit Committee. In addition, it was requested that Members be provided with clarification on an issue relating to case 4 and that this matter also be referred to the Audit Committee. Members noted that the insurance team would be circulating information to officers in order to address issues arising from cases 7 and 9.

In response to Members expressing general concern about the cases of financial irregularity, the meeting was reminded of a number of steps being taken by the Council to improve its financial management, specifically, the establishment of the Corporate Fraud Team, the introduction of new financial regulations and the roll-out of a financial management training programme. These measures were welcomed.

Members reiterated their requests that the Committee receive by-exception reports, particularly on issues relating to risk and corporate governance, and that information items on areas of interest to Scrutiny Sub-Committees be forwarded to the relevant Sub-Committee.

**RESOLVED:** That (1) the findings set out in the Internal Audit Annual Report for 2003/04 and, in particular, the key conclusions set out at paragraph 47, be noted;

(2) the further information requested on the cases of financial irregularity, as outlined above, be provided;

(3) officers be requested to undertake the actions outlined above in relation to the cases of financial irregularity;

(4) the matters identified above be referred to the Audit Committee.

215. **Performance Management - Strategic Performance Report:**

The Committee considered a report of the Director of Organisational Performance which advised of the revised approach to performance management and quarterly monitoring adopted by Cabinet, and provided an example of the new format of performance monitoring report. The new report sought to bring together the key performance issues for the whole Council and was based on the key domains of the Council's activities, in order that Members could take a strategic view of performance rather than look at issues in Departmental silos. It was proposed that the Committee use the Strategic Performance Report to monitor key elements of the Corporate Improvement Plan 2004/05, and that the Committee receive the report on a quarterly basis in place of the quarterly Best Value Performance Indicator report and the Improvement Plan progress report.

The new format, and in particular its clarity, was welcomed. It was suggested that it would be useful if the report also included the status of each key performance area in the previous period, in order that Members could plot progress. In addition, Members highlighted that there was a need to consider how to reflect the work of scrutiny in the report.

The circumstances surrounding some of the performance issues were discussed and it was noted that there had been recent developments, such as the publication of Ofsted reports, which would affect the status of some key performance areas. Officers undertook to ensure that these were reflected in the next report. The Chair was also concerned that the Committee should continue to look at certain key issues, such as the improvement of the Council's IT, in more depth; she suggested that the Committee receive updates on this at alternate meetings. It was suggested that another issue which needed to be looked at was the role of personnel and the management of data on the employee base.

The Chair congratulated officers on the production of the report, and felt that it represented a huge step forward.

**RESOLVED:** That (1) the report be noted and the Committee continue to receive the Strategic Performance Report on a quarterly basis; and

(2) the quarterly Best Value Performance Indicator report and the Improvement Plan progress report no longer be submitted to the Committee.

(See also Minute 216).

216. **Improvement Plan 2004/05:**

Members received a report of the Director of Organisational Performance, which set out the Council's Improvement Plan for 2004/05. The Plan drew together the different strands of improvement activity taking place across the Council, and set out a programme of further actions until 2006.

Members congratulated officers on the new improvement plan, and commented that it was easy to read. It was suggested that an index be inserted into the plan to show what was in each section and that where information was duplicated, it be put into different formats such as graphs and tables.

Having agreed that key elements of the Improvement Plan be monitored on a quarterly basis via the Strategic Performance Report, Members requested that the parts of the Strategic Performance Report which related to the Scrutiny Sub-Committees also be referred to the relevant Sub-Committees as an information item.

**RESOLVED:** That (1) the Improvement Plan 2004/05 be noted;

(2) key elements of the Improvement Plan be monitored on a quarterly basis via the Strategic Performance Report; and

(3) the parts of the Strategic Performance Report relating to a particular Scrutiny Sub-Committee also be referred to that Sub-Committee as an information item.

(See also Minute 215).

217. **Scrutiny Review of the New Harrow Project:**

The Committee received the report of the Scrutiny Review of the New Harrow Project (NHP).

The review had examined the overall concept of the New Harrow Project, and had also included case studies of the roll-out of the Public Realm Maintenance services to Areas 2 and 3, and the community schools pilot. The report of the latter case study had already been considered by Cabinet in July 2004.

Comments on the report having been invited, a Member stated that, while he supported a lot of the recommendations arising from the review, he was unable to endorse the report. He had concerns about the methodology and conclusions of the review group, and felt that there was insufficient evidence to support the assertions made. He also felt that the review had not clearly defined what was meant by the NHP, and was disappointed that it had not examined issues around value for money, or alternative models for the organisation of the Council.

Members who had participated in the review group commented that it would have been helpful to have heard the Member's comments earlier. The importance of Member involvement, as set out in Recommendation 8 of the review report, was highlighted. With regard to evidence for the recommendations, a Member who had not been involved in the review suggested that, in any scrutiny review, review group members were looking at a set of inferences. In light of the work undertaken by the review group, the inferences could be validated from the evidence and were sufficiently broad to be supportable. He also pointed out that to have sought further evidence would have required an even greater level of involvement and resources.

The Chair, who had led the review, added that the review group would be continuing to examine the NHP and that the next phase of the review group's work would address many of the issues raised; she invited the Member to participate in that process. She also pointed out that the effectiveness or value for money of the new Council structure could not be assessed until it had been in place for a while, and that senior management appointments were still being made during the review period.

Members endorsed the recommendations of the review group and, in particular, Recommendation 1 of the main report, which related to the need for rigorous groundwork before the adoption of projects and the implementation of fully documented project planning processes. A Member felt that the review report illustrated that scrutiny could have more impact by tackling on-going issues than by carrying out retrospective reviews.

Members thanked Frances Hawkins, Scrutiny Officer, for all her work on the review.

**RESOLVED:** That (1) the report of the Review Group be endorsed;

(2) the report of the Review Group be referred to Cabinet for consideration; and

(3) the Publications Advisory Panel be requested to consider the use of route maps and stories to assist in communicating the New Harrow Project message.

(Note: The decisions having been reached by general consensus, Councillor Osborn wished to be recorded as having been opposed to the decisions set out above).

218. **Extensions of the Meeting:**

At 9.59 pm, during discussion of the above item, and subsequently at 10.14 pm, following discussion of the item on Performance Management Training raised under any other business, the Chair drew the attention of the meeting to the time.

**RESOLVED:** That, under the provisions of Overview and Scrutiny Procedure Rule 6.7(ii)(b), the meeting be extended to 10.15 pm and 10.30 pm respectively.

219. **Scrutiny Review of Budget Processes - Interim Report:**

It not having been possible to provide a written report on the scrutiny review of budget processes for this meeting, the Lead Member for this review, Councillor Ingram, gave a verbal update.

The Review Group was approaching the end of the first phase of the review, having visited other authorities, circulated a staff questionnaire and held a seminar. It would be making long-term recommendations around the nature of consultation and engagement, but would not be proposing to change this year's process for the consideration of the budget by scrutiny. A presentation by a co-opted member of the Review Group on the findings of the staff questionnaire would take place prior to the Council meeting on 21 October 2004; Members were encouraged to attend. It was also reported that it was proposed to increase the number of co-opted members of the review group; a written report on this would be provided to the next meeting.

Members expressed their thanks to Lopa Sarkar, Scrutiny Officer, for all her work on the review.

**RESOLVED:** That the verbal update be noted.

220. **Urgent Action:**

**RESOLVED:** To note and, insofar as is necessary, to confirm the following Urgent Action taken with the approval of the Nominated Members since the last Ordinary meeting of the Committee:-

Scrutiny Review of the NHP – Community Schools Pilot

Approval was given to the report of the Scrutiny Review of the NHP – Community Schools Pilot, in order that it could be submitted to Cabinet on 29 July 2004.

221. **External Audit Review of Scrutiny:**

This item having been raised under any other business, the Director of Organisational Performance reported that the draft report of the external auditors' review of scrutiny was due to be received within the next couple of weeks.

Concern was expressed about the way in which the review had been undertaken. In particular, Members had suggested some areas that the external auditors may wish to look at, but it did not appear that they had done so. In addition, Members expressed concerns about whether the consultant who undertook the interviews had been properly briefed, and the time taken to produce the report.

It was agreed that the draft report would initially be forwarded to the Chair and Vice Chair of the Overview and Scrutiny Committee for comment. An informal meeting of Scrutiny Members would then be invited to comment on the draft, following which Executive Members and senior officers would be briefed on the report.

**RESOLVED:** That the process for consultation on the external auditors' draft report, as outlined above, be agreed.

222. **Performance Management Training:**

The Chair having raised this as an item of any other business, she expressed concern that the training session on 20 October 2004 had been cancelled because too few Members had signed up to attend. She encouraged Members to attend future training sessions on this issue.

**RESOLVED:** That the above be noted.

223. **Arms Length Management Organisation (ALMO):**

Further to this having been raised under any other business, the Chair highlighted the need for the Cabinet decision on the ALMO to be subject to scrutiny.

A Member advised that the Environment and Economy Scrutiny Sub-Committee had been receiving regular updates on the ALMO, and would be inviting the relevant Portfolio Holder to the next meeting to discuss the Cabinet's decision.

**RESOLVED:** That the above be noted.

224. **Business Transformation Partnership:**

The Committee received a confidential report of the Director of Business Services, which provided an update on the procurement process for the Business Transformation Partnership.

Members noted that it was proposed to set up a Member briefing on the approach to the management of the procurement. The Chair requested that the briefing be open to



all Members and encouraged Members to attend. She also congratulated officers on the communications aspects of the project, which she felt had been very successful.

**RESOLVED:** That (1) the approach to the project be endorsed; and

(2) Members receive a fuller briefing on the approach to the management of the procurement at a later date.

(Note: The meeting, having commenced at 7.35 pm, closed at 10.30 pm).

(Signed) COUNCILLOR JEAN LAMMIMAN  
Chair



SCRUTINY  
SUB-COMMITTEES



**LIFELONG LEARNING SCRUTINY SUB-COMMITTEE****13 OCTOBER 2004**

Chair: \* Councillor Mitzi Green

Councillors:	* Nana Asante	* Janet Mote
	* Mrs Bath (3)	* John Nickolay
	* Gate	* Marie-Louise Nolan
	Mary John	* Osborn
	* Lavingia (2)	

Voting Co-opted: (Voluntary Aided) (Parent Governors)

* Mrs J Rammelt	* Mr H Epie
† Reverend P Reece	* Mr R Sutcliffe

\* Denotes Member present  
 (2) and (3) Denote category of Reserve Member  
 † Denotes apologies received

[Note: Councillor Stephenson attended the meeting at the invitation of the Sub-Committee and Councillor Kinsey attended the meeting in a speaking role].

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**156. **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 Jean Lammiman	Councillor Mrs Bath
Councillor Lent	Councillor Lavingia

157. **Declarations of Interest:**

During the discussion in Minute 168, Councillor Brian Gate declared an interest in that he was a Reserve Member of SACRE as a representative of the LEA.

**RESOLVED:** That the above be noted.

158. **Arrangement of Agenda:**

It was agreed that item 9 would be considered in conjunction with item 16, as they dealt with the same subject.

**RESOLVED:** That (1) the above be noted; and

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

159. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 28 June 2004, having been circulated, be taken as read and signed as a correct record.

160. **Public Questions:**

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

161. **Petitions:**

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

162. **Deputations:**

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

163. **Cultural Strategy Working Group:**  
A Member advised the Sub-Committee that the first meeting of the Cultural Strategy Working Group had been arranged for Wednesday 20 October 2004.

**RESOLVED:** That the above be noted.

164. **Education Service Review:**  
The Sub-Committee received a report from the Director of Learning and Community Development, which detailed the Education Service Review for 2003/04. The Portfolio Holder for Education and Lifelong Learning and Human Resources began by reminding Members that the previous year had seen significant organisational changes with the establishment of the People First Directorate. The Portfolio Holder noted a number of areas that had achieved progress over the last year, which included:

- new purpose built facilities and refurbished facilities at the Hillview Centre, Tyneholme Nursery and Little Stanmore
- work on exclusions
- the provision of new technology, such as broadband and interactive whiteboards
- the attainment of the attendance target
- Library Services

The Chair enquired as to the progress of the Healthy Schools initiative. An officer informed the meeting that all schools in Harrow were involved in the initiative at one stage or another. Over 50% of the Borough's schools were working towards or had already been designated as 'Healthy Schools.'

Members were referred to an item on the information circular, which provided an update on the web page for Governors. A Member of the Sub-Committee enquired as to when the bulletin board was expected to be on-line. It was hoped that the bulletin board would be launched once the staffing and legal implications had been addressed. It was agreed that these issues would be fed through to the Publications Advisory Panel.

Members were referred to page 19 of the supplemental agenda. The Chair asked for clarification on how the 14-19 curriculum would be developed. It was anticipated that the curriculum would be broadened to include more vocational qualifications as a supplement to the core curriculum.

The Sub-Committee discussed the problem of parents taking their children out of school for holidays during term-time. Parents were required to gain permission by the Headteacher before taking their children out of school. The legal adviser informed the Sub-Committee that the Council were intending to introduce penalty notices in January 2005 for use in prescribed circumstances. The Director of Learning and Community Development added that a less severe penalty was that any such absences would be recorded as unauthorised and included on the pupil's report.

Members were referred to the heading Shortfall on Target on page 33 of the supplemental agenda, which noted the work being undertaken to develop specialist provision for autism in schools. An officer advised that progress in mainstream schools had proved more challenging than originally expected. The aim in relation to provision for autism in schools was to provide a greater degree of choice for parents and a higher level of expertise. By achieving these objectives, it was hoped that fewer pupils with autism would have to go to school outside the Borough.

Discussion turned to the attainment of under-achieving groups. The Director of Learning and Community Development noted that 60% of school pupils in the Borough were Black and Minority Ethnic. Whilst other areas with similar demographic characteristics were associated with underperformance, Harrow had managed to avoid this trend. However, it was recognised that the results of Black African and Black Caribbean pupils were below the national average and as a result a number of initiatives would be targeting this group. The Sub-Committee expressed an interest in the Travellers' Education Service, owing to the recruitment of a new Traveller Support Worker. The Sub-Committee was informed that traveller pupils continued to underachieve, although progress had been made due to the work of the Travellers' Education Service.

A Member asked for a written response to a question that he had raised regarding the role of the Play Development Officer. The Director of Learning and Community Development noted that Arts Development had been an area that had previously been under-resourced. As part of the Middle Management Review, it was hoped that the appointment of a Group Manager for Community and Culture, together with the position

of Cultural Strategy Manager, would provide senior leadership in this area for the first time.

**RESOLVED:** That (1) the Portfolio Holder for Education and Lifelong Learning and Human Resources provide a written response to questions received by a Co-opted Member;

(2) the Sub-Committee receive a report on the Travellers' Education Service at a future meeting;

(3) the Director of Learning and Community Development provide the Sub-Committee with a written answer explaining the role of the Play Development Officer; and

(4) the Education Service Review 2003/04 be noted.

165. **Progress on the Scrutiny Review of SEN:**

Members were reminded that the Scrutiny Review of Special Educational Needs (SEN) Processes was submitted to Cabinet in July 2004. The Sub-Committee was referred to a tabled document entitled 'The Statutory Assessment Process in Harrow – a guide for parents/carers,' as requested by recommendation 2 of the Scrutiny Review of SEN Processes. Members welcomed this document and felt that it would be of great benefit to parents of children with SEN. It was added that the document would be made available on the Council's website. A Member suggested that various contact numbers should be included in the document.

Given the short period of time since the review was referred to Cabinet, the Sub-Committee agreed to receive a written report in January 2005, when progress would be more measurable. It was further agreed that a meeting would be arranged between the Portfolio Holder for Education and Lifelong Learning and Human Resources and the Chair and Vice Chair of the Sub-Committee to discuss the review.

**RESOLVED:** That the Sub-Committee receive a progress report on the Scrutiny Review of SEN Processes at its meeting on 12 January 2005.

166. **Harrow Teachers' Centre:**

The Sub-Committee received a report of the Director of Learning and Community Development, which provided Members with an update on the funding arrangements introduced at the Harrow Teachers' Centre. It was explained that the previous funding structure was based on a Service Level Agreement (SLA) with the Borough's schools. Following the High Schools' decision to opt-out of the SLA, Cabinet had approved the introduction of a pay-as-you-go system. Originally the Teachers' Centre was expected to make a loss of £72,000 as a result of the lower charges introduced for the first five months of the financial year. However it was anticipated that this would be reduced to £55,000, providing bookings remained at the current level.

The officer informed Members that the Teachers' Centre had launched a publicity campaign in order to increase the use of their facilities. This had reportedly resulted in discussions with local community groups and organisations that had since expressed an interest in using the facilities at the Teachers' Centre. It was added that a new computerised booking system would help to improve the efficiency and usage of the facilities at the Teachers' Centre. The officer recognised the dangers of the pay-as-you-go system due to the lack of a guaranteed income. However, Members were informed that room bookings at the Teachers' Centre had not seen a decline since the introduction of the new charging system.

**RESOLVED:** That the Sub-Committee receive a report at its meeting in April 2005 to update Members on the financial position of the Teachers' Centre, including a breakdown of the different categories of users.

167. **Public Library Position Statement:**

The Sub-Committee received a report of the Director of Learning and Community Development. It was explained that the authority was required to submit a Public Library Position Statement and Standards Report to the Department for Culture, Media and Sport.

Members were reminded that in October 2003, the Sub-Committee had recommended to Cabinet that a strategy be developed in order to address the shortfall of professionally qualified librarians within the Library Service. It was advised that the authority was a member of the Society of Chief Librarians, who had piloted a number of courses to address the shortage. Possible local initiatives had also been considered, including the reintroduction of a graduate trainee scheme. The officer anticipated that the Library Service would continue to experience problems in this area. Members

agreed that it was important to introduce measures before the problem became more acute. The Sub-Committee agreed that a reference would be made to Cabinet, reiterating the recommendation in October 2003, that a strategy should be developed in order to address the shortfall of professionally qualified librarians.

In response to a query, it was noted that the policy of the Library Service was to have a qualified librarian at each facility. A Member suggested that it would be beneficial if the profession was included as part of the 14-19 Strategy, which was designed to build a wider vocational skills network.

**RESOLVED:** That (1) a reference be made to Cabinet, reiterating the need to develop a strategy to deal with the shortfall of qualified professional librarians;

(2) the Sub-Committee receive a report in April 2005 to chart progress on addressing the problem; and

(3) the Public Library Position Statement and Standards Report 2004, be noted.

168. **The Work of SACRE:**

The Sub-Committee considered a report of the Director of Learning and Community Development, which gave Members an overview of the work of the Standing Advisory Council on Religious Education (SACRE). The officer explained the key functions of SACRE, which included advising the LEA on issues relating to religious education and collective worship, providing advice on the revision of the Agreed Syllabus and the consideration of determinations.

The officer clarified that a determination was a request by the Headteacher, with the agreement of the Chair of Governors, that the school drop the clause 'wholly or mainly of a broadly Christian character' in collective worship. It was advised that only nine out of seventy-two schools in the Borough had a determination, primarily because the majority of schools felt that they could act within the existing arrangements. A Co-opted Member of the Sub-Committee pointed out that the date of a religious holiday listed in Appendix 2 was incorrect. The officer agreed to check the query raised by the Co-opted Member.

**RESOLVED:** That the Sub-Committee receive SACRE's 2003/04 Annual Report and an updated membership list as information items at a future meeting of the Sub-Committee.

169. **Annual Report of the Overview and Scrutiny Committee 2003/04:**

**RESOLVED:** That the Chair's draft report of the Sub-Committee's work over the last year for inclusion in the 2003/04 scrutiny annual report be approved.

170. **Review of Exclusions:**

The Chair reminded Members that the Exclusions Review Group would not begin its work until January 2005, following the completion of the Phase 3 SEN Funding Review. It was noted that colleagues from Slough were due to visit Harrow to discuss issues arising from the review. Councillor Asante asked for her name to be added to the attendance list on Appendix B of the officer report within the minutes of the review group's first meeting. Since the agreement of the review group membership at a previous meeting of the Sub-Committee, Councillor Asante had volunteered to become a member of the group.

**RESOLVED:** That (1) the scope for review be agreed; and

(2) the Sub-Committee agree the addition of Councillor Nana Asante to the membership of the Exclusions Review Group.

171. **Scoping Report for the Scrutiny Review of Phase 3 Delegated Funding for Pupils with SEN Statements in Mainstream Schools:**

It was hoped that the review group would report in January 2005 in time to refer its recommendations to Cabinet before the decision on phase 3 funding was agreed. Given the tight timescale of completing the review, the Chair indicated that it might prove necessary for herself and the Vice-Chair to approve the final report by Urgent Action in order for the report to reach Cabinet. Members of the Sub-Committee indicated that they would be happy with this approach. Members noted that since the previous meeting of the Sub-Committee, Councillor Asante had volunteered to become a member of the group.

**RESOLVED:** That (1) the scope for review be agreed; and



(2) the Sub-Committee agree the addition of Councillor Nana Asante to the membership of the Phase 3 Delegated Funding Review Group.

172. **Key Stage Level 1, 2, 3 and 4 statistics for Children with SEN (including a breakdown by gender and ethnicity):**

(See Minutes 158 and 165).

173. **Any Other Business:**

**RESOLVED:** That there was no other business to be discussed at this meeting.

(Note: The meeting having commenced at 7.34 pm, closed at 9.50 pm)

(Signed) COUNCILLOR MITZI GREEN  
Chair



**STRENGTHENING COMMUNITIES SCRUTINY  
SUB-COMMITTEE****14 OCTOBER 2004**

Chair: \* Councillor Thammaiah

Councillors: \* Gate \* Omar  
\* Kara (2) \* Osborn (1)  
\* Lavingia (1) \* Seymour

\* Denotes Member present  
(1) and (2) Denote category of Reserve Member

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**117. **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 Dharmarajah Councillor Vina Mithani	Councillor Kara Councillor Lavingia Councillor Osborn

118. **Declarations of Interest:**

**RESOLVED:** To note that the following interest was declared:

<u>Agenda Item</u>	<u>Member</u>	<u>Nature of Interest</u>
13 - Safer Harrow Crime and Drugs Audit to Strategy Consultation Progress and Audit Findings	Councillor Gate	Declared a non-prejudicial interest arising from the fact that his partner was a health professional.

119. **Arrangement of Agenda:**

**RESOLVED:** That (1) all items be considered with the press and public present; and  
(2) item 11 on the Main Agenda be considered after item 13.

120. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 13 July 2004, having been circulated, be taken as read and signed as a correct record.

121. **Public Questions:**

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

122. **Petitions:**

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

123. **Deputations:**

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

124. **References from Council and Other Committees:**

**RESOLVED:** To note that no references from Council and/or other committees were received at this meeting.

125. **Annual Report of the Overview and Scrutiny Committee 2003/2004:**  
The Sub-Committee was invited to approve a draft report of the Chair on the work undertaken by the Strengthening Communities Scrutiny Sub-Committee over the past year, for inclusion in the 2003/2004 Scrutiny Annual Report.
- An officer advised Members that the Annual Report would be received by the Overview and Scrutiny Committee on 19 October 2004 and would subsequently be put to Council for consideration on 21 October 2004. The Chair invited the Sub-Committee to comment upon the report and to add any relevant items to the work programme for 2004/2005.
- In the discussion that followed, a Member commented that he had received complaints from residents within his constituency regarding issues of infrastructure, such as the poor state of some of the roads. He considered that there was a need for the Sub-Committee to discuss how these issues impacted upon people's lives and affected the cohesion of the community. In response, the Officer suggested that as these issues were cross-cutting, the Overview and Scrutiny Committee could give consideration to which Scrutiny committee would be best suited to deliberate issues of this nature or whether a review group could be set up which drew its membership from the relevant committees.
- In relation to the section of the report detailing future areas of work, a Member requested that the Crime and Disorder Strategy for 2003/2004 be included, which item was already part of the Sub-Committee's work programme for 2005.
- The Chair undertook to report the above issues to the meeting of the Overview and Scrutiny Committee scheduled to take place on 19 October 2004.
- RESOLVED:** That the Sub-Committee approve the draft Chair's report on the Sub-Committee's work over the past year for inclusion in the 2003/2004 Scrutiny Annual Report, subject to the above.
126. **Establishing Local Priorities for Community Strategy 2005:**  
A report of the Executive Director (Organisational Development) was presented to the Sub-Committee which detailed the work undertaken by the Harrow Strategic Partnership (HSP) Board and Executive in order to identify local priorities for partnership action.
- An officer informed the Sub-Committee that in order to develop a comprehensive action plan for 2005, 12 priorities for action had been identified, examples of which included 'Anti-Social Behaviour', 'Fear of Crime' and 'Public Transport'. It was advised that a number of proposed actions to address these priorities might be problematic due to a lack of financial resources, although the Sub-Committee was informed that mapping had taken place in order to identify areas where partners could work together in order to produce long term savings.
- In response to a comment made by a Member regarding the value of a cohesive service, the officer replied that it was important to address all problems as part of one comprehensive strategy. For example, in relation to levels of crime this was directly affected by issues such as a lack of employment opportunities and poor housing conditions. It was questioned whether any local research had previously been conducted concerning poverty/older people. In response it was stated that the Office of the Deputy Prime Minister had produced statistics in this area and, in comparison with the rest of the country, Harrow had fared relatively well, although the income deprivation experienced by some older people was a concern.
- In conclusion, a Member commented that the Council should not become complacent with regard to poverty, to which the Chair added that rather than drawing a comparison with other London Boroughs the focus should be on addressing the problems within Harrow itself.
- RESOLVED:** To (1) note the work being done to develop the priority areas for action for the Harrow Strategic Partnership (HSP); and
- (2) note that action will be required from Council Directorates to deliver HSP priorities.
127. **Strategic Review of Grants to Voluntary Organisations:**  
The Sub-Committee received a report of the Director of Financial and Business Strategy which detailed the proposed changes for 2005 with regard to financial support

for the voluntary sector.

An Officer informed Members that the comments made by the Sub-Committee in relation to the Strategic Review of Grants had been submitted to the meeting of the Grants Advisory Panel on 27 July 2004 for consideration.

Members were informed that the revised strategy for 2005 identified the need to improve partnership working, transparency and clarity concerning funding decisions and the capacity and accountability of voluntary organisations within Harrow.

In the discussion that followed, Members sought clarification on a number of issues. With regard to a query concerning the number of voluntary organisations funded through the Council, the Officer stated that this number was difficult to estimate as a cohesive, transparent strategy had not yet come into force, but approximately 90 groups were funded through the Grants Panel and an additional 400 were funded through the remainder of the Council. In response to queries surrounding the implications of the new strategy for funding, the Sub-Committee was informed that the revised strategy would more than likely result in a greater financial budget and a marked increase in long term savings. For example, the allocation of a grant rather than community space would allow voluntary organisations to decide for themselves upon the least expensive location for their group.

**RESOLVED:** To note the proposed strategy for future support to the voluntary sector.

128. **Safer Harrow Crime and Drugs Audit to Strategy Consultation Progress and Audit Findings:**

A report of the Interim Head of the Crime Reduction Unit/DAT was presented to the Sub-Committee which detailed the findings of the 'Safer Harrow Crime and Drugs Audit' and the progress made in relation to devising a strategy arising from these.

The Sub-Committee was informed that the Crime and Disorder Act had stipulated that an audit of local crime and drug problems must be undertaken once every 3 years. Information from this audit had been circulated to the residents of Harrow in order to build a strategy that could be implemented in Spring 2005. It was advised that the response rate to the questionnaire had been high and at present the analysis of the information generated from this was taking place.

In relation to the consultation process and audit findings, Members were advised that the fear of crime was increasing amongst Harrow residents, despite the fact that the statistics demonstrated Harrow was the second safest London Borough in which to live. This low crime rate was partly attributed to the work undertaken by the Harrow Partnership.

One of the main priorities of the strategy would be to increase the quality of life for Harrow residents by reducing levels of anti-social behaviour, such as noise pollution and the amount of litter on the streets.

With regard to crime it was advised that a number of successes had been achieved. For example, there had been a marked increase in the reporting of domestic violence, and incidents of street crime had decreased since 2002. However, the number of young people who became victims of crime was a concern, as was the increasing number of motor vehicle offences and incidents of violence against the person (VAP).

In the discussion that followed Members sought clarification on a number of issues. In response to a query regarding the recording of drug related offences, the officer advised that methods of recording varied according to each individual Borough and how issues surrounding drugs were prioritised. For example, in Harrow the number of those receiving treatment had increased significantly due to the fact that treatment had become more widely available. The officer advised Members that information setting out the number of people entering treatment programmes across all London Boroughs was available for comparison and could be issued to the Sub-Committee for information. A Member questioned the officer as to whether detailed statistics were available highlighting incidents of crime from street to street. The officer responded by explaining that crime was mapped geographically within London and studied at a localised level.

Arising from the above discussions, a Member requested that these detailed statistics be provided as a regular item on the agenda of the Sub-Committee along with a report detailing how crime is monitored. In addition, once the Crime and Drug Strategy had

been put together it was requested that it be reported back to the Sub-Committee for consideration.

**RESOLVED:** That (1) the information be noted; and

(2) the requests outlined above be given consideration.

129. **Post Office Closure Programme:**

The Sub-Committee received a report of the Director of Organisational Performance which detailed Harrow Council's response to Post Office Ltd in relation to its proposed Post Office closure programme.

A Member questioned the reasons why Post Office Ltd was recommended to reconsider its decision to close some Post Offices, whilst for others it was strongly recommended to reconsider. In response, the officer stated that the wording had been based on the situation at each branch; for example, planning permission had been submitted for a large development close to the Honeypot Lane Branch, which, it was thought was likely to increase custom and hence the viability of this particular Post Office. There was hope that some branches could be saved as Postwatch had recommended that the review mechanism be used for two of the Post Offices. However, it was advised that there was still the need to be realistic about the situation.

In relation to a query regarding the legal opinion included with the response, the Sub-Committee was informed that this was included on the basis that, should the Council have concerns about the consultation process by Post Office Ltd, this could be followed up at a later stage.

In conclusion, a Member stated that this was an issue that united all 3 parties and highlighted the importance of maintaining the pressure on Post Office Ltd in order to achieve results.

**RESOLVED:** That the report be noted.

(Note: The meeting having commenced at 7.32 pm, closed at 8.55 pm)

(Signed) COUNCILLOR KEEKIRA THAMMAIAH  
Chair

COUNCIL







**MINUTES  
of the  
MEETING  
of the  
COUNCIL  
of the  
LONDON BOROUGH OF HARROW  
held on  
THURSDAY 21 OCTOBER 2004**

**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  
Jean Lammiman  
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

**A OPENING PROCEEDINGS****228. PRAYERS:**

The Mayor's Chaplain, the Reverend Clive Pearce, led the Meeting in formal opening prayers.

**229. OPENING ADDRESS FROM THE MAYOR:**

The Mayor welcomed Members to the Meeting and congratulated Councillor Gate on recently becoming a grandfather. She also thanked all those Councillors who had attended the memorial service held for her mother.

**B PROCEDURAL MATTERS****230. COUNCIL MINUTES:**

- (i) Minutes of the Annual Meeting (13 May 2004): The Leader of the Conservative Group, Councillor C Mote, indicated that he had an outstanding procedural issue arising from the Annual Meeting which he would take up with the officers outside the forum of this meeting.
- (ii) Minutes of the Extraordinary Meeting (24 June 2004): The Leader of the Conservative Group, Councillor C Mote, indicated that he would wish to record a reason for his Group's Members having left the proceedings prior to the Extraordinary Meeting having ended.

The Leader of the Council, Councillor Foulds, objected to that proposal and to the wording of the reason put forward, as being inappropriate to the accuracy of the minutes.

The Council noted the comments of the Leader of the Conservative Group and the Leader of the Council.

**RESOLVED:**

**THAT THE MINUTES OF THE ORDINARY MEETING HELD ON 29 APRIL 2004, THE ANNUAL MEETING HELD ON 13 MAY 2004 AND THE EXTRAORDINARY MEETING HELD ON 24 JUNE 2004, ALL HAVING BEEN CIRCULATED, BE TAKEN AS READ AND SIGNED AS CORRECT RECORDS.**

**231. DECLARATIONS OF INTEREST:**

- (i) Item 13 on the Council Summons: Pinner War Memorial Fund  
All Members present declared an interest in the above item arising from the fact that they were Trustees of the Memorial Fund. They remained and took part in the discussion and voting on this item.
- (ii) Item 23 on the Council Summons: the Exercise of Discretion Under Regulation 52 of the Local Government Pension Scheme Regulations 1997 (as amended)  
Having declared a personal interest in the above item arising from the fact that he was paid by the Authority, Councillor Currie remained and took part in the discussion and voting on this item.

**RESOLVED:**

**THAT THE DECLARATIONS OF INTEREST MADE BY MEMBERS OF COUNCIL IN RESPECT OF THE BUSINESS TO BE TRANSACTED AT THIS MEETING AND SET OUT ABOVE BE DULY RECEIVED AND RECORDED.**

**232. PROCEDURAL MOTIONS:****(1) VARIATION OF ORDER OF BUSINESS (RULE 4.2)**

The Leader of the Council, Councillor Navin Shah, moved a procedural motion under the provisions of Council Procedure Rule 4.2 (Variation of the Order of Business), to effect the consideration of the Items 5 (Mayor's Announcements) and 27 (Director of

Corporate Governance: Allocation of Statutory Monitoring Officer Role) on the Summons immediately prior to Item 3 (Appointment of the Leader of the Council).

This procedural motion received the general assent of Council.

**RESOLVED:**

**THAT THE PROCEDURAL MOTION UNDER COUNCIL PROCEDURAL RULE 4.2 BE AGREED, TO ALLOW THE CONSIDERATION OF ITEMS 5 AND 27 IMMEDIATELY PRIOR TO ITEM 3.**

**(2) URGENT MOTION (RULE 15.2)**

Councillor Navin Shah moved and Councillor C Mote seconded the receipt of an Urgent Motion under Council Procedure Rule 15.2 (Urgent Motions), that the Council accept an additional Motion onto the Summons in relation to the proposed Post Office closures in Harrow. In accordance with Rule 15.2(b) the grounds for urgency were set out.

This procedural motion received the general assent of Council.

**RESOLVED:**

**THAT, UNDER THE PROVISIONS OF COUNCIL PROCEDURAL RULE 15.2, THE URGENT MOTION BE ACCEPTED ON TO THE SUMMONS FOR CONSIDERATION.**

(See also Minute 249).

**233. 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 THOSE OCCASIONS ON WHICH SHE WAS REPRESENTED BY THE DEPUTY MAYOR AND PAST MAYORS, SINCE THE ANNUAL MEETING OF COUNCIL ON 13 MAY 2004.**

**234. DIRECTOR OF CORPORATE GOVERNANCE: ALLOCATION OF STATUTORY MONITORING OFFICER ROLE:**

Further to the information provided at Item 27 of the Summons it was

**RESOLVED:**

**THAT THE STATUTORY MONITORING OFFICER ROLE (AS SPECIFIED IN THE CONSTITUTION) BE ALLOCATED TO THE NEW POST OF DIRECTOR OF CORPORATE GOVERNANCE.**

**235. APPOINTMENT OF THE LEADER OF THE COUNCIL:**

It was noted that, further to the appointment made at the Annual Council Meeting on 13 May 2004 under the provisions of Paragraph 7.03 of Article 7, Councillor Foulds had given formal written notice on 13 October to the Chief Executive of his resignation from the office of Leader of the Council.

Upon the nomination of Councillor Navin Shah, Leader of the Labour Group, to the office of Leader of the Council, it was,

**RESOLVED:**

**THAT COUNCILLOR NAVIN SHAH BE APPOINTED LEADER OF THE COUNCIL FOR THE REMAINDER OF THE MUNICIPAL YEAR 2004/05.**

**236. EXECUTIVE FUNCTIONS 2004/05:**

- (i) Having agreed the appointment of Councillor Navin Shah as Leader of the Council, the meeting received from him a revised form of the Executive for approval at Item 4 of the Summons.

- (ii) Under the provisions of Council Procedure Rule 17.7, Councillor Navin Shah moved an alteration to the proposed Portfolio Holder delegations in the following terms:

“Add to the responsibilities of the Portfolio Holder for Communications, Partnership and Human Resources:

Communications

- oversee the arrangements for the marketing and promotion of Harrow and for meeting the local and national press, television and radio;
- liaise with the Manager of the Communications Unit on the content of the Borough publications and electronic communications”.

The alteration was agreed by general assent.

- (iii) The revised form of the overall Executive and its delegations was agreed subject to the above alteration.

**RESOLVED:**

**THAT (1) COUNCILLOR DIGHÉ BE APPOINTED DEPUTY LEADER OF THE COUNCIL FOR THE REMAINDER OF THE MUNICIPAL YEAR 2004/05; AND**

**(2) THE REVISED FORM OF THE OVERALL EXECUTIVE BE AGREED SUBJECT TO THE ABOVE ALTERATION (and as set out at the attached Appendix 1).**

**237. ANNOUNCEMENTS BY THE LEADER:**

- (i) Tribute to Councillor Foulds  
The Leader, Councillor Navin Shah, paid tribute to the leadership and contribution of Councillor Foulds and, on behalf of the whole Council, these sentiments were endorsed by the Mayor, who wished Councillor Foulds well for the future.
- (ii) Season's Greetings  
The Leader conveyed his best wishes to the communities of Harrow for Navratri and the upcoming Hindu Festival of Lights and Hindu New Year. With regard to the Borough's Islamic community, he noted that it was currently the holy month Ramadan and extended his best wishes for Eid, which would fall on 14 November.

**C PUBLIC REPRESENTATIONS**

**238. PETITIONS:**

In accordance with Council Procedure Rule 11, the following petitions were presented:

- (1) By Members of the Council on behalf of petitioners:
- (i) Councillor Williams submitted a petition signed by approximately 183 local residents which objected to parking restrictions in Pinner.  
[The petition stood referred to The Traffic and Road Safety Advisory Panel].
- (ii) Councillor Silver presented a petition signed by approximately 460 local residents which objected to the controlled parking outside the shops on Pinner Road, North Harrow.  
[The petition stood referred to The Traffic and Road Safety Advisory Panel].
- (iii) Councillor Mrs Kinnear submitted two petitions. The first, which objected to the closure of the Post Office situated at 3 Northolt Road, was signed by approximately 71 local residents. The second, which objected to the closure of the Post Office situated at 37 Shaftesbury Parade, was signed by approximately 26 local residents.

[The petitions were noted in the context of the Motions adopted and set out at Minute 249 below].

- (iv) Councillor Mrs Bath presented two petitions. The first was signed by 24 residents of Colman Court, Stanmore and objected to the extension of the Stanmore Controlled Parking Zone. The second was signed by 11 Members of the Greyfell Close Residents' Association and commented on and raised queries in relation to the extension of the Stanmore Controlled Parking Zone.

[The petitions stood referred to The Traffic and Road Safety Advisory Panel].

- (v) Councillor C Mote submitted a petition signed by approximately 1200 local residents which objected to the 8.00 pm parking restriction in place at the upper end of Marsh Road.

[The petition stood referred to The Traffic and Road Safety Advisory Panel].

- (2) By members of the public:

- (i) Mr Diamond presented a petition signed by approximately 314 residents of Stanmore which objected to the extension of the Stanmore Controlled Parking Zone.

[The petition stood referred to The Traffic and Road Safety Advisory Panel].

- (ii) Mr Wayne presented two petitions which objected to the extension of the Stanmore Controlled Parking Zone. The first was signed by approximately 55 residents of Silverston Way, Stanmore and the second was signed by 22 residents of Courtens Mews.

[The petitions stood referred to The Traffic and Road Safety Advisory Panel].

**239. PUBLIC QUESTIONS:**

Further to Item 8 on the Summons, the following 2 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>
Mr P Seedher	Leader of the Council	<p>“From my question to Cabinet last Thursday – we have established that the Chief Executive, the Directors and Cabinet are responsible for the proper accounting of all income and expenditure.</p> <p>Cllrs Shah and Burchell were keen to confirm that proper accounts had indeed been presented for the Council including the Housing Dept. Incredible as I find this I shall return to this miracle of accounting later. So what is the problem with the Housing Dept and its Maintenance Budget?</p> <p>Was it perhaps a failure of management control by the Chief Executive and her 21 Directors?”</p>
Mr J Zeid	Finance Portfolio Holder (Councillor Dighé)	<p>“Could the portfolio holder for finance indicate the effect that the £2.5 million spent on refurbishing the Civic Centre has had on the Council Tax, both as a percentage of the total and in Pounds and Pence per household that are ACTUALLY PAYING Council Tax? An</p>

average figure at Bands D and E would be a good indicator.”

[Note: Oral answers were provided to the above questions and under the provisions of Council Procedure Rule 12.4, the second questioner also asked a valid supplementary question which was additionally answered].

**D REPORTS FROM THE EXECUTIVE**

**240. FINANCIAL REGULATIONS AND CONTRACT PROCEDURE RULES:**

**RECOMMENDATION I: (Cabinet – 20 May 2004)**

**RESOLVED:**

**THAT THE ABOVE RECOMMENDATION BE ADOPTED AS PRINTED.**

**241. SERVICE AND FINANCIAL PLANNING PROCESS 2005-06 TO 2007-08:**

**RECOMMENDATION I: (Cabinet – 29 July 2004)**

**RESOLVED:**

**THAT THE ABOVE RECOMMENDATION BE ADOPTED AS PRINTED.**

**242. NINTH LONDON LOCAL AUTHORITIES BILL:**

**RECOMMENDATION I: (Cabinet – 14 October 2004)**

- (i) As Leader of the Council, Councillor Navin Shah formally moved the above Recommendation of Cabinet.
- (ii) Councillor Miss Lyne moved and Councillor C Mote seconded an amendment to this Recommendation in the following terms:

“Add a second part to the Recommendation as follows:-

“That the ALG be advised of the issues referred to in the preamble to the Recommendation (second paragraph) for its consideration in the context of any future legislative proposals” “

This was agreed by general assent of the Council.

- (iii) The Recommendation was adopted as amended.

**RESOLVED:**

**THAT (1) IT BE AGREED UNANIMOUSLY THAT THE NINTH LONDON LOCAL AUTHORITIES BILL STATUTORY FIRST RESOLUTION OF COUNCIL BE ADOPTED AS SET OUT IN APPENDIX 2 ATTACHED TO THESE MINUTES; AND**

**(2) THE CABINET RECOMMENDATION BE ADOPTED, SUBJECT TO THE AMENDMENT SET OUT AT (ii) ABOVE.**

**243. LONDON LOCAL AUTHORITIES AND TRANSPORT FOR LONDON ACT 2003 - ADDITIONAL ENFORCEMENT POWERS:**

**RECOMMENDATION II: (Cabinet – 14 October 2004)**

Having, as Leader of Council, formally moved the above Recommendation, under the provisions of Council Procedure Rule 17.7 Councillor Navin Shah moved an alteration to the Recommendation in the following terms:

“Add a third part to the Recommendation as follows:

‘That the enforcement powers conferred on the Authority by the Sections of the Act referred to in (1) above shall not be exercised without the express written agreement of each of the Leaders of the three political Groups on the Council’.”

This was agreed by general consensus.

**RESOLVED:**

**THAT THE RECOMMENDATION BE ADOPTED SUBJECT TO THE AMENDMENT SET OUT ABOVE.**

**244. PINNER WAR MEMORIAL FUND:**

**RECOMMENDATION III: (Cabinet – 14 October 2004)**

**RESOLVED:**

**THAT THE ABOVE RECOMMENDATION BE ADOPTED AS PRINTED.**

**E REPORTS FROM OVERVIEW AND SCRUTINY**

**245. ANNUAL REPORT OF THE OVERVIEW AND SCRUTINY COMMITTEE 2003/04:**

**RECOMMENDATION I: (Overview and Scrutiny Committee – 19 October 2004)**

**RESOLVED:**

**THAT THE ABOVE RECOMMENDATION BE ADOPTED AS PRINTED.**

[Note: The Chair of the Overview and Scrutiny Committee together with the Leader of the Council placed on record their appreciation of the work of the Members and Co-opted Members of the Overview and Scrutiny Committee and its Sub-Committees].

**246. ESTABLISHMENT OF AN AUDIT COMMITTEE:**

**RECOMMENDATION II: (Overview and Scrutiny Committee – 19 October 2004)**

**RESOLVED:**

**THAT THE ABOVE RECOMMENDATION BE ADOPTED AS PRINTED.**

**F REPORTS FROM COUNCIL COMMITTEES**

**247. TRAINING FOR MEMBERS OF THE DEVELOPMENT CONTROL COMMITTEE:**

**(1) RECOMMENDATION I: (Development Control Committee – 7 September 2004)**

**RESOLVED:**

**THAT THE ABOVE RECOMMENDATION BE ADOPTED AS PRINTED.**

**(2) ASSOCIATED COMMITTEE PROCEDURE RULE**

- (i) Councillor Mrs Kinnear moved and Councillor Marilyn Ashton seconded an amendment to the Committee Procedure Rule associated with the above Recommendation in the following terms:

“7.2 After ‘Committee’ (3<sup>rd</sup> Line) delete all and insert:

“A Register of those Members who have completed the Training Course shall be kept by the Monitoring Officer and updated periodically by him/her as future Members are trained”

7.3 After ‘Period’ (4<sup>th</sup> Line) insert:

“Training shall be provided by the Borough within this period” .

This was agreed by general assent of the Council.

- (ii) A second amendment which had been advised in relation to the Procedure Rule was withdrawn with the consent of the Council.

**RESOLVED:**

**THAT THE ASSOCIATED PROCEDURE RULE BE ADOPTED AS SET OUT AT APPENDIX 3.**

**G ISSUES RAISED BY COUNCIL MEMBERS****248. QUESTIONS WITH NOTICE:**

Further to Item 17 on the Summons, the following questions had been submitted by Members of the Council, notice of which had duly been given under the provisions of Council Procedure Rule 13.2. Of these, all except question 3 were answered orally (see notes below):

<b><u>QUESTION BY</u></b>	<b><u>QUESTION OF</u></b>	<b><u>TEXT OF QUESTION</u></b>
(1) Councillor Williams	Portfolio Holder for Environment and Transport (Councillor O'Dell)	<p><u>"Re – Cancellation of June Traffic and Road Safety Panel"</u></p> <p>The June meeting of the Traffic and Road Safety Panel was cancelled due to a lack of business.</p> <p>Although there was a protest from one of the Members of the Panel that there was, in the Member's opinion, many items of a substantial nature requiring discussion, the decision by the Portfolio Holder stood, and the meeting did not take place.</p> <p>In reaching his decision was the Portfolio Holder indicating to Constituents and Councillors that there were no major Traffic or Road Safety problems in Harrow in June of this year?"</p>
(2) Councillor John Cowan	The Leader of the Council (Councillor Navin Shah)	"Given the problems that are afflicting Pensions Funds at present, could the Leader of the Council please comment on the state of Harrow's schemes?"
(3) Councillor Mrs Kinnear	Portfolio Holder for Planning, Development and Housing (Councillor Burchell)	"Is it correct that a number of flats previously occupied by Wardens in Sheltered Housing accommodation blocks are vacant: pending a decision to be made by the Borough on the future of sheltered housing? If this is correct how many units are vacant, and in each case for how long have they each been unoccupied?"
(4) Councillor Knowles	Portfolio Holder for Planning, Development and Housing (Councillor Burchell)	"Would the Housing Portfolio Holder care to comment on the reasons why the Housing Revenue Account showed a £2 million overspend this year?"

[Notes: (1) The Portfolio Holder for Environment and Transport deferred to Councillor Miles, the Chair of the Traffic and Road Safety Advisory Panel, to answer question 1;

(2) The Leader deferred to Councillor Dighé, the Deputy Leader of the Council and Portfolio Holder for Business Connections and Performance, to answer question 2;



(3) Under the provisions of Council Procedure Rule 13.5, the Members submitting the above questions asked an oral supplementary question each, which were also answered;

(4) In accordance with Council Procedure Rule 13.4, it was agreed that a written answer would be provided to question (3); and

(5) A fifth question identified in the tabled documents was withdrawn by the questioner before being put].

**249. URGENT MOTION - POST OFFICE CLOSURES:**

(i) The following Urgent Motion, having been admitted to the Council Summons under the Provisions of Council Procedure Rule 15.2 (See Minute 232 above), was moved by Councillor Navin Shah and seconded by Councillor C Mote:

“That the Council welcomes the resolution, set out below, agreed by members of the Harrow Strategic Partnership Board. This resolution is fully endorsed by Members of the Harrow Council and jointly with the HSP Board. This Council calls on the Post Office to provide a service to meet the needs of all the local communities.

The Board Members of Harrow Strategic Partnership are seriously concerned by Post Office’s (POL) proposal to close nine post offices in the Borough of Harrow.”

“This Partnership deplors the fact that:

- The consultation period has been too brief to allow adequate consultation with regular customers.
- The closures will disproportionately affect the elderly, people with disabilities and those unable to use a car.
- It will create unnecessary pressure at remaining post offices.
- The closures will threaten nearby businesses by removing passing trade and have an impact upon the vibrancy of localities.

The Partnership supports the community’s opposition to the closures and demands the removal of the threat of closures on the grounds that the social impact outweighs any possible commercial benefit to POL. Further, the Partnership recommends that downgrading of post offices is reversed and the premises improved to provide services that are relevant to local needs, thereby ensuring their increased use by local residents. The Partnership also recommends that POL work with local partners in developing innovative services.”

(ii) Upon a vote, the Motion was carried unanimously.

**RESOLVED:**

**THAT THE MOTION SET OUT AT (i) ABOVE BE ADOPTED.**

**250. MOTION AT ITEM 18 (1) OF THE SUMMONS - POST OFFICE ACTS:**

(i) Councillor C Mote moved and Councillor D Ashton seconded the following Motion appearing at Item 18 (1) of the Summons:

“We, the Undersigned, call on Harrow Council to condemn the actions of our MPs in voting for the Post Office Acts. We believe the nine closures that are now threatened in Harrow are a direct result of those policies and call on both our Parliamentary representatives to explain their actions or resign”.

(ii) Councillor Thornton moved that the words “or resign” be deleted from the Motion. The mover and seconder of the original Motion indicated their acceptance of this proposal.

(iii) The substantive Motion, as altered, was agreed as follows:

“We, the Undersigned, call on Harrow Council to condemn the actions of our MPs in voting for the Post Office Acts. We believe the nine closures that are now threatened in Harrow are a direct result of those policies and call on both our Parliamentary representatives to explain their actions”.

**RESOLVED:****THAT THE SUBSTANTIVE MOTION, AS AMENDED AT (ii) ABOVE, BE ADOPTED.**

[Notes: (1) Councillors Arnold, Branch, D Ashton, Marilyn Ashton, Mrs Bath, Miss Bednell, Billson, Champagnie, Janet Cowan, John Cowan, Harriss, Mary John, Mrs Kinnear, Knowles, Lammiman, 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 in favour of adopting the above Motion;

(2) Councillors Asante, Blann, Bluston, Burchell, Choudhury, Currie, Davine, Dharmarajah, Dighé, Foulds, Gate, Mitzi Green, Ann Groves, Harrison, Idaikkadar, Ismail, Kinsey, Lavingia, Miles, Marie-Louise Nolan, O'Dell, Omar, Ray, Navin Shah, Mrs R Shah, Stephenson, Thammaiah, Toms, and Anne Whitehead wished to be recorded as having voted against adopting the above Motion].

**251. MOTION AT ITEM 18 (2) - LOCALLY LISTED BUILDINGS:**

The Motion set out at Item 18(2) of the Summons in the names of Councillors John Knowles and Jean Lammiman was withdrawn from consideration with the consent of Council as the matter was to be the subject of inter-Group discussions.

**252. MOTION AT ITEM 18 (3) - SMALL BUSINESSES:**

- (i) Councillor Vina Mithani moved and Councillor Silver seconded the following Motion appearing at 18(3) of the Summons:

"We, the Undersigned, call on Harrow Council to work to encourage the development of "Next Step" provision for Small Businesses in the Borough".

- (ii) Upon a vote, the Motion was carried.

**RESOLVED:****THAT THE MOTION SET OUT AT (i) ABOVE BE ADOPTED.****253. MOTION AT ITEM 18 (4) - LONDON BID FOR THE OLYMPIC GAMES 2012:**

- (i) Councillor Navin Shah moved and Councillor Knowles seconded the following Motion appearing at Item 18(4) of the Summons:

"The Council recognises the enormous benefits to London in hosting the world's biggest sporting event. The effects of hosting such a special event would be felt countrywide with direct improvements in our sporting, recreational, social, economic and transport infrastructure.

The Council notes that the games would bring direct financial benefits while more importantly enhancing the public's understanding of disability issues and national cultures while providing role models for the borough's young people and others throughout Britain. The Council also believes that the Olympic Games and Paralympics are a demonstration of international community cohesion, and that this borough has an identical ambition that the multi-cultural communities of this borough are able to live, work and compete in a spirit of mutual respect. Together with the West London Alliance, this Council therefore gives its wholehearted support to the campaign to bring the Olympic Games and Paralympics to London in 2012".

- (ii) Councillor C Mote moved and Councillor D Ashton seconded an amendment to the Motion in the following terms:

"At the close of existing Motion, after the date '2012' (line fourteen), to add the following wording:-

'In light of the Ken Livingstone's statement that he (i.e. London Taxpayers) will underwrite the costs of hosting the games, the Council seeks assurances that the Government will ensure that the cost to London Council Tax payers is no more than that borne by other UK residents, such is the national importance of the Olympics' ".

Upon a vote this was agreed.

- (iii) The substantive Motion, as amended, was carried by general assent.

[Notes: (1) During the course of the debate on the amendment to the above Recommendation, Councillor Miss Bednell moved, under the provisions of Council Procedure Rule 17.10 (d) "that the question now be put". This was carried by general consensus and the meeting then moved to a vote on that amendment;

(2) It was noted that Part 1 of the Motion only, set out at (i) above, would form the Council's response to the North West London Olympic Bid].

**RESOLVED:**

**THAT THE SUBSTANTIVE MOTION SET OUT AT (i) ABOVE, TO INCLUDE THE ADDITION OF THE AMENDMENT AT (ii), BE ADOPTED.**

## H MISCELLANEOUS

### 254. DETERMINATION AS TO THE SIZE OF COMMITTEES OF THE COUNCIL AND THE PROPORTIONAL ALLOCATION OF COMMITTEE PLACES:

Arising from the receipt of a Notice from the Labour Group on 13 October 2004 under the provisions of Regulation 8(5) of Local Government (Committees and Political Groups) Regulations 1990, Council received the new Determination on proportionality.

**RESOLVED:**

**THAT THE DETERMINATION AS TO THE PROPORTIONAL ALLOCATION OF COMMITTEE PLACES FOR THE REMAINDER OF THE MUNICIPAL YEAR 2004/05 UNDER THE 1990 REGULATIONS BE HEREBY CONFIRMED.**

### 255. APPOINTMENT OF MEMBERS TO COUNCIL COMMITTEES:

The Meeting received in the Supplemental Summons further to Item 20 on the original Summons, confirmation of the nominations by the political groups to places on the Committees of the Council in accordance with the formal Determination as to the proportional entitlement of the Groups.

The following amendment to the memberships was proposed:

Membership of School Organisation Committee:

Substitute Councillor Thammaiah for Councillor Gate

This was agreed by general consensus.

**RESOLVED:**

**THAT THE COMMITTEES OF THE COUNCIL BE ESTABLISHED WITH THE MEMBERSHIPS SET OUT, AS AMENDED ABOVE, FOR THE REMAINDER OF THE MUNICIPAL YEAR 2004/05 (see Appendix 4).**

### 256. APPOINTMENT OF CHAIRS TO COUNCIL COMMITTEES:

The Meeting received in the Supplemental Summons, further to Item 21 on the original Summons and the appointment of memberships (see Minute 255 above), confirmation of the nominations by the Leader of the Council as to the appointment of Chairs to Committees of the Council for the remainder of the Municipal Year 2004/05.

In moving the nominations, the Leader of the Council advised of an alteration to the appointments to effect the replacement of Councillor Idaikkadar as Chair of the Audit Committee with Councillor John Cowan. This was agreed by general consensus.

**RESOLVED:****THAT THE FOLLOWING CHAIRS OF COMMITTEES BE APPOINTED FOR THE REMAINDER OF THE MUNICIPAL YEAR 2004/05:-**

Audit Committee	Councillor John Cowan
Development Control Committee	Councillor Anne Whitehead
Licensing and General Purposes Committee	Councillor Idaikkadar
Overview and Scrutiny Committee	Councillor Jean Lammiman

**257. OUTSIDE BODY APPOINTMENTS 2004/05:**

- (i) The Council's confirmation of several Outside Body appointments was sought.
- (ii) As an amendment to the proposal on the Summons to appoint the Leader of the Council as the Council's representative on the ALG Leaders' Committee, Councillor D Ashton moved and Councillor Miss Bednell seconded that Councillor C Mote be appointed.

Upon a vote, there was an equality of votes cast for and against the amendment. The Mayor exercised her casting vote in favour of the amendment, to appoint Councillor C Mote as the Council's representative on the ALG Leaders' Committee.

- (iii) The remainder of the appointments were agreed as printed.

**RESOLVED:****THAT APPOINTMENTS TO OUTSIDE BODIES BE MADE AS FOLLOWS:**

<u>Outside Body</u>	<u>Appointee</u>
ALG Leaders' Committee	Councillor C Mote
Local Government Association – General Assembly Meetings	Leader of the Council
London Housing Unit Committee	Leader of the Council
West London Alliance	Leader of the Council
The London Arts Board Local Authority Forum	Cultural Strategy Manager, Mike Padmore
North West London Strategic Health Authority – Continuing Care Criteria Review Panel	Interim Director of Community Care, Jeff Hobden

**258. THE EXERCISE OF DISCRETION UNDER REGULATION 52 OF THE LOCAL GOVERNMENT PENSION SCHEME REGULATIONS 1997 (AS AMENDED):**

Further to the information set out in the report of the Chief Executive at Item 23 of the Summons it was

**RESOLVED:**

**THAT (1) THE AUTHORITY AGREES THE EXERCISE OF ITS DISCRETION UNDER REGULATION 52 OF THE LOCAL GOVERNMENT PENSION SCHEME, FACILITATING AN INCREASE IN PENSIONABLE SERVICE;**

**(2) THE COUNCIL DELEGATE EXERCISE OF THIS DISCRETION TO THE CHIEF EXECUTIVE; AND**

**(3) THE FINANCIAL STRAIN ASSOCIATED WITH THE AWARD OF AN ADDITIONAL SERVICE PERIOD IS MET THROUGH A DRAW DOWN ON RESERVES AT THE TIME THE AWARD IS MADE.**

**259. OPERATION AND PROVISIONS FOR CALL IN AND URGENCY:**

In accordance with the Council's Overview and Scrutiny Procedure Rules which required Members to consider and monitor the operation of the provisions for call-in and urgency on an annual basis, the Council received a report of the Chief Executive on this matter.

**RESOLVED:**

**THAT THE ANNUAL REPORT REGARDING THE OPERATION AND PROVISIONS FOR CALL-IN AND URGENCY BE NOTED AND ENDORSED.**

**260. DECISIONS TAKEN UNDER THE URGENCY PROCEDURE AND USE OF SPECIAL URGENCY PROCEDURE:**

In accordance with the Council's Overview and Scrutiny Procedure Rules and Access to Information Rules set out in Part 4 of the Constitution, the Chief Executive presented a report at item 25 of the Summons regarding decisions taken as a matter of urgency on behalf of the Executive (that is, as individually authorised by the Portfolio Holders).

**RESOLVED:**

**THAT THE DECISIONS TAKEN UNDER THE SPECIAL URGENCY PROCEDURE ON BEHALF OF THE EXECUTIVE AS NOW REPORTED BE NOTED.**

**261. URGENT DECISIONS TAKEN ON MATTERS RESERVED TO THE COUNCIL:**

Urgent decisions which, being matters reserved to the Council and in accordance with the delegations to Chief Officers, the Leaders of the three political groups on the Council had been consulted on and had been agreed on behalf of the Council, were now reported.

**RESOLVED:**

**THAT THE DECISIONS TAKEN UNDER DELEGATIONS TO CHIEF OFFICERS ON BEHALF OF THE COUNCIL AS NOW REPORTED BE NOTED.**

**(CLOSE OF MEETING:** All business having been completed, the Mayor declared the meeting closed at 10.27 pm).

APPENDIX 1**Portfolio Holders – Amended Delegations****The Leader of the Council and Portfolio Holder for Strategic Overview and External Affairs**

The Leader of the Council and Portfolio Holder for Strategic Overview and External Affairs shall have the following responsibilities:-

**(a) Corporate Matters**

- when present to chair meetings of the Executive;
- lead the development and implementation of the Council's statutory and other plans and strategies including:
  - the Council's corporate priorities and objectives,
  - the needs of the Borough and local communities on matters of comprehensive, corporate and strategic importance,
  - the Council's overall performance
- oversee the allocation of resources to implement the Council's plans and strategies and to meet the Council's objectives;
- take responsibility for the review of the pay and conditions of Chief Officers;
- oversee the arrangements and overall budgets of the Members' Secretariats;
- oversee the conduct of litigation by or against the Council, and major contracts entered into by the authority;
- make proposals for the appointment of Councillors or other persons on outside bodies as representatives of the Council;
- oversee the arrangements for all civic and ceremonial matters;
- make proposals to Council for the setting of the levels of Councillor's allowances and expenses;
- oversee the programme for Member development;
- keep under review and make proposals for changes to the Constitution;
- emergency planning.
- taking the lead within the Executive in promoting and developing the Authority's equal opportunity policies;

**(b) External Affairs**

- liaise on behalf of the Council with Government Departments, the Greater London Authority and other local and public bodies;

- respond to Central Government, the Greater London Authority and Local Authority Associations' consultation exercises and to requests for information.

### **The Deputy Leader of the Council and Portfolio Holder for Business Connections and Performance**

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

- undertaking the responsibilities and delegated powers of the Leader of the Council, to the extent permitted by the Constitution, in the absence of the Leader;
- the chairing of meetings of the Executive in the absence of the Leader of the Council;
- developing and implementing the Community Plan;
- the development of the Council's response to crime, substance abuse and associated issues and the maintenance of good working relationships with other agencies to secure a safe living and working environment within the Borough.
- oversee the management processes of the Council and to keep under review the management structure of the Council, in order to ensure their effective contribution to the provision of effective and high quality services;
- oversee the implementation of e-government;
- develop and oversee the Council's response to Best Value
- propose the annual programme of Best Value Reviews
- monitor the programme of Best Value reviews and the subsequent implementation plans
- work closely with Overview and Scrutiny Committees to ensure continuous improvement in Harrow services.

#### **General Business Connections and Performance responsibilities**

- With the Leader, to develop and maintain a coherent, sustainable financial strategy for Harrow.
- Ensure that the development of proposals for and consultation on the Annual budget takes place within the requirements of the Budget and Policy Framework Rules and good corporate governance practice.
- Ensure the development and maintenance of a coherent human resources strategy for the Council and its workforce.

#### **Specific Business Connections and Performance responsibilities:**

- To overview the development of clear systems and structures for budget development, management and monitoring.
- Ensure procedures for virement within budgets are updated as appropriate and followed at Member and officer level.

- Evaluate the financial procedures of the Council and recommend improvements.
- Bring forward proposals for the annual review of charges made by the Council and monitor the equalities impact of charges.
- promote a corporate framework for performance management and service planning and to keep the framework under review
- to make reports to the Executive on the performance of services
- to overview the Councils approach to public service agreements, corporate performance assessment and other performance related initiatives.

### **Portfolio Holder for Environment and Transport**

#### **General responsibilities:**

- With the Deputy Leader, to oversee the development and maintenance of positive links and partnerships with local environment and transport agencies, other organisations and businesses to improve the environment and transport services within Harrow;
- to further the objectives of Agenda 21;
- to oversee the development and review of strategies and plans relevant to the environment and transport portfolio;
- to ensure the effective and efficient organisation, management and sustainable use of resources under the environment and transport portfolio

#### **Specific responsibilities**

The development, oversight and implementation of policies and strategies and the monitoring of the following services:

- (a) Environmental and public protection services including:-
  - environmental and health promotion;
  - consumer advice and trading standards;
  - food, health and hygiene;
  - health and safety at work;
  - cemeteries and crematorium;
  - noise and other forms of pollution.
- (b) Environmental maintenance and cleansing including waste collection and disposal
- (c) Services provided by the Council's Direct Service Organisation
- (d) Highways, traffic management, transport and road safety



(e) Town Centres, street environment and street trading

**Portfolio Holder for Planning, Development, Housing**

**General responsibilities:**

- To oversee the development and implementation of policies and strategies for the provision and improvement of housing in the Borough
- development and implementation of the strategic planning framework for the Council
- development and implementation of the Council's economic development policies and regeneration initiatives in liaison with the Deputy Leader as appropriate

**Specific responsibilities:**

- to develop and implement the Unitary Development Plan and other borough and local plans
- to be responsible for area plans and planning briefs for strategic sites within the Borough for both the public and private sector
- to ensure appropriate and effective local participation in the planning and development process
- to be responsible for the development and delivery of the Council's housing services, including:
  - accommodation provision for households in need, through Council provision or in consort with Housing Associations and developers
  - management of Council housing stock, shops, garages and making proposals for rental charges
  - temporary accommodation for those in urgent need or who are homeless
- development and delivery of services to Council tenants including:
  - right to buy and sale of council property
  - tenant consultation
  - rent and service charge collections
  - grants and mortgages
  - advisory services
  - homelessness determinations
  - the allocation of Council housing and nominations to accommodation of other providers.
- The maintenance and improvement of the Council's housing stock

- Promotions of satisfactory standards in housing accommodation in the private sector and enforcement actions as appropriate
- Proposals for the assessment of future housing needs within the Borough
- To maintain an overview of and develop a strategy for the management of the Council's property portfolio.

### **Portfolio Holder for Education and Lifelong Learning**

#### **General responsibilities:**

- To develop, promote and implement policies, strategies and procedural arrangements for the provision of the following functions:
  - education in schools
  - adult education
  - library services
  - community and youth services
  - arts, culture and heritage
  - sports and leisure services
  - early years and childcare services (in conjunction with the Early Years Partnership)
- The promotion, development and co-ordination of community development with other Portfolio Holders.
- To ensure that development and maintenance of positive links and partnerships with local agencies, organisations and businesses to support the delivery of these services.
- To oversee consultation, liaison or other partnership arrangements on education matters with the School Organisation Committee, the Standing Advisory Committee on Religious Education, staff, parents, governing bodies, pupils, Government Departments, unions and other interested parties.
- To support education strategies addressing education achievement and attendance and exclusion issues.

#### **Specific responsibilities:**

To oversee the provision of the following services:

- School Development Services
- Children's Services
- Arts & Leisure Services
- Lifelong Learning & Youth Services
- Library Services
- Early Years & Childcare Services (in conjunction with the Early Years Partnership).
- Student Support
- Education Support Services

**Portfolio Holder for Social Care and Health****General responsibilities:**

- The development and implementation of policies, strategies and procedural arrangements in line with statutory requirements for the provision of the Council's social services functions.
- To oversee the performance of Social Services in relation to national targets and priorities and to take account of any issues arising from external inspection and the performance assessment role of the Social Services Inspectorate.
- To oversee and monitor the development and provision of health services with health service bodies and community and voluntary organisations.
- To oversee the promotion and development of positive links, joint working arrangements and partnerships with local agencies, including the voluntary and independent sector.
- To oversee the commissioning and contracting arrangements for the provision of services within the service and also jointly with other partner agencies.
- To oversee the regulating and inspection functions.
- To oversee and promote the corporate parenting responsibilities of the whole Council for children looked after.

**Specific responsibilities:**

The direct provision of the following services:

- Children and Family Services including children's safeguarding
- Community Care Services

Commissioning responsibilities with Health for:

- Mental Health Services
- Learning Disability Services
- Child and Adolescent Mental Health Services

**Portfolio Holder for Communications, Partnership and Human Resources****General and Specific:****a) Social Inclusion**

- Jointly with other Portfolio Holders to develop a strategy for social inclusion by:
  - auditing the public's need for advice and identifying gaps in the provision.
  - assessing the effectiveness of anti-poverty strategies and preparing strategies to address shortfalls.
  - linking social inclusion objectives to regeneration and other corporate and communities strategies.

- assessing and identifying strategies to address education achievement, attendance and exclusion issues.
- identify strategies to support social inclusion in the provision of local housing.
- developing social inclusion targets within all relevant services delivered by the Council.

#### **b) Community Issues and Harrow Partnership**

- promotion and further development of the Harrow Partnership and Stakeholder Forums in the context of the Local Strategic Partnership;
- developing partnerships and working arrangements with other agencies and service providers to produce beneficial outcomes for people living, working and visiting Harrow;
- the promotion of good community relations within the Borough;
- overseeing the corporate framework for the allocation of all grant aid and other forms of funding.

#### **c) Human Resources**

- Lead on all human resources matters including employee consultation, health and safety, equal opportunities in relation to employees of the Council.

#### **d) Communications**

- oversee the arrangements for the marketing and promotion of Harrow and for meeting the local and national press, television and radio;
- liaise with the Manager of the Communications Unit on the content of the Borough publications and electronic communications.

APPENDIX 2

October 2004

**[ FIRST RESOLUTION OF COUNCIL ]****HARROW LONDON BOROUGH COUNCIL**

RESOLVED -

That the Council approves the inclusion in the Bill being promoted by Westminster City under the name or short title of "London Local Authorities" of provisions effecting all or some of the following purposes -

- (a) to make provision in respect of the control of portable advertisements; providing better powers to deal with fly posting and graffiti including powers of seizure and stronger penalties; making further provision about unauthorised advertisement hoardings; to provide for telephone call barring for numbers mentioned in unauthorised advertisements including those placed in telephone kiosks; strengthening Councils' powers as regards the control of waste and the use of street litter control notices; prescribing how recyclable waste should be separated, enabling the making of standard regulations about the use of waste receptacles; charging for additional household waste collections; providing further powers to deal with waste on private land; strengthening and extending the law relating to litter including powers to deal with litter and waste in aquatic environments and dealing with littering from vehicles; controlling the use of civic amenity sites; dealing with waste transfer notes and licences; strengthening enforcement against fly-tipping; strengthening powers to deal with abandoned vehicles and providing powers to remove and dispose of nuisance and other vehicles; updating the law on intruder alarms; dealing with construction noise from underground stations; dealing with control of noise nuisance from street works; providing stronger powers to deal with noise nuisance; strengthening enforcement against illegal "near beer" premises; dealing with the display or possession for supply of R18 videos in unlicensed sex shops; allowing conditions relating to waste and litter to be attached to premises licences under the Licensing Act 2003; dealing with fees for premises and personal licences in London under that Act; increasing the number of members who can sit on licensing committees under that Act; enabling the provision of cleaning up conditions at licensed special events; dealing with charitable collections on the highway and public places; amending the law relating to street trading including dealing with shop forecourts, bridges over the Thames and the South Bank; introducing the licensing of proprietary clubs; altering the law relating to the licensing of special treatment premises, to include dealing with nail art, mobile premises, and premises under the Registered Homes Act; dealing with bicycle rickshaws or pedicabs; amending and extending the law relating to parking and parking enforcement including dealing with repeat offenders, and with motorcycles on the footway; dealing with cycling on the pavement; dealing with abandoned bicycles and other bicycles left in public places; dealing with filming on the highway and in open spaces and making further provision about filming in London; dealing with chairs and tables and other things placed on the highway including the making of additional charges; altering the law relating to overhanging vegetation on the highway; providing exemptions from traffic restrictions for waste collection and road sweeping vehicles; making further provision about vehicle crossovers and driving off the carriageway; removal of articles attached to street furniture and other objects

on or abutting the highway; removal of disused telephone kiosks and other disused apparatus and street furniture; the decriminalisation of low emission zone enforcement; stopping vehicles for emissions testing; enabling Councils to provide “wi-fi” technology; providing for the registration of second-hand dealers; providing for the control or prohibition of smoking in public places or the work place; the provision of consumer advice; altering the concessionary fares scheme; the registration of businesses who provide mail forwarding services; enabling Councils to obtain the names and addresses of people whose telephone numbers are publicised in connection with unlawful activity, including unlawful street trading of vehicles; further decriminalisation of offences prosecuted by local authorities and the introduction of a penalty charge notice regime akin to parking; extending Councils’ powers to serve fixed penalty notices to include offences not currently covered; delegating the issuing of fixed penalty notices and further flexibility in relation to fixed penalty notices procedures, including provision for early payment and service of notices on those aged 16 and above; sharing of information to combat benefit fraud and for other purposes; co-operation on pension fund management; altering the London Boroughs Grant Scheme; altering the planning cycle on schools admission; amending the law relating to pipe subways; extending Councils’ powers to charge for services; enabling zoning powers within which higher fines can be imposed in relation to certain offences; the change of use of residential property under Town and Country Planning law; enabling schemes of information to be provided; authorising the disturbance of human remains to enable existing graves to be used for further interments; implementing security arrangements in housing estates; strengthening the law relating to short-term letting; providing for the registration of persons able to accept service of notices on behalf of landlords; (in the case of the London Borough of Camden) removing restrictions on the placing of temporary structures in Lincoln’s Inn Fields; the regulation of bonfires; the further regulation of use of fireworks; the control of storage or use of acetylene cylinders; further powers to deal with abandoned shopping trolleys and luggage trolleys; allowing charging for discretionary services; relaxing VAT partial exemption restrictions on Councils; removing certain existing capital finance restrictions on Councils; enabling Councils to provide services to a wider market; relaxing requirements relating to tramlines in the road; dealing with overgrown vegetation and other unsightly material on private premises; strengthening the law relating to spitting in public places; further regulating the location of telecommunications masts and base stations to ensure telecommunications operators share sites; and to strengthen planning law relating to the siting of masts; mandatory consultation by water companies with Councils about mains water pressure; enabling charging for the reinspection of premises under certain statutory regimes; making minor amendments to the London Local Authorities and Transport for London Act 2003 and other local legislation; removing the requirement to provide signs indicating the overnight parking ban for commercial vehicles; extending Councils’ powers to make byelaws; enabling Councils to impose a local levy on plastic bags, takeaway food packaging, chewing gum and cigarette packet wrappers; to alter powers of entry of Council officers, particularly those of trading standards officers; to enable Courts to make orders to disqualify persons from holding company directorships if repeatedly found guilty of certain offences relating to the degradation of the amenity of an area or the unlawful sale of products to underage persons; enabling councils to gate off nuisance alleyways and passages and enabling Councils to collaborate further in the provision of services;

- (b) to enact any additional, supplemental and consequential provisions that may appear to be necessary or convenient.

**APPENDIX 3**

7. Membership of the Development Control Committee (or any Committee otherwise named to which has been delegated the exercise of the functions of the Council as a local planning authority under the relevant statutory provisions).
  - 7.1 The requirements set out in this Procedural Rule shall apply to Members and Reserve Members serving on the Committee.
  - 7.2 In nominating Members to serve on the Committee the political Groups will have regard to those Members of Council who have received the relevant training in the statutory roles of the Committee. A register of those Members who have completed the Training Course shall be kept by the Monitoring Officer and updated periodically by him/her as future Members are trained.
  - 7.3 In a Borough Election Year Members who are not trained to serve on the Committee may be nominated to serve nonetheless for an initial period of up to six months from the date of the first appointments in that Municipal Year to allow them to receive the required training within that period. Training shall be provided by the Borough within this period. Failure to undertake and complete satisfactorily the training within that six months will require that such Member be removed from membership and the political Group nominate a replacement Member who has been trained.
    - 7.4.1. For currently serving Members of the Committee (appointed prior to the requirement for completion of the training) a period of six months shall be allowed from 2 October 2004 (the first available training date) in which those Members should undertake the training.
    - 7.4.2. In respect of any serving Committee Member who has not completed the training satisfactorily within the six month period the relevant political Groups nominate will be requested to nominate a replacement Member of Council who has so completed the training satisfactorily, failing which any such place on the Committee shall remain vacant pending the nomination of a trained Member.

APPENDIX 4**(I) AUDIT COMMITTEE (5)**

	<u>Labour</u>	<u>Conservative</u>	<u>Liberal Democrats</u>
	(2)	(2)	(1)
<u>I. Members</u>	Idaikkadar* Ingram	John Cowan* Romain	Branch
<u>II. Reserve Members</u>	1. Gate 2. Ismail 3. Ray	1. Pinkus 2. Mrs Kinnear 3. D Ashton	1. Thornton 2. Miss Lyne



**(II) DEVELOPMENT CONTROL COMMITTEE (11)**

	<u>Labour</u>	<u>Conservative</u>	<u>Liberal Democrats</u>
	(5)	(5)	(1)
<u>I.</u> <u>Members</u>	<b>Bluston Choudhury Idaikkadar Miles Anne Whitehead*</b>	<b>Marilyn Ashton* Mrs Bath Billson Janet Cowan Mrs Joyce Nickolay</b>	<b>Thornton</b>
<u>II.</u> Reserve Members	1. Ismail 2. Blann 3. Thammaiah 4. Mrs R Shah 5. Ray	1. Kara 2. Versallion 3. Arnold 4. Seymour 5. John Nickolay	1. Branch 2. -

(CH)  
(VC)

= Chair  
= Vice-Chair

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

**(III)      LICENSING AND GENERAL PURPOSES COMMITTEE    (11)**

	<u>Labour</u>	<u>Conservative</u>	<u>Liberal Democrats</u>
	(5)	(5)	(1)
<u>I. Members</u>	<b>Blann Dharmarajah Ann Groves Idaikkadar * O' Dell</b>	<b>Mrs Bath Janet Cowan Knowles * Vina Mithani John Nickolay</b>	<b>Branch</b>
<u>II. Reserve Members</u>	1. Omar 2. Lavingia 3. Bluston 4. Gate 5. Ray	1. Billson 2. Myra Michael 3. Osborn 4. Harriss 5. Versallion	1. Thornton 2. Miss Lyne

(CH)

(VC)

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

**(IV) OVERVIEW AND SCRUTINY COMMITTEE (11)**

<u>Labour</u>	<u>Conservative</u>	<u>Liberal Democrats</u>
(6)	(5)	(0)

**I.  
Members**

<b>Blann</b>	<b>Jean Lammiman*</b>
<b>Bluston</b>	<b>Osborn</b>
<b>Gate*</b>	<b>Pinkus</b>
<b>Mitzi Green</b>	<b>Seymour</b>
<b>Ingram</b>	<b>Versallion</b>
<b>Thammaiah</b>	

**II.  
Reserve  
Members**

1. Mrs R. Shah	1. Myra Michael
2. Nana Asante	2. Mrs Champagnie
3. Ann Groves	3. Mary John
4. Lavingia	4. John Nickolay
5. Toms	5. Janet Mote
6. Omar	

[Note: The Chair of each of the four substantive Scrutiny Sub Committees is an ex officio member of the Overview and Scrutiny Committee].

(CH)  
(VC)

= Chair  
= Vice-Chair

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

**(V) SCHOOL ORGANISATION COMMITTEE (20)**

[Established as a Statutory committee by the Council in accordance with Regulations made under the School Standards and Framework Act 1998.]

**(i) (Council Membership in order of political group nominations) (7)**

	<u>Labour</u>	<u>Conservative</u>	<u>Liberal Democrat</u>
	(3)	(3)	(1)
<b>Members</b>	<b>Gate Ray Stephenson</b>	<b>Miss Bednell * Jean Lammiman Anjana Patel</b>	<b>Branch</b>
<u>Alternate Members</u>	1. Miles 2. Margaret Davine 3. Ismail	1. Janet Cowan 2. Janet Mote 3. -	1. Thornton 2. Miss Lyne

Other Representatives

(ii)	Church of England:	Rev P Reece	(Mr G Edwards - Alternate)
(iii)	Roman Catholic Church:	Mr J Coyle Mr M Murphy	Ms M Roe
(iv)	Learning and Skills Council	Mr T Masters	
(v)	Schools (Parent/Secondary):	Mrs C Millard (VC)	(Vacancy - Alternate)
	Schools (Parent/Primary):	Ms J Tushaw (Vacancy - Alternate)	(Vacancy) (Vacancy - Alternate)
	Schools (Headteacher):	Mrs M Arnold Mr D A Jones	Mr B A Robertson
	Schools (Co-optee/Special):	Mrs P Langdon	(Vacancy - Alternate)
(vi)	HCRE:	Mr P Pawar	

Adviser: Mr B Leaver

[Notes: (1) The Chair and Vice-Chair of the Committee to be appointed at the inaugural meeting of the Committee and thereafter annually at a Committee meeting;

(2) all appointments as members of the Committee are for a period not exceeding three years '**i.e. until May 2005 currently**';

(3) members may nominate an alternate member to attend meetings of the Committee in their absence, subject to the requirements in the Regulations.]

**(VI) STANDING ADVISORY COUNCIL FOR RELIGIOUS EDUCATION (3)****Labour**  
**(2)****Conservative**  
**(1)****I.**  
**Members****Nana Asante  
Ismail****Janet Cowan****II.**  
**Reserve**  
**Members****1. Choudhury  
2. Gate  
3. -****1. Anjana Patel  
2. Janet Mote  
3. Mrs Champagnie**

(Note: Chair to be appointed at a SACRE meeting).  
Ms Pat Stevens – 2004/05

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

	<u>Labour</u>	<u>Conservative</u>	<u>Liberal Democrats</u>
	(3)	(2)	(1)
<u>I. Members</u>	<b>Ann Groves Harrison* Thammaiah</b>	<b>Janet Cowan* Mrs Joyce Nickolay</b>	<b>Branch</b>
<u>II. Reserve Members</u>	1. Gate 2. Toms 3. Marie-Louise Nolan	1. Jean Lammiman 2. Osborn 3. Mrs Champagnie	1. Thornton 2. Miss Lyne
<u>III. Independent Persons</u>	Independent Persons (2):- (Reserves:	Mrs Bijal Shah (VC) and Reverend Peter Broadbent, Bishop of Willesden Ms Judy Bertram and Mr Edward Keal).	
	Membership rules:		
	i. There must be at least 2 Councillors and one Independent person on the Committee;		
	ii. An Elected Mayor or the Leader may not be members;		
	iii. The Chair of the Committee must not be a member of the executive;		
	iv. At least 25% of the membership must be Independent persons;		
	v. Only one member of the executive can be a member of the Committee;		
	vi. The rules on political proportionality do not apply.		

THE CABINET,  
CABINET ADVISORY PANELS  
AND  
CONSULTATIVE FORUMS





CABINET



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**REPORT OF CABINET**


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**MEETING HELD ON 14 OCTOBER 2004**


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Chair: \* Councillor N Shah

Councillors: \* D Ashton \* Miss Lyne  
 \* Burchell \* C Mote  
 \* Margaret Davine \* O'Dell  
 \* Dighé \* Stephenson  
 \* Foulds

\* Denotes Member present

**PART I - RECOMMENDATIONS**
**RECOMMENDATION I - Ninth London Local Authorities Bill**

Cabinet considered a report from the Chief Executive concerning the Ninth London Local Authorities Bill. Members noted that the in principle decision by the Association of London Government and the parliamentary standing orders required all participating authorities to pass a resolution in favour by a majority in full Council, both before and after the Bill had been deposited.

Members, although noting that any proposals put forward required the agreement of the 32 London Boroughs, sought clarification as to how issues of concern, such as quadbikes, miniature motorbikes and the condition of shop frontages, could be included in future Bills. The view was expressed that Members should have the opportunity to have an input into the Bills at an earlier stage. The Chief Executive undertook to raise this issue with the ALG.

Cabinet, having noted the intention to promote a Ninth London Local Authorities Bill, the possible content of such a Bill, and that the cost of proceeding with the legislation would be in the order of up to £12,000 for each Borough and that this cost was likely to be spread over a number of financial years,

**Resolved to RECOMMEND:**

That the required Statutory Resolution be adopted.

**Reason for Recommendation:** To address serious problems affecting a number of London Boroughs through appropriate new legal powers where there was no existing relevant legislation or there was ineffective statutory provision.

(See also Minute 619).

**RECOMMENDATION II - London Local Authorities and Transport for London Act 2003 - Additional Enforcement Powers**

The Executive Director (Urban Living) introduced the report and advised that the London Local Authorities and Transport for London Act 2003 provided new enforcement powers in relation to a range of highway enforcement offences and parking and moving traffic contraventions.

In response to Members' concerns about the operation of the Appeals Process, the Executive Director (Urban Living) indicated that he would provide Members with details of the process prior to the Council meeting on 21 October 2004. He would also provide a response to Members' concerns in relation to enforcement and resources. The Portfolio Holder for Environment and Transport supported the statement of the Executive Director (Urban Living) that it was necessary to seek Council approval to the proposals as a matter of urgency.

Cabinet, having requested a report to their next meeting on the detail of the powers to be delegated to the Executive Director (Urban Living) to address cross party concerns and noted the provisions of the Act,

**Resolved to RECOMMEND:**

(1) That a resolution setting an appointed day for the introduction of Section 4 and Section 16 of the Act be made;

(2) that the advertisement of the resolution and the appointed day be authorised, the appointed day to be not less than 3 months from the date of the advertisement.

**Reason for Recommendation:** To enable the provisions of the London Local Authorities and Transport for London Act 2003 to be implemented providing valuable enhancements to existing enforcement powers in relation to highways and moving traffic offences.

(See also Minute 626).

**RECOMMENDATION III - Pinner War Memorial Fund**

The Assistant to the Chief Executive introduced the report which sought approval to a comprehensive scheme to bring West House back into use and to resolve a number of issues relating to the Pinner War Memorial Fund and its landholding. He drew Members' attention to the revised recommendations that had been circulated on the third supplemental agenda.

The Assistant to the Chief Executive confirmed that he had spoken to the Pinner Association prior to the meeting, who were in agreement with the recommendations. Members conveyed their thanks to officers for their work on what had been a difficult and convoluted process.

Cabinet, having authorised the Director of Professional Services to enter a contract on behalf of the Council for the refurbishment of West House, agreed to the transfer of £5,430 to the Pinner War Memorial Fund in compensation for the benefit the Council had received from its use of 3 properties, and agreed that a commuted sum be paid to Pinner War Memorial Fund together with any surplus received from use of the Fund's land by the Pinner Bowls Club,

**Resolved to RECOMMEND:**

That as Trustee of the Pinner War Memorial Fund, that

(1) authority be given to transfer the sum of £125,000 from the Pinner War Memorial Fund to the West House and Heath Robinson Museum Trust without recoupment as approved by the Charity Commission;

(2) the Director of Professional Services be authorised to agree terms and enter into a lease of West House on behalf of the Fund to the West House and Heath Robinson Museum Trust;

(3) authority be given to transfer the land containing the Dickson Fold and West House bungalows from Pinner War Memorial Fund to the Council as Housing Authority (in consideration of the commuted sum referred to in paragraph 3.3 of the Chief Executive's report) subject to the written consent of the 3 political group leaders;

(4) the name of the Charity be changed from the Pinner War Memorial Fund to the Pinner Memorial Park Trust.

**Reason for Recommendation:** To bring West House back into use by leasing it to the West House and Heath Robinson Museum Trust and to achieve a long-term resolution to the outstanding issues concerning the Charity and its landholdings.

(See also Minutes 611 and 624).

**PART II - MINUTES**

607. **Chair of the Meeting:**  
The Cabinet, having waived Executive Procedure Rule 11,
- RESOLVED:** That Councillor Navin Shah be appointed as Chair for the meeting as Councillor Foulds was only able to be present for the first item of business – ALMO Update.
608. **Declarations of Interest:**
- RESOLVED:** To note that the following interest was declared:
- | <u>Agenda Item</u> | <u>Member</u>        | <u>Nature of Interest</u>   |
|--------------------|----------------------|---|
| 3. ALMO Update     | Councillor Miss Lyne | The Member indicated a personal interest arising from her membership of the Shadow Board of the ALMO. The Member indicated that she would act in the Council's best interests and that she did not regard her interest as prejudicial. The Member would remain in the room and participate in the discussion and would vote on this item. |
609. **Arrangement of Agenda:**
- RESOLVED:** That the following item be considered, as a matter of urgency, as the information had only just become available, and with the press and public excluded for reasons set out below:-
- | <u>Item</u>    | <u>Reason</u>  |
|----------------|--|
| 3. ALMO Update | The report contained exempt information under Paragraph 7 of Part I of Schedule 12A to the Local Government Act 1972 (as amended) in that it contained confidential information relating to the financial or business affairs of a particular person (other than the authority). |
610. **ALMO Update:**  
Members considered a confidential report from the Executive Director (Urban Living) in relation to the Arms Length Management Organisation (ALMO).
- RESOLVED (unanimously):** That the position be noted and that a resolution indicating Cabinet's inclination not to be proceed with the ALMO be considered in Part I of the agenda.
- Reason for Decision:** In order to best meet the interests and needs of the Council's tenants and to meet the Government's targets for Decent Homes by 2010.
- (See also Minutes 608 and 616).
611. **Declarations of Interest:**
- RESOLVED:** To note that the following interests were declared:
- | <u>Agenda Item</u> | <u>Member</u>        | <u>Nature of Interest</u>   |
|--------------------|----------------------|---|
| 9. ALMO Update     | Councillor Miss Lyne | The Member indicated a personal interest arising from her membership of the Shadow Board of the ALMO. The Member indicated that she would act in the Council's best |

interests and that she did not regard her interest as prejudicial. The Member would remain in the room and participate in the discussion and would vote on this item.

21. Pinner War Memorial Fund Councillor Burchell

The Member indicated a personal interest in that he was a trustee of West House Trust. The Member would remain in the room whilst the matter was considered and voted upon.

612. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 9 September 2004, having been circulated, be taken as read and signed as a correct record.

613. **Arrangement of Agenda:**

Members noted that a public report on the ALMO Update was to be tabled, as a matter of urgency, following their discussion in Part II of the meeting, as the information had only just become available. In addition, a note from the Budget Review Working Group, arising from their meeting the previous evening, required consideration in conjunction with the report of the Executive Director (Business Connections) in relation to Budget Consultation.

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

<u>Item</u>	<u>Reason</u>
24. Arts Culture Harrow (ACH)	The report contained exempt information under Paragraph 7 of Part I of Schedule 12A to the Local Government Act 1972 (as amended) in that it contained confidential information relating to the financial or business affairs of a particular person.

614. **Petitions:**

(1) Councillor Phil O'Dell submitted a petition containing 67 signatures from the residents of Lorne Road, which requested residents' parking.

**RESOLVED:** That the petition be received and noted.

(2) Councillor David Ashton submitted a petition containing 130 signatures from the residents of Wychwood Avenue, Wildcroft Gardens and Howberry Road objecting to the extension of the Stanmore Controlled Parking Zone (CPZ). He read the terms of the petition to the meeting which were as follows:

"We the undersigned do not accept that there is any sound justification for any extension to the existing CPZ in Stanmore Town Centre (B Zone). We feel that the extent of the present CPZ system is sufficient to meet current needs. We oppose further extension of the current CPZ as this will not improve the traffic and parking where we live".

**RESOLVED:** That the petition be received and noted.

(3) Councillor David Ashton submitted a petition containing 22 signatures from the Courtens Mews Residents Company, the terms of which were as follows:-

"We, the residents of Courtens Mews, oppose the introduction of parking controls in our road".

**RESOLVED:** That the petition be noted.

- (4) Councillor David Ashton submitted a petition containing 316 signatures from the Golf Close Residents' Association. He read the terms of the petition to the meeting which were as follows:

"We the undersigned do not accept that there is any sound justification for any extension to the existing CPZ in Stanmore Town Centre (B Zone). We feel that the extent of the present CPZ system is sufficient to meet current needs. We oppose further extension of the current CPZ as this will not improve the traffic and parking where we live".

**RESOLVED:** That the petition be received and noted.

- (5) Councillor David Ashton submitted a petition containing 62 signatures from Woodlands Community Association. He read the terms of the petition to the meeting which were as follows:-

"We, the residents of Woodlands Estate, are proud of our homes and environment. We request that Harrow Council ensure that every effort is made to eliminate crime from the Estate and keep it litter and graffiti free. We will do our part, but we expect the Council to live up to its responsibilities."

**RESOLVED:** That the petition be received and noted.

- (6) Mr Noel Gellman submitted a petition containing 24 signatures from the residents of Colman Court, Stanmore. Mr Gellman read the terms of the petition to the meeting which were as follows:-

"We, the undersigned, do not accept that there is any sound justification for any extension to the existing CPZ in Stanmore Town Centre. We feel that the extent of the present system is sufficient to meet current needs. We oppose further extension of the current CPZ as this will not improve the traffic flow or safety in the area and will, in fact, lose some much needed parking space in the designated area."

**RESOLVED:** That the petition be received and noted.

615. **Public Questions:**

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

1.

**Questioner:** Mr Pravin Seedher

**Asked of:** Councillor Navin Shah (Partnership and Property Portfolio Holder)

**Question:** "Please confirm the roles and executive responsibilities of the Chief Executive, senior directors of the council and portfolio holders in relation to the proper accounting and presentation of all income received and expenditure incurred by this council - by definition this includes the Housing Budget and every penny of its maintenance budget."

An oral answer was provided to the question and, under the provisions of Executive Procedure Rule 15.4, the questioner asked a supplementary question which was additionally answered.

616. **ALMO Update:**

Cabinet received an urgent tabled report from the Executive Director (Urban Living) in relation to the ALMO, which was to be made available to the Tenants' Federation, the Shadow Board, press and public.

The Chair read the terms of the tabled resolution in relation to the ALMO that had been proposed in private session.

The Portfolio Holder for Planning, Development, Housing and Best Value reported that further information on the cost of running the Arms Length Management Organisation (ALMO) had now been received. He advised that the Government had introduced the prudential borrowing regime on 1 April 2004 and that there was now an option to use this as a source of funding rather than pursuing the ALMO. By using prudential borrowing, it would be possible to start funding the necessary work almost immediately.

The Leaders of the Opposition Parties indicated that there appeared to be no other option but to abandon the ALMO but expressed concern that mistakes had been made. They sought reassurance that neither tenants nor staff would be negatively affected by not pursuing the ALMO. In response, the Portfolio Holder for Finance and Performance Management indicated that whilst mistakes had been made, the use of prudential borrowing to achieve the Decent Homes Standard by 2010 was the right solution. He added that he hoped staff and the unions would be closely involved in the proposed work.

The Chair stated that prudential borrowing offered the Council enormous opportunities, and advised that the Council would be able to do more than would have been possible via the ALMO. He added that there would be a report to Cabinet in November and that there would be consultation with stakeholders and partners.

**RESOLVED (unanimously):** (1) That after serious consideration of a Part II report, the Cabinet resolves that at their next meeting in November they are seriously minded not to proceed with the establishment of an ALMO.

(2) the Cabinet requests feedback from officers on the comments and views expressed at further consultation to take place with the Office of the Deputy Prime Minister, the Tenants' Federation and the Shadow ALMO Board and that this information be made available to Members of the Cabinet before an irrevocable decision is made at their November meeting;

(3) that officers present to the November meeting of Cabinet, a draft framework for consideration comprising:

- (i) proposals for the effective management of the Housing Service with particular emphasis on delivering essential capital programmes to refurbish the housing stock at the earliest opportunity;
- (ii) an action plan to bring the Council's Housing Stock up to the Government's Decent Homes Standard by 2010 as part of the wider Estates Renewal, Regeneration and Social inclusion priorities within Harrow; and
- (iii) options for the effective and comprehensive involvement of tenants and residents in the management of the housing stock in the areas in which they live.

**Reason for Decision:** In order to best meet the interests and needs of the Council's tenants and to meet the Government's targets for Decent Homes by 2010.

(See also Minutes 610 and 611).

617. **Forward Plan 1 October 2004 - 31 January 2005:**

**RESOLVED:** To note the contents of the Forward Plan for the period 1 October 2004 – 31 January 2005.

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

**RESOLVED:** To note that no reports had been received.

619. **Ninth London Local Authorities Bill:**  
(See also Recommendation I).

The Chief Executive introduced the report which advised of an in principle agreement on behalf of the London Local Authorities to promote a Ninth London Local Authorities Bill and to seek, for this purpose, a statutory resolution at Council on 21 October 2004.

Cabinet, having expressed the view that Members should have earlier input into future Bills, and recommended to Council that the required statutory resolution be adopted,

**RESOLVED:** (1) To note the intention to promote a Ninth London Local Authorities Bill and the possible content of such a Bill;

(2) to note that the cost of proceeding with legislation would be of the order of up to £12,000 to each Borough, which cost was likely to be spread over a number of financial years.



**Reason for Decision:** To address serious problems affecting a number of London Boroughs through appropriate new legal powers where there was no existing relevant legislation or there was ineffective statutory provision.

620. **Key Decision - Medium Term Budget Strategy (MTBS) Reprice 2005-06:**  
The Director of Financial and Business Strategy introduced the report which advised that, in accordance with the Constitution, the Cabinet was required to approve draft budget proposals by 1 November each year.

The Director of Financial and Business Strategy reported that technically the reprice reviewed the assumptions made in the MTBS. The reprice did not include any new policy decisions. She added that the impact of the change in assumptions resulted in a proposed Council Tax for Band D properties of £1,064, an increase of 2.92% on the current year.

In response to questions in relation to Education passporting, the capitalisation of IT expenditure and the apparent reduction in population figures, the Director of Financial and Business Strategy undertook to provide Members with a written response.

Members congratulated officers on the savings arising from the New Harrow Project and procurement.

**RESOLVED:** That the Medium Term Budget Strategy Reprice for 2005-06 be approved.

**Reason for Decision:** Under the Constitution, the Cabinet was required to approve draft budget proposals by 1 November each year. The approval of the repriced MTBS for 2005-06 fulfilled this obligation and was a key stage in the budget process for 2005-06.

621. **Key Decision - Strategic Review of Grants to Voluntary Organisations:**  
The Director of Financial and Business Strategy introduced the report and drew Members' attention to the recommendation from the Harrow Strategic Partnership Board which had been circulated on the supplemental agenda.

In response to a Member's question, the Chair confirmed that those organisations in receipt of grants of approximately £1,000 would not have any additional costs arising from the requirement to use the Council's logo.

Members noted that voluntary groups would now have the ability to choose which premises they hired and the view was expressed that it was more beneficial that such groups were given grants to rent property.

The Chair suggested, and Members agreed, that to address the comments of the Harrow Strategic Partnership Board in relation to sections 2 and 3 of the proposed strategic recommendations, that the word 'all' be deleted from the last bullet point of the Grants Conditions and the words 'black and minority ethnic' and 'refugees and asylum seekers and address domestic violence issues' be deleted from the last bullet point of section 3.

**RESOLVED:** That the Council's proposed strategy, attached as an Appendix to the report of the Director of Financial and Business Strategy, for supporting the voluntary sector be approved.

**Reason for Decision:** Cabinet authority was required before a new strategy could be implemented.

622. **Budget Consultation:**  
The Executive Director (Business Connections) introduced the report and advised that the proposed approach would enable a more informed approach to setting the Medium Term Budget Strategy. He drew Members' attention to the additional recommendations set out in the note from the Budget Review Working Group.

A Member clarified that the review questions to be considered by the cross party member group would be prepared by MORI.

**RESOLVED:** (1) That the consultation with all residents in November on their priorities through (a) the Council website and (b) commissioning a market research company to undertake a postal consultation exercise based on a statistical valid sample of the Borough's population, be approved;

(2) to note that the questions would be determined by a cross party member group;

(3) that consultation on the budget be carried out through a series of stakeholder meetings as set out in paragraph 2.2.7 to the report of the Executive Director (Business Connections);

(4) that mandatory training for all Members of the Council on the budget process be arranged.

**Reason for Decision:** To enable a process for budget consultation to be undertaken.

623. **Public Library Position Statement and Standards Report 2004:**

The Chief Executive introduced the report which explained the background to the Public Library Position Statement and Standards Report 2004" had been prepared for approval. It had been necessary to submit the document to the Department for Culture, Media and Sport (DCMS) by 30 September 2004 but she advised that DCMS had been made aware that any revisions to the draft made by Cabinet would be submitted in October.

The Chief Executive reported that the Education Consultative Forum and the Lifelong Learning Scrutiny Sub-Committee had considered the document and that a reference from the latter had been circulated on the third supplemental agenda. She drew Members' attention to the Lifelong Learning Scrutiny Sub-Committee's recommendation that Cabinet should consider developing a strategy to address the shortage of professionally qualified librarians and indicated that Members might wish to consider this issue in the budget process.

The Portfolio Holder for Education and Lifelong Learning indicated that there had been discussions in relation to the possibility of upgrading existing staff and graduate training but that it did depend on the willingness of staff. He undertook to keep both Cabinet and Scrutiny informed of progress.

**RESOLVED:** That the Public Library Position Statement and Standards Report be approved for submission to the Department for Culture, Media and Sport prior to the Portfolio Holder for Education and Lifelong Learning endorsing the document indicating the Council's backing.

**Reason for Decision:** To meet the requirements to submit a Public Library Position Statement and Standards Report to the Department for Culture, Media and Sport for an assessment which would be included within the Corporate Performance assessment process.

624. **Pinner War Memorial Fund:**

(See also Recommendation III).

The Assistant to the Chief Executive introduced the report which sought approval for a comprehensive scheme to bring West House back into use and to resolve a number of issues relating to the Pinner War Memorial Fund and its landholding. He drew Members' attention to the revised recommendations circulated on the third supplemental agenda.

Cabinet, having made recommendations to Council as trustee of the Pinner War Memorial Fund,

**RESOLVED:** (1) That the Director of Professional Services be authorised to enter into a contract on behalf of, and at nil cost to, the Council for the refurbishment of West House on terms to be agreed;

(2) that the sum of £5,430 be transferred to the Pinner War Memorial Fund in compensation for the benefit the Council had received from its use of the Dickson Fold and West House bungalows and the Park Keeper's house (50 West End Lane);

(3) that the Council pay the Pinner War Memorial Fund a commuted sum, representing the advance receipt from any surplus the Council might receive from managing the Dickson Fold and West House bungalows and such a sum be agreed by the Director of Financial and Business Strategy, subject to the written consent of the 3 political group leaders;

(4) that the Council pay the Pinner War Memorial Fund any surplus received from the use of the Fund's land by the Pinner Bowls Club.

**Reason for Decision:** To bring West House back into use by leasing it to the West House and Heath Robinson Museum Trust and to achieve a long-term resolution to the outstanding issues concerning the Charity and its landholding.

(See also Minute 611).

625. **Key Decision - Harrow Key Worker Housing Strategy 2004-2007:**

The Director of Strategy (Urban Living) introduced the report and outlined the contents of the Harrow Key Worker Housing Strategy and related Action Plan. She reported that Harrow had chosen to widen the definition of 'key worker' from that suggested by Central Government.

The Director of Strategy (Urban Living) reported that the new strategy would assist both new and existing homeowners and that more work over the next year would be required. It was necessary to ensure that the correct type of homes were available. She added that a series of road shows had been carried out as well as numerous emails sent to organisations such as the Police and Northwick Park Hospital.

**RESOLVED:** To note and approve the contents of the Harrow Key Worker Housing Strategy 2004/2007 and related Action Plan in order to meet the Council's strategic aims and targets and to address the issues highlighted.

**Reason for Decision:** The Harrow Key Worker Housing Strategy provided a local framework for identifying the needs of, and devising affordable solutions for, key workers in Harrow.

626. **London Local Authorities and Transport for London Act 2003 - additional enforcement powers:**

(See also Recommendation II).

The Executive Director (Urban Living) introduced the report which advised that the London Local Authorities and Transport for London Act 2003 provided new enforcement powers in relation to a range of highway enforcement offences and parking and moving traffic contraventions. The report set out the main provisions in the Act, including the use of fixed penalty notices and detailed the steps to be taken to adopt the new powers provided in the Act.

Members expressed concern in relation to the operation of the Appeals Process. Cabinet requested a report to their next meeting on the detail of the powers to be delegated to the Executive Director (Urban Living) to address the cross party concerns.

Cabinet, having made recommendations to Council that they make a resolution setting an appointed day for the introduction of Section 4 and Section 16 of the Act, and that they authorise advertisement of the resolution and the appointed day, the appointed day to be not less than 3 months from the date of the advertisement,

**RESOLVED:** (1) That the provisions of the Act be noted;

(2) that a further report on the authority to be delegated to the Executive Director (Urban Living) to exercise the powers provided by Sections 8, 12, 14 and 17 of the Act, and in respect of sections 4 and 16 of the Act from the appointed day, be submitted to the next meeting of Cabinet.

**Reason for Decision:** To enable the provisions of the London Local Authorities and Transport for London Act 2003 to be implemented providing valuable enhancements to existing enforcement powers in relation to highways and moving traffic offences.

627. **Local Development Frameworks:**

The Director of Strategy (Urban Living) introduced the report and indicated that it had been possible to identify the work necessary within the current year. Although there was a large amount of work to be done, she reported that the small team currently in place did not have all the necessary skills. The Director of Strategy (Urban Living) advised that it was necessary to engage staff with particular skills but that she had, to date, been unsuccessful in recruiting interim staff. It might therefore be necessary to employ consultants to enable continuing progress on this project.

**RESOLVED:** (1) That four interim staff be appointed; and

(2) that the commencement of land use surveys and business mapping, to facilitate the production of a Local Development Framework for Harrow, to the timescale set by the Government, be agreed.

**Reason for Decision:** The Local Development Framework required extensive research, needs analysis and community involvement prior to production of a holistic and spatial strategy with numerous linked Local Development Documents. It would not be possible to meet the Government deadline of March 2007 unless additional dedicated staff were appointed.

628. **Byron Park Area Regeneration:**

The Executive Director (Urban Living) introduced the report and drew Members' attention to the recommendation from the Wealdstone Regeneration Advisory Panel. She indicated that it was necessary to carry out a feasibility study before submitting a full report to Cabinet.

**RESOLVED:** That the position be noted and that a report be submitted to Cabinet in November 2004.

**Reason for Decision:** Proposals would be made to the next meeting of Cabinet with recommendations on a way forward, having regard for the recommendations of the Wealdstone Regeneration Advisory Panel and Cabinet's agreed aim of involving the community and stakeholders in shaping the regeneration of Wealdstone.

629. **Development of Harrow Council website:**

The Executive Director (Business Connections) introduced the report which provided background information about the website and the current position. He drew Members' attention to the recommendations from the Publications Advisory Panel.

Members expressed concern at the suggestion that the external website and internal intranet not be maintained as separate entities. In response, the Executive Director (Business Connections) advised that the aim would be to prevent the duplication of work.

The view was expressed that rather than establishing a working party, authority be delegated to the Executive Director to progress developments in relation to the website and that he liaise with the Portfolio Holder with the remit for Communications. In response, the Portfolio Holder for Education and Lifelong Learning indicated that the Members of the Publications Advisory Panel had an important role to play in moving the project forward.

An amendment in the name of Councillor Dighé was moved and it was,

**RESOLVED:** That the Publications Advisory Panel act as an overview body on the development of the website, with the lead on the project being taken by the Portfolio Holder with the remit for Communications, and make recommendations to Cabinet on the direction of the Harrow Council website.

**Reason for Decision:** To improve communication and consultation with Harrow Council residents, businesses and visitors.

630. **Arts Culture Harrow (ACH):**

Members considered a confidential report from the Director of Learning and Community Development in relation to Arts Culture Harrow and the update report circulated on the second supplemental agenda.

An amendment in the name of Councillor Stephenson was moved and it was

**RESOLVED:** (1) That the update report on ACH be noted;

(2) to note that ACH had just met the targets set for the end of September;

(3) that Cabinet agrees that the SLA be signed, to the release of the additional £25,000 of grant, to future quarterly grant payments, and to the monitoring regime set out in paragraph 2.6 to the report of the Director of Learning and Community Development and, in addition, agrees to set targets for the end of December and the end of March and to maintain the existing monthly financial monitoring regime;

(4) that this matter be kept under review and that the Cabinet reconsider this matter with a report to its January meeting.

**Reason for Decision:** Earlier Cabinet reports set the targets for ACH and the timetable for this report.

631. **Extension and Termination of the Meeting:**  
In accordance with the provisions of Executive Procedure Rule 22.2 (Part 4D of the Constitution) it was

**RESOLVED:** (1) At 9.58 pm to continue until 10.15 pm;

(2) at 10.14 pm to continue until 10.20 pm.

(Note: The meeting, having commenced at 6.30 pm, closed at 10.17 pm).

(Signed) COUNCILLOR NAVIN SHAH  
Chair for the meeting



CABINET  
ADVISORY  
PANELS





**EDUCATION ADMISSIONS AND AWARDS  
ADVISORY PANEL****5 OCTOBER 2004**

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 School**

On 5 October 2004 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>
H57	9	Rooks Heath
H58	10	Rooks Heath
H60	10	Harrow
H61	11	Bentley Wood
H63	10	Nower Hill

[Note: Cases H59 and H62 were withdrawn from the agenda, as offers of places had already been made].

**PART II - MINUTES**295. **Attendance by Reserve Members:**

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

296. **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.

297. **Arrangement of Agenda:**

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

<u>Item</u>	<u>Special Circumstances/Reasons for Urgency</u>
8. Admissions to County Schools	This report was not available at the time the agenda was printed and circulated. It was admitted to the agenda in order to allow the Panel to determine the cases as soon as possible.

(2) 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. |
| 298.                            | <p><b><u>Minutes:</u></b></p> <p><b>RESOLVED:</b> That the signing of the minutes of the meetings held on 24 August, 7 September, 9 September and 21 September 2004 be deferred until printed in the next Council Bound Minute Volume.</p>  |
| 299.                            | <p><b><u>Public Questions:</u></b></p> <p><b>RESOLVED:</b> 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>  |
| 300.                            | <p><b><u>Petitions:</u></b></p> <p><b>RESOLVED:</b> 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>  |
| 301.                            | <p><b><u>Deputations:</u></b></p> <p><b>RESOLVED:</b> 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).</p>  |
| 302.                            | <p><b><u>Admissions to County Schools:</u></b></p> <p>See Recommendation 1.</p> <p>(Note: The meeting having commenced at 5.00 pm, closed at 5.10 pm)</p> <p>(Signed) COUNCILLOR KEITH TOMS<br/>Chair</p>   |

**EDUCATION ADMISSIONS AND AWARDS  
ADVISORY PANEL**
**19 OCTOBER 2004**

Chair: \* Councillor Toms

Councillors: \* Choudhury \* Janet Cowan

Advisers: † Mr D A Jones  
(Vacancy)

\* Denotes Member/Adviser present  
† Denotes apologies received

**PART I - RECOMMENDATIONS**
**RECOMMENDATION 1 - Admissions to County Schools**

On 19 October 2004 there were 3 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>
H64	11	Hatch End
H65	11	Whitmore
H66	10	Park High

**PART II - MINUTES**
**303. Attendance by Reserve Members:**

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

**304. 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.

**305. 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 to 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.

**306. Minutes:**

**RESOLVED:** That the signing of the minutes of the meetings held on 24 August, 7 September, 9 September, 21 September and 5 October 2004 be deferred until printed in the next Council Bound Minute Volume.

**307. 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).

308. **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).

309. **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).

310. **Admissions to County Schools:**

See Recommendation 1.

(Note: The meeting having commenced at 5.00 pm, closed at 5.10 pm)

(Signed) COUNCILLOR KEITH TOMS  
Chair

CONSULTATIVE  
FORUMS



**TENANTS' AND LEASEHOLDERS'  
CONSULTATIVE FORUM****13 OCTOBER 2004**

Chair: \* Councillor Currie

Councillors: \* Billson \* Knowles  
\* Margaret Davine

\* Denotes Member present

**Tenant and Leaseholder Representatives**

Representatives from the following Associations were in attendance:-

Antoneys Close Tenants' and Residents' Association  
Brookside Close Tenants' and Residents' Association  
Woodlands Community Association  
Harrow Federation of Tenants' and Residents' Associations  
Miscellaneous Properties Residents' Association  
Alexandra Avenue Tenants' and Residents' Association  
Cottesmore Tenants' and Residents' Association  
Eastcote Lane Tenants' and Residents' Association

(In total, 17 Tenants/Representatives attended).

**PART I - RECOMMENDATIONS - NIL****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 the following declaration of interest by a Member present relating to the business to be transacted at this meeting: -

<u>Member</u>	<u>Nature of Interest</u>
Councillor Knowles	Councillor Knowles declared a personal interest in the ALMO shadow board in his capacity as Council Representative, but in accordance with Paragraph 12.2 of the Council's Code of Conduct for Councillors he remained and took part in discussions on the agenda item in question.

165. **Arrangement of Agenda:**

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

166. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 1 July 2004, having been circulated, be taken as read and signed as a correct record.

167. **Matters Arising from the Last Meeting:**

The Forum received a report of the Interim Tenant Services Manager which updated the meeting on issues raised at the Tenants' and Leaseholders' Consultative Forum on 1 July 2004.

In relation to the installation of windows in Brookside Close, officers advised that the work was due to be completed before Christmas.

Residents queried the delay in the installation of windows and the Chair asked that an update report on the reasons for the delay be brought to the Forum's next meeting and that an officer from Building and Design Services attend to present the report.

It was noted that officers had visited Eastcote Lane Estate to inspect the works and that the site had been further vandalised. A more sustainable solution was needed to deal with the situation.

In response to a comment from a resident that not all outstanding jobs had been listed in the officer report on Eastcote Lane Estate, officers agreed to a joint inspection of the estate.

A resident commented that the fire officer's report on the door replacement in Brookside Close did not fully correspond with the information given to him on site and queried why the tenants had not been given the chance to select doors as leaseholders had. The Forum agreed that the opportunity for all residents to choose doors should be a point of reference for future installations.

The Chair noted that, despite several requests, it had taken six months for the fire officer's report to be submitted to the Forum.

**RESOLVED:** That the report be noted.

168. **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).

169. **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).

170. **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).

171. **Reference from the Meeting of the Cabinet held on 9 September 2004: Various Housing Matters:**

The Forum received a reference from the meeting of the Cabinet held on 9 September 2004, asking the Forum to consider a report of the Chief Executive which provided an update on the overspend within the Housing Revenue Account (HRA) and the proposals on how to balance the housing repairs budget.

Officers reported that a close examination into the nearly £2 million overspend in the housing repairs budget had shown that £996K of this sum should have been charged to the capital funding programme. There was also a surplus in the housing budget. Subsequently, the resultant shortfall in the HRA was estimated at £194K.

It was advised that Cabinet had agreed to re-tender the maintenance contracts and to fund the overspend by reducing the Revenue Contributions to Capital Outlay (RCCO) budget by £194K to minimise the effect on tenants.

In response to residents' concern that housing repairs were left outstanding despite having been paid for by the Council, officers reassured the meeting that the Housing Department conducted inspections into the works which were carried out and that there would be an internal audit on jobs from next year.

In response to a query from a tenant regarding whether the contractors responsible for the overspend in repairs could work for the Council again, officers replied that the Council collaborated with three contractors who could use sub-contractors. It was advised that the contractors were supervised and that a low performance could result in a contract being closed. It was noted that the contractors were currently performing above or at the same level as previous years. All contractors had been asked to supply evidence of their staff's qualifications and officers encouraged the Forum to report any irregularities.

**RESOLVED:** That the comments and report be noted.



172. **Arms Length Management Organisation (ALMO) Update:**  
The Forum received a verbal update on the progress of the implementation of the Arms Length Management Organisation (ALMO).
- It was reported that the Secretary of State had approved Harrow's ALMO agreement and that the ALMO was expected to be launched in November or no later than 31 December. It was explained that part of the ALMO was a management agreement and that staff who would be transferred to the ALMO were yet to be identified as the Council was awaiting the Chief Executive's review of housing before embarking on this aspect of establishing the ALMO.
- It was reported that there were currently two vacancies on the ALMO Shadow Board, one tenant and one Council Member, however, the Forum was advised that there was a quorum on the Board.
- The Chair expressed serious concern that the Forum had not been informed of the membership of the ALMO Shadow Board.
- A tenant raised concern that the Harrow Federation of Tenants' and Residents' Associations had not been consulted on the appointment of tenants onto the ALMO Shadow Board.
- It was noted that none of the representatives of the tenants' associations who attended the meeting was in favour of the ALMO.
- In response to this, officers informed the meeting that there had been a consultation for tenants on the ALMO and that the majority of respondents had been in favour of launching the ALMO. The success of the ALMO would depend on the commitment from tenants and officers. There were certain critical stages in the roll-out of the ALMO, and the Council would have to decide whether to fund the ALMO after five years. It was advised that the decision as to whether to have an ALMO would then be revisited.
- RESOLVED:** That the verbal report be noted.
173. **Matters Raised by Alexandra Avenue Tenants' and Residents' Association:**  
The Forum received a report of the Interim Tenant Services Manager which responded to issues raised by the Alexandra Avenue Tenants' and Residents' Association.
- Residents stated that they were satisfied with the officers' response.
- RESOLVED:** That the report be noted.
174. **Matters Raised by Cottesmore Tenants' and Residents' Association:**  
The Forum received a report of the Interim Tenant Services Manager which responded to issues raised by the Cottesmore Tenants' and Residents' Association.
- It was reported that the Housing Department's action would be restricted by the Tree Preservation Orders which were issued on some of the trees on the estate. It was advised that there was a plan in place to deal with the trimming and removing of trees. The plan had already started, although the process of removing the trees would be lengthy.
- The Chair stated that the Forum would monitor the process closely.
- The Forum discussed policies on trees in Harrow, including the issuing of Tree Preservation Orders, and how this could be dealt with, as tree management was a recurrent problem on many estates.
- RESOLVED:** That (1) the Environment and Economy Scrutiny Sub-Committee be asked to consider the strategies and management of trees on estates in Harrow; and
- (2) the report be noted.
175. **Matters Raised by Eastcote Lane Tenants' and Residents' Association:**  
The Forum received a report of the Interim Tenant Services Manager which responded to issues raised by the Eastcote Lane Tenants' and Residents' Association (ELTRA).
- It was noted that a report on the issues raised in a survey carried out by ELTRA on a window and door replacement programme would be submitted to the Forum's next meeting. Officers would also undertake to investigate why parts of the work on the estate were still outstanding.

**RESOLVED:** That the report be noted.

176. **Matters Raised by Harrow Federation of Tenants' and Residents' Association:**  
The Forum received a report of the Interim Tenant Services Manager which responded to issues raised by the Harrow Federation of Tenants' and Residents' Associations.

In response to concerns from residents regarding the quality of grounds maintenance work, officers replied that the service had slightly declined and that the contract for grounds maintenance would shortly be renegotiated. There was a need for additional funding of grounds maintenance and a separate bid had been made to improve the service.

The Chair asked that residents be consulted prior to a new grounds maintenance contract being drafted and that Council Members be involved in the meetings to discuss the drafting of the contract.

**RESOLVED:** That (1) Councillor Currie and Councillor Knowles be invited to attend meetings to discuss the drafting of the grounds maintenance contract; and

(2) the report be noted.

177. **Questions from Tenants/Leaseholders:**  
In response to a question regarding the cutting of grass outside an estate, the Chair undertook to investigate the issue.

In response to a question from a resident regarding correspondence with Council staff, officers replied that officers were required to submit a written reply within ten days of receiving the letter.

A Member of the Forum raised concern that some residents were leaving waste on the estates to avoid paying the collection fees.

In response to this comment, officers reassured the meeting that all waste which was viewed as a risk to public health would be collected.

**RESOLVED:** That the above be noted.

178. **Date of Next Meeting:**

**RESOLVED:** To note that the next meeting of the Forum would be held on 6 January 2005.

(Note: The meeting having commenced at 7.34 pm, closed at 9.50 pm)

(Signed) COUNCILLOR BOB CURRIE  
Chair

HARROW  
ADMISSIONS  
FORUM



**HARROW ADMISSIONS FORUM****19 OCTOBER 2004**

Chair:	* Councillor Stephenson		
Councillors:	* Janet Cowan Ray		
Community School Representatives:	<u>Governor</u>	<u>Primary</u>	<u>Secondary</u>
	* Mary Graham	* Sue Jones	Allan Jones
Jewish School Representative:	Dr Ian Abrahams		
Roman Catholic School Representative:	* Mike Murphy		
Church of England School Representative:	† Mrs S Hinton		
Church of England Diocese Representative:	* Mrs K Uttley		
Catholic Schools Diocese Representative:	Miss M Roe		
Primary Elected Parent Governor Representative:	† Mr H Epie		
Secondary Elected Parent Governor Representative:	Mr R Sutcliffe		
Harrow Council for Racial Equality Representative:	Prem Pawar		
Early Years Development Partnership Representative:	† (Helena Tucker) * Paula Leaman (Reserve)		
Social Services Representative:	(Vacancy)		

\* Denotes Member present  
† Denotes apologies received

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES****38. Election of Chair and Vice-Chair:**

**RESOLVED:** (1) That Councillor Bill Stephenson be appointed Chair of the Harrow Admissions Forum for a period of one year;

(2) that Mr M Murphy (Roman Catholic School Representative) be appointed Vice-Chair of the Harrow Admissions Forum for a period of one year.

[Note: The Education (Admissions Forums) (England) Regulations 2002 state that the Chair and Vice-Chair shall hold office until the next meeting which falls after the date which is a year after the meeting at which the Chair or Vice-Chair was elected, and on ceasing to hold office shall be eligible for re-election].

**39. Quorum:**

**RESOLVED:** That the quorum be confirmed as 1 representative for 3 Individual Core Groups.

[Notes: (1) The Education (Admissions Forums) (England) Regulations 2002 state that the core members may regulate their own procedure;

(2) all of the Groups listed on the agenda sheet for the meeting held on 19 October 2004 are Core Groups].

40. **Attendance by Reserve Members:**

**RESOLVED:** To note that Paula Leaman was reserving for Helena Tucker (Early Years Development Partnership Representative).

41. **Reports:**

The Education Admissions Manager apologised for not having submitted written reports and provided reasons why the items listed on the agenda were considered to be urgent (Minute No. 43 refers). Members agreed that written reports would assist them when taking a decision and that these ought to be circulated prior to the meeting.

42. **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.

43. **Arrangement of Agenda:**

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

<u>Agenda Items</u>	<u>Special Circumstances / Reasons for Urgency</u>
7 – 12	These items are admitted to the agenda to allow the Forum to discuss the issues involved and allow the Forum to take a view on which consultations can take place.

and;

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

44. **Minutes:**

**RESOLVED:** That the minutes of the meeting of the Harrow Admissions Forum held on 1 March 2004, having been circulated, be signed as a correct record.

45. **Matters Arising:**

- (i) Determination of Admission Arrangements 2005/2006 (Minute 36)  
Members of the Forum noted that the term "shortest safe walking route" would no longer be used as a criterion where the tie-breaker of distance was applied, and that no risk assessment of individual home to school journeys had been carried out in previous years.

**RESOLVED:** That the above be noted.

46. **Admission Arrangements in 2006/07:**

The Education Admissions Manager sought the Forum's views on the following issues that had arisen recently.

- (i) Clarifying Sibling Link in relation to Twins where one has Statement of SEN  
The Education Admissions Manager described a case which had recently arisen where the parents of a set of twins, one of whom had a Statement of Special Educational Needs (SEN), wanted the twins to attend the same High School based in their locality. She added that the existing Admission Rules did not cover this situation and sought Members' views on whether the rules ought to be amended.

The Chair stated that this was possibly a one-off situation which was unlikely to arise again. He was of the view that were the Council to amend its Admission Rules to include such eventualities, the rules could become unmanageable.

A Member stressed that perhaps changes ought to be made to either the Sibling Rule or the SEN Rule.

Members discussed this issue further and agreed that whilst the Admission Rules ought to be amended, no amendment should be open to interpretation and that the wording in the resolution below be agreed with the Council's Legal Services.

**RESOLVED:** That where a specific school is named on a Statement of Special Educational Needs (SEN), the twin ought to be granted a place with the sibling in that academic year.

(ii) Clarification of Medical Claim – Single Sex School

The Education Admissions Manager reported that an application on medical grounds had recently been received where the school nearest to the applicant's home was a single sex school. She explained that the parents had indicated their strong desire for their child to attend a co-educational school.

Members discussed this situation further and agreed that consultations be carried out on the following comment:

“that where an application was received on medical grounds, parents should have the opportunity of choosing either a co-educational school or a single sex school; however this should be the one nearest to their home.”

**RESOLVED:** That consultation be carried out on the issue outlined above.

(iii) Long Term Disability

The Education Admissions Manager reported that, to date, the Medical Claims Rules had served well. However, a new situation had arisen during the previous year in relation to an over-subscribed school. She explained that this issue related to a parent with a long term disability who, under the Admission Rules, was required to supply a consultant's report. However, owing to the person's long term disability, the parent was no longer on the Consultant's list. The Admissions Manager sought the views of the Forum as to whether the rules should be changed to include receipt of long term incapacity benefit where a parent was unable to obtain a Consultant's letter.

Members were of the view that should a GP's report be relied on, it was likely that the Council would be inundated with GPs' reports as evidence.

The Admissions Manager reminded Members that this issue could be matter for the Education Appeals Panel where a GP's letter or other documentation could be submitted.

Following a short discussion, it was agreed that no change be made to the Admission Rules relating to long term disability, and that consultant's report be the requirement as proof of the disability.

**RESOLVED:** That the above be noted.

47. **Voluntary Aided Admission Rules:**

The Education Admissions Manager tabled the guides to Primary and Secondary Schools in Harrow for information.

The Chair stated that he had asked the Admissions Manager to look into the reasons why the Admission Rules of Voluntary Aided Schools differed from each other. The Chair was of the view that perhaps a draft model code ought to be issued to Voluntary Aided Schools for adoption.

The Admissions Manager offered to contact schools to raise this matter. Following a short discussion it was

**RESOLVED:** (1) That the Chair of the Forum write to the Voluntary Aided Schools in Harrow recommending the adoption of wording similar to that for community schools in the Guide to Primary and Secondary Schools;

(2) that any comments on the guides to Primary Schools and Secondary Schools, tabled at the meeting, be sent directly to the Admissions Manager.

48. **Role and Function of Admissions Panel:**

The Chair informed the Panel that the Council was undertaking a review of all its bodies and he sought Members' views on whether the Education Admissions and Awards Advisory Panel was required.

The Education Admissions Manager reported that the Panel had been established since 1988 and that it met once a fortnight. She informed the Forum that the Panel had

authority to exceed the planned admission number. She tabled the number of decisions taken by the Panel in the last academic year for information.

A Member of the Forum who was also a Member of the Panel spoke in favour of the continuation of the Panel, because otherwise the officers would be inundated with additional work. She also explained why the Panel needed to meet frequently.

**RESOLVED:** That the Director of Corporate Governance be informed that the Forum supports the retention of the Education Admissions and Awards Advisory Panel.

49. **Update on Placement of Permanently Excluded Pupils 2003/04 and Pupils Placed via the Admission Panel:**

The Admissions Manager tabled information on the number of pupils who had been permanently excluded during the 2003-04 academic year. In response to questions, the Admissions Manager stated that seven pupils had been permanently excluded from primary schools in Harrow. She explained how the 'rota' system worked for pupils excluded from high schools and highlighted its benefits. She added that the system helped to ensure equity and fairness in sharing pupils across all the high schools.

Members noted the comments made by the Admissions Manager and agreed that the information tabled at the meeting was adequate.

**RESOLVED:** That the information be noted.

50. **Any Other Business:**

(i) **Single Intake to Reception (September 2005)**

In response to a question from a Member, the Admissions Manager stated that

- three schools had opted to remain with a dual intake (September for children born between 1 September and end February and January for children born between 1 March and 31 August;
- the pilot would need to run for two years. A review would be undertaken after the first school term (ie Autumn 2005) but this would give insufficient time to undertake any meaningful consultation within the statutory timescale.

She agreed to provide some feedback on the following matters to the next meeting of the Forum:

- Single Intake to Reception
- Co-ordinated Admissions.

**RESOLVED:** That feedback on the issues outlined be provided to the next meeting.

51. **Date of Next Meeting:**

Members present agreed that the next meeting be held on 21 March 2004 at 6.00 pm.

(Note: The meeting having commenced at 6.00 pm, closed at 6.56 pm)

(Signed) COUNCILLOR BILL STEPHENSON  
Chair





